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COMMAND**



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***BATTLE MANAGEMENT CIVILIAN
SIMULATOR INSTRUCTOR TRAINING***

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This instruction implements policy guidance in Department of the Air Force (DAF) Policy Directive 13-1, *Command and Control (C2) Enterprise*. This document establishes procedures and criteria for training, qualifying, and evaluating Civilian Simulator Instructors (CSI) assigned to Battle Management training organizations within Air Education and Training Command (AETC). It applies to Regular Air Force only. This instruction does not apply to Air Force Reserve Command, Air National Guard, or United States Space Force. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code, Section 9013, *Secretary of the Air Force*. The applicable System of Records Notice (SORN) F011 AF XO A, *Aviation Resource Management Systems (ARMS)*, is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Ensure that all records generated 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 Disposition Schedule located in the Air Force Records Information Management System. Refer recommended change and questions about this publication to office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*, route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR for coordination prior to certification and approval. The authorities to waive wing or unit level requirements in this publication are identified with a Tier (“T-2, T-3”) number following the compliance statement. Submit waiver requests in accordance with [paragraph 1.2](#).

SUMMARY OF CHANGES

Moved Instructor Operating System (IOS) training from the CSI Initial Qualification Training (IQT) syllabus to the 337th Air Control Squadron (337 ACS) Commander (337 ACS/CC) and 337 ACS/DON Flt CC specified training programs for CSIs. IOS training can take up to two years to begin and complete based on the experience of the CSI, and this will allow the CSI to complete the CSI IQT syllabus more expeditiously. “F-15” replaced by “4th Generation” and “F-22” replaced by “5th Generation”. FMTs are being replaced by WTTs. The terminology “Squadron Based Trainer (SBT)” encompasses both of these devices.

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Chapter 1

GENERAL GUIDANCE

1.1. Objective. The objective of this publication is to set training guidance management criteria and administrative practices to achieve and maintain CSI qualifications in the support of battle management and weapons director formal training.

1.2. Waivers. Request waivers via DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval* and file a copy of approved waivers to this publication in accordance with (IAW) DAFI 90-160, *Publications and Forms Management*. Waiver authority for non-tiered compliance items is the 19th Air Force Commander.

1.3. Roles and Responsibilities.

1.3.1. Nineteenth Air Force Operations Directorate (19 AF/A3). 19 AF/A3 is responsible for determining CSI training requirements via syllabus development and oversight.

1.3.2. Nineteenth Air Force Operations Directorate, Standardization and Evaluations Division (19 AF/A3V). 19 AF/A3V is the office of primary responsibility (OPR) for this instruction and will:

1.3.2.1. Provide standardized command guidance for AETC CSI programs in support of Air Battle Manager (ABM) and Weapons Director (WD) training.

1.3.2.2. Process all change requests.

1.3.2.3. Review unit supplemental publications and training programs.

1.3.2.4. Provide assistance for unit implementation, direction, and monitoring of CSI training programs.

1.3.2.5. Initiate action to correct deficiencies in training resources.

1.3.2.6. Ensure HQ 19 AF approved syllabuses and formal training programs are implemented.

1.3.2.7. Monitor unit training programs.

1.3.3. Operations Group Commanders. OG/CCs will:

1.3.3.1. Supplement this instruction as needed.

1.3.3.2. Ensure Air Control Squadron (ACS) manages CSI training programs to meet unit needs.

1.3.3.3. Review programs and supplements annually.

1.3.4. Squadron Commanders (SQ/CC). SQ/CCs will:

1.3.4.1. Establish squadron CSI training and certification/qualification policies and guidance to include, but not limited to, Initial Qualification Training (IQT), Flight Lead Upgrade (FLUG) Training, 5th Generation Fighters, Instructor Operating System (IOS) Training, Buddy Simulator Instructor (BSI) programs, Academic Instructor (AI) training, and Continuation Training (CT).

1.3.4.2. Ensure training programs are designed to achieve the highest degree of qualification and proficiency consistent with safety and resource availability.

1.3.4.3. Ensure new CSIs are briefed on their responsibilities.

1.3.4.4. Review completed training documentation, assign qualified CSIs to a training status, and certify instructors on an AF Form 4348, *USAF Aircrew Certifications* or AF Form 8 *Certificate of Aircrew Qualification*.

1.3.4.5. Certify highly experienced CSIs as Instructor CSIs (ICSI) to ensure effective training of the CSI cadre.

1.3.4.6. Certify the minimum number of highly-qualified ICSIs as CSI Examiners (CSIE) to meet CSI evaluation requirements listed in **Chapter 3** and ensure quality of the CSI cadre.

1.3.4.7. Publish a roster of CSI qualifications and certifications as required. The SQ/CC will determine what additional items are included.

1.3.4.8. Identify the levels of supervision required to accomplish required CSI training.

1.3.4.9. Ensure end-of-cycle CSI training deficiencies are corrected and completed when required. Report end-of-cycle training deficiencies and additional training, if required, to the OG/CC.

1.3.5. Unit CSI Organization.

1.3.5.1. CSIs will be assigned to the ACS.

1.3.5.2. A CSI flight commander will be appointed to manage CSI training and evaluation programs. **(T-3) Note:** A CSIE may be assigned to OGV to manage CSI evaluations.

1.3.5.3. CSI Flight Commander. CSI Flight Commander will:

1.3.5.3.1. Manage unit CSI cadre to ensure effective utilization and training.

1.3.5.3.2. Monitor currencies and requirements of assigned CSIs.

1.3.5.3.3. Ensure CSIs only participate 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.

1.3.5.3.4. Maintain training folders and other documentation.

1.3.5.3.5. Regularly update the squadron commander on the status of all personnel in training and provide the squadron commander estimated completion dates.

1.3.5.3.6. Determine if and when CSIs will be upgraded to: AI, Flight Lead (FL), IOS, ICSI, and CSIE.

1.3.5.3.7. Supervise overall scheduling, training, and progress of all unit training programs.

1.3.5.3.8. Initiate annual review of all programs and supplements for SQ/CC and OG coordination.

1.3.5.3.9. Brief new CSIs on flight policies, training and instruction, grading practices, and other applicable items before the new instructor conducts student training.

1.3.5.3.10. Coordinate with Lead MAJCOM for the Simulator Certification / Simulator Validation (SIMCERT/SIMVAL) in accordance with AFI 10-217, *Management Of Air Force Operational Training And Undergraduate Aircrew Training Systems*.

1.3.6. Individual CSIs. Each CSI will:

1.3.6.1. Ensure required pre-requisites are completed before starting training.

1.3.6.2. Ensure completion of training requirements and currencies IAW this instruction.

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

1.4. Go/No-Go Procedures. The ACS will establish a positive control system that ensures CSIs have completed all training required for the proposed mission. As a minimum, the Go/No Go system will monitor:

1.4.1. Qualifications and certifications.

1.4.2. Currency items required IAW this instruction.

1.4.3. Flight Crew Information File (FCIF).

Chapter 2

TRAINING

2.1. Training Concepts and Procedures.

2.1.1. CSI training programs are diverse due to the wide range of missions the CSIs support and the varying degree of experience and currency of each new CSI.

2.1.2. Prerequisites. Experience as a rated military aviator (pilot) in 4th or 5th generation fighter aircraft is critical to the successful completion of assigned duties. Previous experience as an instructor in fighter aircraft is highly desirable.

2.1.3. The following training programs are built around the baseline CSI, they may be expanded when a new CSI is less experienced or has a prolonged lapse in currencies. Annotate all events with an “ADD” suffix if inserting additional training events. **(T-3)** As well, each program may be shortened for a highly experienced CSI with recent currency. Annotate the training record with “Previously Complied With (PCW)” for ground training events or “Proficiency Advanced (PA)” for positional events when a CSI’s performance warrants. **(T-3)** The CSI Flight Commander is the approval authority for any of the above training program modifications. **(T-3)**

2.2. CSI Training Programs.

2.2.1. Initial Qualification Training. IQT prepares the CSI to be an SBT wingman and is detailed in a single 19 AF approved syllabus. The SQ/CC will approve a tailored training program derived from the IQT syllabus for each new CSI based on the new CSI’s experience and proficiency. **(T-3)** Except in unusual circumstances, candidates undergoing IQT will receive academic and SBT instruction with a minimum of interruption, and complete training within the time specified by the syllabus. **(T-3)**

2.2.1.1. On completion of IQT, the CSI will be qualified as a 4th Generation wingman in the SBT.

2.2.1.2. **Prerequisites.** Personnel selected to become CSIs will be highly experienced, previously qualified instructor pilots in a military fighter aircraft (F-15, F-16, F-22, F-35, F-18, etc.). **(T-3)**

2.2.1.3. **Academic Training** . Academic training will be IAW the 19 AF approved IQT syllabus, and will be tailored to the individual’s background and experience. **(T-2)**

2.2.1.4. CSI candidates in IQT will train under the supervision of an ICSI until completing the qualification evaluation. **(T-2)** The CSI course syllabus mission objectives and tasks are minimum requirements for qualification.

2.2.2. **Flight Lead Upgrade Training.** On completion of FLUG, the CSI can be qualified as a 2-ship and/or a 4-ship flight lead. The SQ/CC will approve a tailored training program derived from the unit FLUG program for each new CSI based on their experience and proficiency. **(T-3)**

2.2.3. **5th Generation Replication.** On completion of this training, the CSI will be verified as a wingman and/or 2-ship flight lead on Undergraduate ABM (UABM) and WD syllabi 5th Generation mission and also to run these missions from the IOS. **(T-3)** The SQ/CC will

approve a tailored training program derived from the unit 5th Generation upgrade program for each new BSI based on the CSI's experience and proficiency. **(T-3)**

2.2.3.1. There are three phases of training: 5th Generation wingman upgrade, 5th Generation flight lead upgrade, and 5th Generation IOS operator upgrade.

