

**BY ORDER OF THE COMMANDER
97 AIR MOBILITY WING**



**AIR FORCE MANUAL 11-202,
VOLUME 2**

**97TH OPERATIONS GROUP
Supplement**

8 MARCH 2024

Flying Operations

**AIRCREW STANDARDIZATION AND
EVALUATION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 97 OG/OGV

Certified by: 97 OG/CC
(Col John P. Masterson)

Pages: 16

(97AMW) This supplement implements and extends the guidance of Air Force Manual (AFMAN) 11-202, Volume 2, Aircrew Standardization and Evaluation Program, 30 August 2021 and AETC Supplement, 1 September 2022. This supplement establishes the 97th Operations Group (OG) Stan/Eval Program, which supports 97 OG objectives. It applies to commanders, operations supervisors, aircrews assigned or attached to the 97 OG for flying, and any aircrew performing duties on 97 AMW aircraft or with aircrews assigned or attached to the 97 OG, to include Guard and Reserve members. Information contained herein applies to all 97 AMW units. For specific guidance on a particular mission design series (MDS), see appropriate AFMAN 11-2MDS-Specific, Volume 2. For matters where this supplement repeats information in other source documents, the waiver authority will be in accordance with those source documents. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional's chain of command. NOTE: Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, Records Management and Information Governance Program, 28 July 2021, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

(97AMW) This change updates outdated AFI references to the newer AFMAN references; included the KC-46 & 56 ARS (4.3.8.7., 6.5.1. & 9.1.2.1.3.5.); removed OPR for the inflight guide; removed trend program requirements since they are part of the Stan/Eval Board processes; updated Stan/Eval report procedures (3.3.2.11); removed references to Instrument Refresher Program OPR responsibilities; and removed local CRM evaluation procedures.

2. 3.1.4. (Added-97AMW) Due to foreign disclosure agreement, international students will not be granted GTIMS access. All FCIF, Go/No-Go, and Stan/Eval functions will be accomplished via alternate methods and verified by the Ops Sup prior to stepping to flight.

3.2.2.5.2.4. **(97AMW)** Any area (flying or ground) showing a deviation rate greater than or equal to 10 percent or 15 occurrences may be considered a trend. Additionally, OGV and squadron CCVs should identify non-empirical trends as necessary.

3.2.2.5.2.4.1. **(Added-97AMW)** A non-empirical trend is one that is identified as greater than 20 percent, but is not a concern due to a low number of total evaluations completed. For example, 2 evaluations, one of which has a downgraded area would be considered non-empirical. (50 percent of 2).

3.2.2.5.2.5. **(Added-97AMW)** Squadrons will identify new, continuing, and resolved trends. For continuing negative trends, squadrons will report corrective action as open/closed, suspense date, and the proposed corrective action (flying/ground).

3.2.2.7.1.1. **(Added-97AMW)** All examiners should attend the 97 OG SEB, when duties allow. OGV will release the SEB minutes via the FCIF and must be read by all FEs prior to their next flight.

3.2.2.11. **(97AMW)** Flight examiners assigned to the 97 OG are responsible for the timely processing of all AF Forms 847, Recommendation for Change of Publication. Detailed procedures for completion and processing the AF Form 847, Recommendation for Change of Publication, are maintained on 97 OG/OGV SharePoint.

3.2.2.11.1. **(Added-97AMW)** Processing the AF Form 847: Originating units will keep the original AF Form 847. Send an electronic copy of the AF Form 847 to 97 OG/OGV. Fill in the date forwarded and the concur/non-concur blocks in the squadron 847 control log. Squadron CCV will assign a control number for tracking purposes. Disposition of AF Form 847s will be IAW AFI 11-215 AETC Sup, AFMAN 11-202 Volume 2, AETC Sup and AF RDS. 97 OG/OGV will maintain a master AF Form 847 Log.

3.3.2.8. **(97AMW)** The squadron CCV flight commander is responsible for administration of the routing and quality control of AF Forms 8, Certificate of Aircrew Qualification, and AF Forms 8a, Certificate of Aircrew Qualification (Multiple Aircraft), in the squadron. Each squadron will use MAJCOM directed Stan/Eval software to ensure standardization and quality of AF Forms 8/8a. Formatting will be based on examples in AFMAN 11-202, Volume 2.

