

**BY ORDER OF THE COMMANDER  
BEALE AIR FORCE BASE**



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

**AIR COMBAT COMMAND  
Supplement**

**BEALE AIR FORCE BASE  
Supplement**

**25 MARCH 2024**

***Flying Operations***

**AIRCREW  
STANDARDIZATION/EVALUATION  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement applies to the flying units and personnel assigned or attached to the 9th Reconnaissance Wing (9 RW), Beale Air Force Base, California. It provides expanded guidance regarding Standardization and Evaluation procedures for the 9 RW. Refer recommended changes and questions about this publication to the Office of Primary (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-322, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**SUMMARY OF CHANGES**

This publication has been substantially revised and should be completely reviewed. Major changes include removal of outdated guidance and alignment with the parent regulation and MAJCOM supplement. Expanded guidance is provided for OGV, unit CCVs, and FOLs on the scheduling and documentation of evaluations. Guidance added for tracking of aircrew certifications and step process.

1.3.3. **(Added-BEALE)** 9 OG/CC is the waiver authority for this supplement.

3.2.2. 2 **(Added-BEALE)** OGV will accomplish an AF Form 8, Certificate of Aircrew Qualification, review prior to signatures to ensure accuracy. Document under the ADDITIONAL REVIEWS section.

3.2.2.3. **(Added-BEALE)** Squadron CCVs will maintain electronic FEFs in PEX as well as backup copies (hardcopy or electronic) for all assigned and attached aircrew. Squadron CCVs will perform annual reviews of all FEFs and update backup copies as required.

3.2.2.5.3. **(Added-BEALE)** Objective Trend: Any evaluation sub-area graded “U” or “Q-” on more than one evaluation in a semi-annual period. Test questions that are answered incorrectly on more than 20% of examinations per semi-annual period (with a sample size great than 5).

3.2.2.5.4. **(Added-BEALE)** Subjective Trend: Any item identified by the 9 OG/CC, OGV, squadron supervision, instructors, or flight examiners may be considered a subjective trend. OGV will report subjective trends during the SEB.

3.2.2.16. 1 **(Added-BEALE)** Squadrons will administer a no-notice program and establish goals for no-notice evaluations. The no-notice program is intended to provide commanders with a sampling of daily aircrew performance and an assessment of unit training effectiveness. All no-notice evaluations will be coordinated with the squadron commander or operations officer prior to the evaluation. CCVs are responsible for tracking no-notice goals and reporting that progress to OGV. OGV will report no-notice evaluation results at the SEB.

3.2.4.3. **(Added-BEALE)** CCVs and FOL/CCs will coordinate with OGV for approval prior to the evaluation for any planned deviations from the Pyramid Evaluation Structure.

3.3. **(Added-BEALE)** Deployed units/FOLs are not required to perform CCV functions. CCV functions will be performed by the parent squadron maintaining that unit’s FEFs and flight records.

3.3.1.1. **(Added-BEALE)** Squadron flight examiners will be appointed and certified by the SQ/CC via the OGV approved FE upgrade program (see [Paragraph 4.2.](#)).

3.3.2.1.1. **(Added-BEALE)** Scheduling of Evaluations:

3.3.2.1.1.1. **(Added-BEALE)** CCVs will notify aircrew when they enter their evaluation eligibility period and assign requisite testing in PEX.

3.3.2.1.1.2. **(Added-BEALE)** CCVs will coordinate with Squadron Scheduling to pair the examinee with an appropriate flight examiner, schedule the evaluation, and schedule dedicated time in PEX for accomplishing requisites, to include all required testing IAW [Paragraph 6.3.1.](#)

3.3.2.1.1.3. **(Added-BEALE)** Desired timetables for evaluations are: Testing complete within four months of eligibility and evaluation complete by the fifth month of eligibility. CCVs will notify the Sq/CC, Sq/DO, and OGV if evaluations will not be completed by the fifth month of eligibility with a plan of action to accomplish the evaluation by the end of the eligibility period.

