

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

**AIR FORCE MANUAL 11-2AE
VOLUME 2**



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Flying Operations

***AEROMEDICAL EVACUATION (AE)
AIRCREW EVALUATION CRITERIA***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This manual implements Air Force Policy Directive (AFPD) 11-2, *Aircraft Rules and Procedures*. It establishes criteria for the evaluation of Aeromedical Evacuation Crew Members (AECM) to safely and successfully accomplish their worldwide mobility missions. Additional non-universal non-unit-assigned aircraft are included in the qualification process when applicable. This AFMAN applies to all Air Force personnel conducting Aeromedical Evacuation (AE) missions including Air Force Reserve (AFR) and Air National Guard (ANG) units. This publication does not apply to the United States Space Force. Compliance with attachments is mandatory. It is used in conjunction with Air Force Manual (AFMAN) 11-202V2, *Aircrew Standardization/Evaluation Program*, and the appropriate major command (MAJCOM) supplement. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The Privacy Act System of Records Notice F011 AF XO A, Aviation Resource Management System (ARMS) covers required information located at <http://dpclid.defense.gov/Privacy/SORNS/>. The authority for maintenance of ARMS is Title 37 United States Code. *301a Incentive Pay: Aviation Career*, Public Law 92-204, *Section 715 Appropriations Act for 1973*, Public Laws 93-570 *Appropriations Act for 1974*, Public Law 93-294 *Aviation Career Incentive Act of 1974*, and Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, as amended by Executive Order 13478, *Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers*, November 18, 2008. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the

office of primary responsibility (OPR) using the Department of the Air Force DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Send comments and suggested improvements to this manual through channels to Air Mobility Command (AMC), Aeromedical Evacuation Standards and Evaluation (A3VM) at amc.a3vm@us.af.mil in accordance with AFI 11-215, *Flight Manuals Program (FMP)*, and MAJCOM Supplement. The authorities to waive wing or unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, 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.

SUMMARY OF CHANGES

This document is substantially revised and should be completely reviewed. Major changes include the nomenclature change from Additional MAJCOM Assigned Aircraft to additional non-universal non-unit-assigned aircraft when applicable, open book evaluation requirements have been decreased to 5 questions per Mission Design Series (MDS). Additionally, a standardized mission descriptions have been added, requirements clarified in graded areas and added 5 questions for each additional non-universal non-unit-assigned aircraft. Furthermore, a reference was added for Flight Evaluation Boards, Standardization and Evaluation Flight Examiner Objectivity Evaluation guidance and provided clarification for grading criteria for directives and publications.

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Chapter 1

GENERAL INFORMATION

1.1. General. This manual provides flight examiners and aircrews with procedures and evaluation criteria/tolerances to be used during flight evaluations according to Air Force Manual (AFMAN) 11-202 Volume 2, *Aircrew Standardization/Evaluation Program*. This is a specialized publication intended for use by Airmen who have graduated from technical training related to this publication. Non-universal non-unit-assigned aircraft are included in the qualification process when applicable. Specific areas for evaluation are prescribed to ensure an accurate assessment of the proficiency and capabilities of aircrews. Flight examiners use this AFMAN when conducting aircrew evaluations. Instructors use this AFMAN when preparing aircrews for qualification. Headquarters Air Mobility Command (HQ/AMC) is designated lead command for aeromedical evacuation issues according to Air Force Policy Directive 10-21, *Air Mobility Lead Command Roles and Responsibilities*. A3VM is designated Office of Primary Responsibility for this manual.

1.1.1. Examiners use this AFMAN to conduct Aeromedical Evacuation Crew Member (AECM) evaluations to gain “Universal Qualification.” The qualification process ensures crew members are qualified to perform in-flight duties on the C-17, C-130, and KC-135. Additional non-universal non-unit-assigned aircraft (e.g., KC-46, C-5, C-12, C-20, C-21, C-37, C-40, KC-10, etc.) are included in the qualification process when applicable. All evaluations are documented on an Air Force (AF) Form 8, *Certificate of Aircrew Qualification*.

1.1.2. Examinees receive a flight evaluation on one of the following aircraft: C-17, C-130, and KC-135.

1.1.3. Opportune AE platforms are aircraft other than the C-17, C-130, and KC-135. See AFMAN 11-2AE Volume 1, *Aeromedical Evacuation Aircrew Training*, for training requirements.

1.1.4. AECMs may also gain qualification on additional non-universal non-unit-assigned aircraft (outside of C-17, C-130, and KC-135) in accordance with AFMAN 11-2AE Volume 1.

1.1.4.1. In the case of Universal Qualified AECMs who permanent change of station (PCS) from a flying unit with no or different non-universal non-unit-assigned aircraft, the gaining unit will conduct training in accordance with AFMAN 11-2AE Volume 1. The unit administers the applicable non-universal non-unit-assigned aircraft open-book test in accordance with [paragraph 1.14.2.1](#) of this AFMAN. A flight evaluation is not required. Complete the AF Form 8 in accordance with [Attachment 3](#) of this manual. **(T-3)**

1.1.4.1.1. Completion of the AF Form 8 does not reset the AECM’s expiration date of qualification. The expiration date for the AF Form 8 will reflect the AECM’s current expiration date from the last Qualification/Mission (QUAL/MSN) evaluation. Enter the AF Form 8 as “QUAL” type of evaluation on the AF Form 942, *Record of Evaluation*. Update the Letter of Certification (Letter of X’s) once all tasks are completed via a signed AF Form 4324. **Note:** AECMs will not perform operational aircrew duties on non-universal non-unit-assigned aircraft until these requisites have been met. **(T-2) Exception:** AECM’s may perform aircrew duties on non-universal

non-unit-assigned aircraft on time-critical AE missions. **Note:** AFMAN 11-2AE Volume 1, Chapter 6 requirements must be met.

1.1.4.1.2. Universal Qualified AECMs who are deploying to a unit with non-universal non-unit-assigned aircraft(s) receive in-unit training at the deployed unit in accordance with AFMAN 11-2AE Volume 1. The deployed unit will administer the applicable non-universal non-unit-assigned aircraft open book test in accordance with **paragraph 1.14.2.1**. A flight evaluation is not required. The AF Form 8 must be completed in accordance with **Attachment 3** of this manual, prior to the AECM's first flight. **(T-3)**

1.2. Roles and Responsibilities. Evaluators shall use this manual and the Flight Evaluation Worksheet (FEW) when conducting aircrew evaluations. **(T-1)** Instructors shall use this manual and the FEW when preparing aircrews for qualification. **(T-1)**

1.3. Key Words and Definitions.

1.3.1. "Will" and "Shall" indicate a mandatory requirement.

1.3.2. "Should" is normally used to indicate a preferred, but not mandatory, method of accomplishment.

1.3.3. "May" indicates an acceptable or suggested means of accomplishment.

1.3.4. "Note" indicates operating procedures, techniques, etc., considered essential to emphasize.

1.4. Deviations and Waivers. Do not deviate from the policies and guidance in this AFMAN under normal circumstances, except for safety or when necessary to protect the crew or aircraft from a situation not covered by this AFMAN and immediate action is required. Report deviations or exceptions without waiver through channels to MAJCOM standardization/evaluation. MAJCOM standardization/evaluation notifies Lead Command for follow-on action, if necessary. Request waivers through applicable channels to MAJCOM/A3, (or equivalent).

1.5. Supplements and Local Procedures. MAJCOM's may supplement this AFMAN according to Air Force Policy Directive 11-2, *Aircraft Rules and Procedures*. Limit supplement's information to unique requirements only. MAJCOMs may specify unique evaluation items in their appropriate supplement. Supplements and local procedures cannot be less restrictive than the provisions of this AFMAN or the appropriate flight manual.

1.5.1. Supplement Coordination Process. Forward MAJCOM/A3 approved supplements, with attached AF Form 673, *Air Force Publication/Form Action Request*, to AMC Director of Operations, Strategic Deterrence, and Nuclear Integration (A3) for review (send to AMC.A3VM@us.af.mil). AMC/A3 provides recommendations as required and forwards to Deputy Chief of Staff, Operations (AF/A3) for approval (according to Air Force Policy Directive 11-2).

1.5.2. Waiver authority for supplemental guidance is specified in the supplement and approved through higher level coordination authority. If necessary, request and include approved long-term waivers to this AFMAN (including, approval authority, date, and expiration date) in the appropriate MAJCOM supplement.

1.6. Improvement Recommendations. Send comments and suggested improvements to this manual on a DAF Form 847, *Recommendation for Change of Publication*, through the appropriate

channels to AMC/A3VM at amc.a3vm@us.af.mil in accordance with procedures in AFI 11-215, Flight Manuals Program and MAJCOM Supplement.

1.7. Evaluations. This manual establishes standardized Qualification/Mission and Instructor evaluation criteria. It also establishes the areas and sub areas necessary for the successful completion of evaluations, and which required areas/sub areas are considered critical or non-critical.

