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SECRETARY OF THE AIR FORCE**



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**AIRCREW STANDARDIZATION AND
EVALUATION PROGRAM**

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This manual implements Air Force Instruction (AFI) 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure*, and is consistent with Department of the Air Force Policy Directive (DAFPD) 10-9, *Lead Command/Lead Agent Designation and Responsibilities for United States Air Force Weapon Systems, Non-Weapon Systems, and Activities*, and DAFPD 11-4, *Aviation Service*. It establishes the Aircrew Standardization/Evaluation (Stan/Eval) Program that supports Air Force (AF) objectives and provides guidance on how to structure and monitor an aircrew Stan/Eval program. It is applicable to all units assigned to or gained by major commands (MAJCOMs) and applies to commanders, operations supervisors and aircrew personnel assigned or attached to all flying activities of these commands. This publication applies to the Regular Air Force, the Air Force Reserve (AFR), the Air National Guard (ANG), and to United States Air Force (USAF) aircrew personnel assigned to active flying in non-USAF aircraft and with non-USAF units. This publication does not apply to the United States Space

Force. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Directive (DoDD) 5400.11, *DoD Privacy Program*. The applicable 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 adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System. Submit suggested improvements to this manual on AF Form 847, *Recommendation for Change of Publication*, through Stan/Eval channels, to Aircrew Task Force (AF/ACTF). MAJCOMs, field operating agencies (FOAs) and Headquarters Air Force (HAF) direct reporting units (DRUs) will supplement this manual. MAJCOMs, FOAs and DRUs will coordinate their supplement to this manual with AF/ACTF before publication. Units coordinate their supplement with the next higher Numbered Air Force (NAF)/MAJCOM, as applicable. Air Force Reserve Command (AFRC) and ANG units will provide a copy of their supplement to their gaining MAJCOM and the active duty NAF with Stan/Eval oversight responsibility. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See [paragraph 1.3](#) for further information on waiver authorities. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, as directed in [paragraph 1.3](#) for non-tiered compliance items.

(AETC) This supplement implements and extends the guidance of AFMAN 11-202V2, *Aircrew Standardization and Evaluation Program*. This supplement establishes the Air Education and Training Command (AETC) Standardization and Evaluation (Stan/Eval) Program. It applies to AETC units and personnel conducting flying operations. With the exception of personnel in an associate program, this supplement does not apply to Air Force Reserve Command or Air National Guard units unless specified by MAJCOM memorandum of understanding. This supplement does not apply to the United States Space Force. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Directive 5400.11, *DoD Privacy Program*. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW with Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Submit suggested changes to this supplement on a Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*, through command Stan/Eval channels to the 19 AF Stan/Eval workflow email (19af.dov@us.af.mil). Forward proposed unit-level supplements to 19 AF Stan/Eval for coordination before approval. Post unit-level supplements on the 19 AF Stan/Eval SharePoint in the appropriate folder under your unit’s wing emblem within 10 workdays of publication. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items (reference [paragraph 1.3.2](#)). See DAFMAN 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include; conversion to a manual, organization name change (AF/A3TF to AF/ACTF), removed social security number requirements from the AF Form 8/8A, *Certificate of Aircrew Qualification* and AF Form 8A, *Certificate of Aircrew Qualification (Multiple Aircraft)*, updated form examples in the attachments, clarified how additional flight examiners provide comments for evaluations, clarified requalification evaluation details, out-of-the-eligibility timeframe calculation, and added additional justification to extend aircrew evaluation expiration date.

(AETC) This document is substantially revised and must be completely reviewed. Major changes include updates to flight evaluation (no-notice, emergency procedure, mission, and flight examiner (FE) objectivity) requirements, initial FE certifications guidance, and the flight evaluation hierarchy structure. Additionally, this publication refines senior FE requirements, clarifies quarterly supplementary evaluations requirements, and identifies new standardization and evaluation board (SEB) requirements and processes. Finally, this revision further clarifies the purpose and general data entry procedures of the AF Form 8, AF Form 4348, and AF Form 1522.

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Chapter 1

PURPOSE

1.1. General.

1.1.1. The purpose of the Aircrew Standardization and Evaluation (Stan/Eval) program is to provide commanders a tool to ensure aircrew possess the knowledge and skill consistent with the requirements of their assigned crew position as well as the ability to manage the risks of flight in order to act as an effective crew/flight member.

1.1.2. The Aircrew Stan/Eval program also provides commanders the means to document individual aircrew member qualifications and provide commanders feedback on the effectiveness of unit training programs and mission execution.

1.1.3. Aircrew includes the total complement of rated aircrew personnel, Career Enlisted Aviators, and nonrated aircrew personnel responsible for the safe ground and flight operation of the aircraft and onboard systems, or for airborne duties essential to accomplishment of the aircraft's mission. See DAFPD 11-4.

1.1.3.1. Includes members in initial formal training for immediate assignment to an authorized operational flying position.

1.1.3.2. This program is not required for cadets participating in US Air Force Academy (USAFA) airmanship programs.

1.2. Objectives.

1.2.1. Provide a system to assess and document aircrew capability to accomplish assigned flying duties.

1.2.2. Develop and ensure standardization of operational procedures for Weapon System/Mission Design Series (MDS) employment.

1.2.3. Ensure compliance with appropriate operational, training, and administrative directives.

1.2.4. Evaluate and revise operational directives, procedures, and techniques as required.

1.2.5. Recognize trends and recommend/initiate changes to training programs and directives.

1.3. Waiver Authority.

1.3.1. Unless otherwise specified, the Deputy Chief of Staff, Operations, Director of Training and Readiness (AF/A3T) is the waiver authority for guidance in this manual. MAJCOM/A3s are the waiver authority for individual aircrew requirements (e.g., on a case-by-case basis rather than blanket waivers for a group).

1.3.2. Request waivers through applicable Stan/Eval channels to the MAJCOM/A3. As applicable, MAJCOM/A3s will forward requests to AF/A3T, with an info copy to the Deputy Chief of Staff, Operations, Director of Training and Readiness, Aircrew Task Force (AF/ACTF).

1.3.2. **(AETC)** Use DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*, for all waiver requests. **(T-2)** Submit Tier 2 waiver requests to the 19 AF tasker workflow via the Task Management Tool (TMT). **(T-2)** For Tier 3 **(T-3)** and

non-tiered waivers, post approved waivers on the 19 AF Stan/Eval SharePoint site ([paragraph 2.3.1.1](#)) in the appropriate folder under the unit's wing emblem within 30 days of approval IAW DAFI 90-160, *Publications and Forms Management*. (T-2)

1.3.3. Waiver authority for supplemental guidance will be as specified in the supplement and approved through higher level coordination authority.

Chapter 2

HIGHER HEADQUARTERS ROLES AND RESPONSIBILITIES

2.1. Scope. For the purposes of this manual, Higher Headquarters (HHQ) includes Headquarters Air Force (HAF), MAJCOM and NAF Stan/Eval functions.

2.2. Headquarters Air Force (HAF).

2.2.1. The Deputy Chief of Staff, Operations, through the Director for Training and Readiness (AF/A3T):

2.2.1.1. Develops policy and guides the conduct and execution of the aircrew Stan/Eval program.

2.2.1.2. Assigns AF/ACTF as the OPR for this manual.

2.2.2. The Director, Aircrew Task Force (AF/ACTF):

2.2.2.1. Reviews and maintains this manual.

2.2.2.2. Reviews MAJCOM supplements to this manual to ensure MAJCOMs adhere to basic guidance in this manual.

2.2.2.3. Maintains liaison with HAF organizations, MAJCOMs, and aircrew career-field functional managers.

2.2.2.4. Coordinates with HAF organizations and MAJCOM Stan/Eval functions to ensure guidance in separate publications conforms to and complies with basic Air Force guidance contained in this manual.

2.2.2.5. Coordinates with MAJCOM Stan/Eval functions to develop the AF-level aircrew Stan/Eval Self-Assessment Checklists (SAC) as specified in AFI 90-201, *The Air Force Inspection System*. In accordance with AFI 90-201, uploads the SAC in the Management Internal Control Toolset (MICT).

2.2.3. The Deputy Chief of Staff, Operations, Director of Special Warfare (AF/A3S):

2.2.3.1. Coordinates with AF/ACTF to ensure Air Force Special Warfare (AFSPEWAR) Aircrew evaluations comply with basic guidance in this manual (see [Chapter 8](#)).

2.2.3.2. Ensures AFSPEWAR Aircrew guidance in 10-35 series Vol. 1/2s fulfill the requirements of 11-2MDS Vol 1/2 guidance contained in this publication.

2.2.3.3. Is the OPR for AFSPEWAR requisites at the Air Force level.

2.2.4. The Air Force Flight Standards Agency (AFFSA) , under the guidance and direction of AF/A3: Maintains an online instrument examination test bank, in accordance with Air Force Manual (AFMAN) 11-210, *Instrument Refresher Program (IRP)*.

2.2.5. The Air Force Medical Readiness Agency (AFMRA) , under the guidance and direction of the Air Force Surgeon General (AF/SG):

2.2.5.1. Coordinates with AF/ACTF to ensure Flight Surgeon evaluations comply with basic guidance in this manual (see [Chapter 8](#)).

2.2.5.2. Is the OPR for the Flight Surgeon requisites at the Air Force level.

2.3. MAJCOMs.

2.3.1. General.

2.3.1.1. MAJCOM Stan/Eval staffs are primarily responsible for providing guidance and establishing administrative processes.

2.3.1.1. (AETC) 19 AF Stan/Eval maintains a SharePoint site located at <https://usaf.dps.mil/sites/aetc-19af/do/dov/SitePages/Home.aspx>. In addition to general policy and administrative processes, this site contains current flight crew information file (FCIF) messages, notifications of rescinded FCIFs, current waivers, AETC Special Interest Items, Ready Aircrew Program Tasking Memorandums, DAF Forms 847 submissions and other pertinent information. Users should become familiar with the contents of this web site and are encouraged to "follow" the specific pages and libraries of interest.

2.3.1.2. DRUs and FOAs are considered MAJCOMs for purposes of this manual.

2.3.1.3. The ANG is considered a MAJCOM for the purposes of this manual.

2.3.2. Functions.

2.3.2.1. In coordination with the appropriate lead MAJCOM, develop and manage applicable AFI/AFMAN 11-2MDS Vol 2, *MDS XX - Aircrew Evaluation Criteria*, per AFI 11-200.

2.3.2.1.1. Some Volume 2 publications may be aircrew specific (such as the Aeromedical Evacuation [AE] series) and some may be functionally specific (such as the Flight Test [F] series).

2.3.2.1.2. MAJCOM functional managers will determine policy and guidance precedence for AFSPECWAR and Mission Design Series (MDS)-specific guidance, in coordination with the other publication OPRs. Guidance in other series publications will not be less restrictive than guidance contained in this AFMAN and applicable MAJCOM supplements.

2.3.2.2. Maintain oversight of Stan/Eval functions in lower echelon units and in gained ANG units.

2.3.2.3. Convene conferences and working groups, as necessary, to review and improve command Stan/Eval policies and procedures.

2.3.2.4. Provide staff coordination and control of all Flight Crew Information File (FCIF) items issued from the MAJCOM level to units (see [Chapter 9](#)).

2.3.2.5. Establish guidance for MAJCOM-mandated Stan/Eval software.

2.3.2.5. (AETC) Graduate/Training Integration Management System (G/TIMS) will be used for the following: **Exception:** Air advisor units will follow their respective higher headquarters (HHQ) guidance.

2.3.2.5.1. (Added-AETC) Creating, managing and signing off FCIFs. (T-2)

2.3.2.5.2. (Added-AETC) Displaying go/no-go information. (T-2)

- 2.3.2.5.3. **(Added-AETC)** Performing Stan/Eval functions such as, flight evaluation folder (FEF) management; AF Form 8, *Certificate of Aircrew Qualification*, completion; and evaluation zone tracking. **(T-2)**
- 2.3.2.5.4. **(Added-AETC)** Conducting Stan/Eval testing for instructors and students, managing question data banks, creating tests, and trend analysis. **(T-2) Note:** Units that have exceptions allowing aircrew training system contractors to manage open book testing are not required to maintain an open book Secure Question Bank and/or open-book tests in the G/TIMS.
- 2.3.2.5.5. **(Added-AETC)** Document all formal and non-formal training leading to all qualifications and all certifications (reference AFMAN 11-202V1_AETCSUP, *Aircrew Training*). **(T-2)**
- 2.3.2.5.6. **(Added-AETC)** Generate unit Letter of Xs. **(T-2) Note:** In G/TIMS, the unit Letter of Xs is a living, online source for unit-level qualifications, certifications, and training program status derived from the training programs and approvals documented within G/TIMS. It is not a source document.
- 2.3.2.6. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels (Operations Group Standardization/Evaluation [OGV], NAF [if applicable] and MAJCOM) and in accordance with AFI 11-215, *USAF Flight Manuals Program* (FMP). ANG units will utilize the lead/gaining MAJCOM's process. **(T-2)**.
- 2.3.2.7. Assist lead MAJCOMs with the review, updating and distribution of MDS-Specific Master Question Files (MQFs) (see [Chapter 6](#)).
- 2.3.2.7. **(AETC)** AETC/A3L will control air advisor contractor-developed testing material if required by the performance work statement, or will develop and control test material if not required through contract.
- 2.3.2.8. Coordinate on operational procedures, evaluation criteria and guidance in conjunction with the lead MAJCOM and other user MAJCOMs operating like MDS aircraft.
- 2.3.2.9. If requested, assist safety offices and agencies in evaluation of aircraft mishaps.
- 2.3.2.10. Provide Stan/Eval Subject Matter Experts to MAJCOM/Inspector General (IG) in support of Unit Effectiveness Inspections.
- 2.3.2.11. Provide staff assistance visits when requested by wing commanders (WG/CC).
- 2.3.2.12. MAJCOMs may establish a Higher Headquarters (HHQ) evaluation program that includes MAJCOM/NAF evaluator visits to subordinate units for the purpose of providing HHQ evaluations on a certain percentage of wing aircrew or on specific wing aircrew (e.g., Commanders and/or Chiefs of Stan/Eval). This program will be in accordance with AFI 90-201, **Attachment 2** and will not include programmatic compliance inspections.
- 2.3.2.12. **(AETC)** The AETC Inspector General is the gatekeeper for AETC. As such, 19 AF Stan/Eval will coordinate all visits through AETC Inspector General and the OG/CC of the unit to be visited. Contracted venues will be inspected IAW contract requirements. AETC Inspector General monitors all inspection activities within AETC and deconflicts

inspections and evaluations of units to minimize impacts according to AFI 90-201, *The Air Force Inspection System*. **Exception:** AETC/A3L will coordinate all visits for all air advisor aircrew training aboard non-USAF aircraft.

2.3.3. **Organization.**

2.3.3.1. MAJCOM Commanders will designate the MAJCOM/A3 (or equivalent) responsible for the overall management of the MAJCOM Stan/Eval program.

2.3.3.1. (AETC) AETC/CC has designated 19 AF/CC as responsible for the overall management of the MAJCOM Stan/Eval program. AETC/A3L has been designated the Stan/Eval authority for Air Advisor operations using non-USAF aircraft.

2.3.3.2. MAJCOM Stan/Eval staff will consist of a chief and one aircrew member per crew position per MDS, or as directed by MAJCOM supplements.

2.3.3.3. The chief of the respective MAJCOM Stan/Eval functions will designate and certify HHQ flight examiners in writing. These HHQ flight examiners will maintain qualification as an Instructor and will fly at a rate that will maintain an adequate level of proficiency and currency to fulfill the responsibilities of a HHQ evaluator.

2.3.4. **Augmentation.** Each MAJCOM may use augmentees from other MAJCOMs to support or conduct staff assistance visits, Inspector General inspections, and aircrew evaluations with concurrence of all the MAJCOM Stan/Eval organizations involved. Augmentees will use the criteria of the MAJCOM they are augmenting. (T-2).

2.3.4. (AETC) **Augmentation.** The Chief, 19 AF Stan/Eval is the approval authority for cross-command evaluations and flight examiner augmentees. **Exception:** AETC/A3L is the approval authority for cross-command evaluations and flight examiner augmentees for air advisor programs using non-USAF aircraft. (**Note:** Cross-command evaluation approval is not required for aircrew formally attached to AETC units.) When HHQ support is needed, units will coordinate with the appropriate 19 AF Stan/Eval branch. Schedule MAJCOM FE administered flight evaluations no later than the fifth month of the examinee's eligibility period. (T-2)

2.3.5. (Added-AETC) **Formal Inspections.** 19 AF Stan/Eval will coordinate with AETC Inspector General for all required flying by HHQ Stan/Eval staff aircrew members during formal inspections.

2.3.6. (Added-AETC) **Informal Site Visits.** The purpose of informal site visits is to maintain FE aircraft currencies and provide feedback and crosstalk to the units. 19 AF FEs may perform instructor duties during these visits. 19 AF FEs may also perform evaluator duties on permanent party or formal training unit students and instructors.

Chapter 3

UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION ROLES AND RESPONSIBILITIES

3.1. Scope. For purposes of this manual, "unit" includes levels of organization under HHQs required to establish a Stan/Eval function. Most units are composed of an Operations Group (OG) and flying squadrons/detachments (henceforth in this AFMAN, "squadron" will be used synonymously with "detachment"). Where there is no parent OG, squadrons will assume duties listed for OGs. In a total force arrangement, unit and squadron responsibilities are assigned to the host unit only.

3.1. (AETC) Scope. For the purposes of this supplement, reference to Operations Group commander (OG/CC) include the 306th Flying Training Group (FTG), 479 FTG and the 54th Fighter Group commanders. Reference to Operations Group Stan/Eval (OGV) includes 306 FTG, 479 FTG and 54 Fighter Group Stan/Eval. The AETC Production and Operations Management Division (AETC/A3L) assumes OG/CC responsibilities and OGV responsibilities, where applicable and appropriate for contract air advisor training locations.

3.2. Operations Group. The conduct of the unit level Stan/Eval program is directed by the OG/CC.

3.2.1. The Operations Group Commander (OG/CC) Responsibilities. The OG/CC will:

3.2.1.1. Provide manpower to the unit Stan/Eval function to execute the duties directed by this AFMAN. **(T-2)**.

3.2.1.2. Designate and certify OG Stan/Eval (OGV) flight examiners (see [paragraph 4.2](#)). **(T-2)**.

3.2.1.2. **(AETC)** The OG/CC may designate additional OGV FEs who are not assigned to OGV when necessary to meet unique unit requirements. Document each approval in the SEB minutes. **(T-2)**

3.2.1.3. Provide the means to procure the necessary materials for mission planning, pre-flight briefings, and flying supervision. **(T-2)**.

3.2.1.4. Provide a suitable Stan/Eval testing area. **(T-2)**.

3.2.1.5. Chair the Standardization and Evaluation Board (SEB). **(T-2)**.

3.2.1.6. Establish procedures to implement MAJCOM-mandated Stan/Eval software. **(T-2)**.

3.2.1.7. **(Added-AETC)** Establish an annual no-notice, in-flight evaluation program. **(T-3)**

3.2.2. Group Stan/Eval (OGV) Functions. The OGV will:

3.2.2.1. At the OGV level, emphasis is on overall unit standardization. Under direction of the Chief of OGV, flight examiners will ensure standardization throughout squadron Stan/Eval functions and squadron-assigned flight examiners. **(T-2)**.

- 3.2.2.1. (AETC) OGVs will ensure squadron programs, training documentation, certification, and qualification processes are standardized between all unit in the same group and between the groups of the same wing, when appropriate. (T-3)
- 3.2.2.2. Establish procedures for review and quality control of AF Forms 8, *Certificate of Aircrew Qualification*, (if applicable) AF Forms 8A, *Certificate of Universal Aircrew Qualification* (Multiple Aircraft) and AF Form 803, *Report of Task Evaluations* (AFSPECWAR). (T-2)).
- 3.2.2.2. (AETC) OGVs will brief all AF Form 8 and 8A not filed IAW [paragraph 7.3.12.5](#) during the SEB, including any those forms not completed on graduates of formal training units. (T-2)
- 3.2.2.3. Establish procedures to maintain and review unit flight evaluation folders (FEFs). If not maintained by the squadron Stan/Eval function, OGV will maintain unit FEFs. (T-2).
- 3.2.2.4. Establish procedures for requisite Aircrew Exams (see [Chapter 6](#)). (T-2).
- 3.2.2.5. Establish and maintain a trend program. (T-2). The scope should include, but is not limited to, trend analysis of all evaluations. For units with more than one type of MDS and/or crew positions, combine discrepancies common to all MDSs/crew positions to determine trends (e.g., instrument procedures). (T-2).
- 3.2.2.5.1. For formal training units (FTU) and Combat Crew Training Squadrons (CCTSs), maintain separate trend data for students and instructors. (T-2).
- 3.2.2.5.2. When trends are noted, OGV will accomplish the following:
- 3.2.2.5.2.1. Recommend an OPR/Office of Collateral Responsibility (OCR). (T-2).
- 3.2.2.5.2.2. Recommend corrective action and a method to verify that this trend has been corrected. (T-2).
- 3.2.2.5.2.3. Ensure the trend is closed when corrective action is successfully implemented and verified by the OPR/OCR. (T-2).
- 3.2.2.5.2.4. Report trends and status to the OG/CC during the Standardization and Evaluation Board until closed (see [Attachment 2](#)). (T-2).
- 3.2.2.6. Conduct supplementary evaluations as directed by the OG/CC. (T-2). (See [paragraph 9.5](#)).
- 3.2.2.6. (AETC) OGV FEs will conduct quarterly supplementary evaluations of each squadron IAW [paragraph 9.5](#) to ensure compliance with group, wing, MAJCOM, and HHQ standards. (T-3) OGVs should ensure Contractor Office Representative involvement during supplementary evaluations for organizations utilizing contract civilian training and/or Stan/Eval support.
- 3.2.2.7. Conduct Standardization and Evaluation Boards and document in accordance with [Attachment 2](#) and MAJCOM supplement. (T-2).
- 3.2.2.7. (AETC) Conduct SEBs at least semiannually. (T-3)

- 3.2.2.7.1. **(Added-AETC)** SEB members include the OG/CC, all OGV FEs, squadron commanders (SQ/CCs), operations officers (SQ/DOs), squadron and attached FEs, and the Lead Civilian Simulator Instructor if available. **(T-3)** Additional members may be designated in a unit supplement.
- 3.2.2.7.2. **(Added-AETC) SEB Minutes.**
- 3.2.2.7.2.1. **(Added-AETC)** Include a summary of supplementary evaluation results and Squadron sampled checkride sub-areas during the semi-annual period. **(T-3)** In addition, include AFRC permanent party crewmembers evaluations results as a separate category. **(T-3)**
- 3.2.2.7.2.2. **(Added-AETC)** Include AF Form 8 discrepancies IAW **paragraph 7.3.12.5**. **(T-3)**
- 3.2.2.7.2.3. **(Added-AETC)** Include OGV FEs IAW **paragraph 3.2.1.2**. **(T-2)**
- 3.2.2.7.2.4. **(Added-AETC)** Post SEB minutes on the 19 AF Stan/Eval SharePoint in the appropriate folder under the unit's wing emblem. **(T-2)**
- 3.2.2.8. Establish and maintain the unit Flight Crew Information File program. **(T-2)**.
- 3.2.2.8. **(AETC)** Maintain a master copy of the FCIF library, Volumes I – V, IAW **paragraph 9.1.1.2**, and ensure it is readily accessible to all flying units. **(T-3)** **Note:** Volume V is only required if used by the units.
- 3.2.2.9. Establish procedures to manage the flight manual program in accordance with AFI 11-215 and Technical Order (TO) 00-5-1, *AF Technical Order System*. **(T-2)**.
- 3.2.2.10. Ensure procedures are established for evaluating use of publications and flight related media in printed and/or digital formats. Evaluation of associated electronic device operation to readily access required publications and flight related data will be specified in AFMAN 11-2MDS Vol 2.
- 3.2.2.11. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels and in accordance with AFI 11-215. **(T-2)**.
- 3.2.2.11. **(AETC)** For flight manual changes, follow guidance in the applicable technical order and AFI 11-215, *Flight Manuals Program*. The primary method of submitting suggested changes to flight manuals is through the Enhanced Technical Information Management System Recommended Change process.
- 3.2.2.12. Ensure annual Military Training Route (MTR) reviews (for the military training route for which the unit is OPR) are accomplished and documented in accordance with Department of the Air Force Manual (DAFMAN) 13-201, *Airspace Management*. Document status of reviews in the Standardization and Evaluation Board minutes (see **Attachment 2**). **(T-1)**.
- 3.2.2.13. Manage the Operations Supervision program as applicable in accordance with AFI 11-418, *Operations Supervision*. **(T-1)**.
- 3.2.2.14. Establish and maintain unit Electronic Flight Bag (EFB) program as required in accordance with MAJCOM/NAF guidance. **(T-1)**.

