

**BY ORDER OF THE COMMANDER  
1ST SPECIAL OPERATIONS WING  
(AFSOC)**

**AIR FORCE INSTRUCTION 11-202  
VOLUME 2, AFSOCSUP**



**HURLBURT FIELD  
Supplement**

**4 NOVEMBER 2020**

**Flying Operations**

**AIRCREW  
STANDARDIZATION/EVALUATION  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Col Terrence Taylor)

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This instruction implements AFPD 10-9, *Lead Designation and Responsibilities for Weapons Systems*; AFPD 11-4, *Aviation Service*, AFI 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure* and AFI11-202V2\_AFSOCSUP. It establishes the Aircrew Standardization/Evaluation (Stan/Eval) Program that supports Air Force (AF) objectives and provides guidance on how to structure and monitor an aircrew Stan/Eval program. This supplement applies to all 1 SOG assigned and attached flying personnel, including all attached Air Force Reserve Command Units and/or Air National Guard. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. This publication may not be supplemented or further implemented/extended. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records

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### ***SUMMARY OF CHANGES***

This supplement is substantially revised and must be completely reviewed. This document has been revised to align with AFI 11-202 Vol 2, AFSOC Sup dated 03 Oct 19; includes addition of pyramid waiver requirements; updates to the OGV testing program, trend program, and SEB guidance; changes to the aircrew flight manuals program; removal of squadron certification board requirements.

## Chapter 10 (Added)

### 1 SOG/OGV (ADDED)

#### 10.1. (Added) 1 SOG/OGV Supplement.

##### 10.1.1. (Added) Purpose.

10.1.1.1. (Added) This supplement provides further standardization and evaluation guidance to subordinate units of the 1st SOG in accordance with AFI 11-202 V2, *Aircrew Standardization/Evaluation Program*, and AFI 11-202 V2 AFSOC Sup, *Aircrew Standardization/Evaluation Program*. Direct all questions to 1 SOG/OGV at [1SOG.OGV.OGV@us.af.mil](mailto:1SOG.OGV.OGV@us.af.mil) or (850) 884-3858/DSN 579-3858. The 1 SOG/OGV SharePoint page contains additional information and commonly used files and forms.

##### 10.1.2. (Added) Roles and Responsibilities.

10.1.2.1. (Added) The 1 SOG/CC is the authority for this document and its contents. The 1 SOG Standardization and Evaluations (OGV) will manage this document and its contents in accordance with 1 SOG/CC guidance.

##### 10.1.3. (Added) Applicability.

10.1.3.1. (Added) This supplement applies to all 1 SOG assigned and attached flying personnel, including all attached Air Force Reserve Command Units and/or Air National Guard. Stan/Eval personnel will know and be responsible for the contents.

##### 10.1.4. (Added) Waivers.

10.1.4.1. (Added) The 1 SOG Commander (1 SOG/CC) is the waiver authority to this regulation. Task Management Tool (TMT) is the primary waiver processing tool utilized for any above 1 SOG level (1 SOW, AFSOC, etc) waivers. Waiver requests for OGV should be loaded into TMT utilizing the AFSOC Form 679A, *AFSOC A3 Waiver Request/Approval*. 1 SOG level waivers can be emailed to the 1 SOG OGV Org box for coordination and approval. 1 SOG/OGV will be the OPR for coordination for all waivers, taking required actions for approval/disapproval, and maintaining waiver request documentation. Extracted regulation with highlighted references are required to be attached to all waiver requests. After approval, waivers, will be routed back to the initiating party and uploaded to the 1 SOG/OGV SharePoint.

10.1.4.2. (Added) Lead time requirements for waivers will vary based on the requisite approval authority. Minimum lead time for 1 SOG/CC is 2 business days. Minimum lead time for 1 SOW/CC approval is 7 business days. Minimum lead time for AFSOC A3V approval is 14 business days

10.1.4.3. (Added) Lead times are predicated on pre-planned operations and do not account for last-minute contingency requirements. During Battle Group Stand-Up and contingency operations OGV will be available to process expedited waivers. TMT will not be used, and wet ink signatures will be the primary means of approval.

