

**BY ORDER OF THE COMMANDER  
317TH AIR WING (AMC)**



**AIR FORCE INSTRUCTION**

**11-202, VOLUME 2**

**317 AIR WING  
Supplement**

**11 APRIL 2018**

**Flying Operations**

**AIRCREW  
STANDARDIZATION/EVALUATION  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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AFI 11-202V2 *Aircrew Standardization/Evaluation Program*, Air Mobility Command Supplement dated 2 March 2011 is supplemented as follows: It implements the 317th Operations Group Standardization and Evaluation Program. It is applicable to all flying personnel assigned or attached to the 317th Operations Group. Deviations from these procedures are not authorized unless approved by the 317th Operations Group Commander (OG/CC) or the designated representative. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through Squadron Stan/Eval offices to 317 OG/OGV.

The Privacy Act of 1974 applies to certain information gathered pursuant to this instruction. The Privacy Act System Number F011 AF XO A, Aviation Resource Management System (ARMS) covers required information. The Paperwork Reduction Act of 1974 as amended in 1996 affects this instruction. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFD 37-1, *Information Management*, and AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force *Records Disposition Schedule (RDS)*, located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

3.2.2.5.5. **(317AW)** Standardization/Evaluation (Stan/Eval) personnel will use Graduate Training Integration Management System (GTIMS) to analyze the available trend data on a continuing basis and provide accurate inputs for review/action by the 317 OG/CC and the Stan/Eval Board (SEB). The 317th Operations Group Standardization/Evaluations (OG/OGV) trends analysis program uses a threshold of 25% for trends. Procedures for the 317 OG Trends program are detailed in 317 OG/OGV Process Guide 10.0.

3.2.2.7.2. **(317AW)** 317 OG/OGV will conduct the SEB on or about the third Friday of the first month following the calendar quarter. Squadron inputs are due to 317 OG/OGV two weeks prior to convening the SEB. 317 OG SEB procedures are detailed in 317 OG/OGV Process Guide 5.0.

3.2.2.9. **(317AW)** The 317 OG Flight Manuals Program is facilitated by the 317 OG Consolidated Publications Office. The Chief of 317 OG/OGV will appoint a non-evaluator member to serve as the Technical Order Distribution Officer (TODO) for operations and this individual will also serve as the 317 OG/OGV Publications Office Officer in Charge/Non Commissioned Officer in Charge (OIC/NCOIC). Procedures for the 317 OG Flight Manuals Program are detailed in 317 OG/OGV Process Guide 12.0.

3.2.2.10. **(317AW)** Squadron Stan/Eval 847 monitors, in conjunction with a subject matter expert, will review all submitted AF Form 847s for accuracy utilizing the AMC 847 Central Sharepoint <https://cs1.eis.af.mil/sites/amcedc/SitePages/847%20Central.aspx>. 317 OG/OGV will review all AF Form 847s forwarded from the squadron via the AMC 847 Central Sharepoint. The 317 OG AF Form 847 Program is detailed in 317 OG/OGV Process Guide 13.0.

3.2.3. **(317AW)** 317 OG/OGV will consist of a Stan/Eval Chief in addition to a senior examiner for each crew position. Filling additional positions are at the discretion of the 317 OG/CC. 317 OG Stan/Eval organization and manning is detailed in 317 OG/OGV Process Guide 1.0.

3.3.2.12.1. **(317AW)** R&C's will be held as required, but squadrons should plan to schedule a weekly board and modify the frequency as necessary. Before an R&C, an FEF review will be conducted in accordance with the 317 OG FEF Process Guide. All required paperwork shall be prepared and submitted to the commander (or designated board president) 24 hours prior to the board. The 317 OG R&C Board procedures are detailed in 317 OG/OGV Process Guide 6.0.

3.3.3.3. **(317AW)** Squadron Stan/Eval will consist of, as a minimum, a chief, an evaluator of each crew position, and a Stan/Eval Liaison Officers (SELO). The 317 OG Stan/Eval organization and manning process is detailed in 317 OG/OGV Process Guide 1.0.