4.2.2. **(Added-BEALE)** Flight examiner upgrade training will be conducted and documented using the OGV approved FE certification checklist posted on the 9 OG/OGV SharePoint page. Completed checklists will be maintained in the upgrading FE’s training folder and FE certification will be documented via AF Form 4348, *USAF Aircrew Certifications* and the unit Letter of Xs (LOX).

4.2.2.1. **(Added-BEALE)** Flight examiners will be nominated and certified by their respective flying Sq/CC. OGV flight examiners will be nominated and certified by the 9 OG/CC.

4.2.2.2. **(Added-BEALE)** An OGV flight examiner or OGV designated flight examiner will administer a SPOT FE Objectivity Evaluation on the initial evaluation given by the upgrading flight examiner, regardless of the upgrading flight examiner's previous experience.

4.2.2.3. **(Added-BEALE)** At the discretion of the SQ/CC (9 OG/CC for OGV FEs), U-2S flight examiners who complete TU-2S instructor pilot upgrade training may be designated as TU-2S flight examiners. Current TU-2S instructor pilots who complete a flight examiner upgrade are automatically designated as a flight examiner in the U-2S and TU-2S.

4.3.3. **(Added-BEALE)** Flight examiners must be current and qualified in accordance with applicable AFMAN 11-2MDS Volume 1 for all areas they are evaluating. Flight examiners may not use an evaluation to regain currency, however flight examiners may update currency items for maneuvers which they perform.

4.4.1. **(Added-BEALE)** Senior flight examiners will complete the OGV approved senior FE upgrade checklist posted on the 9 OG/OGV SharePoint page. Document IAW **Paragraph 4.2.2.**

5.2.4.2.1. **(Added-BEALE)** Instructor examinees will be prepared to instruct during all phases of the evaluation. If the flight examiner is serving as the student, the flight examiner will brief the examinee on the level of instruction required (i.e. pre-solo student, re-qual trainee, etc.). When feasible, the flight examiner will perform maneuvers to evaluate the examinee's error analysis, instructional techniques, and grading practices.

5.2.6.3.2.2. **(Added-BEALE)** The 9 OG N/N goal is 10% of qualified or assigned pilots in a calendar year.

5.2.6.3.2.3. **(Added-BEALE)** An evaluation may be considered no-notice if the examinee is notified no earlier than 24 hours prior to the scheduled briefing time for the evaluation (or beginning of scheduled mission planning period for a MSN evaluation).

5.3.3.3.2. **(Added-BEALE)** Publications checks will be of all hard copy required personal flight publications available for the evaluation and issued Electronic Flight Bag (EFB) device.

5.4.2.4.2. **(Added-BEALE)** Additional training will be documented on the AF Form 8, and CCVs will utilize the additional training log in PEX to ensure additional training is completed.

5.5.2.2. **(Added-BEALE)** The Mission Procedures Trainer (MPT) will be used for all U-2/TU-2 EPEs when available. When not available (FOLs, MPT down for maintenance/upgrade, etc.) document in the additional comments section of the AF Form 8. Due to the lack of a suitable ATD, all T-38A EPEs will be conducted verbally. This does not require additional documentation on the AF Form 8.

5.5.2.2.3. **(Added-BEALE)** EPE item accomplishment and discrepancies will be annotated on the back of the 9 OG U-2 Evaluation Temporary Form 8, or AF Form 3862, *Flight Evaluation Worksheet* for T-38A evaluations.

5.7.2.1.1. **(Added-BEALE)** CCVs will notify the Sq/CC, Sq/DO, Training, Scheduling, and OGV anytime an aircrew member is placed on or removed from supervised status. PEX will be used to document supervised status and to ensure Go/No-Go accountability by Operations Supervisors and SARM personnel.