2.2.3.2. **Prerequisites.** The CSI Flight Commander will ensure appropriate clearances are received prior to any 5th Generation replication training. **(T-3)** 5th Generation upgrade missions (wingman, FLUG, and IOS) may occur simultaneously with 4th Generation upgrades if the CSI has the necessary clearances.

2.2.3.3. **SBT Training.** CSIs in 5th Generation training will train under the supervision of an ICSI. **(T-3)** The unit prescribed 5th Generation replication missions are the minimum requirements for qualification.

2.2.3.4. IOS Training. Upon completion of all 5th Generation SBT training, the CSI will complete IOS training for 5th Generation missions.

2.2.4. **Buddy Simulator Instructor Program (BSI).** After completion of the IOS checkout, the new CSI will be assigned to a highly qualified ICSI (per the CSI Flight Commander) who will monitor the new instructor's performance and provide guidance in all areas of job requirements. **(T-3)**

2.2.4.1. The SQ/CC will review completed BSI program documentation and certify instructors on an AF Form 4348. **(T-3)**

2.2.4.2. The SQ/CC may waive the BSI program for any CSI who has previously completed a Buddy Instructor Pilot/BSI program in the same Mission Design Series (MDS) aircraft or simulator.

2.2.5. **Instructor CSI (ICSI).** CSIs who demonstrate superior expertise can be selected to be an ICSI. An ICSI can conduct all qualification training for new CSIs in the SBT and on the IOS.

2.2.5.1. Only qualified ICSIs will lead the mission and run the IOS for UABM X-rides, Progress Checks, and Elimination Checks.

2.2.5.2. All ICSI upgrade training will be accomplished by the CSI flight commander or assistant. **(T-3)**

2.2.6. **CSI Evaluator (CSIE).** CSIEs are required to conduct CSI initial and recurring evaluation requirements and to ensure quality and standardization of the CSI cadre. **(T-2)** On completion of this training, the CSI will be able to conduct academic and positional certifications and evaluations in the classroom, the SBT, and on the IOS. All training for this position will be IAW this instruction and AFMAN11-202V2_AETCSUP, *Aircrew Standardization/Evaluation Program*. **(T-2)**

2.2.6.1. CSIEs will be selected from the most highly-qualified ICSIs. **(T-3)**

2.2.6.2. CSIE training will be conducted by the flight commander or qualified CSIE. **(T-3)**

2.2.7. Academic Instruction. Academic training is specifically defined in each formal syllabus and must be presented by a qualified AI. **(T-2)** The CSI Flight Commander will approve CSI entry into AI upgrade training. **(T-3)**

2.2.7.1. Prerequisites. The CSI must have completed the IQT syllabus. **(T-3)**

2.2.7.2. Academic Training. All CSIs instructors selected to become AIs must be qualified IAW AETCI 36-2604, *Flying Training Instructor Programs* before conducting any academic training. **(T-2)** Battle Management Instructor Training (BMIT) Track1 satisfies CSI AI qualification requirements.

Table 2.1. CSI Training Programs.

Program	Documentation	Certification
IQT	Graduate Training Information Management System (GTIMS)	AF Form 8 / 942 / 4348 (Recurring)
2-FLUG	GTIMS	AF Form 4348 (one time)
4-FLUG	GTIMS	AF Form 4348 (one time)
5 th Generation	GTIMS	AF Form 4348 (one time)
IOS	GTIMS	AF Form 8 / 942 / 4348 (Recurring)
BSI		AF Form 4348 (one time)
ICSI		Form 4348 (one time)
CSIE		Form 8 / 942 (one time)
AI		AF Form 620 / 4348 (Recurring)

2.3. Training Records and Reports. ACS will:

2.3.1. Maintain a training folder for each assigned CSI. The training folder will include records of individual training to include, but not limited to, IQT, FLUG, 5th Generation, IOS, BSI, ICSI, and CSIE certification and AI IAW the Records Disposal Schedule (RDS). **(T-2)**

2.3.2. The AF Form 4348 provides a permanent record and certification source for CSI certifications not attained through an AF Form 8. Following certifying official signature on the AF Form 4348, records of training leading up to the certification may be removed from the training folder. (AF Form 4348 is prescribed in AFMAN11-202, Volume 2, *Aircrew*

Standardization and Evaluation Program. Refer to that publication for guidance on filling out the form.)

2.3.2.1. For each certification achieved, ACS will maintain documentation on an AF Form 4348 in the individual's training folder or on an AF Form 8 in the member's Flight Evaluation Folder (FEF). **(T-2)** Use one line for each positional certification. If a certification is given with restrictions, state the restrictions on the AF Form 4348 in the Remarks block.

2.3.2.2. Academic certifications may be entered one line per academic block when the CSI is qualified in multiple lessons in that block. Additionally, the annual recertification must be logged on the AF Form 4348.

2.3.2.3. Decertification of events fall into two categories: Decertification for Cause (with prejudice) and Discretionary Decertification (without prejudice). Supervisors should consult with the servicing Civilian Personnel Office on processing any appropriate administrative actions as a result of decertification.

2.3.2.3.1. Decertification for Cause. This action is normally associated with Commander-Directed Downgrade of a CSI, but also applies to commander-directed decertification of examiners (resulting from substandard performance). This category of Decertification warrants a review of all the CSI's qualifications and certifications with consideration to suspending some or all of them. 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.

2.3.2.3.2. 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 as a result of reasons other than substandard performance. This category of Decertification does not require any review of the CSI's remaining qualifications / certifications. 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.

2.3.2.4. The CSI Flight Commander will inspect training folders of CSIs who have completed IQT and forward the folders to the squadron commander. **(T-3)** Maintain all completed training records in each CSI's training folder until the AF Form 4348 is signed by the SQ/CC and disposed of IAW the RDS. **(T-3)**

2.3.2.5. During the initial review of individual training folder for new CSIs (if one exists), review previous AF Form 4348 (or other certification documentation) entries to determine all applicable certifications of the newly assigned CSI. Document applicable certifications accepted by the SQ/CC on a new AF Form 4348. **(T-3)** The CSI Flight Commander or other individual designated by the SQ/CC will sign a one line entry below all other entries verifying that: *"The above certification transcriptions are accurate."* **(T-3)**

2.3.2.6. Computer-generated AF forms must mirror AF forms published on the Air Force e-Publishing web site.

2.3.2.7. Describe unit AF Form 4348 procedures/program in the unit supplement. **(T-3)**
Include a list of certifications applicable to the unit and designated certifying officials. **(T-3)**

2.3.3. Use AF Form 4293, *Student Activity Record*, to document any unusual occurrence that could affect training progress. ICSIs should annotate areas of difficulty on the form. **(T-3)**

2.3.4. ACS may specify additional training folder requirements.

2.3.5. Document training in either GTIMS or through unit specified procedures as applicable and determined by the CSI Flight Commander. Track the following information for all CSIs as applicable:

2.3.5.1. Ground training dates accomplished and expiration dates. **(T-3)**

2.3.5.2. SBT and IOS sorties by month, and cumulative totals. **(T-3)**

2.3.5.3. SBT and IOS currency by date last accomplished and expiration date. **(T-3)**

2.3.5.4. Academic Instructor currency by date last accomplished and expiration date. **(T-3)**

2.3.5.5. Recurring academic instructor recertification and testing. **(T-3)**

2.3.5.6. Periodic evaluations by date last accomplished and expiration date. **(T-3)**

2.3.5.7. Training events accomplished and amount remaining for the semiannual training cycle. **(T-3)**

2.4. Loss of CSI Qualification. Failure of an evaluation, a commander-directed downgrade, or failure to perform CSI duties for more than 225 days will result in a loss of CSI qualification. To regain qualification, CSIs must, at a minimum, successfully complete an evaluation according to **Chapter 3** of this instruction. **(T-2)**

2.5. Loss of AI Qualification. CSIs will be decertified as AIs if they fail any academic evaluation. **(T-2)** To regain AI qualification, they must successfully re-accomplish the failed evaluation IAW AETCI 36-2604. **(T-2)**

2.6. CSI Requalification. The following provides criteria for requalifying CSIs who have not performed CSI duties for:

2.6.1. A period of 226 days to 2 years. The OG/CC determines whether a CSI may complete a locally-generated training program in lieu of completing a formal qualification syllabus. Locally-generated programs will be developed considering the CSI's previous experience and currency. Send a copy of the proposed training to 19 AF/A3V for approval. ICSIs will conduct the training. An RQ MSN evaluation will be completed for CSIs according to **Chapter 3** of this instruction.

2.6.2. A period of more than 2 years. The CSI must complete the applicable qualification syllabus. **(T-2)**

2.7. Continuation Training (CT). This training is necessary for qualified CSIs to maintain and increase their proficiency. It provides minimum academic and simulator training requirements. This training is also necessary to develop the CSI force and certify instructors in specific unit or

local area requirements. Judicious scheduling of CT is required to develop instructors and ensure training standardization. As part of the CT program, missions are flown to develop and enhance individual proficiency. These sorties allow less experienced CSIs to learn and refine techniques from more experienced CSIs.

2.7.1. CT requirements can be met on any ACS syllabus or CT mission, any CSI upgrade mission, any Combat Air Forces (CAF) unit or Fighter Integration (FI) mission.

2.7.2. CT sorties will be flown in the SBT on any representative mission profile. **(T-3)** The CSI running the IOS will log a support sortie (not CT). **(T-3)**

2.8. Training Cycle. There are two semiannual CT training cycles, 1 January to 30 June and 1 July to 31 December of each calendar year. Semiannual requirements are reviewed at the end of each semiannual period.

