

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR EDUCATION AND TRAINING
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Flying Operations

**FLYING TRAINING SIMULATOR
INSTRUCTOR PROGRAMS**

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This instruction implements Air Force Policy Directive (AFPD) 11-2, *Aircrew Operations*, and AFPD 11-4, *Aviation Service*. It authorizes and establishes procedures and criteria for training, qualifying and evaluating simulator instructors assigned to Air Education and Training Command (AETC) flying training units and to personnel supporting flying training instruction at the 318th Training Squadron (TRS), Inter-American Air Forces Academy (IAAFA). It does not apply to simulator instructors working under an Aircrew Training System contract, instructors teaching in the T25 simulator for electronic combat training, or Air Battle Management simulator instructors. With the exception of personnel participating in an associate program, this instruction does not apply to Air Force Reserve Command or Air National Guard units unless specified by a major command (MAJCOM) memorandum of understanding. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974 authorized by Title 10, United States Code, Section 8013. PA system of records notices F011 AF XO A, Aviation Resource Management System (ARMS) and F036 AF AETC B, Graduate Training Integration Management System (GTIMS) apply and are available on line at <http://dpcl.d.defense.gov/privacy/sorns.aspx>. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Information Management System Records Disposition Schedule. Submit suggested improvements to this supplement via AF Form 847, *Recommendation for Change of Publication*, through command standardization/evaluation (stan/eval) channels to the

19 AF stan/eval (19 AF/A3V) workflow email. Forward proposed unit-level supplements to this instruction to 19 AF/A3V for coordination prior to publication. Refer to [paragraph 1.4](#) for waiver authority and procedures.

SUMMARY OF CORRECTIVE ACTIONS

The publication date has been corrected. No content changes were made.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This change updates office symbols; updates roles and responsibilities; adds IAAFA to applicability statement; updates AF Form 8 documentation guidance to align with the revised AF Form 8 (3.8); defines categories of simulator instructors (1.2); adds a definition for simulator (1.3); make periodic EP simulator training an annual requirement (2.13.1.); clarifies guidance for MSIs that lose their aircraft instructor qualification; updates the evaluation “Date Completed” guidance to align with AFMAN 11-202V2; updates evaluation terminology to align with AFMAN 11-202V2 (eliminates “ground phase” and “flight phase”); updates Table [2.3](#) and [2.4](#) to cover the 318 TRS; authorizes 19 AF/A3V to extend expiration dates of periodic evaluations up to 6 months (3.4.6.3); adds guidance on electronic FEFs (3.9.7).

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Chapter 1

GENERAL GUIDANCE

1.1. General. Due to the large number of mission design series (MDS) simulators used for flying training and their associated missions, this guidance cannot cover all situations or requirements. This instruction is meant to be used for basic policy guidance and must be supplemented to cover MDS unique requirements. **Note:** For the purposes of this instruction, Remotely Piloted Aircraft (RPA) and Advanced Aircrew Training Device (AATD) are treated as a MDS for Undergraduate RPA training (URT) units and the 318 TRS, respectively.

1.2. Simulator Instructors.

1.2.1. **Categories.** This instruction addresses three categories of instructors.

1.2.1.1. **Civilian Simulator Instructor (CSI).** CSIs are government civilian employees selected to perform simulator instructor duties in a specific MDS or for a specific aircrew training mission.

1.2.1.2. **Simulator Instructor (SI).** SIs are military members assigned to perform simulator instructor duties for a specific aircrew training mission but are not maintaining an instructor aircraft qualification in the associated MDS or training mission (e.g., Undergraduate RPA units, 318 TRS). **Note:** SIs may fill CSI positions as directed by leadership (e.g., instructor CSI, CSI examiner, Lead CSI, etc.)

1.2.1.3. **Military Simulator Instructor (MSI).** MSIs are military pilots/combat system operators/career enlisted aviators who are instructor qualified in an aircraft and certified to perform simulator instructor duties in that MDS's simulator.

1.2.1.3.1. Government civilian employees who are instructor qualified in an aircraft and certified to perform simulator instructor duties in that MDS's simulator will follow MSI policies and procedures.

1.2.1.3.2. MSIs who lose their aircraft instructor qualification and complete a simulator instructor AF Form 8 evaluation are now classified as SIs.

1.3. Simulator. For the purpose of this instruction, simulator is a generic term which encompasses a wide range of aircrew training devices used in AETC formal flying training courses to include but not limited to:

1.3.1. **T-6A.** Immersive Training Device (ITD), Unit Training Device (UTD), Instrument Flight Trainer, Operational Flight Trainer (OFT), URT Instrument Simulator (URTIS)/IOS.

1.3.2. **T-1A.** OFT.

1.3.3. **T-38C.** ITD, UTD, OFT, Weapon System Trainer (WST).

1.3.4. **F-16.** F-16. UTD, WST, Network Training Center-Luke, Mission Training Center.

1.3.5. **F-35.** Full Mission Simulator.

1.3.6. **MQ-9.** Simulator.

1.3.7. **RPA.** Simulator (e.g, PRIME, VIGILANT SPIRIT)

1.3.8. **AATD:** GT Glass Trainer.

1.4. Waivers. The unit wing commander is the waiver authority for all compliance items unless they are derived from other publications in which case the waiver authority listed in the parent publication will be used. The wing commander may delegate waiver authority no lower than the squadron commander/Lead CSI/Lead SI. Document waivers on an AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, and filed and distributed in accordance with Department of the Air Force Instruction (DAFI) 33-360, *Publications and Forms Management*.

1.5. Responsibilities.

1.5.1. **19 Air Force Undergraduate Operations (19 AF/A3F).** Determines undergraduate (and their associated graduate) CSI/SI training requirements and writes the appropriate syllabuses. (Reference AETCI 36-2605V1, *Formal Flying Training Administration and Management*, for specific training programs.)

1.5.2. **19 AF Graduate Operations (19 AF/A3M, 19 AF/A3D).** Determines graduate CSI/SI training requirements and writes the appropriate syllabuses. (Reference AETCI 36-2605V1 for specific training programs.)

1.5.3. **19 AF Stan/Eval (19 AF/A3V).** Serves as the office of primary responsibility (OPR) for this instruction and will:

1.5.3.1. Provide standardized command guidance for AETC simulator instructor programs.

1.5.3.2. Process all change requests.

1.5.3.3. Review subordinate unit supplemental publications and training programs.

1.5.3.4. Provide assistance to subordinate units for implementation, direction, and monitoring of simulator instructor training programs.

1.5.4. **Operations Group Commander.** The operations group commander (or equivalent) will:

1.5.4.1. Supplement this instruction to ensure all MDS-specific and local training and evaluation requirements are documented.

1.5.4.2. Ensure subordinate units manage simulator instructor training programs to meet unit needs.

1.5.4.3. Review programs and supplements annually.

1.5.4.4. Determine if additional training is required for reported end-of-cycle CSI/SI training deficiencies.

1.5.5. **Squadron Commander/Lead CSI/Lead SI.** The squadron commander or the Lead CSI/SI will (**Note:** If the Lead CSI/SI position is unfilled, the squadron commander may appoint a flight commander or Lead Weapon System (LWS) CSI/SI to fulfill these duties.):

1.5.5.1. Establish simulator instructor training policies and guidance to include, but not limited to, instructor development (ID), continuation training (CT), buddy simulator instructor (BSI) programs, and unit academic instructor (AI) qualifications/certifications.

1.5.5.2. Brief new CSIs/SIs on their responsibilities and BSI program policies before the new instructor accomplishes student training.

1.5.5.3. Review completed BSI program documentation.

1.5.5.4. Certify highly experienced CSIs/SIs as instructor CSIs/SIs (ICSIs/ISIs) to ensure effective training of the CSI/SI cadre.

1.5.5.5. Certify the minimum number of highly qualified ICSIs/ISIs as CSI/SI examiners (CSIE/SIE) to meet CSI/SI evaluation requirements listed in **Chapter 3** and ensure quality of the CSI/SI cadre.

1.5.5.6. Maintain/publish a Letter of Xs of simulator instructor qualifications and certifications. The squadron commander/Lead CSI/Lead SI will determine what additional items are included on the Letter of Xs.

1.5.5.7. Report end-of-cycle training deficiencies to the operations group commander.

1.5.5.8. Identify the levels of supervision required to accomplish required CSI/SI training.

1.5.5.9. Assist the group in development of unit simulator instructor training programs.

1.5.5.10. Manage unit CSI/SI cadre to ensure effective utilization and training.

1.5.6. Flight Commander/LWS CSI/LWS SI. Flight commanders/LWS CSIs/LWS SIs will:

1.5.6.1. Manage appropriate MDS CSI/SI cadre to ensure effective utilization and training.

1.5.6.2. Supervise overall scheduling, training, and progress of qualification training (QT) and the unit simulator instructor CT program.

1.5.6.3. Brief new CSIs/SIs on unit policies, techniques, grading practices, and any other applicable items before the new instructor conducts student training.

1.5.6.4. Recommend an individually tailored BSI training program to the squadron commander/Lead CSI/Lead SI based on the new CSI's/SI's past performance and experience.

1.5.6.5. Observe a student simulator sortie with the new CSI/SI during QT (if applicable to the syllabus) and again in the BSI program.

1.5.6.6. Update the squadron commander/Lead CSI/Lead SI regularly on the status of all simulator instructors in training. Provide an estimated completion date and reason for delay for all instructors exceeding three (3) months in the BSI program.

1.5.6.7. Ensure BSI documentation is maintained in a BSI folder and reviewed monthly until completion of the program. CSIs/SIs should complete the BSI program in a timely manner.

1.5.6.8. Monitor currencies and requirements of assigned CSIs/SIs.

1.5.6.9. Ensure schedulers request simulators required to meet CT requirements.

1.5.6.10. Ensure CSIs/SIs only instruct in sorties, events, and tasks for which they are adequately prepared, trained, qualified, and certified unless the activity is part of an upgrade syllabus or program leading to qualification or certification.

1.5.6.11. Maintain CSI/SI training folders.

1.5.6.12. Inspect training folders on CSIs/SIs who have completed QT and forward the folders to the squadron commander/Lead CSI/Lead SI.

1.5.7. **All Supervisors.** Supervisors at all levels are responsible for monitoring the progress of CSI/SI training to ensure timely progression through appropriate training phases and to identify areas for which additional training is needed.

1.5.8. **Individual Simulator Instructors.** Each simulator instructor will:

1.5.8.1. Obtain required briefings before starting training.

1.5.8.2. Be responsible for completing training requirements and currencies within the guidelines of this instruction and the applicable syllabus.

1.5.8.3. Instruct only in activities for which they are adequately prepared, trained, qualified, and certified unless the activity is part of an upgrade syllabus or program leading to qualification or certification.

1.6. Phases of Training.

1.6.1. **Qualification Training (QT).** For the purposes of simulator instructor training (SIT), initial qualification training and unique mission qualification training items (if applicable) will be combined into one syllabus. This training is referred to as “qualification training” in this instruction. QT is covered in [Chapter 2](#).

1.6.2. **Continuation Training (CT).** CT is necessary for qualified simulator instructors to maintain their level of maneuver and instructor proficiency. It provides minimum ground and simulator training requirements. CT is also necessary to develop the simulator instructor force and certify instructors in specific unit or local area requirements.

1.7. **Academic Instructor (AI) Training.** Academic training is specifically defined in each formal syllabus and must be presented by a qualified AI. All simulator instructors selected to become AIs must be qualified/certified in accordance with AETCI 36-2604, *Flying Training Instructor Programs*, before teaching any academic training.

1.8. Training Concepts and Procedures.

1.8.1. Squadron commanders/Lead CSIs/Lead SIs will ensure training programs are designed to achieve the highest degree of qualification and proficiency consistent with safety and resource availability. Certify only highly experienced CSIs/SIs as ICSIs/ISIs. ICSIs/ISIs will teach all simulator instructor training.

1.8.2. Unless specifically directed, the squadron commander/Lead CSI/Lead SI will determine the level of supervision required to accomplish training. If the mission objectives include introduction to tasks or instruction to correct previous discrepancies, a highly experienced ICSI/ISI may be required. If mission objectives require direct supervision, the LWS CSI/SI may be warranted.

1.9. Training Records and Reports.

1.9.1. **Training Folder.** Units will maintain an electronic or hardcopy training folder (381 TRS will maintain Faculty Folders) for each assigned simulator instructor. The training folder will include records of individual training to include, but not limited to QT, BSI, AI training,

and certifications. **Note:** Maintain training records for MSIs in their established training folder.

