

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

**AIR FORCE MANUAL 13-255, VOLUME
2**



13 FEBRUARY 2026

***Nuclear, Space, Missile, or Command and
Control Operations***

***AIR OPERATIONS CENTER (AOC),
FLIGHT MANAGER
STANDARDIZATION/EVALUATION
PROGRAM***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication is available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AMC/A3V

Certified by: AF/A34

Supersedes: AFMAN11-255V2, 25 October 2018

Pages: 57

This Air Force Manual implements Department of the Air Force Policy Directive (DAFPD) 13-1, *Command and Control (C2) Enterprise*. This manual provides the criteria and procedures necessary to conduct the Flight Manager Standardization/Evaluation (Stan/Eval) program for Air Operations Center/Operations Center (AOC/OC). This specialized publication is intended for use by individuals who have graduated from technical training related to this publication. This manual applies to Air Operations Centers (AOCs), (603 AOC, 613 AOC and 618 AOC) with FMs that flight dispatch Mobility Air Force (MAF) missions. This publication does not apply to the Air Force Reserve, Air National Guard, and United States Space Force. This manual requires the collection and or maintenance of information protected by Department of Defense Instruction 5400.11, *DoD Privacy and Civil Liberties Programs*. The applicable System of Record Notice (SORN) F-11 AF XO A, Aviation Resource Management System (ARMS) is available at: <https://dpcl.d.defense.gov/Privacy/SORNs/>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 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. 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 Product*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities

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SUMMARY OF CHANGES

This document is revised substantially and must be reviewed completely. This document has been redesignated from AFMAN 11-255 Volume 2, *Air Operations Center, Flight Manager Standardization/Evaluation Program* to AFMAN 13-255 *Air Operations Center, Flight Manager Standardization/Evaluation Program*, Volume 2. Additionally, updates were made to adjust Major Commands (MAJCOM) to IC and Service Component Command (SCC) where applicable.

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Chapter 1

GENERAL INFORMATION

1.1. Overview. . This manual prescribes guidance for the Flight Manager Standardization and Evaluation (Stan/Eval) program and provides commanders a tool to ensure flight managers (FMs) possess the knowledge and skill consistent with the requirements of their duty position to include being able to identify, manage and mitigate risks associated with the sorties assigned to them.

1.1.1. The FM Stan/Eval program also provides commanders the means to document individual FM qualifications and assists them in determining the effectiveness of the FM training program.

1.1.2. This manual provides guidance for the FM Stan/Eval program at all organizational levels. It defines the evaluation standards for procedures and directives found in AFMAN 13-255, Volume 3, *Air Operations Center (AOC), Flight Manager Responsibilities and Procedures* and defines the standards to which FMs will be trained using the processes outlined in AFMAN 13-255, Volume 1, *Air Operations Center (AOC), Flight Manager Training*. Instructors will use this publication when preparing FMs for qualification.

1.2. Flight Manager (FM) Stan/Eval Program Objectives.

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

1.2.2. Develop and ensure standardization of operational procedures for the safe, efficient flight dispatch of MAF aircraft when being flight managed.

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

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

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

1.3. Waiver Authority.

1.3.1. Unless otherwise directed in this manual, the AMC Director of Operations, Strategic Deterrence and Nuclear Integration (AMC/A3/10) is designated as the waiver authority for specific FM training requirements not governed by other guidance. IC or SCC/A3s are the waiver authority for individual FM requirements (e.g., on a case-by-case basis rather than blanket waivers for a group).

1.3.2. Request waivers through applicable Stan/Eval Channels to the IC or SCC/A3. As applicable, IC or SCC/A3s will forward requests to Air Mobility Command Standardization, Evaluation, and Readiness Division (AMC/A3V).

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

Chapter 2

HIGHER HEADQUARTERS ROLES AND RESPONSIBILITIES

2.1. Scope. For the purposes of this publication Higher Headquarters (HHQ) includes Headquarters Air Force (HAF) and IC or SCC Stan/Eval functions.

2.2. The Director of Training and Readiness, (AF/A3T):

2.2.1. Develops policy and guides the conduct and execution of the FM Stan/Eval program.

2.2.2. Assigns AMC/A3/10 as the lead command for the Flight Manager program.

2.2.3. Assigns AMC/A3V as the OPR for this manual.

2.3. Air Mobility Command (AMC).

2.3.1. General.

2.3.1.1. Via AMC/A3V, functions as lead IC for the FM program.

2.3.2. Functions.

2.3.2.1. Develops and manages AFMAN 13-255V2, *Air Operations Center, Flight Manager Standardization/Evaluation Program*

2.3.2.2. Guidance in other series publications or IC/SCC supplements will not be less restrictive than guidance contained in this manual.

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

2.3.2.4. Coordinates on and processes applicable DAF Forms 847 submitted by United States Air Forces in Europe – Air Forces Africa (USAFE/AFAFRICA) and Pacific Air Forces (PACAF). **(T-3)**

2.3.2.5. Coordinates with IC or SCC A3s on operational procedures, evaluation criteria and guidance for FMs to adhere to.

2.3.2.6. If requested, assist safety offices and agencies in evaluation of Airman Safety Action Program (ASAP) reports and operational reports.

2.3.2.7. Provide Stan/Eval subject matter experts to IC or SCC/Inspector General (IG) in support of unit effectiveness inspections of 603, 613, and 618 AOCs.

2.3.2.8. Provide staff assistance visits when requested by 603, 613, and 618 AOCs.

2.3.2.9. Inform 603, 613, and 618 AOCs of Flight Crew Information Files (FCIF) and Special Interest Items (SIIs) being issued which affect FM operations. When required, coordinate on FCIFs and SIIs.

2.4. Institutional Command and Service Component Commands.

2.4.1. Organization. The IC or SCC/A3 (or equivalent) is responsible for the overall management of their FM Stan/Eval program and maintains oversight of Stan/Eval functions in its respective AOC.

2.4.2. Augmentation. Each IC or SCC may use augmentees from other ICs or SCCs to support or conduct cross-command Stan/Eval program reviews, inspections, and evaluations with concurrence of all the ICs or SCCs Stan/Eval organizations involved. Augmentees will use the criteria of the IC or SCC they are augmenting. When required, augmentees will be locally certified.

2.4.3. Staff Assistance Visits (SAV).

2.4.3.1. IC or SCC Stan/Eval (Pacific Air Forces Standardization and Evaluation Branch (PACAF/A316), AMC/A3V, United States Air Forces in Europe Standardization and Evaluation Branch (USAFE/A3AV)) will conduct SAVs upon unit request. **(T-3)** The SAV may include any Stan/Eval or training related area the unit requests.

2.4.3.2. Results will be forwarded to HQ AMC/A3V.

2.4.4. Pyramid.

2.4.4.1. A hierarchical evaluation method in which the IC or SCC A3 serves as the top tier of the IC or SCC FM evaluation pyramid.

2.4.4.2. The Lead Command FME (Flight Manager Evaluator) will administer pyramid evaluations to FMs assigned as FMEs on the IC or SCC Stan/Eval staff, and to the Chief, Flight Management and Chief, Stan/Eval at the 618th Air Operations Center Flight Management Division (618 AOC/MODM), 603rd Air Operations Center Air Mobility Division (603 AOC/A34), and 613th Air Operations Center Air Mobility Division (613 AOC/A34).