2.9. CT Administration.

2.9.1. Quarterly CSI CT Meetings.

2.9.1.1. CSIs will attend and actively participate in CSI CT meetings. **(T-3)** The purpose of these meetings is to discuss standardization, safety, mission-related topics, instructional techniques, grading practices, and to increase general knowledge.

2.9.1.2. Attendance at CSI CT meetings is mandatory. **(T-3)** The unit will determine a method to track attendance. **(T-3)** Individuals not available for CSI CT meetings will read the meeting minutes or be briefed by the CSI Flight/CC. **(T-3)**

2.9.1.3. To encourage training cross flow, CSIs are also encouraged to attend ABM/WD CT meetings held by the ACS.

2.9.2. Requirements. This instruction establishes minimum CSI CT requirements. ACS may direct additional training, to include cockpit performance, in a supplement to this instruction as necessary for individual weapon system requirements.

2.9.3. Prorating End-of-Cycle Requirements. At the end of the training cycle, the squadron commander may prorate training requirements for instructors who were not available for duty. Use the prorating allowance in **Table 2.2** to determine the number of months to be prorated based on each period of consecutive calendar days of non-duty.

Table 2.2. Prorating Allowance.

ITEM	Consecutive Days of Non-Duty	Months of Proration
1	0 - 15	0
2	16 - 45	1
3	46 - 75	2
4	76 - 105	3
5	106 - 135	4
6	136 - 165	5
7	166 - 180	6

2.9.4. Failure to Complete CT Requirements.

2.9.4.1. CSIs who fail to accomplish CT 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. (T-2)

2.9.4.2. The OG/CC is the review and waiver authority and will consider the type and magnitude of the deficiency and the individual’s experience level to determine if additional training, increased supervision, or a waiver to the previous training cycle requirements is warranted. (T-2) Document waivers, with justification, in the individual’s training folder. (T-2)

2.10. Flying Training Requirements.

2.10.1. All qualified CSIs will meet currency requirements in **Table 2.3** and sortie/event requirements in **Table 2.4**. (T-3) Document waivers and the justification for the waiver in the individual’s training folder. (T-3)

2.10.2. **Instructional Category Currency.** All CSIs must accomplish an instructional sortie every 60 days. (T-3) Non-current instructors must regain currency before instructing in any category. (T-2) To regain currency, the non-current CSI will instruct from the IOS while being monitored by a current and qualified CSI or complete a CT sortie with a current and qualified CSI. (T-2)

Table 2.3. CSI Currency Requirements.

	A	B
ITEM	Event	Frequency
1	IOS Instructional Sortie	60 Days
2	SBT Instructional Sortie	60 Days
Note: Instructional Sortie currency may be updated anytime a UABMT or IQT mission is accomplished from either the SBT cockpit or the IOS.		

Table 2.4. CSI Semiannual Sortie / Event Requirements.

	A	B
ITEM	Event	Number Required
1	Instructional Sortie (Notes 1, 2, 3 & 4)	50
2	Continuation Training Sortie (Note 5)	3

	A	B
ITEM	Event	Number Required
<p>Notes:</p> <ol style="list-style-type: none">1. An instructional sortie may be logged anytime a UABM/WD or IQT mission is accomplished from either the SBT cockpit or the IOS.2. Two student instructional sorties may be logged when two or more students are instructed on the sortie.3. Certified AIs may log a student instructional sortie for every 3 hours of classroom instruction or every class they teach.4. CSI Flight Commander must accomplish at least 25 student instructional sorties.5. Continuation training sorties are only logged when conducted in the SBT cockpit, not when operating the IOS.		

Chapter 3

EVALUATIONS

3.1. Types of Evaluations. The CSI Standardization & Evaluation (Stan/Eval) program utilizes several types of evaluations to ensure qualification of instructors and validate unit programs.

3.1.1. Mission (MSN) evaluations. MSN evaluations are used to qualify the CSI in SBT cockpit operations. MSN evals are administered periodically and are documented on an AF Form 8. **(T-2)**

3.1.2. IOS evaluations. IOS evaluations are used to qualify the CSI on the IOS console. IOS evals are administered periodically and will be documented on an AF Form 8. **(T-2)**

3.1.3. Console CSIE evaluations. CSIE evaluations are used to qualify a limited number of CSIs as Examiners. Examiners will conduct CSI MSN and IOS evaluations. The CSIE evaluation will be a one-time event documented on an AF Form 8. **(T-2)**

3.1.4. SPOT evaluations. A SPOT evaluation is not intended to satisfy the requirements of a periodic MSN or IOS evaluation and has no specific requisites or requirements, unless specified in the unit supplement. They may be administered as No Notice. An examinee may utilize a SPOT evaluation to update a MSN or IOS evaluation expiration date provided all requirements for the evaluation are completed within the periods described in [paragraph 3.3.2](#).

3.1.5. Supplementary evaluations. A Supplementary evaluation is an administrative tool used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems. Although similar to a SPOT evaluation that is used to check a specific problem area, supplementary evals are not aircrew qualification evaluations, but instead primarily evaluate items such as programs, flight evaluation folders, academic testing, etc.

3.1.5.1. The commander directing the evaluation will determine evaluated areas. **(T-3)** 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. **(T-3)**

3.1.5.2. Individuals other than CSIEs as determined by the commander may conduct supplementary evaluations.

3.1.5.3. 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 CSI, nor should it be documented on an AF Form 8.

3.1.5.4. Supplementary evaluation results will be documented in Stan/Eval Board (SEB) minutes. **(T-3)**

3.2. CSI Examiners (CSIE).

3.2.1. CSIE Selection. The SQ/CC will select and designate in writing, all CSIEs from the most highly qualified and experienced instructors. **(T-3)** Selection and designation will be

annotated on the unit certification documents (AF Form 4348) updated in GTIMS and reported in the SEB minutes. (T-3)

3.2.2. CSIE Upgrade. (T-3)

3.2.2.1. Self-study this AETCI and AFMAN11-2F-15, Volume 2, *F-15 Aircrew Evaluation Criteria*.

3.2.2.2. See one MSN evaluation and one IOS evaluation.

3.2.2.3. Do one MSN evaluation and one IOS evaluation monitored by a qualified CSIE.

3.2.2.4. The last monitored evaluation will be accomplished by the CSI Flight Commander or Assistant Flight Commander and will generate an AF Forms 8 and 942, *Record of Evaluation*.

3.2.3. CSIE Functions. (T-3)

3.2.3.1. Maintain CSI qualification.

3.2.3.2. Administer MSN and IOS evaluations on missions in which they maintain qualification.

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

3.2.3.4. Conduct a thorough post-mission debriefing for the examinee on all aspects of the evaluation. Debriefs will include the examinee's overall grade, specific deviations, area grades assigned (if other than qualified [Q]), and any required additional training. Flight commander must be debriefed on all evaluations. Additionally, the flight commander must attend all debriefs where the overall grade is Q3.

3.2.3.5. Immediately correct inappropriate representations with respect to safety or flight discipline during an evaluation. If this situation occurs, the CSIE will debrief the flight commander and document the deviation on an AF Form 8.

3.2.3.6. CSIEs will not evaluate CSIs for whom they were the primary instructor during training or upgrade. SQ/CC may waive this restriction on a case-by-case basis. Active waivers will be documented in the SEB minutes.

3.2.3.7. Attend the SEB and/or read the minutes.

3.3. Conducting CSI Evaluations. All CSI evaluations will be conducted IAW the provisions of this instruction and should be accomplished on actual ABM student instructional missions whenever possible. (T-2)

3.3.1. Evaluation criteria. Evaluation criteria from AFMAN11-2F-15V2 and [Table 3.2](#) of this instruction will be used to grade all performance. (T-2)

3.3.2. Expiration Date. Required mission and IOS evaluations expire on the last day of the 17th month following the month in which the last simulator evaluation was successfully completed (e.g., a periodic evaluation which was completed on 9 Oct 23 expires on 31 Mar 25).

3.3.3. Eligibility Period. Periodic evaluations should be scheduled in the eligibility period, defined as the 6-month period prior to the expiration date.

3.3.4. Requisites. The examinee will accomplish all required planning IAW the training mission during a student training mission while the CSIE observes. **(T-3)** The simulator phase for CSI evaluations includes a suitable simulator profile that will allow evaluation of CSI performance. **(T-3)** The profile used to fulfill the simulator phase requisite must incorporate all appropriate requirements set in **Table 3.1** and allow accurate measure of the proficiency of the examinee. **(T-3)** Evaluation profiles will reflect unit tasking, daily training missions, be realistic, and incorporate current tactics applicable to the unit mission. **(T-3)**

3.3.5. Alternate Means of Evaluation. When evaluation of a required area is not possible during the training mission, the area may be evaluated verbally. CSIEs will make every effort to evaluate all required areas during the training mission before resorting to this option. CSIEs will document the alternate means of evaluation in the examiner's remarks section of the AF Form 8. **(T-3)**

3.4. Evaluation Prefixes. The following prefixes will be used, when applicable, to further describe evaluations. **(T-3)**

3.4.1. Initial (INIT) evaluation. The first evaluation of any type for an instructor qualification in a weapon system (INIT MSN or INIT IOS).

3.4.2. Periodic MSN and periodic IOS evaluations. The recurring evaluation of any type for an instructor qualification in a weapon system.

3.4.3. Requalification (RQ) evaluation. 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.

3.4.3.1. When loss of qualification is for expiration of a required periodic evaluation, the evaluation given will be IAW the guidance for that periodic evaluation. The AF Form 8 Mission/Check description will be documented with an RQ prefix.

3.4.3.2. When loss of qualification is for failure to pass a periodic evaluation, the recheck evaluation will be IAW the provisions of **paragraph 3.5.2**. The AF Form 8 Mission/Check description will be documented with an RQ prefix.