3.3.2.11. **(Added-97AMW)** Semi-annual Stan/Eval Report. Squadron CCV will provide the evaluation results from the previous semi-annual period to OGV by the tenth working day of the new semi-annual period. Provide the following information for each crew position (student, AD permanent party, and AFRC permanent party):

3.3.2.11.1. **(Added-97AMW)** Evaluations. Report EPE, ATD, and Flight Evaluations by crew position and type of evaluation (INSTM, QUAL, and MSN as outlined in the appropriate AFMAN 11-2 MDS-Specific, Volume 2). Include SPOT, no-notice, and initial evaluations, when applicable. Show qualification levels, sublevels, and rates (rate = number given divided by total given).

3.3.2.11.1.1. **(Added-97AMW)** Q-1s.

3.3.2.11.1.2. **(Added-97AMW)** Q-2s.

3.3.2.11.1.3. **(Added-97AMW)** Q-3s.

3.3.2.11.1.4. **(Added-97AMW)** Exceptionally Qualified (EQ) ratings by Crew Position.

3.3.2.11.1.5. **(Added-97AMW)** Total evaluations for each crew position.

3.3.2.11.1.6. **(Added-97AMW)** Examinations. Report examination results by crew position and type of examination (open book, closed book, instrument, and Boldface/CAPs).

3.3.2.11.1.7. **(Added-97AMW)** Waivers and Extensions. Identify all waivers and extensions granted to extend the period of qualification (AFMAN 11- 202, Volume 2, [para 5.8.3.2](#)), extend additional training periods (AFMAN 11-202, Volume 2, para 5.4.2.4.2.4.), preclude accomplishment of requisites (AFMAN 11-202, Volume 2, para 5.5.4.5.), extend recheck periods (AFMAN 11-202, Volume 2, para 5.6.1.), and extend periods to re-accomplish written exams (AFMAN 11- 202, Volume 2, [para 6.9.3](#)).

3.3.2.11.1.8. **(Added-97AMW)** Trends. Identify new, continuing and resolved trends, to include CRM trends. For continuing negative trends, report corrective action as open/closed, suspense date, and the proposed corrective action (flying/ground).

3.3.2.11.1.9. **(Added-97AMW)** No-Notice Evaluations. Report progress toward achievement of no-notice requirements, if applicable.

3.3.3.3. **(97AMW)** Additional Duty FEs in the 97 OG will only administer formal training student evaluations. ADFEs will be annotated on the Squadron Letter of X's. EXCEPTION: Flying SQ/CCs may designate in writing ADFEs authorized to administer permanent party evaluations. Commanders will keep the number of additional duty FEs allowed to administer permanent party evaluations to the minimum number required to complete the mission.

4.2.1. **(97AMW)** 97 OG/OGV publishes the Flight Examiner Training Checklist ([Attachment 10](#)). This checklist will be used for all FE upgrade training within the 97 OG (N/A if using MAJCOM directed software).

4.2.1.2. (97AMW) FE candidates must schedule the OG/CC philosophy brief IAW **Attachment 10** of this supplement or MAJCOM directed software.

4.2.1.3. (97AMW) All initial upgrade FE's will have their first flight evaluation and debrief monitored by a current or previous FTU squadron CCV or higher-level examiner.

4.2.1.4. (Added-97AMW) Training will be documented on the Flight Examiner Training Checklist (**Attachment 10**) or in MAJCOM directed software.

Table 4.1. (97AMW) 97 OG Evaluation Hierarchical Structure.

Examinee	Designated Examiner
Additional Duty FE	CCV or above
SQ Assigned/Attached	Any non "student-only" FE as designated in Letter of Xs
Student	Any FE

4.3.8.6. (97AMW) Reviewing Officers. Primary Reviewing Officers for all formal upgrade students should be CCV Flt/CC. Primary Reviewing Officers for SQ assigned personnel should be SQ/DO. Alternate Reviewing Officers should be CCV Flt/CC or SQ/DO when the primary is unavailable or was the FE.

4.3.8.7. (97AMW) The examinee's assigned SQ/CC for attached/on-loan permanent party is defined as 54ARS/56ARS/58AS SQ/CC. The final approving officer for any permanent party SQ/CCs receiving an evaluation will be the OG/CC. (Examples: A C-17 pilot Wing Exec's final approving officer will be the 58AS SQ/CC. A KC-135 pilot WG/CC's final approving officer will be the 54ARS SQ/CC, etc.).