1.7.1. Critical Areas. Critical areas require adequate accomplishment by the aircrew member in order to successfully achieve the mission objectives. If an aircrew member receives an unqualified grade in any critical area, the overall grade for the evaluation will also be unqualified. **(T-2)**

1.7.2. Critical areas are identified by “(Critical)” in the areas’ title and shading of Q- block on the AF Form 3862, *Flight Evaluation Worksheet* (see example at [Attachment 2](#)).

1.8. Evaluation Requirements. Accomplish all flight evaluations in accordance with this AFMAN. Evaluations may be accomplished on operational missions, operational training missions (OTMs), Aeromedical Readiness Missions (ARM) or MAJCOM approved exercises. **Note:** OTM evaluations are only authorized if minimum aircrew ratio and aircrew composition is maintained in accordance with AFMAN 11-2AE Volume 1. **(T-3)** **Note:** Only no-notice (N/N) or SPOT Evaluations are authorized on MAJCOM approved exercises (e.g., Joint Readiness Training Center, Patriot Warrior, etc.) and the evaluation will not interfere with the exercise. **(T-3)** Accomplish Standards and Evaluations Flight Examiner (SEFE) Objectivity Evaluations in accordance with [Attachment 4](#) of this manual. Complete the following evaluations at 17-month intervals according to AFMAN 11-202 Volume 2.

1.8.1. Qualification (QUAL)/Mission (MSN) Evaluation. All AECMs will successfully complete a combined periodic QUAL/MSN evaluation on either the C-17, C-130, or KC-135. **(T-2)** The flight phase evaluates aircrew performance and the application of aircrew operating manuals. The ground phase includes the following requisites: Open book and closed book examinations, boldface examination, and an emergency procedures evaluation (EPE).

1.8.1.1. The QUAL portion of the evaluation is designed to ensure AECMs are knowledgeable in the aircraft. As a minimum, QUAL evaluations ensure an AECM can perform aircrew duties in a safe manner and are knowledgeable regarding AFMANs and applicable publications.

1.8.1.2. In addition, the QUAL portion of the evaluation ensures AECMs are knowledgeable on the following areas for the C-17, C-130, KC-135 and any applicable non-universal non-unit-assigned aircraft:

1.8.1.2.1. Oxygen and electrical systems

1.8.1.2.2. Configuration

1.8.1.2.3. Location and operation of primary ground and ditching exits

1.8.1.3. The MSN portion of the evaluation is designed to ensure AECMs are knowledgeable to perform and accomplish aircrew duties related to caring for the ill and injured in a safe manner. In addition, AECMs demonstrate knowledge of AFMANs and applicable publications.

1.8.2. Instructor (INSTR) Evaluations. To initially qualify as an instructor, the AECM will successfully complete the initial instructor (INIT INSTR) upgrade program in accordance with AFMAN 11-2AE Volume 1, INIT INSTR open book exam, and INIT INSTR evaluation. **(T-3)** Subsequently, aircrew members designated as instructors are evaluated on their ability to instruct during all periodic evaluations. The initial instructor evaluation does not satisfy the requirements of a periodic evaluation.

1.8.3. SPOT Evaluations. See AFMAN 11-202 Volume 2 and the following: SPOT evaluations for Universal Qualified AECMs may be conducted on the C-17, C-130, and KC-135.

1.8.4. Aircrew Qualification Evaluation Prefixes. The following prefixes are used, if applicable, to further describe evaluations:

1.8.4.1. Initial (INIT). The first evaluation of any type for a crew position or instructor qualification.

1.8.4.2. Requalification (RQ). Use the prefix RQ (e.g., RQ QUAL/MSN, RQ INSTR) in accordance with AFMAN 11-202 Volume 2.

1.8.4.3. No-Notice (N/N). See AFMAN 11-202 Volume 2. **Note:** SPOT and N/N flight evaluations are not conducted on non-universal non-unit-assigned aircraft.

1.8.5. Emergency Procedures Evaluations (EPE). Use AFMAN 11-202 Volume 2 and the following: Evaluate an aircrew member's knowledge of aircraft emergency procedures, emergency medical procedures and medical equipment emergency functions for all initial, requalification, and periodic QUAL/MSN evaluations (see [paragraph 2.4](#)).

1.8.5.1. Group Standardization and Evaluation office (OG/OGV) develop and maintain a list of EPE program requirements (topics, special interest, etc.). OG/OGVs also develop a guide detailing the evaluation areas. Examiners may use one continuous scenario or use different scenarios as required to ensure appropriate areas are evaluated.

1.8.5.2. Examinees may use their Electronic Flight Bag (EFB)/approved publications unless restricted by this AFMAN or AFMAN 11-202 Volume 2 (e.g., Boldface).

1.8.5.3. An EPE is a ground phase requisite. An EPE is conducted on the ground anytime during the in-phase period. It is through hands-on demonstration, and/or verbal discussion where hands-on demonstration is not feasible (e.g., aircraft emergency). The EPE is conducted in a closed room or on a static aircraft offering one-on-one non-interference environment between examiner and examinee. An EPE includes but is not limited to the following medical equipment/supplies: bag-valve-mask resuscitator (BVM), non-rebreather mask, oxygen flow meter, cardiac defibrillator, suction unit, and a patient mannequin for use during medical scenarios.

1.8.5.4. Examinees receiving an overall EPE grade of unqualified will be placed in supervised status until recommended additional training and re-evaluation are completed. Examinees receiving an overall EPE grade of unqualified because of unsatisfactory emergency procedures will not be permitted to fly in their aircrew position until a successful re-evaluation is accomplished. Guidance on accomplishing additional training is provided in AFMAN 11-202 Volume 2.

1.9. Grading Criteria. See AFMAN 11-202 Volume 2, Chapter 5, and the following:

1.9.1. When in-flight evaluation of a required area is not possible, the area may be verbally evaluated on the ground unless otherwise noted in this AFMAN. At a minimum, (Area 4) Safety Consciousness; (Area 5) Flight Discipline; (Area 6) Airmanship/Situational Awareness; (Area 7) Crew Coordination/Crew Resource Management; (Area 14) Aircraft Emergency Exits; (Area 15) Aircraft Systems; (Area 17) Configurations; and (Area 19) Standards of Care/Plans/Implements Nursing Care will be evaluated in-flight. **(T-2)**

1.10. Grading System. See AFMAN 11-202 Volume 2, Chapter 5.

1.11. Unsatisfactory Performance. See AFMAN 11-202 Volume 2, Chapter 5 and the following:

1.11.1. In the event of unsatisfactory performance, the flight examiner determines additional training requirements. Required additional training may be accomplished on the same flight after the evaluation is complete. If additional training is occurring on the same flight after the evaluation is completed, the flight examiner will inform the examinee when the additional training begins and ends. **(T-3)**

1.11.2. Conduct a thorough debriefing with the examinee and applicable aircrew members on all aspects of the evaluation.

1.11.3. Immediately correct breaches of flying/patient safety or flight discipline during an evaluation. If this situation occurs, the flight examiner debriefs an appropriate unit supervisor and documents the deviation on an AF Form 8.

1.11.4. Notify the examinee's squadron commander/superintendent, as soon as possible, whenever less than Qualification Level "Q-1" performance is observed. List the debriefed attendees on the AF Form 8 under Mission Description in the comments section.

1.11.5. When an examinee jeopardizes safety of flight, the flight examiner may assume the duties of the aircrew member, if warranted. Advise the crew and assume full responsibility for the crew position for the rest of the mission leg. In the mobility system, examiners notify the mission execution authority immediately and coordinate follow-on action (replacement, if required). The examiner should be prepared to continue follow-on missions if directed by the execution authority. **Note:** This does not mean the flight examiner assumes the examinee's position any time unsatisfactory performance is observed. If, in the examiner's judgment, the examinee can continue safely (under supervision) the flight examiner should not assume the examinee's duties.

1.12. Conduct of Evaluations.

1.12.1. Flight examiners pre-brief the examinee on the conduct, purpose, requirements of the evaluation, and all applicable evaluation criteria. Flight examiners then evaluate the examinee in each graded area/sub-area.

1.12.1.1. Flight examiners should not evaluate personnel they primarily trained or recommended for upgrade. Flight examiners should also not evaluate personnel who are in their chain of command or who write the flight examiner's performance report.

1.12.2. Unless otherwise specified, flight examiners may conduct the evaluation in any applicable primary crew position that best enables the examiner to conduct a thorough evaluation, observe the examinee's performance and allow for mission accomplishment.

Exceptions: All Initial Qualification/Mission (INIT QUAL/MSN) and

Requalification/Mission (RQ QUAL/MSN) evaluations will be conducted in the Medical Crew Director (MCD) for Flight Nurse and Charge Medical Technician (CMT) for Aeromedical Evacuation Technicians. **(T-2)**

1.12.3. Note discrepancies and deviations from performance criteria during the evaluation. Compare the examinee's performance with the grading criteria and assign an appropriate grade for each area.

1.12.3.1. A flight examiner will not change an evaluation to a training flight to avoid documenting substandard performance, nor will a training/non-mission ready currency flight be changed to an evaluation. **(T-2) Note:** After successfully regaining currency and/or mission ready status in accordance with AFMAN 11-2AE Volume 1, the next sortie may be turned into an evaluation. Regaining currency/mission ready status and an evaluation on the same sortie is not authorized. **(T-2)**

1.12.3.2. The judgment of the flight examiner, guidance provided in AFMAN 11-202 Volume 2, and this manual are the determining factors in assigning an overall qualification level on the AF Form 8. The flight examiner thoroughly critiques all aspects of the flight. During the critique, the flight examiner reviews the examinee's overall rating, specific deviations, area/subarea grades assigned, and any additional training required.