3.4.3.3. When loss of qualification is due to a commander-directed downgrade (see **paragraph 3.5.10**), the evaluation profile will be as directed by the commander. The AF Form 8 Mission/Check description will be documented with an RQ prefix or RQ SPOT, as applicable.

3.4.3.4. Do not use RQ to prefix a recheck following a failed INIT evaluation. No qualification was achieved, thus requalification is not possible.

3.4.4. No-Notice (N/N) evaluation. 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. "Normal" mission preparation begins with the posting of the following day's schedule. The intent is to preclude extraordinary preparation for the mission.

3.4.4.1. The no-notice evaluation provides commanders a sampling of daily CSI performance and an assessment of unit training effectiveness. ACS will conduct no-notice evaluations as desired. Specific program goals are at the discretion of the OG/CC and SQ/CC.

3.4.4.2. An examinee may utilize a N/N evaluation to update an MSN or IOS evaluation expiration date provided the N/N evaluation meets all of the requirements for the periodic MSN or IOS evaluation. If all requirements were not completed on the first sortie, the SQ/CC 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.

3.4.5. **Multiple Prefixes.** More than one prefix may be used to describe an evaluation. The applicability of any prefixes to portions of any combined evaluations and the purpose for any prefixes will be explained under Mission Description in the Examiner’s Remarks.

Table 3.1. CSI Mission Evaluation Requirements.

AREA	A	B	C
	Title	Required (Note)	Critical
1	Mission Preparation	MSN / IOS	No
2	Mission Briefing	MSN / IOS	Yes
3	Instructional Skills	IOS	Yes
4	Error Analysis	IOS	No
5	IOS Operations	IOS	Yes
6	Mission/Scenario Realism	IOS	No
7	Communication Skills	MSN	Yes
8	Task Management	MSN / IOS	Yes
9	Meeting Lesson Objectives	MSN / IOS	Yes
10	General Knowledge	MSN / IOS	No
11	Emergency Procedures	MSN	No
12	Debriefing	IOS	No
Note: MSN= Required on Mission Eval; IOS= Required on IOS Eval			

Table 3.2. Grading Criteria.

A	A	B	C	D
R E A	Grading Area	Grading Criteria		
		Q	Q-	U
1	Mission Preparation	Planned mission in a timely manner to meet all training	Made minor errors or omissions that did not detract from mission	Exceeded Q- limits

A	A	B	C	D
R E A	Grading Area	Grading Criteria		
		Q	Q-	U
		<p>requirements.</p> <p>Identified mission goals, requirements, and developed mission objectives based on student and syllabus requirements.</p> <p>Developed sortie profile to accomplish mission objectives.</p> <p>Ensured mission objectives, profile, and environmental conditions (WX, NOTAMS, etc.) were consistent.</p> <p>Completed all applicable Air Force and command forms correctly, and complied with all directives.</p>	<p>effectiveness.</p> <p>Demonstrated limited knowledge of desired objectives based on student and syllabus requirements.</p>	
2	Mission Briefing (Critical Area)	<p>Prebrief IAW approved briefing guide, all training items in the briefing guide, within the allotted briefing time.</p> <p>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, Table tops, etc.).</p> <p>Ensured Cockpit/Crew Resource Management (CRM) objectives and expectations for the mission</p>		Exceeded Q limits

A	A	B	C	D
R E A	Grading Area	Grading Criteria		
		Q	Q-	U
		<p>were clearly stated and understood.</p> <p>Stepped to the simulator in time to start mission as scheduled.</p>		
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. 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. Problems and questions solved to satisfaction of student.</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
5	IOS Operations (Critical Area)	Set up and operated the simulator IAW appropriate directives. Effectively used		Exceeded Q limits

A	A	B	C	D
R E A	Grading Area	Grading Criteria		
		Q	Q-	U
		available simulator features to facilitate required student training, for example: freeze, playback, demonstration files, prerecorded profiles, semi-manual control, reposition, etc.		
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)	<p>Presented clear and appropriate level procedural and technique discussion that facilitated effective mission objectives. Correctly formulated, timely instruction with concise, understandable terminology.</p> <p>Simulated radio calls made IAW Flight Information Publications (FLIP) and local area requirements.</p> <p>Properly simulated an Air Traffic Control (ATC) environment.</p>		Exceeded Q limits
8	Task Management (Critical Area)	<p>Organized information and inflight materials. Recognized and prioritized tasks to be accomplished. Accomplished critical tasks before loss of training is jeopardized. Did not get overloaded by multiple tasks and instructed techniques to prevent under- / over- tasking.</p> <p>Instructed the importance of</p>		Exceeded Q limits

A	A	B	C	D
R E A	Grading Area	Grading Criteria		
		Q	Q-	U
		<p>proper checklist use.</p> <p>Did not display unacceptable behavior under stress and corrected ineffective responses to stress.</p>		
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
10	General Knowledge	<p>Demonstrated in-depth knowledge of procedures, requirements, aircraft systems, performance characteristics, and mission. Had a thorough knowledge of local procedures.</p>	<p>Had deficiencies in depth of knowledge, comprehension of procedures, requirements, aircraft systems, performance characteristics, or mission.</p>	Exceeded Q- limits
11	Emergency Procedures	<p>Performed proper steps to replicate a satisfactory conclusion.</p> <p>Demonstrated a thorough understanding of aircraft directives and Air Force Instructions. Demonstrated the ability to apply procedures from all applicable sources of guidance.</p>	<p>Response to procedures was correct, but procedures were slow or confused.</p>	Exceeded Q- limits
12	Debriefing	<p>Accurately reviewed student performance versus mission training objectives and syllabus requirements.</p>	<p>Minor errors or omissions in debriefing, or mission critique. Was</p>	Exceeded Q- limits

A	A	B	C	D
R	Grading Area	Grading Criteria		
E		Q	Q-	U
A		Identified root cause of errors and offered proper instruction techniques to improve student performance. Provided student suggested profile focus areas for next sortie.	occasionally unclear in analysis of events or maneuvers. Did not thoroughly discuss performance in relationship to mission objectives.	

3.5. Grading System. A two-level grading system is used to evaluate and document CSI performance. On one level, individual scores are recorded for examinations while areas/subareas of CSI performance are individually graded against evaluation grading criteria established in [Table 3.2](#) and AFMAN11-2F-15 Volume 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.

3.5.1. Area/Subarea Grades. Areas/subareas will have a two-tier (Qualified [Q] / Unqualified [U]) or three-tier (Q/Q-/U) grading system. **(T-2)**

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

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

3.5.1.3. 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.

3.5.2. Critical Area(s). Grade all critical areas identified in [Table 3.1](#) as either Q or 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. **(T-2)**

3.5.3. Performance Areas/Sub-areas.

3.5.3.1. The CSIE must grade the areas/sub-areas listed as “required” in [Table 3.1](#). **(T-2)**

3.5.3.2. The CSIE will grade any area/sub-area observed during an evaluation if performance in that area/subarea impacts the specific evaluation accomplished or overall safety. **(T-2)**

3.5.3.3. 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.

3.5.3.4. The CSIE may further identify an area/sub-area as “Commendable” if, in the examiner’s determination, the CSI 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. **(T-3)**

3.5.4. Overall CSI Mission Evaluation Qualification Levels. Overall CSI evaluation and Emergency Procedures Evaluations (EPE) performance are graded as a compilation of all area/sub-area grades based on the following guidance:

3.5.4.1. 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:

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

3.5.4.1.2. In the judgment of the CSIE, none of the discrepancies preclude awarding of an overall Q1.

3.5.4.1.3. All areas/sub-areas graded as Q- during the evaluation were cleared during the debrief of that evaluation.

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

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

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

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

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

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

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

3.5.4.4. Overall Qualification Levels. The overall qualification level awarded on an evaluation is based on performance during both the simulator and ground phases. An overall grade of Q1 or Q2 will be awarded only after all evaluation requirements have been completed and given due consideration. An overall grade of Q3 may be awarded at any time. To receive a qualified grade (Q1 or Q2) on an evaluation, the examinee must demonstrate the ability to operate the SBT or IOS safely and effectively during all phases

of an evaluation. However, CSIE judgment will always be the determining factor in deciding the overall qualification level.

3.5.4.5. Exceptionally Qualified (EQ) Designation. An EQ designation may be awarded by the CSIE for a MSN or IOS evaluation. The designation may be awarded when:

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

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

3.5.5. 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 3.5.2](#) when discrepancies result in failure to pass a flight evaluation.

3.5.5.1. Debriefed Discrepancy. Remedial action accomplished during debrief of the evaluation wherein the CSIE provides briefing/instruction concerning the discrepancy and determines that 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.

3.5.5.2. Additional Training. Any training recommended by CSIE 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. The overall grade is still at the discretion of the CSIE IAW [paragraph 3.5.4](#).

3.5.5.2.1. 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.

3.5.5.2.2. Additional training is documented 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. **(T-3)**

3.5.5.2.3. Due dates and dates on which additional training is completed will be documented in the appropriate areas of the AF Form 8. **(T-3)**

3.5.5.2.4. The ICSI who completed the additional training (or final event if more than one) will sign as the Certifying Official on the AF Form 8 under Additional Training, Section II. **(T-3)** This serves to verify completion of all assigned training as documented in paragraph C, Recommended Additional Training, under Examiner’s Remarks.

3.5.5.2.5. 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 14, additional training must be accomplished by 30 Apr 14). **(T-3)** If a CSI exceeds the allotted time for completion of additional training, the squadron commander will review the situation and direct appropriate action. **(T-3)** Document the circumstances with a Memo for Record (MFR) to be filed with the AF Form 8. **(T-3)**

3.5.6. Failure to Pass an Evaluation.

3.5.6.1. CSIs receiving a Q3 MSN or IOS evaluation are non-mission ready (NMR) and will not conduct student training. **(T-2)** Failure of an evaluation results in loss of AI status until remedial training and reevaluation are successfully completed. However, failure of an academic evaluation does not automatically affect CSI IOS or MSN qualification or impact the ability to conduct student SBT missions.