1.9.2. **AF Form 4348, USAF Aircrew Certifications.** The AF Form 4348 is the source document for simulator instructor certifications not attained through an AF Form 8, *Certificate of Aircrew Qualification*. Units will document simulator instructor certifications on an AF Form 4348. **Note:** The electronic equivalent AF Form 4348 generated in Patriot Excalibur or Graduate Training Integrated Management System (GTIMS) is acceptable.

1.9.2.1. Maintain the AF Forms 4348 in the individual's training folder. Use one line for each certification. If a certification is given with restrictions, state the restrictions on the AF Form 4348 in the Remarks block. Following signature on the AF Form 4348, records of training leading up to the certification may be removed from the training folder.

1.9.2.2. Decertification of events fall into two categories: Decertification for Cause (with prejudice) and Discretionary Decertification (without prejudice).

1.9.2.2.1. Decertification for Cause. This action is normally associated with commander-directed downgrade of a simulator instructor, but also applies to commander-directed decertification of examiners (resulting from substandard performance). To document Decertification for Cause, place an "X" in the appropriate box; enter date of decertification under Decertification Date block; enter name, rank, organization and office symbol and signature of the decertifying official under Decertifying Official/Organization block.

1.9.2.2.2. Discretionary Decertification. An administrative action not based on performance. Such decertification is warranted when loss of certification occurs that will not be regained, when instructor certified events become core mission events, or when a higher certification is obtained making the previous entry obsolete. Discretionary Decertification is also applicable for decertification of CSIEs/SIEs as a result of reasons other than substandard performance. To document Discretionary Decertification, place an "X" in the appropriate box; enter date of decertification under Decertification Date block; enter name, rank, organization and office symbol and signature of the decertifying official under Decertifying Official/Organization block.

1.9.2.3. For simulator instructors who change MDSs while assigned/attached to the same organization, prepare a new AF Form 4348 indicating the new MDS and transcribe all events which apply to the new MDS.

1.9.2.4. During the initial review of individual training folder for new CSIs/SIs (if one exists), review previous AF Form 4348 (or other certification documentation) entries to determine all applicable certifications of the newly assigned CSI/SI. Document applicable certifications accepted by the gaining unit commander/Lead CSI/Lead SI on a new AF Form 4348. The Lead CSI/SI or other individual designated by the Lead CSI/SI will sign a one line entry below all other entries verifying that above certification transcriptions are accurate.

1.9.2.5. Describe unit AF Form 4348 procedures/program in the unit supplement. Include a list of certifications applicable to the unit and designated certifying officials. Document procedures to ensure certifications reflected on AF Form 4348 are also included in the Aviation Resource Management System (ARMS) for SIs and MSIs.

1.9.3. **AF Form 4293, *Student Activity Record*.** Use AF Form 4293 to document any unusual occurrence that could affect training progress. ICSIs/ISIs should annotate areas of difficulty on the form.

1.9.4. **Tracking of Training.** Document and track training in ARMS/GTIMS/Training Management System (TMS). Track the following information for all CSIs/SIs, as applicable: (**Note:** Track MSI requirements in accordance with the applicable AFMAN 11-2MDS-specific V1.)

1.9.4.1. Ground training dates accomplished and expiration dates.

1.9.4.2. Events required, by total accomplished and amount remaining for the training cycle.

1.9.4.3. Category currency by date last accomplished and expiration date.

1.9.4.4. Academic lesson, phase, or course currency by date last accomplished and expiration date.

1.9.4.5. Annual academic instructor requalification.

1.9.4.6. Periodic evaluations by date last accomplished and expiration date.

1.9.5. **Additional Requirements.** Units may specify additional training folder requirements in their unit supplement.

1.10. Go/No-Go Procedures. Units will establish a positive control system that ensures simulator instructors have completed all training required for the proposed mission. Units will provide guidance on this system in the unit supplement. As a minimum, the Go/No Go system will monitor:

1.10.1. Qualifications and certifications.

1.10.2. Currency items required in accordance with this instruction or the applicable AFMAN 11-2MDS-specific V1 for MSIs.

1.10.3. Duty Not Involving Flying/DOWN status. (MSI Only)

Chapter 2

TRAINING

2.1. Qualification Training (QT).

2.1.1. On completion of the MAJCOM approved CSI/SIT qualification syllabus, simulator instructor candidates will be qualified as simulator instructors. Candidates undergoing QT will receive ground and simulator instruction with a minimum of interruption and complete training within the time specified by the syllabus.

2.1.2. MSI candidates that are mission qualified as instructors in the aircraft meet qualification requirements to operate the simulator from their respective crew position without further training. At a minimum, units will train MSIs who will instruct from the simulator instructor operator station (IOS) to operate the appropriate IOS. Units will publish an IOS training program for MSIs. As a minimum, they should include the training requirements specifically listed in paragraphs 2.3.2 and 2.4.2.

Note: MSI candidates who learned to operate the simulators to an equivalent level required by the SIT qualification syllabus (appropriate SIT track) during their aircraft instructor upgrade course need not accomplish additional MSI training.

2.2. Prerequisites.

2.2.1. QT course prerequisites will be according to the appropriate MAJCOM-approved syllabus. For applicants who were not previous flight instructors, units must tailor the CSI/SIT syllabus to meet any additional training or evaluation requirements. They must also complete an expanded BSI program.

2.2.2. CSI hires who hold a valid AF Form 8 instructor qualification in the aircraft are immediately qualified as simulator instructors in that MDS. A valid AF Form 8 is one that has not yet exceeded its expiration period to include unit-approved AFMAN 11-202V2, *Aircrew Standardization and Evaluation Program*, extensions, nor was superseded by a subsequent AF Form 8 documented Q3. The new hire CSI must complete orientation training as directed by the Lead CSI/SI or LWS CSI/SI. The training will orient the new CSI on local procedures, mission orientation, and IOS operations per [paragraph 2.1.2](#).

2.3. Ground Training.

2.3.1. Ground training will follow the CSI/SIT syllabus flow, but may be tailored to the individual's background and experience as well as local MDS requirements.

2.3.2. MSI candidates who will instruct from the simulator IOS must accomplish at least one ground training session relating to operation of the appropriate aircrew training device and IOS with a current and qualified simulator instructor. **Note:** This training may be conducted as part of training required by [paragraph 2.4.2](#). Units may establish more requirements in a unit supplement to this instruction.

2.4. Simulator Training.

2.4.1. CSI/SI candidates in QT will train under the supervision of an ICSI until completing the simulator instructor qualification evaluation. The CSI/SIT syllabus mission objectives and

tasks are minimum requirements for qualification. Additional training due to non-progression is only available within the constraints of the formal course syllabus.

2.4.2. MSI candidates who will instruct from the simulator IOS must observe a current and qualified simulator instructor (preferably an ICSI/ISI or CSIE/SIE) during at least one mission in any category (e.g., instrument, navigation, formation). Units may establish more requirements in a unit supplement to this instruction. Upon completion of training, the unit commander will certify the MSI.

2.5. Multiple Qualifications. Qualification in more than one MDS simulator requires operations group commander approval. Instructors qualified in more than one MDS simulator must meet all training and evaluation requirements of each MDS.

2.6. Conversion and Difference Qualifications. Accomplish conversion qualification in accordance with the guidance in the appropriate CSI/SIT qualification syllabus. Difference training is not authorized without operations group commander approval.

2.7. Loss of CSI Qualification. Failure of an evaluation, a commander-directed downgrade, or failure to perform CSI/SI duties for more than 225 calendar days will result in loss of CSI/SI qualification. To regain qualification, CSIs/SIs must, at a minimum, successfully complete an evaluation according to [Chapter 3](#).

2.8. Loss of MSI Qualification.

2.8.1. MSIs who fail an aircraft instructor evaluation (or any evaluation for instructional reasons), allow the aircraft instructor evaluation to lapse, or receive a commander-directed downgrade will not instruct in the simulator until a successful instructor requalification evaluation is accomplished in accordance with the appropriate AFMAN 11-2MDS-specific V2.

2.8.1.1. MSIs may continue to instruct in the simulator after expiration of their aircraft instructor (INSTR) evaluation if they complete a simulator instructor AF Form 8 evaluation administered by a CSIE.

2.8.1.1.1. The SI INSTR evaluation MUST occur before the expiration of the current aircraft INSTR qualification.

2.8.1.1.2. MSIs are unqualified if their aircraft INSTR qualification expires and they have failed to complete a SI INSTR evaluation. The MSI must complete SIT and a simulator instructor AF Form 8 evaluation to regain qualification as an SI. Upon successful completion, follow SI guidance of this instruction.

2.8.2. MSIs who fail an aircraft mission evaluation or allow it to expire will not instruct those areas in the simulator until a successful requalification evaluation is accomplished in accordance with the appropriate AFMAN 11-2MDS-specific V2.

2.9. CSI/SI Requalification. The following provides criteria for requalifying CSIs/SIs who have not performed simulator instructor duties for:

2.9.1. A period of 226 calendar days to two (2) years. Operations group commanders are the approval authorities for locally-generated simulator instructor requalification programs used in lieu of completing a formal qualification syllabus for flying training programs under their oversight. Locally generated programs will be developed considering the simulator

instructor's previous experience and currency. Highly experienced ICSIs/ISIs will conduct the training. A requalification instructor (RQ INSTR) evaluation will be completed for CSIs/SIs according to **Chapter 3**.

2.9.2. A period of more than two (2) years. The CSI/SI must complete the appropriate qualification syllabus.

2.10. Continuation Training.

2.10.1. Judicious scheduling of CT is required to develop instructors and ensure training standardization. As part of the CT program, ID sorties are flown to develop individual instructional skills and enhance basic simulator proficiency. These sorties allow less experienced simulator instructors to learn and refine techniques from more experienced simulator instructors. Units will track all CT requirements in the appropriate system, such as, ARMS/GTIMS/TMS. 318 TRS may manually track CT requires.

2.10.2. MSIs will comply with all appropriate AFMAN 11-2MDS-specific V1 CT requirements. They are not responsible for other CT requirements in this instruction unless their AFMAN 11-2MDS-specific V1 requirements are not met. MSIs unable to maintain AFMAN 11-2MDS-specific V1 currency may continue to instruct students in the simulator as long as their aircraft INSTR evaluation is current and they are cleared for simulator duty by the flight surgeon. After expiration of AFMAN 11-2MDS-specific V1 CT requirements, they will comply with all SI CT requirements listed in this instruction until regaining currency in the aircraft. **Note:** MSIs non-current in their aircraft must accomplish an instructional simulator sortie in each category they are certified to instruct every 120 days.

2.11. Training Cycle. There are two semiannual CT training cycles, 1 January to 30 June and 1 July to 31 December of each calendar year. Units will review semiannual requirements at the end of each semiannual period. **Exception:** 318 TRS may use three 12-week student cycles (Trimester) per year.

2.12. CT Administration.

2.12.1. CT Meeting.

2.12.1.1. To encourage training cross flow, CSIs/SIs should attend CT meetings sponsored by the flying training squadron (FTS) flight to which they are assigned or attached when their primary duty schedule allows.

2.12.1.2. Units may hold a separate simulator instructor CT meeting if desired. In units not associated with a flying training squadron, the unit should hold a single CT meeting for all simulator instructors. The purpose of these meetings should be to discuss standardization, safety, mission-related topics, instructional techniques, grading practices, and to increase general knowledge. MSIs are highly encouraged to attend simulator instructor CT meetings if held.

2.12.1.3. All available CSIs/SIs will attend SI-specific CT meetings (or the FTS meeting if no SI-specific meetings are held) quarterly. The unit will determine a method to track attendance. Individuals not available for CT meetings will read the meeting minutes or be briefed by a supervisor.

2.12.2. Requirements. This instruction establishes minimum simulator instructor CT requirements. Units may direct additional training, to include cockpit performance, in a

supplement to this instruction as necessary for individual MDS requirements. ID sorties are meant to help build and maintain instructor proficiency.

2.12.3. Prorating End-of-Cycle Requirements. At the end of the training cycle, the squadron commander/Lead CSI/Lead SI may prorate training requirements for instructors who were not available for duty. Use the prorating allowance in [Table 2.1](#) to determine the number of months to be prorated based on each period of consecutive calendar days of non-duty. Requirements may be prorated to zero.

Table 2.1. Prorating Allowance.