1.12.4. Commanders may downgrade AECMs. See AFMAN 11-202 Volume 2 and the following:

1.12.4.1. Incidents do not have to be directly observed by the commander or an examiner to result in a downgrade. Incidents can occur at altitude or on the ground (e.g., breach of flight discipline, flight safety, unsafe/neglectful patient care, etc.).

1.12.4.2. For incidents that bring credentialing into question, refer to AFI 44-119 *Medical Quality Operations* for appropriate actions.

1.12.5. AECMs have an obligation to maintain professional standards; as well as, obtain and maintain aircrew qualification. Commanders may explore a Flight Evaluation Board (FEB) for AECMs who do not or cannot meet this standard. Refer to AFMAN 11-402, *Aviation and Parachutist Service*, for reasons to convene a FEB and appropriate actions.

1.13. Use of Air Force Form 3862, *Flight Evaluation Worksheet*. Flight examiners may use overprint AF Form 3862 ([Attachment 2](#)) or Graduate Training Integration Management System (GTIMS) product as an evaluation worksheet. Copy each title, area number and text, and shading to the appropriate blocks. Standardization and evaluation may add special interest items and/or local evaluation requirements. Standardization and evaluation office may add a locally developed EXAMINER BRIEFING GUIDE. Use the worksheet to ensure all required areas are evaluated. Record positive and negative trend information and/or aircrew member's performance using the "Remarks" section if desired. The AF Form 3862 or draft copy of the AF Form 8, signed by the flight examiner, serves as the temporary evaluation certificate. File the certificate in the aircrew member's Flight Evaluation Folder (FEF) immediately after the flight evaluation as a temporary record of the evaluation results. Maintain a copy of the temporary evaluation certificate (AF Form 3862) until the finished AF Form 8 is added to the FEF or data input into Patriot Excalibur (PEX), GTIMS, or other MAJCOM approved module, then dispose of properly.

1.14. Aircrew Testing. See specific testing requirements in AFMAN 11-202 Volume 2 and the following:

1.14.1. Closed Book Exam (Closed Book). The closed-book examination will be administered before the initial flight evaluation or requalification evaluation. **(T-3)** It should be administered before subsequent scheduled periodic flight evaluations. The closed book exam consists of minimum 20 questions derived from the master question file (MQF). Complete a written (either on paper or computer) boldface exam (without use of reference) in conjunction with the closed book examinations.

1.14.2. Open Book Exam (Open Book). The open book exam consists of 60-80 questions originating from a secured question bank (SQB). The SQB is managed by each Operations Group Standardization and Evaluation office. A minimum of 5 questions per each AE Universal Qualification Mission Design Series (MDS) are to be incorporated into periodic open book exams. **(T-3)** MDS questions should include but are not limited to aircraft systems (electrical and oxygen), emergency exits and procedures; and emergency aircraft equipment. A portion of open book exams administered to flight instructors must include instructor-specific questions. **(T-3) Note:** A separate INSTR open book examination is not required for periodic evaluations. Open book exams should be administered before subsequent scheduled periodic flight evaluations. **Exception:** Open book exams will be administered before initial flight evaluations and requalification evaluations. **(T-3)**

1.14.2.1. Non-universal, non-unit-assigned aircraft contain a minimum of 20 questions for initial testing. Subsequent evaluations are required to add a minimum of 5 questions per non-universal, non-unit-assigned MDS to the open book exam.

1.14.3. At a minimum, the following technical orders/flight manuals are electronically available for open-book examination testing purposes: TO-1C-130H-1 or TO-1C-130(K)H-1 or TO-1C-130J-1; TO-1C-130J-9, TO-1C-17A-1, TO-1C-17A-9, TO-1C-135(K)(I)-1, TO-1C-135-9.

1.14.3.1. Units with AECMs qualified on non-universal non-unit-assigned aircraft will have, at minimum, the dash 1 technical orders/flight manuals, or equivalent, available for open book examination testing. **Note:** KC-46, C-37 and C-40 aircraft flight manuals are proprietary. OGVs will provide them for open book examinations. **(T-3)**

1.14.4. Initial Instructor Open Book (INIT INSTR Open Book). The INIT INSTR open book exam consists of a minimum of 20 questions originating from a SQB. The SQB is managed by each operations group standardization and evaluation office. Questions are generated from directives including AFMAN 11-2AE Volume 1, Volume 2, Volume 3 (including MAJCOM supplements); and other common flight or instructor related sources. The INIT INSTR open book exam is a requisite for INIT INSTR and requalification (RQ) INSTR evaluations only and it will be administered before instructor flight evaluations. **(T-3)** AECMs should utilize their electronic flight bag (EFB) for INIT/RQ INSTR open book testing. EFBs contain all required technical orders and flight manuals required for testing. Unit's standardization and evaluation offices will provide an updated EFB to AECMs who do not have one assigned. **(T-3)**

1.14.5. Failure to Pass an Exam. AECMs who fail an open book and/or closed book written examination will fly in supervised status until a successful re-test is completed. Examinees

who fail boldface procedures will not be permitted to fly in their aircrew position until a successful re-evaluation is accomplished. **(T-3)**

1.15. Equivalent MDS/Model Aircraft. Consider AECMs qualified in one MDS as qualified in all MDSs of the same design (e.g., C-130H and C-130J).

1.16. Aircrew Training Device (ATD). In-flight evaluations are the Air Force standard for validating aircrew evaluation criteria for all types of evaluations. Approval authority for other than in-flight evaluations is AMC Aircrew Standards/Evaluations and Readiness Division (A3V). Lead command (AMC/A3V) approves ATDs that may supplement or replace in-flight evaluations.

Exception: The AE formal training unit (FTU) may conduct Aeromedical Evacuation Flight Instructor Qualification (AEFIQ) evaluations on ATDs.

1.16.1. An ATD may be used to accomplish additional training and ground re-checks. Areas for additional training and ground re-check should be limited to those areas/subareas that can be realistically accomplished in the ATD.

1.17. Electronic Flight Bag (EFB). The EFB is considered the combination of electronic publications (EPUBS), underlying operating system software and application versions.

Chapter 2

FLIGHT NURSE (FN)/AEROMEDICAL EVACUATION TECHNICIAN (AET) EVALUATIONS

2.1. General. This chapter standardizes initial, periodic, and requalification evaluations, including requirements for qualification/mission and instructor evaluations.

2.2. Qualification/Mission Evaluations (Initial, Periodic and Requalification).

2.2.1. All initial, periodic, and requalification evaluations include all areas under GENERAL, QUALIFICATION and MISSION.

2.2.2. Initial Qualification/Mission “INIT QUAL/MSN” is accomplished at the FTU or unit of assignment. Upon successful completion of the evaluation at the FTU, the first AF Form 8 indicates crew position codes as “FH” (Flight Nurse (FN) qualified in basic weapon system) or “FA” (Aeromedical Evacuation Technician (AET) qualified in basic weapon system). Expiration date for initial qualification is based on successful completion of the combined QUAL/MSN evaluation. **Note:** If Initial Qualification/Mission evaluation is accomplished at the unit of assignment and all mission qualification training requirements are accomplished in accordance with AFMAN 11-2AE Volume 1, the first AF Form 8 will indicate crew position codes as “MH” (mission qualified Flight Nurse) or “MA” (mission qualified Aeromedical Evacuation Technician).

2.2.3. Periodic flight evaluations are combined Qualification/Mission evaluations. Use a single line entry under flight phase indicating “QUAL/MSN” and date. Single line entries may be used if more than one flight is necessary to complete the evaluation in accordance with AFMAN 11-202 Volume 2, Chapter 7. Expiration date is based on the latest flight phase accomplished. Periodic evaluations include all areas under GENERAL, QUALIFICATION and MISSION. **Note:** Periodic flight evaluations are not conducted on non-universal non-unit-assigned aircraft.

2.2.3.1. For evaluations that establish a new eligibility period (e.g., QUAL/MSN), enter the month and year that is 17 months after the month in which the flight phase of the evaluation was successfully completed.

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

2.2.4. Requalification evaluations are combined Qualification/Mission evaluations. Use a single line entry under flight phase indicating “RQ QUAL/MSN” and date. Single line entries may be used if more than one flight is necessary to complete the evaluation in accordance with AFMAN 11-202 Volume 2, Chapter 7. Expiration date is based on latest flight phase accomplished. Requalification evaluations include all areas under GENERAL, QUALIFICATION, and MISSION. **Note:** Requalification evaluations are not conducted on a non-universal non-unit-assigned aircraft.