3.5.6.2. 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 23, complete the recheck by 30 Sep 24). **(T-3)** The CSIE that administered the original check will not administer the recheck. **(T-3)** A recheck is successfully completed when the examinee performs to Q criteria (Q or Q-/debriefed) for each area graded U.

3.5.6.3. SQ/CCs may approve waivers to the time limits in this paragraph on a case-by-case basis. Every reasonable effort must be made to requalify the examinee. Commanders will determine the training required based on the individual's experience level. **(T-3)** Document the waiver(s) with an MFR to be included in the AF Form 8 IAW **paragraph 3.5.5.2. (T-3)**

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

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

3.5.7.2. Specific restrictions and the criteria for the removal of the restrictions will be documented as the first item of the AF Form 8 Comments. **(T-3)** Restrictions associated with failed requisite examinations will not be documented on the AF Form 8. **(T-3)**

3.5.8. Supervised Status. If unsatisfactory performance or restriction requires the CSI be placed on supervised status, the type of supervisor (i.e., instructor or designated supervisor) will be determined by the squadron commander. **(T-3)** Supervision will be accomplished by instructors or designated supervisors qualified in the specific weapon system. **(T-3)**

3.5.9. Failure to Complete an Evaluation within the Required Period. If an examinee fails to complete an evaluation within the eligibility period for an in-the-eligibility period evaluation or within a six-month period beginning with the month in which the evaluation was administered for an out-of-the-eligibility period evaluation, the CSI loses the qualification covered by the evaluation and the restrictions of **paragraph 3.5.6** apply. Qualification may be re-established by administering a requalification evaluation (see **paragraph 3.4.3**) or by completion of the delinquent evaluation. OG/CCs may approve waivers to preclude the re-accomplishment of completed requisites to complete the evaluation on a case-by-case basis. Document the circumstances with an MFR to be included in the AF Form 8. **(T-2)**

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

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

3.5.10.2. 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 confidence in the CSI's ability to safely operate the IOS and/or SBT (e.g., lapse in judgment significant enough to cast doubt on the CSI's decision-making abilities).

3.5.10.3. The CSI will cease acting in the qualification(s) in which they have been downgraded effective with the date the commander initiated the downgrade.

Chapter 4

DOCUMENTATION

4.1. Scope. Administration of the CSI qualification evaluation program requires accurate documentation. The qualifications for which a CSI is to be evaluated are determined from the unit certification documents. This chapter provides documentation guidance for CSIs that require an CSI evaluation to establish qualification.

4.1.1. The results of all CSI evaluations are recorded on the AF Form 8. The chronological history of evaluations for a CSI is recorded on an AF Form 942, *Record of Evaluation*. These AF forms are maintained in the FEF for the CSI.

4.1.2. In all instances of documentation, use of electronic forms is encouraged, to include use of electronic signatures and wholly electronic flight evaluation folders. In all instances, computer-generated forms must mirror AF forms as published on the DAF E-Publishing web site in accordance with DAFI 90-160.

4.1.3. If an electronic version of an CSI member's AF Form 8 is printed, it must contain electronic or wet signatures to be valid. The use of //Signed// is not acceptable.

4.2. AF Form 8/8A, *Certificate of Aircrew Qualification*.

4.2.1. **Purpose.** The AF Form 8 is the source document used to record and verify the qualification of a crewmember.

4.2.1.1. Use the AF Form 8 to record crewmember's qualifications.

4.2.1.2. The AF Form 8 is accomplished by the CSIE, Reviewing Officer, Final Approving Officer, the Examinee, and a Certifying Official (if additional training was required).

4.2.2. General Data Entry.

4.2.2.1. In all instances of data entry, if an electronic form is used, the format required by the electronic form may be used. For example, an "X" can also be replaced with a "√" or other form standard, as long as such preference is standardized throughout the document.

4.2.2.2. Use G/TIMS or other electronic means to generate AF Forms 8. In all cases of data entry, if G/TIMS is unable to comply with AFI guidance, the G/TIMS produced AF Form 8 is acceptable provided the intent of the qualification represented is not changed.

4.2.2.3. For date fields use a two-digit day, three-letter month and two-digit year format (e.g., 24 Jun 18).

4.2.2.4. The "Eligibility Period" and "Expiration Date of Qualification" blocks should use a three-letter month and two-digit year format (Jun 18).

4.2.2.5. Except where specifically noted otherwise (e.g., annotating the evaluation type, "IOS or MSN"), use upper and lower case letters.

4.2.2.6. Requirements for font, indentation, and justification (right, left or centered) of data are not specified.

4.2.2.7. Use the full DoD identification number.

4.2.3. **Date Completed.** Use the latest completion date of the CSI evaluation, requisites and the additional training if assigned.

4.2.4. **Examinee Identification (Section I).**

4.2.4.1. Name, Grade (to include Government Civilians) or CTR (for Contractors) and DoD ID.

4.2.4.2. **Organization and Location.** In order to maintain a consistent record of instructor history regardless of the CSI's actual office symbol, enter the unit designation (ACS/DON) and location where the examinee is assigned/attached for training (Tyndall AFB).

4.2.4.3. **MDS/Crew Position.** Enter the weapon system (SMF-15C) in which the evaluation was given and the crew position as simulator pilot/simulator instructor/simulator evaluator (SP/SI/SE). Only when a CSIE is receiving a SPOT CSIE Objectivity evaluation should you enter SE as the crew position.

4.2.4.4. **Eligibility Period.**

4.2.4.4.1. Enter the 6-month period preceding the expiration date from the last periodic CSI evaluation of the same category (e.g., if the last IOS evaluation expires Sep 25, enter Apr-Sep 25). Enter N/A (not applicable) for INIT, SPOT, CSIE, and RQ evaluations.

4.2.4.4.2. The 6-month eligibility period is based off the successful flight portion of the CSI evaluation.

4.2.4.4.3. Enter N/A (not applicable) for INIT, SPOT, CSIE, RQ, and out-of-the-eligibility period CSI evaluations.

4.2.4.4.4. For periodic CSI evaluations where the expiration date of the previous CSI evaluation is extended, enter the 6-month period preceding the original expiration date (extensions only extend the expiration date, not the eligibility period).

4.2.5. **Requisite Information (Section II).** N/A for all CSI evaluations.

4.2.6. **Aircrew Evaluation Information (Section III).**

4.2.6.1. **Aircrew Evaluation.**

4.2.6.1.1. Use the following designations to describe the purpose of the evaluation(s): IOS, MSN, and SPOT.

4.2.6.1.2. Use the following prefixes, when applicable, to describe the type of evaluation: INIT, RQ, and N/N. More than one prefix may be used to describe an evaluation.

4.2.6.1.2.1. The only annotations of INSTR used are INIT INSTR and RQ INSTR.

4.2.6.1.2.2. INSTR will not be used for periodic evaluations as the AF Form 8 aircraft/crew position is already annotated with the instructor designation.

4.2.6.1.2.3. When a CSI qualification deals with regaining a complete loss of instructor qualification, document it as RQ INSTR (not RQ SPOT).

4.2.6.1.3. Make a single line entry to document the flight(s)/event(s) used to complete the evaluation.

4.2.6.1.4. Make multiple single line entries for each flight/event if two or more flights/events are required and administered by either different CSIEs or on separate days.

4.2.6.1.5. Where a single mission consists of multiple flights over one or more days with the same CSIE, a single line entry may be used.

4.2.6.2. Date.

4.2.6.2.1. Enter the date the flight/event was completed.

4.2.6.2.2. For CSI evaluations where a single mission consists of multiple flights over one or more days, use a single line entry with the date the mission was completed.

4.2.6.2.3. For CSI evaluations conducted on missions consisting of a single flight spanning more than one day, use a single line entry with the date the mission was completed.

4.2.7. Qualification Level (Section IV).

4.2.7.1. Annotate the examinee's qualification placing a "1" (for Q1) or "2" (for Q2) in the qualified block or a "3" (for Q3) in the unqualified block in accordance with grading criteria outlined in [paragraph 3.5.4](#).

4.2.7.2. 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 phase Q3 evaluation, annotate the overall qualification grade on the AF Form 8 (and AF Form 942) as "3/1" in the qualified block.

4.2.7.3. Expiration Date of Qualification.

4.2.7.3.1. For evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the CSI evaluation was successfully completed.

4.2.7.3.2. For CSI evaluations that do not establish a new eligibility period, enter "N/A."

4.2.8. Additional Training (Section V). If additional training is not required for a Q2 or Q3, annotate each of the blocks described below with "N/A."

4.2.8.1. Due Date(s).

4.2.8.1.1. 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 24 Evaluation, 30 Apr 24 due date); otherwise, enter "N/A."

4.2.8.1.2. If more than one date or type of training is required, preface the due dates with an appropriate description (Academics, Sim, Flight, etc.).