2.4.5. Supplements to AFMAN 13-255V2.

2.4.5.1. IC or SCC Stan/Evals are responsible for creating supplements to this manual.

2.4.6. If requested, assist safety offices and agencies in evaluation of ASAPs and operational reports.

2.4.7. Provide Stan/Eval subject matter experts to IC or SCC/Inspector General (IG) in support of unit effectiveness inspections of 603, 613, and 618 AOCs.

Chapter 3

UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION ROLES AND RESPONSIBILITIES

3.1. Scope. For the purposes of this manual, “unit” includes levels or organization under HHQs required to establish a Stan/Eval function.

3.2. Organization.

3.2.1. Director, 618 AOC/MOD, and Chiefs 603 AOC/A34, 613 AOC/A34 Responsibilities.

3.2.1.1. Will designate a Chief of Stan/Eval.

3.2.1.2. Will designate and certify FM evaluators in writing. FM evaluators will maintain qualifications as an instructor. FM evaluators will maintain an adequate level of proficiency and meet the currency requirements of AFMAN 13-255V1 to fulfill the responsibilities of an evaluator.

3.2.1.3. Will document unit unique Stan/Eval requirements.

3.2.1.4. Has overall responsibility for the AOC FM Stan/Eval program.

3.2.2. Chief, Flight Management is responsible for the unit’s Stan/Eval program. They will nominate experienced instructor FMs for selection as FMEs. FME candidates shall be a current instructor FM in the aspects of flight management duties they will evaluate. **NOTE:** ICs or SCCs not aligning functionally with a chief of flight management division will detail ownership of their following responsibilities in their IC or SCC supplement/organizational operating instructions.

3.2.3. Each unit with a Flight Management responsibility will establish a Stan/Eval 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.

3.2.4. Chief, Flight Management. The Chief, Flight Management (or IC or SCC equivalent) will:

3.2.4.1. Provide manpower to the unit Stan/Eval function to execute the duties directed by this publication. **(T-3)**

3.2.4.2. Provide names of nominees for chief of Stan/Eval to division chiefs. **(T-3)**

3.2.4.3. Direct scheduling of evaluations. **(T-3)**

3.2.4.4. Chair the FM Stan/Eval Board (SEB). **(T-3)**

3.2.5. Establish and maintain the unit’s FM Read File program. **(T-3)**

3.2.6. Chief, Stan/Eval. The Chief, Stan/Eval will:

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

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

- 3.2.6.3. Establish procedures to maintain and review unit FM Evaluation Folders (FMEFs). **(T-3)**
- 3.2.6.4. Establish and maintain a trend program. **(T-2)**
- 3.2.6.4.1. All discrepancies will be documented for non-compliance with standards listed in **Chapter 8**, FLIGHT MANAGER GRADING CRITERIA. **(T-3)**
- 3.2.6.4.2. Report trends and status to the Chief, Flight Management (IC or SCC equivalent) during the Standardization and Evaluation Board (SEB) until closed (see **Attachment 2**). Maintain trend data for at least one year from the date the trend was identified. **(T-3)**
- 3.2.6.4.3. When trends are noted; Chief, Flight Management will recommend corrective action and resolution. **(T-3)**
- 3.2.6.5. Conduct SPOT evaluations as directed by the Chief of Flight Management (or IC or SCC equivalent). **(T-3)**
- 3.2.6.6. Conduct SEBs and document IAW **Attachment 2** and IC or SCC supplement/Organizational Operating Instructions. **(T-3)**
- 3.2.6.7. Coordinate on and process applicable DAF Forms 847 through Stan/Eval channels IAW AFI11-215, *Flight Manuals Program (FMP)*, and IC or SCC 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) assigned to IC or SCC Stan/Eval, 603 AOC/A34, 613 AOC/A34, and 618 AOC/MODM.

4.2. Selection.

4.2.1. Chiefs, Flight Management will select FMEs from the most highly qualified and experienced instructors. Selection authority for FMEs will be the director, 618 AOC/MOD or chiefs 603 AOC/A34 and 613 AOC/A34.

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

4.2.3. Designate in writing all unit FMEs. **(T-3)** This letter will remain on file until the individual is no longer designated an FME.

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 8**.

4.3.2. Maintain currency and qualification as instructors. **(T-3)**

4.3.3. Conduct a thorough pre-brief and debrief for the examinee on all aspects of the evaluation.

4.3.4. During observed evaluations, correct potential breaches of flying safety prior to the examinee publishing the crew papers.

Chapter 5

FLIGHT MANAGER EVALUATIONS

5.1. General. The FM Stan/Eval program utilizes FM evaluations for standardization of operations, to qualify or requalify FMs, and to identify effectiveness of FM training program.

5.2. FM Evaluation Categories. FM evaluations are divided into three categories: Qualification (QUAL), Instructor (INSTR) and SPOT. QUAL and INSTR evaluations consist of two structured phases, academic and sortie planning.

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. There are three types of QUAL evaluations: initial (INIT/QUAL), periodic (PE/QUAL), and requalification (RE/QUAL).

5.2.1.2. Execution. All FMs will either complete an initial, periodic, or requalification evaluation.

5.2.1.2.1. Initial Qualification (INIT/QUAL) evaluations are for individuals who have never been qualified as an FM. Prior to completing the INIT/QUAL evaluation, individuals will complete the requirements specified in AFMAN 13-255 Vol I, *Air Operations Center (AOC), Flight Manager Training*. **(T-2)** The evaluation should reflect the type and difficulty of tasks required in fulfillment of the unit's operational or DOC statement.

5.2.1.2.2. Periodic Qualification (PE/QUAL). Periodic evaluations are required for an FM to maintain qualification. The purpose of the PE is to determine if an FM can perform FM duties in support of the unit's operational mission. The PE also serves as an assessment of the FM training program. PEs for instructor FMs will also include an evaluation of their instructional ability. During an evaluation of instructional ability, 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 RE/QUAL will be IAW the guidance for that periodic evaluation. **(T-3)**

5.2.1.2.3.2. Loss of currency that requires an evaluation. **(T-3)**

5.2.1.2.3.3. An evaluation recheck following a failed periodic evaluation. **(T-2)**

5.2.1.2.3.4. Loss of qualification due to a Commander-Directed Downgrade. **(T-2)**

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, but the sortie planning phase has successfully been completed within the eligibility period and the division chief or chief FM has determined 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. Failed INIT/QUAL evaluation. No qualification achieved; therefore, requalification is not applicable. **(T-3)**

5.2.1.3. Expired PE/QUAL. Instructor FMs with an expired PE/QUAL evaluation are not qualified to instruct until successful completion of a RE/QUAL evaluation to include the instructor portion. **(T-2)**

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

5.2.2.1. FMs upgrading to instructor will complete the requirements specified in AFMAN 13-255 Vol 1, *Air Operations Center (AOC)*, Flight Manager Training, prior to completing the INIT/INSTR evaluation and certification.

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

5.2.2.1.2. Evaluations of instructor qualifications will be conducted during all subsequent periodic evaluations. **(T-3)**

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 or an initial INSTR evaluation. **(T-3)**

5.2.3.2. Execution. A SPOT evaluation has no requisites, unless specified in IC or SCC supplements/organization operating instructions. FM SPOT Evaluations will be tracked and used for trend analysis. **(T-3)**

5.2.4. Prefixes. The following prefixes will be used, when applicable, to further describe the QUAL and INIT evaluations.

5.2.4.1. Initial (INIT). The first evaluation of any type, to include instructor qualification (e.g., INIT/QUAL, INIT/INSTR). **(T-2)**

5.2.4.2. Requalification (RE/QUAL). An evaluation administered to remedy a loss of qualification. **(T-2)**

5.2.4.3. Periodic (PE/QUAL). An evaluation administered on a scheduled basis to assess an FM's ability to perform duties as an FM, maintain qualification as an FM and instructor FM, and to identify deficiencies in the FM training program.