2.3. Instructor Evaluations (Initial, Periodic and Requalification). AECMs selected to establish and maintain instructor qualification are evaluated on their ability to instruct using criteria in all areas of INSTRUCTOR. Flight examiners place particular emphasis on the examinee’s ability to recognize student difficulties and provide timely, effective corrective action. Instructor evaluations include instructing a qualified AECM of like specialty, instructing a student in upgrade

training, or an AECM regaining currency. Examinees should be prepared to demonstrate and/or explain performance of a procedure, operation of equipment, or a duty associated with their crew position.

2.3.1. Initial instructor evaluations do not satisfy the requirements of a periodic evaluation. Initial instructor evaluations include all areas under GENERAL and INSTRUCTOR.

2.3.1.1. Initial instructor evaluations may be administered on any primary aircraft listed in [paragraph 1.1.1](#). **Exception:** The AE FTU may conduct Aeromedical Evacuation Flight Instructor Qualification (AEFIQ) evaluations on ATD's. **Note:** Initial instructor evaluations are not conducted on non-universal non-unit-assigned aircraft. After successful completion of the initial instructor evaluation the AECM may instruct on all aircraft listed in [paragraph 1.1.1](#). **Note:** AECM will be current and qualified on the additional non-universal non-unit-assigned aircraft before they instruct on it. **(T-3)**

2.3.2. Periodic instructor evaluations are administered in conjunction with required QUAL/MSN evaluations and include all areas under GENERAL, QUALIFICATION, MISSION, and INSTRUCTOR. **Note:** Periodic instructor evaluations may be administered on any primary aircraft listed in [paragraph 1.1.1](#).

2.4. Emergency Procedures Evaluations (EPE). A QUAL/MSN evaluation requires a single EPE and is documented in accordance with AFMAN 11-202 Volume 2.

2.4.1. At a minimum, the EPE covers the following areas to satisfy requirements for an initial, periodic, and requalification QUAL/MSN evaluation: (Area 12) Boldface Emergency Procedures (Critical); (Area 13) Other Emergency Procedures; (Area 14) Aircraft Emergency Exits; (Area 15) Aircraft Systems; (Area 18) Aircraft Emergency Equipment; (Area 24) Cardiac/Respiratory Arrest (Critical); and (Area 25) Aeromedical Evacuation Medical Equipment Emergency Functions (Critical). Examinees demonstrate an understanding of Area 24 and 25 by "hands-on" application. **(T-2)**

2.4.2. EPE areas previously graded qualified, "Q," do not need to be reevaluated during the flight phase of the evaluation but will be if observed. **(T-3)**

2.5. Additional Information.

2.5.1. Flight examiners will not conduct evaluations when scheduled as primary aircrew members. **(T-3)**

2.5.2. Instructors receiving periodic evaluations may be evaluated in any crew position, as applicable, but do not require an evaluation in all positions.

2.5.2.1. Every effort should be made to ensure periodic evaluations are conducted in a primary crew position (see [paragraph 1.12.2](#)).

2.5.2.2. Examiner (e.g., EH, EA) is not a qualification, it is a certification, and periodic evaluations will not be administered to AECMs in the flight examiner role. **(T-3)**

2.5.3. Standard Mission Description. This [Periodic / Re-qual / Initial / Pyramid] evaluation was administered on a [C-130 / C-17 / KC-135] and meets the requirements for universal qualification on the C-17, C-130, and KC-135. [If applicable] **Note:** Annotate reason for recheck of requalification. In addition to the universal qualification, [examinee] maintains qualification(s) on the [MDS (e.g., C-5, C-12, C-21, KC-46)]. The evaluation was conducted

with the examinee in the [FN / MCD / CMT / 2AET / 3AET / FI] crew position. [If applicable] Area 11. En-route Mission Requirements, Area 14. Aircraft Emergency Exits, Area 15. Aircraft Systems and Area 17. Configurations were evaluated verbally. [If applicable] Instructional abilities were evaluated and the examinee demonstrated instruction in _____. [RANK LAST], ##### AES/CC, [was debriefed / attended the evaluation debrief].

2.5.4. Standard No-Notice Spot Evaluation Mission Description. This No-Notice SPOT evaluation was administered on a [C-130 / C-17 / KC-135] with the examinee in the [FN / MCD / CMT / 2AET / 3AET / FI] crew position. All “GENERAL”, Higher Headquarter/Local Special Interest Items and [As appropriate] _____ were evaluated in-flight. [RANK LAST], ##### AES/CC, [was debriefed / attended the evaluation debrief].

2.5.5. Standard SEFE Objectivity Evaluation Mission Description. This Stan Eval Flight Examiner Objectivity Evaluation was administered on a [C-130 / C-17 / KC-135] with the examinee completing a [Periodic / Re-qual / Initial / Pyramid/ No-Notice SPOT evaluation] on an AECM in the [FN / MCD / CMT / 2AET / 3AET / FI] crew position. Examinee complied with all HHQ and local Stan/Eval directives, properly briefed and debriefed the evaluation and awarded the appropriate grades for each evaluated area and overall grade. All evaluation areas required by **Attachment 4** of the AFMAN 11-2AE Volume 2 were accomplished in a satisfactory manner. [RANK LAST], ##### AES/CC, [was debriefed / attended the evaluation debrief].

2.6. Flight Nurse/Aeromedical Evacuation Technician Grading Criteria. Use the following grading criteria as specified for each type of evaluation performed based on the member’s highest qualification or certification level. When grading subareas, identify the area that is most adversely affected, and grade that one area accordingly, instead of the overall area, unless in the opinion of the evaluator, the entire area is affected.

Table 2.1. General.

Area 1. Directives and Publications.	
Q	Possessed knowledge of all applicable aircraft/medical directives and publications and understands how to apply both to enhance mission accomplishment. Required publications (paper or electronic) were current and properly posted. EFB configuration fully compliant with published standards.
Q-	Unsure of some directives but could locate information in appropriate publications. Required publications (paper or electronic) were current but improperly posted. Minor noncompliance with published EFB configuration standards.
U	Unaware of established directives and/or could not locate them in the appropriate publication in a timely manner. Required publications (paper or electronic) were not current. Major noncompliance with published EFB configuration standards.
Area 2. Mission Preparation/Planning/Aeromedical Evacuation Crew Briefing.	
Q	Read and annotated Flight Crew Information Files. Completed/obtained all applicable information to accomplish the mission (forms, oxygen and electrical calculations, load plan, patient/equipment requirements). Identified appropriate Command and Control and

	Patient Movement Requirement Center (PMRC) agency with mission execution authority. Medical Crew Director or Charge Medical Technician briefing, if applicable, were thorough, clear and concise. Complied with all local directives. Attended required briefings. Had all required personal and professional equipment.
Q-	Minor errors or omissions in obtaining information that could have detracted from mission effectiveness. Demonstrated limited knowledge on command and control and PMRC agency with mission execution authority. Medical Crew Director or Charge Medical Technician, briefing were completed with errors or omissions. Did not fully comply with local directives. Late for required briefings.
U	Made major errors or omissions in obtaining information which would have prevented an effective mission. Unaware of command and control and PMRC agency with mission execution authority. Medical Crew Director or Charge Medical Technician briefings, if applicable, were poorly organized and essential items were omitted. Failed to comply with local directives, deviations could have jeopardized safety of crew, aircraft and/or patients. Failed to attend required briefings. Did not have required personal/professional equipment essential for the mission.
Area 3. Use of Checklist.	
Q	Procedures and checklist items required by applicable directives were accomplished in a thorough and proficient manner. Checklist was available and referred to when performing crew duties.
Q-	Procedures and checklist items required by applicable directives were accomplished with either omissions, deviation or error, which detracted from the overall efficient conduct of the mission. Limited use of checklist was temporarily noted.
U	Checklist was unavailable or not referred to when performing crew duties.
Area 4. Safety Consciousness (Critical).	
Q	Aware of and complied with all safety factors required for safe ground and flight operations. Demonstrated or explained safe procedures/practices around the aircraft, including refueling operations, vehicle movement, crash/rescue vehicle requirements, personal/patient safety, and cabin security. Momentary deviations in procedures and practices were corrected and did not impact safe aircraft operations.
U	Neither aware of nor complied with all safety factors required for safe ground and flight operations. Attempts to operate aircraft system or equipment in a dangerous manner.
Area 5. Flight Discipline (Critical).	
Q	Demonstrated strict professional flight and crew discipline throughout all phases of flight. Completed mission in accordance with existing regulations and directives. Demonstrates knowledge of operating procedures and restrictions.
U	Failed to exhibit strict flight and crew discipline. Unaware of established procedures. Failed to comply with existing instructions and directives which did or could have jeopardized safety or mission success.
Area 6. Airmanship/ Situational Awareness (Critical).	