##### 10.1.5. (Added) Recommended Changes.

10.1.5.1. (Added) Submit recommended changes to this instruction to 1 SOG/OGV on an AF Form 847, Recommendation for Change of Publication, as described in [paragraph 10.10.3](#)

#### 10.1.6. (Added) Stan/Eval Organization/Manning.

10.1.6.1. (Added) Detailed Local Internal Organization. 1 SOG/OGV is organized under the 1 SOG/CC and led by the Chief of Group Stan/Eval.

10.1.6.2. (Added) Stan/Eval Manning. OGV manning baseline is one evaluator per each Mission Design Series (MDS) crew position. 1 SOG/OGV evaluators will be selected from the most experienced and qualified unit evaluators. Unit commanders will coordinate to fill 1 SOG/OGV positions through the Chief of 1 SOG/OGV to 1 SOG/CC.

10.1.6.3. (Added) 1 SOG/OGV evaluators are assigned to the 1 SOG. For MDS evaluator positions without a 1 SOG manpower authorization, squadrons are encouraged to administratively attach (“with duties at”) a flight examiner to OGV. Squadrons will coordinate with the 1 SOG/OGV Chief before tasking OGV flight examiners to fill deployments, TDYs, etc.

10.1.6.4. (Added) Stan/Eval Flight Examiner Upgrade Program. Instructors nominated as initial examiner candidates by their squadron commanders will complete training as deemed by the unit commander. The evaluator candidate may observe multiple evaluations for training purposes, but at a minimum will observe and administer one evaluation under the supervision of a certified evaluator. The certified evaluator will sign as examiner on the AF Form 8/8a *Certificate of Aircrew Certification*. Utilize AFI 11-202V2 AFSOC Sup Attachment 8 for a Flight Examiner Ground Training Aid.

#### 10.2. (Added) Flight Evaluation Program

##### 10.2.1. (Added) Control of Evaluations.

10.2.1.1. (Added) Scheduling of Evaluations. At the beginning of each month, squadron Stan/Eval will notify aircrew members (and/or their supervisors) who are entering their periodic evaluation eligibility phase. Notification will include the type of evaluation, any (pre)requisites, and the month in which all events need to be completed. The evaluation will be scheduled no later than the third month of the eligibility period to the maximum extent possible.

10.2.1.2. (Added) No-Notice (N/N) Evaluation Program. The N/N evaluation program is a tool for commanders to ensure a mission ready force and assess unit training effectiveness. The number of squadron assigned, mission qualified crewmembers per crew position at the start of the fiscal year will be used as the basis for the 20% N/N annual requirement (conduct half of the annual requirement every semi-annual period). At least half of all N/N evaluations will be SPOT evaluations and will not count as periodic evaluations. Any no-notice evaluations conducted by OGV evaluators will count towards a squadron’s percentage of total required evaluations.

10.2.1.2.1. (Added) In all cases, the squadron commander or operations officer will be notified prior to the no-notice evaluation.

10.2.1.2.2. (Added) Do not conduct N/N evaluations on INIT or RQ evaluations.

10.2.1.3. (Added) Completion of Evaluation Requisites. Requisites are managed IAW AFI 11-202 V2 AFSOC Sup, paragraph 5.5.3. Individuals should accomplish requisite testing within the first two months of eligibility. Failure to accomplish this will result in vulnerability for a N/N evaluation on any sortie that may count towards the flight phase requisite.

10.2.1.4. (Added) Additional Training Follow-up Procedures. When additional training is required as a result of an evaluation, the evaluator will debrief the squadron commander and unit

Stan/Eval. This debrief will include the downgraded area(s), recommended training, due date of additional training, and any restrictions placed on the individual. The evaluator will document all information on an AF Form 8/8a.