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 October 2025 expires on 31 March 2027). **(T-2)**

5.3.2. In-the-Eligibility-Period. All FMs must successfully complete periodic training and the PE/QUAL evaluation (includes both academic and sortie execution phases) during their in-the-eligibility period which is defined as the six months prior to the expiration of their qualification. For example, an FM's qualification expires 31 May 2025; the in-the-eligibility period would

begin six months prior, 1 December 2024. To better ensure FMs do not have an expired qualification, their PE will normally be scheduled the month prior to the expiration month.

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 IC or SCC equivalent) may authorize individuals to complete periodic evaluations prior to the eligibility period **(T-3)**

5.3.3.2. Extended Evaluations.

5.3.3.2.1. IC or SCC-Extended Evaluations. IC or SCC/A3s may extend evaluation expiration dates for FMs for up to six months. The extension should be documented in the FM's evaluation folder (FMEF). **(T-3)**

5.3.3.2.2. Commander/Director-Extended Evaluations. Director, 618 AOC/MOD, Chief, 603 AOC/A34 and Chief, 613 AOC/A34 may extend the expiration date of periodic evaluations up to three months for reasons listed below. **(T-3)**

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. Unit manning and/or workload. **(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 or within the period for an out-of-the-eligibility period evaluation, the FM loses the qualification covered by the evaluation. **(T-3)**

5.3.4.1. Qualification may be re-established by accomplishing a complete requalification evaluation (to include requisites) or by completion of the delinquent portion of the evaluation (e.g., sortie execution and periodic training complete) **(T-3)**

5.4. Administration of an Evaluation. An evaluation occurs in two phases: academic and sortie execution.

5.4.1. Academic Phase. Academic phase includes open book examinations and periodic training. **(T-3)** These are normally accomplished prior to scheduling an evaluation of the flight manager while performing FM duties.

5.4.2. Sortie Execution Phase. The sortie execution phase for FM evaluations is comprised of a diversified selection of sorties allowing the evaluator to observe a cross section of sortie and aircraft types and evaluate all areas identified on the AF FORM 3862FM, *Flight Manager Evaluation Worksheet*. **(T-3)**

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 evaluator 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 evaluator 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. For scheduled or periodic evaluations in the eligibility period, all requisites (open book tests and periodic training) shall be completed within the eligibility period of the current evaluation. **(T-2)**

5.5. Grading System.

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

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. Less than fully qualified performance will be documented on the AF Form 8FM.

5.5.1.2. In the second step, an overall qualification level is assigned based on a compilation of all individual requisite grades.

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.

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 FME. Deviations shall not exceed the prescribed Q- tolerances or jeopardize flight safety.

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.

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.

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.

5.5.2.2.2. Additional Training. Any training recommended by the FM Evaluator to remedy deficiencies identified during an evaluation.

5.5.2.2.2.1. May include self-study, ground instruction, or additional supervised shifts.

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 25, additional training will be accomplished by 30 Apr 25). **(T-3)**

5.5.2.2.2.3. If an FM exceeds the allotted time for completion of additional training, the director 618 AOC/MOD, chief 603 AOC/A34, or chief 613 AOC/A34 will review the situation and direct appropriate action. **(T-3)** Document the

circumstances causing the FM to exceed the allotted time with a Memorandum for Record (MFR). Include the MFR in the AF Form 8FM.

5.5.2.2.2.4. Document additional training on the AF Form 8FM.

5.5.2.3. The FME will grade the areas/subareas listed as required in **Chapter 8**.

5.5.2.4. In addition to required areas/subareas, the FME will grade any area/subarea observed during an evaluation if performance in that area/subarea impacts the specific evaluation accomplished.

5.5.2.5. The FME may further identify any area/sub-area as Commendable if, in the FME's determination, the FM has demonstrated exceptional skill and knowledge.

5.5.3. Qualification Levels. Qualification levels are assigned to individual areas/sub-areas as well as overall performance. 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-3)**

5.5.3.1.1. No U grades were awarded for any discrepancy area/sub-area. **(T-3)**

5.5.3.1.2. In the judgment of the FME, none of the discrepancies preclude awarding of an overall Q1. **(T-3)**

5.5.3.1.3. All areas/sub-areas graded as Q- during the evaluation were cleared during the evaluation debrief. **(T-3)**

5.5.3.2. Q2. The FM demonstrated the ability to perform duties safely, but: **(T-3)**

5.5.3.2.1. There were one or more area(s)/subarea(s) where additional training was assigned. **(T-3)**

5.5.3.2.2. A non-critical area/subarea grade of U was awarded. **(T-3)**

5.5.3.2.3. In the judgment of the FME, a Q2 may be given if there is justification based on Q- performance in one or several areas/subareas. **(T-3)**

5.5.3.3. Q3. The FM demonstrated an unacceptable level of safety, performance, or knowledge. **(T-3)**

5.5.3.3.1. Any critical area graded U requires an overall Q3. **(T-3)**

5.5.3.3.2. In the judgment of the FME, a Q3 may be given if there is justification based on Q-/U performance in one or several non-critical areas/subareas. **(T-3)**

5.5.3.4. Exceptionally Qualified (EQ) Designation. An FME may assign the examinee an EQ, but the designation will only be applied to the overall grade, not to individual areas/subareas. An EQ may be given when: **(T-3)**

5.5.3.4.1. The FM has demonstrated exceptional skill and knowledge in all phases of the evaluation and received no less than a Q in all areas/subareas of the evaluation. **(T-3)**

5.6. Evaluation Criteria.

5.6.1. AMC/A3V, in coordination with the applicable IC or SCCs, will establish and maintain standardized, QUAL, INSTR, and SPOT evaluation criteria in this publication. AMC/A3V is also responsible for establishing 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 include judgement, safety, and instructor ability. NOTE Instructor ability only applies to FM instructors. **(T-3)**

5.7. Conduct of FM Evaluations.

5.7.1. FMEs will pre-brief the examinee on the conduct, purpose, and requirements of the evaluation, and all applicable evaluation criteria. FMEs will then evaluate the examinee in each graded area/ sub-area. **(T-3)**

5.7.1.1. FMEs 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 evaluations. **(T-3)**

5.7.2. FMEs will conduct INIT, QUAL, and SPOT evaluations by direct observation or while logged into a nearby workstation. **(T-3)**

5.7.3. FMEs will note discrepancies and deviations from prescribed tolerances and performance criteria during the evaluation. FMEs will 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 has begun. **(T-3)**

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, flight safety, and the FME's judgement. **(T-3)**

5.7.3.3. In the event of unsatisfactory performance, the FME will determine and document additional training requirements. **(T-3)** Since a periodic evaluation covers the entire shift, additional training should not be accomplished during the same shift.