5.2.6.3.1. (97AMW) OGV and squadron CCVs administer no-notice evaluations to a minimum goal of 10% of assigned/attached personnel per crew position/type check on a calendar year basis. OGV will accomplish a minimum of one no-notice evaluation semiannually for each MDS/crew position per year (approximately 3% towards the overall 10% Group goal). No-notice evaluations administered by AETC count toward the 10% goal except when administered in conjunction with an SAV. OGV will monitor the no-notice program using quarterly data collected from the squadrons and notify squadrons if progress is not on track to achieving the 10% goal. Examiners will inform the examinees' flying SQ/CC on the evaluation results. Evaluations that do not count toward the 10% goal are: SAV No-Notice/Spot evaluations, No-Notice evaluations given "For Cause", and No-Notice evaluations administered by the 97 AMW/CC and 97 OG/CC. All FTU-certified and attached aircrew, including those who are attached from AMCAOS Detachment 2 and AFRC, are eligible for no-notice evaluations.

5.2.6.3.2. (97AMW) Beginning of "normal preparation" is defined as aircrew show time.

5.4.2.10. (97AMW) If required by contract, Aircrew Training System (ATS) contractors will be informed of all less-than fully qualified student evaluations and will conduct additional training if necessary.

6.4.1.2.1. (97AMW) 97 OG/OGV will maintain any SQBs used for open book

examinations. 97 OG/OGV will maintain a review log for any SQBs. As a minimum, the log will contain the SQB title, SQB date, review date, reason for review, and date forwarded to AETC/A3V. This log may be combined with the MQF/requisite exam log provided all necessary information is contained therein.

6.4.2.2. **(97AMW)** 97 OG/OGV is the OPR for local procedure MQFs. The MQFs may be developed from any source that applies to the local mission.

6.5.1. **(97AMW)** OGV will coordinate with ATS contractors to ensure required reviews are completed. If additional reviews are required OGV will obtain a copy of KC-135, C-17, and KC-46 EOC question banks for review.

6.6.1.1. **(Added-97AMW)** Squadron CCVs are responsible for promptly notifying OGV of any discrepancies found in requisite exams. Corrections to contractor generated exams will be coordinated through 97 TRS/TRQ.

6.6.1.2. **(Added-97AMW)** 97 OG/OGV will maintain a review log for all local MQFs. As a minimum, the log will contain the MQF title, MQF date, review date, reason for review, and percentage of questions changed.

6.8.1.3. **(Added-97AMW)** Squadron CCV and/or SQ/CC designated proctor will proctor all requisite closed book exams. Individuals failing a requisite exam will be placed in supervised status as defined in AFMAN 11- 202, Volume 2. Individuals failing a Boldface/CAPs exam will not fly as aircrew members as defined in AFMAN 11-202, Volume 2. In either case, the exam monitor will promptly notify the SQ/DO and SARM of the individual's failure.

6.10. **(97AMW) Unit Periodic Examinations.** 97 OG/OGV will create a periodic exam semiannually. Squadron CCVs will administer the exam to all assigned and attached aircrew members by the final day of the semiannual period. Missed questions will be corrected to 100%. Squadron CCV will ensure all aircrew members complete the periodic exam prior to the end of the semiannual period and will inform the squadron operations officer of all aircrew members failing to complete an exam. The operations officer will ensure that any aircrew members who fail to accomplish the periodic test within the semiannual period will not fly until the test is successfully accomplished.

6.11.2. **(97AMW)** When GTIMS is unavailable crewmembers will fill out a paper version of the Boldface procedures. An FTU instructor will verify accuracy by initialing the bottom. The FTU instructor will turn-in the paper version to the Ops Sup. When GTIMS becomes available the Ops Sup will log off the requirement.

7.3.11.3.3. **(97AMW) Mission Description.** Use this heading to show specific mission evaluation performed (for example: airdrop, air refueling, etc.).

7.3.11.3.3.1. **(Added-97AMW)** If the evaluation is a REQUAL, explain why it was necessary. Show that a supervisory debrief was accomplished (if accomplished).

7.3.12.2. **(97AMW)** A copy of the AF Form 8 annotated "DRAFT" will be provided to the student prior to departing Altus AFB or will be placed in the Flight Evaluation Folder (FEF) for permanently assigned personnel. Squadron CCVs will normally

forward completed student AF Forms 8 signed by approving official to gaining unit within 60 calendar days.