Q	Maintained situational awareness and exercised sound judgment throughout the mission. Personal conduct (e.g., leadership, attitude, standards) and effective decision making capabilities were apparent. Momentary deviations to situational awareness and/or airmanship were corrected and did not impact the mission. Conducted the flight with a sense of understanding and comprehension. Prioritized tasks properly.
U	Lacked situational awareness and/or airmanship. Faulty judgment resulted in decisions that had negative mission impact. Poor personal conduct. Lacks effective decision making capabilities and the skills to prioritize tasks. Unaware of significant events that impacted the mission.
Area 7. Crew Coordination/Crew Resource Management (CRM). Crew Resource Management (CRM)/Threat and Error Management (TEM), in accordance with AFMAN 11-290, <i>Cockpit/Crew Resource Management Program and Threat & Error Management Program</i> , applicable MAJCOM Supplements, and AMC Form 4031, <i>CRM/TEM Skills Criteria Training/Evaluation</i> .	
Q	Proactively applied appropriate and established CRM/TEM concepts throughout the flight/mission. Ensured safe/effective mission accomplishment by anticipating, recognizing, and mitigating relevant threats. Identified and mitigated own and other crewmembers' errors via the proper use of monitoring/crosschecking procedures and through the employment of applicable, established "Verbalize, Verify, and Monitor" practices/procedures.
Q-	Reactively and inconsistently, or inadequately applied appropriate, established CRM/TEM concepts but did not allow those deficiencies to detract from mission accomplishment and/or flight safety. Unreliably and/or inadequately anticipated, identified, or mitigated relevant threats and/or own or other crewmembers' inconsequential errors.
U	Did not apply appropriate, established CRM/TEM concepts to ensure safe/effective mission accomplishment. Failed to anticipate, identify, or mitigate relevant threats and/or own or other crewmembers' consequential errors.
Area 8. Anti-hijacking/Aircraft Security.	
Q	Correctly demonstrated/verbalized anti-hijacking and aircraft security procedures and applicable references.
Q-	Minor deviations/omissions in verbalizing or demonstrating anti-hijacking/security procedures. Had difficulty locating references.
U	Unaware of, or failed to comply with, aircraft anti-hijacking/security procedures required for safe aircraft operation or mission accomplishment. Deviations could have jeopardized safety of crew, aircraft, patient, and/or equipment.
Area 9. Knowledge/Completion of Forms. Note: See Area 21 for Clinical Documentation.	
Q	All mission related forms were complete, accurate, readable, accomplished on time and in accordance with applicable directives. Relayed an accurate account of significant events to applicable agencies (Medical Treatment Facility, Aeromedical Evacuation Control Team, Tanker Airlift Control Center, PMRC, etc.).

Q-	Minor errors on mission related forms that did not affect conduct of the mission. Incorrectly or incompletely reported some information due to minor errors, omissions, and/or deviations.
U	Did not accomplish required mission related forms. Omitted or incorrectly reported significant information due to major errors, omissions, and/or deviations.
Area 10. Communication Procedures.	
Q	Had complete knowledge of and complied with communications procedures. Transmissions were concise with proper terminology. Complied with and acknowledged all required instructions. Asked for/provided clarification when necessary and actions resulted in effective closed loop communication.
Q-	Made minor deviations from procedures that required re-transmissions. Slow in initiating, or missed, required interphone communications. Transmissions contained extraneous matter, were not in proper sequence, or used non-standard terminology. Slow to ask for/provide clarification when necessary.
U	Used incorrect procedures. Poor performance caused confusion and jeopardized mission accomplishment. Omitted numerous interphone communications. Failed to use precise, stated terminology. Did not ask for/provide clarification when necessary which resulted in ineffective closed loop communication.
Area 11. En route Mission Requirements.	
Q	Described or demonstrated procedures for customs, mission delay, en route diversion/change in patient status, remain over night (RON), and unscheduled RON required for en route mission requirements. Able to locate information in references.
Q-	Minor errors or omissions in describing/demonstrating procedures required for en route mission requirements, which may have adversely effected mission accomplishment. Had difficulty locating information in references.
U	Unfamiliar with procedures or references for en route mission requirements.

Table 2.2. Qualification.

Area 12. Boldface Emergency Procedures (Critical). Includes Fuselage Fire/Smoke and Fumes Elimination and Rapid Decompression. Note: After completion of boldface procedures, crewmember may verify in their checklist that all steps were accomplished.	
Q	Correct, immediate responses.
U	Incorrect, unsatisfactory response.
Area 13. Other Emergency Procedures. Includes Emergency Signals, Emergency Landing, Ditching, Inflight and Ground Emergencies for the all of platforms AECM is qualified on. Note: At a minimum while in flight, AECM will describe the emergency signals for the aircraft utilized during flight evaluation. Emergency signals for additional airframes AECM is qualified on will be verbally evaluated during the EPE.	

Q	Stated or demonstrated emergency procedures for applicable crew positions with use of checklist and/or expanded checklist.
Q-	Prompting required to initiate use of checklist. Accomplished procedures with minor errors, omissions, or deviations that may not have jeopardized patient safety. Demonstrated limited knowledge of expanded checklist procedures and required prompting to reference expanded checklist.
U	Unable to state or demonstrate the correct emergency procedure with use of checklist and/or expanded checklist.
<p>Area 14. Aircraft Emergency Exits. Includes emergency exits on all airframes AECM is qualified on and associated egress equipment with the exits (Escape Ropes, Ladders, Slides, and Emergency Lights). Includes location of primary ground and ditching exits for all platforms AECM is qualified on. Note: At a minimum while in flight, AECM will describe the emergency exits/egress equipment for the aircraft utilized during flight evaluation. Emergency exits/egress considerations for additional airframes AECM is qualified on will be verbally evaluated during the EPE.</p>	
Q	Demonstrated or verbalized proper operating procedures of aircraft exits/egress equipment for emergency landing and ditching on all aircraft AECM is qualified on. Correctly verbalized location and operation of primary ground and ditching exits for all airframes AECM is qualified on.
Q-	Unsure of the proper operating procedures used for aircraft exits/egress equipment for emergency landing and ditching on all aircraft AECM is qualified on. Limited knowledge of location and operation of primary ground and ditching exits for the airframes AECM is qualified on.
U	Unable to properly operate aircraft exits/egress equipment for emergency landing and ditching on all aircraft AECM is qualified on. Unable to verbalize location and operation of primary ground and ditching exits for the airframes AECM is qualified on.
<p>Area 15. Aircraft Systems. Includes oxygen and electrical interface for the aircraft AECM is qualified on. Describe or demonstrate aircraft systems on all airframes AECM is qualified on. Note: At a minimum, aircraft utilized during the evaluation will be evaluated in-flight. Additional airframes will be verbally evaluated during the EPE.</p>	
Q	Describe correct operational procedures for oxygen/electrical systems on all aircraft AECM is qualified on. Able to locate and access components of the oxygen/electrical systems. Identified differences in operation/capability, location, and access to oxygen/electrical systems for airframes AECM is qualified on. Explained use of alternate oxygen sources in the event no aircraft oxygen is available.
Q-	Had limited operational knowledge of oxygen/electrical systems on all aircraft AECM is qualified on. Had difficulty locating and accessing components of the oxygen/electrical systems. Had difficulty describing differences in operation/capability, location, and access to oxygen electrical systems on the airframes AECM is qualified on. Had difficulty explaining use of alternate oxygen sources in the event no aircraft oxygen is available.

U	Unsatisfactory operational knowledge of oxygen/electrical systems, on all aircraft AECM is qualified on. Unable to locate and access oxygen/electrical system components. Unable to describe differences in operation/capability, location, and access to oxygen/electrical systems on the airframes AECM is qualified on. Unable to explain use of alternate oxygen sources in the event no aircraft oxygen is available.
Area 16. Enplaning/Deplaning.	
Q	Describes or demonstrates general knowledge of enplaning/deplaning operations per applicable instructions.
Q-	Unfamiliar with some aspects of enplaning/deplaning operations.
U	Unfamiliar with enplaning/deplaning operations and/or applicable manuals.
Area 17. Configurations. Includes configuration procedures for all aircraft AECM is qualified on. Note: At a minimum while in flight, AECM will describe configuration procedures for the aircraft utilized during flight evaluation. Configuration procedures for additional airframes AECM is qualified on should be verbally evaluated during the EPE.	
Q	Demonstrated or described standard aeromedical evacuation configuration procedures on all aircraft AECM is qualified on. Described floor-loading procedures on all aircraft AECM is qualified on. Identified differences in standard aeromedical evacuation configurations and floor loading on the airframes AECM is qualified on.
Q-	Unsure of standard aeromedical evacuation configuration procedures on all aircraft AECM is qualified on. Had difficulty describing floor-loading configuration on all aircraft AECM is qualified on. Had difficulty locating standard aeromedical evacuation configurations and floor loading references on the remaining airframes AECM is qualified on.
U	Unable to demonstrate or describe standard Aeromedical Evacuation configurations on all aircraft AECM is qualified on. Unable to describe floor-loading configuration on all aircraft AECM is qualified on. Unable to locate standard aeromedical evacuation configurations and floor loading references on the remaining airframes AECM is qualified on.
Area 18. Aircraft Emergency Equipment. Includes Fire Extinguisher, Smoke Mask and/or Quick Don Mask/Goggles, Oxygen Mask (Quick Don type if used), Emergency Passenger Oxygen System, Protective Breathing Equipment, Life Preservers and Life Rafts on all aircraft AECM is qualified on. Note: This area will be evaluated during the EPE. However, at a minimum while in flight, AECM will describe the life-raft capabilities for the aircraft utilized during flight evaluation. Life-raft capabilities for additional airframes AECM is qualified on may be verbally evaluated during the EPE.	
Q	Demonstrated or verbalized operational use of emergency equipment and life support systems.
Q-	Demonstrated or verbalized limited operational knowledge of emergency equipment and life support systems.
U	Unsatisfactory operational knowledge of emergency equipment and life support systems.