4.2.3. **(317AW)** The purpose of the Stan/Eval Flight Examiner (SEFE) program is to select, adequately train, and certify exceptional flight evaluators for the 317 OG. All 317 OGV flight examiner candidates will complete an upgrade and certification prior to assuming examiner duties. The 317 OG SEFE upgrade process is detailed in 317 OG/OGV Process Guide 2.0.

5.2.6.3.8. **(317AW)** The 317 OG No-Notice (N/N) evaluation program will sample a combined minimum of 15% of available crewmembers annually. Every January, the 317 OG N/N monitor will contact 317 OSS/OST and obtain the number of personnel by crew position that are qualified to perform aircrew duties to include on-loan personnel. The OG monitor will create a "No-Notice Requirement" letter for each squadron detailing the required number of no-notice flight evaluations for each crew position. Adjustments to N/N checkride requirements will be made based upon the current year's projected number of deployed crewmembers. Procedures for

these adjustments, as well as the entire 317 OG N/N program, are detailed in 317 OG/OGV Process Guide 9.0.

5.5. **(317AW)** Flight Evaluation requisite completion and documentation will be accomplished in accordance with AFI 11-2C-MDS Volume 2 *Flying Operations* C-130J Aircrew Evaluation Criteria, dated 22 November 2005, crew position-specific *317 OG Flight Examiner Guides*, and 317 OG/OGV Process Guides 4.0 and 8.0.

5.5.2.1. **(317AW)** Evaluation Profiles. Flight Examiners will, to the maximum extent possible, use the evaluation profiles listed in the crew position-specific *317 OG Flight Examiner Guide*, but may be tailored with Squadron Commander (Sq/CC) specific profiles.

6.3.1. **(317AW)** The 317 OG uses the GTIMS testing system to manage and administer aircrew examinations. The 317 OG Aircrew Testing program is detailed in 317 OG/OGV Process Guide 8.0. This process guide includes open/closed book question sources as well as procedures for individuals who fail examinations, incomplete examinations, and test question critique procedures.

6.10.1. **(317AW)** It is the responsibility of Squadron Stan/Eval offices to produce the unit periodic exams. The squadrons will alternate writing the tests for each semi-annual period. The squadron with designated responsibility will write one test for each crew position and submit to 317 OG/OGV for review. The 317 OG Unit Periodic Examination program is detailed in 317 OG/OGV Process Guide 8.0.

7.1. **(317AW)** The 317 OG Evaluation Documentation process is detailed in 317 OG/OGV Process Guide 4.0. This process guide provides a source to standardize the completion, routing, and filing of AF Form 8s, *Certificate of Aircrew Qualification*, to include additional training follow up and reviewing/approving officials for the 317 OG.

7.3.8.6. **(317AW)** 317 OG temporary evaluation documentation is accomplished using AF IMT 3862 *Flight Evaluation Worksheet* or a "Draft" Form 8 printed from GTIMS and filed in the individual's Flight Evaluation Folders (FEF) immediately following the evaluation. The 317 OG temporary evaluation documentation process is detailed in 317 OG/OGV Process Guide 4.0.

7.6.1. **(317AW)** Squadron Stan/Eval offices will work with Squadron Training offices to setup the Letter of X's. The master copy of the Letter of X's will reside in Squadron Stan/Eval in attachment two of the Letter of Xs Process Guide construction/contents and maintenance will be IAW the 317 OG FEF program which is detailed in 317 OG/OGV Process Guide 7.0. This process guide provides a source to standardize procedures for maintaining FEF's in the 317 OG.

7.8.3.1.2. **(317AW)** FEF's will be maintained in a lockable cabinet or in the respective squadron Stan/Eval office (if the office is lockable). Do not remove FEFs from the cabinet except for maintenance, review, certification, or posting of new documents. Access to any FEF is restricted to applicable Stan/Eval personnel, supervisors, and 317 OG/OGV personnel. Further information is detailed in 317 OG/OGV Process Guide 7.0.