7.3.12.6. **(97AMW)** Evaluators will clearly annotate “Draft” on all temporary Forms 8.

7.7.3.1. **(97AMW)** This section will be maintained as depicted in [Attachment 14](#). Certification letters and other documents will be maintained in reverse chronological order. For letters with multiple endorsements/certifications, file according to the most recent date.

7.7.4.4. **(97AMW)** Note: CCVs will refer to [Attachment 13](#) for location of “CUI” label/stamp when creating a hard-copy folder. In-bound folders are not required to have “CUI” label/stamp in this location.

7.7.4.5. **(Added-97AMW)** Refer to [Attachment 13](#) for example.

7.7.5.1.3. **(Added-97AMW)** Conducting the initial review:

7.7.5.1.3.1. **(Added-97AMW)** Inspect the folder itself. Replace if necessary.

7.7.5.1.3.2. **(Added-97AMW)** Upon the initial review of newly assigned personnel, the unit will ensure the individual has a current AF Form 8/8a for each applicable qualification IAW para

7.7.5.1.3.3. **(Added-97AMW)** The unit will ensure AF Form 942 reflects the correct number of filed AF Forms 8/8a. Ensure the crewmember is current and qualified, with no signatures outstanding.

7.7.5.1.3.4. **(Added-97AMW)** A section cover sheet (see [Attachment 15](#)) will be placed on top of section I. A section cover sheet (see [Attachment 15](#)) will be placed on top of section II. A cover sheet (see [Attachment 15](#)) will be placed on top of the current AF Form 8/8a. This document will indicate the 97 OG is not responsible for any discrepancies on previous AF Forms 8/8a that have come from a different command or base.

7.7.5.1.3.5. **(Added-97AMW)** A clear plastic cover may be placed on top of sections I and II.

7.7.5.1.3.6. **(Added-97AMW)** Document certifications on the AF Form 4348 and the unit Letter of X’s.

7.7.5.1.3.7. **(Added-97AMW)** Annotate the initial review as “Initial Review” on the AF Form 942.

7.7.5.2. 2 **(97AMW)** (example: incoming Instructor’s current QUAL/INSTM and MSN Form 8s). If major discrepancies are noted, the unit will place the Memorandum for Record (MFR) documenting the discrepancies in chronological order in Section 2 of the FEF. Minor discrepancies will be documented in a minor discrepancy log IAW [para 7.7.6.2](#). Any Form 8s, MDLs, and MFRs that were in the FEF prior to in processing and do not affect the current qualification are not the responsibility of 97 OG, and will not be reviewed. Any subsequent Form 8s added to the FEF while the FEF remains within 97 OG will be reviewed.

7.7.5.3.2. **(97AMW)** Complete and document annual review no later than the last day of the twelfth month following the previous periodic review.

7.7.6.2. **(97AMW)** Will use the 97 OG/OGV minor discrepancy log. If a minor discrepancy log from a previous base is available, it will be placed under the 97 OG/OGV discrepancy log. This prevents previously noted discrepancies from being lost as most previous Form 8s are not reviewed IAW 7.7.5.1.3.2.

7.7.7.1.5. **(Added-97AMW)** Squadrons will maintain the Letter of Xs at the operations supervisor's desk. When a member departs (PCS), retires or separates, the current Letter of X will be inserted for transmittal with the FEF.

9.1.1. **(97AMW)** OGV will maintain the entire FCIF library electronically and the indexes in a hard-copy binder. Flying squadrons will only maintain the FCIF volume 1 library (Parts A, B, C & D) in a hardcopy binder.

9.1.1.5. **(97AMW)** 97 OGV will notify flying squadrons CCVs of an FCIF library update (Part B, C, or D). Notification will include the FCIF(s) and an updated FCIF library master index. Flying squadrons CCVs will print and post these items in a FCIF hardcopy binder and make them available to crews. Crews will use this binder in the event GTIMS is unavailable.

9.1.1.7. **(97AMW)** In the event GTIMS is unavailable, aircraft commanders will ensure all crewmembers have reviewed the paper back-up versions and initialed the flight orders adjacent to their name.

9.1.1.12. **(Added-97AMW)** If electronic FCIF volumes are not available via the SharePoint network, crews will reference e-Pubs on an approved electronic device. Note that FCIF volumes includes all publications in **Table 9.1** (FCIFs, Flight Manuals, AFIs, etc.)