3.2.2.14. **(AETC)** For AETC lead command aircraft, refer to AFMAN 11-202V3_AETCSUP, *Flight Operations*, for AETC electronic flight bag program guidance.

3.2.2.15. Establish and maintain unit EFB guidance for utilization and publication management tools. **(T-1)**.

3.2.2.16. **(Added-AETC)** . Ensure units establish a rotating checkride sampling strategy to evaluate all aspects of the unit's assigned mission. **(T-3)**

3.2.3. **Operations Group Standardization/Evaluation (OGV) Organization.**

3.2.3.1. OGV staff will consist of a Chief of Stan/Eval. **(T-2)**. Staff should include at least one flight examiner, per crew position, per Weapon System/MDS.

3.2.3.2. The Chief of Stan/Eval will be a certified flight examiner in a unit MDS. **(T-2)**. For units undergoing conversion, the Chief of Stan/Eval may be qualified in the MDS to which the unit is converting, even if none are yet assigned.

3.2.3.3. The Chief of Stan/Eval will report directly to, and be rated by, the OG/CC. **(T-2)**. For units not collocated with the parent wing/group, the Chief of Stan/Eval will report directly to and be rated by the unit commander, or as specified by MAJCOM supplement. **(T-2)**. The OG/CC may designate Stan/Eval Liaison Officers (SELOs) to assist OGV in administrative duties.

3.2.3.4. At the discretion of the OG/CC, OGV and squadron Stan/Eval functions may be combined.

3.3. Squadron. Any or all of the following responsibilities may be assumed at a higher level in situations where a squadron Stan/Eval function does not exist, as specified in MAJCOM and/or unit supplements to this manual.

3.3. (AETC) Squadron. AETC/A3L assumes SQ/CC responsibilities and squadron Stan/Eval responsibilities, where applicable and appropriate for contract air advisor training locations.

3.3.1. **Squadron Commander (SQ/CC) Responsibilities.** The SQ/CC will:

3.3.1.1. Designate and certify squadron flight examiners (see [paragraph 4.2](#)). **(T-3)**.

3.3.1.1. **(AETC)** At a minimum, the SQ/CC and SQ/DO will be FE certified. **(T-3)** Other FE manning is at the discretion of the commander and may include aircrew members whose primary function is not Stan/Eval and who are not members of squadron, group, or wing leadership.

3.3.1.2. Attend as many aircrew evaluation debriefings as practical.

3.3.1.3. If desired, utilize SELOs designated to assist in administrative Stan/Eval duties.

3.3.1.4. **(Added-AETC)** Establish an annual no-notice, in-flight evaluation program. **(T-3)**

3.3.1.5. **(Added-AETC)** Establish a rotating checkride sampling strategy whereby squadron assigned and attached FEs evaluate all aspects of the unit's assigned mission sub-areas and the evaluation criteria graded areas listed in the MDS volume 2. **(T-3)**

3.3.2. **Squadron Stan/Eval (CCV) Functions.** The focus of the CCV program is at the squadron level. Its backbone is the program established by the squadron commander and

administered by flight examiners assigned to the squadron. The squadron Stan/Eval function will:

- 3.3.2.1. Manage and conduct aircrew evaluations in accordance with published guidance. **(T-1)**.
- 3.3.2.2. Conduct supplementary evaluations as directed by the SQ/CC (see **Chapter 9**). **(T-2)**.
- 3.3.2.3. Implement Stan/Eval aircrew examination procedures in accordance with published guidance. **(T-2)**.
- 3.3.2.4. Implement OGV flight evaluation folder maintenance and review guidance. **(T-3)**.
- 3.3.2.5. Assist OGV in managing the trend program (see **paragraph 3.2.2.5**). **(T-2)**.
- 3.3.2.6. Coordinate and process applicable AF Forms 847 through Stan/Eval channels and in accordance with AFI 11-215 for Technical Orders, and DAFI 33-360, *Publications and Forms Management*, for other publications. **(T-2)**.
- 3.3.2.6. **(AETC)** For flight manual changes, follow guidance in the applicable technical order and the AFI 11-215. The primary method of submitting suggested changes to flight manuals is through the Enhanced Technical Information Management System Recommend Change process.
- 3.3.2.7. Assist OGV in implementing the flight manuals program in accordance with AFI 11-215 and Technical Order (TO) 00-5-1 and ensure compliance with the OG Flight Crew Information File program. **(T-2)**.
- 3.3.2.8. Ensure proper completion, routing, and filing of AF Forms 8/8A. **(T-2)**.
- 3.3.2.9. Advise squadron leadership of aircrew progression toward completion of aircrew evaluations and requisites. **(T-2)**.
- 3.3.2.10. Implement OG guidance on the usage of MAJCOM-mandated Stan/Eval software. **(T-2)**.

3.3.3. Squadron Standardization and Evaluation (CCV) Function Organization.

- 3.3.3.1. The CCV function will consist of a Chief of Stan/Eval who is a certified flight examiner in a squadron MDS/Weapon System. **(T-3)**.
 - 3.3.3.1.1. Document waivers in Standardization and Evaluation Board minutes (see **Attachment 2**).
 - 3.3.3.1.2. For units undergoing conversion, the Chief of Stan/Eval may be qualified in the MDS to which the unit is converting, even if none are yet assigned.
- 3.3.3.2. The CCV Chief of Stan/Eval will report directly to, and is rated by, the squadron commander, or as specified by MAJCOM supplement. **(T-1)**.
- 3.3.3.3. Further manning is as directed by the MAJCOM and/or unit supplement. **(T-2)**.

Chapter 4

FLIGHT EXAMINERS

4.1. General. The aircrew evaluation portion of the Aircrew Stan/Eval Program is administered by flight examiners at the HHQ and unit levels.

4.2. Selection.

4.2.1. Select flight examiners from the most highly qualified and experienced instructors (**Exception:** Senior flight examiners, see [paragraph 4.4](#)).

4.2.1. (**AETC**) Before being certified as a FE at or below the OG level, individuals must, at a minimum:

4.2.1.1. (**Added-AETC**) Be familiar with this supplement, the basic AFMAN, the applicable AFMAN 11-2MDSV2, and local guidance concerning the conduct of aircrew evaluations. (**T-3**)

4.2.1.2. (**Added-AETC**) Receive briefings addressing evaluation philosophy, grading procedures, and policies from the SQ/CC and OG/CC (or designated representative). (**T-3**)

4.2.1.3. (**Added-AETC**) For initial FE certification [that is, for an individual who has not previously been a FE in any mission design series (MDS)], monitor a ground evaluation, emergency procedures evaluation (EPE), mission brief, and mission debrief performed by a certified FE. (**T-3**) Evaluations will not be administered for initial FE certification. (**T-2**)

4.2.2. Commanders will designate all flight examiners, certify their examiner status on an AF Form 4348, *USAF Aircrew Certifications*, or as directed by the MAJCOM. (**T-2**).

4.2.2. (**AETC**) 19 AF Stan/Eval Chief is the certifying official for MAJCOM FEs and will certify them by signing an AF Form 4348, *USAF Aircrew Certifications*. The AF Form 4348 will be sent to all units where FEs are attached to fly. AETC/A3L will certify non-AETC gained air advisor FEs by signing an AF Form 4348 to document certification. Refer to [paragraph 2.3.2.5](#).

4.2.3. For AFRC and ANG units:

4.2.3.1. The USAF advisor is an active duty officer assigned to AFRC advisor duties, and may be certified as a flight examiner.

4.2.3.2. Air Technician (AT), Air Reserve Technician (ART), and Active Guard and Reserve (AGR) serving in a military position that does not require maintaining mission ready/combat mission ready (MR/CMR) status may perform duties as flight examiners.

4.3. Responsibilities. Flight examiners will:

4.3.1. Conduct aircrew evaluations in accordance with [Chapter 5](#) and document in accordance with [Chapter 7](#) (**T-1**).

4.3.2. Maintain qualification as instructors (not applicable (N/A) for senior flight examiners, see [paragraph 4.4.1](#)). (**T-2**).

4.3.3. Administer aircrew evaluations only within their MDS/aircrew specialty and only evaluate those mission/skill sets in which they maintain qualification and/or certification. **(T-2)**. Exception is when specifically authorized in Weapon System/Mission Design Series specific AFMAN 11-2MDS Volumes 2.

4.3.4. Shall not administer aircrew evaluations outside of their MAJCOM unless specifically requested by the MAJCOM Stan/Eval organization of the examinee and approved by the MAJCOM Stan/Eval organization of the examiner. **(T-2)**. MAJCOMs may establish procedures in their supplement for flight examiners to administer aircrew evaluations outside of NAFs/units within their own MAJCOM (see also [paragraph 2.3.3.3](#)). Aircrew evaluations administered in accordance with formal training course syllabi, including periodic aircrew evaluations, do not require cross-command approval when the syllabus evaluation requirements completely cover all owning MAJCOM periodic aircrew evaluation requirements.

4.3.4. **(AETC)** FEs may give evaluations outside their squadron (within the same group) with the concurrence of both SQ/CCs. Evaluations conducted outside the group require concurrence of the OG/CCs or their equivalents. **(T-3)**

4.3.5. Conduct a thorough pre-mission briefing and post-mission debriefing for the examinee and applicable aircrew members on all aspects of the evaluation. **(T-2)**.

4.3.5. **(AETC)** The pre-mission briefing will include a review of all areas being evaluated. **(T-3)** Post mission, the FE will ensure the examinee understands the overall grade, along with any remarks, restrictions, or recommendations to be entered on the AF Form 8. **(T-2)**

4.3.6. Immediately correct breaches of flying safety or flight discipline during an evaluation (applies to both the examinee as well as any accompanying crewmembers). **(T-1)**.

4.3.7. As soon as possible, notify the examinee's squadron commander (or available supervision if the squadron commander cannot be reached) whenever Qualification Level 2 or 3 (Q2 or Q3) performance is observed (see [paragraph 5.4.3](#)). **(T-3)**.

4.3.8. **(Added-AETC) Evaluation Hierarchy**. Units will adhere to the evaluation hierarchical structure in [Table 4.1](#), where FEs in higher organizational or supervisory positions evaluate FEs in lower organizational or supervisory positions. **(T-2) Exception: Table 4.1** is not applicable to evaluations required by a formal course of training.

Table 4.1. (Added-AETC) AETC Evaluation Hierarchical Structure.

Examinee	Designated Examiner
19 AF FE	Highest available FE
WG/CC, WG/CV, and WG/CCC	19 AF FE
OG/CC, OG/CD, and Superintendent	19 AF FE
Chief of OGV	WG/CC, OG/CC, and OG/CD,
OGV FEs	Chief of OGV or Superintendent
SQ/Det CC/DO, Superintendent, and CCV FEs	OGV FEs
SQ assigned and attached personnel	Any FE

4.3.8.1. **(Added-AETC)** When there is no available qualified FE, for a specific aircrew position, above the examinee in the hierarchy structure, to include 19 AF representation, the next highest available FE will administer the evaluation. **(T-3)** FEs will not evaluate their rater. **(T-3)**

4.3.8.2. **(Added-AETC)** The evaluation hierarchy structure in **Table 4.1** does not apply to the EPE or the rear cockpit (RCP) landing evaluation.

4.3.8.3. **(Added-AETC)** Units will coordinate with the appropriate 19 AF Stan/Eval or AETC/A3L branch to schedule 19 AF FE administered flight evaluations to occur no later than the fifth month of the examinee's flight evaluation zone. **(T-2)** 19 AF Stan/Eval or AETC/A3L may delegate if no appropriate FE is available.

4.3.8.4. **(Added-AETC)** FEs augmenting MAJCOM inspection teams are considered MAJCOM equivalent FEs.

4.3.8.5. **(Added-AETC)** FEs will not evaluate personnel they have recommended for upgrade or primarily instructed during the final phase of training. **(T-3)**

4.3.8.6. **(Added-AETC) Reviewing Officers.** SQ/CCs will designate individuals and/or positions authorized to be AF Form 8 reviewing officers. **(T-3) Exception:** AETC/A3L will designate individuals and/or positions authorized to be air advisor AF Forms 8 reviewing officers. AETC/A3L will maintain the list.

4.3.8.7. **(Added-AETC) Final Approving Officer.** The SQ/CC of the unit conducting the flying training is the final approving officer for all assigned and attached aircrew members. **Note:** The OG/CC is the final approving officer for the SQ/CC.

4.3.8.7.1. **(Added-AETC)** If the SQ/CC is unavailable or has already signed the AF Form 8, the SQ/DO or someone designated by the SQ/CC should sign as the final approving officer.

4.3.8.7.2. **(Added-AETC)** AETC/A3L will designate individuals and/or positions authorized to be air advisor AF Form 8 final approving officers. **(T-2)** AETC/A3L will maintain the list. **(T-2)**

4.3.8.8. **(Added-AETC)** Notify the examinee's rater of the examinee's performance. **(T-2)** If the rater is not the FE, reviewing officer, or final approving officer, document the rater's notification in the Examiner's Remarks section in the Additional Comments block. **(T-2) Example:** "Col (Last Name) XX OG/CC was debriefed (or attended debrief) on the results of this evaluation." **Exception:** Rater notification and documentation is not required for general officers or students in formal training.

4.3.8.9. **(Added-AETC)** In all cases, the policy's intent is to have three different people (FE, reviewing officer, and final approving officer) review and sign the AF Form 8.

4.4. Senior Flight Examiner Program.

4.4.1. Senior flight examiners do not require, nor do they have to maintain, instructor qualification, but they must have completed flight examiner certification in accordance with unit standards **(T-1)**.

4.4.1. **(AETC)** Senior officer FEs performing instructor duties or flying student evaluation sorties require an instructor qualification in the events or missions being instructed or

evaluated. (T-2) In addition, senior officer FEs conducting initial, recurring, or requalification evaluations must be instructor qualified and current in the aircraft, crew position, and mission they are evaluating. (T-2)

4.4.2. Flying NAF/CCs, WG/CCs and OG/CCs are eligible for senior flight examiner status in their primary assigned aircraft.

4.4.2.1. NAF vice commanders (NAF/CV), WG/CVs, and OG deputy commanders (OG/CD) may perform this function if the principal incumbent, is not qualified or available at the discretion of the OG/CC, WG/CC, or NAF/CC.

4.4.2.2. OG/CDs that fly different MDSs from the OG/CC in multi-MDS wings, or occupy a different crew position in the same MDS, may be designated as senior flight examiners at the OG/CC's discretion.

4.4.2.3. Document designations in accordance with [paragraph 4.2.2 \(T-2\)](#).

Chapter 5

AIRCREW EVALUATIONS

5.1. General.

5.1.1. An aircrew evaluation is an assessment of individual aircrew capability to accomplish assigned flying duties.

5.1.1. **(AETC)** Examinees will not be evaluated in multiple crew positions. **(T-2) Exception:** Combat systems officer instructors may be evaluated in the T-1 right seat, I-1 position, and I-2 position and air advisor aircrew may be evaluated in multiple crew positions if user requirements exist, however, they will not be evaluated simultaneously. **(T-2)**

5.1.1.1. **(Added-AETC)** The unit's aircrew evaluation program will sample all aspects of the unit's assigned mission evaluation areas and sub-areas listed in the MDS volume 2 via a rotating sampling strategy. **(T-2)** The sampling strategy format is at unit discretion. Examples include: a memorandum that assigns specific checkride sub-areas listed in the MDS volume 2 to be evaluated on a periodic basis (e.g. quarterly); assigning sampled sub-areas by day of the week (e.g. evaluations differ depending on which day of the week they are flown); or by using chance to increase variety of sampled items (e.g. rolling dice or throwing a dart to assign certain sampled areas).

5.1.1.1.1. **(Added-AETC)** The unit will include evaluations of recent safety trends, special interest items and commander-directed emphasis areas in the sampling strategy. **(T-2)**

5.1.1.1.2. **(Added-AETC)** In all cases, the SQ/CC is responsible to ensure all evaluation areas and sub-areas beyond the minimum required for periodic evaluations are sampled on a recurring basis. **(T-3)**

5.1.2. An aircrew qualification is a documented designation that identifies an aircrew member as having the capability to accomplish specific flying duties. These aircrew qualifications are broken into four types:

5.1.2.1. **Basic Qualification.** A documented designation allowing an aircrew member to perform the basic duties of a particular crew position in the specified weapons system.

5.1.2.2. **Instrument Qualification.** A documented designation allowing an aircrew member to operate under Instrument Flight Rules (IFR).

5.1.2.3. **Mission Qualification.** A documented designation allowing an aircrew member to employ the assigned MDS in accomplishing the unit's operational or Designed Operational Capability (DOC) statement mission.

5.1.2.4. **Instructor Qualification.** A documented designation allowing an aircrew member to instruct and provide airborne supervision of unqualified and/or uncertified aircrew members.

5.2. Evaluation Types. Aircrew evaluations are divided into five types: Qualification (QUAL), Instrument (INSTM), Mission (MSN), Instructor (INSTR), and SPOT. Each type, except for SPOT evaluations, requires the completion of requisites.

5.2.1. Qualification (QUAL) Evaluations.

5.2.1.1. **Purpose.** To assess an aircrew member's ability to perform the basic duties of a particular crew position within the specified MDS and to obtain/maintain Basic Qualification in that MDS.

5.2.1.2. **Execution.** All aircrew will complete a periodic QUAL evaluation in their assigned aircraft and crew position as specified in the applicable AFI/AFMAN 11-2MDS Vol 2. (T-2). Follow guidance in applicable AFI/AFMAN 11-2MDS Vol 2 for combined evaluations. QUAL evaluations may be combined with INSTM, initial (INIT) INSTR and/or MSN evaluations in accordance with AFMAN 11-2MDS Vol 2. See [Chapter 8](#) for specialized aircrew.

5.2.2. Instrument (INSTM) Evaluations.

5.2.2.1. **Purpose.** To assess an aircrew member's ability to operate under Instrument Flight Rules (IFR) and to obtain/maintain Instrument Qualification.

5.2.2.2. **Execution.** All USAF pilots (and other pilots flying operationally with the USAF, e.g., exchange pilots) will obtain/maintain Instrument Qualification by successfully completing a periodic INSTM evaluation.

5.2.2.2.1. **Exception :** Indoctrination flyers who fly under the provisions of DAFMAN 11-401, *Aviation Management*; USAF Test Pilot School students; pilots who fly aircraft assigned to the 1st Flying Training Squadron (FTS), 94th FTS, and 557th FTS.

5.2.2.2.2. Pilots assigned to excepted aircraft who may also be assigned to other aircraft that are not excepted will maintain Instrument Qualification, but will take their INSTM Evaluation in the non-excepted aircraft. (T-1).

5.2.2.2.3. A pilot with a revoked or expired instrument qualification will not fly under Instrument Flight Rules except under the supervision of an instructor. (Does not apply to pilots in excepted situations listed above.) (T-1).

5.2.3. Mission (MSN) Evaluations.

5.2.3.1. **Purpose.** To assess an aircrew member's ability to employ the assigned MDS in accomplishing the unit's operational or DOC statement mission(s). Successful completion of a MSN Evaluation results in Mission Qualification.

5.2.3.2. **Execution.** The MSN evaluation will reflect the type and difficulty of tasks required in fulfillment of the aircraft's operational or DOC statement missions. (T-1). MSN evaluations will be completed in accordance with AFMAN 11-2MDS Vol 2. (T-1). **Exception:** This requirement for a MSN evaluation may be waived for those aircrew whose current flying duties do not align with the MSN Evaluation required graded areas in the MDS that they currently maintain Basic Qualification in accordance with AFMAN 11-2MDS Vol 2. The exception will be approved by MAJCOM/A3s and a Memorandum for the Record (MFR) will be maintained in the members flight evaluation folders. (T-2).

5.2.3.2. (AETC) Formal training unit MSN evaluations will reflect a sampling of the type and difficulty of tasks required in fulfillment of the formal training unit's syllabus requirements. (T-2)

5.2.4. Instructor (INSTR) Evaluations.

5.2.4.1. **Purpose.** To assess an aircrew member's instructional ability in their MDS/crew position and to obtain/maintain instructor qualification.

5.2.4.2. **Execution.** Aircrew members obtaining/regaining instructor qualification in a MDS/crew position must complete an evaluation of instructional capability in that position. Guidance for specialized, universal, and/or multiple qualified aircrew will be specified in MAJCOM Supplements and/or AFMAN 11-2MDS Vol 2. **(T-1). Exception:** For units undergoing aircraft conversion, when a complement of current and qualified Air Force instructors does not exist to accomplish initial unit INSTR Evaluations, with MAJCOM/A3 approval and Lead MAJCOM/A3 coordination, the OG/CC may establish an initial cadre (minimum required for initial conversion) of flight instructors who do not require an INIT INSTR evaluation. Initial cadre must be current and qualified instructors in a US Air Force aircraft who will remain in the same crew position on the new aircraft. OG/CCs will notify MAJCOMs and provide initial cadre list for each crew position with current qualification and total flight and instructor hours. OG/CCs will use discretion when establishing initial cadre instructors and consider availability of suitable instructor courses. (See also [paragraph 5.12](#))

5.2.4.2. **(AETC) Execution.** AETC aircrews will follow MDS-specific guidance for specialized, universal, and/or multiple qualified aircrews. **(T-2)** Submit initial cadre requests via TMT for 19 AF Director of Operations approval. **(T-2)** For initial Air Advisor cadre aboard non-USAF aircraft, submit requests to AETC/A3L. **(T-2)**

5.2.4.2.1. Accomplish INIT INSTR evaluations by instructing an actual student on an instructional sortie to the maximum extent practical. When students are not available or mission/crew composition requirements prevent inclusion of students, another aircrew member or the evaluator will serve as the student.

5.2.4.2.2. Evaluations of instructor qualification will be conducted during all subsequent periodic evaluations. **(T-1)**.

5.2.4.2.3. Instructors whose INSTM, QUAL, and/or MSN evaluations have expired are not qualified to instruct in those areas (e.g., if an instructor's Mission Qualification expires, they may still instruct in Instrument and/or Basic Qualification related areas as specified in AFI/AFMAN 11-2MDS Vol 2).

5.2.5. Optional ("SPOT") Evaluations.

5.2.5.1. **Purpose.** An optional aircrew evaluation, Emergency Procedures (EP) Evaluation (EPE), examination or the evaluation of a specific event or requirement without intending to satisfy the requirements of an initial (INIT), periodic, requalification (RQ) and/or an initial INSTR evaluation.

5.2.5.2. **Execution.** A SPOT evaluation has no specific requisites, unless specified in MAJCOM supplements, but may be No-Notice (see [paragraph 5.2.6.3](#)).

5.2.5.2.1. A SPOT Evaluation may be used when the loss of currency requires an aircrew evaluation to regain qualification in accordance with AFI/AFMAN 11-2MDS Vol 1/2, (see [paragraph 7.3.13.2](#)). **(T-1)**. The SPOT Evaluation profile is directed by the SQ/CC and will include, as a minimum, those items for which the individual is non-

current and which require an evaluation in accordance with the applicable AFI/AFMAN 11-2MDS Vol 1/2. (T-1).

5.2.5.2.2. With SQ/CC approval, an examinee may utilize a SPOT evaluation to update a QUAL/INSTM/MSN evaluation expiration date provided all requirements for the evaluation are completed within the periods described in [paragraph 5.5.4.2](#) Document on the AF Form 8/8A in accordance with [Chapter 7](#).

5.2.5.2.2.1. Commanders may authorize additional flights in order to assist a crewmember's accomplishment of periodic requirements (document on the AF Form 8/8A in accordance with [Chapter 7](#)).

5.2.5.2.2.2. When the flight examiner administering a SPOT evaluation is not qualified in the MDS (e.g., a senior flight examiner), the evaluation may not be credited towards a periodic evaluation.

5.2.5.3. Any other event requiring a qualification or an evaluation not listed in paragraphs [5.2.1](#) through [5.2.4](#) will be documented as a SPOT evaluation. (T-1).

5.2.6. **Prefixes.** The following prefixes are used, when applicable, to further describe the evaluations listed in paragraphs [5.2.1](#) through [5.2.5](#):

5.2.6.1. **Initial (INIT).** The first evaluation of any type, to include instructor qualification, in a specific MDS/crew position (e.g., INIT QUAL/INSTM, INIT MSN, INIT INSTR).

5.2.6.2. **Requalification (RQ).** An evaluation administered to remedy a loss of qualification due to the following reasons:

5.2.6.2.1. Expiration of a required periodic evaluation. The requalification evaluation will be in accordance with the guidance for that periodic evaluation.

5.2.6.2.2. A failed periodic evaluation or a commander-directed downgrade (see [paragraph 5.9](#)). The requalification evaluation will be in accordance with the provisions of [paragraph 5.6.1](#).

5.2.6.2.3. When regaining MDS qualification after the completion of a QUAL evaluation in a different MDS, unless approved by MAJCOM to maintain multiple qualification status.