5.10.2.1. **(Added-BEALE)** For 9 RW individuals requiring multiple qualifications outside of the U-2 program the OPR for coordinating the ACC/A3 approval will be 9 OG/OGVC. Record of any approvals will be kept by 9 OG/OGVC and annotated on the Stan/Eval Board minutes.

6.3.1. **(Added-BEALE)** Requisite examination testing will be tracked, assigned, and administered by squadron CCVs, or, on a case-by-case basis OGV personnel. Examinees will be scheduled for dedicated time to complete testing prior to the evaluation.

6.3.2. **(Added-BEALE)** All open and closed book examinations will be accomplished electronically via PEX. In the event PEX is unavailable, OGV may authorize a paper examination. The results of paper examinations will be recorded into PEX as soon as possible.

6.4.1.2. **(Added-BEALE)** Requisite open book tests will consist of a minimum of 50 questions from the respective MDS SQB. Once assigned, open book examinations do not require a proctor, may be accomplished from any suitable workstation, and are not required to be completed in one sitting.

6.4.2.2. **(Added-BEALE)** Requisite closed book examinations will consist of a minimum of 25 questions from the respective MDS MQFs. Closed book examinations will be accomplished in the designated CCV/OGV testing area and require a CCV/OGV proctor. Closed book exams must be completed in one sitting. If unable, an alternate exam will be administered at a later date.

6.4.3. **(Added-BEALE)** OGV will review and approve a local instrument exam on an annual basis IAW AFMAN 11-210, *Instrument Refresher Program (IRP)*. This exam may be completed in PEX or via paper form in conjunction with the Instrument Refresher Course. CCVs will collect and document all paper exams in PEX as soon as possible upon completion. The instrument exam will be corrected to 100%.

6.4.7. **(Added-BEALE)** Written Boldface/CAP exams completed as requisites for AFMAN 11-2MDS Volume 2 evaluations will be collected and graded at the beginning of the flight briefing by the flight examiner.

6.6. **(Added-BEALE)** Unique exams will be generated in PEX from respective SQB/MQFs. OGV will store a prepared hardcopy open and closed book exam for each MDS in the event that PEX is unavailable, and a paper exam is required.

6.6.1. **(Added-BEALE)** OGV will develop and maintain all 9 RW MDS SQBs and MQFs for use during open book and closed book exams respectively. Question banks will consist of a minimum of 100 questions each. OGV will review and update question banks annually or more frequently as required by changes in regulation or flight manuals. MQFs will be released via FCIF and published on the 9 OG/OGV SharePoint page, and accessible from EFB.

6.9.1. **(Added-BEALE)** In the event of a failed open book, closed book, or Boldface/CAP examination, the test proctor/grader will immediately notify the Sq/CC and CCV. A minimum of 24 hours is required prior to reexamination (waiverable by the Sq/CC).

7.3.1.4. **(Added-BEALE)** AF Form 8 Procedures:

7.3.1.4.1. **(Added-BEALE)** CCVs are responsible for completing and routing all AF Forms 8 in PEX using the standard format established in the PEX Stan/Eval module. CCVs will review all information for accuracy prior to notifying OGV for review.

7.3.10.3.3. **(Added-BEALE)** FOL operations officers will review and FOL commanders will approve flight evaluations for all permanent party aircrew assigned to the FOL. TDY/deployed aircrew who complete flight evaluations while temporarily assigned to the FOL will have their AF Forms 8 reviewed and approved by their primary squadron leadership.

7.3.11.6. **(Added-BEALE)** OGV will accomplish an AF Form 8 review prior to official signatures to ensure accuracy. This review will be performed by an OGV evaluator and documented with initials in the ADDITIONAL REVIEWS section.

7.3.12.1. **(Added-BEALE)** OGV will develop and maintain temporary Flight Evaluation Worksheets for each MDS. These worksheets will be published on the 9 OG/OGV SharePoint page and will be made available for flight examiners to document the results of evaluations, including requisite emergency procedures evaluations. CCVs are responsible for entering evaluation results into PEX and retaining temporary worksheets until official AF Forms 8 are signed.