5.7.4. FMEs will debrief the examinee on the evaluation, the evaluation qualification level, all evaluation findings, and any additional training required. During this debrief the FME will discuss the information to be entered on the AF Form 8FM and the form signing process. **(T-3)**

5.7.5. An FME other than the one who administered the original evaluation will administer a requalification evaluation (RE/QUAL). **(T-3)**

5.8. Failure to Pass an Evaluation.

5.8.1. RE/QUAL. If an FM fails an evaluation, a RE/QUAL needs to be completed by the end of the third month after the date of the first failure (e.g., for an evaluation on 20 Jun 2025, complete the RE/QUAL by 30 Sep 2025). **(T-3)**

5.8.1.1. The Chief of Flight Management will ensure a training plan is created for the FM to complete before being scheduled for a requalification evaluation. The training plan will be tailored to an individual's experience level. **(T-3)**

5.8.1.2. A requalification evaluation is successfully completed when the FM performs to Q-1 or Q-2 levels. **(T-3)**

5.8.1.3. Previously accomplished requisites (Open Book tests and Periodic Training) that were valid for the failed evaluation remain valid for the subsequent RE/QUAL. **(T-3)**

5.8.2. Status Downgrade. An FM receiving a Q3 level grade during an evaluation is not qualified to perform Flight Manager duties unless under the supervision of an instructor. **(T-3)**

5.8.2.1. QUAL Evaluation. Place the examinee on supervised status if the examinee failed the qualification evaluation. Instructors need not be downgraded to supervised status if the discrepancies were only in instructor area/subareas. **(T-3)**

5.8.2.2. RE/QUAL is for instructors who failed instructor area of PE. Instructors receiving an unsatisfactory grade in any instructor area(s) will not perform instructor duties until a successful recheck is completed. Instructors who failed the instructor portion of the PE only need to complete the instructor portion during the RE/QUAL. **(T-3)**

5.8.3. Restrictions.

5.8.3.1. When called for by this publication or deemed necessary in the judgment of the FME, the examinee will remain in supervised status until successful completion of assigned additional training and/or a requalification evaluation. **(T-3)**

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-3)**

5.9. Supervised Status.

5.9.1. If unsatisfactory performance or restrictions require supervised status for an examinee, the Chief, Flight Management (or IC or SCC equivalent) will determine the type of supervision (i.e., instructor or designated supervisor). **(T-3)**

5.9.2. An MFR outlining the restriction will be placed in the examinee's training record. **(T-3)**

5.9.3. Effective the date of the downgrade, the FM placed in supervised status will cease acting in the qualification(s) from which the FM has been downgraded, except as allowed when supervised. **(T-3)**

5.10. Commander-Directed Downgrade.

5.10.1. Commander-Directed Downgrade. Any commander or director in the FM's chain of command (level above Chief, Flight Management or IC or SCC equivalent) will have the authority for Commander-Directed Downgrade. **(T-3)**. 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.

5.10.2. Downgrades may be directed without administering an evaluation in cases where such incidents directly affect the division chief's or director's confidence in the FM's ability to correctly perform flight manager duties. **(T-3)**

5.10.3. FM or division chiefs will place the FM in supervised status for a Commander-Directed downgrade that either removes a qualification or completely disqualifies an individual. **(T-3)**

5.10.4. Document using AF Form 8FM. **(T-3)**

Chapter 6

FLIGHT MANAGER EXAMINATION PROGRAM

6.1. General. The FM examination program measures an FM's knowledge of normal operating procedures and other information essential to the proper planning of IC or SCC assigned aircraft through the administration of written or computer-based examinations. Tests are usually administered in conjunction with periodic training.

6.2. Scope. This chapter applies to FMs requiring an evaluation to establish qualification (initial or periodic). **(T-3)**

6.3. Administrative Procedures.

6.3.1. Program Documentation. Organizations will document the FM testing program. **(T-3)**

6.3.2. IC or SCC may direct written tests or computer-based tests utilizing IC or SCC approved software. **(T-3)**

6.3.3. Tests will be open book. There are no requirements for FMs to have closed book or emergency procedure examinations. **(T-3)**

6.3.4. Retention of Test Records. Test administrators (e.g., contracted training personnel, AOC Stan/Eval program managers) will retain graded exam answer sheets/computer records until the evaluation is complete and documented on AF Form 8FM. **(T-3)**

6.4. Examination Sources.

6.4.1. AMC/A3V will develop a Secure Question Bank (SQB) using questions provided by 603d Air Operations Center Air Mobility Division Flight Management (603 AOC/34X), 613th Air Operations Center Air Mobility Division Air Mobility Control Team (613 AOC/A34M), and 618 AOC/MODM. **(T-3)**

6.4.2. Open Book Examinations. Open book questions will come from publications containing information pertinent to FM sortie planning and flight following. **(T-3)**

6.4.2.1. The open book subject areas and the publications used to generate the examination will be made available to FMs during testing. Electronic publications may be used as references for open book examinations. **(T-3)**

6.4.2.2. Units will safeguard the SQB in the same manner as any other required Stan/Eval examination and not allow its release to FMs.

6.5. Examination Management. Units will maintain prepared examinations for FMs but also have the option to generate unique examinations. **(T-3)**

6.5.1. Examination Question Review. AMC/A3V will review the SQB annually and as soon as possible after any changes in source documents. **(T-3)**

6.5.2. If prepared examinations are maintained for FMs:

6.5.2.1. Units will develop and control a minimum of two examinations. **(T-3)**

6.5.2.2. Units having ten or fewer FMs require only one examination.

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

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

6.5.3. If a unique examination is generated for each FM:

6.5.3.1. Units may use IC or SCC approved software for examination creation.

6.5.3.2. Examination databases should contain at least twice the number of questions required for each examination (e.g., if a 50-question examination is generated, there should be at least 100 questions in the examination database). **(T-3)**

6.6. Examination Security. Stan/Eval or personnel contracted to administer the examination should maintain positive control of all examinations, applicable answer sheets, and associated computer-based media.

6.7. Grading. 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 test. **(T-3)**

6.8. Failure to Pass Open Book Test.

6.8.1. Place FMs who fail a requisite open book exam in supervised status IAW **paragraph 5.9** until completion of successful retesting. **(T-3)**

6.8.2. Provide FMs who fail a requisite open book exam adequate study period prior to re-examination. The FM will be given a different version of the examination. **(T-3)**

6.8.3. FMs who fail the requisite open book exam must successfully complete the examination before the end of their eligibility period or lose the qualification covered by the evaluation. **(T-3)**

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 certifying authority (Director, 618 AOC/MOD, Chief, 603 AOC/A34 and Chief, 613 AOC/A34). This chapter provides documentation guidance for members that require FM evaluation to establish qualification. **(T-3)**

7.1.1. The results of FM evaluations are recorded on the AF Form 8FM. 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. FMEs will use AF Form 3862FM worksheet to ensure all required areas have been completed for evaluations. FMEs will maintain the AF Form 3862FM until the AF Form 8FM is complete. There is no requirement to retain the AF Form 3862 after the AF Form 8FM is completed.

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.

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 AFMAN13-255V1 for certification information and process.

7.3. AF Form 8FM, *Certificate of Flight Manager Qualification*.

7.3.1. Purpose. The AF Form 8FM is the source document used to record and verify the qualification of an FM. 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-3)**

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. For date fields use a two-digit day, three-letter month and two-digit year format (e.g., 24 Jun 23).

7.3.2.2. The Eligibility Period and Expiration Date of Qualification blocks should use a three-letter month and two-digit year format (Jun 24).

7.3.2.3. Except where specifically noted otherwise (i.e., annotating the type evaluation; INSTR), use upper and lower case letters.

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

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.

7.3.4. Examinee Identification.

7.3.4.1. General Information. Enter the name, civil service grade and Electronic Data Interchange Personal Identifier (EDI-PI) which is found on the back of FM's Common Access Card. EDI-PI is more commonly called DoD identification number.

7.3.4.2. Organization and Location. Enter the unit designation and location where the examinee is assigned/attached for flight management.