Consecutive Days of Non-Duty	Months of Proration
0 - 15	0
16 - 45	1
46 - 75	2
76 - 105	3
106 - 135	4
136 - 165	5
166 - 180	6

2.12.4. Failure to Complete CT Requirements.

2.12.4.1. CSIs/SIs who fail to maintain ground and/or simulator training requirements will not instruct in the new training cycle until a review is completed to determine the cause of the deficiency and whether additional training is required.

2.12.4.2. The operations group commander is the review authority for CT requirements. The reviewer should consider the type and magnitude of the deficiency and the individual's experience level to determine if the previous training cycle requirements must be accomplished or if additional training or increased supervision is warranted. Document reviews in the individual's training folder.

2.13. Periodic Emergency Procedures (EP) Simulator Training. (Note: Not required for MSIs or 318 TRS personnel.)

2.13.1. All CSIs/SIs will accomplish an annual EP simulator. Accomplish the mission in the simulator cockpit with another simulator instructor operating the IOS. See [paragraph 3.5](#) for using an EP simulator as the requisite emergency procedures evaluation (EPE). **Note:** Instructors may swap positions after all requirements have been met.

2.13.2. Because of local emergency scenarios, units will use a locally generated simulator EP instructor guide when administering the simulator. The simulator mission should include:

2.13.2.1. A cross section of critical action procedures and selected noncritical action emergencies.

2.13.2.2. A cross section of thrust deficient situations.

2.13.2.3. Applicable mishap lessons learned identified by MAJCOM, wing, or unit safety staffs.

2.14. BSI Program. (Note: Not required for MSIs. For the 318 TRS, OG/CC may exempt Partner Nation Guest Instructors from the BSI program on a case-by-case basis.)

2.14.1. Following QT, the flight commander or the LWS CSI/SI will assign each new CSI/SI to a highly qualified BSI who will monitor the new instructor's performance and provide guidance in all areas of job requirements until the new instructor has instructed through each category of training. **Note:** The BSI program is not required for any simulator instructor who has previously completed a Buddy Instructor Pilot/BSI program in the same MDS aircraft or simulator.

2.14.2. The training prescribed in [Attachment 2](#) is the minimum required. Squadron commanders/Lead CSIs/Lead SIs should tailor each individual's BSI program and provide additional training as required. Document additional BSI training in the instructor's training folder.

2.15. Ground Training Requirements. (Note: Not required for MSIs.)

2.15.1. **Table 2.2** summarizes ground training requirements. For ground training prescribed by other instructions, units must refer to those instructions for the latest requirement. Initial ground training accomplished during QT may be credited toward CT requirements for the training cycle in which it was accomplished.

2.15.2. Academic Instructor currency will be in accordance with AETCI 36-2604.

Table 2.2. CSIs/SIs Ground Training Requirements.

Subject	Frequency	Grounding
Boldface /Critical Action Procedures (CAPs) (Note)	Monthly	Yes
Instrument Refresher Course	See AFMAN 11-210, <i>Instrument Refresher Program</i>	No
Cockpit/Crew Resource Management CT	Annual See AFI 11-290, <i>Cockpit/Crew Resource Management Program</i>	No
Note: If applicable to the MDS. Required before the first sortie of the month (may be accomplished up to 10 business days prior to the first of the month). An unsatisfactory Boldface exam will result in restriction from conducting simulator operations until successful re-accomplishment.		

2.16. Flying Training Requirements. (Note: Not required for MSIs.)

2.16.1. Any sortie where instruction is offered; student, CT, or permanent party, may be considered an instructional sortie.

2.16.2. All qualified CSIs/SIs will meet instructor currency requirements in [Table 2.3](#) and sortie/event requirements in [Table 2.4](#) as appropriate. CSIs/SIs may log events when accomplished on any sortie. CSIs/SIs may log events accomplished during formal training syllabus missions when the instructor demonstrates the maneuver from the cockpit, using the HOTAS, or using the IOS pilot function. The operations group commander is the approval authority for changes to these requirements. Document changes in the individual's training folder. Instructors will not teach maneuvers in which currency has expired until currency is regained.

Table 2.3. CSI/SI Currency Requirements.

Maneuver	Frequency	Frequency (318 TRS)
Instrument Approach (Note 1, 2)	120 Days	1 per Trimester
Emergency Landing Pattern (ELP) (Note 3)	120 Days	N/A
Instructional Sortie (Note 4, 5)	60 Days	1 per Trimester
Notes:		
1. Fly instrument approaches from the IAF or radar vectors, to landing or missed approach. Regain currency by flying an instrument approach with a current simulator instructor operating the IOS.		
2. CSIs/SIs may log instrument approaches in a solo simulator.		
3. Required for single-engine aircraft only. CSIs/SIs may regain currency by flying an ELP with an ELP current simulator instructor operating the IOS. T-6 CSIs/SIs may log ELPs in a solo simulator.		
4. CSIs/SIs may update instructional sortie currency anytime a student mission or ID sortie (including BSI sorties) is accomplished from the cockpit or IOS.		
5. MSIs non-current in their aircraft must accomplish an instructional sortie in each category they are certified to instruct every 120 days.		

Table 2.4. CSI/SI Semiannual Event Requirements.

Maneuver	Number Required	Number Required (318 TRS)
Instructional Sortie (Notes 1, 2, 3 & 4)	50	10
Instructor Development Sortie (Note 5)	3	
EP Simulator	1 (annual)	
Precision Approaches (Note 6)	2	2
Non-precision Approaches (Note 6)	2	2
GPS/RNAV Approach		2
Notes:		
1. For 558 FTS, the squadron commander, operations officer and all Lead CSIs/SIs must accomplish at least 25 student instructional sorties. Units may adjust requirements to meet resource availability and syllabus requirements.		
2. CSIs/SIs may log two student instructional sorties when two students are instructed on the sortie.		
3. Certified AIs may log a student instructional sortie for every three (3) hours of classroom instruction or every class they teach.		
4. CSIs/SIs may log instructional sorties on any simulator mission providing training to students or permanent party members.		
5. The annual EP simulator (even when multiple are flown) and all BSI sorties count in this total. Solo simulator cannot be logged as an ID sortie.		
6. CSIs/SIs may log instrument approaches in a solo simulator.		

2.17. Instructional Category Currency (N/A for 318 TRS). All CSIs/SIs must accomplish an instructional sortie every 60 days, and must instruct in each category of training every 120 days to remain current. CSIs/SIs may update instructional category currency anytime a student mission or ID sortie (including BSI sorties) in that category is accomplished from the cockpit or IOS. Non-current instructors must regain currency before instructing in any non-current category. To regain category currency, the non-current CSI/SI will instruct from the IOS while being monitored by a current and qualified simulator instructor in that category or complete an ID sortie with a current and qualified simulator instructor which focuses on maneuvers in the non-current category of training.

2.18. ID Sorties. CSIs/SIs may accomplish ID sorties by flying the simulator on any non-undergraduate mission or by monitoring another instructor teaching any mission. Each semiannual period, CSIs/SIs should accomplish or monitor maneuvers from each syllabus for which they are qualified/certified to instruct. Syllabus categories may be combined on any single ID sortie provided sufficient time is allotted to each category (e.g., a low-level route flown for 30 minutes with a forced weather abort to an instrument approach would qualify to accomplish a low level and instrument category of training). If sortie durations exceeds 2.0 hours, each CSI/SIs may log up to two ID sorties. **Note:** Not required for MSIs or 318 TRS instructors. A MSI may be substituted for a CSI/SI for any ID sortie.

Chapter 3

EVALUATIONS

3.1. Conducting Simulator Instructor Evaluations. Conduct all simulator instructor evaluations in accordance with the provisions of this instruction and accomplish on actual student instructional missions whenever possible. **Note:** MSIs will comply with all appropriate AFMAN 11-2MDS-specific V2 and AFMAN 11-202V2 evaluation requirements and need not complete separate simulator instructor evaluations unless deemed necessary by the unit.

3.2. CSI/SI Examiners (CSIE/SIE).

3.2.1. CSIE/SIE Selection. Select CSIEs/SIEs from the most highly qualified and experienced instructors. The squadron commander/Lead CSI/Lead SI will designate (in writing), all CSIEs/SIEs, certify their examiner status on an AF Form 4348, record status in the appropriate system, such as ARMS/GTIMS/TMS and report new CSIEs/SIEs in the Stan/Eval Board minutes.

3.2.2. CSIE/SIE Responsibilities. CSIE/SIE will:

3.2.2.1. Conduct simulator and EP evaluations as required.

3.2.2.2. Maintain CSI/SI qualification.

3.2.2.3. Administer evaluations only within their MDS and only evaluate missions in which they maintain qualification. **Exception:** CSIEs/SIEs may conduct SPOT evaluations in MDSs in which they are not qualified.

3.2.2.4. Prior to the mission, brief the examinee on the purpose of the evaluation and how it will be conducted.

3.2.2.5. Conduct a thorough post-mission debriefing for the examinee on all aspects of the evaluation. The debrief will include the examinee's overall grade, specific deviations, area grades assigned (if other than qualified), and any required additional training. Debrief the flight commander/LWS CSI/LWS SI on all evaluations. Additionally, the flight commander/LWS CSI/LWS SI must attend the debrief if the overall grade is Q3.

3.2.2.6. Immediately correct breaches of safety or flight discipline during an evaluation. If this situation occurs, the CSIE/SIE will debrief the flight commander/LWS CSI/LWS SI and document the deviation on an AF Form 8. **Exception:** The CSI/SI may allow students to breach safety/flight discipline as long as an appropriate instructional debrief takes place.

3.2.2.7. Not evaluate simulator instructors for whom they were the primary instructor during training or upgrade unless approved by OG/CC.

3.3. Types of Evaluations. The CSI/SI stan/eval program utilizes three types of evaluations to ensure qualification of instructors and standardization of operations: simulator evaluations, EPEs, and supplementary evaluations.

3.3.1. Simulator evaluations are administered periodically and will be documented on an AF Form 8.

3.3.2. EPEs are requisites for simulator instructor qualification evaluations and will also be documented on the AF Form 8. **Note:** Simulator evaluations and EPEs are combined, along

with other requisite events (e.g., examinations, Boldface/CAPs) to form simulator instructor qualification evaluations.

3.3.3. Supplementary evaluations are tools to be used by the commander to ensure standardization of training and other operations.

3.4. Simulator Instructor Qualification Evaluations. Simulator instructor qualification evaluations consist of requisites and a simulator evaluation. Requisites includes a series of examinations and evaluation of emergency procedures knowledge. The simulator evaluation includes operation of the IOS and effective instruction of a flying training student. **Note:** Units may require cockpit manipulation of the controls if appropriate. If cockpit performance is required, the unit supplement must document all requirements. Use the evaluation criteria from the appropriate AFMAN 11-2MDS-specific V2 to grade all maneuvers flown from the cockpit.

3.4.1. **Evaluation Types.** There are three types of simulator instructor qualification evaluations: instructor qualification (INSTR/QUAL), mission (MSN), and SPOT. INSTR/QUAL and MSN evaluations are administered periodically to ensure basic qualification as instructors in the MDS. SPOT evaluations of specific simulator instructor performance may also be accomplished.

3.4.1.1. INSTR/QUAL Evaluation. All CSIs/SIs will complete initial and periodic INSTR/QUAL evaluations, to include requisites, in their primary MDS.

3.4.1.2. MSN Evaluation. The requirement for a MSN evaluation is optional but may be required by individual units in their unit supplement. MSN evaluations may be required for those MDSs where performance of normal operational and training sorties involves tasks not covered during the accomplishment of an INSTR/QUAL evaluation. INSTR/QUAL and MSN evaluations may be combined into a single evaluation.

3.4.1.3. SPOT Evaluation. A SPOT evaluation is not intended to satisfy the requirements of a periodic evaluation (e.g., INSTR/QUAL or MSN) and have no specific requisites or requirements, unless specified in unit supplements. They may be administered as No Notice. An examinee may utilize a SPOT evaluation to update an INSTR/QUAL/MSN evaluation expiration date provided all requirements for the evaluation are completed within the periods described in [paragraph 3.4.7](#). **Note:** When the CSIESIE administering a SPOT evaluation is not qualified in the MDS, the evaluation will not be credited towards a periodic evaluation.

3.4.2. **Combined Simulator Instructor Qualification Evaluations.** To promote efficient use of resources, accomplish evaluations concurrently, whenever practical. If combined, include the designation of each evaluation on the AF Form 8 (e.g., INSTR/QUAL/MSN).