5.2.6.2.4. When regaining qualification due to loss of currency as defined in AFI/AFMAN 11-2MDS-specific Volume 1.

5.2.6.2.5. Use of RQ for instructor qualification following a failure (N/A following INIT INSTR failure).

5.2.6.2.5.1. If an instructor passes the MSN, QUAL and/or INSTM portion of the evaluation, but fails the instructor portion of the evaluation, the subsequent evaluation to regain instructor qualification will be a RQ INSTR.

5.2.6.2.5.2. If an instructor fails the MSN, QUAL and/or INSTM portion of an evaluation but not the instructor portion, then a RQ INSTR is not required.

5.2.6.2.6. The RQ prefix does not apply under the following circumstances:

5.2.6.2.6.1. If the expiration of a required periodic aircrew evaluation is due to failure to complete one or more of the requisites, and the OG/CC determines that the qualification will be re-established by completion of the requisites without re-accomplishment of the aircrew evaluation.

5.2.6.2.6.2. The evaluation following a failed INIT evaluation.

5.2.6.3. **No-Notice (N/N).**

5.2.6.3.1. The no-notice evaluation program provides commanders a sampling of daily aircrew performance and an assessment of unit training effectiveness.

5.2.6.3.1. **(AETC)** Specific N/N program goals are at the discretion of the OG/CC and SQ/CC. Distribute N/N evaluations (quality of force) proportionately among aircrew positions, weapons systems, and type evaluation. **(T-3)** Publish requirements for the local unit's N/N program in the unit supplement and document accomplishment in the SEB minutes. **(T-2) Note:** 19 AF FEs will conduct N/N evaluations as directed by the Chief, 19 AF Stan/Eval and are authorized to conduct N/N flying evaluations in support of the unit N/N program any time they visit a location. **(T-2)**

5.2.6.3.2. 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 preparation" will be as defined in the MAJCOM and/or unit supplement.

5.2.6.3.2. **(AETC)** Units will define "Normal preparation" in their supplement if not defined in their respective AFMAN 11-2MDSV2. **(T-2)**

5.2.6.3.3. **(Added-AETC)** Unit's will conduct the majority of N/N evaluations outside of the crewmember's eligibility period. **(T-2)**

5.2.6.4. **Simulator (SIM).** Used when the aircrew evaluation is conducted in a simulator and/or suitable Aircrew Training Device (ATD) as defined in AFI/AFMAN 11-2MDS Vol 2.

5.2.6.5. **Multiple Prefixes.** More than one prefix may be used to describe an evaluation (e.g., N/N SIM SPOT). The applicability of any prefixes to portions of any combined aircrew evaluations and the purpose for any prefixes (if not obvious by the context of the evaluation) will be explained on the AF Form 8/8A in accordance with **paragraph 7.3.6.1.2.**

5.3. **Evaluation Criteria.**

5.3.1. Lead MAJCOMs, in coordination with the applicable user MAJCOMs, will establish and maintain standardized INSTM, MSN, QUAL, and INSTR evaluation criteria in the appropriate AFI/AFMAN 11-2MDS Vol 2.

5.3.1. **(AETC)** If the lead command has not established specific criteria in the AFMAN 11-2MDSV2, units will define specific evaluation criteria and areas in their unit supplement. **(T-2) Exception:** AETC/A3L will define specific evaluation criteria for air advisor aircraft if no other AFMAN 11-2MDS criteria exist. **(T-2)** Contractors will use the AETC/A3L-provided AF Form 3862, *Flight Evaluation Worksheet*, to conduct evaluations. **(T-2)**

5.3.2. MAJCOMs will coordinate with the program managers of any command-mandated software on any updates of evaluation criteria to aid in the expeditious revision of evaluation criteria files.

5.3.3. Lead MAJCOMs are responsible for coordinating the establishment of graded areas and subareas. This includes the identification of the following:

5.3.3.1. **Required areas.** Graded areas/subareas that must be evaluated for an aircrew evaluation and EPE to be considered complete.

5.3.3.2. **Critical areas.** Areas where marginal performance is unacceptable. Critical areas are graded either “Q” (Qualified) or “U” (Unqualified) and include but are not limited to Airmanship, Safety, and Flight Discipline.

5.3.3.3. **Publications checks areas.**

5.3.3.3.1. This is required for QUAL evaluations and may also be accomplished on other evaluations.

5.3.3.3.2. Each aircrew member will demonstrate the ability to access accurate flight publications information as they would in the performance of their aircrew duties. The required flight publications are outlined in applicable AFI/AFMAN 11-2MDS volumes and supplements.

5.3.3.4. **Cockpit/Crew Resource Management (CRM) areas.** Areas in accordance with AFI 11-290, *Cockpit/Crew Resource Management Program*, and MAJCOM supplements (as applicable).

5.3.3.5. Areas to ensure operations comply with National Airspace System (NAS) rules and procedures or applicable Host Nation requirements for aircrew evaluations administered outside of the NAS.

5.4. Grading and Qualification Level. Individual grades are assigned to each graded area and subarea. A qualification level will be assigned to the EPE and will be based on the evaluated Emergency Procedures Evaluation area and subarea grades. The aircrew evaluation qualification level is based on the requisite results and the aircrew evaluation area and subarea grades.

5.4.1. A grade is a characterization of examinee performance in a Graded Area or Graded Subarea.

5.4.2. Graded areas/subareas are specifically evaluated abilities or skills set within an aircrew evaluation. Graded areas/subareas will have a two-tier (Qualified [Q]/Unqualified [U]) or three-tier (Q/Q-/U) grading system. Discrepancies will be documented against the established areas/subareas.

5.4.2.1. **Q indicates the examinee is qualified to perform the area/subarea tasks.** The examinee demonstrated both a satisfactory knowledge and performed within the prescribed AFI/AFMAN 11-2MDS Vol 2 Q tolerances.

5.4.2.2. **Q- indicates the examinee is qualified to perform the area/subarea tasks.** The examinee demonstrated limited knowledge and/or marginal performance within the prescribed AFI/AFMAN 11-2MDS Vol 2, Q- tolerances. Q- must not jeopardize flight safety or be a breach of flight discipline. Q- requires debriefing or additional training as determined by the flight examiner.

5.4.2.3. **U indicates the examinee is not qualified to perform the area/subarea tasks.** The examinee demonstrated insufficient knowledge and/or performance outside allowable AFI/AFMAN 11-2MDS Vol 2 Q and Q- tolerances. U requires debriefing or additional training as determined by the flight examiner.

5.4.2.4. **Remedial Action.**

5.4.2.4.1. **Debriefed Discrepancy.** Remedial action accomplished during debrief of the evaluation wherein the flight examiner provides instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency.

5.4.2.4.2. **Additional Training.** Any training recommended by the flight examiner to remedy a discrepancy identified during an evaluation that cannot be remedied during the evaluation debrief. (See [paragraph 7.3.8](#)).

5.4.2.4.2.1. May include self-study, ground instruction, simulator/Aircrew Training Device or flying.

5.4.2.4.2.2. Additional training must include demonstration of satisfactory knowledge or proficiency to a flight examiner, supervisor or instructor (as stipulated in the Additional Training description) to qualify as completed. **(T-1)**. The flight examiner will indicate if the additional training must be accomplished before the next flight. **(T-1)**.

5.4.2.4.2.3. If an aircrew member receives a U in specific area that originally required an event/task certification from the unit commander, the flight examiner should recommend that the commander decertify the aircrew member on that specific event and recommend corrective retraining and recertification action.

5.4.2.4.2.4. If an aircrew member exceeds the allotted time for completion of additional training, the SQ/CC reviews the situation and directs appropriate action. Document the circumstances with a memorandum for the record to be included in the AF Form 8/8A (see [paragraph 7.3.11.3.6.7](#)).

5.4.2.4.2.5. Document additional training on the AF Form 8/8A in accordance with paragraphs [7.3.8](#) and [7.3.11.3.5](#).

5.4.2.4.2.6. If an aircrew member fails to complete assigned additional training in accordance with [paragraph 5.4.2.4.2.2](#), the OG/CC reviews the situation and determine whether further additional training should be assigned or AFMAN 11-402, *Aviation and Parachutist Service*, action is initiated. If the decision is made to initiate an AFMAN 11-402 action, the OG/CC revokes the aircrew member's qualification (in the case of a Q2) with a commander-directed downgrade to Q3, in accordance with [paragraph 5.9](#).

5.4.2.5. The flight examiner must grade the areas/subareas listed as "required" in the general and specific evaluation sections of the applicable AFI/AFMAN 11-2MDS Vol 2. **(T-1)**.

5.4.2.6. In addition to required areas/subareas, the flight examiner will grade any non-required area/subarea that is observed during an evaluation and is listed in the graded areas for that type of evaluation in accordance with AFI/AFMAN 11-2MDS Vol 2. **(T-1)**.

5.4.2.7. Grading criteria tolerances assume smooth air and stable aircraft conditions.

5.4.2.8. Minor momentary deviations are acceptable, provided the examinee applies prompt corrective action and such deviations do not jeopardize flight safety. Consider cumulative deviations when determining the area/subarea grade.

5.4.2.9. The flight examiner may further identify any area/sub-area as “Commendable” if, in the examiner’s determination, the aircrew member has demonstrated exceptional skill and knowledge. Document in accordance with [paragraph 7.3.11.3.6.2](#).

5.4.2.10. **(Added-AETC)** During senior officer initial and recurring evaluations leading to qualification to fly a mobility aircraft (e.g., C-17, C-130, C-130J, KC-135, or KC-46) in a supervised status, FEs will grade aircrew members on their ability to meet AFMAN 11-2MDSV2 performance standards while receiving verbal instruction. **(T-2)**

5.4.3. **Qualification Levels.** Qualification levels are assigned to Emergency Procedures Evaluation and to the aircrew evaluation. The EPE qualification level is based on the compilation of all Emergency Procedures Evaluation areas and subareas. The aircrew evaluation qualification level is based on the compilation of the requisite results as well as the aircrew evaluation graded areas and subareas. Qualification levels are based on the following performance standards:

5.4.3.1. **Q1.** The aircrew member demonstrated desired performance and knowledge of procedures, equipment and directives within tolerances specified in the criteria. The flight examiner assigns this qualification level when no discrepancies were noted, but may be awarded when discrepancies are noted if:

5.4.3.1.1. No U grades were awarded for any graded area/sub-area.

5.4.3.1.2. In the judgment of the flight examiner, none of the Q- grades precluded awarding of a Q1.

5.4.3.1.3. No remedial actions required additional training, only debriefed discrepancies.

5.4.3.2. **Q2.** The aircrew member demonstrated the ability to perform duties safely, but:

5.4.3.2.1. There were one or more graded area(s)/subarea(s) where additional training was assigned. The flight examiner assigns this qualification level if:

5.4.3.2.2. A non-critical graded area/subarea grade of U was awarded.

5.4.3.2.2. **(AETC)** When a non-critical area/subarea is graded U, serious consideration should be given to assigning an overall grade of Q3 on the evaluation.

5.4.3.2.3. In the judgment of the flight examiner, a Q2 may be given if there is justification based on Q- performance in one or several graded areas/subareas.

5.4.3.3. **Q3.** The aircrew member demonstrated an unacceptable level of safety, performance or knowledge. The flight examiner assigns this qualification level if:

5.4.3.3.1. Any critical area graded U, requires Qualification Level of Q3 (applicable to both the aircrew evaluation and the Emergency Procedures Evaluation).

5.4.3.3.2. In the judgment of the flight examiner, a Q3 may be given if there is justification based on Q-/U performance in one or several non-critical graded areas/subareas.

5.4.3.3.2. (AETC) When two or more non-critical areas/subareas are graded U, the overall grade must be Q3. (T-2)

5.4.3.4. Assigning the aircrew evaluation qualification level.

5.4.3.4.1. The flight examiner completing the aircrew evaluation will assign the aircrew evaluation qualification level. (T-1).

5.4.3.4.2. A qualification level of Q1 or Q2 is given only after all aircrew evaluation requirements and requisites have been completed and given due consideration.

5.4.3.4.3. A qualification level of Q3 may be awarded at any time.

5.4.3.4.4. Flight examiner judgment is the determining factor in deciding the aircrew evaluation qualification level.

5.4.3.4.5. AFI/AFMAN 11-2MDS Vol 2 may dictate the highest grade for a flight or EPE based on graded area/subarea performance. In this case, the flight examiner can only be more restrictive than the AFI/AFMAN 11-2MDS Vol 2 qualification level guidance.

5.4.3.5. **Exceptionally Qualified (EQ) Designation.** An EQ only applies to the aircrew evaluation qualification level, not to the Emergency Procedures Evaluation.

5.4.3.5.1. Document on the AF Form 8/8A in accordance with paragraphs **7.3.9** and **7.3.11.2**.

5.4.3.5.2. An EQ may be given when the aircrew member received a Q in all graded areas of the evaluation and demonstrated exceptional skill and knowledge in the requisites and the aircrew evaluation.

5.5. Requisites. Requisites include a series of examinations as well as evaluation of aircrew performance in a controlled emergency procedures environment. Available requisites are as listed below. AFI/AFMAN 11-2MDS Vol 2 define which requisites apply to each type of aircrew evaluation.

5.5.1. **Examinations** (see **Chapter 6**). Examinations include the Open Book Examination, Closed Book Examination, Instrument Examination and Boldface/Critical Action Procedures (CAPs) Examination.

5.5.2. **Emergency Procedure Evaluation (EPE).**

5.5.2.1. An evaluation of an aircrew member's knowledge and skill with respect to MDS-Specific emergency procedures and systems.

5.5.2.2. AFI/AFMAN 11-2MDS Vol 2 will specify the general conduct of EPEs, areas to be evaluated, grading criteria, and whether EPEs may be done in-flight, in a simulator/aircrew training device, or verbally.

5.5.2.2. (AETC) FEs will use unit safety summaries of aircraft emergencies, real world EPs and functional check flight aircraft system trends when developing EPE profiles and include them in all evaluations. (T-2)

5.5.2.2.1. Only one EPE needs to be accomplished for each combined evaluation (e.g., one EPE for a QUAL/MSN or INSTM/QUAL/MSN evaluation).

5.5.2.2.2. A single Emergency Procedures Evaluation may be used for separate aircrew evaluations (e.g., a MSN and INSTM/QUAL evaluation) as long as the combined Emergency Procedures Evaluation is of a scope and duration to cover required areas and is conducted within the eligibility period for each aircrew evaluation (see [paragraph 5.8](#)).

5.5.2.3. **Qualification Level.** Q1 performance for Emergency Procedures Evaluations requires taking the proper action in the correct sequence, not a verbatim response.

5.5.2.4. **Additional Training.** For an Emergency Procedures Evaluation requiring additional training, document in accordance with paragraphs [7.3.8](#) and [7.3.11.3.4](#).

5.5.2.4. (AETC) **Additional Training.** If the EPE is accomplished prior to the flight evaluation, all additional training items for the EPE must be completed before accomplishing the flight evaluation. (T-2)

5.5.2.5. **Boldface/Critical Action Procedures (CAPs) Failure.** An incorrect response to a Boldface/CAP situation during an Emergency Procedures Evaluation requires an Emergency Procedures Evaluation Qualification Level of 3. (T-1).

5.5.2.6. **Unqualified EPE.** An examinee receiving an Emergency Procedures Evaluation Qualification Level of 3 will be placed on supervised status by the SQ/CC in accordance with [paragraph 5.7](#) and graded in accordance with [7.3.7.1](#).

5.5.3. Minimum Requisites for each aircrew evaluation Type.

5.5.3.1. **QUAL:** Open book examination, closed book examination, Boldface/CAPs examination (if applicable), Emergency Procedures Evaluation.

5.5.3.2. **INSTM:** Instrument examination.

5.5.3.3. **MSN and INSTR:** As specified in AFI/AFMAN 11-2MDS Vol 2.

5.5.4. **Requisite Completion.**

5.5.4.1. **In-the-Eligibility Period.** For scheduled or no-notice periodic evaluations in the eligibility period, all requisites must be completed within the eligibility period of the current evaluation (see [paragraph 5.8](#)). The OG/CC may waive this requirement on a case-by-case basis (document on the AF Form 8/8A in accordance with [paragraph 7.3.4.4](#)).

5.5.4.2. **Out-of-the-Eligibility Period.** For periodic evaluations accomplished outside of the eligibility period, all requisites must be completed within a six-month period. (T-1). This six-month period ends on the last day of the sixth month following the month in which the first requisite or the aircrew evaluation was administered, whichever occurs first (e.g., an out-of-the-eligibility period instrument evaluation in which the earliest testing was accomplished on 2 February must be entirely completed by 31 August). **Exception:** For

extended evaluations (in accordance with [paragraph 5.8.3.2](#)), requisites may be completed between the beginning of the six-month eligibility period prior to the original expiration date and the extended expiration date.

5.5.4.3. One set of requisites may be used to satisfy the requirements of combined evaluations as defined in AFI/AFMAN 11-2MDS Vol 2.

5.5.4.4. Requisites from a completed evaluation may be used for subsequent evaluations provided they cover all required areas and are within the requisite eligibility period for each evaluation.

5.5.4.5. **(Added-AETC)** For initial and requalification evaluations, all requisite items must be completed prior to the flight evaluation. **(T-2)**

5.6. Failure to Pass an Aircrew Evaluation.

5.6.1. If an aircrew member fails an evaluation, a successful flight or ground RQ evaluation 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 XX, complete the RQ evaluation by 30 Sep XX). **(T-2)**.

5.6.1.1. The flight examiner that administered the original aircrew evaluation should not administer the requalification evaluation.

5.6.1.2. A requalification evaluation cannot be successfully completed until the aircrew member performs to Q or Q-/debriefed criteria for each area graded U.

5.6.1.3. The flight examiner may annotate that the requalification evaluation be accomplished verbally or in a simulator (document in accordance with [paragraph 7.3.11.3](#)).

5.6.1.4. Requisites remain valid that were successfully passed within the 6-month period as described by paragraph [5.5.1](#) or [5.5.2](#) for an aircrew evaluation that was failed.

5.6.2. Mission Ready Status Downgrade.

5.6.2.1. If a mission ready (MR), combat mission ready (CMR), or basic mission capable (BMC) aircrew member receives a Q3 qualification level on an INSTM, QUAL, and/or MSN evaluation, the SQ/CC will downgrade the examinee's training status to non-mission ready (NMR), non-combat mission ready (N-CMR), or non-basic mission capable (N-BMC). **(T-2)**.

5.6.2.2. If Basic aircrew qualification (BAQ) aircrew members receive a Q3 on INSTM and/or QUAL evaluation, the SQ/CC will downgrade the examinee's training status to non-basic aircraft qualified (N-BAQ) in accordance with AFI/AFMAN 11-2MDS Vol 1. **(T-2)**.

5.6.2.3. For instructor evaluations, aircrew status (e.g., MR, CMR or BMC) need not be downgraded if the discrepancies were only in instructor areas/subareas.

5.6.3. **Restrictions.** As directed by this manual or deemed necessary in the judgment of the flight examiner, flight restrictions will be imposed on the examinee until the successful completion of assigned additional training and/or a requalification evaluation. **(T-1)**.

5.6.3.1. Restrictions will address the specific phase of flight and/or operation that requires supervision and the criteria for removal of the restrictions. **(T-2)**.

- 5.6.3.1.1. **QUAL Evaluation:** Place the examinee on supervised status (see **paragraph 5.7**) in the aircraft in which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional aircraft. Universal or multiple qualified aircrew may be placed in supervised status in all aircraft in which the individual maintains universal or multiple qualification.
- 5.6.3.1.2. **INSTM Evaluation:** Restrictions apply to all aircraft in which the examinee is required to maintain instrument qualification.
- 5.6.3.1.3. **MSN Evaluation:** The examinee may perform basic qualification/instrument tasks unless specifically restricted. Place the examinee on supervised status for mission tasks.
- 5.6.3.1.4. **INSTR Evaluation (or any evaluation where instructor qualifications are being evaluated):** Instructors receiving an unsatisfactory grade in any instructor area(s) will not perform instructor duties until a successful requalification evaluation is completed. **(T-1)**.
- 5.6.3.2. Document restrictions on the AF Form 8/8A in accordance with paragraphs **7.3.9** and **7.3.11.1**.
- 5.6.3.3. If defined in AFI11-2MDS Vol 1 and/or Vol 2, formal schoolhouses will include restrictions on the AF Form 8/8A for any core item not accomplished due to training limitations, regardless if the method of qualification is by evaluation or instructor certification. Under no circumstances will aircrew perform core items in which they are not qualified, unless under the direct supervision of an instructor.
- 5.6.3.3. **(AETC)** An initial qualification examinee who is graded Q2 with additional training required, will not fly as a qualified crewmember until additional training is completed. **(T-2)** Complete additional training prior to a student's release from formal schooling. **(T-2)** If a student in a formal course of training fails to complete assigned additional training IAW **paragraph 5.4.2.4.2**, the OG/CC will review the situation and determine whether more additional training should be assigned or elimination action started IAW the syllabus. **(T-3)** If the decision is made to initiate elimination action, the OG/CC will revoke the aircrew member's qualification with a commander directed downgrade to Q3 IAW **paragraph 5.9**. **(T-2)** Only instructors or examiners will administer additional training. **(T-3)**
- 5.6.3.4. **(Added-AETC)** An aircrew instructor graded Q2 with additional training assigned on any evaluation will not perform instructor or examiner duties until additional training is completed IAW **paragraph 5.4.2.4.2**. **(T-2)**

5.7. Supervised Status.

- 5.7.1. If unsatisfactory performance or restrictions require an examinee be placed on supervised status, the type of supervisor (e.g., instructor or designated supervisor) will be determined by the SQ/CC and/or as specified in AFI/AFMAN 11-2MDS Vol 1. **(T-1)**.
- 5.7.2. Supervision will only be accomplished by instructors or designated supervisors. **(T-1)**.

5.8. Timing of Aircrew Qualification Evaluations.

5.8.1. **Expiration Date.** Required periodic evaluations expire on the last day of the 17th month following the month in which the previous periodic aircrew evaluation was successfully completed (e.g., a periodic evaluation in which the aircrew evaluation was completed on 9 Oct 14 expires on 31 Mar 16.). AFSPECWAR members will follow timing directed in AFI 10-3502 Vol 2, *Pararescue and Combat Rescue Officer Standardization & Evaluation Program*.

5.8.1. **(AETC) Expiration Date.** The aircrew evaluation completion date is based on the completion of the last event (i.e., requisites, flight evaluation, or additional training) required by the type of qualification being evaluated. Reference [paragraph 7.3.3](#).

5.8.2. **Eligibility Period.** Periodic aircrew evaluations are scheduled in the eligibility period, defined as the six-month period prior to the expiration date.

5.8.2. **(AETC) Eligibility Period.** Units should normally schedule periodic evaluations prior to the last month of the eligibility period unless extenuating circumstances prevent doing so.

5.8.3. **Out-of-the-Eligibility Period.** On a case-by-case basis, periodic aircrew evaluations may be scheduled before or after the eligibility period according to the following criteria:

5.8.3.1. **Aircrew Evaluations Conducted Prior to the Eligibility Period** . SQ/CCs may authorize individuals to complete periodic aircrew evaluations prior to the eligibility period (document in accordance with [paragraph 7.3.4.4.2](#)).

5.8.3.2. **Extension to Aircrew Evaluation Expiration Date.**

5.8.3.2.1. AF/ACTF may authorize blanket or group aircrew evaluation Expiration Date extensions on an as-required basis. Requests for extensions at MAJCOM or subordinate levels will be submitted in accordance with [paragraph 1.3.2](#).

5.8.3.2.2. MAJCOM/A3s, delegable no lower than wing commander, may extend an aircrew evaluation Expiration Date up to six months. Provide notification to AF/A3T when extensions are approved (copy to AF/ACTF). Provide guidance for MAJCOM extensions in MAJCOM supplements to this manual.

5.8.3.2.2. **(AETC)** The Chief, 19 AF Stan/Eval is the approval authority for aircrew evaluation Expiration Date extensions up to six months. **Exception:** 19 AF/CC is the approval authority for all wing commanders and group commanders. Submit all MAJCOM aircrew evaluation Expiration Dates extension requests to the 19 AF Stan/Eval workflow email (19 AF AETC Stan/Eval Workflow - 19AF.DOV@us.af.mil). A template for commander evaluation extension requests is available on the 19 AF Stan/Eval SharePoint.

5.8.3.2.3. SQ/CCs may extend an aircrew evaluation Expiration Date up to three months for the reasons listed below (document in accordance with [paragraph 7.3.4.4.3](#)). Extensions will be on a case-by-case basis and this paragraph is not authority to grant blanket extensions. For individual extensions longer than three months see [paragraph 5.8.3.2.2](#) For group or blanket extensions see [paragraph 5.8.3.2.4](#) Requisites not completed during the original eligibility period must be completed prior to the extended expiration date. **(T-1)**.