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). 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 24, enter Apr 24 - Sep 24). **(T-3)**

7.3.4.4.2. Enter N/A (not applicable) for INIT, SPOT, RE/QUAL, and out-of-the-eligibility period evaluations. **(T-3)**

7.3.4.4.3. For periodic evaluations where the evaluation expiration date of the previous evaluation is extended under the provisions of [paragraph 5.3.3.2](#), enter the 6-month period preceding the original expiration date. Extending the expiration date does not change the eligibility period. **(T-3)**

7.3.4.4.4. Dual entries are authorized for misaligned and/or combined evaluations. **(T-3)**

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 evaluator's remarks (see [paragraph 7.3.7.3.3](#)). **(T-3)**

7.3.5.1.1.2. Annotate "OPEN BOOK" for requisite exam.

7.3.5.1.2. Date. In the date column, enter the date that the requisite is successfully completed. Enter the retest date if a retest was required.

7.3.5.1.3. Grade.

7.3.5.1.3.1. Enter a passing exam score as "Q" and a non-passing exam score as "U."

7.3.5.1.3.2. Enter failed exam score with a successfully completed re-exam as follows: U/Q.

7.3.5.2. Sortie Planning Phase.

7.3.5.2.1. Sortie Check.

7.3.5.2.1.1. IAW [paragraph 5.2.4](#), use the following designations to describe the purpose of the evaluation(s): QUAL, INSTR, SPOT). If combined, include the

designation of each evaluation (e.g., INIT INSTR, PE/QUAL, etc.).

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.

7.3.5.2.1.2.1. The only annotations of INSTR used are INIT/INSTR and RE/QUAL INSTR.

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

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).

7.3.5.2.2. Date.

7.3.5.2.2.1. Enter the date the sortie planning phase was completed.

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.

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.

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.

7.3.5.4. Expiration Date of Qualification.

7.3.5.4.1. 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-3)**

7.3.5.4.2. For evaluations that do not establish a new eligibility period enter N/A. **(T-3)**

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-3)**

7.3.5.5. Additional Training. If additional is training not required, annotate each of the blocks described below with N/A. **(T-3)**

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 24 Flight Eval, 30 Apr 24 due date). **(T-3)**

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-3)**

7.3.5.5.2. Date Additional Training Completed. **(T-3)**

7.3.5.5.2.1. Enter the date(s) the examinee completed additional training, otherwise, enter N/A. **(T-3)**

7.3.5.5.2.2. If more than one date is required, preface the date completed with APE or SEP, as appropriate. **(T-3)**

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-3)**

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-3)**

7.3.6. Certification Signatures.

7.3.6.1. Flight Manager Evaluator.

7.3.6.1.1. If two or more days are required to complete an evaluation, only the evaluator completing the evaluation will sign Section III. **(T-3)**

7.3.6.1.2. 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-3)**

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

7.3.6.1.3.1. Is responsible for the content of the AF Form 8FM and will not sign Section III until verifying all required items are documented. **(T-3)**

7.3.6.1.3.2. Will always place an X in the remarks block and make comments in the comments block. **(T-3)**

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 FME's overall assessment. 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-3)**

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-3)**

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-3)**

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 FME, etc.). **(T-3)**

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-3)**

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. **(T-3)** As applicable, the Final Approving Officer may recommend or give a commander-directed downgrade IAW [paragraph 5.10](#) if further action is warranted.

7.3.6.2.3. For evaluations not administered by the Chief, Flight Management, the reviewing officer will be the Chief, Flight Management. For evaluations administered by the Chief FM, the reviewing officer will be the Chief FM's supervisor. Final Approving Officer will be the director (e.g., 618 AOC/MOD) or division chief (e.g., 603 AOC/A34, 613 AOC/A34). **(T-3)**

7.3.6.3. Organization Block. Annotate unit/organization and office symbol of the flight evaluator that completed the evaluation, the Reviewing Officer and the Final Approving Officer (e.g., 618 AOC/MODM, 603 AOC/A34, 613 AOC/A34).

7.3.6.4. Examinee. The examinee will sign and date after the Final Approving Officer acknowledging that they have been debriefed and understand the action(s) being taken, if any. **(T-3)** Annotate unit/organization and office symbol in the Typed Name and Grade block (e.g., 618 AOC /MOD.). The examinee's 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 evaluator, examinee, and Chief, Flight Management (IC or SCC equivalent) will meet to discuss the evaluation and findings to ensure examinee understands the action(s) being taken. **(T-3)**

7.3.6.4.2. If the examinee still refuses to sign after the meeting, the division chief or Chief, Flight Management will create an MFR of the meeting with the attendees, issues discussed, and the examinee's refusal to sign the evaluation and place it in the examinee's FMEF on top of the evaluation. **(T-3)**

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-3)**

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-3)**

7.3.7.1.3. Restrictions associated with failed open book tests will not be documented on the AF Form 8FM. **(T-3)**

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 Evaluator's Remarks. Use statements to illustrate content that focuses on the exceptional performance observed and effects. Do not include statements otherwise prohibited in this section. **(T-3)**

7.3.7.3. Evaluator 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. In all instances, except for the sortie description, if no verbiage is needed annotate with “None.” **(T-3)**

7.3.7.3.2. Sortie Description. The verbiage of the mission description will be IAW this publication, will document the assigned sortie events used to complete the evaluation, 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-3)**

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-3)**

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-3)**

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-3)**

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-3)**

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-3)**

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-3)**

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 FME’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-3)**

7.3.7.3.5.4. If an individual received an overall Q3, indicate whether the entire evaluation shall be re-accomplished, or just specific areas/subareas. **(T-3)**

7.3.7.3.5.5. Incorporate the information contained in any applicable MFRs (e.g., extension, waivers, etc.) in this paragraph. **(T-3)**

7.3.7.4. Reviewing Officer's Remarks. Reviewing Officers will annotate their remarks following the Evaluator's Remarks in the space provided. If no remarks, annotate with - None. **(T-3)**

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-3)**

7.3.8. Temporary Evaluation Documentation.

7.3.8.1. File temporary evaluation documentation in the examinee's FMEF (electronic or paper) 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-3)**

7.3.8.2. The temporary evaluation documentation will include names of examinee and FME, type evaluation, qualification level, requisites results, and date completed. List any discrepancies by area/subarea, any restrictions, and any additional training to include due dates. **(T-3)**

7.3.8.3. The FME completing the evaluation will sign and date the temporary evaluation documentation. **(T-3)**

7.3.8.4. Remove temporary evaluation documentation when the permanent AF Form 8FM is filed in the FMEF. **(T-3)**

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-3)**

7.4. Commander-Directed Downgrade. The AF Form 8FM for a Commander-directed Downgrade will be IAW with **paragraph 7.3.5 (T-3)** and the following:

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 execution phase issues, the date the commander mandated the downgrade action will be used. **(T-3)**

7.4.2. Examinee Identification.

7.4.2.1. Flight Manager Position. 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 the FM will be re-qualified upon successful completion of a RE/QUAL evaluation. **(T-3)**

7.4.2.2. Eligibility Period. Enter -N/A.

7.4.3. Qualification.

7.4.3.1. Sortie Execution Phase. In the Sortie/Check block enter the evaluation type commensurate with the downgrade being given with the date of the situation that caused the downgrade. **(T-3)**