4.2.8.2. Date Additional Training Completed.

- 4.2.8.2.1. Enter the date(s) the examinee completed additional training; otherwise, enter “N/A.”
- 4.2.8.2.2. If more than one date is required, preface the date(s) completed with an appropriate description (Academics, Sim, Flight, etc.).
- 4.2.8.3. **Certifying Official Grade, and Organization.** The ICSI completing the additional training (or last training event if more than one) will sign and date as the certifying official.
- 4.2.9. **Other (Section VI).** Restrictions/EQ/CC-directed downgrade. Place an “X” or “√” in the appropriate block when comments are annotated in Section IV.
- 4.2.10. **Endorsement (Section VII).**
- 4.2.10.1. **Flight Examiner**
- 4.2.10.1.1. The CSIE signing Section VII of the AF Form 8 is responsible for the content of the AF Form 8, and should not sign Section VII until verifying all required items (in accordance with this AETCI and AFI/AFMAN 11-2MDS Vol 2) are documented.
- 4.2.10.1.2. The CSIE signing Section VII of the AF Form 8 will always place an “X” or “√” in the remarks block and make comments in the comments block.
- 4.2.10.1.3. Any other CSIE(s) will enter remarks in the Mission Description block describing those parts of the CSI evaluation they evaluated, complete the fields, and sign a signature block at the bottom of the second page.
- 4.2.10.2. **Reviewing and Final Approving Officers.**
- 4.2.10.2.1. The Reviewing Officer should be the CSI Flight/CC and Final Approving Officer should be the SQ/CC who signs the civilian appraisal. The Reviewing and Final Approving Officers will review the content of the AF Form 8 and the assigned qualification level, ensure all required additional training is adequate to correct the noted deficiencies and is complete, and will place an “X” or “√” in the “Concur” block. Reviewing and Final Approving Officers are those officers holding these positions, or acting in their stead during the period of the signature process, not necessarily the date of the evaluation.
- 4.2.10.2.1.1. If either or both officers do not agree with any portion of the AF Form 8, the qualification level will not be changed, but the dissenting officer will place an “X” or “√” in the “Do Not Concur” block on their line of the AF Form 8. Remarks should not be modified without the concurrence of the individual who entered the original comments.
- 4.2.10.2.1.2. If “Do Not Concur” is marked, the non-concurring officer(s) should provide justification (e.g., reason for non-concurrence, suggested modifications to additional training as recommended by the CSIE).
- 4.2.10.2.2. The Reviewing Officer will sign and date the AF Form 8 after the CSIE, but prior to the Final Approval Officer. **(T-3)**

- 4.2.10.2.3. The Final Approval Officer will sign and date the AF Form 8 after the Reviewing Officer but prior to the examinee. **(T-3)** As applicable, the Final Approving Officer may recommend or give a commander-directed if further action is warranted.
- 4.2.10.3. **Organization Block.** The format and content of data for the Organization block for the CSIE and reviewing and final approving officers is as follows:
- 4.2.10.3.1. **CSIE** . Annotate unit/organization and office symbol of the CSIE that completed the evaluation.
- 4.2.10.3.2. **Reviewing and Final Approving Officers.** Annotate unit/organization and office symbol (ACS/DON) accordingly.
- 4.2.10.4. **Examinee.** Annotate the examinee's Name and Rank/Grade. The examinee will sign and date after the Final Approving Officer acknowledging that they have been debriefed and understand the action(s) being taken, if any. **(T-3)**
- 4.2.11. **Comments (Section VIII).**
- 4.2.11.1. **Restrictions (if required).**
- 4.2.11.1.1. Specific restrictions and the criteria for the removal of the restrictions is documented as the first item of Section VIII.
- 4.2.11.1.2. Document each restriction by annotating the specific restriction, level of supervision required, and criteria for removal of the restriction.
- 4.2.11.2. **Exceptionally Qualified Designation (when used).** Enter designation in all capital letters. Document justification (e.g., areas of excellence) before Examiner's Remarks.
- 4.2.11.3. **Examiner Remarks.**
- 4.2.11.3.1. **General.** For CSI evaluations requiring two or more sorties, the mission description is annotated with First Sortie, Second Sortie, etc., as applicable. First Sortie, Second Sortie, etc., entries on subsequent paragraphs/subparagraphs are annotated only if there are discrepancies or recommended additional training.
- 4.2.11.3.2. In all instances, except for the mission description, if no verbiage is needed annotate with "None."
- 4.2.11.3.3. CSIEs other than the one signing Section VI 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.
- 4.2.11.3.4. **A. Mission Description.** The verbiage of the Mission Description will be in accordance with AFI/AFMAN 11-2MDS Vol 2. A comment addressing demonstrated instructional ability is mandatory for all instructor evaluations.
- 4.2.11.3.5. **B. Discrepancies.**
- 4.2.11.3.5.1. **Requisite Discrepancies.** N/A for all CSI evaluations.
- 4.2.11.3.5.2. **CSI Evaluation Discrepancies.** Document by annotating the graded area, graded area type (e.g., Evaluation), graded area number, graded area title (followed by any graded subarea title in parenthesis), grade (e.g., Q-/U), short

description of discrepancy, and annotation if discrepancy was debriefed. CSI evaluation discrepancies are annotated under paragraph B, Discrepancies, 2. Aircrew Evaluation. If there are no discrepancies, annotate paragraph B as, “Discrepancies. None.”

4.2.11.3.6. **C. Recommended Additional Training.**

4.2.11.3.6.1. If discrepancies are documented in paragraph B and are not listed as Debriefed, annotate paragraph C with recommended additional training.

4.2.11.3.6.2. Descriptions of assigned additional training include how satisfactory knowledge or proficiency will be demonstrated to a CSIE or an instructor.

4.2.11.3.6.3. If additional training items do not fit on the AF Form 8, at a minimum annotate the proficiency that will be required by the examinee prior to the requalification evaluation.

4.2.11.3.7. **Additional Comments.**

4.2.11.3.7.1. Comments are restricted to significant information dealing with the evaluation not documented elsewhere.

4.2.11.3.7.2. Document any commendable items under Additional Comments using the following format, “—Commendable” followed by grading area number, grading area title (followed by any subarea title in parenthesis) and CSIE’s description of commendable circumstances.

4.2.11.3.7.3. If an alternate evaluation method is used to satisfy a part of the requisite or CSI evaluation requirements (unless always accomplished verbally, on the ground, or in the simulator/aircrew training device according to the AFI/AFMAN 11-2MDS Vol 2 grading criteria), enter area number, area title, reason not accomplished in the normal method, alternate evaluation method used and date.

4.2.11.3.7.4. If a crewmember received a qualification level of Q3, indicate whether the entire evaluation must be re-accomplished, or just specific areas/subareas.

4.2.11.3.7.5. If a SPOT evaluation is used to update a periodic evaluation and/or the SQ/CC authorizes additional flights after the SPOT to accomplish a periodic evaluation, document the circumstances in this section.

4.2.11.3.7.5.1. For N/N and SPOT evaluations, a statement as to whether the evaluation will satisfy the requirements for a required evaluation will be entered in Section VIII, Comments, under paragraph D, Additional Comments. **(T-2)**

4.2.11.3.7.5.2. For evaluations that satisfy the requirements of a required evaluation, the AF Form 8 will remain “open” (in draft form) until all requisites are completed or the end of the eligibility period is reached, whichever comes first. **(T-2)** No entry is required if N/N or SPOT evaluation does not satisfy the requirements.

4.2.11.3.7.6. Incorporate the information contained in any applicable memorandum for the record (e.g., extension, waivers) in this paragraph.

4.2.11.3.7.7. Document individual or group waivers applicable to the evaluation.

4.2.11.4. **Reviewing Officer's Remarks.** Reviewing Officers annotate their remarks following the Examiner's Remarks in the space provided. If no remarks, annotate with "None."

4.2.11.5. **Approving Officer's Remarks.** Approving Officers annotate their remarks following the Reviewing Officer Remarks in the space provided. If no remarks, annotate with "None."

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

4.2.12. **Temporary Aircrew Evaluation Documentation.** File temporary evaluation documentation or a draft AF Form 8 in the CSI's FEF after all evaluation requirements are complete. The temporary evaluation documentation or draft Form 8 will include examinee, CSIE, 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 CSIE completing the evaluation will sign and date the documentation. Remove the temporary evaluation certificate 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. **(T-3)**

4.2.13. **Documentation of Requalification Evaluations due to failed Aircrew Evaluations.**

4.2.13.1. Requalification evaluations requiring an CSI evaluation:

4.2.13.1.1. Document the results on a separate AF Form 8.

4.2.13.1.2. The requalification evaluation AF Form 8 should only include documentation of the CSI evaluation. Requisite completion dates from the Q3 AF Form 8 should not be annotated on the requalification evaluation AF Form 8 unless requisites were not completed or are required to complete the requalification evaluation.

4.2.13.1.3. If the requalification evaluation 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 requalification evaluation AF Form 8.

4.2.13.2. If the requalification evaluation requires only the successful completion of a requisite or a portion of a requisite, document the results on a separate AF Form 8. Annotate the results as "RQ MSN," "RQ ISO," "RQ INSTR," etc., under section III "aircrew evaluation."

4.3. Commander-Directed Downgrade. The AF Form 8 for a Commander-directed Downgrade will be in accordance with [paragraph 4.2](#), except as described below.

4.3.1. **Date Completed.** The effective date of the downgrade. This is the date the commander initiated the downgrade action. If this is a result of a downgrade for non-flying related issues, the date the commander mandated the downgrade action will be used.