5.8.3.2.3.1. Permanent change of station or assignment (PCS/PCA) to a non-flying assignment.

5.8.3.2.3.2. Departing PCS or temporary duty (TDY) for retraining in another aircraft type.

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

5.8.3.2.3.4. Removal from active flying status (e.g., separation or retirement).

5.8.3.2.3.5. Aircrew who are not able to complete the required aircrew evaluation(s) before or during a deployment or extended alert status. The evaluation should be completed at the earliest practical opportunity upon return.

5.8.3.2.3.6. Aircrew who are in duty not involving flying (DNIF) at the expiration of their eligibility period.

5.8.3.2.3.7. Aircrew who require additional training as a result of Flight examiner recommendations annotated on a Form 8/8A.

5.8.3.2.3.8. AFSPECWAR members with less than 30 days' notification of change to deployment schedule.

5.8.3.2.4. **Non-Standard Approval Authority.**

5.8.3.2.4.1. For SQ/CCs and above, the approval authority is the next commander in the examinee's flying chain of command.

5.8.3.2.4.1. (AETC) 19 AF Commander is the approval authority for all wing commanders and group commanders.

5.8.3.2.4.2. In all other cases, if the flying chain of command differs from administrative chain of command (e.g., HHQ attached flyers), approvals will be by the attached unit/CC with the concurrence of the examinee's immediate administrative supervisor. (T-3).

5.8.3.2.4.3. For individuals not assigned to a MAJCOM, AF/A3T is the approval authority.

5.8.3.2.5. The stacking of multiple extensions to aircrew evaluation Expiration Dates are not authorized. (e.g.: If MAJCOM level waiver extension is granted, SQ/CCs are not authorized to grant additional SQ level extensions to aircrew evaluation Expiration date.)

5.8.4. **Failure to Complete an Aircrew Evaluation within the Eligibility Period.**

5.8.4.1. If an aircrew member fails to complete an aircrew evaluation within the eligibility period for an in-the-eligibility period evaluation (see [paragraph 5.8.2](#)), the individual loses the qualification covered by the evaluation and the restrictions of [paragraph 5.6.3](#) apply.

5.8.4.2. Qualification may be re-established by completion of the overdue requisites in accordance with [paragraph 5.2.6.2.6.1](#), or by accomplishing a requalification aircrew evaluation. To complete a delinquent evaluation, all requisites must be accomplished in accordance with [paragraph 5.5.4.2](#).

5.8.5. SQ/CCs will ensure that individuals whose periodic evaluations expire either within three months after their departure for a Permanent Change of Station (PCS) to a flying assignment in the same MDS, or during an upcoming Temporary Duty (TDY) (flying or non-flying), complete the required evaluation(s) before departing. **(T-3)**. Coordinate with the gaining OG/CC for any instances where this requirement cannot be met. **Note:** Applies to an extended TDY that may preclude the member from completing a required evaluation within the prescribed eligibility period.

5.9. Commander-Directed Downgrade.

5.9.1. **Aircrew Assigned to Flying Squadrons:** The Aircrew Member's squadron commander or any commander in the aircrew member's chain of command above the Aircrew Member's squadron commander may direct a commander-directed downgrade.

5.9.2. **Aircrew Attached to a Flying Squadron:** The commander of the squadron that the aircrew member is attached, or any commander in the chain of command above that squadron commander, may direct a commander-directed downgrade.

5.9.3. A commander-directed downgrade may be a downgrade (Q-/U) in a specific area/sub-area without unqualifying an individual.

5.9.4. A commander-directed downgrade may direct a downgrade that either removes a qualification (e.g., Instructor Pilot to Mission Pilot) or completely unqualifies an individual (e.g., Mission Pilot to Unqualified Pilot).

5.9.5. The Aircrew member's squadron commander or equivalent must be notified by the commander directing the downgrade, prior to completing the Form 8. **(T-2)**.

5.9.6. Downgrades may be directed without administering an evaluation using the following guidance:

5.9.6.1. Examples of flying-related cases include breach of flying discipline, flight safety, etc.. Incidents do not have to be directly observed by an examiner, but may be recommended by an examiner from any MDS/aircrew specialty.

5.9.6.2. For non-flying-related cases, do not use these downgrades as a substitution for, or in lieu of, administrative or judicial actions (e.g., Letter of Counseling, Article 15). Consult with the supporting Staff Judge Advocate office for legal advice in these cases. Use in cases where such incidences directly affect the commander's confidence in the aircrew member's ability to safely operate the aircraft and/or equipment (e.g., lapse in judgment significant enough to cast doubt on the crewmember's decision-making abilities within the MDS).

5.9.7. For downgrades that either remove qualifications or completely unqualify an individual, the affected crewmember will cease acting in the qualification(s) from which they have been downgraded effective with the date the commander initiated the downgrade.

5.9.8. Commander-Directed Downgrades will be documented in accordance with **paragraph 7.4. (T-1)**.

5.10. Multiple Qualification. Multiple qualification guidance applies to aircrew members who maintain qualifications in two or more aircrew positions or in two or more MDS where separate qualifications are required by lead MAJCOM. For Universal Qualification see **Chapter 8**.

5.10.1. When differences between aircraft in the same MDS are great enough, the lead MAJCOM, in coordination with using MAJCOMs, will identify requirements for separate qualification.

5.10.1. (AETC) AETC/A3L will determine differences and/or separate qualifications for air advisor aircraft. (T-2)

5.10.2. **Documentation.** Document MAJCOM authority for multiple qualifications, including a list of aircraft or aircrew positions in which qualifications are maintained in accordance with [paragraph 7.3.4.3](#) See AFMAN 11-202, Vol 1, *Aircrew Training*.

5.10.3. **Separate Qualifications Not Required.** For aircraft that do not require separate qualifications with the same MDS but in different series, document separate certifications using AF Form 4348.

5.10.4. **Instrument Evaluation.** Pilots need only complete an INSTM evaluation, to include requisites, in one of the aircraft in which they maintain qualification as specified by the authorizing MAJCOM.

5.10.5. **QUAL and MSN Evaluations.** All crewmembers require a QUAL evaluation and, if applicable, a MSN evaluation, to include requisites (if required), in each MDS and/or crew position that they maintain qualification according to applicable AFI/AFMAN 11-2MDS Vol 2.

5.10.6. **Failure to Pass an Aircrew Evaluation.** A Q3 awarded grade on an INSTM evaluation applies to all aircraft flown in which instrument qualification is required. A downgrade resulting from a Q3 in a QUAL or MSN evaluation applies only to the aircraft for which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional aircraft.

5.11. Aircrew Flying in Non-USAF Aircraft and with Non-USAF Units. Aircrew authorized to perform duties in non-USAF aircraft in accordance with DAFMAN 11-401, or on duty with or attached to non-USAF units or activities for flying, abide by the operating activity, host service or host country guidance.

5.11.1. Aircrew flying with non-USAF units (e.g., exchange aircrew) do not need to abide by USAF guidance, including this AFMAN and AFI/AFMAN 11-2MDS Vol 2. Therefore, when they return to USAF units, they must complete applicable requisites and be evaluated for any periodic USAF evaluations that expired during their tour. (T-1). The restrictions in [paragraph 5.6.3](#) of this manual apply to such individuals until evaluations are completed.

5.11.2. MAJCOM/A3s may approve exceptions to requirements for returning Exchange aircrew members to complete applicable requisites and expired USAF evaluations, if they determine non-USAF evaluations are equivalent to applicable AFI/AFMAN 11-2MDS Vol 2 evaluations (document in accordance with [paragraph 7.7.3.2.2](#)).

5.11.3. USAF units using non-USAF aircraft that do not have an established system program director to execute a USAF flying program will comply with current USAF guidance, unless otherwise authorized by proper authority. (T-1). See AFI 11-401 for definitions of USAF and US Government aircraft.

5.12. Initial Cadre.

5.12.1. Aircrew members who are appointed by their MAJCOMs as initial cadre either for a new mission set requiring a Mission qualification or for a new MDS where no flight examiner currently exists will comply with the intent of this manual. (T-1). See [paragraph 7.5](#) for guidance on AF Form 8/8A documentation.

5.12.1. (AETC) The 19 AF/CC is the approval authority for all initial cadre requests.

5.12.2. MAJCOMs will indicate through memoranda for record which aircrew are appointed as initial cadre and include in the flight evaluation folders in accordance with [paragraph 7.7.3.2.2](#).

5.12.3. Tailor recurring aircrew evaluations to program requirements and aircraft capabilities. Simulators may be used to satisfy recurring evaluation requirements.

5.12.4. Pilots in these programs will maintain instrument qualification (see [paragraph 5.2.2](#)). (T-1). Maintenance of the instrument qualification, if not practical due to the developing capabilities of the new mission set and/or MDS, will be accomplished in aircraft possessing similar flying qualities/instrumentation as stipulated in the MAJCOM supplement, AFI, AFMAN 11- MDS Vol 2, or memorandum of understanding. (T-1).

Chapter 6

AIRCREW EXAMINATION PROGRAM

6.1. Purpose. The aircrew examination program measures a crewmember's knowledge of normal/emergency procedures, threats, and other information essential for the safe and effective operation of their assigned MDS through the administration of written or computer-based examinations.

6.2. Scope. This chapter applies to rated, Career Enlisted Aviator, non-rated X-prefix AE aircrew and Remotely Piloted Aircraft (RPA) sensor operators. This chapter includes requisite examination guidance for periodic aircrew evaluations. Requisite examinations include open book examinations, closed book examinations, instrument examinations and Boldface/CAPs examinations as described in [paragraph 5.5](#).

6.3. Administrative Procedures.

6.3.1. **Program Documentation.** Units will document the unit-level aircrew examination program. (T-3).

6.3.2. **Computer-Based Examinations.** MAJCOM directed Stan/Eval software may fulfill the requirement for examinations as outlined in this manual.

6.3.2. (AETC) **Computer-Based Examinations.** Units will use G/TIMS for aircrew examinations listed in [paragraph 6.4](#). (T-2) **Exception:** Use of G/TIMS is not required for end of course tests administered by aircrew training system contractors or air advisor programs.

6.3.3. **Retention of Examination Records.** Retain graded examination answer sheets/computer records until the AF Form 8/8A, or AF Form 803 is completed.

6.4. Examination Sources.

6.4.1. **Open Book Examinations.** Open book questions will come from publications containing information pertinent to the operation of applicable aircraft and performance of the assigned mission. (T-1).

6.4.1.1. The open book subject areas and the publications used to generate the examination will be made available to aircrew during testing. Electronic publications may be used as references for open book examinations. (T-1).

6.4.1.2. Each unit will develop an open book Secure Question Bank (SQB) that serves as the source for the open book examination. (T-1). Do not distribute the SQB to unit crewmembers and safeguard it in the same manner as any other required Stan/Eval examination. (T-3).

6.4.1.2.1. (Added-AETC) Published master question files (MQFs) will not be used to develop open-book examinations. (T-2) The open book examination will consist of a minimum of 50 questions to a maximum of 100 questions. (T-3) Units will post each Secure Question Bank, along with one copy of the open book examination and all subsequent changes, on the 19 AF Stan/Eval SharePoint in the appropriate folder under the unit's wing emblem within 10 workdays of Secure Question Bank publication. (T-2)

6.4.1.2.2. **(Added-AETC)** AETC/A3L or the AETC/A3L contractor, if required by the performance work statement/contract, will develop open book examinations for non-USAF air advisor aircraft/aircrew. **(T-2)** AETC/A3L will control air advisor contractor-developed testing material. **(T-2)** One copy of contractor-developed open-book examinations and all subsequent changes will be sent to AETC/A3L within 10 workdays of publication. **(T-2)**

6.4.2. **Closed Book Examinations.** Major emphasis of closed book examination questions will be on aircraft systems, AFIs/AFMANs, Federal Aviation Administration/International Civil Aviation Organization rules, threat and mission knowledge that aircrew must immediately recall while airborne. **(T-1).**

6.4.2. **(AETC) Closed Book Examinations.** Closed book examinations will have a minimum of 25 questions and a maximum of 50 questions. **(T-3)**

6.4.2.1. Lead MAJCOMs review Master Question Files (MQFs) annually, distribute changes to MQFs as necessary and ensure MDS/crew-specific MQFs are available to applicable MAJCOMs.

6.4.2.2. **Local Procedures MQF.** Units may develop and distribute a local procedures MQF to augment MDS/crew position-specific MQFs.

6.4.2.2. **(AETC) Local Procedures MQF.** Units will develop, maintain, and distribute local procedures MQFs. **(T-2)** HHQ approval is not required. Post local MQFs on the 19 AF Stan/Eval SharePoint in the appropriate folder under the unit's wing emblem within 10 workdays of publication. **(T-2)** Local procedures MQFs may be combined with MDS-specific MQFs.

6.4.2.3. **(Added-AETC)** 19 AF Stan/Eval will post a core master question bank (MQB) and separate MQBs for each AETC lead command aircraft on the 19 AF Stan/Eval SharePoint. **(T-2)**

6.4.2.3.1. **(Added-AETC)** The OGV will develop wing MQFs from 19 AF core and MDS MQBs. **(T-2)** Each aircraft MQF will have a minimum of 300 questions. **(T-3)** Non-USAF/air advisor aircraft and 306 FTG VFR-only aircraft MQFs will consist of at least 100 questions. **(T-3)**

6.4.2.3.2. **(Added-AETC)** AETC/A3L or the AETC/A3L contractor, if required by the performance work statement/contract, will develop MQFs for non-USAF air advisor aircraft/aircrew. **(T-2)** AETC/A3L will control air advisor contracted training venue developed testing material. **(T-2)**

6.4.2.4. **(Added-AETC)** Units will forward edits of lead command aircraft MQF questions to 19 AF Stan/Eval. **(T-2)** Where AETC is not the lead command, units will forward edits of MQF questions through the applicable 19 AF Stan/Eval branch to the lead command. **(T-2)**

6.4.3. **Instrument Examinations.** Reference AFMAN 11-210. Units will ensure that only those questions relevant to the weapons system(s) and instrument procedures within their unit are included in the available questions. **(T-3).**

6.4.4. **Boldface/CAP Examinations.** Boldface/CAP Examinations will come from the MDS T.O. and will be identified in the AFI/AFMAN 11-2MDS Vol 2.

6.4.4. (AETC) **Boldface/Critical Action Prodedures (CAP) Examinations.** This requirement does not apply to non-USAF Air Advisor aircraft when no Boldface/CAPs exist.

6.5. End-of-Course Examinations. FTUs administering USAF Formal School courses listed in the Air Force Education and Training Course Announcement database (<https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx>) may use end-of-course examinations to fulfill the requirements of the open book, closed book and Boldface/CAPS (if applicable) requisite examinations.

6.5.1. The Stan/Eval agencies of the MAJCOM responsible for training will coordinate with the MDS lead MAJCOM to ensure the end of course examination meets the requirements of this manual and AFI/AFMAN 11-2MDS Vol 2 before awarding credit for requisite completion. **(T-1).**

6.5.1. (AETC) Units will ensure all end-of-course examinations satisfactorily cover the material of the appropriate requisite examinations and ensure a student has the knowledge base to pass the actual requisite examinations. **(T-2)**

6.5.1.1. **(Added-AETC)** The syllabus office of primary responsibility will forward all end-of-course examinations to 19 AF Stan/Eval for coordination with the lead MAJCOM. **(T-2)** AETC/A3L or the AETC/A3L contractor, if required by the performance work statement/contract, will develop an end-of-course examination for non-USAF air advisor aircraft/aircrew. **(T-2)** AETC/A3L will control air advisor contracted training venue developed testing material. **(T-2)**

6.5.1.2. **(Added-AETC)** When end-of-course examinations are randomly generated from a question bank, the question bank must be coordinated. **(T-2)** Ensure all appropriate security measures are met when transmitting examinations. **(T-2)**

6.5.1.3. **(Added-AETC)** Units will complete a review annually and within 30 days of publication changes. **(T-3)** Procedures will be outlined in the unit supplement. **(T-3)**

6.5.2. End of course examination questions do not need to incorporate MDS/crew position-specific MQFs. All questions must reflect the latest changes to all systems and/or operational procedures and not conflict with any MQFs.

6.5.3. All end of course exams that fulfill the requirements of requisite examinations will be graded according to **paragraph 6.6** and entered on the AF Form 8/8A according to **paragraph 7.3.5.1 (T-1).**

6.6. Examination Management. With the exception of written Boldface/CAPs exams, units will either maintain prepared examinations for each crew position or generate a unique examination for each aircrew member. **(T-3).**

6.6.1. **Examination Question Review.** OG Stan/Eval functions will review all MDS/crew position-specific MQFs, SQBs, and prepared examinations (if used) annually and as soon as possible after any changes in source documents. **(T-2).** If a complete review was accomplished due to a source document change it may be annotated as the annual review. Units will document procedures for the examination reviews in their supplement to this manual. **(T-2).**

6.6.2. If prepared examinations are maintained for each crew position:

6.6.2.1. Units will develop and control a minimum of two examinations for each crew position. **(T-3)**.

6.6.2.2. Units having ten or fewer crewmembers per crew position require only one examination.

6.6.2.3. When different aircrew positions are responsible for the same information, units are not required to maintain separate examinations for each aircrew position.

6.6.2.4. Change a minimum of 50 percent of the questions on each prepared examination each calendar year.

6.6.3. If a unique examination is generated for each aircrew member:

6.6.3.1. Units may use MAJCOM-approved software for examination creation.

6.6.3.1. **(AETC)** 19 AF Stan/Eval must approve software, other than G/TIMS, used for examination creation. **(T-2)**

6.6.3.2. Examination databases should contain at least twice the number of questions required for each examination (e.g., if a 50-question examination is generated, there should be at least 100 questions in the examination database).

6.7. Examination Security. Stan/Eval personnel should maintain positive control of all examinations, applicable answer sheets, and associated computer-based media.

6.8. Grading.

6.8.1. **Boldface/CAPs.** Grade Boldface/CAPs examinations on the two-tier grading system (e.g., Q/U). Satisfactory performance requires writing the proper actions in the correct sequence, not necessarily a verbatim response. The minimum passing grade is 100 percent.

6.8.1.1. **(Added-AETC)** Boldface steps will be written or typed as depicted in the flight manual. **(T-2)** Abbreviations or contractions of procedures or actions are not allowed unless they are used in the flight manual. **(T-2)** Minor spelling errors are acceptable as long as the intent is clear and the meaning of the action is not changed. For example, “propellor” (instead of “propeller”) would be acceptable, but “throttle” (instead of “throttles”) would not be acceptable because the meaning is changed. Units may supply a preformatted answer sheet that includes Boldface titles, step numbers, etc.

6.8.1.2. **(Added-AETC)** Critical Action Procedures (CAPs) answers must contain all procedures in the proper sequence. **(T-2)** Abbreviations are allowed.

6.8.2. **Written or Computer-Based Examinations.** Grade written or computer based examinations as a percentage of correct answers. The minimum passing grade is 85 percent. All questions missed should be reviewed immediately following the examination.

6.8.3. Units will grade all examinations and/or Boldface/CAPs exams prior to the crewmember’s next flight. **(T-3)**.

6.9. Failure to Pass a Requisite Examination.

6.9.1. Aircrew members failing a requisite examination (Open, Closed, Instrument or Boldface/CAPs) will be placed in supervised status in accordance with [paragraph 5.7](#) until successful retesting is completed. **(T-1)**.

6.9.2. Aircrew members who fail a requisite examination should be afforded an adequate study period prior to re-examination. For other than Boldface/CAPs examination, the aircrew member will be given a different version of the examination. **(T-1)**.

6.9.3. Aircrew members who fail a requisite examination must successfully complete the examination before the end of their eligibility period or the aircrew loses the qualification covered by the evaluation. **(T-1)**

6.9.4. For aircrew members who maintain multiple qualifications, supervised status resulting from failure of either an open book, closed book or Boldface/CAP examination applies only to the aircraft for which the examination was administered. Failure of the instrument exam results in the examinee being placed in supervised status in all aircraft in which instrument qualification is required.

6.10. (Added-AETC) Unit Periodic Examinations. Each unit Stan/Eval will conduct and document periodic testing at least semiannually. **(T-2)** The MQF will not be used to develop questions. **(T-3)** For other than Boldface/CAPs, periodic examinations will be corrected to 100% prior to the next flight. **(T-3)** Units will include guidance in their supplements detailing procedures for failed or missed exams. **(T-3)**

6.11. (Added-AETC) Monthly Boldface/CAPs Requirement. At a minimum, all aircrew will successfully complete a Boldface/CAPs examination prior to the first flight of the month. **(T-2)**
Exception: This requirement does not apply to USAF aircraft/non-USAF Air Advisor aircraft where no Boldface/CAPs exist.

6.11.1. **(Added-AETC)** For units utilizing programs with a 30-day rolling window, Boldface/CAPs must be accomplished within the last 30 days. **(T-2)**

6.11.2. **(Added-AETC)** All aircrew will be placed in a no-fly status in the unit go/no-go system/process until successful completion. **(T-3)**

Chapter 7

DOCUMENTATION

7.1. Scope. Administration of the aircrew evaluation program requires accurate documentation. This chapter provides documentation guidance for aircrew that require an aircrew evaluation to establish qualification. See [Chapter 8](#) for documentation guidance pertaining to flight surgeons, AFSPECWAR aircrew, non-rated aircrew, and non-career enlisted aviator aircrew that only require an examination to establish qualification.

7.1.1. The results of aircrew evaluations are recorded on the AF Form 8/8A. The completed AF Form 8/8A may be used as the source document to record data directly into the ARMS database. The chronological history of aircrew evaluations for an aircrew member is recorded on an AF Form 942, *Record of Evaluation*. These AF forms are maintained in the flight evaluation folders.

7.1.1. (AETC) 306 FTG units may use locally developed flight evaluation worksheets ([paragraph 7.3.12.1](#)) as the official flight evaluation certificate for United States Air Force Academy cadets. Keep these forms in the examinee's training folder or other unit-designated location and give them to the member when they leave United States Air Force Academy. (T-3)

7.1.2. In all instances of documentation, use of electronic forms is encouraged, to include use of electronic signatures and wholly electronic flight evaluation folders in accordance with MAJCOM supplement guidance. In all instances, computer-generated forms must mirror AF forms as published on the DAF E-Publishing web site in accordance with DAFI 33-360.

7.1.2. (AETC) If an electronic version of an aircrew member's AF Form 8 is printed, it must contain electronic or wet signatures to be valid. (T-2) The use of //Signed// is not acceptable. (T-2)

7.2. Qualifications versus Certifications. Qualifications are attained through evaluations and documented on the AF Form 8/8A, as applicable. Certifications are attained through methods other than evaluation and documented in accordance with AFMAN 11-202 Vol 1.

7.2.1. Certain qualifications (e.g. Aircraft Commander, Instructor) require SQ/CC Review and Certification per the respective AFI/AFMAN 11-2MDS Vol 1 before the member can perform duties in that role.

7.2.2. Commanders may restrict members from performing duties associated with a qualification without downgrading using the provision in [paragraph 7.8.4.2](#).

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

7.3.1. **Purpose.** The AF Form 8/8A is the source document used to record the aircrew evaluation and verify the qualification of an aircrew member. An AF Form 8/8A is accomplished for each qualification.

7.3.1.1. Use the AF Form 8 to record aircrew maintaining qualification in a single aircraft.

7.3.1.2. Use the AF Form 8A to record aircrew maintaining Universal Qualification in accordance with [Chapter 8](#).

7.3.1.3. An AF Form 8/8A is accomplished by the Flight Examiner, Reviewing Officer, Final Approving Officer, the examinee and a Certifying Official (if additional training was required).

7.3.2. **General Data Entry.** See [Attachment 3](#) for sample AF Forms 8, and [Attachment 4](#) for sample AF Forms 8A.

7.3.2.1. In all instances of data entry, if an electronic form is used, the format required by the electronic form may be used (see also [paragraph 7.1.2](#)). For example, an “X” can also be replaced with a “√” or other form standard, as long as such preference is standardized throughout the document.

7.3.2.1. (AETC) Use G/TIMS to generate AF Forms 8. (T-2) 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. **Exception:** Air advisor flight training programs need not use G/TIMS.

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

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

7.3.2.4. Except where specifically noted otherwise (e.g., annotating the type evaluation, “INSTR”), use upper and lower case letters.

7.3.2.5. Requirements for font, indentation, and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards as desired.

7.3.2.6. (Added-AETC) Use the full DoD identification number or Non-US Identity Code. (T-2)

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

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

7.3.4.1. Name, Grade (to include Government Civilians) or CTR (for Contractors) and DOD ID, or Non-US Identity Code (NUSIC).

7.3.4.2. **Organization and Location.**

7.3.4.2.1. Enter the unit designation and location where the examinee is assigned/attached for flying (actual unit/office symbol is annotated in accordance with [paragraph 7.3.10.4](#)).

7.3.4.2.2. For formal training unit courses in which an evaluation is administered, the organization and location should be the formal training unit organization/location.