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-3)**
- 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. Requalification evaluations following a commander-directed downgrade are documented on a separate AF Form 8FM. **(T-3)**
- 7.4.3.3. Expiration Date of Qualification. Enter -N/A.
- 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.
- 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.
- 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.
- 7.4.3.4.2. If a 3 is entered in the Qualification Level, restrictions and additional training are required.
- 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).
- 7.4.3.4.2.2. Enter a date into the Date Additional Training Completed block when required training is complete.
- 7.4.3.4.2.3. The instructor conducting the additional training (or last training event if more than one) will sign and date the Certifying Official block. **(T-3)**
- 7.4.3.5. Commander-Directed Downgrade Block. Place an X.
- 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 IC or SCC discretion. **(T-3)**
- 7.4.4.2. Final Approving Officer. The commander directing the downgrade will sign and place an X in the remarks block. **(T-3)**
- 7.4.4.3. Examinee. The FM will sign acknowledging the action being taken by the commander. **(T-3)**
- 7.4.5. Comments.
- 7.4.5.1. At the top of the page enter, RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE.
- 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-3)**

7.4.5.3. Paragraph B, Discrepancies.

7.4.5.3.1. Sortie Execution

7.4.5.4. Paragraph C, Recommended Additional Training.

7.4.5.4.1. Sortie Execution Phase: As desired or None.

7.4.5.5. Paragraph D, Additional Comments: As desired or None.

7.5. AF Form 3862FM, *Flight Manager Evaluation Worksheet*. FMEs will use *AF Form 3862FM, Flight Manager Evaluation Worksheet*, when administering an evaluation.

7.5.1. FMEs will retain AF Form 3862FM until the AF Form 8FM is complete. **(T-3)**

7.5.2. All pertinent information will be transferred and documented on AF Form 8FM. **(T-3)**

7.5.3. Units are free to tailor areas/sub-areas of AF Form 3862FM as necessitated by local supplements or procedures. **Figure A4.2** is for illustrative purposes only. **(T-3)**

7.6. AF Form 942, *Record of Evaluation*. The AF Form 942 is an index providing pertinent information extracted from all the AF Forms 8FM accomplished by the FM.

7.6.1. Data Entry.

7.6.1.1. Name (Last, First, Middle Initial).

7.6.1.2. DoD ID will be FM's EDI-PI number found on back of FM's CAC.

7.6.1.3. ACFT/Crew Position. Use abbreviations FM or IFM (for instructor FMs).

7.6.1.4. Type of Evaluation. Annotate in upper case letters. (INIT/QUAL, INIT/INSTR, PE/QUAL, RE/QUAL, SPOT, CDD)

7.6.1.5. Date completed: Use the date from upper right block of AF Form 8FM.

7.6.1.6. Qualification level: Found on individual's AF Form 8FM.

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

7.6.1.8. 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.

7.6.1.9. Create a new AF Form 942 when there is no room for additional entries on AF Form 942.

7.6.2. Computer Generated AF Form 942. A computer-generated AF Form 942 may be used. Create a second AF Form 942 when there is no room for additional entries. Electronic copies of the AF Form 942 should be forwarded with the FMEF when the individual moves to a new MAJCOM.

7.7. Flight Manager Evaluation Folders (FMEF). 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 an FMEF that includes all AF Forms 8FMs, AF Forms 942, waivers, and Memorandums for Record. **(T-3)**

7.7.1.2. The FMEF will be maintained by a Stan/Eval functional office within the AOC or AMD.

7.7.1.3. HHQ personnel maintaining FM currency will have their FMEFs maintained by the Stan/Eval functional office of the AOC in which they normally perform FM duties. **(T-3)**

7.7.2. Electronic FMEFs.

7.7.2.1. For electronic FMEFs, any hard copy historical information (once incorporated into the electronic FMEF system) will be archived by the Stan/Eval function that maintains the FMEFs. Archive method will be at unit discretion.

7.7.2.2. Scanned versions of historical documents will be maintained IAW AFI 33-322, *Records Management and Information Governance Program* and will adhere to the Air Force Records Disposition Schedule.

7.7.2.3. Electronic FMEF systems will need to be able to produce hard copies of FMEF products, when needed, consistent with the guidance in this publication. Additionally, the electronic FMEF shall be transportable.

7.7.2.4. Contents. Divide the FMEF into two sections:

7.7.2.4.1. {Left side}. This Section contains AF Forms 942.

7.7.2.4.1.1. AF Forms 942 will be placed on top in chronological order with the most recent on top.

7.7.2.4.2. {Right side}. This Section contains AF Forms 8FM and any related MFRs and waivers for all evaluations listed on the AF Form 942.

7.7.2.4.2.1. AF Forms 8FM. File AF Form 8/FM in chronological order with the most recent on top.

7.7.2.4.3. Memorandums For Record (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.

7.7.2.4.3.1.1. Incorporate the information contained in the MFR onto the applicable AF Form 8FM under Evaluator Remarks paragraph D, Additional Comments, when action is complete.

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

7.7.2.4.3.2. Expiration Date Extensions

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.

7.7.2.4.3.2.2. MFRs will be dated prior to the expiration date of any affected periodic evaluation.

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-3).

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).

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 EDI-PI 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 Controlled Unclassified Information (CUI) designation indicator block and CUI banner on both sides of the FMEF IAW records management practices.

7.7.3. Review of FMEF.

7.7.3.1. Initial Review. The Chief FM or chief of Stan/Eval 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" (AMC, PACAF, USAFE). Enter date review completed in "DATE COMPLETED" column.

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.

7.7.3.1.2. Following the initial review, the unit maintaining the FMEF is responsible only for documentation subsequently placed in the FMEF.

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.

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.

7.7.3.3. Periodic Review.

7.7.3.3.1. The Chief FM or chief, Stan/Eval 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.

7.7.3.3.2. The interval between reviews will not exceed 17 months.

7.7.3.3.3. Use the AF Form 942 to document periodic reviews. Enter “Periodic Review” followed by the date of the review in the columns “Type of Evaluation and Date Completed.”

7.7.4. FMEF Discrepancies. These include those of the AF Forms 8FM and AF Form 942.

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 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 FM’s qualification (e.g., typos, format, and misspellings). An MFR is not required for minor discrepancies.

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 FME signing Section III of the form initials the correction. If the original FME is not available, then document the discrepancy IAW paragraphs [7.7.4.1](#) or [7.7.4.2](#). The Chief, Flight Management or Chief, Stan/Eval may also correct minor discrepancies.

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, then document the discrepancy IAW paragraphs [7.7.4.1](#) or [7.7.4.2](#).

7.7.5. Transfer of FMEF.

7.7.5.1. 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 gaining organization confirms receipt of the FMEF.

7.7.5.2. When circumstances prevent this, the losing organization will mail the folder to the gaining unit via registered mail.

7.7.5.3. Mail any records not included in the FMEF to the gaining organization with clear identification of the individual concerned.

7.7.5.4. When mailing an FMEF or any of its contents, retain a copy (electronic or paper is acceptable) until receiving confirmation the gaining organization has received the original FMEF.

7.7.6. Disposition of FMEF.

7.7.6.1. Dispose of the FMEFs according to the Air Force Records Disposition Schedule, 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.

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

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. Units may create a template from the blank AF Form 3862FM incorporating the listed areas and sub areas in **Chapter 8**, along with any other areas or sub areas as required by local supplement or procedures. 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-3)**

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, IC or SCC 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. Did not consult publications when needed during planning or referred to the wrong publication. Used noncurrent FLIP products to plan sorties. Sortie/flight safety not impacted by non-compliance.

8.1.2. Area 2, FM READ FILE

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. FM complied with Read File guidance.

8.1.2.2. Q-. Failed to review and/or sign off the FM Read File prior to beginning to work on the first assigned sortie; Read File was reviewed and signed off prior to the conclusion of the evaluation period; complied with guidance therein.