10.2.1.4.1. **(Added)** Unit Stan/Evals will coordinate with the appropriate squadron functions to place the examinee on supervised status (if required) and will ensure training is completed by the due date.

#### 10.2.2. **(Added) Conduct of Evaluations.**

10.2.2.1. **(Added)** Stan/Eval Flight Examiner Responsibilities. Prior to the pre-mission briefing, the flight examiner will review the member's FEF to determine any special requirements for the evaluation and ensure the training folder (if applicable) has been completed. The examiner will also ensure all prerequisites (for INIT and RQ evaluations) are completed and that the examinee is current for all events in the evaluation profile.

10.2.2.1.1. **(Added)** The evaluator will brief the examinee on the type of evaluation, requirements, and expectations for the evaluation to include general grading criteria and weapons criteria provided in the AFI/AFMAN 11-2MDS V2.

10.2.2.2. **(Added)** Aircrew Training Device (ATD) Evaluations. Evaluations will be conducted IAW AFI 11-202 V2 AFSOC Sup, and AFI/AFMAN 11-2MDS V2.

10.2.2.3. **(Added)** Flight Evaluations. Only flight examiners who are current and qualified in the MDS and mission will administer evaluations. EXCEPTION: 1 SOG/OGV flight examiners may administer SPOT evaluations in any 1 SOW aircraft. Evaluations given in aircraft in which the evaluator is not qualified will only evaluate safety, aircrew discipline, airmanship/situational awareness and publications.

10.2.2.3.1. **(Added)** When unable to receive an evaluation by either an OGV or HQ AFSOC Flight Examiner in applicable situations per AFI 11-202V2 AFSOC Sup Table 2.1, a Pyramid Waiver AF Form 679A is required and must be signed before scheduling and completing the evaluation. Document this circumstance in the remarks section of the AF Form 8/8a and report it in the squadron SEB minutes.

10.2.2.3.2. **(Added)** Flight Examiners should not evaluate aircrew members they recommend for evaluation. If the flight examiner plans to accomplish a recommend and evaluation on the same flight, the unit commander or operations officer will conduct a review prior to the flight.

10.2.2.3.3. **(Added)** Initial cadre evaluations and evaluators will be coordinated with HQ AFSOC/A3V.

10.2.2.3.4. **(Added)** 25 IS crewmembers who operate under a universal qualification form 8 who fail a MSN evaluation in one aircraft are considered unqualified in all aircraft.

10.2.2.4. **(Added)** Initial and requalification evaluations. Initial and requalification evaluations will not be administered until the AF Form 4109 SOF/CSAR Aircrew Training Record, or equivalent, has been reviewed by unit training and coordinated through the unit operations officer. Squadrons will establish a local review system to ensure training completion prior to evaluation.

10.2.2.5. **(Added)** Emergency Procedures Evaluations. EPEs will be accomplished on all periodic qualification and mission evaluations.

10.2.2.6. **(Added)** Deployed Evaluations. Evaluations should not be accomplished while deployed. If necessary and allowed under theater guidance, deployed mission commanders will approve all deployed evaluations on a case-by-case basis. In all cases the 1 SOG/CC and SQ/CC will be notified of approved deployed evaluations.

### 10.2.3. **(Added) Documentation of Evaluations.**

10.2.3.1. **(Added)** All evaluators will complete a Flight Evaluation Worksheet using the applicable AFSOC Form 48 Flight Evaluation Worksheet or PEX-generated AF Form 3862 Flight Evaluation Worksheet. Fill out applicable sections documenting prerequisite completion prior to the pre-mission briefing. After completion of the evaluation, evaluators will complete an AF Form 8/8a from information documented on the Flight Evaluation Worksheet. Squadron Stan/Eval will ensure that applicable information is transferred to an AF Form 942 Record of Evaluation, AF Form 4348 USAF Aircrew Certifications, and submit an AF Form 4324 Aircraft Assignment/Aircrew Qualification Worksheet to the unit Aviation Resource Management office, if required. If unable to complete an evaluation, the evaluator will document events accomplished on the Flight Evaluation Worksheet, then sign and return it to the appropriate squadron Stan/Eval.