9.1.2.1.3.1. **(Added-97AMW)** The 97 OG FCB will be published semi-annually. The FCBs will be filed in Volume 1C behind the Part C FCIFs. The FCB will be printed in four parts.

9.1.2.1.3.2. **(Added-97AMW)** Part I – General.

9.1.2.1.3.3. **(Added-97AMW)** Part II - C-17 specific.

9.1.2.1.3.4. **(Added-97AMW)** Part III - KC-135 specific.

9.1.2.1.3.5. **(Added-97AMW)** Part IV – KC-46 specific.

9.1.2.9. **(97AMW)** A master listing of all FCIF volumes can be found on the 97 OG/OGV SharePoint site.

9.4. **(97AMW) Go/No-Go Procedures.** 97 OG flying squadrons will use GTIMS to track and display Go/No-Go status (including DNIF) and to ensure all crewmembers are prepared to complete their assigned mission. Active communication between the pilot-in-command (PIC) and the Operations Supervisors is key. Aircrew members will verify receipt of the DD Form 2992 by the SARM office from Flight Medicine. Squadrons may develop recommended briefing guides to supplement these requirements.

9.4.2. **(97AMW)** Aircrews launching from off-station locations to accomplish non-618 AOC directed missions (includes JA/ATT) will coordinate with their squadron supervisor/operations officer prior to departing to ensure compliance with the Go/No-Go procedures. Aircrews on operational missions will coordinate with local command and control/618 AOC authorities for release of mission essential information/publications. Aircrews will contact their squadron supervisor or operations officer when the 618 AOC directed mission is complete and the aircrew is de-positioning back to Altus AFB.

9.5.1. **(97AMW) Supplementary Evaluations.** The Chief of OGV will designate a Supplemental Evaluation Program Manager responsible for administering the program for the OG/CC. The program manager will maintain evaluation records for one year and track the status of active evaluations. The program manager will review the results of evaluations to ensure corrective action and follow-up inspections have been accomplished. A squadron commander may request a supplemental evaluation by coordinating with 97 OG/OGV.

9.5.2.1. **(Added-97AMW)** Examiners will normally notify the squadron commander or operations officer of the purpose and the intended examinees prior to conducting any supplemental evaluation. In addition, examiners will provide a debrief to the commanders of the inspected individuals and programs before submitting their reports to the Supplemental Evaluation Program Manager.

9.5.5. **(97AMW)** When conducting a supplemental evaluation, the examiner will record the following information and present it to the OGV Supplemental Evaluation Program Manager.

9.5.5.1. **(Added-97AMW)** Date of evaluation.

9.5.5.2. **(Added-97AMW)** Area evaluated.

9.5.5.3. **(Added-97AMW)** Examiner's name and rank.

9.5.5.4. **(Added-97AMW)** Overall grade (outstanding, excellent, satisfactory, marginal, or unsatisfactory).

9.5.5.5. **(Added-97AMW)** Benchmarks (if applicable).

9.5.5.6. **(Added-97AMW)** Findings (if required).

9.5.5.7. **(Added-97AMW)** Corrective action and time frame for completion (if required).

9.5.5.8. **(Added-97AMW)** Projected date for follow-up evaluation (if required). All supplemental evaluations graded marginal or unsatisfactory will require a follow-up inspection within the next six months.

JEFFREY M. MARSHALL, COLONEL, USAF
Commander, 97th Air Mobility Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 11-418, *Operations Supervision*, 22 Dec 2021

Abbreviations and Acronyms

618 AOC—618th Air Operations Center

AETC—Air Education and Training Command

ATS—Aircrew Training System

CBT—computer based training

CCV—standardization/evaluation

IRP—Instrument Refresher Program

JA/ATT—Joint Airborne/Air Transportability Training

Ops Sup—operations supervisor

PIC—pilot-in-command

RDS—records disposition schedule

SARM—squadron aviation resource management

SOC—Senior Officer Course

Attachment 10

97 OG FLIGHT EXAMINER TRAINING CHECKLIST

Figure A10.1. 97 OG FLIGHT EXAMINER TRAINING CHECKLIST

97 OG Flight Examiner Training Checklist

Nomination

Rank/Name: _____ Squadron: _____ Crew Position: _____

The above individual is hereby nominated for flight examiner upgrade.