3.4.3. **Simulator Instructor Qualification Evaluation Prefixes.** Use the following prefixes, when applicable, to further describe evaluations.

3.4.3.1. Initial (INIT). The first evaluation of any type for an instructor qualification in a MDS (e.g., INIT INSTR/QUAL, INIT MSN).

3.4.3.2. Requalification (RQ). An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, a flight recheck following a failed periodic evaluation or loss of qualification due to a commander-directed downgrade.

- 3.4.3.2.1. When loss of qualification is for expiration of a required periodic evaluation, the evaluation given will be in accordance with the guidance for that periodic evaluation. Document the AF Form 8 Mission/Check description with an RQ prefix.
- 3.4.3.2.2. When loss of qualification is for failure to pass a periodic evaluation, conduct the recheck evaluation in accordance with the provisions of [paragraph 3.4.11](#). Document the AF Form 8 Mission/Check description with an RQ prefix.
- 3.4.3.2.3. When loss of qualification is due to a commander-directed downgrade (see [paragraph 3.4.15](#)), the commander/LWS CSI/LWS SI will direct the evaluation profile. Document the AF Form 8 Mission/Check description with an RQ prefix or RQ SPOT, as applicable.
- 3.4.3.2.4. Do not use RQ to prefix a recheck following a failed INIT evaluation. No qualification was achieved, thus requalification is not possible.
- 3.4.3.3. No-Notice (N/N). A no-notice evaluation is one where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission. Define the beginning of normal preparation for a mission in unit supplement to this instruction. The intent is to preclude extraordinary preparation for the mission.
- 3.4.3.3.1. The no-notice evaluation provides commanders a sampling of daily simulator instructor performance and an assessment of unit training effectiveness.
- 3.4.3.3.2. An examinee may utilize a no-notice evaluation to update an INSTR/QUAL/MSN evaluation expiration date provided all requirements for the evaluation are completed within the periods described in [paragraph 3.4.7](#) and subparagraphs. If all requirements were not completed on the first sortie, the squadron commander may authorize subsequent sorties to complete required events. For out-of-the-eligibility-period no-notice evaluations, if the examinee elects not to update a periodic evaluation expiration date, the evaluation will be documented as a N/N SPOT evaluation.
- 3.4.4. **Requisites.** Periodic simulator instructor qualification evaluation requisites are listed below. See [paragraph 3.7](#) for additional guidance on simulator instructor examinations.
- 3.4.4.1. INSTR/QUAL Evaluations. Open book examination, closed book examination, instrument examination, Boldface/CAPs examination (if applicable to the MDS), and EPE (N/A for 318 TRS).
- 3.4.4.2. MSN Evaluations. As specified in the unit supplement to this instruction.
- 3.4.5. **Simulator Evaluation.** The examinee will accomplish all required planning in accordance with the training mission requirements and instruct from the IOS during a student training mission while the CSIE/SIE observes. (**Note:** The CSIE/SIE may role play a student from the cockpit while the examinee instructs from the IOS.) The simulator evaluation for simulator instructor qualification evaluations includes a suitable simulator profile that will allow evaluation of simulator instructor performance. The profile used to fulfill the simulator evaluation must incorporate all appropriate requirements set in [Table 3.3](#) and allow accurate measure of the proficiency of the examinee. Evaluation profiles will reflect unit tasking, daily training missions, be realistic, and incorporate current tactics applicable to the unit mission.
- 3.4.6. **Timing of Simulator Instructor Qualification Evaluations.**

3.4.6.1. Expiration Date. Required periodic evaluations expire on the last day of the 17th month following the month in which the previous periodic simulator instructor qualification evaluation was successfully completed (e.g., a periodic evaluation in which the simulator instructor qualification evaluation was completed on 9 Oct 18 expires on 31 Mar 20.).

3.4.6.2. Eligibility Period. Units should schedule periodic evaluations in the eligibility period, defined as the six-month period prior to the expiration date.

3.4.6.3. Squadron commander/Lead CSI/Lead SI-Extended Evaluations. Squadron commanders/Lead CSIs/Lead SIs may extend the expiration date of periodic evaluations up to three months for the reasons listed below. Extensions will be on a case-by-case basis and multiple extensions are not authorized. This paragraph is not authority to grant blanket extensions. Requisites not completed during the original eligibility period must be completed prior to the extended expiration date. Document the one-time extension with a memorandum for record (MFR) in the flight evaluation folder (FEF). **Note:** 19 AF/A3V may extend the expiration date of periodic evaluations up to six months for the reasons listed below.

3.4.6.3.1. Unforeseen illness.

3.4.6.3.2. Departing for permanent change of station or temporary duty for retraining in another aircraft type.

3.4.6.3.3. Undergoing unit aircraft conversion, as directed by MAJCOM.

3.4.6.3.4. Separation or retirement.

3.4.6.3.5. Participation in real world operations (to include operations other than war, alert, etc.) who are not able to complete the required flight evaluation(s) before or during deployment.

3.4.7. **Requisite Completion.** One set of requisites may be used to satisfy the requirements of combined evaluations. Requisites from a completed evaluation may be used for subsequent evaluations provided they cover all required areas and are within the requisite zone for each evaluation. For all evaluations, accomplish requisites as follows:

3.4.7.1. In-the-Eligibility Period. For scheduled or no-notice periodic evaluations in the eligibility period, CSIs/SIs must complete all requisites within the eligibility period of the current evaluation.

3.4.7.2. Out-of-the-Eligibility Period. For periodic evaluations accomplished outside the eligibility period, CSIs/SIs must complete all requisites within a six-month period beginning with the month in which the simulator evaluation was administered. **Exception:** For extended evaluations, CSIs/SIs may complete requisites between the beginning of the six-month eligibility period prior to the original expiration date and the extended expiration date.

3.4.7.3. Recheck. For evaluations used to remedy a failed evaluation, requisites that were valid for the failed evaluation remain valid. Valid requisite completion dates from the Q3 AF Form 8 will not be annotated on the recheck AF Form 8. The recheck AF Form 8 will only include documentation of the simulator evaluation, unless requisites were not completed or are required to complete the recheck. If the recheck is completed prior to

completion of required requisites, delay completion of the AF Form 8 until requisites are complete and enter the requisites on the recheck AF Form 8.

3.4.7.4. INIT and RQ Evaluation. For initial and requalification evaluations, requisites shall be completed in the six-month period prior to the simulator evaluation.

3.4.8. **Alternate Means of Evaluation.** When evaluation of a required area is not possible during the training mission, the CSIE/SIE may evaluate the area verbally. CSIEs/SIEs will make every effort to evaluate all required areas during the training mission before resorting to this option. CSIEs/SIEs will document the alternate means of evaluation in the examiner's remarks section of the AF Form 8.

3.4.9. **Grading System.** A two level grading system is used to evaluate and document simulator instructor performance. On one level, individual scores are recorded for examinations while areas/subareas of simulator instructor performance are individually graded against evaluation grading criteria established in Tables 3.1 and 3.2 Performance less than fully qualified is documented. On the second level, an overall qualification level is determined from the compilation of these individual scores/grades.

3.4.9.1. Area/Subarea Grades. Areas/subareas will have a two-tier (Q/U) or three-tier (Q/Q-U) grading system.

3.4.9.1.1. Q is the desired level of performance. The examinee demonstrated a satisfactory knowledge of all required information, performed simulator instructor duties within the prescribed tolerances, and accomplished the assigned mission.

3.4.9.1.2. Q- indicates the examinee is qualified to perform the assigned area/subarea tasks, but requires debriefing or additional training as determined by the CSIE/SIE. Deviations from established standards must not exceed the prescribed Q- tolerances or jeopardize safety.

3.4.9.1.3. U indicates that performance was outside allowable parameters, compromised safety, and/or deviations from prescribed procedures/tolerances adversely affected mission accomplishment. An examinee receiving an area/subarea grade of U requires debriefing and/or additional training, as determined by the CSIE/SIE.

3.4.9.2. Critical Area(s). Grade all critical areas identified in Table 3.3 as either Qualified (Q) or Unqualified (U). If the examinee receives an unqualified area grade in any of the critical areas identified in this instruction, an overall grade of Q3 will be assigned.

3.4.9.3. Performance Areas/Subareas.

3.4.9.3.1. The CSIE/SIE must grade the areas/subareas listed as "required" in Table 3.3.

3.4.9.3.2. The CSIE/SIE will grade any area/subarea observed during an evaluation if performance in that area/subarea impacts the specific evaluation accomplished or overall safety.

3.4.9.3.3. Minor momentary deviations from grading criteria tolerances are acceptable, provided the examinee applies prompt corrective action and such deviations do not

jeopardize safety. Consider cumulative deviations when determining the overall area/subarea grade.

3.4.9.3.4. The CSIE/SIE may further identify an area/sub-area as “Commendable” if, in the examiner’s determination, the simulator instructor has demonstrated exceptional skill and knowledge in that particular area/sub-area. Document commendable areas in the examiner’s remarks section of the AF Form 8.

Table 3.1. General Grading Criteria.

Q	Q -	U
Altitude ± 150 feet	Altitude ± 300 feet	Exceeded Q- limits
Airspeed ± 10 knots indicated airspeed (KIAS)	Airspeed ± 20 KIAS	
Course ± 5 degrees/3 nautical miles (nm) (whichever is greater)	Course ± 10 degrees/5 nm (whichever is greater)	
Arc ± 2 nm	Arc ± 3 nm	
Note: If manipulation of cockpit controls is required by specific MDS evaluations (identified in the unit supplement), the general grading criteria in this table apply (except as noted for specific events identified in the unit supplement).		

Table 3.2. Grading Criteria.

I T E M	Grading Area	Grading Criteria		
		Q	Q -	U
1	Mission Preparation	Planned mission in a timely manner to meet all training requirements. Identified mission goals, requirements, and developed mission objectives based on student gradebook review and syllabus requirements. Developed sortie profile to accomplish mission objectives. Ensured mission objectives, profile, and environmental conditions (WX, NOTAMS, etc.) were consistent. Completed all applicable USAF and command forms correctly, and complied with all directives.	Made minor errors or omissions that did not detract from mission effectiveness. Demonstrated limited knowledge of desired objectives based on student and syllabus requirements.	Exceeded Q-limits

I T E M	Grading Area	Grading Criteria		
		Q	Q -	U
2	Mission Briefing	<p>Prebrief, in accordance with approved briefing guide, all training items in the briefing guide, within the allotted briefing time. Clearly stated the mission overview, objectives, profile, and adequately covered all items in the briefing guide.</p> <p>Developed and presented appropriate instructional topics for the sortie and demonstrated proficiency using a cross section of instructional aides (white boards, BRI, Table tops, etc.).</p> <p>Ensured Cockpit/crew resource management objectives and expectations for the mission were clearly stated and understood.</p>	<p>Made minor errors or omissions that did not detract from mission effectiveness.</p>	<p>Exceeded Q - limits</p>

I T E M	Grading Area	Grading Criteria		
		Q	Q -	U
3	Instructional Skills (Critical Area)	<p>Training media was appropriate for student's needs and training to be given.</p> <p>Displayed good knowledge of appropriate syllabuses, grading procedures, and associated computer products.</p> <p>Clearly defined all mission requirements and any required additional training or corrective action.</p> <p>Instruction was accurate, effective, and timely. Was completely aware of aircraft or mission situation at all times.</p> <p>Aware of student strengths, weaknesses, progress, and took effective corrective action when needed.</p>		Exceeded Q limits
4	Error Analysis	Correctly identified root causes of student errors and provided appropriate instructional techniques and corrective procedures to avoid error repetition and improve proficiency.	Incorrect or incomplete analysis of student performance degraded effectiveness of instruction.	Exceeded Q-limits

I T E M	Grading Area	Grading Criteria		
		Q	Q -	U
5	IOS Operations (Critical Area)	Set up and operated the simulator in accordance with appropriate directives. Effectively used available simulator features to facilitate good student training, for example: freeze, playback, demonstration files, prerecorded profiles, semi-manual control, reposition, aircraft malfunctions, weather, slewing, snapshot, and sortie file.		Exceeded Q limits
6	Mission/Scenario Realism	Instructional scenario was realistic, flowed well and designed to cover all mission requirements, goals and objectives.	Scenario was inefficient or failed to meet all mission requirements.	Exceeded Q-limits
7	Communication Skills (Critical Area)	Presented clear and appropriate level procedural and technique discussion that facilitated effective mission objectives. Correctly formulated, timely instruction with concise, understandable terminology. Simulated radio calls made in accordance with FLIP requirements. Properly simulated an ATC environment.		Exceeded Q limits

