

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE MANUAL 11-255,  
VOLUME 2**

**25 OCTOBER 2018**

***Flying Operations***

**FLIGHT MANAGER  
STANDARDIZATION/EVALUATION  
PROGRAM**



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This publication implements Air Force Policy Directive (AFPD) 11-2, *Aircrew Operations* in accordance with (IAW) AFPD 10-21, *Air Mobility Lead Command Roles and Responsibilities*, and Air Force Instruction (AFI) 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure*, establishing the Flight Manager Standardization/Evaluation (Stan/Eval) program that supports Air Force (AF) objectives and provides guidance on how to structure and monitor a Stan/Eval program. This is a specialized publication intended for use by individuals who have graduated from technical training related to this publication. This manual applies to all commanders, operations supervisors, and Flight Managers assigned or attached for missions planned or executed under the control of the 618 Air Operations Center (AOC), United States Air Force Europe (USAFE) 603 AOC/Air Mobility Division (AMD), and Pacific Air Force (PACAF) 613 AOC/AMD. This publication is not applicable to the Air Force Reserve and Air National Guard. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. 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. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. This publication requires the collection and/or maintenance of information protected by the Privacy Act (PA) of 1974. Refer recommended changes and questions about this publication to the Office of Primary

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## ***SUMMARY OF CHANGES***

This document is revised substantially and must be reviewed completely. This document has the tier number for waiver authority level added to multiple paragraphs. The Flight Manager Standardization/Evaluation Visits (FMSEV) information is removed from this publication. **Chapter 8** (Former) FM Certification/Decertification chapter is removed and moved to AFMAN11-255V1. Major additions to this publication is Post Mission Review evaluation and procedures for examinees refusing to sign their AF Form 8FM evaluation form. There are also clarifications to the standards requirements in **Chapter 8**.

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## Chapter 1

### GENERAL INFORMATION

#### 1.1. General.

1.1.1. This Air Force Manual (AFMAN) provides guidance for the Flight Manager (FM) Stan/Eval program at all organizational levels. Its purpose is to provide commanders a tool to validate mission readiness and effectiveness of FMs, including documentation of individual FM qualifications and capabilities. Instructors use this publication when preparing FMs for qualification.

1.1.2. This publication prescribes basic guidance for the FM Standardization/ Evaluation program. It defines the evaluation standards for procedures and directives found in AFMAN11-255, Volume 3, *Flight Manager Responsibilities and Procedures*; defines the standards to which FMs will be trained using the processes outlined in AFMAN11-255, Volume 1, *Flight Manager Training*; and follows basic guidance set forth in Air Force Instruction (AFI) 11-200, *Aircrew Training, Standardization/ Evaluation, and General Operations Structure*. (T-1)

1.1.3. Mobility Air Force (MAF) unit commanders and agency directors involved with or supporting Flight Management shall make current copies of this publication available to appropriate personnel. (T-3)

#### 1.2. Objectives.

1.2.1. Provide a system to assess and document individual FM capabilities and proficiencies.

1.2.2. Standardize and provide Operational Procedures for the safe, efficient flight dispatch of assigned or gained weapon system.

1.2.3. Ensure compliance with operational directives listed in [Attachment 1](#) of this manual.

1.2.4. Analyze trends and recommend/initiate changes to training programs and instructions.

## Chapter 2

### HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS AND ORGANIZATION

**2.1. Scope.** For the purposes of this publication higher headquarters (HHQ) includes MAJCOM and numbered air force Stan/Eval functions as applicable.

**2.2. Air Mobility Command (AMC):**

2.2.1. Sets policy and guides the conduct and execution of the FM Stan/Eval program for MAF FMs. **(T-1)**

2.2.2. Assigns AMC/A3V as the OPR who functions as the Lead Command for this publication. **(T-1)**

**2.3. MAJCOMs.**

**2.3.1. General.**

2.3.1.1. MAJCOM Stan/Eval staffs are primarily responsible for setting policy and establishing administrative processes. Lower echelons of command are primarily responsible for the organizational evaluation functions. Unit-unique Stan/Eval requirements will be documented per [Chapter 9](#). **(T-1)**

2.3.1.2. **Evaluations.** The MAJCOM A3 approves Qualification, Instructor, SPOT, and Post Mission Review evaluations that meet the minimum requirements of this publication. **(T-2)**

2.3.1.3. **Pyramid.** The MAJCOM A3 (or designated representative) manages the Stan/Eval program and serves as the top tier of the MAJCOM FM evaluation pyramid. The Lead Command will provide pyramid evaluations for each MAJCOM's Chief, Flight Management and Chief, Stan Eval. **(T-3)** Evaluations are primarily administered by FM Evaluators (FMEs) at the AMC 618 AOC, USAFE 603 AOC/AMD, and PACAF 613 AOC/AMD level. The FM Standardization and Evaluation program is managed by the MAJCOM A3s. **(T-3)**

2.3.1.4. **Organization.** Chief, Flight Management Division, (or the USAFE 603 AOC/AMD, and PACAF 613 AOC/AMD equivalent) is responsible for the unit FM evaluation program. This includes administrative issues such as FM training, manning, facilities, waivers, and evaluations. The Chief, Flight Management Division (or equivalent) nominate select experienced instructor FMs as FM Evaluators (FMEs). FME candidates shall be a current instructor FM in the aspects of flight management duties they will evaluate. **(T-3)** **NOTE:** MAJCOMs not aligning functionally with a Chief of Flight Management Division will detail ownership of their following responsibilities in their MAJCOM supplement/organizational operating instructions. **(T-3)**

2.3.1.5. **Stan/Eval Visits.** HHQ Stan/Eval staffs may visit units anytime during the administration of formal inspections, Staff Assistance Visits (SAVs) or as needed, or as specified in MAJCOM supplements.

**2.3.2. Functions.**

2.3.2.1. In coordination with the appropriate Lead Command, develop and manage AFMAN 11-255, Volume 2, *Flight Manager Evaluation Criteria*. MAJCOM and or organization operating instructions will not be less restrictive than this publication. (T-2)

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

2.3.2.3. Provide Staff coordination and control of all flight crew information file (FCIF) items issued from the MAJCOM level that affect FMs. **NOTE:** Staff coordination is not always necessary for FCIFs, even if they affect FMs.

2.3.2.4. Establish guidance for Lead Command-mandated Stan/Eval software. (T-1)

2.3.2.5. Coordinate on and process applicable AF Forms 847s through Stan/Eval channels. (T-1)

2.3.2.6. Will assist Lead Command with review, updates, and distribution of FM Master Question Files (MQFs). (T-1) FM tests will be derived from the FM MQF. (T-1) The source of the questions are from flight publications, safety/operational supplements, FM Read File, FM publications (e.g. FM Operating Instructions), and local directives.

2.3.2.7. Coordinate on operational procedures, evaluation criteria and guidance in conjunction with the Lead Command and other MAJCOMs utilizing FMs.

2.3.2.8. If requested, assist safety offices and agencies in evaluation of aircraft mishaps.

2.3.2.9. Observe mission execution and provide feedback when feasible.

2.3.3. **Organization.** The MAJCOM/A3 (or equivalent) is responsible for the overall management of the FM MAJCOM FM Stan/Eval program. (T-1)

2.3.4. **Augmentation.** Each MAJCOM may use augmentees from other MAJCOMs to support or conduct cross-command Stan/Eval program reviews, inspections, and evaluations with concurrence of all the MAJCOM Stan/Eval organizations involved. Augmentees will use the criteria of the MAJCOM they are augmenting. (T-3)

## 2.4. Staff Assistance Visits (SAV).

2.4.1. MAJCOM A3V will conduct SAVs on unit request. (T-3) The SAV may include any Stan/Eval or training related area the unit requests.

2.4.2. Reports generated by a SAV will be informal. (T-3) Results will be forwarded to HQ AMC/A3V. (T-3)

2.5. **Informal Visits.** For FM evaluators visiting MAJCOM organizations, formal coordination with the AOC/CC is not required. If the purpose of visit is other than continuation training or pyramid evaluations, HHQ evaluators will informally provide an in/out-brief to the AOC/CC. (T-3) Reports, if generated, will be informal and need not be sent to HHQ. (T-3)

## Chapter 3

### UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION

**3.1. Scope.** The function of the unit Stan/Eval program is to ensure FMs within their unit comply with all directives governing the Flight Management program. For the purposes of this publication, “unit” describes the Flight Management organization required to establish a Stan/Eval program.

**3.2. Organization.** Each unit with a Flight Management responsibility will establish a Stan/Eval program. **(T-1)** The Chief, Flight Management (or MAJCOM equivalent) has overall responsibility for the unit program. The Chief, Stan/Eval reports directly to the Chief, Flight Management and has the day-to-day responsibility for conducting the unit program. The FM Stan/Eval staff will consist of a Chief, Stan/Eval and should include at least one Flight Manager Evaluator. **(T-1)** **NOTE:** The Chief, Flight Management (or MAJCOM equivalent) may be dual-hatted as the FM Chief, Stan/Eval. Manning and organization may be adjusted IAW MAJCOM supplement or Chief, Flight Management’s (or MAJCOM equivalent) approval. If the Chief, Flight Management approves adjustments, notify MAJCOM Stan/Eval (AMC Stan/Eval if your assigned MAJCOM does not have a MAJCOM Stan/Eval FM) and document in the FM Stan/Eval Board (SEB) minutes.

**3.2.1. Chief, Flight Management.** The Chief, Flight Management (or MAJCOM equivalent) will conduct the FM Stan/Eval program. **(T-2)** The Chief, Flight Management (or MAJCOM equivalent) will also:

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

3.2.1.2. Designate a Chief of Stan/Eval and additional FM evaluators as required. All FM evaluators will be certified Instructor FMs. **(T-2)**

3.2.1.3. Direct scheduling of evaluations. **(T-2)**

3.2.1.4. Chair the FM Stan/Eval Board (SEB). **(T-2)**

3.2.1.5. Establish and maintain the unit’s Read File program, a system for classified/non-classified information pertinent to Flight Management personnel. **(T-2)**

3.2.1.6. Attend as many evaluation debriefings as practical. **(T-3)**

**3.2.2. Chief, Stan/Eval.** The Chief, Stan/Eval will:

3.2.2.1. Recommend additional FMs for certification as evaluators to the Chief, Flight Management. **(T-3)**

3.2.2.2. Establish procedures for review and quality control of AF Forms 8FM, *Certificate of Flight Manager Qualification*. **(T-3)**

3.2.2.3. Establish procedures to maintain and review unit FM Evaluation Folders (FMEFs). **(T-3)**

3.2.2.4. Establish and maintain a trend program. **(T-3)**

3.2.2.4.1. Trends will be documented for non-compliance with standards listed **Chapter 8** FLIGHT MANAGER GRADING CRITERIA. **(T-3)**



- 3.2.2.4.2. Report trends and status to the Chief, Flight Management (or MAJCOM equivalent) during the Standardization and Evaluation Board (SEB) until closed (see [Attachment 2](#)). Maintain and archive of trend data for at least one year from the date the trend was identified. (T-3)
- 3.2.2.4.3. When trends are noted; recommended corrective action and resolution are the responsibility of the Chief, Flight Management. (T-3)
- 3.2.2.5. Conduct SPOT and Post Mission Review (PMR) evaluations as directed by the Chief of Flight Management (or MAJCOM equivalent). (T-3)
- 3.2.2.6. Conduct SEBs and document IAW [Attachment 2](#) and MAJCOM supplement/Organizational Operating Instructions. (T-3)
- 3.2.2.7. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels to IAW AFI11-215, *USAF Flight Manuals Program (FMP)*, and MAJCOM guidance. (T-3)

## Chapter 4

### FLIGHT MANAGER EVALUATOR (FME)

**4.1. General.** The evaluation portion of the FM Stan/Eval Program is administered by Flight Manager Evaluators (FMEs) at MAJCOM and AMC 618 AOC, USAFE 603 AOC/AMD, and PACAF 613 AOC/AMD.

**4.2. Selection.**

4.2.1. The Chief, Flight Management (or MAJCOM Equivalent) will select FMEs from the most highly qualified and experienced instructors. **(T-3) EXCEPTION:** The 613 AOC/AMD Chief will be the selection authority for FMEs. **(T-3)**

4.2.2. Respective MAJCOM A3 will designate in writing HHQ FMEs. **(T-3)**

4.2.3. The Chief of Flight Management (or MAJCOM equivalent) will select, and designate in writing all unit FMEs. **(T-3)** This letter will remain on file until the individual is no longer designated as an FME. **(T-3) EXCEPTION:** The 613 AOC Chief of Flight Management will designate in writing all unit FMEs, selection is reserved for the 613 AOC/AMD Chief. **(T-3)**

**4.3. FME Functions:** The FME will:

4.3.1. Conduct FM evaluations IAW **Chapter 5**, document IAW **Chapter 7**, using performance standards IAW **Chapter 9**. **(T-1)**

4.3.2. Maintain currency and qualification as instructors. **(T-1)**

4.3.3. Not administer evaluations outside of their applicable MAJCOM unless specifically requested by the MAJCOM Stan/Eval agency of the examinee and approved by the MAJCOM Stan/Eval agency of the evaluator. **(T-1)**

4.3.4. Conduct a thorough prebriefing and debriefing for the examinee on all aspects of the evaluation as required in **paragraph 5.7**. Conduct of Evaluations. **(T-1)** NOTE: Post Mission Review (PMR) evaluation debriefs will be conducted as soon as practical after the evaluation following the instructions for debriefing and finalizing the evaluation in **paragraph 5.2.4.2**.

4.3.5. Correct potential breaches of flying safety during an evaluation prior to the examinee publishing the aircrew departure papers. Refer to **paragraph 5.2.4.2.2** for PMR evaluations. **(T-3)**

**4.4. Lead Command FME.** The lead command FME will conduct FM pyramid evaluations in accordance with **paragraph 2.3.1.3**. **(T-1)**

## Chapter 5

### FLIGHT MANAGER QUALIFICATION EVALUATIONS

**5.1. General.** The FM Standardization/Evaluation program utilizes FM evaluations for standardization of operations and to qualify or requalify FMs.

**5.2. FM Evaluations Types.** FM evaluations are divided into four categories; Qualification (QUAL), Instructor (INSTR), SPOT, and Post Mission Review (PMR). QUAL and INSTR evaluations consist of two structured phases, academic and sortie planning. Refer to [paragraph 5.4](#) for applicable requisites.