SQ/CC Signature/Date

Date on Station: _____ Total Hours: _____ MDS Hours: _____

Instructor Hours: _____

TRAINING ACCOMPLISHED	SUPERVISOR	DATE	SUPERVISOR'S INITIALS	REFERENCE
Review pertinent regulations: <ul style="list-style-type: none"> • AFMAN 11-202 Vol 2 AETC Sup & 97 OG Sup • AFMAN 11-2MDS Specific Vol 2 • Form 3862 & local evaluation procedures 	Sq/CCV			AFMAN 11- 202V2 /AETC SUP para. 4.2.1.1
Attend/Complete ATS FE course (Initial FE Certification Only).	ATS			AFMAN 11- 2MDSV1
Receive a Stan/Eval orientation from an experienced Flight Examiner of like specialty.	Sq/CCV			N/A
Observe a full flight or simulator evaluation to include pre-brief and debrief, administered by a qualified student-only or higher examiner of like specialty (Initial FE Certification Only).	FE of like specialty			AFMAN 11- 202V2 /AETC SUP para. 4.2.1.3.
Receive the SQ/CC evaluation philosophy briefing.	SQ/CC			AFMAN 11- 202V2, /AETC SUP para. 4.2.1.2.
Receive OG/CC evaluation philosophy, grading procedures and policies briefing (Call OG/CCE to confirm). ¹	OG/CC			AFMAN 11- 202V2, /AETC SUP para. 4.2.1.2.

¹ Must receive Sq/CC philosophy briefing before attending.

Notify flight records of examiner status and complete applicable paperwork.	Sq/CCV			N/A
---	--------	--	--	-----

Coordinate with squadron admin for AFSC/duty title change, Letter of Xs update, and AF Form 4348 update.	Sq/CCV			N/A
First flight or sim evaluation and debriefing monitored by a SQ/CCV or higher examiner of like specialty (Initial FE Certification Only).	Sq/CCV			AFMAN 11-202V2 97 OG SUP para. 4.2.1.3.