7.3.4.2.2. (AETC) Contracted air advisor aircrew training courses will put company name and training location/airport. (T-2)

7.3.4.3. **MDS/Crew Position.**

7.3.4.3.1. Enter the MDS in which the aircrew evaluation was given.

7.3.4.3.2. Enter the examinee's highest qualification in the MDS that the aircrew evaluation was given. **Note:** Examiner (e.g., EP, EF) is not a qualification, it is a certification, and should only be entered when the flight examiner is receiving a SPOT Flight Examiner Objectivity evaluation in accordance with MAJCOM supplements.

7.3.4.4. **Eligibility Period.**

7.3.4.4.1. Enter the 6-month period preceding the expiration date from the last periodic aircrew evaluation of the same category (e.g., if the last MSN evaluation expires Sep 21, enter Apr-Sep 21).

7.3.4.4.1. (AETC) The 6-month eligibility period is based off the successful flight portion of the aircrew evaluation.

7.3.4.4.2. Enter N/A (not applicable) for INIT, SPOT, RQ, and out-of-the-eligibility period aircrew evaluations (see [paragraph 5.8](#)).

7.3.4.4.3. For periodic aircrew evaluations where the expiration date of the previous aircrew evaluation is extended under the provisions of [paragraph 5.8.3.2](#), enter the 6-month period preceding the original expiration date (extensions only extend the expiration date, not the eligibility period).

7.3.4.4.4. Dual entries are authorized for misaligned combined evaluations (e.g., if last INSTM evaluation expires Nov 18 and QUAL evaluation expires Jan 19, enter "INSTM: Jun-Nov 18/QUAL: Aug 18-Jan 19" for an INSTM/QUAL evaluation).

7.3.5. **Requisite Information (Section II).**

7.3.5.1. **Requisite.**

7.3.5.1.1. Make a separate entry for each requisite. Discrepancies are noted in the examiner's remarks (see [paragraph 7.3.11.3](#)).

7.3.5.1.2. If requisites exceed available lines, make combined entries or document additional requisite completion in the Comments section.

7.3.5.1.3. Annotate an "EPE" for Emergency Procedure Evaluation.

7.3.5.1.4. Annotate "Instrument," "Closed Book," and "Open Book" for requisite examinations.

7.3.5.1.5. Annotate "Boldface" or "CAPs" as required by the applicable AFI/AFMAN 11-2MDS Vol 2.

7.3.5.2. **Date.** In the date column, enter the date that the requisite is successfully completed.

7.3.5.3. **Results.**

7.3.5.3.1. Enter failed examination score with a successfully completed re-examination as follows: 84/98.

7.3.5.3.2. Enter failed Boldface/CAPs with successful re-accomplishment as follows: U/Q.

7.3.5.3.3. Enter failed EPE Qualification Level with the subsequent successful re-accomplishment as follows: 3/1.

7.3.6. Aircrew Evaluation Information (Section III).

7.3.6.1. Aircrew Evaluation.

7.3.6.1.1. In accordance with [paragraph 5.2](#), use the following designations to describe the type of evaluation(s): INSTM, QUAL, MSN, INSTR, or SPOT. If combined, include the designation of each evaluation (e.g., QUAL/MSN, INSTM/QUAL/MSN).

7.3.6.1.2. Use the following prefixes, when applicable, to describe the evaluation: INIT, RQ, N/N and/or SIM. More than one prefix may be used to describe an evaluation as outlined in [paragraph 5.2.6](#).

7.3.6.1.2.1. The only annotations of INSTR used are INIT INSTR and RQ INSTR as described in [paragraph 5.2.4](#).

7.3.6.1.2.2. INSTR will not be used for periodic evaluations as the AF Form 8/8A aircraft/crew position is already annotated with the instructor designation (e.g., IN, IP).

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

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

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

7.3.6.1.5. Where a single mission (such as airlift tasking) consists of multiple flights over one or more days with the same flight examiners, a single line entry may be used.

7.3.6.2. Date.

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

7.3.6.2.2. For aircrew evaluations where a single mission consists of multiple flights over one or more days (see [paragraph 7.3.6.1.5](#)), use a single line entry with the date the mission was completed. Document the mission details and inclusive dates in the examiner remarks in accordance with [paragraph 7.3.11.3](#).

7.3.6.2.3. For aircrew 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. Document the details in accordance with [paragraph 7.3.7.3](#).

7.3.7. Qualification Level (Section IV).

7.3.7.1. Annotate the examinee's qualification level in accordance with the definitions of [paragraph 5.4.3](#) by placing a "1" (for Q1) or "2" (for Q2) in the qualified block or a "3" (for Q3) in the unqualified block.

7.3.7.2. Combined aircrew evaluations (e.g., INSTM/QUAL, INSTM/QUAL/MSN) require only one Qualification Level if all aircrew evaluations were awarded the same Qualification Level. If the Qualification Level varies for each Category of aircrew

evaluation accomplished, indicate the qualification level for each part separately (e.g., “INSTM: 1” and “QUAL: 2” in the qualified block or “INSTM/MSN: 1” in the qualified block and “QUAL: 3” in the unqualified block).

7.3.7.3. Expiration Date of Qualification.

7.3.7.3.1. In accordance with [paragraph 5.8.1](#), for evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the aircrew evaluation was successfully completed.

7.3.7.3.2. For aircrew evaluations that do not establish a new eligibility period, enter “N/A.”

7.3.7.3.3. Combined aircrew evaluations require only one date if all aircrew evaluation types were successfully completed and/or “N/A” if all aircrew evaluations types were assigned an unqualified grade. For combined aircrew evaluations where one category is successfully completed and/or one category is assigned an unqualified grade, indicate by assigning a new expiration date for the aircrew evaluation Category completed successfully, and “N/A” for those aircrew evaluation Categories awarded an unqualified grade (e.g., QUAL 1 and INSTM 3, then enter “QUAL-Jul 12” and “INSTM-N/A”).

7.3.8. **Additional Training (Section V).** If additional training not required, annotate each of the blocks described below with “N/A.”

7.3.8.1. Due Date(s).

7.3.8.1.1. Enter a date not to exceed the last day of the third month following the event requiring additional training (an aircrew evaluation on 26 Jan 12 equals a 30 Apr 12 due date).

7.3.8.1.1. (AETC) For students enrolled in an AETC syllabus, enter a date not to exceed the last day of the second month following the event requiring additional training (for example, 26 Jan 17, Flight Evaluation 31 Mar 17, due date). **(T-2)**

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

7.3.8.2. Date Additional Training Completed.

7.3.8.2.1. Enter the date(s) the examinee completed additional training; otherwise, enter “N/A.”

7.3.8.2.2. If more than one date is required, preface the date(s) completed with an appropriate description (Academics, Sim, Flight, etc.).

7.3.8.3. **Certifying Official Grade, and Organization.** Enter the instructor’s name, rank and organization who completed the additional training (or final event if more than one instructor is used). This individual will sign and date as the Certifying Official. **(T-3)**

7.3.9. **Other (Section VI).** Restrictions/Exceptionally Qualified/commander-directed downgrade. Place an “X” or “√” (in accordance with [paragraph 7.3.2.1](#)) in the appropriate block when comments are annotated in Section VII. Do not annotate for restrictions resulting from failed requisite exams.

7.3.10. Endorsement (Section VII).

7.3.10.1. Flight Examiner.

7.3.10.1.1. The flight examiner signing Section VII of the AF Form 8/8A is responsible for the content of the AF Form 8/8A, and should not sign Section VII until verifying all required items (in accordance with this AFMAN and AFI/AFMAN 11-2MDS Vol 2) are documented.

7.3.10.1.2. The flight examiner signing Section VII of the AF Form 8 will always place an “X” or “√” (in accordance with [paragraph 7.3.2.1](#)) in the remarks block and make comments in the comments block. **(T-1)**.

7.3.10.1.3. Any other flight examiner(s) will enter remarks in the Mission Description block describing those parts of the aircrew evaluation they evaluated, complete the fields, and sign a signature block at the bottom of the second page (see sample in [Attachment 3](#)).

7.3.10.2. Reviewing and Final Approving Officers.

7.3.10.2.1. The Reviewing and Final Approving Officers will review the content of the AF Form 8/8A 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 accordance with [paragraph 7.3.2.1](#)) in the “Concur” block. **(T-2)**. 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.

7.3.10.2.1.1. If either or both officers do not agree with any portion of the AF Form 8/8A, the qualification level will not be changed, but the dissenting officer will place an “X” or “√” (in accordance with [paragraph 7.3.10.1](#)) in the “Do Not Concur” block on their line of the AF Form 8/8A. **(T-2)**. Remarks should not be modified without the concurrence of the individual who entered the original comments.

7.3.10.2.1.2. 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 flight examiner) in accordance with [paragraph 7.3.11.4](#) and/or [paragraph 7.3.11.5](#).

7.3.10.2.2. The Reviewing Officer will sign and date the AF Form 8/8A after the flight examiner, but prior to the Final Approval Officer. **(T-3)**.

7.3.10.2.3. The Final Approval Officer will sign and date the AF Form 8/8A after the Reviewing Officer but prior to the examinee. **(T-3)**. As applicable, the Final Approving Officer may recommend or give a commander-directed downgrade in accordance with [paragraph 5.9](#) if further action is warranted.

7.3.10.2.4. MAJCOMs will specify in the MAJCOM supplement who the reviewing and final approving officers will be for aircrew evaluations other than formal course aircrew evaluations accomplished at a formal training unit. No individual can sign the AF Form 8/8A more than once (e.g., the same individual cannot sign as reviewing, as well as final approving officer).

7.3.10.2.4. (AETC) See paragraphs 4.3.8.7 and 4.3.8.8 for reviewing and final approving officer guidance.

7.3.10.2.5. For aircrew evaluations completed as part of a formal training course, the reviewing and final approving officers will be assigned to the unit conducting the course. (T-1).

7.3.10.2.5. (AETC) Air advisor aircrew training course reviewing and approving officials IAW paragraphs 4.3.8.7 and 4.3.8.8.

7.3.10.3. **Organization Block.** The format and content of data for the Organization block for the flight examiner and reviewing and final approving officers is as follows:

7.3.10.3.1. **Flight examiner.** Annotate unit/organization and office symbol of the flight examiner that completed the evaluation.

7.3.10.3.2. **Reviewing and Final Approving Officers.** Annotate unit/organization and office symbol accordingly.

7.3.10.4. **Examinee.** Annotate the examinee's Name and Rank/Grade in accordance with para 7.3.4.1 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).

7.3.11. **Comments (Section VIII).**

7.3.11.1. **Restrictions (if required).**

7.3.11.1.1. Specific restrictions and the criteria for the removal of the restrictions is documented as the first item of Section VIII.

7.3.11.1.2. Document each restriction by annotating the specific restriction, level of supervision required, and criteria for removal of the restriction.

7.3.11.2. **Exceptionally Qualified Designation (when used).** Enter designation in all capital letters. Document justification (e.g., areas of excellence) before Examiner's Remarks. Do not use OPR/EPR style statements (e.g., stratification). See examples in Attachment 3.

7.3.11.3. **Examiner Remarks.**

7.3.11.3.1. **General.** For aircrew evaluations requiring two or more sorties, the mission description is annotated with First Sortie, Second Sortie, etc., as applicable.

7.3.11.3.1.1. First Sortie, Second Sortie, etc., entries on subsequent paragraphs/subparagraphs are annotated only if there are discrepancies or recommended additional training. For evaluations with more than one evaluator, see paragraph 7.3.10.1.1.

7.3.11.3.2. In all instances, except for the mission description, if no verbiage is needed annotate with "None."

7.3.11.3.3. **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.

7.3.11.3.4. B. Discrepancies .

7.3.11.3.4.1. **Requisite Discrepancies.** Document by annotating the graded area, graded area title (e.g, Emergency Procedures Evaluation), grade (e.g., Q-/U), short description of discrepancy, and annotation if discrepancy was debriefed (see [Attachment 3](#)). Emergency Procedures Evaluation discrepancies will be annotated under paragraph B. Discrepancies, 1. Requisite. EPE.

7.3.11.3.4.2. **Aircrew 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 (see [Attachment 3](#)). Aircrew evaluation discrepancies are annotated under paragraph B, Discrepancies, 2. Aircrew Evaluation.

7.3.11.3.4.2.1. If there are no discrepancies, annotate paragraph B as, “Discrepancies. None.”

7.3.11.3.5. C. Recommended Additional Training.

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

7.3.11.3.5.2. Descriptions of assigned additional training include how satisfactory knowledge or proficiency will be demonstrated to a flight examiner or an instructor.

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

7.3.11.3.5.4. Aircrew evaluation and EPE discrepancies will be listed separately. If there is no additional training, annotate paragraph C as, “Recommended Additional Training. None.”

7.3.11.3.6. Additional Comments.

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

7.3.11.3.6.2. Document any commendable items (see [paragraph 5.4.2.9](#)) under Additional Comments using the following format, “—Commendable” followed by grading area number, grading area title (followed by any subarea title in parenthesis) and flight examiner’s description of commendable circumstances (see [Attachment 3](#)).

7.3.11.3.6.3. OPR/EPR-type comments or comments comparing the examinee to other individuals are prohibited.

7.3.11.3.6.4. If an alternate evaluation method is used to satisfy a part of the requisite or aircrew 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.

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

7.3.11.3.6.6. In accordance with [paragraph 5.2.5](#), 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.

7.3.11.3.6.6.1. **(Added-AETC)** 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)**

7.3.11.3.6.6.2. **(Added-AETC)** 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.

7.3.11.3.6.7. Incorporate the information contained in any applicable memorandum for the record (e.g., extension, waivers) in this paragraph (see [paragraph 7.7.3.2.2](#)).

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

7.3.11.3.6.9. In accordance with [paragraph 5.8.4](#), document the OG/CC approval for a member to complete one or more requisites after the evaluation expiration date.

7.3.11.3.6.10. In accordance with [paragraph 4.3.4](#), document approved cross-command evaluations.

7.3.11.4. **Reviewing Officer’s Remarks.** Reviewing Officers annotate their remarks following the Examiner’s Remarks in the space provided. If no remarks, annotate with “None.”

7.3.11.5. **Approving Officer’s Remarks.** Approving Officers annotate their remarks following the Reviewing Officer Remarks in the space provided. If no remarks, annotate with “None.”

7.3.11.6. **Additional Reviews (Optional).** Additional reviews are at MAJCOM/unit discretion and will be defined in the MAJCOM and/or unit supplement.

7.3.12. **Temporary Aircrew Evaluation Documentation.**

7.3.12.1. AF Form 3862, *Flight Evaluation Worksheet*. Use AF Form 3862 as temporary documentation of flight evaluations. File temporary aircrew evaluation documentation in the crewmember’s flight evaluation folders (FEF) (hard-copy or electronic) after the aircrew evaluation and all requisites are complete as a temporary record of the aircrew evaluation results.

7.3.12.2. The temporary aircrew evaluation documentation should include examinee, examiner, type evaluation, qualification level, requisites results, and date completed. List

any discrepancies by area/subarea, any restrictions, any additional training and any additional training due dates.

7.3.12.3. The examiner completing the aircrew evaluation signs and dates the temporary aircrew evaluation documentation.

7.3.12.4. Remove temporary aircrew evaluation documentation when the permanent AF Form 8/8A is filed in the FEF.

7.3.12.5. File the completed AF Form 8/8A in the FEF not later than the end of the third month following the date completed annotated on the AF Form 8/8A.

7.3.12.5. **(AETC)** If the AF Form 8 is not filed in the FEF by the end of the third month following the date completed annotated on the AF Form 8/8A, document the failure in the minor discrepancy log. **(T-2)** Document these discrepancies in the SEB minutes. **(T-2) Exception:** Due to the geographic separation of the examinee and the approval authority for an air advisor AF Form 8, AETC/A3L may provide a memorandum of relief from the three month requirement.

7.3.12.6. Further guidance concerning temporary aircrew evaluation documentation may be outlined in MAJCOM and unit supplement.

7.3.12.6. **(AETC)** Units will clearly annotate the status of a temporary or draft AF Form 8 by putting “DRAFT” or “TEMPORARY” on the AF Form 8, as applicable. **(T-2)** Units may use and file locally developed flight evaluation worksheets in lieu of AF Form 3862 as long as they contain the same information as an AF Form 8. **Note:** A flight evaluation worksheet is not the same as a flight evaluation certificate. **Exception:** Completed flight evaluation certificates may be used in lieu of the AF Form 8 for United States Air Force Academy cadets.

7.3.13. Documentation of Requalification Evaluations due to failed Aircrew Evaluations.

7.3.13.1. Requalification evaluations requiring an aircrew evaluation:

7.3.13.1.1. Document the results on a separate AF Form 8/8A.

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

7.3.13.1.3. If the requalification evaluation is completed prior to completion of required requisites, delay completion of the AF Form 8/8A until requisites are complete and enter the requisites on the requalification evaluation AF Form 8/8A.

7.3.13.2. 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 8/8A. Annotate the results as “RQ MSN,” “RQ QUAL,” “RQ INSTR,” etc., under section III “aircrew evaluation.”

7.4. Commander-Directed Downgrade. See also [paragraph 5.9](#) The AF Form 8/8A for a Commander-directed Downgrade will be in accordance with [paragraph 7.3](#), except as described below.

7.4.1. **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.

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

7.4.2.1. **Aircraft/Crew Position.**

7.4.2.1.1. In addition to the crewmember's MDS, if the downgrade includes a loss of a qualification (e.g., instructor) enter the downgraded crew position.

7.4.2.1.2. 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 aircrew evaluation, EPE or Examination.

7.4.2.2. **Eligibility Period.** Enter "N/A."

7.4.3. **Aircrew Evaluation Information (Section III).** In the aircrew evaluation block enter the category of the aircrew 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.

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

7.4.4.1. 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."

7.4.4.2. If the commander intends either to remove a qualification (e.g., instructor), or reduce the individual to a completely unqualified status, then enter "3."

7.4.4.2.1. Requalification evaluations following a commander-directed downgrade are documented on a separate AF Form 8/8A in accordance with [paragraph 7.3.13](#).

7.4.4.2.2. If the commander intends for the individual to regain their qualification through the successful completion of a requisite, enter "3/1" (see [paragraph 7.3.5.3](#)).

7.4.4.3. **Expiration Date of Qualification.** Enter "N/A."

7.4.5. **Additional Training (Section V) and Other (Section VI).**

7.4.5.1. If a "2" is entered in the Qualification Level in accordance with guidance above, restrictions and additional training are not required.

7.4.5.1.1. Leave the box for Restriction(s) unmarked and enter "N/A" for Due Dates and "N/A" for Date Additional Training Completed.

7.4.5.1.2. If desired, the commander may still require restrictions and/or additional training. If used, document in accordance with the next paragraph.

7.4.5.2. If a "3" is entered in the Qualification Level, restrictions and additional training are required.

7.4.5.2.1. Place an "X" or "√" (in accordance with [paragraph 7.3.2.1](#)) 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 8/8A).

- 7.4.5.2.1. (AETC) For students enrolled in an AETC syllabus, enter a date not to exceed the last day of the second month following the event requiring additional training (e.g., 26 Jan 17 Flight Evaluation, 31 Mar 17 due date). (T-3)
- 7.4.5.2.2. Enter a date into the Date Additional Training Completed block when required training is complete.
- 7.4.5.2.3. The Instructor completing the additional training (or last training event if more than one) signs and dates the Certifying Official block.
- 7.4.5.3. Place an “X” or “√” in the commander-directed downgrade Block (in accordance with [paragraph 7.3.2.1](#)).

7.4.6. Endorsement (Section VII).

- 7.4.6.1. Only the commander directing the downgrade and the individual concerned may sign the AF Form 8/8A. Additional reviews (annotated under Section IV) are at the MAJCOM discretion.
- 7.4.6.2. Final Approving Officer. The commander directing the downgrade signs and places an “X” or “√” (in accordance with [paragraph 7.3.2.1](#)) in the remarks block.
- 7.4.6.3. **Examinee.** The crewmember signs acknowledging the action being taken by the commander.

7.4.7. Comments (Section VIII).

- 7.4.7.1. At the top of the page enter, “RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE.”
- 7.4.7.2. Paragraph A, Narrative: describe the reason for the commander-directed downgrade.
- 7.4.7.3. Paragraph B, Discrepancies: in accordance with [paragraph 7.3.11.3.3](#).
- 7.4.7.4. Paragraph C, Recommended Additional Training:
- 7.4.7.4.1. In accordance with [paragraph 7.3.11.3.4](#) as desired or “None.”
 - 7.4.7.4.2. In accordance with [paragraph 7.3.11.3.5](#), enter corrective action or training required prior to requalification.
- 7.4.7.5. Paragraph D, Additional Comments: As desired or “None.”
- 7.4.7.6. Additional Reviews: As directed by MAJCOM and/or unit supplement or “None.”

7.5. Initial Cadre. (see also [paragraph 5.12](#)). Except as described below, the AF Form 8/8A for an Initial Cadre will be completed in accordance with [paragraph 7.3](#).

- 7.5.1. **Date Completed.** The effective date as annotated on the MAJCOM/A3 memo described in [paragraph 5.12.2](#).
- 7.5.2. **Examinee Identification (Section II).**
- 7.5.2.1. **Aircraft /Crew Position.** Enter the examinee’s new MDS and crew position.
 - 7.5.2.2. **Eligibility Period.** Enter “N/A.”

7.5.3. **Aircrew Evaluation Information (Section III).** Under "Aircrew Evaluation" enter "INIT CADRE QUAL" with the same date as noted in [paragraph 7.5.1](#).

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

7.5.4.1. Enter a "1" in the qualified block.

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

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

7.5.6. **Endorsement (Section VII).**

7.5.6.1. **Flight Examiner.** Leave blank.

7.5.6.2. **Reviewing Officer.** The SQ/CC signs and places an "X" (in accordance with [paragraph 7.3.2.1](#)) in the remarks block. If the SQ/CC is being upgraded then leave blank.

7.5.6.3. **Final Approving Officer.** The OG/CC signs and places an "X" (in accordance with [paragraph 7.3.2.1](#)) in the remarks block.

7.5.6.4. **Examinee.** The examinee signs.

7.5.7. **Comments (Section VIII).** Paragraph A, Narrative. Include a brief description of the new qualification as well as any training received before awarding qualification. Reference the MAJCOM/A3 memo described in [paragraph 5.12.2](#).

7.6. 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. See example at [Attachment 5](#).

7.6.1. **Data Entry.**

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

7.6.1.2. Requirements for font, indentation, and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards as desired.

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

7.6.1.4. For combined aircrew 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.

7.6.1.5. 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.

7.6.2. **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 8/8A.

7.6.3. **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 8/8A. If different qualification levels were awarded to different types of a combined evaluation, list these individual types as separate entries.

7.6.4. **Date Completed.** Enter date from the Date Completed block of the subject AF Form 8/8A.

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

7.6.6. **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 aircrew evaluation from a Flight Examiner in a different MAJCOM unless the individual is enrolled in a formal training program.

7.6.7. **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.

7.7. Flight Evaluation Folders (FEF). The FEF contains the source documents that constitute the history of qualifications for each crewmember.

7.7.1. Maintenance of FEFs.

7.7.1.1. Each crewmember who is on flying status must have a FEF that includes all AF Forms 8/8A, AF Forms 942, and any additional MAJCOM and/or unit specified Stan/Eval items. **Exception:** Universal Qualified Aircrew that only require an examination to establish aircrew qualification do not require a FEF, documentation will be in accordance with [paragraph 8.3](#).

7.7.1.2. The FEF must be maintained by a Stan/Eval functional office, normally in the organization to which the individual is assigned or attached for flying. **(T-3)**.

7.7.1.3. FEFs belonging to HHQ personnel on active flying status will be maintained by the Stan/Eval function of their attached flying unit.

7.7.1.4. For personnel on inactive flying status, the FEF will be maintained with their Flight Records Folder (FRF). **(T-3)**.

7.7.1.5. Individuals assigned or attached to other than USAF units may use the format of the service to which they are attached to document their history of qualifications.

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

7.7.2. Electronic Flight Evaluation Folders.

7.7.2.1. Electronic FEF systems must be able to produce hard copies of FEF products, when needed, consistent with the guidance in this AFMAN. **(T-1)**. Additionally, the electronic FEF must be transportable by either digital media or via a digital database. **(T-1)**.

7.7.2.2. Stan/Eval Offices must employ a method to backup Electronic FEFs. **(T-1)**. Examples include stand-alone electronic systems, separate servers or paper copies and should be specified in unit supplements to this AFMAN.

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

7.7.3. **Contents.** Divide the FEF into two sections:

7.7.3.1. **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.

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

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

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

7.7.3.1.4. If the FEF is not maintained at the same base with the individual's flight records folder, a copy of the most recent DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*, may be filed in this section behind any MAJCOM and/or unit directed items.

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

7.7.3.2.1. **AF Forms 8/8A.** 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)**.

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

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

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

7.7.3.2.2.3. 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 aircrew qualifications, remove the memorandum and add a summary of the memorandum that describes the original discrepancy in the FEF Review and Discrepancy Log.