4.3.2. **Examinee Identification (Section I).**

4.3.2.1. **Aircraft/Crew Position.**

- 4.3.2.1.1. In addition to the crewmember's MDS, if the downgrade includes a loss of a qualification (e.g., instructor) enter the downgraded crew position
- 4.3.2.1.2. If the individual is downgraded to a completely unqualified status (e.g., IP to UP), enter the crew position to which they will be requalified upon successful completion of either an RQ CSI evaluation, EPE or Examination.
- 4.3.2.2. **Eligibility Period.** Enter "N/A."
- 4.3.3. **Aircrew Evaluation Information (Section III).** In the aircrew evaluation block enter the category of the CSI evaluation associated with the downgrade being given (e.g., if the commander is downgrading an area/subarea related to the tactical mission of the MDS then enter MSN) with the date of the situation that caused the downgrade.
- 4.3.4. **Qualification Level (Section IV).**
- 4.3.4.1. If the commander does not intend to reduce the qualification level(s) of the crewmember and is issuing a downgrade in a non-critical area/subarea (e.g., a Q- in one or more non-critical areas/subareas), then enter "2."
- 4.3.4.2. If the commander intends either to remove a qualification (e.g., instructor), or reduce the individual to a completely unqualified status, then enter "3."
- 4.3.4.2.1. Requalification evaluations following a commander-directed downgrade are documented on a separate AF Form 8.
- 4.3.4.2.2. If the commander intends for the individual to regain their qualification through the successful completion of a requisite, enter "3/1".
- 4.3.4.3. **Expiration Date of Qualification.** Enter "N/A."
- 4.3.5. **Additional Training (Section V) and Other (Section VI).**
- 4.3.5.1. If a "2" is entered in the Qualification Level in accordance with guidance above, restrictions and additional training are not required.
- 4.3.5.1.1. Leave the box for Restriction(s) unmarked and enter "N/A" for Due Dates and "N/A" for Date Additional Training Completed.
- 4.3.5.1.2. If desired, the commander may still require restrictions and/or additional training. If used, document in accordance with the next paragraph.
- 4.3.5.2. If a "3" is entered in the Qualification Level, restrictions and additional training are required.
- 4.3.5.2.1. Place an "X" or "√" in the box for Restriction(s) and enter the Due Date as the last day of the third month from the effective date (e.g., the date entered into—Date Completed at the top of the AF Form 8.
- 4.3.5.2.2. Enter a date into the Date Additional Training Completed block when required training is complete.
- 4.3.5.2.3. The Instructor completing the additional training (or last training event if more than one) signs and dates the Certifying Official block.
- 4.3.5.3. Place an "X" or "√" in the commander-directed downgrade Block.

4.3.6. Endorsement (Section VII).

4.3.6.1. Only the commander directing the downgrade and the individual concerned may sign the AF Form 8. Additional reviews (annotated under Section IV) are at the MAJCOM discretion.

4.3.6.2. Final Approving Officer. The commander directing the downgrade signs and places an “X” or “√” in the remarks block.

4.3.6.3. **Examinee.** The crewmember signs acknowledging the action being taken by the commander.

4.3.7. Comments (Section VIII).

4.3.7.1. At the top of the page enter, “RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE.”

4.3.7.2. Paragraph A, Narrative: describe the reason for the commander-directed downgrade.

4.3.7.3. Paragraph B, Discrepancies: in accordance with [paragraph 4.2.11.3.5](#).

4.3.7.4. Paragraph C, Recommended Additional Training:

4.3.7.4.1. In accordance with [paragraph 4.2.11.3.6](#) as desired or “None.”

4.3.7.4.2. In accordance with [paragraph 4.2.11.3.6](#), enter corrective action or training required prior to requalification.

4.3.7.5. Paragraph D, Additional Comments: As desired or “None.”

4.3.7.6. Additional Reviews: As directed by MAJCOM and/or unit supplement or “None.”

4.4. Initial Cadre. Except as described below, the AF Form 8/8A for an Initial Cadre will be completed in accordance with [paragraph 4.2](#).

4.4.1. **Date Completed.** Effective date as directed by 19 AF/A3V.

4.4.2. **Examinee Identification (Section II).**

4.4.2.1. **Aircraft /Crew Position.** Enter the examinee’s new MDS and crew position.

4.4.2.2. **Eligibility Period.** Enter “N/A.”

4.4.3. **Aircrew Evaluation Information (Section III).** Under "Aircrew Evaluation" enter "INIT CADRE QUAL" with the same date as noted in [paragraph 4.4.1](#).

4.4.4. **Qualification Level (Section IV).**

4.4.4.1. Enter a “1” in the qualified block.

4.4.4.2. **Expiration Date of Qualification.** Enter expiration date.

4.4.5. **Additional Training Due Date.** Leave blank.

4.4.6. **Endorsement (Section VII).**

4.4.6.1. **Flight Examiner.** Leave blank.

4.4.6.2. **Reviewing Officer.** The SQ/CC signs and places an “X” (in accordance with [paragraph 4.2.2.1](#)) in the remarks block. If the SQ/CC is being upgraded then leave blank.

4.4.6.3. **Final Approving Officer.** The OG/CC signs and places an “X” (in accordance with [paragraph 4.2.2.1](#)) in the remarks block.

4.4.6.4. **Examinee.** The examinee signs.

4.4.7. **Comments (Section VIII).** Paragraph A, Narrative. Include a brief description of the new qualification as well as any training received before awarding qualification.

4.5. AF Form 942, Record of Evaluation. The AF Form 942 is an index providing pertinent information extracted from all the AF Forms 8/8A accomplished by the crewmember.

4.5.1. Data Entry.

4.5.1.1. Except where specifically noted otherwise (e.g., Type of Evaluation: INSTR) use upper and lower case letters.

4.5.1.2. A one-line entry is used for all CSI evaluations with the exception of those in which the qualification levels awarded on portions of a combined CSI evaluation are not all the same.

4.5.1.3. For combined CSI evaluations in which different qualification levels are awarded for any of the evaluation types, a single line entry should be made for each different qualification level awarded indicating which portions of the combined evaluation received that qualification level.

4.5.1.4. Use one AF Form 942 until it is completely filled in. If closing out hand written, hard-copy AF Forms 942, “Z” out any blocks that are unused or no-longer needed. Units are not required to “Z” unused blocks on the electronic AF Forms 942.

4.5.2. **Type Aircraft/Crew Position.** Enter Aircraft and crew position as it appears in the Aircraft/Crew Position area under Examinee Identification of the subject AF Form 8.

4.5.3. **Type of Evaluation.** Enter type of evaluation or combined evaluation as it appears in the aircrew evaluation information (Section III) under aircrew evaluation of the subject AF Form 8. If different qualification levels were awarded to different types of a combined evaluation, list these individual types as separate entries.

4.5.4. **Date Completed.** Enter date from the Date Completed block of the subject AF Form 8.

4.5.5. **Qualification Level.** Enter the appropriate qualification level as it appears on the referenced AF Form 8.

4.5.6. **MAJCOM Change.** A one-line, undated entry containing MAJCOM title will be made for each change in the individual’s MAJCOM for record based on a Permanent Change of Station (PCS)/Permanent Change of Assignment (PCA). Do not annotate a change of MAJCOM if the individual is receiving an CSI evaluation from a CSIE in a different MAJCOM unless the individual is enrolled in a formal training program.

4.5.7. **Computer Generated AF Form 942.** A computer-generated AF Form 942 may be used 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 squadron.

4.6. Flight Evaluation Folders (FEF). The FEF contains the source documents that constitute the history of training qualification for each CSI. The AF Form 8 is the source document used to record and verify the qualification of a CSI. A complete history of the AF Forms 8 in an FEF is maintained on an accompanying AF Form 942. **(T-2)**

4.6.1. Maintenance of FEFs.

4.6.1.1. Each CSI must have an FEF, which includes all AF Forms 8, AF Forms 942, and any additional unit specified items.

4.6.1.2. The FEF should be maintained by the CSI Flight Commander or the Stan/Eval functional office in the organization to which the individual is assigned or attached for training or as defined in the unit supplement. **(T-2)**

4.6.1.3. FEFs of separated or retired members, and digital versions of historical records, are maintained in accordance with AFI 33-322.

4.6.2. Electronic Flight Evaluation Folders.

4.6.2.1. Electronic FEF systems must be able to produce hard copies of FEF products, when needed, consistent with the guidance in this AFMAN. **(T-2)** Additionally, the electronic FEF must be transportable by either digital media or via a digital database. **(T-2)**

4.6.2.2. Stan/Eval Offices must employ a method to backup Electronic FEFs. **(T-2)** Examples include stand-alone electronic systems, separate servers or paper copies and should be specified in unit supplements to this publication.

4.6.2.3. Once incorporated into the electronic FEF system, any hard copy historical information may be returned to the CSI Member or be used at unit discretion.

4.6.3. Contents. Divide the FEF into two sections:

4.6.3.1. **Section I (left side of paper copy).** This Section contains AF Forms 942 and any Stan/Eval items authorized by the MAJCOM and/or unit supplement. Section I may contain two sub-sections.

4.6.3.1.1. AF Forms 942 are placed on top in chronological order with the most recent on top.

4.6.3.1.2. The FEF Review and Discrepancy Log is placed under the AF Forms 942.

4.6.3.1.3. Any additional Stan/Eval information as directed by MAJCOM and/or unit supplement should be placed under the AF Form 942.

4.6.3.2. **Section II (right side of paper copy).** This section contains AF Forms 8 and any related memorandum for the record for all evaluations listed on the AF Form 942.

4.6.3.2.1. **AF Forms 8.** File AF Forms 8/8A in chronological order with the most recent on top. Individuals who maintain aircrew qualification in two or more MDSs or two or more crew positions in the same MDS will file AF Forms 8/8A in chronological order without consideration of MDS or crew position. **(T-3)**

4.6.3.2.2. Memoranda for the record (MFR) documenting waivers, extensions, and/or unusual circumstances to potentially be included in an AF Form 8 are filed on top of, or adjacent to the affected AF Form 8.

4.6.3.2.2.1. If the memorandum for the record addresses an AF Form 8 that has not already been completed, incorporate the information contained in the memorandum onto the applicable AF Form 8 under Examiner Remarks paragraph D, Additional Comments, when action is complete and remove the memorandum for the record.

4.6.3.2.2.2. If the memorandum for the record addresses an AF Form 8 that has already been completed, incorporate the information contained in the memorandum onto the next applicable AF Form 8 under Examiner Remarks paragraph D, Additional Comments, when action is complete, and remove the memorandum for the record.