I T E M	Grading Area	Grading Criteria		
		Q	Q -	U
8	Task Management (Critical Area)	<p>Organized information and inflight materials.</p> <p>Recognized and prioritized tasks to be accomplished.</p> <p>Accomplished critical tasks before safety of flight is jeopardized.</p> <p>Did not get overloaded by multiple tasks and instructed techniques to prevent under- / over-tasking.</p> <p>Instructed the importance of proper checklist use.</p> <p>Did not display unacceptable behavior under stress and corrected ineffective responses to stress. Complete the simulator mission phase NLT 10 minutes from scheduled end time.</p>		Exceeded Q limits
9	Meeting Lesson Objectives (Critical Area)	<p>Instructed identified mission objectives in a timely, efficient manner.</p> <p>Provided concise, meaningful in-flight commentary.</p> <p>Conducted the simulator mission with a sense of understanding and comprehension of lesson objectives.</p>		Exceeded Q limits

I T E M	Grading Area	Grading Criteria		
		Q	Q -	U
10	General Knowledge	Demonstrated in-depth knowledge of procedures, requirements, aircraft systems, performance characteristics, and mission. Had a thorough knowledge of IFR/VFR flight rules and procedures. Had a thorough knowledge of local procedures.	Had deficiencies in depth of knowledge, comprehension of procedures, requirements, aircraft systems, performance characteristics, or mission.	Exceeded Q-limits
11	Emergency Procedures	Able to state proper steps in critical action procedure in sequence, from memory, without error. Performed proper steps to a satisfactory conclusion. Used checklist effectively. Demonstrated a thorough understanding of aircraft system capabilities, aircraft directives and Air Force Instructions/Manuals. Demonstrated the ability to apply procedures from all applicable sources of guidance.	Response to critical action procedures was correct, but response to non-Boldface procedures was slow or confused. Used the checklist, but was slow to locate required data.	Exceeded Q-limits
12	Grading Practices	Completed appropriate training records accurately. Adequately assessed and recorded performance. Comments were clear and pertinent. Assigned appropriate maneuver and overall grades in accordance with course training standards.	Made minor errors or omissions in training or evaluation records. Comments were incomplete or unclear.	Exceeded Q-limits
13	Debriefing	Accurately reviewed student performance versus mission training objectives and course training standards.	Minor errors or omissions in debriefing, or mission critique. Was occasionally unclear in analysis	Exceeded Q-limits

I T E M	Grading Area	Grading Criteria		
		Q	Q -	U
		Identified root cause of errors and offered proper instruction techniques to improve student performance. Provided student suggested profile focus areas for next sortie.	of events or maneuvers. Did not thoroughly discuss performance in relationship to mission objectives.	

Table 3.3. Simulator Instructor Qualification Evaluation Requirements.

I T E M	Evaluation Area	Required	Critical
1	Mission Preparation	R	No
2	Mission Briefing	R	No
3	Instructional Skills	R	Yes
4	Error Analysis	R	No
5	IOS Operations	R	Yes
6	Mission/Scenario Realism	R	No
7	Communication Skills	R	Yes
8	Task Management	R	Yes
9	Meeting Lesson Objectives	R	Yes
10	General Knowledge	R	No
11	Emergency Procedures (N/A for 318 TRS)	R	No
12	Grading Practices	R	No
13	Debriefing	R	No

3.4.9.4. Overall Simulator Instructor Qualification Evaluation and EPE Qualification Levels. Overall simulator instructor qualification evaluation and EPE performance are graded as a compilation of all area/sub-area grades based on the following guidance:

3.4.9.4.1. Qualification Level 1 (Q1). The examinee demonstrated desired performance and knowledge of procedures, equipment and directives within tolerances specified in the grading criteria. This will be awarded when no discrepancies were noted, and may be awarded when discrepancies are noted if:

3.4.9.4.1.1. The discrepancies resulted in no U grades being given in any area(s)/subarea(s).

3.4.9.4.1.2. In the judgment of the CSIE/SIE, none of the discrepancies preclude awarding of an overall Q1.

3.4.9.4.1.3. All areas/sub-areas graded as Q- during the evaluation were cleared

during the debrief of that evaluation.

3.4.9.4.2. Qualification Level 2 (Q2). The examinee demonstrated the ability to perform duties safely, but:

3.4.9.4.2.1. There were one or more area(s)/subarea(s) where additional training was assigned.

3.4.9.4.2.2. In the judgment of the CSIE/SIE, there is justification based on Q-performance in one or several areas/subareas regardless of whether or not additional training was assigned.

3.4.9.4.2.3. A non-critical area/subarea grade of U was awarded. (The CSIE/SIE may award a Q3, but the maximum grade will be Q2).

3.4.9.4.3. Qualification Level 3 (Q3). The examinee demonstrated an unacceptable level of safety, performance or knowledge.

3.4.9.4.3.1. An area grade of U awarded in a critical area requires a Q3 for the applicable evaluation or EPE.

3.4.9.4.3.2. A Q3 can be awarded if, in the judgment of the CSIE/SIE, there is justification based on Q- or U performance in one or more areas/subareas.

3.4.9.5. Boldface/CAPs. Grade Boldface/CAPs examinations on the two-tier grading system (i.e., either Q or U).

3.4.9.6. Overall Qualification Levels. The overall qualification level awarded on an evaluation is based on performance during both the simulator evaluation and the requisites. Award an overall grade of Q1 or Q2 only after all evaluation requirements have been completed and given due consideration. An overall grade of Q3 may be awarded at any time.

3.4.9.6.1. The CSIE/SIE will consider performance on requisite examinations in assigning the overall qualification level. If requisite examinations have not been accomplished by the time the CSIE/SIE gives the evaluation, consult the CSIE/SIE after requisite exams have been completed to finalize the overall grade.

3.4.9.6.2. To receive a qualified grade (Q1 or Q2) on an evaluation, the examinee must demonstrate the ability to operate the IOS (and manipulate the flight controls if required by the unit supplement) safely and effectively during all phases of an evaluation. However, CSIE/SIE judgment will always be the determining factor in deciding the overall qualification level.

3.4.9.7. Exceptionally Qualified (EQ) Designation. The CSIE/SIE may award an EQ designation, but the designation may only be applied to the total evaluation, not to separate requisites. The designation may be awarded when:

3.4.9.7.1. The examinee has demonstrated exceptional skill and knowledge in all phases of the evaluation;

3.4.9.7.2. The examinee has not failed any requisite and;

3.4.9.7.3. The examinee received a Q on all areas/subareas evaluated during the evaluation and EPE.

3.4.10. Remedial Action. All grades of Q- or less require action to remedy the discrepancy and/or deficiency in performance. Remedial action includes debriefing discrepancies and/or assignment of additional training. See [paragraph 3.4.11](#) when discrepancies result in failure to pass an evaluation.

3.4.10.1. Debriefed Discrepancy. Remedial action accomplished during the debrief of the evaluation wherein the CSIE/SIE provides briefing/instruction concerning the discrepancy and determines the examinee has gained the necessary knowledge or proficiency to remedy the discrepancy. The discrepancy area/subarea description is annotated with “Debriefed” in paragraph B of the Examiner’s Remarks section of the AF Form 8 Comments.

3.4.10.2. Additional Training. Any training recommended by CSIE/SIE to remedy deficiencies identified during an evaluation. Assignment of additional training by a CSIE should result in no higher than a Q2 on the applicable evaluation or EPE. The overall qualification level is still at the discretion of the CSIE/SIE in accordance with [paragraph 3.4.9.6](#).

3.4.10.2.1. Additional training may include self-study, ground instruction, or use of a simulator. To complete additional training, the examinee must demonstrate attainment of satisfactory knowledge or proficiency.

3.4.10.2.2. Document additional training in paragraph C, Recommended Additional Training, under Examiner’s Remarks in the AF Form 8 Comments section. Description of assigned additional training will include how satisfactory knowledge or proficiency will be demonstrated to an ICSI/ISI.

3.4.10.2.3. Document due dates and dates on which additional training is completed in the appropriate areas of the AF Form 8 (see [paragraph 3.8.1.7](#)).

3.4.10.2.4. The ICSI/ISI who completed the additional training (or final event if more than one) will sign as the Certifying Official on the AF Form 8 under Section V, Additional Training. This serves to verify completion of all assigned training as documented in paragraph C, Recommended Additional Training, under Examiner’s Remarks.

3.4.10.2.5. Accomplish additional training by the last day of the third month following the date of the discrepancy (e.g., for an evaluation on 21 Jan 18, additional training must be accomplished by 30 Apr 18). If an examinee exceeds the allotted time for completion of additional training, the squadron commander/Lead CSI/Lead SI will review the situation and direct appropriate action. Document the circumstances with an MFR to be included in the AF Form 8 in accordance with [paragraph 3.9.3.2](#).

3.4.10.2.6. If examinee fails to complete assigned additional training, the operations group commander will review the situation and determine whether more additional training should be assigned. If the decision is made to deny more additional training, the operations group commander will revoke the simulator instructor’s qualification (in the case of a Q2) with a commander directed downgrade to Q3.

3.4.11. Failure to Pass an Evaluation.

3.4.11.1. Simulator instructors receiving a Q3 evaluation are non-mission ready and will not conduct student training.

3.4.11.2. If an examinee fails an evaluation, a successful recheck must be completed by the end of the third month after the date of the first failure, (e.g., for an evaluation on 20 Jun 18, complete the recheck by 30 Sep 18). The CSIE that administered the original check will not administer the recheck. A recheck is successfully completed when the examinee performs to Q criteria (Q or Q-/debriefed) for each area graded U.

3.4.11.3. Squadron commanders/Lead CSIs/Lead SIs may approve changes to the time limits in this paragraph on a case-by-case basis. Make every reasonable effort to requalify the examinee. Squadron commanders/Lead CSIs/Lead SIs will determine the training required based on the individual's experience level. Document the changes with an MFR to be included in the AF Form 8 in accordance with [paragraph 3.9.3.2](#).

3.4.12. Restrictions. When deemed necessary in the judgment of the CSIE/SIE, the CSIE/SIE will impose restrictions on the examinee until successful completion of assigned additional training and/or a recheck.

3.4.12.1. Restrictions should address the specific operation that requires supervision and the criteria for removal of the restrictions.

3.4.12.2. Document specific restrictions and the criteria for the removal of the restrictions as the first item of the AF Form 8, Section VIII, Comments. Do not document restrictions associated with failed requisite examinations on the AF Form 8.

3.4.13. Supervised Status. If unsatisfactory performance or restriction requires the simulator instructor be placed on supervised status, the squadron commander/Lead CSI/Lead SI will determine the type of supervisor (i.e., instructor or designated supervisor). Instructors or designated supervisors qualified in the specific MDS will accomplish the supervision.

3.4.14. Failure to Complete an Evaluation within the Required Period. If an examinee fails to complete an evaluation within the eligibility period (unless properly extended according to [paragraph 3.4.6.3](#)) for an in-the-eligibility period evaluation or within the period listed in [paragraph 3.4.7.2](#) for an out-of-the-eligibility period evaluation, the simulator instructor loses the qualification covered by the evaluation and the restrictions of [paragraph 3.4.11](#) apply. The examinee may re-establish qualification by completing a requalification evaluation (see [paragraph 3.4.3.2](#)) or by completing the delinquent evaluation.

3.4.15. Commander-Directed Downgrade. Any commander/Lead CSI or SI/LWS CSI or SI (squadron or above) in the simulator instructor's chain of command may direct a downgrade to unqualified status without administering an evaluation under the following guidance:

3.4.15.1. For instruction-related cases, use for cause only (e.g., breach of flying discipline or safety), including incidents not observed by an examiner, or observed, but by an examiner of another aircrew specialty.

3.4.15.2. For non-instruction-related cases, do not use as a substitution for, or in lieu of, administrative or judicial actions. Use in cases where such actions directly affect the commander's/Lead CSI's/Lead SI's confidence in the simulator instructor's ability to safely operate the IOS and/or equipment (i.e., lapse in judgment significant enough to cast doubt on the simulator instructor's decision-making abilities).

3.4.15.3. The simulator instructor will cease acting in the qualification(s) in which they have been downgraded effective with the date the commander/Lead CSI/Lead SI initiated the downgrade.