7.7.3.2.2.4. **Expiration Date Extensions memoranda for the record (see also paragraph 5.8)**. 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.

7.7.4. **Hard-Copy Folders.**

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

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

7.7.4.3. 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 MAJCOM and/or unit supplement.

7.7.4.4. Folders must bear the "Controlled Unclassified Information" and Privacy Act statement label/stamp on both sides of the FEF.

7.7.4.4. (AETC) Unit will ensure all new arrival 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. If unable, update the FEF before the individual leaves for a permanent change of station. (T-2)

7.7.5. **Review of FEFs.**

7.7.5.1. **Initial Review.** The flying unit will review the FEF for all newly assigned crewmembers to verify their aircrew qualification(s) prior to their first flight. (T-3).

7.7.5.1.1. The gaining organization documents any 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.

7.7.5.1.2. 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).

7.7.5.2. **Posting Review.**

7.7.5.2.1. The Stan/Eval function will review each AF Form 8/8A when they are placed in the FEF to ensure accuracy and completeness.

7.7.5.2.2. The AF Form 8/8A review will confirm that the aircrew evaluation Eligibility Period and aircrew qualification as documented are correct, that the aircrew evaluation and all requisites were accomplished within the aircrew evaluation Eligibility Period and that all signatures and initials are obtained within the allotted time (see [paragraph 7.3.12.5](#)).

7.7.5.2.3. Document the posting review in the FEF Review and Discrepancy Log or in accordance with MAJCOM guidance.

7.7.5.2.3. (AETC) 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 7.6](#) signifies the posting review has been completed.

7.7.5.3. Periodic Review.

7.7.5.3.1. The Stan/Eval function reviews all applicable FEF to confirm aircrew qualification expiration dates used to track required aircrew evaluations are the same as those listed in the FEFs. Periodic review of FEFs for personnel in inactive status is not required.

7.7.5.3.2. 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.

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

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

7.7.6. FEF Discrepancies.

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

7.7.6.1.1. 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 8/8A.

7.7.6.1.2. 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 8/8A.

7.7.6.2. Minor discrepancies are discrepancies that do not affect the aircrew qualification of the crewmember but affect the overall clarity of a current or previous AF Form 8/8A. If a minor discrepancy cannot be corrected on the AF Form 8/8A, 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.

7.7.6.2. (AETC) 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.

7.7.6.3. Corrections.

7.7.6.3.1. **AF Form 8/8A.** As a source document, the AF Form 8/8A may be corrected by use of white-out or pen and ink alteration of the original document provided the flight examiner signing Section III of the form initials the correction. If the original flight examiner is not available then document the discrepancy in accordance with [paragraph 7.7.3.2.2](#) or [7.7.3.2.2.3](#).

7.7.6.3.2. **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.

7.7.6.3.3. **Electronic Corrections.** If the system used to store the record does not allow corrections to be made, document the discrepancy in accordance with [paragraph 7.7.3.2.2](#) and/or [paragraph 7.7.3.2.2.3](#).

7.7.7. Transfer of FEF.

7.7.7.1. **PCS of Individual.** Crewmembers should hand-carry a paper or electronic copy of their FEF to the gaining organization.

7.7.7.1.1. When circumstances prevent this, the losing organization emails an electronic copy of the FEF or mails the paper FEF to the gaining unit via registered mail.

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

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

7.7.7.1.4. The gaining unit is responsible for the accuracy of the FEF after the initial FEF review.

7.7.8. Disposition of FEF.

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

7.7.8.2. Outdated certification documents, Aviation Resource Management System (ARMS) products, medical recommendations and miscellaneous documentation identified during reviews will be returned to the aircrew member for disposal.

7.8. Air Force Form 4348, *USAF Aircrew Certifications*. See [Attachment 6](#) for sample AF Forms 4348.

7.8.1. Purpose. The AF Form 4348 provides a record of aircrew certification that may be kept in the FEF.

7.8.1. (AETC) Purpose. Units will document aircrew certifications (and any non-formal training leading to certification) using the G/TIMS certification module following completion of task based training (TBT) or on an AF Form 4348. (T-2) See [paragraph 2.3.2.5](#) OGV will ensure standardization of similar aircrew certifications across units. (T-2)

7.8.1.1. Maintain a separate AF Form 4348 in the FEF, Section I, under tab 1 documenting certifications by assigned flying unit and primary MDS. For aircrew members with aircraft certifications in multiple MDS aircraft which do not require qualification in each aircraft (e.g., F-16C and F-16CM), only one AF Form 4348 is required; specify the primary mission MDS designation.

7.8.1.1. (AETC) AF Forms 4348 should normally be filed in the aircrew member's training folder but may be included in the aircrew member's FEF. Do not file AF Forms

4348 in both places. (T-2) If included in the FEF, follow the guidance in the basic AFMAN 11-202V2.

7.8.1.2. Unit Stan/Eval will document all initial, downgrade and re-certifications for aircrew assigned/attached to their flying unit to indicate a chronological history of certifications of aircrew while assigned/attached to their flying unit.

7.8.1.3. During the initial review of individual FEF, also review previous AF Form 4348 entries to determine all applicable certifications of new assigned/attached aircrew member. Then, document applicable aircrew certifications accepted by the gaining flying unit commander on a new AF Form 4348.

7.8.1.4. The OGV/squadron Stan/Eval Chief or other individual designated by the SQ/CC will sign a one line entry below all other entries verifying that above certification transcriptions are accurate.

7.8.1.4.1. When utilizing digital FEFs, the certifying official may digitally sign new individual entries. If the procedures in [paragraph 7.8.1.4](#) are utilized for past certifications and a certifying official has signed all additional entries, then a final signature below all other entries is not required.

7.8.1.5. Do not use AF Form 4348 to document one-time training/new equipment unless directed by MAJCOM.

7.8.1.5. (AETC) Units may document one-time training on the AF Form 4348 for the purpose of tracking completion. Once all aircrew members complete training, remove it from the letter of Xs.

7.8.1.6. Appropriate guidance that may require aircrew certification using AF Form 4348 entry include MAJCOM and/or supplement, AFI/AFMAN11-2MDS Vol 1, and AFI/AFMAN11-2MDS Vol 3.

7.8.2. General Data Entry.

7.8.2.1. Complete individual identification block with last name, first name, middle initial, any titles (e.g., Jr. or II), DoD ID number, unit MDS and unit (assigned/attached for flying) organization/location.

7.8.2.2. Use one line for each certification.

7.8.2.3. Enter each certification in chronological order based on the date the action is completed.

7.8.2.4. For date fields in the AF Form 4348, use a two-digit day, three-letter month and two-digit year format, or as required for electronic forms.

7.8.3. Certification.

7.8.3.1. Certified Event Title. Enter each certification title on the top block on the AF Form 4348.

7.8.3.2. Enter the instructor's rank, name and organization who completed applicable training for the certified event below the event title of the Certified Event block for the MDS under which the certification is given.

7.8.3.2. (AETC) For events that don't require an instructor for certification, enter "N/A."
(T-2)

7.8.3.3. Date Certified. Enter the effective date of certification.

7.8.3.4. For certifications attained as part of a FTU, the date will match the date of the applicable AF Form 8/8A, or enter the date of completion or graduation from FTU if no AF Form 8/8A is issued.

7.8.3.5. Certification Official/Organization. MAJCOM Supplement will specify AF Form 4348 certifying officials. The Certifying Official will sign above their typed name, rank, organization and office symbol.

7.8.3.5. (AETC) Except where otherwise specified, the SQ/CC will sign the AF Form 4348 as the certifying official. (T-2) This authority may be delegated no lower than SQ/DO, ADO or Chief of Training. (T-2) Once properly signed, the AF Form 4348 becomes the certification source document. Records maintained during the certification process may be archived or disposed of IAW the Records Disposition Schedule.

7.8.3.6. The Certifying Official is the person authorized by governing directives to approve or certify an aircrew member for a specific position or event.

7.8.3.7. If a certification is given with restrictions, state the restrictions on the AF Form 4348 in the Remarks block.

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

7.8.4.1. Decertification for Cause. Used for observed substandard performance.

7.8.4.1.1. This action is normally associated with commander-directed downgrade, but also applies to commander-directed decertification of evaluators (resulting from substandard performance).

7.8.4.1.2. 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; see [Attachment 6](#) for example.

7.8.4.2. Discretionary Decertification. An administrative action not based on performance.

7.8.4.2.1. Such decertification is warranted when loss of currency or certification occurs that will not be regained in accordance with AFI/AFMAN11-2 Vol 1, 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 flight examiners as a result of reasons other than substandard performance.

7.8.4.2.2. 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; see [Attachment 6](#). **Note:** For decertification

due to loss of currency with no requirement for re-certification, the effective date of decertification will be the date of certification loss.

7.8.4.2.3. For events that have changed in name only (e.g., In-Flight Refueling to Air Refueling) no action is necessary. If desired for clarity: annotate “Renamed (*new title*)” under Remarks.

7.8.4.2.4. For members who change MDS while assigned/attached to the same Stan/Eval organization, prepare a new AF Form 4348 indicating the new MDS and transcribe all events which apply to the new MDS in accordance with [paragraph 7.8.1.3](#).

7.8.5. Unusual Circumstances. When unusual circumstances require additional information for an AF Form 4348 entry, use additional lines as necessary or re-accomplish the AF Form 4348.

7.8.6. Computer Generated AF Forms 4348. Computer-generated AF forms must mirror AF forms published on the Air Force e-Publishing web site.

7.8.6. (AETC) Computer Generated AF Forms 4348. If electronic forms are used, a backup must be maintained. **(T-3) Exception:** If using G/TIMS, a backup is not required.

7.8.7. Unit Supplement. Describe unit AF Form 4348 procedures/program. Include a list of certifications applicable to the unit with appropriate source documents and designated certifying officials. Document procedures to ensure certifications reflected on AF Form 4348 are also included in ARMS. Annotate if someone other than the Chief of OGV/squadron or Stan/Eval has been authorized by the SQ/CC to sign the last line of an AF Form 4348 to signify transcription accuracy.

7.9. (Added-AETC) AF Form 4324, Aircraft Assignment/Aircrew Qualification Worksheet. For proper completion and routing, refer to AFMAN 11-202V1, *Aircrew Training*, and AFMAN 11-421, *Aviation Resource Management*, for procedures.

7.9.1. (Added-AETC) Stan/Eval will sign the AF Form 4324 for all changes that change the aircrew member’s crew position. **(T-2)**

7.9.2. (Added-AETC) SQ/CC will sign the AF Form 4324 “Commander” block for aircrew member’s initial aircraft assignment. **(T-2)**

Chapter 8

UNIVERSAL QUALIFICATION

8.1. General.

8.1.1. Universal Qualification is a documented designation that allows certain specified aircrew to attain/maintain qualification in two or more MDS aircraft.

8.1.2. The types of aircrew eligible for Universal Qualification will be identified in the MAJCOM Supplement to this document or the applicable AF 11-2MDS Vol 2.

8.1.2. (AETC) Types of aircrew eligible for Universal qualification are identified in AFMAN 11-2MDS V1 and V2. For AETC lead command aircraft, if not addressed in the AFMAN 11-2MDSV1 or V2, flight surgeons and X-prefixed Aerospace Physiology personnel (officer and enlisted) are eligible for Universal qualification.

8.1.3. The types of MDS available for Universal Qualified Aircrew to maintain Universal Qualification on will be identified in the MAJCOM Supplement to this document or the applicable AFI/AFMAN 11-2MDS Vol 2.

8.1.3. (AETC) MDS available for Universal Qualified Aircrew to maintain Universal Qualification are IAW the applicable AFMAN 11-2MDSV2. The following AETC lead command aircraft are available for universal qualified aircrew to maintain universal qualification: T-1, T-6, T-7, T-38, T-41, T-51, T-53, TH-1H, UV-18, TG-15A, TG-16 and TG-17.

8.1.4. Crewmembers that will be qualified in all USAF aircraft upon successful completion of a QUAL evaluation, will be identified in accordance with this chapter, the MAJCOM Supplement to this document or the applicable AFI/AFMAN 11-2MDS Vol 2.

8.2. Evaluations.

8.2.1. Universal Qualification is attained/maintained by the successful completion of a QUAL evaluation or the successful completion of a Requisite(s).

8.2.2. Once Universal Qualification has been attained, qualification on additional MDS is attained/maintained in accordance with [paragraph 8.1](#).

8.2.3. A QUAL evaluation for Universal Qualified Aircrew, may be accomplished on any of the MDS in which the crewmember is either gaining or maintaining qualification.

8.2.4. A Mission qualification may be required by applicable AFI/AFMAN 11-2MDS Vol 2 and/or MAJCOM supplement to this manual. A Mission Qualification, when required, is attained through a MSN Evaluation given in one MDS that the Universal Qualified Aircrew maintains Basic Qualification.

8.2.5. Failure of universally qualified aircrew members to pass a QUAL evaluation (or requisite if Qualification is attained by requisite only) results in loss of Universal Qualification, in accordance with MAJCOM supplement and AFI/AFMAN MDS Vol 2. Failure to pass a MSN evaluation (or requisite if Mission Qualification is attained by requisite only) results in loss of Mission Qualification on all MDS, in accordance with MAJCOM supplements and AFI/AFMAN MDS Vol 2.

8.3. Documentation.

8.3.1. **AF Form 8.** If the crewmember requires a QUAL evaluation and/or an EPE (e.g., not just an examination), and if after successful completion of the Evaluation will be automatically Qualified in all MDS listed in the MAJCOM supplement or AFI/AFMAN MDS Vol 2, document the evaluation on a AF Form 8 and maintain the AF Form 8 in a FEF in accordance with **Chapter 7**. Annotate "Universal Qualification" in Comments (Section VII) under Examiners Remarks: A. Mission Description.

8.3.2. **AF Form 8A.** If the crewmember requires a QUAL evaluation and/or an EPE (e.g., not just an examination) and subsequently attains Qualification in additional MDS separately, then document the evaluation on a AF Form 8A and maintain the AF Form 8A in a FEF in accordance with **Chapter 7**.

8.3.3. **AF Form 3862.** File the worksheet or draft copy of the AF Form 8 in the aircrew member's Flight Evaluation Folder immediately after the flight evaluation as a temporary record of the evaluation results. Maintain until the finished AF Form 8 is added to the FEF, then discard.

8.3.4. **AF Form 1522.** If the crewmember only requires an examination to maintain Universal Qualification, document the successful completion on an AF Form 1522, *ARMS Additional Training Accomplishment Report*, with currency tracked in the training module. The Stan/Eval function of the unit to which Universal Qualified Aircrew are assigned/attached for flying will verify that ARMS information is logged appropriately. **(T-1)**.

8.3.4. **(AETC) AF Form 1522.** Use the AF Form 1522, *ARMS Additional Training Accomplishment Report*, for both initial and periodic universal qualifications. **(T-2)**

8.3.4.1. MSN Evaluations, if required, will be documented in the same manner as QUAL evaluations.

8.3.5. AF Form 8A differences.

8.3.5.1. Examinee Identification (Section I).

8.3.5.1.1. Expiration Date of Qualification.

8.3.5.1.1.1. If the crewmember only requires an EPE or EPEs in multiple MDS, enter the month and year that is 17 months after the month in which the last EPE was successfully completed.

8.3.5.1.1.2. If the crewmember requires aircrew evaluations in multiple MDS, enter the month and year that is 17 months after the month in which the last aircrew evaluation was successfully completed.

8.3.5.1.2. **MDS/Crew Position.** Enter the MDS in which the aircrew evaluation or EPE was given. If multiple aircrew evaluations and/or EPEs in different MDS are required to maintain Universal Qualification, list each MDS/Crew Position that the crewmember received an aircrew evaluation and/or EPE that were part of the periodic Universal Qualification Evaluation.

8.3.5.2. Requisite Information (Section II).

8.3.5.2.1. Make a separate entry for each requisite by MDS in accordance with published guidance in MDS specific volume 2.

8.3.5.2.2. For combined requisites that include all applicable aircraft under Universal Qualification guidelines (example: one closed/open book examination which contains questions for more than one aircraft or one EPE which evaluates more than one aircraft) make a single line entry for each requisite (e.g., Open Book, Closed Book, EPE).

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

8.3.5.3.1. Qual Level. Place a 1, 2, or 3 in the Qualification Level block next to the applicable aircrew evaluation.

8.3.5.3.2. **Additional MDS Qualification.** Upon successful completion of the evaluation, if the crewmembers are granted qualification on additional specific MDS by a means other than an Evaluation or EPE (e.g., by examination, certification, training) annotate those additional MDS in the "Additional MDS Qualification" blocks.

8.3.5.4. **Endorsement (Section VII).**

8.3.5.4.1. **Flight Examiner.**

8.3.5.4.1.1. If the crewmember only requires an EPE or EPEs in multiple MDS, the flight examiner completing the last EPE will sign in the Flight Examiner block.

8.3.5.4.1.2. If the crewmember requires aircrew evaluations in multiple MDS, the FE completing the last EPE will sign in the Flight Examiner block.

8.3.6. **AF Form 942 differences.** Enter the first MDS/crew position as it appears in the MDS/Crew Position area under Examinee Identification of the subject AF Form 8A.

8.3.7. AF Form 803. Evaluation Form for AFSPECWAR aircrew. Document, file and maintain in accordance with AFSPECWAR AFI/AFMAN 11-2MDS requirements.

8.4. **Flight Surgeons.**

8.4.1. Flight Surgeon initial and periodic Universal Qualification evaluations consist of a closed book examination. **(T-1).**

8.4.1. **(AETC)** Flight surgeons will complete requirements listed in AFMAN 11-2MDSV1 for all aircraft in which they will be qualified. **(T-2)**

8.4.2. AFMRA/SG3P maintains a bank of test questions. **(T-1).** Test questions are randomly generated from the test bank.

8.4.3. Upon successful completion of the examination, the flight surgeon is Universal Qualified in all USAF aircraft.

8.5. **AFSPECWAR Aircrew.**

8.5.1. AFSPECWAR Aircrew initial and periodic Universal Qualification evaluations will consist of a closed book examination. **(T-1).**

8.5.2. Test questions are randomly generated from a test bank maintained in accordance with AFI 10-3502V2. **(T-1).**

8.5.3. Upon successful completion of the examination, the AFSPECWAR Aircrew is Universal Qualified in all USAF aircraft.

8.6. Aerospace Physiology (AP) Personnel.

8.6.1. X-Prefixed Aerospace Physiology personnel (Officer and Enlisted) will complete an initial and periodic open book examination.

8.6.2. Test questions are randomly generated from a test bank maintained by AF/A3T, Officer and Enlisted Career Field Managers for Aerospace Physiology **(T-1)**.

8.6.2. **(AETC)** The Aerospace Physiology open book test will be built from a combination of the MDS Physiology MQB and the Handbook of Aerospace and Operational Physiology MQB. **(T-2)**

8.6.2.1. **(Added-AETC)** The test will contain 25 questions with 15 questions from the MDS Physiology MQB and 10 from the Handbook of Aerospace and Operational Physiology MQB. **(T-3)**

8.6.2.2. **(Added-AETC)** Locations with multiple AETC lead command aircraft (i.e., Columbus AFB, Laughlin AFB, JBSA-Randolph, NAS Pensacola, Sheppard AFB, Vance AFB) will use the T-6 Physiology MQB for the 15 MDS questions. **(T-2)**

8.6.3. Upon successful completion of the examination, Aerospace Physiology personnel will receive a Universal Qualification in all USAF aircraft.

8.6.4. Record successful completion of the initial open book exam on an AF Form 4324 in Block 22 (Qualification/Certification).

8.6.4.1. For Officers, use the graduation date annotated on the AFSC awarding course certificate.

8.6.4.2. For Enlisted, use the date annotated on the AF Form 2096 that awards the 5 Skill level.

8.6.5. All periodic examinations will be recorded on the AF Form 1522.

8.7. Other Aircrew not identified in the MAJCOM Supplement or AFI/AFMAN 11-2MDS Vol 2 requiring Universal Qualification.

8.7.1. Initial and periodic evaluations consist of a minimum of an open or closed book examination. **(T-2)**.

8.7.2. The Unit Stan/Eval office maintains a bank of test questions. **(T-2)**. Test questions are randomly generated from the test bank.

8.7.3. Upon successful completion of the examination, the crewmember is qualified in aircraft as designated in unit supplements or in the remarks section of the AF Form 8/8A.

Chapter 9

OTHER STANDARDIZATION EVALUATION PROGRAMS

9.1. Flight Crew Information File (FCIF).

9.1.1. Units will establish and maintain a FCIF consisting of a current read file and publications library. The FCIF will consist of the items listed in [Table 9.1](#) and will be filed in accordance with DAFI 33-360 in either hardcopy or electronic format. **(T-1)**. The FCIF is organized into volumes as shown in the table. If a unit establishes an electronic FCIF, the location will be readily accessible and easily navigable by all aircrew. **(T-2)**.

9.1.1.1. If any part of the FCIF is maintained electronically and not specifically addressed in this chapter, in DAFI 33-360 or TO 00-5-1, units will ensure that the information is current and accessible for concurrent viewing by multiple crewmembers. **(T-3)**.

9.1.1.2. At a minimum, units will maintain the required index and location of electronic files in a hard-copy binder in a location easily accessible to all unit aircrew. **(T-3)**.

9.1.1.3. Documents in the FCIF will be made available for deployments via either electronic or hardcopy means. **(T-1)**.

9.1.1.4. The AF Form 50, *Flight Crew Information File*, is the source document used to issue Flight Crew Information Files.

9.1.1.4.1. Use the AF Form 50 (see [paragraph 9.3](#)) to generate FCIF messages in which pertinent information is published to units.

9.1.1.4.2. MAJCOMs may tailor the form to reflect MDS information as necessary.

9.1.1.5. **(Added-AETC)** Each flying squadron will appoint, in writing, an FCIF monitor to ensure proper maintenance as directed by this supplement. **(T-2)** The OG/OGV is responsible for FCIF standardization for subordinate flying organizations and is the focal point for any data to be entered in the FCIF. **(T-2)** The OG/OGV may maintain a web-based FCIF resource, but is still required to notify subordinate units of new items. To avoid overwhelming crewmembers with unnecessary details, prominent points should be extracted from lengthy documents or highlighted if inclusion in Volume I is necessary. Above the OG/OGV level, 19 AF Stan/Eval is the focal point for FCIF information.

9.1.1.6. **(Added-AETC)** MAJCOM FCIFs must be implemented within two work days of issue. **(T-2)**

9.1.1.7. **(Added-AETC)** FCIF signoff will be accomplished via G/TIMS. **(T-2)**
Exception: Air advisor flight training programs need not use G/TIMS but must devise their own system of FCIF signoff. **(T-2)**

9.1.1.8. **(Added-AETC)** Initial FCIF reviews will be accomplished prior to an individual's first flight. **(T-2)** An annual review will also be accomplished prior to the first flight at the beginning of each calendar year. **(T-2)** Prior to each flight, update the Part B FCIF signoff record if new material was added since the last review. **(T-3)** Crewmembers not assigned or attached to the unit will annotate the FCIF number and initial next to their name on the original copy of the flight authorization. **(T-3)** The unit's go/no-go program will track compliance with this paragraph. **(T-2)**

9.1.1.9. **(Added-AETC)** Aircrew members will receive an FCIF update from a qualified and current crewmember (preferably a counterpart) if authorized to join a mission en route and participating as a primary aircrew member. **(T-2)**

9.1.1.10. **(Added-AETC)** Brief applicable FCIF items prior to flight. **(T-2)**

9.1.1.11. **(Added-AETC)** Units are allowed to distribute and maintain electronic copies of these volumes, to include a fully electronic library. Linking to HHQ internet publications sites is authorized. Units may maintain local electronic copies to indicate local posting instructions. The origin (basic or supplemental level) of all text must be clear. Units will describe electronic backup procedures in their local supplement. **(T-2)** Paper backup copies are not required. **Note:** Units will list additional requirements in their local supplements. **(T-2)**

9.1.2. **Required Volumes.** If units choose hardcopy format and the contents of any volume exceed the capacity of its binder, use an additional binder and identify the first and subsequent binders by a letter of sequence (e.g., IIIA, IIIB). **(T-2)**. Label binders on the spine indicating Volume and Title in accordance with **Table 9.1.** **(T-2)**.

9.1.2. **(AETC) Required Volumes.** Rules for establishing and maintaining FCIF volumes are as follows:

Table 9.1. Required Volumes.

VOLUME	TITLE
VOLUME I	Table of Contents/Current Read File
VOLUME II	Publications—Air Force Directives MAJCOM Supplements
VOLUME III	Publications—MAJCOM/NAF/Local Directives
VOLUME IV	Flight Manuals/Checklists/Aircrew Aids/Technical Orders
VOLUME V (Optional)	Flight Safety Information

9.1.2.1. **Volume I: Current Read File** . Consists of a minimum of two parts to include an Index (Part A) and Current Read Files (Parts B and C (**Note:** Part C is optional)). MAJCOMs may add additional components to Volume I as appropriate.