#### 5.2.1. FM QUAL Evaluations.

5.2.1.1. **Purpose.** To ensure FMs and Instructor FMs remain qualified to accomplish the unit's operational mission.

5.2.1.2. **Execution.** All FMs will either complete an initial qualification (INIT/QUAL) or a periodic qualification (PE/QUAL) evaluation. **(T-1)** Flight Managers identified as instructors will receive a PE/QUAL with additional focus on the examinees instructional ability. **(T-1)** FMs obtaining/regaining instructor qualification will complete evaluation of instructional capability during the evaluation. **(T-1)** Instructors being evaluated during their PE/QUAL will demonstrate their instructional abilities to the evaluator. **(T-3)** Requalification (RE/QUAL) evaluations are completed to regain a loss of qualification (see [paragraph 5.2.1.2.3](#)). QUAL evaluations will be IAW the provisions of [paragraph 5.6.1](#). **(T-2)**

5.2.1.2.1. Initial Qualification (INIT/QUAL). Newly assigned or previously unqualified FMs will complete AFMAN11-255 Vol I Initial Training and Mission Qualification Training prior to completing the INIT QUAL evaluation and certification. **(T-2)** The evaluation should reflect the type and difficulty of tasks required in fulfillment of the unit's operational or DOC statement Missions. See [paragraph 5.2.2](#) for INIT INSTR qualification requirements.

5.2.1.2.2. Periodic Qualification (PE/QUAL).

5.2.1.2.2.1. Periodic evaluation requisites are defined in [paragraph 5.4](#).

5.2.1.2.2.2. Flight Managers identified and currently qualified as an instructors will receive a PE/QUAL with additional focus on the examinees instructional ability. **(T-3)** During this evaluation the FM Evaluator may serve as the student if one is not available.

5.2.1.2.3. Requalification (RE/QUAL). An evaluation administered to remedy a loss of qualification due to:

5.2.1.2.3.1. Expiration of a required periodic evaluation. The recheck will be IAW the guidance for that periodic evaluation. **(T-1)**

5.2.1.2.3.2. Loss of currency that requires an evaluation. In this case, a SPOT will be used for documentation. **(T-1)** The recheck will include as a minimum those items for which the individual is non-current for more than 180 days. **(T-1)**

5.2.1.2.3.3. An evaluation recheck following a failed periodic evaluation. (T-1)

5.2.1.2.3.4. Loss of qualification due to a Commander-Directed Downgrade (see [paragraph 5.10](#)). (T-1)

5.2.1.2.3.5. RE/QUAL evaluation will not be used under the following circumstances:

5.2.1.2.3.5.1. If the expiration of a required periodic evaluation is due to failure to complete one or more of the academic phase requisites (see [paragraph 5.4.1](#)) but the sortie planning phase has successfully been completed within the eligibility period and the Chief, Flight Management (or MAJCOM equivalent) determines that qualification will be re-established by completion of the ground requisites without re-accomplishment of the sortie planning phase. (T-3)

5.2.1.2.3.5.2. For a recheck following a failed INIT evaluation. No qualification was achieved, thus requalification is not possible. (T-1)

5.2.1.3. **Expired Instructor QUAL.** Instructors with an expired QUAL evaluation are not qualified to instruct until successful completion of an instructor RE/QUAL evaluation. (T-1)

#### 5.2.2. FM Initial Instructor Evaluations (INIT/INSTR).

5.2.2.1. **Purpose.** To qualify FMs as instructors with an INIT/INSTR evaluation.

5.2.2.2. **Execution.** FMs obtaining/regaining instructor qualification will complete evaluation of instructional capability during the evaluation. (T-2)

5.2.2.2.1. Accomplish Initial INSTR evaluations with an FM serving as the student. During this evaluation the FM Evaluator may serve as the student if one is not available.

5.2.2.2.2. Evaluations of instructor qualifications will be conducted during all subsequent periodic evaluations. (T-3) During this evaluation the FM Evaluator may serve as the student if one is not available.

#### 5.2.3. FM SPOT Evaluations.

5.2.3.1. **Purpose.** Evaluate specific event(s) or requirement(s) without intending to satisfy the requirements of a periodic evaluation and/or an initial INSTR evaluation. FMs should not receive more than one SPOT evaluation per calendar year. (T-3)

5.2.3.1.1. At the discretion of Chief of Flight Management (618 AOC /613 AOC/AMD/603 AOC/AMD) a SPOT evaluation may be used to update a QUAL evaluation expiration date provided all requirements for the evaluation are completed within the periods described in [paragraph 5.3](#) (document on the AF Form 8FM IAW [paragraph 7.3.7.3.5](#)). (T-3) EXCEPTION: More than one SPOT evaluation per calendar year may be directed by the commander or director in the FM's chain of command (level above Chief, Flight Management or MAJCOM equivalent).

5.2.3.2. **Execution.** A SPOT evaluation has no requisites, unless specified in MAJCOM supplements/Organization Operating Instructions. AF Form 8FM is not required unless an examinee receives a less than Q-1 grade. When required, the AF Form 8FM will be completed IAW [Chapter 7](#). (T-1) Q-1 FM SPOT Evaluations will be tracked and used for

trend analysis. (T-3) Tracking method (e.g. Spreadsheet) will be coordinated with and approved by AMC/A3V (or MAJCOM equivalent). (T-1)

#### 5.2.4. FM Post Mission Review (PMR) Evaluations.

5.2.4.1. **Purpose.** To evaluate Aircrew Departure Papers and other sortie specific information (i.e. AOC messaging) mainly focusing on detecting trends and special interest items identified by Chief of Flight Management (618 AOC /613 AOC/AMD/603 AOC/AMD) or areas/items of concern identified by 618 AOC/CC or HQ AMC A3V (or equivalent 613 AOC/AMD or 603 AOC/AMD command levels). FMs should not receive more than 12 PMR evaluations per calendar year. (T-1) EXCEPTION: In addition to the 12 annual PMR evaluations, PMRs may be directed by the commander or director in the FM's chain of command (level above Chief, Flight Management or MAJCOM equivalent) or as a result of the exemption to [paragraph 5.2.4.2](#).

5.2.4.2. **Execution.** This is a review of the post mission information (paperwork and other sortie specific information) for a specific mission sortie. These evaluations are accomplished within 10 calendar days after publishing. As these evaluation are accomplished without direct supervision, the examiner will discuss and debrief any findings with the examinee before finalizing the evaluation entry. (T-3) EXCEPTION: FM PMR evaluation may be conducted outside of 10 calendar days in cases when the reason for the evaluation comes from outside normal channels (e.g. Ask TACC) or from above the level of Chief of Flight Management (618 AOC/613 AOC/AMD/603 AOC/AMD).

5.2.4.2.1. All flight managed sorties are eligible for an FM PMR Evaluation.

5.2.4.2.2. FM PMR Evaluations are exempt from Conduct of FM Evaluations limitations listed in [paragraphs 5.7.1, 5.7.1.1, and 5.7.2](#). As FM PMR evaluations are done after publishing/sortie execution, [paragraph 4.3.5](#) is also exempt. (T-1)

5.2.4.2.3. AF Form 8FM is not completed for FM PMR Evaluations. Q-1 FM PMR Evaluations will be tracked and used for trend analysis. (T-3) Tracking method (e.g. Spreadsheet) will be coordinated with and approved by AMC/A3V (or MAJCOM equivalent). (T-1) Any discrepancies discovered during a FM PMR Evaluation that would result in a less than Q-1 grade will be referred to the Commander/Director for action IAW [Paragraph 5.10](#). Commander-Directed Downgrade. (T-3) EXCEPTION: An AF Form 8FM may be used with the purpose of evaluation header PMR for Commander-Directed Downgrade. In this case the evaluation will be posted on the AF Form 942, *Record of Evaluation*. (T-1)

5.2.4.2.4. FM PMR evaluations will not be used to update a periodic evaluation. (T-1)

5.2.5. **Prefixes.** The following prefixes will be used, when applicable, to further describe the QUAL and INIT evaluations listed in [paragraphs 5.2.1 and 5.2.2](#)

5.2.5.1. **Initial (INIT).** The first evaluation of any type, to include instructor qualification (e.g., INIT QUAL, INIT INSTR). (T-1)

5.2.5.2. **Requalification (RE/QUAL).** An evaluation administered to remedy a loss of qualification. (T-1)

### 5.3. Timing of FM Qualification Evaluations.

**5.3.1. Expiration Date.** Required periodic evaluations expire on the last day of the 17th month following the month in which the sortie planning phase was successfully completed (e.g. a periodic evaluation in which the sortie planning phase was completed on 9 Oct 18 expires on 31 Mar 20). (T-1)

**5.3.2. In-Eligibility-Period.** All FMs must successfully complete periodic training, written exams, and the periodic qualification evaluation during the six month period that ends on the last day of the individual's current qualification. (T-1) The individual's qualification month and expiration date will be established following the initial qualification date. For example, an FM whose initial qualification month is January 2011 will be eligible for the Periodic qualification examination and evaluation between 1 January 2012 and 30 June 2012. (T-1)

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

**5.3.3.1. Evaluations Conducted Prior to the Eligibility Period.** Chief, Flight Management (or MAJCOM equivalent) may authorize individuals to complete periodic evaluations prior to the eligibility period (document IAW [paragraph 7.7.3.2.2](#)). (T-3)

**5.3.3.2. Extended Evaluations.**

**5.3.3.2.1. MAJCOM-Extended Evaluations.** MAJCOM/A3s may extend evaluation expiration dates for Flight Managers for up to six months. 603 AMD/613 AMD will provide notification to HQ AMC/A3V when extensions are approved for USAFE and PACAF FMs. (T-1)

**5.3.3.2.2. Commander/Director-Extended Evaluations.** The commander/director of the flight manager program (618 AOC/XOC; USAFE 603 AOC/AMD; and PACAF 613 AOC/AMD) may extend the expiration date of periodic evaluations up to three months for the reasons listed below (document IAW [paragraph 7.7.2.4.3](#)). This paragraph does not serve as the authority to grant blanket extensions. Extensions will be provided on a case-by-case basis. (T-3) Units will provide notification to HQ AMC/A3V when extensions are approved. (T-3) For individual extensions longer than three months, see [paragraph 5.3.3.2.2](#)

**5.3.3.2.2.1. Removal from active flight manager operations** (e.g. separation or retirement). (T-3)

**5.3.3.2.2.2. Participation in real world operations** (to include operations other than war, alert, etc.) who are not able to complete the required flight evaluation(s) before or during deployment. (T-3)

**5.3.4. Failure to Complete an Evaluation within the Required Period.** If an FM fails to complete an evaluation (either academic phase or sortie execution phase) within the eligibility period for an in-the-eligibility period evaluation (see [paragraph 5.4.3.1](#)) or within the period for an out-of-the-eligibility period evaluation (see [paragraph 5.4.3.2](#)), the FM loses the qualification covered by the evaluation and the restrictions of [paragraph 5.8](#) will apply. (T-1)

**5.3.4.1. Qualification may be re-established** by accomplishing a complete requalification evaluation (to include requisites) or by completion of the delinquent evaluation. (T-1)

5.3.4.2. Chief, Flight Management (or MAJCOM Equivalent) may waive the re-accomplishment of completed requisites on a case-by-case basis (document IAW [paragraph 7.7.3.2.2](#)). (T-3)

**5.4. Requisites. (T-1)** These include academic phase items. The academic phase includes a series of examinations as well as completion of periodic training. The sortie planning phase includes a shift evaluation of FM performance. **NOTE:** There are no requisite requirements for SPOT or PMR evaluations.

5.4.1. **Academic Phase Requisites.** Academic phase requisites will include open book examinations and periodic training. (T-1)

5.4.2. **Sortie Execution Phase Requisites.** The sortie planning phase for FM evaluations is comprised of a diversified selection of sortie allowing the Evaluator to observe all areas identified on the AF FORM 3862FM, *Flight Manager Evaluation Worksheet*. (T-1)

5.4.2.1. The profile used to fulfill the sortie planning phase requisite shall incorporate all appropriate requirements set forth in this publication, and allow accurate measure of the proficiency of the examinee. (T-3)

5.4.2.2. Evaluation profiles will incorporate current policy and procedures applicable to flight management and be realistic based on an assortment of available sorties. The FM Examiner will have final approval of the evaluation profile and may adjust it to ensure all appropriate requirements are evaluated. (T-3)

5.4.2.3. The FM Examiner may ask questions to verify examinee proficiency in an area or to ensure all areas of the AF FORM 3862FM are covered. (T-3)

5.4.3. **Requisite Completion.**

5.4.3.1. **In-the-Eligibility Period.** For scheduled or periodic evaluations in the eligibility period, all requisites shall be completed within the eligibility period of the current evaluation (see [paragraph 5.3.2](#)). (T-1) The Chief, Flight Management (or MAJCOM equivalent) may waive this requirement on a case-by-case basis (document on the AF Form 8FM IAW [paragraph 7.7.3.2.2](#)). (T-1)

5.4.3.2. **Out-of-the-Eligibility Period.** For periodic evaluations accomplished outside the eligibility period, all requisites shall be completed within a six-month period. (T-1)

**5.5. Grading System.**

5.5.1. A two-step grading system is used to evaluate and document FM performance. (T-1)

5.5.1.1. In the first step, individual grades are assigned to each evaluation requisite to include grading of areas/subareas of FM performance against established evaluation criteria (see [paragraph 5.4](#)). Less than fully qualified performance will be documented on the AF Form 8FM. (T-1)

5.5.1.2. In the second step, an overall qualification level is assigned based on a compilation of all individual requisite grades (see [paragraph 5.4](#)). (T-1)

5.5.2. **Performance Areas/Subareas.**

5.5.2.1. Areas/subareas will have a two-tier (Q/U) or three-tier (Q/Q-/U) grading system. Discrepancies will be documented against the established areas/subareas. (T-1)



5.5.2.1.1. Q indicates the examinee demonstrated both a satisfactory knowledge of all required information and performed FM duties within the prescribed tolerances.