Table 2.3. Mission.

Note: For medical knowledge and skills, AET's are evaluated based on their current Air Force Specialty Code Skill level.	
Area 19. Standards of Care/Plans/Implements Nursing Care.	
Q	Knowledgeable in standards of care. Planned and implemented nursing care in accordance with current nursing care guidelines. Had general knowledge and familiarization of patients on the mission to include patient classification, movement precedence and diagnosis. Recognized negative changes in patient condition and behavior. Intervened effectively based on patient's diagnosis, signs and symptoms, and applicable stresses of flight. Adhered to infection control standards.
Q-	Minor knowledge deficits of patient care standards based on patient's diagnosis, signs and symptoms, and stresses of flight. Had some difficulty or made minor errors/omissions in planning/implementing for patient care on the mission. Minor deviations noted with compliance of infection control standards. Minor deviations did not impact patient's condition.
U	Inadequate knowledge of patient care standards, nursing interventions, and/or stresses of flight. Did not anticipate and/or plan/implement for patient requirements based on diagnosis and standards of care. Unaware of infection control standards. Deviations without correction may have caused injury/suffering to patient.
Area 20. IV Therapy/Medication Management.	
Q	Demonstrated procedures and management of medications to include over-the-counter, IV/drips, and controlled substances as applicable. Demonstrated proper documentation procedures with associated medications.
Q-	Minor errors/omissions in performing or locating medication procedures and/or documenting, which may have detracted from quality patient care.
U	Major errors or omissions in drug management and/or documentation. Did not safeguard controlled substances. Unfamiliar with appropriate references. Lacked knowledge that may have jeopardized patient care outcome.
Area 21. Clinical Documentation.	
Q	Able to demonstrate accurate and legible clinical documentation of patient assessment, medical status/diagnosis, interventions/treatments, medications and outcomes on the appropriate AF Form 3899 series or Electronic Health Record (EHR) (when available).
Q-	Minor errors/omissions in clinical documentation. May cause delay or error in patient medication administration. Minor errors in documenting assessment, medical status/diagnosis, interventions/treatments or outcomes on AF Form 3899 series or EHR (when available).
U	Major errors in clinical documentation and medication administration record may cause an adverse outcome for the patient. Unable to document on AF Form 3899 series or EHR (when available).

Area 22. Pain Management.	
Q	Knowledgeable in pain management to include oral, intramuscular, intravenous, Peripheral Nerve Block (PNB), Patient Controlled Analgesia (PCA), and epidural routes. Verbalize/demonstrate pain assessment and level of sedation utilizing approved/applicable pain scales. Recognize and treat Local Anesthetic Systemic Toxicity (LAST) and suspected narcotic and benzodiazepine overdose within their scope of clinical practice.
Q-	Minor errors/deviations in knowledge/response that would not lead to patient compromise nor adversely affect patient safety.
U	Unable to manage pain through approved modalities. Could not verbalize/demonstrate assessment of pain or sedation. Unable to recognize/treat LAST and suspected narcotic and benzodiazepine overdose within their scope of clinical practice. Lack of knowledge may have jeopardized patient care or crewmember effectiveness.
Area 23. Hypoxia/Hyperventilation.	
Q	Able to describe signs and symptoms and verbalize or demonstrate appropriate treatment for hypoxia and hyperventilation.
Q-	Minor deviations noted in describing signs and symptoms or treatment of hypoxia and hyperventilation.
U	Unable to describe signs and symptoms and verbalize or demonstrate appropriate treatment for hypoxia and hyperventilation. Lack of knowledge may have jeopardized the patient or crewmember.
Area 24. Cardiac/Respiratory Arrest (Critical).	
Q	Demonstrated responses to cardiac/respiratory arrest per applicable reference (Basic Life Support [without use of references] and/or Advanced Life Support) and established response plan. Initiated plan for patient stabilization.
U	Unable to correctly demonstrate responses to cardiac/respiratory arrest per applicable reference (Basic Life Support [without use of references] and/or Advanced Life Support) and response plan. Actions may have led to patient compromise or adversely affected safety.
Area 25. AE Medical Equipment Emergency Functions (Critical).	
Q	Without use of references, AECM correctly assembled and demonstrated operation of suction in order to clear the airway; correctly assembled and operated the BVM and non-rebreather mask to an oxygen flow meter; correctly operated the cardiac defibrillator to include set up, application of leads, blood pressure/SpO2 monitoring, and charge/discharge of paddles and multi-function pads.
U	Could not locate and/or demonstrate operation of emergency equipment. Lack of knowledge may have led to patient compromise or adversely affected safety.
Area 26. Aeromedical Evacuation Medical Equipment.	
Q	Demonstrated preflight, function check, operated and secured medical equipment.

Q-	Minor errors/omissions in preflight, function check, equipment operation and/or securing. Deviations may not adversely affect patient care or equipment effectiveness.
U	Major errors in operation of medical equipment. Unable to perform preflight, function check, operate and/or secure equipment.
Area 27. Aeromedical Evacuation In-flight Kits/Supplies.	
Q	Able to locate contents of aeromedical evacuation in-flight kits/supplies.
Q-	Minor deviations in locating contents of aeromedical evacuation in-flight kits/supplies.
U	Unable to locate contents of aeromedical evacuation in-flight kits/supplies.
Area 28. Acceptance and Transfer of Medical Care.	
Q	Able to provide/receive a verbal report utilizing the "I-SBAR" type of hand off brief or other lead command approved format/tool, conduct a brief primary/secondary assessment and ensure equipment, supplies and medications are present. Flight Nurses demonstrate accepting/transferring a patient with PCA, PNB, and/or Epidural.
Q-	Minor errors/omissions in providing/receiving report and/or equipment. Deviations did not adversely affect patient care.
U	Major errors in ability to provide/receive patient report with primary/secondary assessment. Inability to accept/transfer patient with Patient Controlled Analgesia, Peripheral Nerve Block, and Epidural could result in adverse outcome. Did not ensure equipment, supplies and medications were present.

Table 2.4. Instructor.

Area 29. Instructor Ability (Critical).	
Q	Demonstrated the ability to communicate effectively. Provided appropriate guidance when necessary. Planned ahead and made timely decisions. Identified and corrected potentially unsafe actions/situations.
U	Unable to effectively communicate or provide timely feedback to the student. Gave instruction that was unsafe or contradicted published directives. Did not provide corrective action when necessary. Did not plan ahead or anticipate student problems. Did not identify unsafe actions/situations in a timely manner. Made no attempt to instruct.
Area 30. Instructor Demonstration (Critical).	
Q	Effectively demonstrated correct procedures, systems operation, and techniques. Thorough knowledge of applicable aircraft systems, procedures, publications, and directives.
U	Ineffective or incorrect demonstration of procedures, systems operation, or techniques. Insufficient depth of knowledge about applicable aircraft systems, procedures, publications and directives.
Area 31. Student Briefing/Critique.	

Q	Briefing/critique was well organized, accurate, and thorough. Reviewed student's present level of training and defined mission events to be performed. During the critique, demonstrated an effective ability to reconstruct the flight, offer mission analysis, and provide guidance, where appropriate. Training grade reflected the actual performance of the student relative to the standard. Pre-briefed the student's next mission, if required.
Q-	Briefing/critique was accurate but lacked the depth needed to maximize the learning opportunity. Briefing/critique was completed with only minor discrepancies overlooked or omitted.
U	Briefing/critique was unsatisfactory or non-existent. Did not review student's past performance. Failed to adequately critique student or analyze the mission. Training grade did not reflect actual performance of student. Overlooked or omitted major discrepancies. Incomplete pre-briefing of student's next mission, if required.
Area 32. Knowledge of Training Forms.	
Q	All required training forms were accomplished on time and in accordance with applicable directives. Demonstrated satisfactory knowledge of forms/publications required for mission accomplishment. Training documentation was concise and readable.
Q-	Displayed limited knowledge of training forms/publications. Required forms were completed with some delay but in accordance with applicable directives. Minor errors or omissions in training documentation.
U	Knowledge of required training forms/publications was inadequate. Did not accomplish required forms. Omitted or incorrectly documented significant training information.