3.4.16. Multiple Qualifications. Multiple qualification guidance applies to simulator instructors who maintain qualification in two or more MDSs. When differences between MDSs are great enough, the unit will identify requirements for separate qualification requirements in their supplement. When separate qualification is not required, the unit will document certification in different MDSs using the AF Form 4348.

3.4.16.1. Documentation. Document operations group commander approval for multiple qualifications, including a list of MDSs in which qualification will be maintained, in an MFR placed in Section II of the FEF.

3.4.16.2. Qualification and Mission Evaluations. All simulator instructors require an INSTR/QUAL evaluation, and, if applicable, a MSN evaluation, to include requisites, in each MDS.

3.4.16.3. Failure to Pass a Flight Evaluation. A Q3 on an INSTR/QUAL or MSN evaluation applies only to the MDS for which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional MDSs.

3.5. EPE (N/A for 318 TRS). Evaluate a simulator instructor's knowledge of MDS-specific EPs and systems knowledge for all INSTR/QUAL evaluations. If required by the unit, evaluate MSN specific emergency procedures and systems knowledge during MSN evaluations. Only one EPE needs to be accomplished for each combined evaluation (i.e., one EPE for an INSTR/QUAL/MSN evaluation). A single EPE may be used for separate evaluations (e.g., a MSN and INSTR/QUAL evaluation) if the EPE is of a scope and duration to cover required areas and must be within the requisite zone for each evaluation.

3.5.1. **INIT and RQ Evaluations.** The CSIE/SIE administers the EPE in accordance with the formal simulator instructor syllabus. **Note:** For RQ evaluations that do not require the completion of formal simulator instructor syllabus, EPEs may be administered verbally.

3.5.2. **Periodic Evaluations.** There are three allowable options to complete the EPE for a periodic evaluation. (**Note:** CSIs/SIs may log the EPE as an ID sortie if flown using Option 2 or 3 below).

3.5.2.1. Option 1. The CSI/SI is evaluated for the EPE on a student syllabus directed Emergency Procedures mission where emergency procedures training is the primary focus (e.g., syllabus block title "**T-1A Basic Systems and Navigation Procedures**" would not qualify even if EPs are accomplished but the title "**Basic/Emergency Procedures**" would qualify).

3.5.2.2. Option 2. The CSI/SI being evaluated operates the IOS and provides relevant instruction to the CSIE/SIE who will role play a student. The mission should follow guidance from a student syllabus mission primarily focused on emergency procedures training.

3.5.2.3. Option 3. The CSI/SI sits in the primary seat and receives various situations for the evaluation. If the annual EP simulator ([paragraph 2.13.1](#)) is flown with a CSIE/SIE during the evaluation eligibility zone, the mission may be used and documented as the EPE.

The CSIE will inform the CSI/SI prior to the event that the mission is part of the periodic evaluation and allow adequate preparation time. If used for the EPE, the CSIE/SIE will document the EPE mission in the GTIMS/TMS Stan/Eval module. Instructors may swap positions after all requirements have been met.

3.5.3. Q1 Performance. Q1 performance for EPEs requires successfully planning, instructing, and critiquing a comprehensive student EP simulator mission that accomplishes all student required training. All student questions must be answered and the student mission must be graded appropriately.

3.5.4. Additional Training. For EPEs graded “Q2” with additional training, the CSIE/SIE will indicate whether the additional training must be accomplished before the next mission under restrictions in the Comments block of the AF Form 8.

3.5.5. Boldface/CAPs Failure. An incorrect response to a Boldface/CAP situation during an EPE requires Q3 EPE grade. A simulator instructor who receives a Q3 grade as a result of Boldface/CAPs error will not instruct again until a successful reevaluation is accomplished (either written, verbally, or in a simulator as determined by the CSIE).

3.5.6. Unqualified EPE. Place an examinee receiving an unqualified EPE grade (Q3) on supervised status until a successful reevaluation is accomplished.

3.6. Supplementary Evaluations. Supplementary evaluations are administrative tools used by the assigned commander/Lead CSI/Lead SI to identify and evaluate implemented solutions to operational problems, such as negative checkride trends. The form and content of supplementary evaluations is at the discretion of the commander/Lead CSI/Lead SI directing the supplementary evaluation.

3.6.1. Supplementary evaluations are not qualification evaluations.

3.6.2. The commander/Lead CSI/Lead SI directing the evaluation will determine evaluated areas. The appropriate stan/eval function (e.g., OGV or squadron stan/eval) will determine the method of evaluation, is responsible for administrative management of data collection, and will report results as directed by the commander/Lead CSI/Lead SI.

3.6.3. Individuals other than CSIEs/SIEs as determined by the commander/Lead CSI/Lead SI may conduct supplementary evaluations.

3.6.4. Supplementary evaluations may be administered in conjunction with a qualification/mission evaluation. Supplementary evaluations should not result in the assignment of an overall grade for any specific simulator instructor, nor should it be documented on an AF Form 8.

3.6.5. Supplementary evaluation results will be documented in Stan/Eval Board minutes.

3.7. Simulator Instructor Examination Program. The simulator instructor examination program will use the unit stan/eval aircrew examination program as outlined in Chapter 6 of AFMAN 11-202V2. Units may add simulator instructor specific questions to the appropriate examinations or develop simulator instructor specific examinations.

3.8. Documentation. Administration of the simulator instructor qualification evaluation program requires accurate documentation. Record the results of all simulator instructor qualification evaluations on an AF Form 8. Record the chronological history of evaluations for a simulator

instructor on an AF Form 942, *Record of Evaluation*. Maintain these AF forms in the FEF for the simulator instructor. **Exception:** 318 TRS will maintain these AF Forms in their Faculty Folders in accordance with the IAAFA supplement to this instruction.

3.8.1. **AF Form 8.** Use the AF Form 8 to record simulator instructor qualification evaluations. Four individuals sign the AF Form 8 in the following order: (1) the CSIE/SIE who completes the evaluation, (2) the Reviewing Officer, (3) the Final Reviewing Officer, (4) the examinee. **Exception:** For a Commander-Directed Downgrade AF Form 8, only the commander/Lead CSI/Lead SI directing the downgrade signs as the Final Approving Officer. Use the following guidance when completing an AF Form 8.

3.8.1.1. General Format. **Note:** If an electronic form is used, use the format required by the form.

3.8.1.1.1. Use a two-digit day, three-letter month and two-digit year format (e.g., 21 Jan 21) for date field, unless specified otherwise.

3.8.1.1.2. Use a three-letter month and two-digit year format for The “Eligibility Period” and “Expiration Date of Qualification” (e.g., Jan 21).

3.8.1.1.3. To facilitate the entry of data on the form, except where specifically noted otherwise, use upper and lower case letters.

3.8.1.1.4. Requirements for letter font, numbers of spaces for indentation and justification (right, left or centered) of data are not specified. Unit supplements may direct specific format standards for such data entry.

3.8.1.2. Date Completed. Use the latest date in which the simulator evaluation, requisites and additional training, if assigned, was completed (e.g., simulator evaluation on 21 Jan 21, requisites complete on 15 Jan 21, and additional training completed on 15 Feb 21, use 15 Feb 21 for the “Date Completed”). Use this date on the AF Form 942.

3.8.1.3. Section I, Examinee Identification.

3.8.1.3.1. Name. Enter last name, first name and middle initial.

3.8.1.3.2. Grade. Use CIV for Civilian, Military Grade for Military and CTR for Contractors.

3.8.1.3.3. Department of Defense (DoD) Identification (ID). Use DoD ID, last four of Social Security (SSN) Number or non-US Identity Code as appropriate.

3.8.1.3.4. Organization and Location. In order to maintain a consistent record of instructor history regardless of the simulator instructor’s actual office symbol, enter the unit designation and location where the examinee is assigned/attached for training.

3.8.1.3.5. MDS/Crew Position. Enter the MDS in which the evaluation was given and SI as the crew position (**Note:** Both CSIs and SIs will use “SI” for the crew position). Only when a CSIE is receiving a SPOT CSIE/SIE Objectivity evaluation, should you enter CSIE/SIE as the crew position. For SIs qualified in multiple MDSs, list all additional MDSs qualified in as a result of the evaluation in the “Remarks” section, paragraph A, following the mission description.

- 3.8.1.3.6. Eligibility Period. Enter the 6-month period preceding the expiration date from the last similar periodic evaluation (e.g., if the last INSTR/QUAL evaluation expires Sep 20, enter Apr-Sep 20). Enter N/A (not applicable) for INIT, SPOT, and RQ evaluations. **Note:** For periodic evaluations where the expiration date of the previous evaluation is extended under the provisions of [paragraph 3.4.6.3](#), enter the 6-month period preceding the original expiration date (squadron commanders/Lead CSIs/Lead SIs extend only the expiration date, not the eligibility period).
- 3.8.1.4. Section II, Requisite Information.
- 3.8.1.4.1. Make a separate entry for each requisite. Note discrepancies in the examiner's remarks. If requisites exceed available lines, make combined entries or document additional requisite completion in the Comments section. Annotate "Instrument" for instrument requisite examination. Annotate "Boldface" or "CAPs" as required by the unit supplement.
- 3.8.1.4.2. Date. In the date column, enter the date that the requisite is successfully completed.
- 3.8.1.4.3. Results. Enter failed examination score with successfully completed score as follows 84/98. Enter failed Boldface/CAPs with successful re-accomplishment as follows U/Q. Separate Boldface/CAPs grades from other requisite examination grades when on the same line by enclosing them in parentheses as follows 84/98 (U/Q). Enter failed EPE grades with a successful recheck as follows 3/1.
- 3.8.1.5. Section III, Aircrew Evaluation Information.
- 3.8.1.5.1. Aircrew Evaluation. Use the following designations to describe the purpose of the evaluation(s): INSTR/QUAL, MSN, and SPOT. Use the following prefixes, when applicable, to describe the type of evaluation: INIT, RQ, and N/N. Make a single line entry to document the event(s) used to complete the evaluation.
- 3.8.1.5.2. Date. Enter the date the simulator evaluation was completed.
- 3.8.1.6. Section IV, Qualification Level. Place a "1" (for Q1) or "2" (for Q2) in the qualified block or a "3" (for Q3) in the unqualified block for the examinee's overall qualification level.
- 3.8.1.6.1. Combined evaluations require only one qualification level number if all parts of the evaluation were awarded the same qualification level grade. If the qualification levels assigned parts of a combined evaluation vary, indicate the qualification level for each part separately. In the event of a ground recheck for a simulator event Q3 evaluation, annotate the overall qualification grade on the AF Form 8 (and AF Form 942) as "3/1" in the qualified block.
- 3.8.1.6.2. Expiration Date(s) of Qualification(s). For evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the previous simulator instructor qualification evaluation was successfully completed (reference [paragraph 3.8.1.2](#)). For evaluations that do not establish a new eligibility period, enter "N/A." Combined evaluations require only one date if all parts of the evaluation were successfully completed and "N/A" if all parts were assigned an unqualified grade. For a combined evaluation where one component is successfully

completed and one component is assigned an unqualified grade, indicate by assigning a new expiration date for those portions completed successfully, and “N/A” for those portions awarded an unqualified grade.

3.8.1.7. Section V, Additional Training.

3.8.1.7.1. Due Date(s). If required, enter a date not to exceed the last day of the third month following the event requiring additional training (e.g., 26 Jan 21 Evaluation, 30 Apr 21 due date); otherwise, enter “N/A.” If more than one date is required, preface the date completed with EPE or SIM, as appropriate.

3.8.1.7.2. Date Additional Training Completed. Enter the date(s) the examinee completed additional training, otherwise, enter “N/A.” If more than one date is required, preface the date completed with EPE or SIM, as appropriate.

3.8.1.7.3. Certifying Official. The ICSI completing the additional training (or last training event if more than one) will sign and date as the certifying official.

3.8.1.8. Section VI, Other. Place an “X” in the appropriate block (Restrictions/Exceptionally Qualified/Commander-Directed Downgrade) when comments are annotated in Section VIII. **Note:** Do not annotate for restrictions resulting from failed requisite examinations.

3.8.1.9. Section VII, Endorsement. In all cases, the AF Form 8 will be signed by four different individuals (Flight Examiner, Reviewing Officer, Final Approving Officer, and Examinee).