5.5.2.1.2. Q- indicates the examinee is qualified to perform the assigned area/subarea tasks, but requires debriefing or additional training as determined by the flight examiner. Deviations shall not exceed the prescribed Q- tolerances, or jeopardize flight safety. (T-1)

5.5.2.1.3. U indicates performance was outside allowable parameters thereby compromising flight safety or deviations from prescribed procedures/tolerances adversely affecting mission accomplishment. An examinee receiving an area/subarea grade of U requires debriefing and/or additional training, as determined by the FME. (T-1)

5.5.2.2. **Remedial Action.** All grades of Q- or U require remedial action that includes either debriefing discrepancies and/or assignment of additional training. (T-1)

5.5.2.2.1. **Debriefed Discrepancy.** Remedial action accomplished during debrief of the evaluation wherein the FM Evaluator provides instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency. (T-1)

5.5.2.2.2. **Additional Training.** Any training recommended by the FM Evaluator to remedy deficiencies identified during an evaluation. (T-1)

5.5.2.2.2.1. May include self-study, ground instruction, or additional supervised shifts. (T-1)

5.5.2.2.2.2. Will be complete by the last day of the third month following the date of the discrepancy (e.g., for an evaluation on 21 Jan 12, additional training will be accomplished by 30 Apr 12). (T-1)

5.5.2.2.2.3. If an FM exceeds the allotted time for completion of additional training, the Chief, Flight Management (or MAJCOM equivalent) will review the situation and direct appropriate action. (T-3) Document the circumstances which exceed the allotted time with a Memorandum for Record (MFR). Include the MFR in the AF Form 8FM (see [paragraph 7.7.2.4.3](#)). (T-1)

5.5.2.2.2.4. Document additional training on the AF Form 8FM IAW [paragraphs 7.3.5.5](#) and [7.3.7.3.4](#) (T-1)

5.5.2.3. The FM Evaluator will grade the areas/subareas listed as required in [Chapter 9](#). (T-1)

5.5.2.4. In addition to required areas/subareas, the FM Evaluator will grade any area/subarea observed during an evaluation if performance in that area/subarea impacts the specific evaluation accomplished. (T-1)

5.5.2.5. The FM Evaluator may further identify any area/sub-area as Commendable if, in the FM Evaluator's determination, the FM has demonstrated exceptional skill and knowledge. Document IAW [paragraph 7.3.7.3.5.2](#). (T-1)

5.5.3. **Qualification Levels.** Qualification levels are assigned to an individual as well as overall performance. Individual evaluations are graded as a compilation of all area/sub-area



grades. Overall performance is graded as a compilation of all requisite tasks associated with the required evaluation. Both individual and overall grades are based on the following.

5.5.3.1. **Q1.** The FM demonstrated desired performance and knowledge of procedures, equipment, and directives within tolerances specified in the grading criteria. This will be awarded when no discrepancies were noted, but may be awarded when discrepancies are noted if: **(T-1)**

5.5.3.1.1. No U grades were awarded for any discrepancy area/sub-area. **(T-1)**

5.5.3.1.2. In the judgment of the FM Evaluator, none of the discrepancies preclude awarding of an overall Q1. **(T-1)**

5.5.3.1.3. All areas/sub-areas graded as Q- during the evaluation were cleared during the evaluation debrief. **(T-1)**

5.5.3.2. **Q2.** The FM demonstrated the ability to perform duties safely, but:

5.5.3.2.1. There were one or more area(s)/subarea(s) where additional training was assigned. **(T-1)**

5.5.3.2.2. A non-critical area/subarea grade of U was awarded. **(T-1)**

5.5.3.2.3. In the judgment of the FM Evaluator, a Q2 may be given if there is justification based on Q- performance in one or several areas/subareas. **(T-1)**

5.5.3.3. **Q3.** The FM demonstrated an unacceptable level of safety, performance or knowledge.

5.5.3.3.1. Any critical area graded U requires an overall Q3. (Applicable to both academic and sortie planning phases). **(T-1)**

5.5.3.3.2. In the judgment of the FM Evaluator, a Q3 may be given if there is justification based on Q-/U performance in one or several non-critical areas/subareas. **(T-1)**

5.5.3.4. **Exceptionally Qualified (EQ) Designation.** An EQ may be given, but will only be applied to the overall grade, not to separate requisites. **(T-3)** EQs will be documented on AF Form 8FM IAW [paragraph 7.3.7.2](#). An EQ may be given when:

5.5.3.4.1. The FM has demonstrated exceptional skill and knowledge in all phases of the evaluation; **(T-3)**

5.5.3.4.2. The FM has not failed any requisite and; **(T-3)**

5.5.3.4.3. The FM received a Q on all areas/subareas evaluated. **(T-3) NOTE:** AFMAN11-255V2 may dictate the highest grade for an evaluation based on area and subarea performance, FM Evaluator judgment will always be the determining factor in deciding the overall grade. **(T-1)**

## 5.6. Evaluation Criteria.

5.6.1. AMC, in coordination with the applicable user MAJCOMs, will establish and maintain standardized, QUAL, INSTR, SPOT, and PMR evaluation criteria in this publication. AMC will coordinate with the Chief, Flight Management (or MAJCOM equivalent) of any command-mandated software on any updates of evaluation criteria to aid in the expeditious

revision of evaluation criteria files. AMC is also responsible for coordinating the establishment of the following:

5.6.1.1. Areas/subareas including the identification of critical areas and those areas required for evaluation completion. These areas/subareas will be arranged into general and specific evaluation areas. Critical areas are those areas that, upon failure, would most adversely affect the qualification of the FM. Critical areas will include, but are not limited to, Judgment; Safety; Read File and Instructor Ability (as applicable).

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

## **5.7. Conduct of FM Evaluations.**

5.7.1. FM Evaluators will pre-brief the examinee on the conduct, purpose, and requirements of the evaluation, and all applicable evaluation criteria. **(T-1)** FM Evaluators will then evaluate the examinee in each graded area/ sub-area. **(T-1) NOTE:** Not applicable for FM PMR Evaluations.

5.7.1.1. FM Evaluators will normally not evaluate personnel they have primarily trained, recommended for upgrade evaluation, or if they are the first level supervisor of the examinee. **NOTE:** Not applicable for SPOT and PMR Evaluations.

5.7.2. FM Evaluators may conduct the evaluation by direct observation or a review of the posted crew papers as required by the evaluation type. QUAL (PE and Instructor PE) and SPOT evaluations will be conducted by direct observation over the shoulder or while logged into a nearby workstation. **(T-2)**

5.7.3. Note discrepancies and deviations from prescribed tolerances and performance criteria during the evaluation. Compare the examinee's performance with the tolerances provided in the grading criteria and assign an appropriate grade for each area/sub-area.

5.7.3.1. An evaluation will not be changed to a training session to avoid documenting substandard performance, nor will a training session be changed to an evaluation once the session is begun. **(T-1)**

5.7.3.2. The determining factors assigning an overall grade will be a combination of the examinee's performance adherence to standards in this instruction and flight safety, and the FM Evaluator's judgment. **(T-1)** The FM Evaluator will thoroughly critique all aspects of the sorties flight-managed during the evaluation. **(T-1)** During the critique, the FM Evaluator will review the examinee's overall rating, specific deviations, area/sub-area grades assigned, and any additional training required. **(T-1)**

5.7.3.3. In the event of unsatisfactory performance, the FM Evaluator will determine and document additional training requirements. **(T-1)** Normally, additional training should not be accomplished during the same shift.

5.7.3.4. Additional training on the same shift is allowed when the situation presents valuable training opportunities (i.e., unique locations, air refueling, etc.). This option requires utmost evaluator discretion and judicious application. When used, the examinee will be informed when the additional training begins and ends. **(T-1)**

5.7.4. FM Evaluators will debrief the examinee on the evaluation, the evaluation qualification level, all evaluation findings, and any additional training assigned as a result of the evaluation. **(T-1)** During this debrief the FM Evaluator will discuss the information to be entered on the AF Form 8FM and the form signing process if the evaluation results require a AF Form 8FM. **(T-1)** NOTE: See [paragraphs 4.3.4](#) and [5.2.4.2](#) for PMR debriefing requirements.

5.7.5. Rechecks will be administered by an FM Evaluator other than the one who administered the original evaluation. **(T-3)**

## **5.8. Failure to Pass an Evaluation.**

5.8.1. **Recheck.** If an FM fails an evaluation, a successful recheck will be completed by the end of the third month after the date of the first failure, (e.g. for an evaluation on 20 Jun 18, complete the recheck by 30 Sep 18). **(T-1)**

5.8.1.1. The Chief, Flight Management (or MAJCOM equivalent) may approve waivers to the three-month time limit on a case-by-case basis. Document the waiver(s) with an MFR to be included in the AF Form 8FM IAW [paragraph 7.7.2.4.3](#) **(T-1)**

5.8.1.2. The Chief, Flight Management (or MAJCOM equivalent) will determine the number of shifts to be allowed during this period, based on the individual's experience level, present qualifications and hours of training required. **(T-1)**

5.8.1.3. A recheck is successfully completed when the FM performs to Q or Q-/debriefed criteria for each area graded U. **(T-1)**

5.8.1.4. Requisites that are valid for a failed evaluation per [paragraph 5.5.3.2](#) or [5.5.3.3](#) remain valid, IAW the paragraphs above. **(T-1)**

5.8.2. **Status Downgrade.** An FM receiving a Q3 level grade during an evaluation is not qualified to work unless under the supervision of an instructor. For Instructors receiving a Q3 level grade in only instructor areas/subareas see [paragraph 5.8.2.2](#) **(T-1)**

5.8.2.1. **QUAL Evaluation.** Place the examinee on supervised status (see [paragraph 5.9](#)) if the examinee failed the qualification evaluation. Instructors need not be downgraded if the discrepancies were only in instructor area/subareas. **(T-1)**

5.8.2.2. **INSTR Evaluation (or any evaluation where instructor qualifications are evaluated).** Instructors receiving an unsatisfactory grade in any instructor area(s) will not perform instructor duties until a successful recheck is completed. **(T-1)**

## **5.8.3. Restrictions.**

5.8.3.1. When called for by this publication or deemed necessary in the judgment of the FM Evaluator, the examinee will remain in supervised status until successful completion of assigned additional training and/or a recheck. **(T-1)**

5.8.3.2. Restrictions should address the specific areas and/or subareas that require supervision and the criteria for removal of the restrictions. **(T-1)**

## **5.9. Supervised Status.**

5.9.1. If unsatisfactory performance or restrictions require supervised status for an examinee, the type of supervision (i.e., instructor or designated supervisor) will be determined by the Chief, Flight Management (or MAJCOM equivalent). **(T-1)**

5.9.2. An MFR outlining the restriction will be placed in the examinee's training record. (T-1)

5.9.3. Effective the date of the downgrade the FM placed in supervised status will cease acting in the qualification(s) from which he/she has been downgraded. (T-1)

**5.10. Commander-Directed Downgrade.** Any commander or director in the FM's chain of command (level above Chief, Flight Management or MAJCOM equivalent) will have the authority for Commander-Directed Downgrade. (T-1). Commander or Directors with this authority may direct a downgrade (Q-/U) in a specific area/sub-area without disqualifying an individual, direct a downgrade that removes a qualification (e.g. Instructor FM to FM) or direct a downgrade that completely disqualifies an individual.

5.10.1. Downgrades may be directed without administering an evaluation in cases where such incidences directly affect the commander's or director's confidence in the FM's ability to correctly perform flight manager duties.

5.10.2. Place the FM in Supervised Status (see [paragraph 5.9](#)) for Commander-Directed downgrade that either removes a qualification or completely disqualifies an individual. (T-1)

5.10.3. Commander directed downgrades will be documented IAW [paragraph 7.4](#). (T-1)

## Chapter 6

### FLIGHT MANAGER EXAMINATION PROGRAM

**6.1. General.** The FM examination program measures a FM's knowledge of normal operating procedures and other information essential to the proper planning of MAJCOM assigned aircraft through the administration of written or computer based examinations.

**6.2. Scope.** This chapter applies to FMs that require examination to establish qualification. The examination program in this chapter includes requisite examinations for periodic evaluations. Requisite examinations include qualification open book only. There are no requirements for flight managers to have closed book or emergency procedure examinations. **(T-1)**

#### **6.3. Administrative Procedures.**

**6.3.1. Program Documentation.** Organizations will document the FM examination program. **(T-1)**

**6.3.2. Computer-Based Examinations.** MAJCOM directed Stan/Eval software may fulfill the requirement for exams as outlined in this publication. **(T-1)**

**6.3.3. Retention of Examination Records.** Retain graded exam answer sheets/computer records until the AF Form 8FM is completed. **(T-1)**

#### **6.4. Exam Sources.**

**6.4.1. Open Book Exams.** AMC will develop an open book Secure Question Bank (SQB) that serves as the source for the open book exam. Do not distribute the SQB to FMs and safeguard it in the same manner as any other required Stan/Eval exam. **(T-1)**

6.4.1.1. Open book questions will come from publications containing information pertinent to the operation of applicable aircraft, performance of the assigned mission, and FM procedures. **(T-1)**

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

**6.4.2. Local Procedures Master Question File (MQF).** Organizations may develop and distribute a local procedure MQF to augment the SQF. **(T-2)**

**6.4.3. Exam Question Review.** The Lead Command will review the FM SQB, and prepared exams (if used) annually and after any changes in source documents. If a complete review was accomplished due to a source document change it may be annotated as the annual review. If units develop a local MQF, they will document procedures for exam reviews in the SEB minutes. **(T-1)**

#### **6.5. Exam Management.** Units will maintain an FM exam. **(T-2)**

6.5.1. Units will maintain multiple tests for the FM exams. **(T-2)**

6.5.2. Change a minimum of 50 percent of the questions on each prepared exam each calendar year. **(T-2)**

6.5.3. Requisite exam databases will contain at least twice the number of questions required for each exam (e.g. if a 50-question exam is generated, there shall be at least 100 questions in the exam database). (T-1)

6.5.4. When published guidance changes, the associated prepared exam or exam database (depending on method used) will be updated as soon as possible upon receipt. (T-1)

**6.6. Exam Security.** Stan/Eval personnel or designated trusted agents will maintain positive control of all requisite exams, applicable answer sheets, and associated computer-based media. (T-1)

**6.7. Grading.**

6.7.1. **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 will be reviewed immediately with the examinee following the exam. (T-1)

6.7.2. All requisite exams will be graded and critiqued prior to the FM's next shift. (T-1)

**6.8. Failure to Pass a Requisite Exam.**

6.8.1. **Reexamination Policy.** An FM failing a requisite examination will be afforded an adequate study period prior to reexamination. The FM will be reevaluated using an alternate exam. (T-1)

6.8.2. **Reexamination Period.** FMs who fail a requisite exam will complete a successful re-exam by the end of the third month following the date of the first failure, or the end of their eligibility period, whichever occurs first. Waiver authority to extend the time allowed to successfully complete the re-exam is the Chief, Flight Management (or MAJCOM equivalent) document IAW [paragraph 7.7](#) (T-1)

**6.8.3. Supervised Status.**

6.8.3.1. Place FMs who fail a requisite open book exam in supervised status IAW [paragraph 5.9](#) until successful retesting is completed that meet the minimum requirements of this publication. (T-1)

## Chapter 7

### DOCUMENTATION

**7.1. Scope.** Administration of the FM qualification evaluation program requires accurate documentation. The qualifications for which an FM is to be evaluated are determined by the Chief, Flight Management (or MAJCOM equivalent). **(T-3)** This chapter provides documentation guidance for members that require FM evaluation to establish qualification.