7.6.8. **(Added-BEALE)** A combination of scanned and PEX generated AF Forms 942 is acceptable as long as all evaluations taken by the aircrew member are documented.

7.6.8.1. **(Added-BEALE)** Due to the lack of specific instructions in parent regulations and the large number of inter-service transfer aircrew in the 9 RW, use [Figure 7.1](#) as the example template to document USN NATOPS Instrument Rating Requests and NATOPS Evaluation Reports on the AF Form 942:

7.6.8.1.1. **(Added-BEALE)** Due to the difficulty in translating information from the standard USN forms, only “INSTM” (for NATOPS Instrument Rating Requests) or “QUAL” (for NATOPS Evaluation Reports) will be used in the “TYPE OF EVALUATION” field of the AF Form 942. Do not use prefixes as listed in [Paragraph 7.3.6.1.2](#) due to the lack of a “FLIGHT PHASE” block on the USN forms. Utilize the date annotated in the “DATE OF FLIGHT CHECK” on the NATOPS Instrument Rating Request or the date annotated in the “DATE COMPLETED” field of the “EVALUATION FLIGHT” on the NATOPS Evaluation Report for the “DATE COMPLETED” entry on the AF Form 942. For the “QUALIFICATION LEVEL” block of the AF Form 942, use “Q” or “U,” as applicable. Enter the “(COMMAND)” in parentheses next to the qualification level as either “USN,” “USMC,” or “USCG” depending on the service which administered the evaluation.

**Table 7. 1 (Added-BEALE) Documenting USN NATOPS Instrument Rating and Evaluation Reports.**

TYPE AIRCRAFT	TYPE OF EVALUATION	DATE COMPLETED	QUALIFICATION LEVEL (COMMAND)
T-45A	INSTM	27 Sep 2009	Q (USN)
AV-8B	QUAL	07 Sep 2010	Q (USMC)

7.7.1.2. **(Added-BEALE)** Parent squadron CCVs will maintain FEFs for assigned and attached aircrew members, to include all attached members assigned to FOLs and deployed locations.

7.7.2.2. **(Added-BEALE)** CCVs will maintain backup FEFs (hardcopy or electronic) for each aircrew member in addition to the primary FEFs in PEX. CCVs will provide out-processing

aircrew with an up-to-date hardcopy FEF, and will assist in the electronic transfer of the FEF to the gaining unit as required.

7.7.5.3.4. **(Added-BEALE)** Squadron CCVs will conduct an annual review no later than the end of the 12th month following the date of the last initial or annual review. CCVs will document the annual review on the AF 942 in PEX. Any discrepancies noted in the FEF will be documented using Major or Minor discrepancy procedures (see [Paragraph 7.7.6.](#)).

7.8.7. 1 **(Added-BEALE)** Squadron DOTs will manage unit AF Form 4348 program in PEX. Required certifications and designated certifying officials are IAW AFMAN 11-2MDSV1 and relevant RTM. Flight Examiner certifications will be certified by SQ/CC or OG/CC. Squadron DOT will work in coordination with respective SARM and reference/update squadron Letter of X's to ensure correct certifications are listed. 9 OG/OGV will assess AF Form 4348s when performing periodic FEF reviews.

7.8.7.1.1. **(Added-BEALE)** OGV will sign the AF Form 4348 for all Supervisor of Flying (SOF) and OGV/Wing level flight examiner certifications (9 OG/CC certification).

7.8.7.1.2. **(Added-BEALE)** Squadron CCV will sign the AF Form 4348 for all assigned and attached aircrew certifications conducted by the squadron (Sq/CC certification).