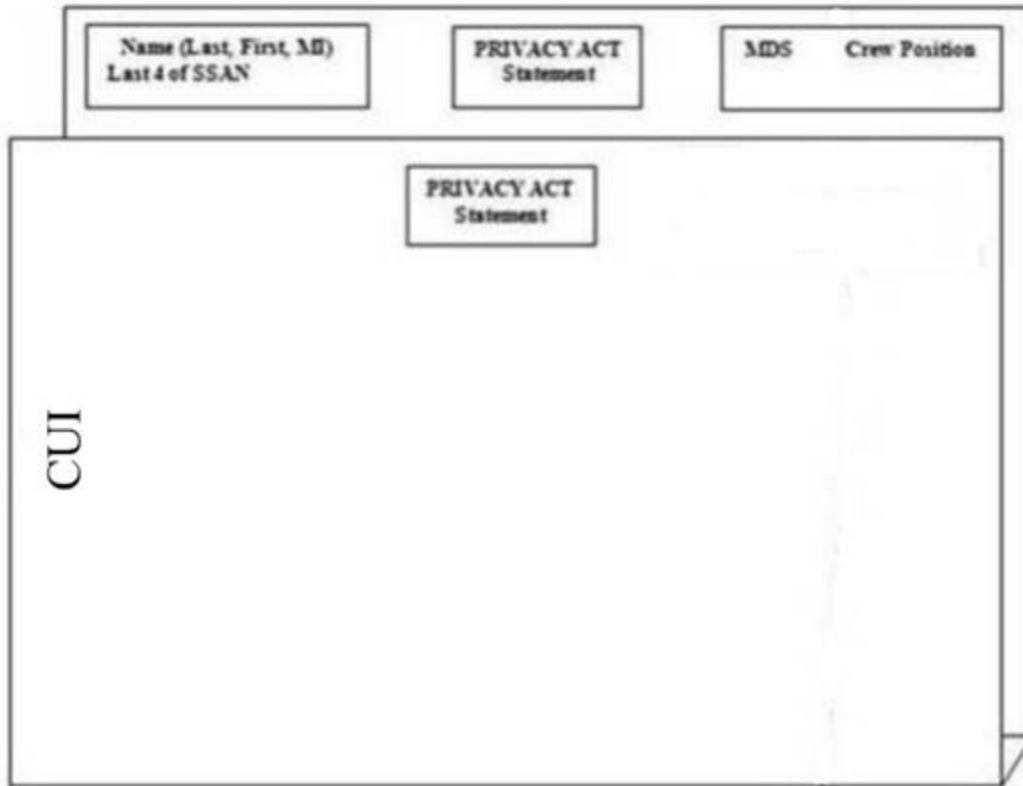
FE Candidate Signature/Date

SQ/CCV Signature/Date

Attachment 11

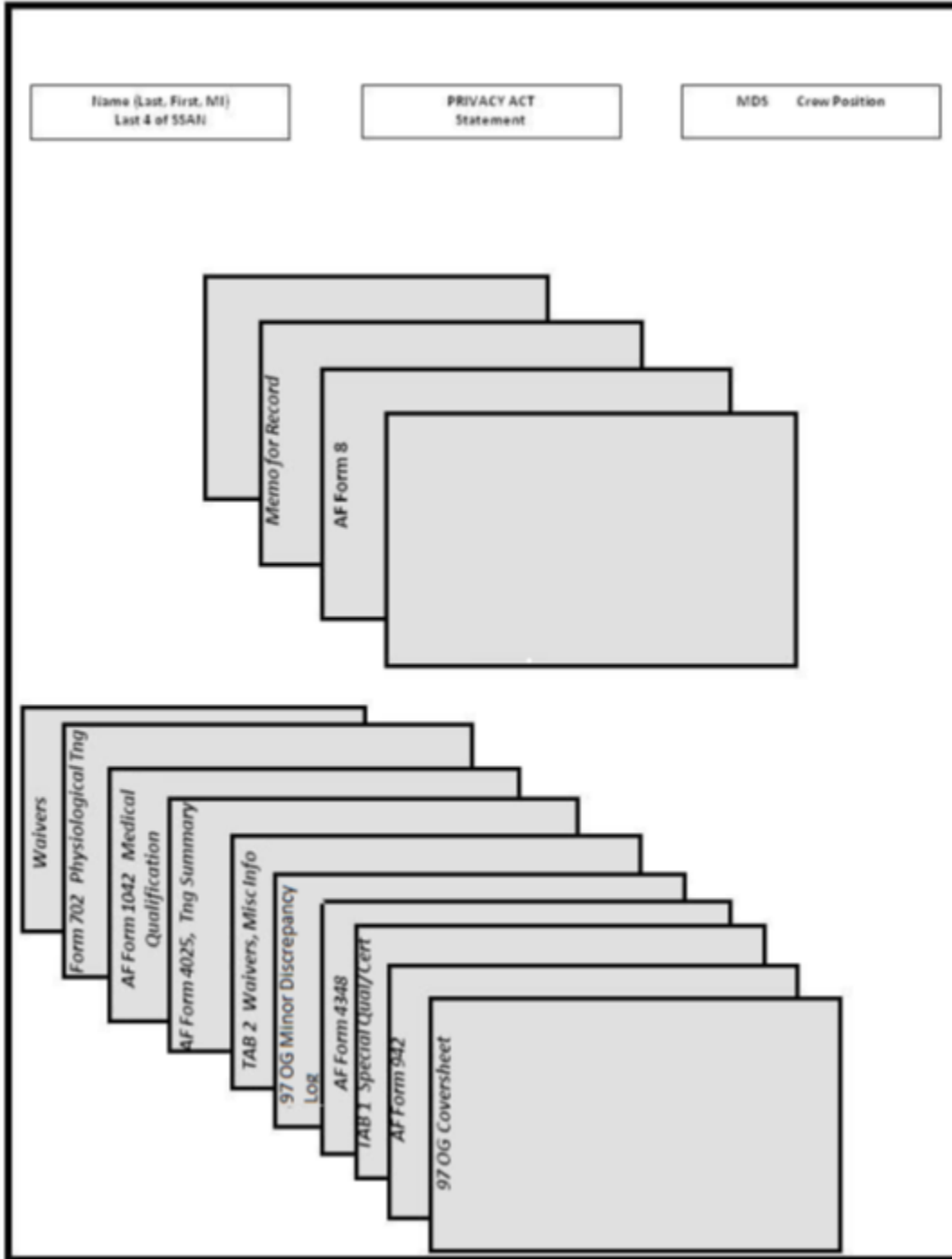
FEF COVER

Figure A11.1. FEF Cover Standard



Attachment 12
FEF FOLDER FORMAT

Figure A12.1. Flight Folder Format



Attachment 13

FLIGHT EVALUATION FOLDER COVERSHEETS

Figure A13.1 Flight evaluation folder coversheet

97th Operations Group (All Form 8's below this point are from previous bases/commands).