7.1.1. The results of FM evaluations are recorded on the AF Form 8FM except as noted in [7.1.1.1](#). The chronological history of evaluations for an FM is recorded on an AF Form 942, *Record of Evaluation*. These AF forms are maintained in the FMEF. Use an AF Form 3862 worksheet to ensure all required areas have been completed for evaluations. Maintain the worksheet until the completed AF Form 8FM is placed in the FMEF. There is no requirement to retain the worksheet once the AF Form 8FM is completed.

7.1.1.1. FM Q-1 SPOT and PMR Evaluations will not be documented on an AF Form 8FM nor recorded on an AF Form 942 except for those resulting in a Commander Directed Downgrade.

7.1.1.1.1. Units will track FM Q-1 SPOT and PMR Evaluations not documented on an AF Form 8FM and retain the findings for at least 18 months. Tracking will include at a minimum type of evaluation, date conducted, sortie(s) evaluated, evaluator, examinee, any findings, and date debriefed/notified. **(T-1)** Tracking method (e.g. Spreadsheet) will be coordinated with and approved by AMC/A3V (or MAJCOM equivalent). **(T-1)**

7.1.1.1.2. Documentation for SPOT and PMR Evaluations graded less than Q-1 will be documented on the AF Form 8FM. **(T-1)**

7.1.2. In all instances of documentation, use of electronic forms is authorized, to include use of electronic signatures and wholly electronic FMEFs. In all instances, computer-generated forms will mirror AF forms as published on the USAF E-Publishing web site. **(T-1)**

**7.2. Qualifications versus Certifications.** Qualifications are attained through evaluations and documented on the AF Form 8FM, as applicable. Certifications are attained through methods other than evaluation (e.g. commander certifications, FM upgrades, etc.). Refer to AFMAN11-255V1 for certification information and process.

### **7.3. AF Form 8FM, *Certificate of Flight Manager Qualification*. (T-1)**

7.3.1. **Purpose.** The AF Form 8FM is the source document used to record and verify the qualification of an FM. **(T-1)** Completion of an AF Form 8FM is accomplished by four individuals: the FM Evaluator, a Reviewing Officer, a Final Approving Officer, and the Examinee. **(T-1)**

7.3.2. **General Data Entry.** See [Attachment 3](#) for sample AF Forms 8FM, [Attachment 4](#) for sample AF Forms 3862FM

7.3.2.1. In all instances of data entry, if an electronic form is used, the format required by the electronic form will be used (see also [paragraph 7.1.2](#)). **(T-1)**

7.3.2.2. For date fields use a two-digit day, three-letter month and two-digit year format (e.g. 24 Jun 12). **(T-1)**

7.3.2.3. The Eligibility Period and Expiration Date of Qualification blocks will use a three-letter month and two-digit year format (Jun 12). **(T-1)**

7.3.2.4. Except where specifically noted otherwise (i.e. annotating the type evaluation, INSTR), use upper case letters. **(T-1)**

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. **(T-1)**

7.3.3. **Date Completed.** Use the latest completion date of the evaluation requisites (academic phase or sortie planning phase) or the additional training if assigned. **(T-1)**

7.3.4. **Examinee Identification.**

7.3.4.1. **General Information.** Enter the name, Civil Service grade and last four of Social Security Number (SSN). **(T-1)**

7.3.4.2. **Organization and Location.** Enter the unit designation and location where the examinee is assigned/attached for flight management (actual unit/office symbol will be annotated IAW [paragraph 7.3.6.3](#)). **(T-1)**

7.3.4.3. **Position.** Enter the examinee's highest qualification reflecting the intention of the evaluation (i.e. FLIGHT MANAGER, or INSTRUCTOR FLIGHT MANAGER). **(T-1)** **NOTE:** FLIGHT MANAGER EVALUATOR is not a qualification, it is a certification.

7.3.4.4. **Eligibility Period.**

7.3.4.4.1. Enter the 6-month period preceding the expiration date from the last similar periodic FM qualification evaluation (e.g., if the last QUAL evaluation expires Sep 12, enter Apr 12 - Sep 12). **(T-1)**

7.3.4.4.2. Enter N/A (not applicable) for INIT, SPOT, RE/QUAL, PMR, and out-of-the-eligibility period evaluations (see [paragraph 5.2.5](#)). **(T-1)**

7.3.4.4.3. For periodic evaluations where the evaluation expiration date of the previous evaluation is extended under the provisions of [paragraph 5.3](#), enter the 6-month period preceding the original expiration date (Chiefs of Flight Management (or MAJCOM equivalent) extend only the expiration date, not the eligibility period). **(T-1)**

7.3.4.4.4. Dual entries are authorized for misaligned and/or combined evaluations. **(T-1)**

7.3.5. **- Qualification.**

7.3.5.1. **Academic Phase.**

7.3.5.1.1. **Examination/Check.**

7.3.5.1.1.1. Make a separate entry for each ground requisite exam/evaluation. Discrepancies will be noted in the examiner's remarks (see [paragraph 7.3.7.3.3](#)). **(T-1)**

7.3.5.1.1.2. If requisites exceed available lines, make combined entries or



document additional requisite completion in the Comments section. (T-1)

7.3.5.1.1.3. Annotate requisite exams. (T-1)

7.3.5.1.1.4. Make a separate entry for each ground requisite examination. (T-1)

7.3.5.1.2. **Date.** In the date column, enter the date that the requisite is successfully completed. Enter the re-exam (test) date if a recheck/re-exam was required. (T-1)

7.3.5.1.3. **Grade.**

7.3.5.1.3.1. Enter failed exam score with a successfully completed re-exam as follows: U/Q. (T-1)

#### 7.3.5.2. **Sortie Planning Phase.**

##### 7.3.5.2.1. **Flight Manager Evaluation.**

7.3.5.2.1.1. IAW [paragraph 5.2](#), use the following designations to describe the purpose of the evaluation(s): QUAL, INSTR, SPOT, or PMR. If combined, include the designation of each evaluation (e.g., INIT INSTR, PE/QUAL, etc.). (T-1)

7.3.5.2.1.2. Use the following prefixes, when applicable, to describe the type of evaluation: INIT, PE, and/or RE/QUAL. More than one prefix may be used to describe an evaluation as outlined in [paragraph 5.2.5](#). (T-1)

7.3.5.2.1.2.1. The only annotations of INSTR used are INIT INSTR and RE/QUAL INSTR as described in [paragraph 5.2.5](#). (T-1)

7.3.5.2.1.2.2. Do not use INSTR for periodic evaluations as the AF Form 8FM Flight Manager position is annotated with the instructor designation "INSTRUCTOR FLIGHT MANAGER" already. (T-1)

7.3.5.2.1.2.3. When requalification deals with regaining a complete loss of instructor qualification, document it as RE/QUAL INSTR (not RE/QUAL SPOT). (T-1)

7.3.5.2.1.2.4. Make a single line entry to document the assigned sortie events used to complete the evaluation. (T-1)

7.3.5.2.1.2.5. Where a single evaluation consists of more than one shift with the same FM Evaluator, a single line entry may be used. (T-1)

##### 7.3.5.2.2. **Date.**

7.3.5.2.2.1. Enter the date the sortie planning phase was completed. (T-1)

#### 7.3.5.3. **Qualification Level.**

7.3.5.3.1. Annotate the examinee's overall qualification level IAW the definitions of [paragraph 5.5.3](#) by placing a 1 (for Q1) or 2 (for Q2) in the qualified block or a 3 (for Q3) in the unqualified block. (T-1)

7.3.5.3.2. Combined evaluations (e.g., INSTR/QUAL, etc.) require only one grade if all evaluations were awarded the same overall level. (T-1)

7.3.5.3.2.1. If the overall level varies for each type of evaluation accomplished. Complete two AF Form 8FMs, one for each level. (T-1)

**7.3.5.4. Expiration Date of Qualification.**

7.3.5.4.1. IAW **paragraph 5.3.1**. For evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the sortie planning phase of the evaluation was successfully completed. **(T-1)**

7.3.5.4.2. For evaluations that do not establish a new eligibility period enter N/A. **(T-1)**

7.3.5.4.3. Combined evaluations require only one date if all parts of the evaluation were successfully completed and/or N/A if all parts were assigned an unqualified grade. **(T-1)**

7.3.5.4.3.1. For combined evaluations where one component is successfully completed and/or one component is assigned an unqualified grade, indicate by assigning a new expiration date for those portions completed successfully, and N/A for those portions awarded an unqualified grade (e.g., QUAL 1 and INSTR 3, then enter QUAL-Jul 18 under Qualified and INSTR-N/A under Unqualified). **(T-1)**

**7.3.5.5. Additional Training.** If additional is training not required, annotate each of the blocks described below with N/A. **(T-1)**

**7.3.5.5.1. Due Date(s).**

7.3.5.5.1.1. Enter a date not to exceed the last day of the third month following the event requiring additional training (e.g. 26 Jan 18 Flight Eval, 30 Apr 18 due date). **(T-1)**

7.3.5.5.1.2. If more than one date is required, preface the due dates with Academic Evaluation Phase (AEP) or Sortie Planning Phase (SPP) as appropriate. **(T-1)**

**7.3.5.5.2. Date Additional Training Completed.**

7.3.5.5.2.1. Enter the date(s) the examinee completed additional training, otherwise, enter N/A. **(T-1)**

7.3.5.5.2.2. If more than one date is required, preface the date completed with APE or SEP, as appropriate. **(T-1)**

**7.3.5.5.3. Certifying Official.** The instructor who completed the additional training (or final event if more than one instructor is used) will sign as the Certifying Official. **(T-1)**

**7.3.5.5.4. Restrictions/Exceptionally Qualified/Commander-Directed Downgrade.** Place an **X** in the appropriate block when comments are annotated in Section IV. Do not annotate for restrictions resulting from failed requisite exams. **(T-1)**

**7.3.6. Certification Signatures.****7.3.6.1. Flight Manager Examiner.**

7.3.6.1.1. The FM Evaluator signing Section III of the AF Form 8FM:

7.3.6.1.1.1. Is responsible for the content of the AF Form 8FM, and will not sign Section III until verifying all required items (IAW with this publication) are

documented. (T-1)

7.3.6.1.1.2. Will always place an **X** in the remarks block and make comments in the comments block. (T-1)

7.3.6.1.1.2.1. (AF Form 8FM) . This applies only when the sortie planning phase is required; if only an academic phase is required, do not place an "X" in the remarks block and no Examiner Remarks are required in the Comments block in Section IV. (T-1)

7.3.6.1.2. If two or more days are required to complete an evaluation, only the flight examiner completing the evaluation will sign Section III, any other evaluator(s) will enter remarks in the Mission Description block describing those parts of the FM Evaluation they evaluated and sign a signature block immediately adjacent to their remarks. (T-1)

#### 7.3.6.2. Reviewing and Final Approving Officers.

7.3.6.2.1. The Reviewing and Final Approving Officers will review the content of the AF Form 8FM and the FM Evaluator's overall assessment. (T-1) Reviewing and Final Approving Officers are officials holding these positions, or acting in their stead, during the period of the signature process (not necessarily the date of the evaluation). They will ensure all required additional training is adequate to correct the noted deficiencies and is complete. (T-1)

7.3.6.2.1.1. If the Reviewing and Final Approving Officers agree with content of the AF Form 8FM and the FM Evaluator's overall assessment, they will place an **X** in the Concur block. (T-1)

7.3.6.2.1.2. If either or both officers do not agree with any portion of the AF Form 8FM, the overall grade will not be changed, but the dissenting officer will place an **X** in the Do Not Concur block on his/her line of the AF Form 8FM. (T-1)

7.3.6.2.1.3. If Do Not Concur is marked, the non-concurring officer(s) will provide justification (e.g. reason for non-concurrence, suggested modifications to additional training as recommended by the FM Evaluator, etc.) IAW [paragraph 7.3.7.3.4](#) and/or [paragraph 7.3.7.3.5](#). (T-1)

7.3.6.2.1.4. The Reviewing Officer will sign and date the AF Form 8FM after the FM Evaluator, but prior to the Final Approval Officer. (T-1)

7.3.6.2.2. The Final Approval Officer will sign and date the AF Form 8FM after the Reviewing Officer but prior to the examinee. As applicable, the Final Approving Officer may recommend or give a commander-directed downgrade IAW [paragraph 5.10](#) if further action is warranted. (T-1)

7.3.6.2.3. If the FM Evaluator is the Chief, Flight Management (or MAJCOM equivalent) the Reviewing Officer and Final Approving Officer will be progressively the next level in the organization. The same individual will not sign as both the Reviewing and Final Approving Officer. (T-1)

**7.3.6.3. Organization Block Format.** The format and content of data for the Organization block for the FM Evaluator and reviewing and final approving officers will be as follows:

**7.3.6.3.1. FM Evaluator.** Annotate unit/organization and office symbol of the flight examiner that completed the evaluation (e.g., AMC 618 AOC/XOCM, USAFE 603 AOC/AMD, PACAF 613 AOC/AMD). **(T-1)**

**7.3.6.3.2. Reviewing and Final Approving Officers.** Annotate unit/organization and office symbol (e.g., AMC 618 AOC/XOCM, 603 AOC/AMD/AMCT). **(T-1)**

**7.3.6.4. Examinee.** The examinee will sign and date after the Final Approving Officer certifying that they have been debriefed and understand the action(s) being taken. **(T-1)** Annotate unit/organization and office symbol in the Typed Name and Grade block (e.g. AMC 618 AOC /XOC, etc.). The examinee signature does not mean the examinee agrees with the evaluation findings, only that the examinee was debriefed and understands the action(s) being taken.