8.1. **(317AW)** Flight Surgeon qualification and examination procedures are similar to the qualification and examination procedures for 317 OG crewmembers. Flight Surgeon examinations are administered by 317 OG/OGV, and specific procedures for Flight Surgeon testing and documentation are detailed in 317 OG/OGV Process Guides 4.0 and 8.0.

9.1.1. **(317AW)** The 317 OG/OGV Flight Crew Information File (FCIF) monitor is primarily responsible for ensuring that accurate and timely information is forwarded to the squadrons by means of the FCIF Read File and publications libraries. The FCIF process provides a single-source guide to assist 317 OG/OGV personnel in drafting, processing, publishing, and distributing a 317 OG FCIF crewmember read product. The 317 OG FCIF program is detailed in 317 OG/OGV Process Guide 16.0.

9.1.5. **(317AW)** FCIF Volumes II through IV can be found in paper copy in each Squadron Stan/Eval office and in electronic form via 317 OG e-pubs. The 317 OG Flight Manuals Program is detailed in Process Guide 12.0, which details requirements for FCIF Volumes II through IV.

9.2.1. **(317AW)** The goal of the 317 OG Special Interest Items (SII) Program is to improve negative flight performance by highlighting areas of aircrew knowledge and proficiency. SII's will be discussed at instructor meetings as well as training review boards. Additionally, SII information will be emphasized during ground training sessions and evaluations. The 317 OG SII program is detailed in 317 OG/OGV Process Guide 11.0.

9.3. **(317AW)** The 317 OG/OGV Go/No-Go program institutes a continuity program and establishes procedures to ensure crews meet preflight requirements, comply with ORM requirements and highlight areas of concern to the aircraft commander. The 317 OG Go/No-Go program is detailed in 317 OG/OGV Process Guide 17.0.

9.4.1. **(317AW)** 317 OG evaluators will conduct supplementary evaluations as directed by the OG/CC through 317 OG/OGV. Flight examiners are encouraged to do supplemental evaluations on ground training events and flight events such as aircrew publications, Crew Resource Management (CRM), Go/No-Go, or items identified in the SEB. The 317 OG Supplementary Evaluation program is detailed in 317 OG/OGV Process Guide 3.0.

9.7.1. **(317AW)** All 317 OG crewmembers will be issued an Electronic Flight Bag (EFB) to be used for storage of all required publications. Crewmembers will be issued the appropriate paper checklists that will be used on all flights. Additionally, e-pubs can be accessed via any government computer. The 317 OG Electronic Publications Procedures are detailed in the 317 OG/OGV Process Guide 12.0.

DAVID L. OWENS, Colonel, USAF  
Commander

## ATTACHMENT 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

AF Form 8, *Certificate of Aircrew Qualification*

AF IMT 3862 *Flight Evaluation Worksheet*

AFI 11-2C-130J Volume 2, *Flying Operations, C-130J Aircrew Evaluation Criteria*

*Abbreviations and Acronyms*

**OG**—Operations Group

**OG/CC**—Operations Group Commander

**OGV**—Operations Group standardization/evaluation

**ARMS**—Aviation Resource Management System

**CRM**—Crew Resource Management

**EFB**—Electronic Flight Bag

**FCIF**—Flight Crew Information File

**FEF**—Flight Evaluation Folders

**GTIMS**—Graduate Training Integration Management System

**NCOIC**—Non Commissioned Officer in Charge

**N/N**—No-Notice

**OIC**—Officer in Charge

**OPR**—Office of Primary Responsibility

**SEB**—Standardization/evaluation board

**SEFE**—Standardization/Evaluation Flight Examiner

**SELO**—Standardization/Evaluation Liaison Officer

**SII**—Special Interest Items

**SQ/CC**—Squadron Commander

**STAN/EVAL**—Standardization/evaluation

**TODO**—Technical Order Distribution Officer

*Terms*

**Process Guide**—All Process Guides referenced throughout this instruction can be found on the 317 OG/OGV Sharepoint at

[https://cs1.eis.af.mil/sites/dyess/317airlift\\_grp/AGstaff/317AGV/default.aspx](https://cs1.eis.af.mil/sites/dyess/317airlift_grp/AGstaff/317AGV/default.aspx)