9.1.2.1.4. **(Added-BEALE)** OGV will assign a control number to all new FCIF Read Files. OGV will maintain Vol I Parts A, B and C FCIF libraries, and may publish additional Read File libraries as required (e.g. SOF notifications, EFB system notifications). OGV will maintain 9 RW Safety Read Files in Part V as required. Aircrew are only required to acknowledge FCIFs applicable to their MDS and any FCIFs released to "ALL." Aircrew will acknowledge receipt of FCIFs in PEX.

9.1.2.1.5. **(Added-BEALE)** OGV will publish a quarterly FCIF review listing current and rescinded FCIFs as well as all active waivers. The quarterly review will include ACC and NAF Read Files.

9.1.2.1.6. **(Added-BEALE)** FOL Operations Officers are responsible for ensuring aircrew assigned to the FOL receive and acknowledge applicable 9 RW FCIFs in addition to any FCIF Read Files published by the hosting CCMD/MAJCOM. If the FOL is unable to access PEX, OGV will coordinate for an alternate delivery method.

9.2.8. **(Added-BEALE)** OGV will publish SIIs to the 9 OG/OGV SharePoint site, 9 RW EFB library, and applicable electronic briefing aids. SIIs will be printed and posted in all aircrew briefing areas.

9.4.1. **(Added-BEALE)** All 9 RW flying units will create and maintain a Letter of Certifications (LOX) signed by the commander or operations officer, documenting squadron aircrew qualifications and certifications. The LOX will be posted at the operations desk and accessible to the Operations Supervisor for use during the Go/No-Go process.

9.4.9. **(Added-BEALE)** Squadron Operations Officers are responsible for the integrity of the aircrew step process. Squadron Operations Supervisors, with the assistance of SARM personnel, will verify Go/No-Go status prior to administering a step briefing and releasing aircrew to the aircraft. Go/No-Go items include:

9.4.9.1. **(Added-BEALE)** Fit-to-Fly (Not DNIF/Current DD Form 2992, adequate crew rest/duty day).

9.4.9.2. **(Added-BEALE)** FCIF review.

9.4.9.3. **(Added-BEALE)** Flight/ground currency items (as tracked in PEX) IAW applicable MDS Vol 1 and RTM.

9.4.9.4. **(Added-BEALE)** Flight authorization correct, signed, and flight plan filed.

9.4.9.5. **(Added-BEALE)** Risk Management worksheet completed/signed and mitigation plan briefed.

9.4.9.6. **(Added-BEALE)** Aircrew qualification and certifications verified via LOX.

9.4.9.7. **(Added-BEALE)** Additional items as required by the Squadron.

9.4.10. **(Added-BEALE)** Squadron Operations Officers, Top 3, and SARM will ensure a backup process exists to verify aircrew Go/No-Go items and applicable currencies in the event of network/PEX outages. FOL Operations Officers may track these items via alternate means in the event PEX is unavailable at the FOL.

9.5.1. **(Added-BEALE)** CCVs will develop a supplemental evaluation program as directed by the SQ/CC. OGV may conduct supplemental evaluations at the direction of the 9 OG/CC. Supplemental evaluation results will be summarized in the SEB minutes.

GEOFFREY I. CHURCH, Col, USAF  
Commander

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

**AFMAN 11-210**, *Instrument Refresher Program*

***Prescribed Forms***

None

***Adopted Forms***

**AF Form 4348**, *USAF Aircrew Certifications*

**AF Form 8**, *Certificate of Aircrew Qualification*

**AF Form 847**, *Recommendation for Change of Publication*

**AF Form 942**, *Record of Evaluation*

**DD Form 2992**, *Medical Recommendation for Flying or Special Operational Duty*

***Abbreviations and Acronyms***

**(Added-BEALE) CRM**—Crew Resource Management

**(Added-BEALE) FOL**—Forward Operating Location

**(Added-BEALE) NATOPS**—Naval Air Training and Operating Procedures Standardization

**(Added-BEALE) PEX**—Patriot Excalibur

**(Added-BEALE) RTM**—RAP Tasking Memorandum

**(Added-BEALE) SARM**—Squadron Aviation Resource Management