Figure A13.2. Left Side Coversheet.

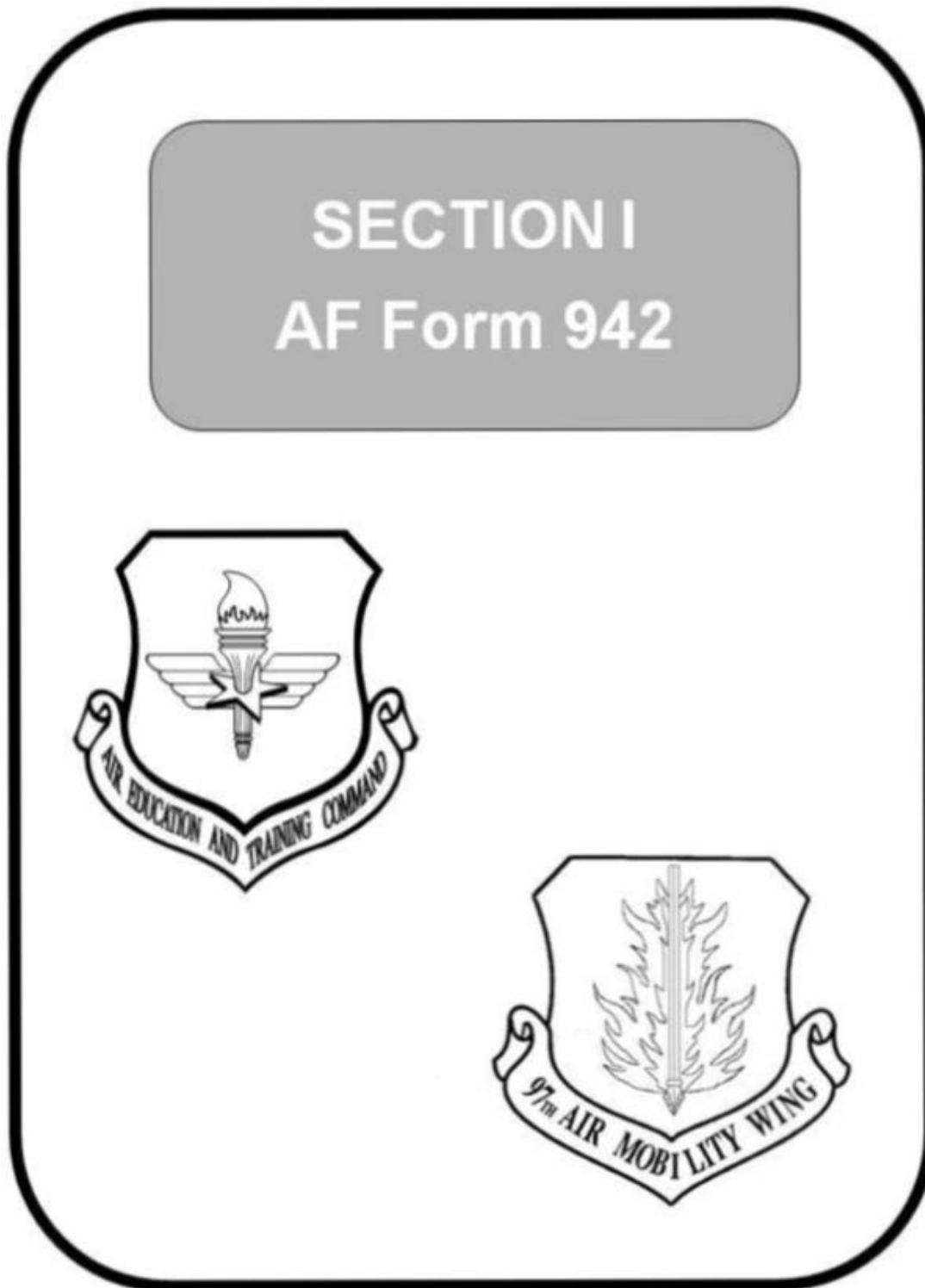


Figure A13.3. Right Side Coversheet.