8.1.2.3. 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 or 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 Detail (Giant Report) for suitability restrictions report (ASRR), special departure procedures (SDP), adverse weather, 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.

8.1.4.2. U. Not aware of or did not comply with all factors required for safe aircraft operation or sortie accomplishment. 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. Decisions made negatively affected sortie outcome.

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

8.1.6.1. Q. 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, airfields, Command and Control (C2), and aircrews. Demonstrated a thorough knowledge of other agencies' coordination roles/responsibilities. Kept FM Shift Supervisor or Senior/Senior Director apprised of mission, sortie deviations, reroutes etc. and provided recommendations/alternatives to leadership.

8.1.6.2. Q-. Minor omissions of coordination noted that detracted from sortie execution. 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 excessive 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.

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 of 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, Notice to Air Missions (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 workstation to optimize work processes and speed; communicated and coordinated known sortie planning and execution issues

with affected IC or SCC 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 facilitated a seamless transition for the next shift with respect to their workload.

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 internal and external agencies; unable to open/use essential software applications resulting in FM being unable to manage assigned sorties.

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). Aware of hazardous material information sources and correctly applied information to the flight planning/filing process.

8.1.11.2. Q-. Payload information, readily available to the FM, was not applied to the sortie plan. but did not exceed command tolerances. Hazardous cargo limitations were not violated.

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. 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 database 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, 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 overflew 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 weather, NOTAMS, threats, airfield capabilities or operating hours that made the selection unsuitable.

8.1.13. Area 13, Assemble/Edit/Publish Crew Papers.

8.1.13.1. Q. Accurately and efficiently assembled all required elements of the Crew Papers. Posted or delivered to the aircrew or appropriate receiving agency. Knowledgeable of the various means to deliver Crew Papers (MatterMost, DoD SAFE (Secure Access File Exchange) and e-mail) and completed delivery successfully. Complied with guidance for protecting information. FM Remarks in Crew Papers were appropriate and provided crew greater situational awareness.

8.1.13.2. Q-. Minor errors or omissions in the Crew Papers which did not impact sortie accomplishment or safety of flight. Confusion on how to deliver the Crew Papers to the crew. FM Remarks in Crew Papers were inaccurate, missing, or incomplete.

8.1.13.3. U. Major errors/omissions in the Crew Paper'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 ANSPs.

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 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 CDM Team. 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 IC or SCC 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 effects on the mission.

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 IC or SCC 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 phenomena.

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.

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. Did not attempt to use alternative means to communicate when primary means failed. 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. Discrepancies had a direct impact on sortie success.

8.1.18. Area 18, Communication with Aircraft Commander.

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

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

8.1.18.3. 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 for 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. IC or SCC Unique Evaluation Requirements. IC or SCCs will document unique evaluation area/sub-area requirements per [Chapter 9](#).

Chapter 9

LOCAL PROCEDURES

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

CASE A. CUNNINGHAM, Lt Gen, USAF
Deputy Chief of Staff, Operations

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

DODI 1000-30, *Reduction of Social Security Number (SSN) Use Within DoD*, 30 November 2022

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

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

DAFPD 10-9, *Lead Command/Lead Agent Designation and Responsibilities For United States Air Force Weapon Systems, Non-Weapon Systems, And Activities*, 25 May 2021

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

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

AFMAN 13-255V1, *Air Operations Center, Flight Manager Training*, 13 February 2026

AFMAN13-255V3, *Air Operations Center, Flight Manager Responsibilities and Procedures*, 13 February 2026

AMCI 90-903, *Aviation Operational Risk Management (AvORM) Program*, 04 August 2022

Prescribed Forms

AF Form 8FM, *Certificate of Flight Manager Qualification*,

AF Form 942, *Record of Evaluation*, 05 October 2020

AF Form 3862FM, *Flight Manager Evaluation Worksheet*,

Adopted Forms

DAF Form 847, *Recommendation for Change of Product*

Abbreviations and Acronyms

A3—Director of Operations

AF—Air Force

AFFSA—Air Force Flight Standards Agency

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

ASAP—Airman Safety Action Program
ATOC—Air Terminal Operations Center
AvORM—Aviation Operational Risk Management
CC—Commander
CDD—Commander-Directed Downgrade
CDM—Collaborative Decision Making
CFP—Computer Flight Plan
DAF—Department of the Air Force
DAFPD—Department of the Air Force Policy Directive
DOC—Designed Operational Capability
EDI-PI—Electronic Data Interchange Personal Identifier, also known as DoD Identification Number
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
HAF—Headquarters Air Force
HHQ—Higher Headquarters
IAW—In Accordance With
ICAO—International Civil Aviation Organization
IFM—Instructor Flight Manager
INIT—Initial
IC—Institutional Command
INSTR—Instructor
MAF—Mobility Air Forces
MDS—Mission-Design-Series
MFR—Memorandum For Record
MQF—Master Question File
NOTAMS—Notice to Air Missions

OCR—Office of Collateral Responsibility

OPR—Office of Primary Responsibility

PACAF—Pacific Air Forces

QUAL—Qualification

RDS—Records Disposition Schedule

RE/QUAL—Requalification

RGM—Rapid Global Mobility

SARP—Standards and Recommended Practices

SAV—Staff Assistance Visit

SCC—Service Component Command

SDP—Special Departure Procedure

SEB—Standardization and Evaluation Board

SII—Special Interest Item

SQB—Secure Question Bank

STAN/EVAL—Standardization and Evaluation

USAFE/AFAFRICA—United States Air Forces in Europe - Air Forces Africa

Office Symbols

603 AOC—603rd Air Operations Center

603 AOC/A34—603rd Air Operations Center Air Mobility Division

603 AOC/CC—603rd Air Operations Center Commander

603 AOC/A34X—603rd Air Operations Center Air Mobility Division Flight Management

613 AOC/A34—613th Air Operations Center Air Mobility Division

613 AOC/A34M—613th Air Operations Center Air Mobility Division Air Mobility Control Team

613 AOC—613th Air Operations Center

613 AOC/CC—613th Air Operations Center Commander

618 AOC—618th Air Operations Center

618 AOC/CC—618th Air Operations Center Commander

618 AOC/MOD—618th Air Operations Center, Mobility Operations Directorate

618 AOC/MODM—618th Air Operations Center, Flight Management Division

AF/A34—Air Force Training and Force Management Directorate

AMC/A3V—Air Mobility Command Standardization, Evaluation and Readiness Division

AMC/A3/10—Air Mobility Command Directorate of Operations, Strategic Deterrence, and Nuclear Integration

PACAF/A316—Pacific Air Forces, Standardization and Evaluation Branch

PACAF/A31—Pacific Air Forces Operations Support Division

USAFE-AFAFRICA/A3/10—Directorate of Operations, Strategic Deterrence, and Nuclear Integration

USAFE/A3AV—United States Air Forces in Europe, Standardization and Evaluation Branch

Terms

Additional Training (AT)—Any training recommended by the FME to remedy a discrepancy identified during an evaluation that cannot be remedied during the evaluation debrief. Directors, division chiefs, and Chiefs, Flight Management may also recommend additional training due to a Commander-Directed Downgrade.

Air Mobility Division (AMD)—One of five divisions of the AOC, responsible for planning, coordinating, tasking, and executing air mobility missions. At the 618 AOC, the Mobility Operations Directorate (MOD) performs these functions.

Air Operations Center (AOC)—Command and control (C2) center providing the capability to plan, direct, and assess activities of assigned and attached forces. Provides operational level C2 of air, space, cyberspace, and information operations to meet operational objectives and guidance.