JAMES C. SLIFE, Lt Gen, USAF
Deputy Chief of Staff, Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFI 11-202V2_AMCSUP, *Aircrew Standardization and Evaluation Program*, 13 August 2019

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

AFI 44-119, *Medical Quality Operations*, 16 August 2011

AFMAN 11-2AE, Volume 1, *Aeromedical Evacuation Aircrew Training*, 7 December 2020

AFMAN 11-2AE, Volume 3, *Aeromedical Evacuation (AE) Operations Procedures*, 19 October 2020

AFMAN 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, 30 August 2021

AFMAN 11-290, *Cockpit/Crew Resource Management Program and Threat & Error Management Program*, 25 October 2021

AFMAN 11-402, *Aviation and Parachutist Service*, 24 January 2019

AFPD 10-21, *Air Mobility Lead Command Roles and Responsibilities*, 25 August 2019

AFPD 11-2, *Aircrew Operations*, 31 January 2019

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

Executive Order 13478, *Amendments to Executive Order 9397, Relating to Federal Agency Use of Social Security Numbers*, 18 November 2008

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*

Title 37 United States Code, *301a Incentive Pay: Aviation Career*

Public Law 93-294, *Aviation Career Incentive Act of 1974*

Public Laws 93-570, *Appropriations Act for 1974*

Adopted Forms

AF Form 3862, *Flight Evaluation Worksheet*

AFTO 781, *ARMS Aircrew/Mission Flight Data Document*

AF Form 8, *Certificate of Aircrew Qualification*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 942, *Record of Evaluation*

AMC Form 4031, *CRM / TEM Skills Criteria Training / Evaluation*

Abbreviations and Acronyms

AE—Aeromedical Evacuation

AECM—Aeromedical Evacuation Crew Member
AET—Aeromedical Evacuation Technician
AF—Air Force
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFR—Air Force Reserve
AMC—Air Mobility Command
ANG—Air National Guard
ARM—Aeromedical Readiness Mission
BVM—Bag-Valve-Mask
CMT—Charge Medical Technician
CRM—Crew Resource Management
DAFMAN—Department of the Air Force Manual
DAF—Department of the Air Force
EPE—Emergency Procedures Evaluation
EPUBS—Electronic Publications
FEB—Flight Evaluation Board
FEF—Flight Evaluation Folder
FEW—Flight Evaluation Worksheet
FN—Flight Nurse
FTU—Formal Training Unit
GTIMS—Graduate Training Integration Management System
HHQ—Higher Headquarters
HQ—Headquarters
INIT—Initial
INSTR—Instructor
LAST—Local Anesthetic Systemic Toxicity
MAJCOM—Major Command
MCD—Medical Crew Director
MDS—Mission Design Series
MQF—Master Question File
MSN—Mission

MTF—Medical Treatment Facility

OPR—Office of Primary Responsibility

PCA—Patient Controlled Analgesia

PEX—Patriot Excalibur

PNB—Peripheral Nerve Block

PMRC—Patient Movement Requirements Center

PPM—Patient Path Management

Q—Qualified

Q—Qualified Minus

Q-1—Qualification Level 1

Q-2—Qualification Level 2

Q-3—Qualification Level 3

QUAL—Qualification

RQ—Requalification

SEFE—Standards and Evaluations Flight Examiner

TEM—Threat and Error Management

U—Unqualified

USAF—United States Air Force

Office Symbols

AES/CC—Aeromedical Evacuation Squadron Commander

AF/A3—Deputy Chief of Staff, Operations

AF/A3T—Director of Training and Readiness

AMC/A3—Director of Operations, Strategic Deterrence, and Nuclear Integration

AMC/A3V—Aircrew Standards/Evaluations and Readiness Division

AMC/A3VM—Aeromedical Evacuation Standards and Evaluation

Terms

Combined Qualification/Mission Evaluations—A combined Qualification/Mission (QUAL/MSN) evaluation is where GENERAL, QUALIFICATION, and MISSION areas are evaluated but assigned one overall grade (e.g., 1, 2, 3, 3/1, 3/2). Example: If a member receives a Q-3 in Qualification (QUAL) but Q-1 in MISSION (MSN), the overall (QUAL/MSN) grade is Q-3).

Errors—Flight crew actions or inactions that lead to a deviation from crew or organization intentions or expectations, reduce safety margins, and increase the probability of adverse

operational events on the ground or in flight. Unmanaged or mismanaged errors can lead to undesired patient outcomes and potential mishaps.

Threats—Events or errors that occur outside the influence of the flight crew. Threats increase operational complexity and must be managed to maintain safety margins. All threats have the potential to negatively affect both flight and medical operations.

Threats and Error Management—An aviation industry-recognized best practice that focuses on a structured proactive systems approach by building multiple layers of defenses. Threat and error management is intuitively, logically, and flexibly designed to identify, prevent, and mitigate threats and inevitable human errors to avoid undesired patient outcomes and potential mishaps.

Tolerances—Range of acceptable deviation from the standard.

Universal Qualification—AECM's gain qualification on all "primary" airframes (C-130H/J, C-17, and KC-135). **Note:** Lead MAJCOM will release guidance when the KC-46 becomes a universal qualification for AECMs. Qualification includes a flight evaluation on one of the airframe and a ground evaluation, EPE that includes questions on the other aircraft not flown.

Verbalize, Verify, and Monitor—A proven monitoring and cross-checking CRM/TEM technique. Using Verbalize, Verify and Monitor, aircrew members, 1) verbalize their intentions prior to acting on them, (2) verify the intended actions have been made, and (3) monitor those actions to ensure the intended outcome(s) have occurred, thereby mitigating threats and errors. Verbalize, Verify and Monitor is typically a closed-loop system of communication designed to significantly reduce crewmember errors.

Attachment 2

FLIGHT EVALUATION WORKSHEET EXAMPLE AF FORM 3862

Figure A2.1. Flight Nurse/Aeromedical Evacuation Technician Flight Evaluation Worksheet (Front).

AF DM 3862, (Attachment 2) (Reproduced Locally, as Required)

COMMENTS:

RESTRICTION(S) (If required):
 EXCEPTIONALLY QUALIFIED (If desired):
 EXAMINER'S REMARKS:
 A. Mission Description.
 Aircraft:
 Examinee's crew position or student's crew position if FI applicable:
 Originating airfield:
 Terminating airfield:
 Enroute stops: Patient load (simulated or live): ____ - ____ + ____
 What did FI teach (if applicable)?
 B. Discrepancies.
 1. Ground.
 2. Flight.
 C. Recommended Additional Training.
 1. Ground.
 2. Flight.
 D. Additional Comments.
 Strengths &/or Commendables.
 Areas to Build:
 Reviewing Officer's Remarks:
 Approving Officer's Remarks:
 Additional Reviews:

TREND ANALYSIS GUIDANCE (Note: record in "T" column)
 Grade each sub-area using the following guidelines:
 A = Q awarded and the evaluator makes a positive comment during debrief
 B = Q awarded and no other comment is warranted
 C = Q or Q- awarded and the evaluator makes a negative comment during debrief
 D = U action taken

Updated Dec 2022

AECM Evaluation Worksheet			DATE COMPLETED:	
NAME (Last, First, MI)		GRADE	DOD ID:	
ORGANIZATION/LOCATION		ACFT/CREW POS	ELIGIBILITY PERIOD	
QUALIFICATION				
GROUND PHASE			FLIGHT PHASE	
EXAM CHECK	DATE	GRADE	MISSION CHECK	DATE
OPEN BOOK			QUALMSN	
CLOSED BOOK				
BOLDFACE				
EPE				
QUALIFICATION LEVEL		ADDITIONAL TRAINING		
QUALIFIED	UNQUALIFIED	DUE DATE(S)	DATE ADDITIONAL TRAINING	
EXPIRATION DATE	CERTIFYING OFFICIAL RANK AND ORG	SIGNATURE	DATE	
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)		
CERTIFICATION				
PRINT NAME GRADE ORGANIZATION			SIGNATURE DATE	
FLIGHT EXAMINER				
REVIEWING OFFICER				
FINAL APPROVING OFFICER				

Figure A2.2. Flight Nurse/Aeromedical Evacuation Technician Flight Evaluation Worksheet (Back).

AECM FLIGHT EVALUATION WORKSHEET				
AREA / SUB AREA	Q	Q-	U	REMARKS
GENERAL				
1. Directives and Publications				
2. Mission Prep / Planning / AEC Briefing				
3. Use of Checklist				
4. Safety Consciousness (Critical)				
5. Flight Discipline (Critical)				
6. Airmanship/Situational Awareness (Critical)				
7. Crew Coordination/CRM				
8. Anti-hijacking/Aircraft Security				
9. Knowledge Completion of Forms				
10. Communication Procedures				
11. En-route Mission Requirements				
QUALIFICATION				
12. Boldface Emergency Procedures (CRITICAL)				
13. Other Emergency Procedures				
14. Aircraft Emergency Exits				
15. Aircraft Systems				
16. Explaining/Deplaning				
17. Configurations				
18. Aircraft Emergency Equipment				
MISSION				
19. Standards of Care Plans/Implements Nursing Care				
20. IV Therapy/Medication Management				
21. Clinical Documentation				
22. Pain Management				
23. Hypoxia/Hyperventilation				
24. Cardiac/Respiratory Arrest (CRITICAL)				
25. AE Medical Equipment Emergency Functions (CRITICAL)				
26. AE Medical Equipment				
27. AE In-Flight Kits				
28. Acceptance and Transfer of Medical Care				
INSTRUCTOR				
29. Instructor Ability (CRITICAL)				
30. Instructor Demonstration (CRITICAL)				
31. Student Briefing/Critique				
32. Knowledge of Training Forms				

Attachment 3**COMPLETION OF NON-UNIVERSAL NON-UNIT-ASSIGNED AIRCRAFT AF FORM
8**

A3.1. Non-Universal Non-Unit-Assigned Aircraft AF Form 8. Accomplish additional non-universal non-unit-assigned aircraft AF Form 8 for AECMs who PCS or deploy to a flying unit with non-universal non-unit-assigned aircraft (upon completion of requisites outlined in [paragraph 1.1.4](#) of this AFMAN). **Note:** For a new mission set requiring a non-universal non-unit-assigned aircraft where no flight examiner currently exists, comply with initial cadre requirements in AFI 11-202 Volume 2 AMCSUP for completion of the first AF Form 8s.