9.1.2.1. **(AETC) Volume I: Current Read File.** In addition to Part A and Part B, units will also maintain Part C. **(T-2)**

9.1.2.1.1. Part A is an index listing all material contained in FCIF Volumes I through V.

9.1.2.1.1. **(AETC)** Part A will contain the appointment memorandum for the FCIF monitor. **(T-2)**

9.1.2.1.2. Part B is the Current Read File of FCIF messages.

9.1.2.1.2. **(AETC)** AETC aircrews tasked with operational missions will review the tasking MAJCOM's Part B read file. **(T-2)**

9.1.2.1.2.1. FCIF messages contain information temporary in nature, directly pertinent to the safe conduct of flight, and must be read before flight. **(T-2)**.

9.1.2.1.2.2. FCIF messages may be issued/rescinded from the MAJCOM, NAF or unit level. Only the office who originally issued the FCIF can rescind it.

9.1.2.1.2.3. MAJCOMs will advise user commands when releasing an FCIF message that affects a MDS. **(T-1)**. FCIF messages that affect MDSs will include designated MAJCOM applicability. **(T-2)**.

9.1.2.1.2.4. FCIF messages may be issued to alert aircrew to publication changes for Technical Order (TO) or AFIs/AFMANs that affect aircraft operations. Actual publication changes must be accomplished in accordance with established procedural guidance, to include DAFI 33-360 (as applicable) and TO 00-5-1. **(T-1)**.

9.1.2.1.2.5. FCIF messages that contain MDS data will be controlled in accordance with the applicable distribution statement in the governing TO. **(T-1)**.

9.1.2.1.3. Part C is the Current Read File that contains information temporary in nature but not related to the safe conduct of flight and not required to be read before flight.

9.1.2.1.3. **(AETC)** Part C, General Information, will be maintained and include current operational and mission guidance of a non-safety of flight nature. **(T-3)** **Note:** Part C guidance is not part of the flight go/no-go program. Units will implement procedures to ensure aircrews read and acknowledge items in Part C in a timely manner. **(T-3)** Command-level Part C items may be upgraded to Part B by local units.

9.1.2.1.4. **(Added-AETC)** Conduct quarterly reviews of Part B and C read files. **(T-2)**

9.1.2.1.4.1. **(Added-AETC)** Begin Part B and C with a numerical index of current information that includes the assigned AETC or OG/OGV control number, date distributed, date of last review, title, office of primary responsibility, date rescinded, and disposition. **(T-3)** The review date may be left blank for newly filed items that have not been subject to review. File items in Part B and C in reverse numerical sequence with the latest item on top. **(T-3)**

9.1.2.1.4.2. **(Added-AETC)** Maintain command-level items until rescinded by the issuing agency. **(T-2)** Maintain rescinded items in a separate file for 6 months IAW the Records Disposition Schedule and continue to reference them on the index until the end of the quarter following the quarter in which the item was rescinded. **(T-3)**

9.1.2.1.4.3. **(Added-AETC)** Cross reference classified entries to the location where the item is maintained. **(T-2)**

9.1.2.2. **Volumes II through IV: Publications Library** . These volumes consist of an FCIF Functional Publications Library according to MAJCOM directives. See DAFI 33-360 for basic library requirements.

9.1.2.3. All publications in the library will be current and complete. **(T-1)**. MAJCOMs may authorize units to withhold posting of publication library information that does not apply based on aircraft configuration.

9.1.2.4. Units establish and maintain a table of contents for the publications library containing, as a minimum, a listing of basic publications numbers and short titles. **(T-2)**. Publication dates, supplements and changes are not required.

9.1.2.5. MAJCOMs may waive Volumes II-V requirements for special training units (e.g., Red Flag).

Table 9.2. Volume II Mandatory Publications.

PUBLICATION	TITLE
AFMAN 11-202 Vol 1	<i>Aircrew Training</i>
AFI/AFMAN 11-2MDS Vol 1	<i>Aircrew Training</i>
AFMAN 11-202 Vol 2	<i>Aircrew Standardization and Evaluation Program</i>
AFI/AFMAN 11-2MDS Vol 2	<i>Aircrew Evaluation Criteria</i>
AFMAN 11-202 Vol 3	<i>Flight Operations</i>
AFI/AFMAN 11-2MDS Vol 3	<i>Aircrew Operational Procedures</i>
DAFMAN 11-401	<i>Aviation Management</i>

Table 9.2. (AETC) Volume II Mandatory Publications.

Publication	Title
AFMAN 11-202 Vol 1	<i>Aircrew Training</i>
AFMAN 11-2MDS Vol 1	<i>Aircrew Training</i>
AFMAN 11-202 Vol 2	<i>Aircrew Standardization and Evaluation Program</i>
AFMAN 11-2MDS Vol 2	<i>Aircrew Evaluation Criteria</i>
AFMAN 11-202 Vol 3	<i>Flight Operations</i>
AFMAN 11-2MDS Vol 3	<i>Aircrew Operations Procedures</i>
DAFMAN 11-401	<i>Aviation Management</i>
DAFI 11-209 (Added)	<i>Participation in Aerial Events</i>
AFI 11-215 (Added)	<i>Flight Manuals Program</i>
AFMAN 11-218 (Added)	<i>Aircraft Operations and Movement on the Ground</i>

Publication	Title
AFMAN 11-246 (applicable volume) (Added)	<i>Air Force Aircraft Demonstrations, AC-130, MC-130, EC-130J, CV-22</i>
AFMAN 11-290 (Added)	<i>Cockpit/Crew Resource Management and Threat & Error Management Program</i>
AFI 11-418 (Added)	<i>Operations Supervision</i>
DAFMAN 13-201 (Added)	<i>Airspace Management</i>
AFI 90-201 (Added)	<i>The Air Force Inspection System</i>
AFI 91-202 (Added)	<i>The US Air Force Mishap Prevention Program</i>

9.1.2.6. **Volume V (optional): Flight safety information .**

9.1.2.7. **(Added-AETC)** Directives required by [Table 9.2](#) also include AETC supplements as appropriate.

9.1.2.8. **(Added-AETC)** The appropriate volumes of AETCI 36-2605, *Formal Flying Training Administration and Management* or AETCI 36-2604, *Flying Training Instructor Programs*, as appropriate, will be included in Volume III. **(T-2)**

9.1.2.9. **(Added-AETC)** Required items for Volume IV, will be defined in a local supplement. **(T-2)**

9.1.2.10. **(Added-AETC)** Local procedures (if used) will be defined in a local supplement and placed in Volume V. **(T-3)**

9.2. Flight Related Special Interest Item (SII).

9.2.1. Flight Related SIIs are items of emphasis relating to existing procedure(s) designed to mitigate or eliminate specific risks or trends.

9.2.2. Flight Related SIIs are generated on AF Forms 50 (see [paragraph 9.3](#)). **(T-2)**.

9.2.2.1. SIIs do not add to or amend established procedures (reference guidance on issuing FCIF messages in [paragraph 9.1.2.1.2.5](#), above).

9.2.2.2. SIIs are based on analysis of risks and trends from a variety of sources to include Safety Investigation Board findings/recommendations, safety related incidences, trend analysis, deployed area of operations and potential problems with equipment/procedures.

9.2.3. SII(s) are issued through the same process used to release FCIF messages with the following elements:

9.2.3.1. Specific MDS applicability;

9.2.3.2. References;

9.2.3.3. Risk factors and trend details;

9.2.3.4. Specific emphasis actions to reduce/eliminate the risk or trend that generated the SII;

9.2.3.5. Effective date of rescission;

9.2.3.6. SME/POC for further information.

9.2.4. SII(s) will be of limited duration (generally not to exceed 90 days). **(T-1)**.

9.2.5. SII(s) may be issued/rescinded from the HAF, MAJCOM, NAF or unit level. If issued from agencies outside the MAJCOMs (e.g., HAF, HQ AFFSA, but not subordinate NAFs or units), the lead MAJCOM Stan/Eval function will coordinate the intent and verbiage of the SII with other MAJCOM Stan/Eval functions in order to determine the level of applicability within the individual MAJCOMs prior to release. Only the office approving the SII may rescind it.

9.2.6. Units will place SIIs into the FCIF, Current Read File, Part B, for dissemination to aircrew. **(T-2)**.

9.2.7. All current MDS-Specific and Cockpit/Crew Resource Management/Operational Risk Management related SII(s) will be briefed during flight briefings for the duration of the SII(s). Mission-specific SII(s) need only be briefed on those missions for which the SII is relevant. **(T-1)**.

9.3. AF Form 50, *Flight Crew Information File*.

9.3.1. The AF Form 50, will be used to generate FCIF messages in which pertinent information is published to units. MAJCOMs may tailor the form to reflect MDS information as necessary.

9.3.1. **(AETC)** The AF Form 50, *Flight Crew Information File*, may include attachments or continuation sheets.

9.3.2. MAJCOMs will establish guidance for issuing messages to subordinate units.

9.4. Go/No-Go Procedures. Units will establish a positive control system that ensures aircrew members are current and qualified for flight. **(T-1)**. Units will provide guidance on this system in the unit supplement. **(T-1)**. As a minimum, the Go/No Go system will monitor:

9.4. (AETC) Go/No-Go Procedures. OGVs will develop procedures required for the go/no-go program and ensure the information is available to, and reviewed by, aircrews away from their home station. **(T-2)** Away from the home station procedures should address notification procedures for go/no-go status changes, new FCIF release, and off-station check-in requirements.

9.4.1. AF Form 8/8A qualification or appropriate ARMS products. **(T-1)**.

9.4.2. Ground and flight currency items required for flight in accordance with AFMAN 11-202, Vol 1, AFI/AFMAN 11-2MDS Vol 1, and AFMAN 11-421, *Aviation Resource Management*. **(T-1)**.

9.4.3. Other examination items required for flight from applicable supplements. **(T-1)**.

9.4.4. Any DNIF status. **(T-1)**.

9.4.5. Currency on all FCIF (Volume 1, Part B) messages. **(T-1)**.

9.5. Supplementary Evaluations.

9.5.1. **Purpose.** Supplementary evaluations are optional administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems, such as negative evaluation trends. The form and content of a supplementary evaluation is at the discretion of the commander.

9.5.1. **(AETC) Purpose.** The primary objective of the quarterly unit supplementary evaluation program is assessing the effectiveness of unit operational procedures, training programs, FE quality of force and FEFs. The supplementary evaluation program can also be an effective tool in meeting the Air Force Inspection System objective of fostering a culture of critical self-assessment and continuous improvement while reducing reliance on external inspection teams. When properly conducted, supplementary evaluations can help the OG/CC understand the areas of greatest risk from undetected non-compliance throughout the Unit Effectiveness Inspection cycle.

9.5.2. Supplementary evaluations may be administered in conjunction with an aircrew evaluation. Supplementary evaluations are not aircrew evaluations and will not affect grading or the Qualification Level and will not be documented on an AF Form 8/8A. **(T-1).**

9.5.3. The commander directing the supplementary evaluation determines the areas to be evaluated. The Stan/Eval function directly under the commander will determine the method of evaluation and is responsible for administrative management of data collection. Once complete, the Stan/Eval function reports results to the commander. **(T-3).**

9.5.4. Commanders may appoint anyone to conduct supplementary evaluations.

9.5.5. At a minimum, supplementary evaluations results are documented in Standardization and Evaluation Board minutes (see [Attachment 2](#)).

9.5.5. **(AETC)** At a minimum supplementary evaluation results will be documented in Stan/Eval Board minutes, input into Inspector General Evaluation Management System , and posted on the 19 AF Stan/Eval SharePoint in the appropriate folder under the unit's wing emblem. **(T-2)**

9.5.6. **(Added-AETC) Air Force Inspection System Toolkit.** The Air Force Inspection System toolkit is located on the 19 AF Stan/Eval SharePoint at <https://usaf.dps.mil/sites/aetc-19af/do/dov/SitePages/Home.aspx>. The toolkit contains:

9.5.6.1. **(Added-AETC) Battle Rhythm.** The 19 AF Stan/Eval "Big Board" and quarterly review schedule are available to assist with OGV supplementary evaluation battle rhythm development. While it may ultimately prove beneficial for the units' battle rhythms to align with the 19 AF Stan/Eval quarterly program review schedule, unit commanders have the responsibility to manage their resources and assign priorities under their own Commander's Inspection Program.

9.5.6.2. **(Added-AETC) Unit Sampling Strategies.** A "19 AF Stan/Eval Inspection Sample Recommendations Memorandum for Record" is available. In addition, suggestion for inspection sample sizes are provided.

9.5.6.3. **(Added-AETC) Inspection Documentation.** A sample supplementary evaluation report is available. It provides a good template for documenting unit inspections.

9.6. (Added-AETC) FE Objectivity Evaluations. MAJCOM Flight FEs, Senior FEs, and CCs may conduct evaluations of the objectivity and skill of FEs by administering a SPOT evaluation. FE objectivity evaluations will not be used to certify new FEs. **(T-2)**

9.6.1. **(Added-AETC)** FEs conducting objectivity evaluations will observe a typical evaluation profile. **(T-3)** The FE conducting the objectivity evaluation may simulate the role of a typical examinee or observe an actual evaluation. The examiner conducting the SPOT evaluation will use the grading criteria listed in **Attachment 7 (Added)**. **(T-2)** Overall rating for this type of an evaluation is either qualified (1) or unqualified (3). **(T-2)**

9.6.2. **(Added-AETC)** A qualified rating (1) indicates a FE complied with HHQ and local Stan/Eval directives, properly briefed and debriefed the examinee, correctly identified discrepancies, awarded the correct grade for each evaluated area, awarded the appropriate overall grade and, if required, assigned appropriate additional training.

9.6.3. **(Added-AETC)** An unqualified rating (3) is awarded when, in the examiner's judgment, the FE failed to satisfy the requirements of **paragraph 9.6.2**. **(T-2)**

9.6.3.1. **(Added-AETC)** The unit SQ/CC or OG/CC, as applicable, determines the FE certification status of the FE receiving an unqualified objectivity evaluation. **(T-3)** If decertified, document the decertification on the FEs AF Form 4348. **(T-2)** If decertified while administering an actual evaluation, the FE administering the objectivity evaluation becomes the evaluator of record for both evaluations. **(T-3)**

9.6.3.2. **(Added-AETC)** The SQ/CC or OG/CC may, at his/her discretion, issue an additional commander-directed downgrade AF Form 8 for an examinee based upon the examiner's recommendation.

9.6.4. **(Added-AETC)** Document in the AF Form 8 mission description that the evaluation was a FE Objectivity Evaluation. **(T-3)**

JOSEPH T. GUASTELLA, JR., Lt Gen, USAF
Deputy Chief of Staff, Operations

(AETC)

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

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

(Added-AETC) AETCI 36-2604, *Flying Training Instructor Programs*, 22 September 2020

(Added-AETC) AETCI 36-2605V1, *Formal Aircrew Training Administration and Management*, 17 September 2019

AFI 10-3502V2, *Pararescue and Combat Rescue Officer Standardization & Evaluation Program*, 30 April 2012

AFI 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure*, 21 September 2018

AFI 11-215, *USAF Flight Manuals Program*, 25 March 2019

AFI 11-290, *Cockpit/Crew Resource Management Program*, 27 May 2020

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

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

AFI 90-201, *The Air Force Inspection System*, 20 November 2018

(Added-AETC) AFI 91-202, *The US Air Force Mishap Prevention Program*, 12 March 2020

AFMAN 11-202V1, *Aircrew Training*, 27 September 2019

AFMAN 11-202V3, *Flight Operations*, 10 June 2020

(Added-AETC) AFMAN 11-202V3_AETCSUP, *Flight Operations*, 30 November 2020

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

(Added-AETC) AFMAN 11-218, *Aircraft Operations and Movement on the Ground*, 5 April 2019

(Added-AETC) AFMAN 11-246, *Air Force Aircraft Demonstrations, AC-130, MC-130, EC-130J, CV-22*, 20 March 2020

(Added-AETC) AFMAN 11-290, *Cockpit/Crew Resource Management and Threat & Error Management Program*, 25 October 2021

AFMAN 11-402, *Aviation and Parachute Service*, 24 January 2019

AFMAN 11-421, *Aviation Resource Management*, 23 March 2020

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

(Added-AETC) DAFI 11-209, *Participation in Aerial Events*, 20 May 2021

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

(Added-AETC) DAFI 90-160, *Publications and Forms Management*, 14 April 2022

DAFMAN 11-401, *Aviation Management*, 27 October 2020

DAFMAN 13-201, *Airspace Management*, 10 December 2020

(**Added-AETC**) DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

DAFPD 10-9, *Lead Command/Lead Agent Designation and Responsibilities for United States Air Force Weapon Systems, Non-Weapon Systems, and Activities* 25 May 2021

DAFPD 10-35, *Air Force Special Warfare*, 5 January 2021

DoDD 5400.11, *DoD Privacy Program*, 29 October 2014

TO 00-5-1, *AF Technical Order System*, 1 October 2014

Prescribed Forms

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 8A, *Certificate of Universal Aircrew Qualification*

AF Form 50, *Flight Crew Information File*

AF Form 942, *Record of Evaluation*

AF Form 3862, *Flight Evaluation Worksheet*

AF Form 4348, *USAF Aircrew Certifications*

(**Added-AETC**) None

Adopted Forms

AF Form 702, *Individual Physiological Training Record*

AF Form 803, *Report of Task Evaluations*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1522, *ARMS Additional Training Accomplishment Report*

(**Added-AETC**) DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*

DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*

Abbreviations and Acronyms

A3—Director of Operations

ACTF—Aircrew Task Force

AE—Aeromedical Evacuation

AF—Air Force

AFFSA—Air Force Flight Standards Agency

AFI—Air Force Instruction

AFMAN—Air Force Manual

DAFPD—Department of the Air Force Air Force Policy Directive

AFRC—Air Force Reserve Command

AFSPECWAR—Air Force Special Warfare

AGR—Active Guard and Reserve

ANG—Air National Guard

AR—Air Refueling

ARMS—Aviation Resource Management System

ART—Air Reserve Technician

AT—Air Technician

ATD—Aircrew Training Device

BAQ—Basic Aircrew Qualification

BMC—Basic Mission Capable

CAPs—Critical Action Procedures

CC—Commander

CCTS—Combat Crew Training Squadron

CD—Deputy Commander

CMR—Combat Mission Ready

DAF—Department of the Air Force

DNIF—Duty Not Involving Flying

DOC—Designed Operational Capability

DoDD—Department of Defense Directive

DRU—Direct Reporting Unit

EFB—Electronic Flight Bag

EP—Emergency Procedures

EPE—Emergency Procedures Evaluation

FCIF—Flight Crew Information File

(Added-AETC) FE—flight examiner

FEF—Flight Evaluation Folders

(Added-AETC) FMP—flight manual program

FOA—Field Operating Agency

FRF—Flight Records Folder

FT—Flight Test

(Added-AETC) FTG—flying training group

FTS—Flying Training Squadron

FTU—Formal Training Unit
(Added-AETC) G/TIMS—graduate/training integration management system
HAF—Headquarters Air Force
HAOP—Handbook of Aerospace & Operational Physiology
HHQ—Higher Headquarters
IFR—Instrument Flight Rules
INIT—Initial
INSTM—Instrument Evaluation
INSTR—Instructor Evaluation
MAJCOM—Major Command
MDS—Mission Design Series
MICT—Management Internal Control Toolset
(Added-AETC) MQB—master question bank
MQF—Master Question File
MR—Mission Ready
MSN—Mission Evaluation
MTR—Military Training Route
N/A—Not Applicable
NAF—Numbered Air Force
NAS—National Airspace System
N-BAQ—Non-Basic Aircraft Qualified
N-BMC—Non-Basic Mission Capable
N-CMR—Non-Combat Mission Ready
NMR—Non Mission Ready
N/N—No-Notice
NUSIC—Non-US Identity Code
OCR—Office of Collateral Responsibility
OG—Operations Group
OGV—Operations Group Standardization/Evaluation
OPR—Office of Primary Responsibility
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station

Q—Qualified

QUAL—Qualification Evaluation

RAP—Ready Aircrew Program

(Added-AETC) **RCP**—rear cockpit

RPA—Remotely Piloted Aircraft

RQ—Re-Qualification

SAC—Self-Assessment Checklist

SEB—Standardization and Evaluation Board

SELO—Standardization/Evaluation Liaison Officer

SII—Special Interest Items

SIM—Simulator

(Added-AETC) **SQ**—squadron

SQB—Secure Question Bank

STAN/EVAL—Standardization/Evaluation

TDY—Temporary Duty

U—Unqualified

USAF—United States Air Force

USC—United States Code

(Added-AETC) **WG**—wing

Terms

Active Guard and Reserve (AGR)—Members of a Reserve component on active duty under Titles 10 United States Code (U.S.C.), 14 U.S.C., or full-time National Guard duty under 32 U.S.C. Section 502(f) for a period of 180 consecutive days or more. The tour purpose is organizing, administering, recruiting, instructing or training the Reserve components according to 10 U.S.C. subsection 101(d)(6).

Additional Training—Any training recommended by the flight examiner to remedy a discrepancy identified during an evaluation that cannot be remedied during the evaluation debrief.

Aircrew—See AFPD 11-4, *Aviation Service*.

Aircrew Evaluation—An assessment of individual aircrew capability to accomplish assigned flying duties.

Aircrew Evaluation Eligibility Period—The six-month period prior to the expiration date of an evaluation that includes the month in which the aircrew evaluation is due.

Aircrew Evaluation Types—The Types of aircrew evaluations are INSTM, MSN, QUAL, INSTR, and SPOT

Aircrew Qualification—A documented designation that identifies an aircrew member as having the capability to accomplish specific flying duties. These aircrew qualifications include "Basic Qualification," "Instrument Qualification," "Mission Qualification," and "Instructor Qualification."

Aircrew Qualification Expiration Date—The date an Aircrew Member loses an aircrew qualification due to exceeding the periodic evaluation time requirement. Required periodic evaluations expire on the last day of the 17th month following the month in which the previous periodic aircrew evaluation was successfully completed

Aircrew Training Device (ATD)—A training platform suitable to conduct evaluations.

Air Force Special Warfare (AFSPECWAR)—See DAFFPD 10-35, *Air Force Special Warfare*.

Basic Qualification—A documented designation allowing an aircrew member to perform the basic duties of a particular crew position in the specified weapons system.

Certification—Procedure used to document competency in a particular task. Not interchangeable with qualification, which requires AF Form 8/8A8A documentation.

Combat Crew Training Squadron (CCTS)/Formal Training Unit (FTU)—A unit with a primary mission to train aircrew personnel according to approved syllabi.

Debriefed Discrepancy—Remedial action taken by a flight examiner to remedy a discrepancy noted during an aircrew evaluation or EPE. This action is accomplished during debrief of the evaluation wherein the flight examiner provides instruction concerning the discrepancy and then 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 the Examiner's Remarks section of the AF Form 8/8A8A Comments.

Discrepancy—Substandard performance in a Graded Area/Sub-area. A discrepancy in performance is documented with a grade of Q- or U.

Downgrade—A reduction in Grade or Qualification Level

Emergency Procedures Evaluation (EPE)—An evaluation of an aircrew member's knowledge and skill with respect to MDS-Specific Emergency Procedures and systems. An EPE can be completed during a flight, in an aircrew training device, a simulator or verbally.

Examination—A method of measuring an aircrew member's knowledge of normal/emergency procedures, threats, and other information essential for the safe and effective operation of their assigned weapon system through the administration of written or computer- based examinations.

Flight Crew Information File (FCIF)—A collection of publications and material determined by the MAJCOM and unit as necessary for day-to-day operations.

Flight Crew Information File (FCIF) Message—HHQ Guidance that contains information temporary in nature, directly pertinent to the safe conduct of flight, and must be read before flight. FCIF messages that contain aircraft-related information will be forwarded to all using MAJCOMs.

Flight Evaluation Folder (FEF)—A two-part folder containing the source documents that constitute the history of flying qualifications of each aircrew member.

Flight Examiner—An aircrew member designated to perform evaluation duties as specified by this manual.

Grade—A characterization of examinee performance in a Graded Area or Graded Sub-area. Grades are Q, Q- and U.

Graded Area/Sub-area—A specific evaluated ability or skill set within an aircrew evaluation.

INIT Aircrew Evaluation—The first aircrew evaluation of any type for an MDS (e.g., INIT QUAL/ INSTM, INIT MSN, INIT INSTR).

Initial Cadre—Those personnel assigned to conduct flight testing of experimental, developmental, or new aircraft for which there are no established Formal training programs nor standardized evaluation criteria. Initial Cadre designations are appropriate through Initial Operational Capability

INSTR Evaluation—A means of assessing an aircrew member's instructional ability in their weapon system/crew position and to obtain/maintain instructor qualification. This evaluation initially establishes or reestablishes instructor qualification of the examinee in an MDS (e.g., INIT INSTR and RQ INSTR) as directed in AFI/AFMAN 11-2MDS Vol 1.