Certification—Procedure used to document competency in a particular task. Not interchangeable with qualification, which requires AF Form 8FM documentation. Directors and division chiefs are responsible for FM certification.

Collaborative Decision Making (CDM)—A process of gathering a group comprised of the FM, Pilot in Command, along with members from C2, 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.

Commander-Directed Downgrade—A reduction in Grade or Qualification given to an FM at the direction of the AMD division chief or MOD director.

Debriefed Discrepancy—Remedial action taken by an FME to remedy a discrepancy noted during an FM evaluation. This action is accomplished during debrief of the evaluation wherein the FME provides instruction concerning the discrepancy and then determines that the examinee has gained the necessary knowledge or proficiency to remedy the discrepancy. The discrepancy area/subarea description is annotated with “Debriefed” in the FME’s Remarks section of the AF Form 8FM comments.

Discrepancy—Substandard performance in a graded area/subarea. A discrepancy in performance is documented with a grade of Q- or U.

Downgrade—A reduction in grade or qualification level.

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

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

Q-—Indicates examinee remains qualified to perform the assigned area/sub-area task(s), but requires debriefing or additional training. Deviations did not exceed the prescribed Q- tolerances or jeopardize flight safety.

U—Indicates examinee's 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.

Examination—A method of measuring an FM's knowledge of normal procedures and information essential for the safe and effective planning of air mobility missions. For FMs, open book tests are synonymous with examinations.

Flight Manager Evaluation—An assessment of individual FM capability to accomplish assigned flight manager duties.

Flight Manager Evaluation Folder—A two-part folder containing the source documents that constitute the history of qualifications for each FM. May also be stored electronically.

Flight Manager Evaluation Types—The types of FM evaluations are initial qualification (INIT/QUAL), initial instructor (INIT/INSTR), periodic (PE/QUAL), requalification (RE/QUAL), and SPOT.

Flight Manager Evaluator (FME)—A flight manager designated to perform evaluation duties as specified by this manual.

Flight Manager Read File—Guidance issued by FM leadership to make FMs aware of changes to policies or procedures.

Flight Manager Qualification—The overall characterization of examinee performance based on the compilation of requisite results and the FM evaluation graded areas and sub-areas. The qualification level will be Q1, Q2, or Q3.

Flight Manager Qualification Expiration Date—The date an FM loses qualification as an FM due to exceeding the periodic evaluation time requirement. Required periodic evaluations expire on the last day of the 17th month following the month in which the previous periodic aircrew evaluation was successfully completed.

Grade—A characterization of examinee performance in a graded area or graded sub-area. Grades are Q, Q-, and U.

Graded Area/Sub-Area—A specific evaluated ability or skill set within an FM evaluation.

Initial Qualification (INIT/QUAL) Evaluation—A type of QUAL evaluation for basic qualification of newly assigned or previously unqualified FMs. Requires completion of AFMAN13-255 Vol I Initial Training and Mission Qualification Training prior to completing the INIT QUAL evaluation.

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

Lead Command—The Air Force MAJCOM or agency designated by DAFPD 10-9 as responsible for the coordination of specific activities. DAFPD 13-1 designates ACC as the lead command for command and control.

Master Question File (MQF)—Consists of questions drawn from unit level operating instructions, manuals, and read files. Used in conjunction with the SQB to create open book tests.

Office of Collateral Responsibility (OCR)—Any headquarters, agency, or activity having coordinating functional interest in, and responsibility for, a specific action, project, plan, program, or problem.

Office of Primary Responsibility (OPR)—Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program, or problem.

Periodic Evaluation (PE/QUAL)—A means of assessing an FM's ability to perform their duties planning and managing sorties. Requires AF Form 8FM documentation.

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 FMs assigned to MAJCOM Stan Eval, the 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 Level—The overall characterization of an examinee's performance based on the compilation of requisite results and the sortie evaluation graded areas and sub-areas. Qualification level will be Q1, Q2, or Q3.

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

Q2—Examinee 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—Examinee 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/sub-areas.

Requalification (RE/QUAL)—An FM evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency as specified in AFMAN 13-255 Vol 1, an FM's qualification following a failed FM evaluation or a commander-directed downgrade.

Requisites—Requirements such as successful completion of training (e.g., periodic training for PE/QUAL) and examinations (e.g., 85 or better on open book test for PE/QUAL). Requires AF Form 8FM documentation.

Restrictions—A statement on the AF Form 8FM that places limitations on the duties that may be performed by an FM, usually as the result of a sortie evaluation or commander directed downgrade.

Secure Question Bank—Questions used to construct open book tests. Used in conjunction with MQF.

Special Interest Item—Items of emphasis relating to existing procedure(s) designed to mitigate or eliminate specific risks or trends.

SPOT Evaluation—An FM evaluation of a specific event that does not intend to satisfy the requirements of an initial periodic, or requalification evaluation. May be No-Notice. Requires AF Form 8FM documentation for qualification levels less than Q1. SPOT is not an acronym.

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

Stan/Eval Function—An organization at appropriate echelons of command that accomplishes the objectives of this manual.

Supervised Status—The status of an FM who must flight manage sorties under the supervision of either an instructor or FME. The FME, or commander for CDDs, determines when supervision is required.

Trend Program—Analysis designed to identify areas requiring attention, monitoring, or correction.

Unit—A level of organization under HHQs (IC or SCC and/or NAF) required to establish a Stan/Eval function. The Chief, Stan/Eval is responsible for day-to-day management of the unit's program.

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 AFMAN13-255 Volume 2, *Flight Manager Standardization/Evaluation Program/Air Operations Center (AOC)/Operations Center*). Include SPOT evaluations and Commander-Directed Downgrades, 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	
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial)		GRADE	DOD ID NUMBER	ELIGIBILITY PERIOD		
ORGANIZATION AND LOCATION		POSITION				
II. QUALIFICATION						
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>			
III. CERTIFICATION						
TYPED NAME AND GRADE	ORGANIZATION	CHECK			SIGNATURE	DATE
1 FLIGHT MANAGER EVALUATOR		RECOGNITION	DD FORM	REPAIRS		
2 REVIEWING OFFICER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click to sign	
3 FINAL APPROVING OFFICER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click to sign	
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND GRADE OF EXAMINEE			SIGNATURE		
				Click to sign		

A3.2. See paragraph 7.3.7.

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

AF FORM 8FM CONTINUATION SHEET	
IV.	COMMENTS
PRIVACY ACT STATEMENT	
<small>AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to establish and record aircrew qualification DISCLOSURE IS VOLUNTARY: DOD ID Number is used to establish individual identity. Failure to provide may prevent qualification authorization and result in a loss of records establishing qualification.</small>	

Attachment 4
AF FORM 3862FM

A4.1. See paragraph 7.5.

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

FLIGHT MANAGER EVALUATION WORKSHEET					DATE COMPLETED
NAME (Last, First, Middle Initial)			GRADE		DODI ID NUMBER
ORGANIZATION/LOCATION		POSITION		ELIGIBILITY PERIOD	
QUALIFICATION					
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 OF QUALIFICATION		CERTIFYING OFFICIAL, GRADE, ORG	SIGNATURE	DATE	
<input type="checkbox"/> RESTRICTIONS <i>(Explain in Comments on Back)</i>		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED <i>(Explain in Comments on Back)</i>			
CERTIFICATION					
PRINT NAME/GRADE/ORGANIZATION			SIGNATURE/DATE		
FLIGHT MANAGER EVALUATOR					
REVIEWING OFFICER					
FINAL APPROVING OFFICER					
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