3.8.1.9.1. Flight Examiner. The CSIE/SIE signing Section VII of the AF Form 8 is responsible for the content of the AF Form 8 and will normally be the first dated signature. If however, more than one CSIE/SIE was involved in administering the evaluation, CSIEs/SIEs other than the one signing Section VIII will enter remarks in the Mission Description block of the AF Form 8 describing those parts of the evaluation they evaluated and sign a signature block immediately adjacent to their remarks.

3.8.1.9.2. Reviewing and Final Approving Officers.

3.8.1.9.2.1. Units will determine who may sign AF Forms 8 as a Reviewing or Final Approving Officer.

3.8.1.9.2.2. Both Reviewing and Final Approving Officers will review the content of the AF Form 8, the CSIE’s/SIE’s overall assessment, ensure all required additional training is adequate to correct the noted deficiencies and is complete, and will place an “X” in the “Concur” block indicating concurrence with the AF Form 8. If either or both officers do not agree with any portion of the AF Form 8, the overall grade will not be changed, but the dissenting officer will place an “X” in the “Do Not Concur” block on his/her line on the AF Form 8 and provide reason for non-concurrence in Section VIII, Reviewing/Final Approving Officer Remarks (as applicable) block.

3.8.1.9.2.3. The Reviewing Officer will sign and date the AF Form 8 after the CSIE/SIE but prior to the Final Approval Officer. The same individual will not sign as both the Reviewing and Final Approving Officer. As applicable, the Final Approving Officer may recommend or give a commander-directed downgrade, in

accordance with [paragraph 3.4.15](#), if further action is warranted.

3.8.1.9.2.4. Organization Block. Annotate unit or organization and office symbol of the CSIE/SIE that administered the evaluation and the unit or organization and office symbol of the reviewing and final approving officer.

3.8.1.9.2.5. Examinee. The examinee will sign and date after the Final Approving Officer's signature in Section VII of the AF Form 8 certifying that the examinee has been briefed and understands the action being taken. Annotate unit or organization and office symbol in the Typed Name and Grade block. The examinee will be the last dated signature on the AF Form 8.

3.8.1.10. Section VIII, Comments. Use the following headings and format in the space provided on the reverse side of the form, formatted head-to-foot.

3.8.1.10.1. Restriction(s) (If required). Document each restriction by annotating the specific restriction, level of supervision required, and criteria for removal of the restriction.

3.8.1.10.2. Exceptionally Qualified (if desired/when used). Enter designation in all capital letters. Document justification before Examiner's Remarks, Section VIII.

3.8.1.10.3. Examiner's Remarks.

3.8.1.10.3.1. General. For evaluations requiring two or more sorties, the mission description and each required subsequent paragraph/subparagraph will be annotated with First Sortie, Second Sortie, etc., as applicable. Annotate First Sortie, Second Sortie, etc. entries on subsequent paragraphs/subparagraphs only if there are discrepancies or recommended additional training, otherwise annotate with "None" or omit as required. CSIEs/SIEs other than the one signing Section VII will sign a signature block containing name, rank, unit and office symbol immediately adjacent their remarks under their Mission Description portion of the Examiner's Remarks.

3.8.1.10.3.2. Mission Description (Paragraph A). Mission descriptions will be of sufficient detail to verify that the required areas for the evaluation were accomplished. A comment addressing demonstrated instructional ability is mandatory for all instructor evaluations.

3.8.1.10.3.3. Discrepancies (Paragraph B). Document discrepancies by annotating the grading area number, grading area title (followed by any subarea title in parentheses), grade awarded annotation (if discrepancy was debriefed) and synopsis of discrepancy. Associate all requisite discrepancies under paragraph B Discrepancies: 1. Requisite; 2. Simulator Evaluation.

3.8.1.10.3.4. Recommended Additional Training (Paragraph C). If discrepancies are documented in paragraph B and are not listed as Debriefed, annotate Paragraph C with recommended additional training or a cross reference to where the additional training is documented (e.g., the examinee's gradebook). Requisite and simulator evaluation discrepancies will be listed separately. If there is no additional training, annotate paragraph C as, "Recommended Additional Training. None."

3.8.1.10.3.5. Additional Comments (Paragraph D). Comments are restricted to

significant information dealing with the evaluation not documented elsewhere. OPR/EPR-type comments or comments comparing the examinee to other individuals are prohibited. If there are no comments, annotate paragraph D as, "Additional Comments. None."

3.8.1.10.3.5.1. If the simulator evaluation grade differs from the overall qualification level awarded, the simulator evaluation grade will be entered in this paragraph.

3.8.1.10.3.5.2. If an alternate evaluation method is used to satisfy a part of the requisite or simulator evaluation requirements, enter area number, area title, reason not accomplished in the normal method, alternate evaluation method used and date.

3.8.1.10.3.5.3. If an individual received an overall Q3, indicate whether the entire evaluation must be re-accomplished, or just specific grading areas/subareas.

3.8.1.10.3.5.4. If the recheck examiner of a ground recheck is different than the initial CSIE/SIE, the recheck examiner will sign and date an appropriate statement under this paragraph.

3.8.1.10.3.5.5. Incorporate the information contained in any applicable MFRs (e.g., waivers, etc.).

3.8.1.10.3.6. Reviewing Officer's Remarks. If "Remarks" is checked in Section VII, Reviewing Officers will annotate their remarks in the space provided. If no remarks, annotate with "None."

3.8.1.10.3.7. Approving Officer's Remarks. If "Remarks" is checked in Section VII, Approving Officers will annotate their remarks in the space provided. If no remarks, annotate with "None."

3.8.1.10.3.8. Additional Reviews (Optional). Additional reviews are at a unit's discretion and will be defined in the unit's supplement.

3.8.2. Temporary Evaluation Documentation and Suspense. File temporary evaluation documentation or a draft AF Form 8 in the examinee's FEF after the simulator evaluation and all requisites are complete. The temporary evaluation documentation or draft Form 8 will include examinee, examiner, type evaluation, qualification level, and date completed. List any discrepancies by area/subarea, any restrictions, any additional training and any additional training due dates. The examiner completing the evaluation will sign and date the documentation. Remove the temporary evaluation documentation when the permanent AF Form 8 is filed in the FEF. File the completed AF Form 8 (all reviews/approvals accomplished) in the FEF not later than the end of the third month following the date completed on the AF Form 8.

3.8.3. Ground Rerechecks. Ground rerechecks are accomplished subsequent to the debriefing of an unqualified evaluation when the CSIE/SIE deems a simulator rerecheck unnecessary. The ground rerecheck will be documented on the original AF Form 8 generated to document the Q3 evaluation. To document the ground rerecheck, follow instructions in paragraphs [3.8.1.1](#) through [3.8.1.10.3.8](#), except as noted below:

3.8.3.1. Date Completed. Use the latest completion date (requisite or successful ground recheck) of the evaluation.

3.8.3.2. Aircrew Evaluation. Document the date of the ground recheck on a separate line as “GROUND RECHECK” below the simulator evaluation entry under Aircrew Evaluation.

3.8.3.3. Qualification Level. Annotate the overall qualification grade as “3/1” in the qualified block.

3.8.3.4. Expiration Date(s) of Qualification(s). For evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the last event, ground recheck or requisites, was successfully completed.

3.8.3.5. Examiner’s Remarks. Recommended Additional Training (Paragraph C). Document all recommended additional training associated with grading areas where deficiencies will be remedied by a ground recheck under subparagraph labeled Requisite.

3.8.3.6. Signature. The CSIE/SIE that completed the simulator instructor qualification evaluation will sign the front of the AF Form 8. If the recheck examiner is different than the initial CSIE/SIE, the recheck examiner will sign and date an appropriate statement in the Section VIII Comments, Examiner’s Remarks.

3.8.4. Commander-Directed Downgrade. Commanders/Lead CSIs/Lead SIs will direct local stan/eval function to prepare an AF Form 8 as follows:

3.8.4.1. Date Completed. The effective date of the downgrade is the date the commander/Lead CSI/Lead SIs initiated the downgrade action. Normally, this is the simulator event date (for cause). If this is a result of a downgrade for non-training related issues, use the date the commander/Lead CSI/Lead SI mandated the downgrade action. The date does not have to match the final approval officer (i.e., the initiating commander) signature date. It may be prior to or the same as but will not be after the commander’s/Lead CSI’s/Lead SI’s signature date.

3.8.4.2. Examinee Identification. Complete Name, Grade, and DoD ID in accordance with paragraphs [3.8.1.3.1](#) through [3.8.1.3.3](#).

3.8.4.2.1. Organization and Location. In accordance with [paragraph 3.8.1.3.4](#).

3.8.4.2.2. MDS/Crew Position. Enter the CSI’s/SI’s MDS and the crew position to which the CSI/SI will be re-qualified.

3.8.4.2.3. Eligibility Period. Enter “N/A” for the block.

3.8.4.3. Aircrew Evaluation (Section III). Enter the qualification(s) to be downgraded (i.e., INSTR/QUAL, MSN) with the date of the situation that caused the downgrade.

3.8.4.4. Qualification Level (Section IV).

3.8.4.4.1. If the examinee is downgraded to an intermediate level of qualification, place a “2” in the Qualified block. If the examinee is downgraded to an unqualified status, place a “3” in the Unqualified block.

3.8.4.4.2. Expiration Date(s) of Qualification(s). Enter “N/A”.

3.8.4.5. Restrictions (Section VI) and Additional Training (Section V), Due Date(s).

3.8.4.5.1. If the downgrade is simply to an intermediate level of qualification, leave the box for Restrictions unmarked and enter “N/A” for Due Date(s) and “N/A” for Date Additional Training Completed. The commander/Lead CSI/Lead SI may still recommend additional training in Section VII, Comments, in order for the simulator instructor to regain their qualification; however, a due date will not be entered and the instructor completing the training will not fill out the Certifying Official blocks.

3.8.4.5.2. If the downgrade is to an unqualified status, place an “X” in the box for Restrictions and enter a Due Date(s) as the last day of the third month from the effective date. Complete the Date Additional Training Completed when required training is complete. The ICSI/ISI completing the additional training (or last training event if more than one) will sign and date the Certifying Official blocks in Section V.

3.8.4.5.3. Commander-Directed Downgrade. Place an “X” in the box.

3.8.4.6. Endorsement (Section VII). Only the commander/Lead CSI/Lead SI directing the downgrade and the individual concerned will sign the AF Form 8. Additional reviews are at the unit’s discretion.

3.8.4.6.1. Flight Examiner. Leave blank.

3.8.4.6.2. Reviewing Officer. Leave Blank.

3.8.4.6.3. Final Approving Officer. The commander/Lead CSI/Lead SI directing the downgrade will sign and place an “X” in the remarks block.

3.8.4.6.4. Examinee. The CSI/SI will sign acknowledging the action being taken by the commander/Lead CSI/Lead SI.

3.8.4.7. Comments (Section VIII).

3.8.4.7.1. Non-Training Related Cases. If the commander directed downgrade is for non-training related cases, enter “RESTRICTION(S): COMMANDER-DIRECTED DOWNGRADE.” Paragraph A, Narrative, describe the reason for the commander directed downgrade. Include “for cause” in the reasoning statement if due to disciplinary/adverse administrative actions not related to training. For paragraph B, Discrepancies, enter “None.” For paragraph C, Recommended Additional Training, enter as required or “None.” For paragraph D, Additional Comments, enter as required or “None.” If additional reviews are accomplished, annotate in remaining space or use continuation page.

3.8.4.7.2. Training Related Cases.

3.8.4.7.2.1. If the downgrade is to an intermediate level of qualification or to an unqualified status, enter “RESTRICTION(S): COMMANDER-DIRECTED DOWNGRADE.” Paragraph A, Narrative, describe the reason for the commander directed downgrade. Include “for cause” in the reasoning statement. For paragraph B, Discrepancies, identify discrepancies. For paragraph C, Recommended Additional Training, enter as required or “None.” For paragraph D, Additional Comments, enter as required or “None.” If additional reviews are accomplished, annotate in remaining space or use continuation page.

3.8.4.7.2.2. If the downgrade is to an unqualified status, enter “RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE.” Paragraph A, Narrative, describe the reason for the commander directed downgrade. Include “for cause” in the reasoning statement. For paragraph B, Discrepancies, document discrepancies by annotating the grading area number, grading area title (followed by any subarea title in parentheses), grade awarded, annotation if discrepancy was debriefed and synopsis of discrepancy. For paragraph C, Recommended Additional Training, enter corrective action or training required prior to requalification or “None.” For paragraph D, Additional Comments, enter as required or “None.” If additional reviews are accomplished, annotate in remaining space or use continuation page.