Instructor Qualification—A documented designation allowing an aircrew member to instruct and provide airborne supervision of unqualified and/or uncertified aircrew members.

INSTM Evaluation—The means of assessing an aircrew member's ability to operate under Instrument Flight Rules (IFR)

Instrument Qualification—A documented designation allowing an aircrew member to operate under Instrument Flight Rules (IFR).

Lead Command—The Air Force MAJCOM or agency possessing an MDS that is designated by AFPD 10-9 as responsible for the coordination of MDS-Specific activities.

Master Question File (MQF)—Question bank used to construct closed book exams. Aircrew members have access to MQFs.

Mission Qualification—A documented designation allowing an aircrew to employ the assigned weapon system in accomplishing the unit's operational or DOC statement mission.

MSN Evaluation—A means of assessing an aircrew member's ability to employ the assigned weapon system in accomplishing the unit's operational or DOC statement mission. Requires AF Form 8/8A documentation.

No-Notice Evaluation—An aircrew evaluation where the examinee is notified of the aircrew evaluation at or after the beginning of normal preparation for the mission.

Office of Collateral Responsibility (OCR)—Any headquarters, agency, or activity having coordinating functional interest in, and responsibility for, a specific action, project, plan, program or problem.

Office of Primary Responsibility (OPR)—Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program or problem.

QUAL Evaluation—A means of assessing an aircrew member's ability to perform the basic duties of a particular crew position in the specified aircraft. Requires AF Form 8/8A documentation.

Qualification Level—The overall characterization of examinee performance based on the compilation of requisite results and the aircrew evaluation Graded Areas/Sub-areas. The EPE will also be assigned a Qualification Level based on the compilation of EPE Graded Areas/Sub-areas. The Qualification Level will be Q1, Q2 or Q3.

Ready Aircrew Program (RAP)—The continuation-training program designed to focus training on capabilities needed to accomplish a unit's core mission.

Requalification (RQ)—An aircrew evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency (as specified in applicable AFI/AFMAN 11-2MDS Vol 1), an aircrew qualification following a failed aircrew evaluation or a commander-directed downgrade.

Requisites—Requirements such as examinations, EPEs, Boldface/CAPs, etc., that must be successfully accomplished before an aircrew evaluation is considered complete. Requires AF Form 8/8A documentation. Exception is use of AF Form 803 for AFSPECWAR Aircrew.

Restrictions—A statement on the AF Form 8/8A that places limitations on the duties that may be performed by an aircrew, usually as the result of a failed ground or flight phase event. For example, "Restriction: Examinee will not fly unless under the supervision of an instructor pilot, Day Only, Conus Only."

Secure Question Bank (SQB)—Questions used to construct open book examinations. Aircrew members do not have access to the SQB.

Special Interest Item (SII)—Items of emphasis relating to existing procedure(s) designed to mitigate or eliminate specific risks or trends

SPOT Evaluation—An aircrew evaluation, EPE, Examination or the evaluation of a specific event that does not intend to satisfy the requirements of an initial, periodic or requalification evaluation. May be No-Notice. Requires AF Form 8/8A documentation. SPOT is not an acronym.

Squadron Supervisor—Any of the following: squadron commander, operations officer, assistant operations officer, flight commander or person specifically designated by the squadron commander.

Stan/Eval Function—An organization at appropriate echelons of command that accomplishes the objectives of this manual.

Stan/Eval Liaison Officer (SELO)—An individual (officer or enlisted) tasked to perform squadron Stan/Eval administrative duties.

Student Aircrew Member—An aircrew member enrolled in a formal course or training under a MAJCOM approved syllabus.

Supervised Status—The status of an aircrew member who must fly under the supervision of either an instructor or a designated supervisor (as specified in the applicable AFI/AFMAN 11-2MDS Vol 1) qualified in that specific aircrew position. The flight examiner determines when supervision is required. The type of supervisor, e.g., instructor or designated supervisor, is as specified in the applicable AFI/AFMAN 11-2MDS Vol 1, or as determined by the SQ/CC.

Supplementary Evaluation Program—Administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems.

Trend Program—Analysis designed to identify areas requiring attention, monitoring or correction.

Unit—A level of organization under HHQs (MAJCOM and/or NAF) required to establish a Stan/Eval function (normally this is an operations group and consists of both the group and flying squadrons).

Universal Qualification—A documented designation that allows certain specified aircrew to attain/maintain qualification in two or more MDS aircraft. The types of aircrew eligible for Universal Qualification and the types of aircraft available for Universal Qualified Aircrew to maintain qualification on will be identified in **Chapter 8**, in the MAJCOM Supplement to this document or the applicable AFI/AFMAN 11-2MDS Vol 2. Universal Qualification will be attained/maintained by the successful completion of a QUAL evaluation or the successful completion of a Requisite(s), in accordance with applicable guidance. Once Universal Qualification has been attained, qualification on additional MDS will be attained/maintained in accordance with applicable guidance.

User Command—Any Air Force MAJCOM/agency, other than the lead command, that possess a MDS.

Weapon System—A combination of one or more weapons with all related equipment, materials, services, personnel, and means of delivery and deployment (if applicable) required for self-sufficiency.

Attachment 2**STAN/EVAL BOARD MINUTES**

A2.1. The information in **Figure A2.1** is an example of the minimum information a board should address.

Figure A2.1. Sample STAN/EVAL Board Minutes.

<p>MEMORANDUM FOR (SEE DISTRIBUTION)</p> <p>FROM: (UNIT'S COMPLETE ADDRESS)</p> <p>SUBJECT: STAN/EVAL BOARD MINUTES</p> <ol style="list-style-type: none"> 1. Personnel Attending: (name and organization) 2. Overview: <ol style="list-style-type: none"> a. Manning. (Enter any Stan/Eval manning problems discussed or deviations from authorized manning. Record all current flight examiners including attached HHQ and/or attached squadron flight examiners.) Include any OG/CC designated additional OGV flight examiners. b. Summary. <ol style="list-style-type: none"> (1) Evaluations. Report EPEs and Flight evaluations by crew position and type of evaluation (INSTM, QUAL and MSN as outlined in the appropriate AFI/AFMAN 11-2MDS Vol 2). Include SPOT, N/N, and INIT INSTR evaluations, when applicable. Show qualification levels, sub-levels and rates (Rate = # given divided by total given). <ol style="list-style-type: none"> (a) Q1s (b) Q2s (c) Q3s (d) Total evaluations for each crew position (2) Examinations. Report examination results by crew position and type of examination (open book, closed book, instrument and boldface/CAPs). (3) Waivers and Extensions. Identify all waivers and extensions as identified in this AFMAN. (4) Trends. Identify new, continuing and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s) and any suspense date. (5) Report progress toward achievement of no-notice requirements, if applicable. c. Stan/Eval Program Inspections and Reviews (if applicable). d. Aircrew Flight Publications. Review open AF Forms 847. e. Supplementary Evaluations. Report results of evaluations conducted at both the OGV and squadron level. f. MTR and Air Refueling Track Reviews (annotate date completed or N/A as applicable - see para 3.2.2.12). 3. Old Business. Enter the disposition of any items left open at the last Board meeting. If final action was taken on an item during the quarter, state the action taken and then close the item if closure is approved by the Board Chairman. If an item

remains open, list the action taken since the last Board. Findings from formal Stan/Eval inspections will be addressed and covered until they are closed out.

4. New Business. Enter all new business discussed during the Board. The new business items are those included on the published agenda along with any unplanned items discussed.
5. Other: This is an optional paragraph that can be used as necessary.
6. Problems Requiring HHQ Assistance: Enter problems that, based on Board resolution, require HHQ assistance. The assistance may be in any form (for example, staff assistance visit requests, clarification of directives, change of directives, and so forth).

Attachments:

1. Board Agenda
2. Flight Examiner Roster Reviewed
3. As Required

Attachment 3

SAMPLE AF FORM 8, CERTIFICATE OF AIRCREW QUALIFICATION.

A3.1. Examples are provided to illustrate content rather than format. In those instances where an example may not directly apply, units will adhere to published guidance. Refer to Chapter 7 for further documentation guidance. Latest version of the AF8 will be used.

Figure A3.1. Sample AF Form 8 (Front).

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED 13 Jan 20		
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial) Xavier, Thomas H.		GRADE MSgt	DoD ID 0123456789	ELIGIBILITY PERIOD Aug 19 -Feb 20		
ORGANIZATION AND LOCATION 45 RS, Offutt AFB, NE		MDS/CREW POSITION RC-135U/IK				
II. REQUISITE INFORMATION			III. AIRCREW EVALUATION INFORMATION			
REQUISITES	DATE	RESULTS	AIRCREW EVALUATION	DATE		
Closed Book	13 Dec 19	100	QUAL/MSN	13 Jan 20		
Open Book	12 Dec 19	100				
EPE	13 Jan 20	1				
IV. QUALIFICATION LEVEL		V. ADDITIONAL TRAINING				
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED		
1		A		N/A		
EXPIRATION DATE(S) OF QUALIFICATION(S)		CERTIFYING OFFICIAL, GRADE, ORGANIZATION		SIGNATURE	DATE	
Jun 20		N/A				
VI. OTHER						
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)		<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE (Explain in Comments on Back)		
VII. ENDORSEMENT						
TYPED NAME AND GRADE	ORGANIZATION	CHECK			SIGNATURE	DATE
		C O N C U R	D O N O U T	R E M A R K S		
1 FLIGHT EXAMINER Joe D. Valuator, MSgt	45 RS/CCV	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2 REVIEWING OFFICER Nomar D. Niff, Lt Col	45 RS/DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3 FINAL APPROVING OFFICER Ibee D. Bossman, Lt Col	45 RS/CC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND GRADE OF EXAMINEE			SIGNATURE		
	Xavier, Thomas H. MSgt					

Figure A3.2. Sample AF Form 8, Generic Comments (Reverse).

VIII.	COMMENTS
RESTRICTION(S) <i>(If required)</i> : See para. 7.3.11.1.	
EXCEPTIONALLY QUALIFIED <i>(If desired)</i> : See para. 7.3.11.2.	
EXAMINER'S REMARKS : See para. 7.3.11.3.	
A. Mission Description. See para. 7.3.11.3.2. If more than one flight examiner was involved in administering the flight phase portion of the evaluation, annotate here with a "First Sortie," "Second Sortie" and have all but the final flight examiner sign a signature block (enter name, rank, and organization) under each entry (see para. 7.3.11.3.1).	
B. Discrepancies. Document all discrepancies (Q- or U) or enter "None" (if "None" then Requisite and Aircrew Evaluation annotations not required). See para. 7.3.11.3.3.	
<ol style="list-style-type: none"> 1. Requisite. 2. Aircrew Evaluation. 	
C. Recommended Additional Training. Enter additional training or "None" (if "None" then Requisite and Aircrew Evaluation annotations not required). See para. 7.3.11.3.4.	
<ol style="list-style-type: none"> 1. Requisite. 2. Aircrew Evaluation. 	
D. Additional Comments. Enter additional comments (to include Commendable areas/sub-areas) or "None." See para. 7.3.11.3.5.	
<ol style="list-style-type: none"> 1. ... 2. ... 	
REVIEWING OFFICER'S REMARKS : See para. 7.3.11.4.	
APPROVING OFFICER'S REMARKS : See para. 7.3.11.5.	
ADDITIONAL REVIEWS : See para. 7.3.11.6.	

A3.2. For [Figure A3.3](#) (See [paragraph 7.3.11.2](#)).

Figure A3.3. Sample AF Form 8 with EQ (Reverse).

EXCEPTIONALLY QUALIFIED: The examinee demonstrated exceptional aircraft handling and instrument skills during all phases of this evaluation. Rapidly changing weather and denial of service at two planned out-bases caused the examinee to have to change his plan several times in-flight, each time done quickly and efficiently in which all aspects of the mission were accomplished effectively.

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS: None.

APPROVING OFFICER'S REMARKS: None.

ADDITIONAL REVIEWS: None.

Figure A3.4. Sample AF Form 8 with Commendable (Reverse).

EXAMINER'S REMARKS: (See paragraph 5.4.2.9. and document IAW, 7.3.11.3.5.2.)

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. Commendable. Area 36. Task Prioritization. Brief statement describing commendable performance.

REVIEWING OFFICER'S REMARKS: None.

APPROVING OFFICER'S REMARKS: None.

ADDITIONAL REVIEWS: None.

Figure A3.5. Sample AF Form 8 with Downgrade (Reverse).

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies. (See paragraph 7.3.11.3.3.)

1. Requisites. None.
2. Aircrew Evaluation. Area 36. Task Prioritization: Q-. Debriefed. Short description of discrepancy.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS: None.

APPROVING OFFICER'S REMARKS: None.

ADDITIONAL REVIEWS: None.

Figure A3.6. Sample AF Form 8, Two Sortie with Discrepancy on First Sortie (Reverse).

EXAMINER'S REMARKS:

A. Mission Description. (See paragraph 7.3.11.3.3. and 7.3.10.1.1.)

First Sortie: Narrative constructed IAW AFI 11-2MDS Vol 2.
 FIRSTMI. LAST, Rank, USAF
 Office Symbol

Second Sortie: Brief description of items not accomplished on first sortie.

B. Discrepancies.

1. Requisites. None.
2. Aircrew Evaluation. First Sortie. Area 36. Task Prioritization: Q-. Debriefed. Short description of discrepancy.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS: None.

APPROVING OFFICER'S REMARKS: None.

ADDITIONAL REVIEWS: None.

INITIAL EVALUATOR INFORMATION			
INITIAL EVALUATOR NAME AND GRADE	ORGANIZATION	SIGNATURE	DATE
THOMAS B. GOOD, SSgt, USAF	17TRW/DOT	[DIGITAL SIGNATURE]	13 Jan 17

Figure A3.7. Sample AF Form 8, Q3 with Restrictions and Additional Training (Reverse).

RESTRICTIONS: Enter specific restrictions on examinee's flight and/or ground events with a statement as well as criteria for removal of restrictions. Include a supervision statement if supervised status is warranted IAW paragraph 5.7, and document IAW paragraph 7.3.11.

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies.

1. Requisite (EPE). Area 21. Gear Fail to Retract – U. Short description of discrepancy consistent with "U" criteria in AFI 11-2MDS, Vol 2.
2. Aircrew Evaluation. Area 36. Task Prioritization – U. Short description of discrepancy consistent with "U" criteria in AFI 11-2MDS, Vol 2.

C. Recommended Additional Training.

1. Requisite. Examinee will review gear fail to retract EPs with an instructor and perform another EPE with gear malfunctions as an emphasis item.
2. Aircrew Evaluation. Examinee will accomplish a supervised flight with emphasis on task management in the instrument environment.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS: None.

APPROVING OFFICER'S REMARKS: None.

ADDITIONAL REVIEWS: None.

Figure A3.8. Sample AF Form 8, RQ Following a Q3 (Reverse).

EXAMINER'S REMARKS:

A. Mission Description. This requalification evaluation was conducted... (enter short description of necessary events to regain lost qualification).

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS: None.

APPROVING OFFICER'S REMARKS: None.

ADDITIONAL REVIEWS: None.

Figure A3.9. Sample AF Form 8, Q3/1 with Restrictions (Reverse).

RESTRICTIONS: Enter specific restrictions on examinee's flight and/or ground events with a statement as well as criteria for removal of restrictions. Include a supervision statement if supervised status is warranted IAW paragraph 5.7.

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies.

1. Requisite. None.
2. Aircrew Evaluation. Area 25. Ability to Instruct – U. Short description of discrepancy consistent with "U" criteria in AFI 11-2MDS, Vol 2.

C. Recommended Additional Training.

1. Requisite. Examinee will review procedures then provide an instructional brief to a squadron instructor on entries into holding and TACAN penetrations.
2. Aircrew Evaluation. None.

D. Additional Comments. Recheck successfully accomplished. No further action required.

(Signature and date)

REVIEWING OFFICER'S REMARKS: None.

APPROVING OFFICER'S REMARKS: None.

ADDITIONAL REVIEWS: None.

Figure A3.10. Sample AF Form 8, Commander-Directed Downgrade (Non-Flying).

RESTRICTIONS: Commander-Directed Downgrade. (IAW paragraph 7.4.)

EXAMINER'S REMARKS:

A. Narrative. Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement, if required.

B. Discrepancies. None.

C. Recommended Additional Training. As required or "None."

D. Additional Comments. As required or "None."

ADDITIONAL REVIEWS: As required.

Figure A3.11. Sample AF Form 8, Commander-Directed Downgrade (Flying).

RESTRICTIONS: Commander-Directed Downgrade. (IAW paragraph 7.4.)

EXAMINER'S REMARKS:

A. Narrative. Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement, if required.

B. Discrepancies. Document all Q- or U discrepancies.

1. Requisite (EPE). Area 21. Gear Fail to Retract – U. Short description of discrepancy consistent with "U" criteria in AFI 11-2MDS, Vol 2.

2. Aircrew Evaluation. Area 36. Task Prioritization – U. Short description of discrepancy consistent with "U" criteria in AFI 11-2MDS, Vol 2.

C. Recommended Additional Training. As required or "None."

D. Additional Comments. As required or "None."

Attachment 4

SAMPLE AF FORM 8A, CERTIFICATE OF UNIVERSAL AIRCREW QUALIFICATION.

A4.1. Examples are provided to illustrate content rather than format. In those instances where an example may not directly apply, units will adhere to published guidance. Refer to Chapter 7 for further documentation guidance. Latest version of the AF Form 8A will be used.

Figure A4.1. Sample AF Form 8A (Front).

CERTIFICATE OF UNIVERSAL AIRCREW QUALIFICATION						DATE COMPLETED 13 Jan 20	
I. EXAMINEE IDENTIFICATION							
NAME (Last, First, Middle Initial) Lucas, Germaine T.			GRADE MSgt		DoD ID 0123456789		
ORGANIZATION AND LOCATION 25 IS, Hurlburt Field, FL			ELIGIBILITY PERIOD Aug 19 - Feb 20		EXPIRATION DATE Jun 2020		
MDS/CREW POSITION	II. REQUISITE INFORMATION			III. AIRCREW EVALUATION INFORMATION			
	REQUISITES	DATE	RESULTS	AIRCREW EVALUATION	DATE	QUAL LEVEL	
MC-130/IQ	Closed Book	13 Dec 20	100	QUAL/MSN	13 Jan 20	1	
MC-130/IQ	Open Book	12 Dec 20	100				
MC-130/IQ	EPE	13 Jan 20	1				
MC-130/IQ	Boldface	09 Dec 20	Q				
IV. ADDITIONAL MDS QUALIFICATION							
MC-130P	AC-130H	AC-130U	CV-22B				
V. ADDITIONAL TRAINING							
DUE DATE(S)				DATE ADDITIONAL TRAINING COMPLETED			
CERTIFYING OFFICIAL, RANK AND ORGANIZATION				SIGNATURE		DATE	
VI. OTHER							
<input type="checkbox"/> RESTRICTIONS <small>(Explain in Comments on Back)</small>		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED <small>(Explain in Comments on Back)</small>			<input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE <small>(Explain in Comments on Back)</small>		
VII. ENDORSEMENT							
TYPED NAME AND GRADE	ORGANIZATION	CHECK			SIGNATURE	DATE	
		RECOGN	CONCOUR	REMARKS			
1 FLIGHT EXAMINER Joe D. Vokator, MSgt	25 IS/CCV	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
2 REVIEWING OFFICER Normar D. Niff, LT Col	25 IS/DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3 FINAL APPROVING OFFICER IBEE D. Bossman, Lt Col	25 IS/CC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE	TYPED NAME AND GRADE OF EXAMINEE				SIGNATURE		
	Germaine T. Lucas, MSgt						

Figure A4.2. Sample AF Form 8A (Reverse).

VIII.	COMMENTS
EXAMINER'S REMARKS: (If applicable. Repeat if necessary for each aircraft.)	
A. Mission Description. This mission evaluation was flown onboard the MC-130P during a local training sortie consisting of Personnel Air Drops and low-level tactical training. The examinee performed instruction in Emergency Procedures, Threat Reporting, CSS and TDR Operation, Missing Planning, and Crew Coordination. All areas of the AFI 11-2MC-130, Vol 2, Tables 2.1, 3.1, and 10.1 were evaluated. The examinee performed all tasks in an effective and timely manner and demonstrated excellent Airmanship throughout the sortie.	
B. Discrepancies. None.	
C. Recommended Additional Training. None.	
D. Additional Comments. None.	
REVIEWING OFFICER'S REMARKS: None.	
APPROVING OFFICER'S REMARKS: None.	
ADDITIONAL REVIEWS: None.	

Attachment 7 (Added-AETC)**FE OBJECTIVITY EVALUATION GRADING CRITERIA**

A7.1. (AETC) General Grading Standards. FEs will use the following grading criteria when conducting FE objectivity evaluations. **(T-2)** A “U” in any area will require an overall rating of “3.” **(T-2)** Cumulative deviations are considered when determining the overall rating of either “1” or “3.”

A7.2. (AETC) Area 1—Compliance with Stan/Eval Directives.

A7.2.1. **(AETC) Q.** Complied with all directives pertaining to the administration of a flight evaluation.

A7.2.2. **(AETC) Q-.** Complied with most directives. Deviations did not jeopardize the effectiveness of the evaluation or flight safety.

A7.2.3. **(AETC) U.** Failed to comply with directives or allowed flight safety to be jeopardized.

A7.3. (AETC) Area 2—Flight Examiner’s Briefing.

A7.3.1. **(AETC) Q.** Thoroughly briefed the examinee on the conduct of the evaluation, mission requirements, responsibilities, grading criteria, and flight examiner actions and (or) position during the evaluation.

A7.3.2. **(AETC) Q-.** Items were omitted during the briefing causing minor confusion. Did not fully brief the examinee as to the conduct and purpose of the evaluation.

A7.3.3. **(AETC) U.** Flight examiner failed to adequately brief the examinee.

A7.4. (AETC) Area 3—Identification of Discrepancies and Assignment of Area Grades.

A7.4.1. **(AETC) Q.** Identified all discrepancies and assigned proper area grade.

A7.4.2. **(AETC) Q-.** Most discrepancies were identified. Failed to assign Q- grade when appropriate. Assigned discrepancies for performance which was within standards.

A7.4.3. **(AETC) U.** Failed to identify discrepancies related to flight discipline or deviations which merited an unqualified grade. Assigned Q- grades which should have been U or assigned U grades for performance within standards.

A7.5. (AETC) Area 4—Assessment of Overall Performance.

A7.5.1. **(AETC) Q.** Awarded the appropriate overall grade based on the examinee's performance.

A7.5.2. **(AETC) Q-.** Awarded an overall grade without consideration of cumulative deviations in the examinee's performance.

A7.5.3. **(AETC) U.** Did not award a grade commensurate with overall performance.

A7.6. (AETC) Area 5—Appropriate Assignment of Additional Training.

A7.6.1. **(AETC) Q.** Assigned proper additional training if warranted.

A7.6.2. **(AETC) Q-.** Additional training assigned was insufficient to ensure the examinee would achieve proper level of qualification.

A7.6.3. (AETC) U. Failed to assign additional training when warranted.

A7.7. (AETC) Area 6—Mission Critique.

A7.7.1. (AETC) Q. Thoroughly debriefed the examinee on all aspects of the evaluation. Debriefed all key mission events, providing instruction and references as required.

A7.7.2. (AETC) Q-. Failed to discuss all deviations and assigned grades. Did not advise the examinee of additional training, if required. Failed to debrief or adequately reconstruct all key mission events.

A7.7.3. (AETC) U. Did not discuss any assigned area grades or the overall rating. Changed grades without briefing the examinee. Did not debrief mission at all. Debriefed few or no key mission events.

A7.8. (AETC) Area 7—Flight, EPE, and ATD Evaluation Documentation.

A7.8.1. (AETC) Q. Correctly completed all required documentation.

A7.8.2. (AETC) Q-. Minor errors in documentation which did not affect the validity of the evaluation.

A7.8.3. (AETC) U. Failed to complete all required documentation. Major errors caused the validity of the evaluation to be questioned.

A7.9. (AETC) Area 8—Briefing the Supervisor on the Evaluation.

A7.9.1. (AETC) Q. Thoroughly debriefed the examinee's supervisor.

A7.9.2. (AETC) Q-. Debriefed the supervisor, but failed to discuss all discrepancies, grades, or additional training.

A7.9.3. (AETC) U. Failed to debrief the examinee's supervisor on an unsatisfactory evaluation.

A7.10. (AETC) Area 9—FE's Performance.

A7.10.1. (AETC) Q. FE performed as briefed and contributed to a thorough evaluation of the examinee.

A7.10.2. (AETC) Q-. Committed minor errors which did not detract from the examinee's performance.

A7.10.3. (AETC) U. Committed major errors disrupting the examinee's performance or preventing a thorough evaluation.