**7.3.6.4.1.** If the examinee refuses to sign, the examiner, examinee, and the Chief, Flight Management (or MAJCOM equivalent) will meet together to discuss the evaluation and findings to ensure examinee understands the action(s) being taken. **(T-1)**

**7.3.6.4.2.** If the examinee still refuses to sign after the meeting stipulated in 7.3.4.6.1, the Chief, Flight Management (or MAJCOM equivalent) will create an MFR of the meeting with the attendees, issues discussed, and the examinees refusal to sign the evaluation and place it in the examinees FEF on top of the evaluation. **(T-1)**

### **7.3.7. Comments.**

**7.3.7.1. Restrictions (if required).**

**7.3.7.1.1.** Specific restrictions and the criteria for the removal of the restrictions will be documented as the first item of Section IV. **(T-1)**

**7.3.7.1.2.** Document each restriction by annotating the specific restriction, level of supervision required, and criteria for removal of the restriction. **(T-1)**

**7.3.7.1.3.** Restrictions associated with failed requisite examinations will not be documented on the AF Form 8FM. **(T-1)**

**7.3.7.2. Exceptionally Qualified (EQ) Designation (when used).** Enter designation in all capital letters. Justification for EQ designation will be documented (e.g., areas of excellence) before Examiner's Remarks. Do not use Performance Report style statements, use statements to illustrate content that focuses on the exceptional performance observed and effects. **(T-3)**

**7.3.7.3. Examiner Remarks.**

**7.3.7.3.1. General.** For evaluations annotate the Global Decision Support System (GDSS) mission number. First sortie, second sortie, etc. entries on subsequent paragraphs/ subparagraphs will be annotated only if there are discrepancies or recommended additional training. **(T-1) NOTE:** In all instances, except for the mission description, if no verbiage is needed annotate with "None."

7.3.7.3.2. **Sortie Description.** The verbiage of the mission description will be IAW this publication and will verify that the required areas for the evaluation were accomplished. Comments addressing specific areas in which instructional ability was demonstrated are mandatory for all evaluations of instructors (if the instructor taught throughout the entire planning phase and there were numerous areas in which instructional ability was demonstrated, one general comment will suffice). **(T-1)**

7.3.7.3.3. **Discrepancies.** Document discrepancies by annotating the grading area number, grading area title (followed by subarea title in parenthesis), grade (Q-/U) annotation if discrepancy was debriefed and synopsis of discrepancy. Associate all academic phase discrepancies under paragraph B. Discrepancies, 1. Academic Phase; and all Sortie Planning Phase discrepancies under B. Discrepancies, 2. Sortie Planning Phase. **(T-1)**

7.3.7.3.4. **Recommended Additional Training.**

7.3.7.3.4.1. If discrepancies are documented in paragraph B and are not listed as Debriefed, annotate Paragraph C with recommended additional training. **(T-1)**

7.3.7.3.4.2. Descriptions of assigned additional training will include how satisfactory knowledge or proficiency will be demonstrated to a FM Evaluator or an Instructor FM. **(T-1)**

7.3.7.3.4.3. If additional training items will not fit on the AF Form 8FM, at a minimum annotate the proficiency that will be required by the examinee prior to the recheck. **(T-1)**

7.3.7.3.4.4. Academic and Sortie Execution Phase discrepancies will be listed separately. If there is no additional training, annotate paragraph C as, Recommended Additional Training. None. **(T-1)**

7.3.7.3.5. **Additional Comments.**

7.3.7.3.5.1. Comments are restricted to significant information dealing with the evaluation not documented elsewhere. **(T-1)**

7.3.7.3.5.2. Document any commendable items under Additional Comments using the following format: Commendable followed by grading area number, grading area title (followed by any subarea title in parenthesis) and FM Evaluator's description of commendable circumstances. **(T-3)**

7.3.7.3.5.3. Performance appraisal-type comments or comments comparing the examinee to other individuals are prohibited. **(T-1)**

7.3.7.3.5.4. If the sortie planning phase grade differs from the overall qualification level, the sortie planning phase grade will be entered in this paragraph. **(T-1)**

7.3.7.3.5.5. If an individual received an overall Q3, indicate whether the entire evaluation shall be re-accomplished, or just specific areas/subareas. **(T-1)**

7.3.7.3.5.6. If the academic phase FM Evaluator is different from the initial FM Evaluator, the recheck FM Evaluator will sign and date a statement under this paragraph. **(T-1)**

7.3.7.3.5.7. IAW [paragraph 5.2.3.1.1](#), if a SPOT evaluation is used to update a periodic evaluation and/or the Chief, Flight Management (or MAJCOM equivalent) authorizes additional training after the SPOT to accomplish a periodic evaluation, document the circumstances in this section. (T-1)

7.3.7.3.5.8. Incorporate the information contained in any applicable MFRs (e.g. extension, waivers, etc.) in this paragraph (see [paragraph 7.7](#)). (T-1)

7.3.7.3.5.9. Document individual or group waivers applicable to the evaluation. (T-1)

**7.3.7.4. Reviewing Officer's Remarks.** Reviewing Officers will annotate their remarks following the Examiner's Remarks in the space provided. If no remarks, annotate with - None. (T-1)

**7.3.7.5. Approving Officer's Remarks.** Approving Officers will annotate their remarks following the Reviewing Officer Remarks in the space provided. If no remarks, annotate with - None. (T-1)

**7.3.7.6. Additional Reviews (Optional).** Additional reviews are at MAJCOM/unit discretion and may be defined in the MAJCOM and/or unit supplement. (T-1)

#### **7.3.8. Temporary Evaluation Documentation.**

7.3.8.1. File temporary evaluation documentation in the examinee's FMEF after all evaluation requirements are complete (i.e., all academic and sortie planning requisites) as a temporary record of the sortie planning phase results. (T-1)

7.3.8.2. The temporary evaluation documentation will include examinee, FM Evaluator, 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. (T-1)

7.3.8.3. The FM Evaluator completing the evaluation will sign and date the temporary evaluation documentation. (T-1)

7.3.8.4. Remove temporary evaluation documentation when the permanent AF Form 8FM is filed in the FMEF. (T-1)

7.3.8.5. File the completed AF Form 8FM in the FMEF not later than the end of the third month following the date completed annotated on the AF Form 8FM. (T-1)

7.3.8.6. Further guidance concerning temporary evaluation documentation may be outlined in MAJCOM and unit supplement. (T-1)

#### **7.3.9. Rechecks**

##### **7.3.9.1. Sortie Execution Phase.**

7.3.9.1.1. Use a separate AF Form 8FM from the Q3 for sortie planning phase recheck. (T-1)

7.3.9.1.2. The recheck AF Form 8FM will only include documentation of the sortie planning phase evaluation. Requisite completion dates from the Q3 AF Form 8FM will

not be annotated on the recheck form unless requisites were not completed or are required to complete the recheck. (T-1)

7.3.9.1.3. If the sortie planning phase recheck is completed prior to completion of required requisites, delay completion of the AF Form 8FM until requisites are complete and enter the requisites on the recheck AF Form 8FM. (T-1)

**7.4. Commander-Directed Downgrade (see also paragraph 5.10 ) (T-1).** Except as described below, the AF Form 8FM for a Commander-directed Downgrade will be IAW [paragraph 7.3.5](#). (T-1)

7.4.1. **Date Completed.** This is the date the commander initiated the downgrade action. If this is a result of a downgrade for non-sortie planning phase issues, the date the commander mandated the downgrade action will be used. (T-1)

7.4.2. **Examinee Identification.**

7.4.2.1. **Flight Manager Position.** In addition to the FM's Position Title, if the downgrade includes a loss of a qualification (i.e. instructor) enter the downgraded position title. If the individual is downgraded to a completely unqualified status (i.e. Instructor FM to Unqualified FM), enter the position title to which he/she will be re-qualified upon successful completion of either an RE/QUAL evaluation. (T-1)

7.4.2.2. **Eligibility Period.** Enter -N/A. (T-1)

7.4.3. **Qualification.**

7.4.3.1. **Sortie Execution Phase.** In the Mission/Check block enter the type evaluation commensurate with the downgrade being given with the date of the situation that caused the downgrade. (T-1)

7.4.3.2. **Qualification Level.**

7.4.3.2.1. If the commander does not intend to reduce the qualification(s) of the individual and is issuing a downgrade in a non-critical area/subarea (i.e. a Q- in one or more non-critical areas/subareas), then enter 2. (T-1)

7.4.3.2.2. If the commander intends either to remove a qualification (e.g. instructor), or reduce the individual to a completely unqualified status, then enter 3. Normally, requalification evaluations following a commander directed downgrade are documented on a separate AF Form 8FM IAW [paragraph 7.3.9.1.1](#). (T-1)

7.4.3.3. **Expiration Date of Qualification.** Enter -N/A. (T-1)

7.4.3.4. **Restriction(s) and Additional Training Due Date.**

7.4.3.4.1. If a 2 is entered in the Qualification Level IAW guidance above, restrictions and additional training are not required. (T-1)

7.4.3.4.1.1. Leave the box for Restriction(s) unmarked and enter N/A for Due Dates and N/A for Date Additional Training Completed. (T-1)

7.4.3.4.1.2. If desired, the commander may still recommend restrictions and/or additional training. If used, document IAW the next paragraph. (T-1)

7.4.3.4.2. If a 3 is entered in the Qualification Level, restrictions and additional training are required. (T-1)

7.4.3.4.2.1. Place an X in the box for Restriction(s) and enter the Due Date as the last day of the third month from the effective date (i.e. the date entered into Date Completed at the top of the AF Form 8FM. (T-1)

7.4.3.4.2.2. Enter a date into the Date Additional Training Completed block when required training is complete. (T-1)

7.4.3.4.2.3. The Instructor completing the additional training (or last training event if more than one) will sign and date the Certifying Official block. (T-1)

7.4.3.5. **Commander-Directed Downgrade Block.** Place an X. (T-1)

#### 7.4.4. **Certification Signatures.**

7.4.4.1. Only the commander directing the downgrade and the individual concerned will sign the AF Form 8FM. Additional reviews (annotated under Section IV) are at the MAJCOM discretion. (T-1)

7.4.4.2. **Final Approving Officer.** The commander directing the downgrade will sign and place an X in the remarks block. (T-1)

7.4.4.3. **Examinee.** The FM will sign acknowledging the action being taken by the commander. (T-1)

#### 7.4.5. **Comments.**

7.4.5.1. At the top of the page enter, RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE. (T-1)

7.4.5.2. Paragraph A, Narrative: describe the reason for the commander directed downgrade. Include for cause in the reasoning statement for all phases. (T-1)

7.4.5.3. Paragraph B, Discrepancies.

7.4.5.3.1. Academic Phase: None. (T-1)

7.4.5.3.2. Sortie Execution: IAW [paragraph 7.3.7.3.3](#) (T-1)

7.4.5.4. Paragraph C, Recommended Additional Training.

7.4.5.4.1. Academic Phase: As desired or None. (T-1)

7.4.5.4.2. Sortie Execution Phase: As desired or None. (T-1)

7.4.5.5. Paragraph D, Additional Comments: As desired or None. (T-1)

7.4.5.6. Additional Reviews: As directed by MAJCOM and/or unit supplement or None. (T-1)

**7.5. AF Form 3862FM, *Flight Manager Evaluation Worksheet*.** FM Evaluators will use *AF Form 3862FM, Flight Manager Evaluation Worksheet*, when administering an evaluation. (T-1)

7.5.1. Retain AF Form 3862FM electronically until the AF Form 8FM is complete. If not kept electronically place the AF Form 3862FM in the FMEF. (T-1)



7.5.2. All pertinent information will be transferred and documented on AF Form 8FM, *Certificate of Flight Manager Qualification*, to document FM Qualification. (T-1)

**7.6. AF Form 942, Record of Evaluation. (T-1)** The AF Form 942 is an index providing pertinent information extracted from all the AF Forms 8FM accomplished by the FM. See example at [Attachment 5](#).

**7.6.1. Data Entry.**

7.6.1.1. Except where specifically noted otherwise (i.e. annotating the type evaluation, INIT/QUAL, PE/QUAL, RE/QUAL, INIT/INSTR), use upper and lower case letters. (T-1)

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 evaluations with the exception of those in which the qualification levels awarded on portions of a combined evaluation are not all the same. (T-1)

7.6.1.4. For combined evaluations in which different qualification levels are awarded for any of the portions, a single line entry will be made for each different qualification level awarded indicating which portions of the combined evaluation received that qualification level. (T-1)

7.6.1.5. Use each AF Form 942 until it is completely filled. If additional blocks not needed; Z out any of the unused blocks. (T-1)

**7.6.2. Type Flight Manager Position.** Enter the abbreviation for the position during sortie planning phase portion of the evaluation for the Position area under Examinee Identification of the subject AF Form 8FM (i.e. AF Form 8FM Position is “INSTRUCTOR FLIGHT MANAGER”, then the AF Form 942 ACFT/Crew Position will be “IFM”. (T-1) Position abbreviations are FM, IFM, and FM Evaluator).

**7.6.3. Type of Evaluation.** Enter type of evaluation as it appears in the Sortie/Check area under Sortie Planning Phase of the subject AF Form 8FM. If the evaluation did not include a sortie planning phase, enter type of evaluation as it appears in the Examination/Check area under Academic Phase of the subject AF Form 8FM. (T-1)

**7.6.4. Date Completed.** Enter date from the Date Completed block of the subject AF Form 8FM. (T-1)

**7.6.5. Qualification Level.** Enter the appropriate qualification level as it appears on the subject AF Form 8FM. (T-1)

**7.6.6. MAJCOM Change.** A one-line, undated entry containing MAJCOM title will be made for each change in the individual’s MAJCOM based on a transfer of assignment. (T-1) Do not annotate a change of MAJCOM if the individual is receiving an evaluation from an evaluator in a different MAJCOM unless the individual is enrolled in a formal training program. (T-1)

**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 MAJCOM.

**7.7. Flight Manager Evaluation Folders (FMEF). (T-1)** The FMEF contains the source documents that constitute the history of FM qualifications for each FM.

**7.7.1. Maintenance.**

7.7.1.1. Each FM will have a FMEF that includes all AF Forms 8FMs, AF Forms 942, and any additional MAJCOM and/or unit specified items. **(T-1)**

7.7.1.2. The FMEF will be maintained by a Stan/Eval functional office (MAJCOMs may consolidate Stan/Eval functions to 1 or 2 personnel). **(T-1) NOTE:** normally this is the assigned FM's AOC.

7.7.1.3. HHQ personnel maintaining FM currency may have their FMEFs maintained by the Stan/Eval function of the AOC in which they normally perform FM duties.