3.8.5. **AF Form 942.** The AF Form 942 is an index providing pertinent information extracted from all the AF Forms 8 accomplished by the simulator instructor.

3.8.5.1. **Data Entry.** Use a one-line entry all evaluations with the exception of those on which the qualification levels awarded portions of a combined evaluation are not all the same. For combined evaluations in which different qualification levels are awarded for any of the portions, make a single line entry for each different qualification level awarded indicating which portions of the combined evaluation received that qualification level.

3.8.5.2. Use each AF Form 942 until it is filled or “Z” out any unused blocks.

3.8.5.3. **Computer Generated AF Form 942.** Units may use a computer generated AF Form 942 as long as cumulative entries are retained. Electronic copies of the AF Form 942 should be forwarded with the FEF when the individual moves to a new unit. If electronic backups are normally maintained on removable storage media (e.g., DVD-ROM/CD-ROM) or are specifically prepared to facilitate transfer of an FEF, file the storage media in Section I of the FEF.

3.9. Flight Evaluation Folders. The FEF contains the source documents that constitute the history of training qualification for each simulator instructor. The AF Form 8 is the source document used to record and verify the qualification of a simulator instructor. A complete history of the AF Forms 8 in an FEF is maintained on an accompanying AF Form 942. Electronic FEFs are authorized (See [paragraph 3.9.7](#)).

3.9.1. **Description of Folders.** If hard copy FEFs are used, folders must be letter size, able to separate contents into two sections and constructed of heavy stock (recommend press board folder or equivalent). Affix a label bearing the individual’s name and last four of SSN/DoD ID to the inside back cover so that the folder may be identified when filed. Include additional information on the label if required. Folders must bear the “For Official Use Only” and Privacy Act statement label/stamp on both sides of the FEF in accordance with AFI 33-332, *Air Force Privacy and Civil Liberties Program*.

3.9.2. **Maintenance.** Each simulator instructor must have an FEF, which includes all AF Forms 8, AF Forms 942, and any additional unit specified items. The stan/eval functional office, normally in the organization to which the individual is assigned or attached for training or as defined in the unit supplement, should maintain the FEF. **Note:** A separate simulator FEF is not required for MSIs when an existing FEF is maintained by their unit.

3.9.3. **Contents of FEF.** Divide the FEF into two sections.

3.9.3.1. Section I (left side). This section contains AF Forms 942 and those items authorized by the unit supplement (e.g., logs of initial and annual reviews). Section I may contain two tabbed sub-sections. Tabs are optional.

3.9.3.1.1. Place AF Forms 942 on top of Tab 1 (when tabs are used), in chronological order with the most recent on top.

3.9.3.1.2. Tab 2 (if used) maintain any additional information as directed by the unit supplement.

3.9.3.1.3. If used, file backup electronic storage media in Section I of the FEF.

3.9.3.2. Section II (right side). This Section contains AF Forms 8 and MFRs for all evaluations listed on the AF Form 942.

3.9.3.2.1. File AF Forms 8 in chronological order with the most recent on top. Individuals who maintain qualification in two or more MDSs will file AF Forms 8 in chronological order without consideration of MDS.

3.9.3.2.2. File MFRs documenting waivers, extensions, and/or unusual circumstances to potentially be included in an AF Form 8 on top of the affected AF Form 8. Incorporate the information contained in the MFR onto the applicable AF Form 8 under Examiner Remarks paragraph D, Additional Comments, when action is complete, and remove the MFR from the FEF. File permanent MFRs documenting major discrepancies relating to qualification immediately above the latest affected AF Form 8 or, in cases where the memo is for items other than those found on AF Forms 8, in chronological order with AF Forms 8 (regardless of the date the discrepancy is discovered).

3.9.4. **FEF Discrepancies.** FEF Discrepancies include those of the AF Forms 8 and AF Form 942. Discrepancies are categorized by their impact on qualification. Discrepancies that alter the qualification of the affected CSI/SI are considered major. Those discrepancies that do not alter the qualification of the affected CSI/SI are considered minor and include typos, formatting and misspellings.

3.9.4.1. Major Discrepancies. Identified major discrepancies are documented on a permanent MFR filed in Section I or II immediately above the affected AF Forms 8/942, or in chronological order for items other than those found on AF Forms 8/942.

3.9.4.2. Minor Discrepancies. Document minor discrepancies on a non-permanent record as defined by the unit supplement. Use the record of minor discrepancies to ensure standardization of AF Forms 8/942 and simulator instructor FEFs. Record of minor discrepancies will reside in Section I of the FEF. Remove any records of minor discrepancies kept in the FEF prior to any permanent change in station.

3.9.4.3. Corrections. As a source document, the AF Form 8 may be corrected by use of white-out/over-print or pen and ink alteration of the original document provided the CSIE/SIE signing Section VII of the form initials the correction. If the original CSIE/SIE is not available after a reasonable effort to obtain his/her initials, priority will then be to obtain the reviewing official's initials first, the approving official (if reviewing official unavailable), and finally the squadron commander. AF Forms 942, not being source

documents, may be altered without restriction to reflect the assignment of the affected simulator instructor and the contents of Section II of the FEF.

3.9.5. Review of FEF. Document the procedures on how to accomplish an initial review and how to implement the periodic review of FEFs in the unit supplement.

3.9.5.1. Initial Review. Units will review the FEF for all newly assigned CSIs/SIs to establish their qualification(s) prior to their first sortie. The reviewing organization is responsible for establishing the qualification of the simulator instructor as determined from the latest applicable documentation in Sections I and II of the FEF. Following determination of the qualification of the simulator instructor, the unit maintaining the FEF is responsible only for documentation subsequently placed in the FEF.

3.9.5.2. Posting Review. Units will review each AF Form 8 when they are placed in the FEF to ensure accuracy and completeness. Confirm the eligibility period and qualification as documented are correct, all required evaluation events and requisites were accomplished within the eligibility period and the AF Form 8 contains all signatures and initials within the allotted time. Do not log the evaluation on the AF Form 942 until the posting review has been accomplished. Posting the evaluation on the AF Form 942 signifies the posting review has been completed.

3.9.5.3. Periodic Review. Units will review all unit FEFs to confirm expiration dates used to track required simulator instructor qualification evaluations are the same as those listed in the FEFs. The interval between reviews will not exceed the qualification period window unless a more restrictive review period is established by the unit supplement. Document the periodic review in accordance with unit supplement.

3.9.6. Transfer of FEF. Simulator instructors will normally hand-carry a paper or electronic copy of their FEF to the gaining organization.

3.9.6.1. When circumstances prevent this, the losing organization will email an electronic copy of the FEF or mail the paper FEF to the gaining unit.

3.9.6.2. When mailing a FEF or any of its contents, retain a copy (paper or electronic) until the gaining organization has received the original FEF.

3.9.6.3. If the gaining unit has the same electronic FEF system, the losing organization is responsible for sending the FEF to the gaining unit once the individual leaves the organization. If the gaining unit does not have the same system, the losing organization will provide the member a compatible electronic copy (such as a .pdf file) or a hard-copy to hand-carry to the gaining unit.

3.9.6.4. When custody of the FEF is transferred to a new unit or base, retain all records in the folder until reviewed by the gaining unit. The gaining unit is responsible for the accuracy of the FEF after the initial FEF review.

3.9.7. Electronic FEFs.

3.9.7.1. Electronic FEF systems must be able to produce hard copies of FEF products, when needed, consistent with the guidance in this instruction. Electronic FEF must be transportable by either digital media or via a digital database.

3.9.7.2. Units must employ a method to backup electronic FEFs. Examples include stand-alone electronic systems, separate servers or paper copies. Document the specific method(s) in the unit supplement.

3.9.7.3. Once incorporated into the electronic FEF system, units may return any hard copy historical information to the CSI/SI.

3.9.8. **Disposition of FEF.** Dispose of the CSI's/SI's FEF according to the Air Force Records Disposition Schedule and Air Force guidance concerning the protection of Personally Identifiable Information. Return outdated certification documents, ARMS products, medical recommendations and miscellaneous documentation identified during reviews to the CSI/SI for disposal.

CRAIG D. WILLS, Maj Gen, USAF
Commander, 19th Air Force

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

AFPD 11-2, *Aircraft Rules and Procedures*, 31 Jan 2019

AFPD 11-4, *Aviation Service*, 12 April 2019

DAFI 33-360, *Publications and Forms Management*, 1 December 2015

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

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 23 March 2020

AFMAN 11-210, *Instrument Refresher Program (IRP)*, 4 October 2019

AFMAN 11-202V2, *Aircrew Standardization and Evaluation Program*, 30 August 2021

AFI 11-290, *Cockpit/Crew Resource Management Program*, 26 May 2020

AETCI 36-2604, *Flying Training Instructor Programs*, 22 September 2020

AETCI 36-2605V1, *Formal Flying Training Administration and Management*, 17 September 2019

Adopted Forms

AF Form 8, *Certificate of Aircrew Evaluation*

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

AF Form 942, *Record of Evaluation*

AF Form 4293, *Student Activity Record*

AF Form 4348, *USAF Aircrew Certifications*

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFPD—Air Force policy directive

AFI—Air Force instruction

AFMAN—Air Force manual

AI—academic instructor

ARMS—aviation resource management system

BSI—buddy simulator instructor

CAP—critical action procedure

CSI—civilian simulator instructor

CSIE—civilian simulator instructor examiner

CT—continuation training
DAFI—Department of the Air Force Instruction
DoD—Department of Defense
ELP—emergency landing pattern
EP—emergency procedure
EPE—emergency procedures evaluation
EQ—exceptionally qualified
FEF—flight evaluation folder
FTS—flying training squadron
GTIMS—graduate training integrated management system
ICSI—instructor civilian simulator instructor
INIT—initial evaluation
IOS—instructor operator station
ID—instructor development/identification
INSTR—instructor evaluation
ITD—immersive training device
KIAS—knots indicated airspeed
LWS—lead weapon system
MAJCOM—major command
MDS—mission design series
MFR—memorandum for record
MSI—military simulator instructor
MSN—mission evaluation
N/A—not applicable
nm—nautical mile
N/N—no-notice
OFT—Operational flight trainer
OPR—office of primary responsibility
PIT—pilot instructor training
Q1—qualification level 1
Q2—qualification level 2
Q3—qualification level 3

QT—qualification training

QUAL—qualification evaluation

RQ—requalification

SI—simulator instructor

SIT—simulator instructor training

SSN—social security number

stan/eval—standardization and evaluation

TMS—training management system

WST—weapon system trainer

Attachment 2

BUDDY SIMULATOR INSTRUCTOR PROGRAM

A2.1. BSI Program. This program should last approximately 1 to 3 months (minimum of 1 month). New simulator instructors will accomplish training requirements listed in paragraphs **A2.2** and **A2.3**. Briefings accomplished during QT may be used to fulfill these requirements.

A2.2. Ground Training. Ground training consists of the following:

- A2.2.1. Squadron policies briefing (before training students).
- A2.2.2. BSI briefing (before training students).
- A2.2.3. Simulator instructor responsibilities briefing (before training students).
- A2.2.4. Commander's review or Commander's Awareness Program briefing.
- A2.2.5. Grading practices briefing.
- A2.2.6. CT requirements briefing.
- A2.2.7. Scheduling briefing.
- A2.2.8. GTIMS briefing.
- A2.2.9. Grade book/training folder briefing.
- A2.2.10. Flying safety briefing.
- A2.2.11. Stan/eval briefing.
- A2.2.12. Check section briefing
- A2.2.13. Completing EP simulator (N/A for 318 TRS)
- A2.2.14. Completing open book syllabus test (locally generated).
- A2.2.15. Completing open book course training standards test (locally generated).
- A2.2.16. Completing the Instrument Refresher Course.

A2.3. Simulator Training. BSI sorties are student sorties accomplished by the new simulator instructor with the BSI monitoring. Accomplish all BSI sorties with the assigned BSI, a flight unit stan/eval monitor, a CSIE, or any supervisor (assistant flight commander or above) in the new simulator instructor's chain of command monitoring performance. The objective of these flights is to further develop the new simulator instructor's proficiency and instructional techniques. On each BSI sortie, the BSI will discuss instructional techniques, planning profiles, student progress, grading practices, local flying policies, common student errors, and possible pitfalls the new simulator instructor should avoid. Document these sorties in the new simulator instructor's BSI record. Fly at least one BSI sortie in each category of training.