A3.2. Examinee Identification.

A3.2.1. **Aircraft/Crew Position** . Enter aircraft/crew position (e.g., C-21A/MA, MH).

A3.3. Qualification.

A3.3.1. **Ground Phase.** Enter aircraft (e.g., C-21A) open book exam, date of exam, and exam score.

A3.3.2. **Flight Phase.** A flight evaluation is not required.

A3.3.3. **Qualification Level.** Enter either “1” in the qualified block or “3” in the unqualified block, as appropriate.

A3.3.4. **Restrictions.** If applicable.

A3.3.5. **Additional Training** . If applicable.

A3.3.6. **Expiration Date of Qualification.** This date is the same as the last accomplished Qualification/Mission (QUAL/MSN) AF Form 8 for the AECM.

A3.3.7. **Comments.** If applicable.

A3.4. Certification.

A3.4.1. **Flight Examiner.** The flight examiner signing Section III of the AF Form 8:

A3.4.1.1. Is responsible for the content of the AF Form 8 and ensures that the test is complete.

A3.4.1.2. No Examiner Remarks are required in the Comments block in Section IV. The flight examiner places an “X” in the remarks block and make comments in Section IV only when required.

A3.4.2. **Reviewing and Final Approving Officers.**

A3.4.2.1. A Reviewing Officer is not required.

A3.4.2.2. The unit Commander signs as the final Approving Officer.

A3.5. Comments. As required.

A3.6. Additional Reviews. Additional reviews are at the discretion of the unit.

Attachment 4

STAN/EVAL FLIGHT EXAMINER (SEFE) OBJECTIVITY EVALUATION GUIDANCE

A4.1. Purpose. Standards and Evaluations Flight Examiner (SEFE) Objectivity evaluations are SPOT evaluations used by Commanders, OGV flight examiners and HHQ flight examiners to evaluate flight examiner performance against the standards of performance outlined in this AFMAN.

A4.2. Execution. Aeromedical Evacuation HHQ, OGV flight examiners and designated Squadron Senior Flight Examiners may give or direct flight examiner objectivity evaluations at any time.

A4.2.1. Flight examiner objectivity evaluations (either in-flight or during the administration of an EPE) should be given to initially-certified flight examiners (flight examiners who have never been certified before) and AECMs who PCS into a flying squadron (who were previous flight examiners and retaining the flight examiner certification).

A4.2.1.1. Flight examiner objectivity evaluations should be within the first 12 months after becoming a flight examiner (may not be accomplished on the first evaluation after becoming a flight examiner) or PCS. **Note:** AFR/NGB may complete objectivity evaluations up to 24 months after becoming a flight examiner or PCS.

A4.2.2. Do not use SEFE Objectivity evaluations to fulfill the requirements of periodic evaluations.

A4.2.3. Use the area grading criteria in [Table A4.1](#) to assign both area and overall grades based on the two-tier grading system Q/U.

A4.2.3.1. An overall Q indicates that the flight examiner complied with HHQ and local stan/eval directives, properly briefed and debriefed the examinee, correctly identified discrepancies, awarded an appropriate grade for each area evaluated, awarded an appropriate overall grade, and, if required, assigned appropriate additional training.

A4.2.3.2. Award an overall U when, in the flight examiner's judgment, the flight examiner examinee failed to satisfy Q requirements or additional training is warranted. Awarding a U will result in loss of flight examiner certification until re-certified by the Sq/CC (squadron-designated evaluators or designated senior squadron flight examiners) or the OG/CC (OGV-designated evaluators). Recertification standards will be stipulated in the unit guide.

A4.2.4. OGV flight examiners and designated squadron senior flight examiners may administer objectivity evaluations in all unit aircraft to a squadron level flight examiner in any crew position. Units are responsible for tailoring flight examiner objectivity evaluations to meet their needs.

A4.2.5. HHQ flight examiners may administer objectivity evaluations in all unit aircraft to a flight examiner in any crew position.

A4.2.6. Guidance on SEFE Objectivity Evaluations is provided in AF111-202 Volume 2 AMC SUP.

A4.2.7. No-Notice (N/N) flight examiner objectivity evaluations must meet N/N requirements outlined in AFI 11-202V2_AMC Sup.

A4.3. Documentation. Document evaluation on the AF Form 8 as indicated below.

A4.3.1. Examinee Identification.

A4.3.1.1. **Aircraft/Crew Position.** Annotate the applicable crew position preceded by “E” as annotated on the AF Form 781 (e.g., EH/EA).

A4.3.1.2. **Eligibility Period.** Enter “N/A”.

A4.3.1.3. Qualification.

A4.3.1.3.1. Enter SPOT under the Requisite (for EPEs) or Aircrew Evaluation (for all flight evaluations given) block as appropriate.

A4.3.1.3.2. **Qualification Level.** Enter either “1” in the qualified block or “3” in the unqualified block, as appropriate.

A4.3.1.3.3. **Expiration Date** . Enter “N/A”.

A4.3.2. Certification Signatures .

A4.3.2.1. **Reviewing Officer** . In accordance with AFI11-202 Volume 2 AMC SUP pyramid evaluation structure.

A4.3.2.2. **Approving Officer.** In accordance with AFI11-202 Volume 2 AMC SUP pyramid evaluation structure.

A4.3.3. Comments.

A4.3.3.1. **Examiner Remarks.** Mission description as outlined in [paragraph 2.5.5](#) of this AFMAN.

Table A4.1. SEFE Objectivity Grading Criteria.

Area 1. Compliance with HHQ and Local Stan/Eval Directives.	
Q	Complied with all directives pertaining to the administration of a flight evaluation.
Q-	Complied with most directives. Deviations did not jeopardize the effectiveness of the evaluation or flight safety.
U	Failed to comply with directives or allowed flight safety to be jeopardized.
Area 2. Flight Examiner Briefing.	
Q	Thoroughly briefed the examinee on the conduct of the evaluation, mission requirements, responsibilities, grading criteria, and flight examiner actions/position during the evaluation.
Q-	Items were omitted during the briefing causing minor confusion or requiring later clarification. Did not fully brief the examinee as to the conduct and purpose of the evaluation.
U	Flight examiner failed to adequately brief the examinee.

Area 3. Identification of Discrepancies and Assignment of Area Grades.	
Q	Identified all discrepancies and assigned proper area grade.
Q-	Most discrepancies were identified. Failed to assign Q- grade when appropriate. Assigned discrepancies for performance that was within standards.
U	Failed to identify discrepancies related to flight discipline or deviations which merited an unqualified grade. Assigned Q- grades which should have been U or assigned U grades for performance within standards.
Area 4. Assessment of Overall Performance.	
Q	Awarded the appropriate overall grade based on the examinee's performance.
Q-	Awarded an overall grade without consideration of cumulative deviations in the examinee's performance.
U	Did not award a grade commensurate with overall performance.
Area 5. Appropriate Assignment of Additional Training and Restrictions.	
Q	Assigned proper additional training and restrictions (if warranted).
Q-	Additional training assigned was insufficient to ensure the examinee would achieve proper level of qualification. Restrictions assigned were not appropriate.
U	Failed to assign additional training or restrictions when warranted.
Area 6. Mission Critique.	
Q	Thoroughly debriefed the examinee on all aspects of the evaluation.
Q-	Failed to fully discuss all deviations and assigned grades. Did not advise the examinee of additional training, if required.
U	Did not discuss any assigned area grades, the overall rating or additional training, if required. Changed grades without briefing the examinee.
Area 7. Flight/EPE Documentation.	
Q	Correctly completed all required documentation.
Q-	Minor errors in documentation that did not affect the validity of the evaluation.
U	Failed to complete all required documentation. Major errors caused the validity of the evaluation to be questioned.
Area 8. Supervisor Debriefing (If required).	
Q	Thoroughly debriefed an appropriate squadron supervisor if breaches of flight safety of flight discipline were observed during the evaluation. Discussed all deviations, area/overall grades, and additional training (if required). Immediately notified the examinee's SQ/CC/DO and flight commander, if available, if Q2 or Q3 performance was observed.

Q-	Debriefed the supervisor, but failed to discuss all discrepancies, grades, or additional training.
U	Failed to immediately notify the examinee's squadron commander/operations officer and flight commander, if available, when Q2 or Q3 performance was observed.
Area 9. Flight Examiner Performance.	
Q	Flight examiner performed as briefed and contributed to a thorough evaluation of the examinee.
Q-	Flight examiner committed minor errors that did not detract from the examinee's performance.
U	Flight examiner committed major errors disrupting the examinee's performance or preventing a thorough evaluation.