**7.7.2. Electronic FMEFs.**

7.7.2.1. For electronic FMEFs, any hard copy historical information (once incorporated into the electronic FEF system) will be archived with the Stan/Eval function that maintains the FEFs. Archive method will be at unit discretion. **(T-1)**

7.7.2.2. Scanned versions of historical documents will be saved IAW AFMAN 33-363, *Management of Records*. **(T-1)**

7.7.2.3. Electronic FMEF systems will be able to produce hard copies of FEF products, when needed, consistent with the guidance in this publication. Additionally, the electronic FEF shall be transportable. **(T-1)**

7.7.2.4. **Contents.** Divide the FMEF into two sections:

7.7.2.4.1. **(Left side)** . This Section contains AF Forms 942, and any items authorized by the MAJCOM and/or unit supplement. Section I may contain two sub-sections. **(T-1)**

7.7.2.4.1.1. AF Forms 942 will be placed on top in chronological order with the most recent on top. **(T-1)**

7.7.2.4.1.2. Any additional information as directed by MAJCOM and/or unit supplement will be placed under the AF Form 942. **(T-1)**

7.7.2.4.2. **(Right side)** . This Section contains AF Forms 8FM and any related MFRs for all evaluations listed on the AF Form 942. **(T-1)**

7.7.2.4.2.1. **AF Forms 8FM.** File AF Form 8/FM in chronological order with the most recent on top. **(T-1)**

7.7.2.4.3. **MFRs.**

7.7.2.4.3.1. MFRs documenting waivers, extensions, and/or unusual circumstances to potentially be included in an AF Form 8FM are filed on top of the affected AF Form 8FM. **(T-1)**

7.7.2.4.3.1.1. Incorporate the information contained in the MFR onto the applicable AF Form 8FM under Examiner Remarks paragraph D, Additional Comments, when action is complete. **(T-1)**

7.7.2.4.3.1.2. Once MFR information is incorporated onto the AF Form 8FM,

remove the MFR from the FEF. (T-1)

**7.7.2.4.3.2. Expiration Date Extensions (see also paragraph 7.3.4.4.3 ).**

7.7.2.4.3.2.1. On the expiration date extension MFR specify extension authority, the new expiration date, and a brief description of the extension. (T-1)

7.7.2.4.3.2.2. MFRs will be dated prior to the expiration date of any affected periodic evaluation. (T-1)

7.7.2.4.3.3. **Permanent MFRs.** MFRs become a permanent part of the FMEF only when a Major discrepancy addressed by the MFR is not addressed or corrected by a later Form 8FM (see [paragraph 7.7.2.4.3](#)) or an unusual circumstance cannot be documented any other way. (T-1)

**7.7.2.5. Hard-Copy Folders.**

7.7.2.5.1. Folders shall be letter size, able to separate contents into two sections and constructed of heavy stock (recommend pressboard folder or equivalent). (T-1)

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

7.7.2.5.3. Affix a label bearing the individual's name and last four of Social Security Number (SSN) 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.

7.7.2.5.4. Folders shall bear the - For Official Use Only label/stamp on both sides of the FEF IAW records management practices. (T-1)

**7.7.3. Review of FEF.** Document the procedures on how to accomplish an initial review and how to implement the periodic review of FEFs. (T-1)

7.7.3.1. **Initial Review.** The Chief of Stan Eval (or MAJCOM equivalent) will review the FMEF for all newly assigned FMs to verify their qualification(s) prior to working unsupervised. Annotate this review on the AF Form 942, in the "TYPE OF EVALUATION" column with the comment, "Assigned to MAJCOM" (i.e. AMC, PACAF, USAFE). (T-1)

7.7.3.1.1. The reviewing organization is responsible for establishing the qualification of the FM as determined from the latest applicable documentation in Sections I and II of the FMEF. (T-1)

7.7.3.1.2. Following the initial review, the unit maintaining the FMEF is responsible only for documentation subsequently placed in the FMEF. (T-1)

7.7.3.1.3. If the FMEF of HHQ personnel maintaining FM currency is maintained by the Stan/Eval function at the unit to which they are attached to work, the Stan/Eval function of that unit will also review the FMEF prior to their first unsupervised sortie planning phase. (T-1)

**7.7.3.2. Posting Review.**

7.7.3.2.1. The Stan/Eval function will review each AF Form 8FM when they are placed in the FMEF to ensure accuracy and completeness. (T-1)

7.7.3.2.2. The Form 8FM review will confirm that the eligibility period and qualification as documented are correct, all required evaluation events and requisites were accomplished within the eligibility period and that all signatures and initials are obtained within the allotted time (see [paragraph 7.3.7](#)). (T-1)

7.7.3.2.3. Document the posting review IAW unit or MAJCOM supplement. (T-1)

7.7.3.3. Periodic Review.

7.7.3.3.1. The Stan/Eval function will review all applicable FMEFs to confirm expiration dates used to track required FM qualification evaluations are the same as those listed in the FMEFs. Periodic review of FMEFs for personnel in inactive status is not required. (T-1)

7.7.3.3.2. The interval between reviews will not exceed the standard qualification period window unless a more restrictive review period is established by the MAJCOM and/or unit supplement. (T-1)

7.7.3.3.3. Document the periodic review IAW MAJCOM and/or unit supplement. (T-1)

7.7.4. **FMEF Discrepancies.** These include those of the AF Forms 8FM and AF Form 942, and any MAJCOM-directed documentation. (T-1)

7.7.4.1. **Major Discrepancies.** Discrepancies that affect the qualification of the FM.

7.7.4.1.1. Major discrepancies are documented on a permanent MFR filed in Section I or II immediately above the affected AF Form 8FM, or in chronological order for items other than those found on AF Forms 8FM.

7.7.4.1.2. MFRs documenting similar major discrepancies found on multiple AF Forms 8FM will be filed on top of the latest affected AF Form 8FM.

7.7.4.2. **Minor Discrepancies.** Discrepancies that do not affect the qualification or certification of the affected FM (e.g. typos, formatting and misspellings).

7.7.4.2.1. Documented discrepancies on a non-permanent record as defined by the MAJCOM or unit supplement to this publication. Discrepancies need not reside in the FMEF.

7.7.4.3. Corrections.

7.7.4.3.1. **AF Form 8FM.** As a source document, the AF Form 8FM may be corrected by use of white-out or pen and ink alteration of the original document provided the FM Evaluator signing Section III of the form initials the correction. If the original FM Evaluator is not available then document the discrepancy IAW [paragraphs 7.7.4.1](#) or [7.7.4.2](#) When the original FM Evaluator is not available; the Chief, Flight Management (or MAJCOM equivalent) may also correct minor discrepancies. MAJCOMs may prescribe procedures in MAJCOM or unit supplements.

7.7.4.3.2. **AF Form 942.** AF Forms 942, not being source documents, may be altered without restriction to reflect the assignment of the affected FM and the contents of the FMEF.

7.7.4.3.3. **Electronic Corrections.** If the system used to store the record does not allow corrections to be made, and then document the discrepancy IAW [paragraphs 7.7.4.1 or 7.7.4.2](#) (T-1)

**7.7.5. Transfer of FMEF.**

7.7.5.1. **Retention of Records.** Retain all records in the FMEF until reviewed by the gaining MAJCOM. After review, return to the individual those forms not retained in the FMEF. (T-1)

7.7.5.2. **Transfer of Individual.** FMs will normally hand-carry their FMEF along with their training folder to the gaining organization. Losing organization will maintain a copy of the FMEF until after the FM Evaluator is received by the gaining organization. (T-1)

7.7.5.2.1. When circumstances prevent this, the losing organization will mail the folder to the gaining unit via registered mail. (T-1)

7.7.5.2.2. Mail any records not included in the FMEF to the gaining organization with clear identification of the individual concerned. (T-1)

7.7.5.2.3. When mailing an FMEF or any of its contents, retain a copy (hard or soft copy is acceptable) until the gaining organization has received the original FMEF. (T-1)

**7.7.6. Disposition of FMEF.**

7.7.6.1. Dispose of the FMEFs according to AFMAN33-363, Management of Records, when the individual retires, separates from civil service, or is removed permanently from Flight Manager duties. At all times, the protection of personally identifiable information under the Freedom of Information Act (5 U.S.C. 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a) will be maintained. (T-1) 7.7.6.2. Outdated certification documents and miscellaneous documentation identified during reviews will be returned to the individual for disposal. (T-1)

**7.8. FM Trends.** Trends from FM evaluations will be briefed at least quarterly to the Standardization and Evaluation Board (SEB). (T-1)

## Chapter 8

### FLIGHT MANAGER GRADING CRITERIA

**8.1. FM Grading Criteria.** The following grading criteria will be used for FM evaluations. These criteria will be used with the AF Form 8FM and 3862FM. Mark the appropriate column based on the observed examinee actions on AF Form 3862FM. For those evaluation items not observed/conducted, use the “N/A” column of the form. **(T-1)**

#### 8.1.1. Area 1, Directives and Publications.

8.1.1.1. **Q** Knowledge of all publications and is able to access, via hard copy or electronically, applicable AFIs, AFMANs, MAJCOM Supplements, flight information publication (FLIP), operational instructions (OIs), Federal Aviation Regulations (FARs), International Civil Aviation Organization (ICAO), standard and recommended practices, EUROCONTROL publications and informational websites, FM Read File, flight crew information file (FCIFs), websites and/or FM directive information in SharePoint® or equivalent on the Local Area Network (LAN). Publications used during the planning process were current.

8.1.1.2. **Q-** Unsure of some directives but could locate critical information in appropriate guidance and appropriately applied it to the planning process.

8.1.1.3. **U.** Unable to access needed reference material. Not in compliance with appropriate guidance. Sortie/flight safety impacted by non-compliance. Used incorrect or outdated guidance as source material to plan sorties.

#### 8.1.2. Area 2, FM READ FILE (CRITICAL).

8.1.2.1. **Q.** The FM Read File review was signed off prior to beginning to work on first assigned sortie without prompt from evaluator. Complied with guidance therein.

8.1.2.2. **U.** Failed to review and/or sign off the FM Read File prior to beginning to work on the first assigned sortie until directed by the evaluator. Failed to comply with guidance therein.

#### 8.1.3. Area 3, Mission Preparation.

8.1.3.1. **Q.** Checked all operational factors applicable to safety of flight to include but not limited to actual payload/hazardous material (HAZMAT), IFR departure procedure, instrument approach plate, Standard Instrument Departure (SID)s, Notice to Airmen (NOTAMs), diplomatic clearances, bird/wildlife aircraft strike hazard (BASH), Global Decision Support System (GDSS), airfield suitability and restrictions report (ASRR)/giant report, special departure procedures (SDP), adverse weather, operation order (OPORD), special instructions (SPINS), prior permission required (PPR), operating and quiet hour restrictions, air refueling track/altitude reservation (ALTRV), unique communication requirements and formation departures., etc. Displayed a high level of knowledge of performance procedures, capabilities, and operating data. Evaluated SDP performance data intended for use during takeoff after final adjustments and corrections were made.

8.1.3.2. **Q-**. Made minor errors or omissions in checking all factors that did not detract from sortie effectiveness or affect safety. Marginal knowledge of aircraft performance capabilities and/or operating data.

8.1.3.3. **U**. Made major errors or omissions which would have prevented a safe or effective sortie. Unsatisfactory knowledge of performance procedures, capabilities, and/or operating data.

**8.1.4. Area 4, Safety Consciousness (CRITICAL).**

8.1.4.1. **Q**. Aware of and complied with all factors required for safe aircraft operation and mission accomplishment. Demonstrated flight management procedures and processes impacting flight safety and planned accordingly. Aware of the Air Force Aviation Operational Risk Management (AvORM) process (AMCI90-903 *Air Force Aviation Operational Risk Management (AvORM) Program*) and took factors into consideration during planning.

8.1.4.2. **U**. Not aware of or did not comply with all factors required for safe aircraft operation or sortie accomplishment. Did not take into account AvORM process considerations during planning. Failure to identify potential problems because of diminished situational awareness, inadequate operational control, and ineffective Collaborative Decision Making (CDM) process.

**8.1.5. Area 5, Judgment/Compliance (CRITICAL).**

8.1.5.1. **Q**. Prepared and completed mission planning and flight following in compliance with existing regulations and directives. Demonstrated knowledge of operating procedures and restrictions and where to find them in the correct guidance. Displays effective aeronautical decision making to evaluate risk. Effective management of available resources, positive operational control, coordination with air crew members, air traffic controllers and other elements to meet the requirements of daily flight operations.

8.1.5.2. **U**. Unaware of established procedures and/or could not locate the appropriate guidance in a timely manner. Failed to comply with a procedure that could jeopardize safety or mission success. Including participation in the Collaborative Decision Making (CDM) process involving Senior/Senior Director and other key department components vital to mission, sortie success. Did not recognize, identify, or manage operational control of assigned sorties.

**8.1.6. Area 6, Information/Coordination/Resource Management.**

8.1.6.1. **Q**. Key member of the Collaborative Decision Making (CDM) Team that effectively flight manage each assigned sortie. Worked proactively and effectively with internal and external agents and/or entities who have responsibilities for sortie planning, execution, and/or observation to include air traffic management agencies, MAJCOM staff, airfields, Command and Control (C2), and aircrews to flight-manage each assigned sortie. Demonstrated a thorough knowledge of other agencies' coordination roles/responsibilities. Keeps Senior/Senior Director apprised of mission, sortie deviations, reroutes etc. and provides recommendations/alternatives to leadership.

8.1.6.2. **Q-.** Minor omissions of coordination noted that detracted from sortie execution but did not affect safety of flight or delay the sortie. Demonstrated limited knowledge of other agencies' roles/responsibilities.

8.1.6.3. **U.** Failed to coordinate flight management actions with external and/or internal agents who have responsibilities for sortie planning, execution, and/or observation. Unsatisfactory knowledge of other agencies roles/responsibilities negatively affected mission accomplishment and/or flight safety. Omissions resulted in sortie delay, failed execution of the planned sortie, or compromise of flight safety.

#### **8.1.7. Area 7, Mission Design Series (MDS)**

8.1.7.1. **Q.** Correctly applied aircraft operating limitations and performance during the planning process to produce optimized routing and maximize lift capacity. Used aircraft equipment database information related to the aircraft in question to correctly plan the sortie.

8.1.7.2. **Q-.** The examinee was unsure of aircraft operating limitations and performance capabilities. Could locate critical information in appropriate sources but made minor errors or omissions that could have detracted from sortie effectiveness. Minor discrepancies had minimal impact on sortie accomplishment with no impact on flight safety and command tolerances were not exceeded.