4.6.3.2.2.3. If the memorandum for the record addresses a major discrepancy or unusual circumstance not addressed or corrected by a later AF Form 8, and it does not affect any of the current CSI qualifications, remove the memorandum and add a summary of the memorandum that describes the original discrepancy in the FEF Review and Discrepancy Log.

4.6.3.2.2.4. **Expiration Date Extensions memoranda for the record.** Specify extension authority, the new expiration date, and a brief description of the extension. Memoranda for the record will be dated prior to the expiration date of any affected periodic evaluation.

4.6.4. **Hard-Copy Folders.**

4.6.4.1. Folders must be letter size, able to separate contents into two sections and constructed of heavy stock (recommend press board folder or equivalent).

4.6.4.2. Standard 2 ¾-inch metal fasteners may be used.

4.6.4.3. Affix a label bearing the individual's name and DoD ID number or Non-US Identity Code to the inside back cover so that the folder may be identified when filed. Include additional information on the label if required by unit supplement.

4.6.4.4. Unit will ensure all FEFs have the "Controlled Unclassified Information" and Privacy Act statement label/stamp on both sides of the FEF. **(T-2)** Units should update legacy FEFs with "Controlled Unclassified Information" statements during the annual review.

4.6.5. **Review of FEFs.**

4.6.5.1. **Initial Review.** The ACS will review the FEF for all newly assigned crewmembers to verify their CSI qualification(s) prior to their first flight. **(T-3)**

4.6.5.1.1. The ACS will document major discrepancies from evaluations performed in previous organizations not already annotated in the discrepancy log. Following the initial review, the gaining unit is responsible only for documentation subsequently placed in the FEF.

4.6.5.1.2. If the FEF of HHQ personnel on active flying status is maintained by the Stan/Eval function at the unit/squadron to which they are attached to fly, the Stan/Eval function of that unit/squadron will also review the FEF prior to their first flight. **(T-3)**

4.6.5.2. **Posting Review.**

4.6.5.2.1. The CSI Flight/CC will review each AF Form 8 when they are placed in the FEF to ensure accuracy and completeness.

4.6.5.2.2. The AF Form 8 review will confirm that the CSI evaluation Eligibility Period and CSI qualification as documented are correct, that the CSI evaluation and all requisites were accomplished within the CSI evaluation Eligibility Period and that all signatures and initials are obtained within the allotted time.

4.6.5.2.3. Do not log the evaluation on the AF Form 942, Record of Evaluation, until the posting review has been accomplished. **(T-2)** Posting the evaluation on the AF Form 942 IAW **paragraph 4.5** signifies the posting review has been completed.

4.6.5.3. **Periodic Review.**

4.6.5.3.1. The CSI Flight/CC reviews all applicable FEF to confirm CSI qualification expiration dates used to track required CSI evaluations are the same as those listed in the FEFs. Periodic review of FEFs for personnel in inactive status is not required.

4.6.5.3.2. The interval between reviews will not exceed the standard qualification period window unless a more restrictive review period is established in accordance with MAJCOM and/or unit supplement.

4.6.5.3.3. Stan/Eval will review all assigned and attached CSI members' FEFs annually. **(T-2)** Document reviews on the AF Form 942 as "Annual Review." **(T-2)** **Note:** FEFs of nonpermanent party CSI members do not need to be reviewed.

4.6.5.3.4. Document the periodic review in the FEF in accordance with MAJCOM and unit supplements.

4.6.6. **FEF Discrepancies.**

4.6.6.1. Major discrepancies are discrepancies that affect the current qualification of the crewmember.

4.6.6.1.1. Major discrepancies are documented on a memorandum for the record, and signed by the Group Chief of Stan/Eval or higher, filed in Section I or II immediately above or adjacent to the affected AF Forms 8.

4.6.6.1.2. Memoranda for the record documenting similar major discrepancies found on multiple AF Forms 8/8A is filed on top of the latest affected AF Form 8.

4.6.6.2. Minor discrepancies are discrepancies that do not affect the CSI qualification of the crewmember but affect the overall clarity of a current or previous AF Form 8. If a minor discrepancy cannot be corrected on the AF Form 8, they are documented on the FEF Review and Discrepancy Log. Typos, formatting and misspellings that do not affect the overall clarity of the document are not considered minor discrepancies.

4.6.6.3. Annotate minor discrepancies on a minor discrepancy log. **(T-2)** The minor discrepancy log is located behind the AF Form 942 and AF Form 4348 (if included), in Section I of the FEF.

4.6.6.4. **Corrections.**

4.6.6.4.1. **AF Form 8/8A.** As a source document, the AF Form 8 may be corrected by use of white-out or pen and ink alteration of the original document provided the CSIE

signing Section III of the form initials the correction. If the original flight CSIE is not available then document the discrepancy.

4.6.6.4.2. **AF Form 942.** AF Forms 942, not being source documents, may be altered without restriction to reflect the assignment of the crewmember and the contents of the FEF.

4.6.6.4.3. **Electronic Corrections.** If the system used to store the record does not allow corrections to be made, document the discrepancy.

4.6.7. **Transfer of FEF.** 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. After review, return to the individual those forms not retained in the folder. CSIs will normally hand- carry their FEF to the gaining organization. When circumstances prevent this, the losing organization will mail the folder to the gaining unit. When mailing an FEF or any of its contents, retain a copy until the gaining organization has received the original FEF. **(T-3)**

4.6.8. **Disposition of FEF.** Dispose of the CSI FEF according to the Air Force Records Disposition Schedule and Air Force guidance concerning the protection of Personally Identifiable Information.

RANDY P. OAKLAND, Brig Gen, USAF
Director of Operations and Communications

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

10 USC § 9013, *Secretary of the Air Force*

DAFPD 13-1, *Command and Control (C2) Enterprise*, 21 April 2021

AFI 10-217, *Management of Air Force Operational Training and Undergraduate Aircrew Training Systems*, 22 December 2023

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DAFI 90-160, *Publications and Forms Management*, 14 April 2022

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Prescribed Forms

None

Adopted Forms

AF Form 8, *Certificate of Aircrew Qualification*

DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*

DAF 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*

AETC Form 620, *Academic Instructor Monitoring Checklist*

Abbreviations and Acronyms

ABM—Air Battle Manager

ACS—Air Control Squadron

AETC—Air Education and Training Command

AETCI—Air Education and Training Command Instruction

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AI—Academic Instructor

ATC—Air Traffic Control

BMIT—Battle Management Instructor Training

BSI—Buddy Simulator Instructor

CC—Commander

CAF—Combat Air Forces

CRM—Cockpit/Crew Resource Management

CSI—Civilian Simulator Instructor

CSIE—Civilian Simulator Instructor Examiner

CT—Continuation Training

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

EPE—Emergency Procedures Evaluation

EQ—Exceptionally Qualified

FCIF—Flight Crew Information File

FEF—Flight Evaluation Folder

FI—Fighter Integration

FL—Flight Lead

FLIP—Flight Information Publication

FLUG—Flight Lead Upgrade Program

GSU—Geographically Separated Unit

GTIMS—Graduate Training Information Management System

IAW—In accordance with

ICSI—Instructor Civilian Simulator Instructor

INIT—Initial

IOS—Instructor Operating System

IP—Instructor Pilot

IQT—Initial Qualification Training

MAJCOM—Major Command

MDS—Mission Design Series

MFR—Memorandum for Record

MSN—Mission

NMR—Non-Mission Ready

OG—Operations Group

OPR—Office of Primary Responsibility

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

Q—Qualified—RDS—Records Disposition Schedule

RQ—Requalification

SBT—Squadron Based Trainer

SE—Simulator Evaluator

SEB—Stan/Eval Board

SI—Simulator Instructor

SIMCERT—Simulator Certification

SIMVAL—Simulator Validation

SORN—System of Records Notice

SP—Simulator Pilot

SQ—Squadron

U—Unqualified—UABM—Undergraduate Air Battle Manager

UABMT—Undergraduate Battle Management Training

WD—Weapons Director

Office Symbols

19 AF/A3—Nineteenth Air Force Operations Directorate

19 AF/A3V—Nineteenth Air Force Operations Directorate, Standardization and Evaluations Division

337 ACS—337th Air Control Squadron

337 ACS/DON—337th Air Control Squadron/November Flight

Terms

Additional Training—Includes any training or action recommended by a unit commander that must be completed following removal or downgrade in instructor status.

Certification—Designation of an individual by the organization commander as having completed required training and being capable of performing in a role, mission, job, etc., for which no qualification training program exists.

Downgrade—The downgrading of an individual’s instructor status due to failure to meet annual requirements, or the unit CC determines the individual to be non-proficient.

Attachment 2

BUDDY SIMULATOR INSTRUCTOR (BSI) PROGRAM

A2.1. BSI Program. This program should last 30-60 days (minimum of 30 days). New CSIs will accomplish training requirements listed below. Briefings received during IQT may be used to fulfill these requirements.

A2.1.1. **Ground Training.** Ground training consists of the following:

A2.1.1.1. BSI briefing (before training students).

A2.1.1.2. CSI responsibilities briefing (before training students).

A2.1.1.3. Commander's review or Commander's Awareness Program briefing.

A2.1.1.4. Grading practices briefing.

A2.1.2. **Simulator Training.**

A2.1.2.1. BSI missions are student sorties accomplished by the new CSI on the IOS with his assigned BSI monitoring from either the cockpit or over the shoulder at the IOS. BSI sorties may be accomplished with either the assigned BSI, or a supervisor (assistant flight commander or above) in the new CSI's chain of command monitoring performance.

A2.1.2.2. The objective of these flights is to further develop the new CSI's proficiency and instructional techniques. On each BSI sortie, the ICSI will discuss instructional techniques, planning profiles, student progress, common student errors, and possible pitfalls the new CSI should avoid. These missions will be documented in the new CSI's BSI training record.