8.1.7.3. **U.** Improperly or incorrectly applied aircraft operating and performance limitations. Errors resulted in non-optimum routing with loss of lift capability or compromised flight safety. Did not use the aircraft equipment database during the planning process.

#### **8.1.8. Area 8, Knowledge/Completion of Forms.**

8.1.8.1. **Q.** Knowledgeable and correctly completed FM forms.

8.1.8.2. **Q-.** Minor errors or missing information noted in completion of FM forms. Errors or missing information did not affect flight safety or did not detract from mission accomplishment.

8.1.8.3. **U.** Major errors or missing information noted in completion of FM forms. Errors or missing information affects flight safety or detracts from mission accomplishment.

#### **8.1.9. Area 9, Situational Awareness.**

8.1.9.1. **Q.** Maintained situational awareness of all sorties for which he/she had operational responsibility. Maintained full awareness of the operating environment (e.g. weather, notices to airman (NOTAMS), threats) affecting those sorties throughout the shift.

8.1.9.2. **Q-.** Failed to maintain complete situational awareness during shift but this failure had no impact on assigned sorties and did not affect flight safety. Had difficulty using available information systems to maintain situational awareness.

8.1.9.3. **U.** Failed to maintain situational awareness during shift resulting in failure to take appropriate action which resulted in sortie delay, plan failure, or compromise of flight safety. Did not know how to use available information systems to maintain situational awareness.



**8.1.10. Area 10, Shift Changeover Brief.****8.1.10.1. Q.**

8.1.10.1.1. Beginning of shift: Showed for shift changeover on time and received all applicable changeover briefings from outgoing shift FM. Aware of sorties required to flight follow; sorties required to plan; set up work station to optimize work processes and speed; communicated and coordinated known sortie planning and execution issues with affected MAJCOM and other functions; able to open and use all essential software applications.

8.1.10.1.2. End of Shift: Briefed all applicable changeover items to oncoming FM to include sortie status.

8.1.10.2. **Q-.** Missed minor items of information during shift briefs that would have helped to smooth the transition into the shift's work load.

**8.1.10.3. U.**

8.1.10.3.1. Beginning of Shift: Missed major items of information and interface/brief from outgoing shift. Demonstrated confusion concerning sorties to be flight followed/planned; failed to communicate and coordinate sortie planning and execution issues with other affected MAJCOM and other functions; inability to open/use essential software applications made it impossible for FM to manage assigned sorties. Did not obtain global weather summary briefing (or equivalent) prior to assuming FM Duties.

8.1.10.3.2. End of Shift: Failed to brief applicable changeover items to oncoming FM leading to confusion.

**8.1.11. Area 11, Payload Determination**

8.1.11.1. **Q.** Knowledgeable of all sources of load information and methods for contacting the sources to include Global Decision Support System (GDSS) software and/or, Air Terminal Operations Center (ATOC)/Aerial Port Control Center (APCC) and other C2 sources. Aware of hazardous material information sources and correctly applied information to the flight planning/filing process. Total payload weight applied to the flight plan was within command directives and tolerances.

8.1.11.2. **Q-.** Payload information, readily available to the FM, was not applied to the sortie plan but command tolerances were not exceeded and hazardous cargo limitations were not violated. Did not adhere to command directives but flight plan not outside of command tolerances.

8.1.11.3. **U.** Unaware of load information sources and methods for contacting them. Unaware of Global Decision Support System (GDSS) load information and its source. Failed to correctly apply hazmat load information to the DD Form 1801. Total payload weight applied to the flight plan was not within command tolerances.

**8.1.12. Area 12, Flight Planning.**

8.1.12.1. **Q.** Demonstrated thorough knowledge of the flight planning system. Able to produce a usable, optimized flight plan for the sortie quickly and efficiently. Able to modify stored flight plans to suit the circumstances of the sortie being planned. Knowledgeable of flight planning to include use of the computer flight plan route data base

and worked effectively to resolve flight plan problems. Accurately assessed sortie requirements, including computer flight plan (CFP) routing. Formatted the CFP request to obtain the desired routing/speed and ensured fuel requirements/payload were accurate and correct. Alternates IAW directives and were appropriate and operational during established/required times.

8.1.12.2. **Q-.** Demonstrated limited knowledge of the flight planning system; slow in producing a usable, optimized flight plan. Confusion on how to edit routes in the flight plan database. Did not use all available resources to determine sortie requirements to plan/produce an optimized routing and/or was slow to recognize changes that might impact assigned sorties. Made minor errors or omissions while creating a CFP, however, the discrepancies had minimal impact on sortie accomplishment, did not exceed command tolerances and did not impact safety of flight. Unsure of alternate requirements and/or selected alternates of questionable suitability based on weather, NOTAMS, threats, airfield capabilities, or operating hours. Improper use of identified extra fuel considerations, MDS specific performance degradation values or did not implement fuel conservation strategies.

8.1.12.3. **U.** Unfamiliar with the major functions of the flight planning system. Unable to generate a usable flight plan. Used incorrect flight plan request to generate the flight plan. Failed to take all applicable sortie planning factors into account when formulating the flight plan. Planned route overflowed incorrect diplomatic cleared points, incorrect countries, or published closed airspace (restricted/prohibited areas) affecting safety of flight. Did not check the route for anomalies. Selected alternates without checking or missed weather, NOTAMS, threats airfield capabilities or operating hours that made the selection unsuitable.

#### 8.1.13. **Area 13, Assemble/Edit/Publish Aircrew Departure Papers (ADP).**

8.1.13.1. **Q.** Accurately and efficiently assembled all required elements of the ADPs. Posted or delivered to the aircrew or appropriate receiving agency prior to crew show time. Knowledgeable of the various means to deliver ADPs (web, e-mail, and fax) and completed delivery successfully. Complied with Information Protection guidance for protecting information. FM Remarks in ADP appropriate for sortie and Air Force Aviation Operational Risk Management (AvORM).

8.1.13.2. **Q-.** Minor errors or omissions in the ADPs which did not impact sortie accomplishment or safety of flight. Confusion on how to deliver the ADPs to the crew. FM Remarks in ADP for sortie and/or AvORM missing, incomplete, or misleading.

8.1.13.3. **U.** Major errors/omissions in the ADP's assembling process which negatively impacted sortie accomplishment/safety of flight. Failed to comply with Information Protection guidance for protecting information.

#### 8.1.14. **Area 14, Flight Plan Filing.**

8.1.14.1. **Q.** Able to correctly file a complete DD Form 1801 flight plan. Able to send flight plan messages (delays/cancel/amend/request for improvement based on slot time, etc.) and did so in a timely manner. Able to correctly use command identified alternate filing methods.

8.1.14.2. **Q-** Made minor errors completing the DD Form 1801. Flight plan filed with Air Navigation Service Providers (ANSP) and flight safety was not compromised.

8.1.14.3. **U.** Made major errors in completing the DD Form 1801. Unable to file a flight plan with ANSP resulting in sortie delay, and/or flight safety was compromised. Unfamiliar and/or unable to file a flight plan using the command identified alternate filing methods.

**8.1.15. Area 15, Flight Following.**

8.1.15.1. **Q.** Maintained situational awareness of the operating environment of assigned sorties. Used flight following systems to maintain awareness of airborne sortie status and position. Able to use flight management planning tools to create a revised plan based on operations environment changes and needs of the aircraft commander. Able to use existing communications systems to communicate essential information to airborne sorties. Coordinated and communicates sortie changes with the aircrew, C2 function and ANSP.

8.1.15.2. **Q-** Slow to recognize operating environment changes that might impact assigned sorties. Did not use all available flight following tools to maintain awareness of sortie position. Minor discrepancies in formulating and coordinating a revised course of action noted. Minor discrepancies were made communicating changes to Collaborative Decision Making (CDM) Team. Discrepancies had minimal impact on sortie accomplishment and no impact on flight safety.

8.1.15.3. **U.** Failed to set up or monitor the progress of assigned sorties. Could not establish status or position of assigned sorties. Failed to coordinate changes with the Collaborative Decision Making (CDM) Team or communicate changes to affected parties. Failures affected sortie accomplishment and/or flight safety.

**8.1.16. Area 16, Weather Interpretation.**

8.1.16.1. **Q.** Demonstrated complete knowledge of Air Force and applicable MAJCOM flight operations weather limitations/requirements/processes as they apply to route planning, alternate requirements, departure and arrival airfield requirements, flight planning and flight plan filing. Able to correctly analyze and interpret weather information from official sources and determine its effect on the mission. Attended shift change weather briefing or equivalent and properly applies identified problem areas to his/her flight management operations.

8.1.16.2. **Q-** Minor discrepancies in recognizing/ mitigating weather impacts and weather limitation requirements impacting assigned sorties. Discrepancies had minimal impact on sortie accomplishment and no impact on flight safety.

8.1.16.3. **U.** Unable to read and/or interpret weather information. Failed to apply Air Force and applicable MAJCOM weather criteria to planning process in terms of takeoff, takeoff alternate, destination, destination alternates, and enroute airfields. Failed to adequately plan to avoid severe weather phenomenon.

**8.1.17. Area 17, Communication Procedures.**

8.1.17.1. **Q.** Complete knowledge of and compliance with correct communications procedures. Able to use all FM communications systems to communicate with external and internal agents including aircrews in flight. Transmissions were concise and proper

terminology used. Complied with communications security (COMSEC)/operations security (OPSEC) communications security instructions and able to operate available secure voice/data systems.

8.1.17.2. **Q-.** Occasional deviations from procedures that required re-transmissions. Discrepancies in initiating or missed several required communications. Transmissions contained extraneous matter, were not in proper sequence, or used non-standard terminology. Difficulty operating secure voice/data equipment. Discrepancies had little or no mission impact.

8.1.17.3. **U.** Incorrect procedures or poor performance caused confusion and jeopardized mission accomplishment. Omitted numerous communications. Communications COMSEC/OPSEC procedures violated. Unable to operate secure voice/data equipment. Discrepancies had a direct impact on sortie success.

**8.1.18.1. Area 18, Aircraft Commander Briefing.**

8.1.18.1.1. **Q.** Provided an aircraft commander departure briefing and/or arrival briefing, when requested by the aircraft commander. Covered applicable areas in the ADP package. Answered the aircraft commander's questions or directed the aircraft commander to the proper source and was able to provide the requested information.

8.1.18.1.2. **Q-.** Made minor mistakes and/or omitted minor information from the aircraft commander departure briefing and/or arrival briefing that detracted from sortie execution.

8.1.18.1.3. **U.** Did not provide an aircraft commander departure or arrival briefing when requested by the aircraft commander. Incomplete briefing that omitted major pieces of information affecting safe accomplishment of the sortie.

**8.1.19. Instructor: Area 19, Instructor Ability (CRITICAL).**

8.1.19.1. **Q.** Demonstrated the ability to communicate effectively. Provided appropriate guidance. Reviewed student's present level of training and defined training events to be performed. During the critique, demonstrated an effective ability to reconstruct the training events, offer analysis, and provide guidance, where appropriate. Used available time and paced instruction to enhance student's comprehension and learning. Training grade reflected the actual performance of the student relative to the standard. Pre-briefed the student's next training, if required. Identified and corrected potentially unsafe situations. Correctly documented training accomplished.

8.1.19.2. **U.** Unable to effectively communicate or provide timely feedback to the student. Gave instructions that were unsafe or contradicted published directives. Did not provide corrective action, when necessary. Did not plan ahead or anticipate student problems. Did not identify unsafe situations in a timely manner. Made no attempt to instruct. Did not document training and/or conduct a student debrief.

**8.2. MAJCOM Unique Evaluation Requirements.** MAJCOMs will document unique evaluation area/ sub-area requirements per [Chapter 9](#).

## **Chapter 9**

### **LOCAL PROCEDURES**

**9.1. General.** MAJCOMs may document local procedures or unique evaluation area/sub-area requirements in either an organization operating instruction or a supplement to this publication.

MARK D. KELLY, Lt Gen, USAF  
Deputy Chief of Staff, Operations

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

AFPD10-21, *Air Mobility Lead Command Roles and Responsibilities*, 30 April 2014

AFPD11-2, *Aircrew Operations*, 19 January 2012

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

AFI 11-215, *USAF Flight Manuals Program (FMP)*, 22 December 08

AFI 33-360, *Publications and Forms Management*, 01 December 2015

AFMAN11-255 Volume 1, *Integrated Flight Management Training*, 20 September 2013

AFMAN11-255 Volume 3, *Flight Manager Responsibilities and Procedures*, 24 July 2018

AFMAN 33-363 *Management of Records*, 01 March 2008

AMCI 90-903, *Aviation Operational Risk Management (AvORM) Program*, 02 July 2018

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

***Prescribed Forms***

AF Form 8FM, *Certificate of Flight Manager Qualification*, 17 April 2007

AF Form 942, *Record of Evaluation*, 08 December 2006

AF Form 3862FM, *Flight Manager Evaluation Worksheet*, 26 April 2007

***Abbreviations and Acronyms***

**ADP**—aircrew departure paper

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AMC**—Air Mobility Command

**AMD**—air mobility division

**AOC**—air operations center

**APCC**—aerial port control center

**ATOC**—air terminal operations center

**AvORM**—Aviation Operational Risk Management

**CDM**—collaborative decision making

**CFP**—computer flight plan

**EQ**—exceptionally qualified  
**FAR**—Federal Aviation Regulation  
**FCIF**—flight crew information file  
**FLIP**—flight information publication  
**FM**—flight manager  
**FME**—fight manager evaluator  
**FMEF**—flight manager evaluation folder  
**GDSS**—Global Decision Support System  
**HHQ**—higher headquarters  
**IAW**—in accordance with  
**ICAO**—International Civil Aviation Organization  
**IFM**—instructor flight manager  
**INIT**—initial  
**INSTR**—instructor  
**MAF**—mobility air forces  
**MAJCOM**—major command  
**MDS**—mission-design-series  
**MFR**—memorandum for record  
**MQF**—master question file  
**NOTAMS**—notices to airmen  
**OPR**—office of primary responsibility  
**PACAF**—Pacific Air forces  
**PMR**—Post Mission Review  
**QUAL**—qualification  
**RDS**—records disposition schedule  
**RE/QUAL**—requalification  
**SARP**—standard and recommended practices  
**SAV**—staff assistance visit  
**SDP**—special departure procedure  
**SEB**—stan/eval board  
**SQB**—secure question bank  
**SSN**—social security number

**STAN/EVAL**—standardization and evaluation

**USAFE**—United States Air Forces Europe

### *Terms*

**Terms**—The following is a list of common mobility terms and associated abbreviation. Additional terms common to the aviation community may also be found in FAR, Part 1 and DoD FLIP General Flight Planning, Chapter 2.

**Airfield Suitability and Restrictions Report (ASRR)**—a quarterly publication, electronically available to aircrews on the airport search page at <https://www.afd.scott.af.mil/> , or from the HQ AMC aircrew portal at <https://private.amc.af.mil/a3/aircrewportal> to establish airfield suitability and restrictions for AMC and AMC-gained C-5, C-9, KC-10, C-17, C-21, C-130, and KC-135 aircraft operations. GDSS2 provides the most up to date information available. Others use as information only, or as directed by the assigned MAJCOM.

**Air Mobility Division (AMD)**—One of five divisions of the AOC, responsible for integrating and supporting air mobility missions.

**Aviation Operational Risk Management (AvORM)**—A logic based, common sense approach to making calculated decisions on human, materiel, and environmental factors before, during, and after Air Force operations. It enables commanders, functional managers, and supervisors to maximize operational capabilities while minimizing risks by applying a simple, systematic process appropriate for all personnel and Air Force functions.

**Bird Aircraft Strike Hazard (BASH)**—An Air Force program designed to reduce the risk of bird strikes. BASH information can include Bird Watch Condition levels that define the bird types and density concentrations. The levels are Low, Moderate and Severe.

**Bird Watch Condition Low**—Normal bird activity. As a guide, fewer than 5 large birds (waterfowl, raptors, gulls, etc.) or fewer than 15 small birds (terns, swallows, etc.) on and above the airfield with a low probability of hazard. Keep in mind a single bird in a critical location may elevate the Bird Watch Condition (BWC) to moderate or severe.

**Bird Watch Condition Moderate**—Increased bird population (approximately 5 to 15 large birds or 15 to 30 small birds) in locations that represent an increased potential for strike. Keep in mind a single bird in a critical location may elevate the BWC to moderate or severe.

**Bird Watch Condition Severe**—High bird population (as a guide, more than 15 large birds or 30 small birds) in locations that represent an increased potential for strike. Keep in mind a single bird in a critical location may cause a severe BWC.

**Collaborative Decision Making (CDM)**—A process of gathering a group comprised of the FM, Pilot in Command, along with members from Command & Control, Weather, Aircraft Maintenance, Diplomatic Clearance, flight planning, and Intelligence (as required) with the goal of making safe and efficient decisions for mission execution.

**Command and Control (C2)**—The exercise of authority and direction by a properly designated commander over assigned and attached forces in the accomplishment of the mission. Command and control functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by a commander in planning, directing, coordinating, and controlling forces and operations in the accomplishment of the mission.



**Evaluation Grades (Q, Q-, U)**—Evaluation areas/subareas grading system.

**Q**—indicates demonstrated satisfactory knowledge of all required information and performed duties within the prescribed tolerances.

**Q-**indicates qualified to perform the assigned area/subarea tasks, but requires debriefing or additional training. Deviations did not exceed the prescribed Q- tolerances, or jeopardize flight safety.

**U**—indicates performance was outside allowable parameters thereby compromising flight safety or deviations from prescribed procedures/tolerances adversely affecting mission accomplishment. An area/subarea grade of U requires debriefing and/or additional training.

**Global Decision Support System (GDSS)**—AMC's primary execution command and control system. GDSS is used to manage the execution of AMC airlift and tanker missions.

**Hazardous Cargo or Materials (HAZMAT)**—Articles or substances that are capable of posing significant risk to health, safety, or property when transported by air and classified as explosive (class 1), compressed gas (class 2), flammable liquid (class 3), flammable solid (class 4), oxidizer and organic peroxide (class 5), poison and infectious substances (class 6), radioactive material (class 7), corrosive material (class 8), or miscellaneous dangerous goods (class 9). Classes may be subdivided into divisions to further identify hazard, i.e., 1.1, 2.3, 6.1, etc.

**Initial Qualification (INIT/QUAL) Evaluation**—A type of QUAL evaluation for basic qualification of newly assigned or previously unqualified FMs. Requires completion of AFMAN11-255 Vol I Initial Training and Mission Qualification Training prior to completing the INIT QUAL evaluation.

**Instructor Qualification (INSTR)**—An evaluation type for either initial or recurring instructor qualification. Initial INSTR evaluations can be conducted as a stand-alone evaluation or along with a periodic evaluation. Subsequent instructor qualifications will be conducted during periodic evaluations.

**Master Question File (MQF)**—A file of questions from flight publications, safety/operational supplements, FM Read File, FM publications (e.g. FM Operating Instructions), and/or local directives used for evaluating the academic portion of QUAL evaluations.

**Periodic Evaluation (PE)**—An evaluation type for basic qualification with an expiration on the last day of the 17th month after successfully accomplishing sortie planning phase of a previous periodic or initial qualification evaluation.

**Post Mission Review (PMR)**—An evaluation to review Aircrew Departure Papers and other sortie specific information mainly focusing on detecting trends and special interest items.

**Pyramid Evaluations**—A hierarchical evaluation method in which the MAJCOM A3 serves as the top tier of the MAJCOM FM evaluation pyramid. The Lead Command (AMC) provides pyramid evaluations for each MAJCOM's Chief, Flight Management and Chief, Stan Eval.

**Qualification Evaluation (QUAL)**—An evaluation type to ensure basic and instructor FMs remain qualified to accomplish the unit's operational mission.

**Qualification Levels (Q1, Q2, Q3)**—Qualification levels are assigned to an individual as well as overall performance. Individual evaluations are graded as a compilation of all area/sub-area

grades. Overall performance is graded as a compilation of all requisite tasks associated with the required evaluation.

**Q1**—is demonstrated desired performance and knowledge of procedures, equipment, and directives within tolerances specified in the grading criteria.

**Q2**—is demonstrated ability to perform duties safely, but there were one or more area(s)/subarea(s) where additional training was assigned and/or a non-critical area/subarea grade of U was awarded.

**Q3**—is demonstrated unacceptable level of safety, performance or knowledge. Any critical area graded U, or in the judgment of the FM Evaluator, there is justification based on Q-/U performance in one or several non-critical areas/subareas.

**Requalification Evaluation (RE)**—An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency that requires an evaluation, an evaluation recheck following a failed periodic evaluation, or loss of qualification due to a Commander-Directed Downgrade.

**SPOT Evaluation**—An evaluation type in which specific event(s) or requirement(s) are evaluated without intending to satisfy the requirements of a periodic evaluation and/or an initial INSTR evaluation.

**Stan/Eval Board (SEB)**—Chaired by the Chief of Flight Management, the SEB is a quarterly meeting held at the unit level to discuss the past quarters evaluations, waivers, extensions, trends, and documentation. The output of the SEB are meeting minutes and focus areas (Special Interest Items) for the next quarter's evaluations.

## Attachment 2

## STAN/EVAL BOARD MINUTES

## A2.1. Stan/Eval Board Minutes.

**Figure A2.1. Stan/Eval Board Minutes**

**NOTE:** The information below is an example of information a Board should address.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: STAN/EVAL BOARD MINUTES

1. Personnel Attending: (name and organization)

2. Overview:

a. Manning. (Enter any Stan/Eval manning problems discussed or deviations from authorized manning. Record all current FM Evaluators including attached HHQ).

b. Summary.

(1) Evaluations. Report FM Evaluations by type of evaluation (INIT, INSTR, QUAL and MSN as outlined in AFMAN11-255 Volume 2, *Flight Manager Standardization/Evaluation Program*). Include SPOT evaluations, when applicable.

(a) Q1s

(b) Q2s

(c) Q3s

(d) Total evaluations

(2) Examinations. Report total number of Open Book examinations.

(3) Waivers and Extensions. Identify all waivers and extensions as identified in this publication.

(4) Trends. Identify new, continuing and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s) and any suspense date.

c. Stan/Eval Program Inspections and Reviews (if applicable).

d. Flight Manager Publications. Review open AF Forms 847(if applicable).

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).

(SIGNATURE BLOCK)

**Attachments:**

1. Board Agenda
2. Flight Manager Evaluator Roster Reviewed
3. As Required

**Attachment 3**  
**AF FORM 8FM**

**A3.1. See paragraph 7.3.**

**Figure A3.1. (Section I-III) , Form 8FM.**

CERTIFICATE OF FLIGHT MANAGER QUALIFICATION				DATE COMPLETED	
<b>I. EXAMINEE IDENTIFICATION</b>					
NAME (Last, First, Middle Initial)		GRADE	SSAN	ELIGIBILITY PERIOD	
ORGANIZATION AND LOCATION		POSITION			
<b>II. QUALIFICATION</b>					
ACADEMIC PHASE			SORTIE PLANNING PHASE		
EXAMINATION CHECK	DATE	GRADE	SORTIE CHECK	DATE	
QUALIFICATION LEVEL		ADDITIONAL TRAINING			
QUALIFIED	UNQUALIFIED	DUE DATE(S)		DATE ADDITIONAL TRAINING COMPLETED	
EXPIRATION DATE OF QUALIFICATION		CERTIFYING OFFICIAL, GRADE AND ORGANIZATION		SIGNATURE	DATE
<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>	
<b>III. CERTIFICATION</b>					
TYPED NAME AND GRADE		ORGANIZATION	CHECK	SIGNATURE	DATE
1. FLIGHT MANAGER EVALUATOR			<input type="checkbox"/> KNOWN <input type="checkbox"/> NOT KNOWN <input type="checkbox"/> NOT KNOWN		
2. REVIEWING OFFICER			<input type="checkbox"/> KNOWN <input type="checkbox"/> NOT KNOWN <input type="checkbox"/> NOT KNOWN		
3. FINAL APPROVING OFFICER			<input type="checkbox"/> KNOWN <input type="checkbox"/> NOT KNOWN <input type="checkbox"/> NOT KNOWN		
I CERTIFY that I have been briefed and understand the action being taken this date.					
DATE	TYPED NAME AND GRADE OF EXAMINEE			SIGNATURE	

AF FORM 8FM, 20070417

PREVIOUS EDITIONS ARE OBSOLETE.

**A3.2. See paragraph 7.3.7.**

**Figure A3.2. (Section IV) , Comments Block.**

AF FORM 8FM CONTINUATION SHEET	
IV.	COMMENTS

**PRIVACY ACT STATEMENT**

AUTHORITY: 58 USC 552; EO 13526

PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification

DISCLOSURE IS VOLUNTARY: SAAR is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.

AF FORM 8FM, 20070417 (REVERSE)

**Attachment 4**  
**AF FORM 3862FM**

**A4.1. See paragraph 7-5.**

**Figure A4.1. AF Form 3862 (Page 1).**

<b>FLIGHT MANAGER EVALUATION WORKSHEET</b>				DATE COMPLETED	
NAME (Last, First, Middle Initial)			GRADE		SSN
ORGANIZATION/LOCATION		POSITION		ELIGIBILITY PERIOD	
<b>QUALIFICATION</b>					
ACADEMIC PHASE			SORTIE PLANNING PHASE		
EXAMINATION/CHECK	DATE	GRADE	SORTIE/CHECK	DATE	
<b>QUALIFICATION LEVEL</b>		<b>ADDITIONAL TRAINING</b>			
QUALIFIED	UNQUALIFIED	DUE DATE(s)	DATE ADDITIONAL TRAINING COMPLETED		
EXPIRATION OF QUALIFICATION		CERTIFYING OFFICIAL, GRADE, ORG	SIGNATURE	DATE	
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)			
<b>CERTIFICATION</b>					
PRINT NAME/GRADE/ORGANIZATION			SIGNATURE/DATE		
FLIGHT MANAGER EVALUATOR					
REVIEWING OFFICER					
FINAL APPROVING OFFICER					

Figure A4.2. AF Form 3862 (Page 2).

AREA/SUB-AREAS	Q	Q-	U	REMARKS
1. Directives and Publications				
2. FM Read File (CRITICAL)				
a. Signed Off				
b. Complied w/ Guidance				
3. Mission Preparation				
a. Routing Restrictions				
(Dips/HAZ/SIDs/STARs/WX/ALTRV)				
b. ICAO Restrictions				
(ASRR/BASH/SDP/WX/PPR)				
c. NOTAMS				
4. Safety Consciousness (CRITICAL)				
a. ORM				
5. Judgment/Compliance (CRITICAL)				
6. Info/Coord/Resource Mgmt				
7. Mission Design Series (MDS)				
a. Operating Limitations				
b. Aircraft Performance				
8. Knowledge/Completion of Forms				
9. Situational Awareness				
10. Shift Changeover Brief				
a. Oncoming-Brief				
b. Workstation Setup				
(Sign on/Opening Applications)				
c. Off going-Brief				
11. Payload Determinations				
a. Payload Sources				
b. HAZ Sources				
12. Flight Planning				
a. Flight Planning System				
(Program/Database)				
b. Alternate Selection				
(Suitability/WX/NOTAMS/Op Hrs)				
c. Fuel Requirements				
(Degrades/WX/MSN Adds)				
d. Route				
(DIP-Cleared/SUAS/Optimized Route)				



Figure A4.3. AF Form 3862 (Page 3).

AREA/SUB-AREAS	Q	Q-	U	REMARKS
13. Assemble/Edit/Publish ADP				
a. Assemble Crew Papers				
(NOTAMS/CFP/MSN Detail/DD1801)				
b. Edit FM Remarks				
(ORM)				
c. Review				
d. Published				
e. ADP Delivery				
( Information Protection)				
14. Flight Plan Filing				
a. DD Form 1801				
(AFTN/Form Accurate/Complete)				
b. Electronic Filing				
c. Backup Filing Methods				
15. Flight Following				
a. Flight Following Systems				
b. Revised Planning				
c. Comm/Coord Methods				
d. Compliance				
16. Weather Interpretation				
a. Weather Briefing				
b. Mission Weather Limits				
17. Communications Procedures				
a. Communication Methods				
b. OPSEC/COMSEC				
18. Aircraft Commander Briefing				
INSTRUCTOR ONLY - ALL CRITICAL				
19. Instructor Ability (CRITICAL)				
a. Determine Trainee Needs				
b. Demo of FM Capabilities				
c. Student Briefing/Critique				

[illegible]

## AFM FORM 942 RECORD OF FM EVALUATION

**Figure A5.1. AF Form 942.**

[illegible]