10.2.3.2. **(Added)** Evaluation Requisites. Requisites are managed IAW AFI 11-202 V2 AFSOC Sup para. 5.5.

10.2.3.3. **(Added)** Flight EP/ATD Evaluations. Evaluations will be recorded and processed IAW AFI 11-202 V2 AFSOC Sup, and AFI/AFMAN 11-2MDS V2.

10.2.3.4. **(Added)** AF Forms 8/8a Procedures.

10.2.3.4.1. **(Added)** Procedure for Completion of AF Forms 8/8a. PEX should be the primary method of creation and submission of AF Form 8/8a. Squadron Stan/Eval will ensure required additional training is obtained and instructors completing the training have signed the AF Form 8/8a.

10.2.3.4.2. **(Added)** AF Form 8/8a Routing and Filing. Evaluators will complete and sign either a draft AF Form 8/8a or a Flight Evaluation Worksheet and file it in the examinee's FEF. Squadron Stan/Eval is responsible for obtaining the required signatures and tracking the status of an AF Form 8/8a while in the signature-coordination process. Once all signatures have been obtained, the final version of the AF Form 8/8a will be filed in the individual's FEF.

10.2.3.4.3. **(Added)** Reviewing and Approving Officials will be IAW AFI 11-202 V2 Table 2.1.

### 10.3. **(Added) Flight Evaluation Folders (FEF).**

10.3.1. **(Added)** Procedures for completing the AF Form 942. Refer to AFI 11-202 V2 AFSOC Sup for AF Form 942 documentation procedures.

10.3.2. **(Added)** Procedures for completing the AF Form 4348.

10.3.2.1. **(Added)** Squadron commanders may delegate assigned squadron Stan/Eval personnel as AF Form 4348 certifying/decertifying officials via squadron MFR. This MFR will list authorized personnel and will be maintained within squadron Stan/Eval.

10.3.2.2. **(Added)** Use the AF Form 4348 as the primary source document for "Letter of Xs" documentation.

### 10.3.3. (Added) FEF Review.

10.3.3.1. (Added) Initial FEF Review. The intent of the initial FEF review is to verify/establish an aircrew member's qualifications and certifications on paper and electronically. Unit Stan/Evals will conduct an initial FEF review for all newly assigned crew members prior to their first flight per AFI 11-202 V2 para. 7.7.5.

10.3.3.1.1. (Added) The initial review will include all qualifications and certifications contained in the FEF, to include importing/transcribing qualifications, evaluations, certifications, or discrepancies into the member's hardcopy FEF or eFEF in PEX. Document discrepancies during the initial review per AFI 11-202 V2 AFSOC Sup para. 7.7.6, para. 7.7.3.2.2.3., and para. 7.7.5.1.1.1.

10.3.3.1.2. (Added) Members who PCS from another AFSOC unit require that their eFEF be released from their losing unit and gained by the new unit. This function is performed by the Digital Dagger AFSOC Mission Systems Support Center (MSSC) through submission of a PEX Systems Authorization Access Request (SAAR) Form. Submit this form via email to the MSSC at [AFSOC.MSSC@us.af.mil](mailto:AFSOC.MSSC@us.af.mil) or calling DSN 579-6973.

10.3.3.2. (Added) Annual FEF Reviews. Stan/Eval shops will use the FEF Review worksheet located on the OGV SharePoint and AFI 11-202 V2 AFSOC Sup Chapter 7 to conduct periodic reviews. Document discrepancies per references in above [para. 10.3.3.1.1](#)

### 10.4. (Added) OGV Testing Program.

#### 10.4.1. (Added) Testing Methods.

10.4.1.1. (Added) PEX is the primary method of taking requisite exams and tracking exam results. Members should accomplish exams within the first two months of eligibility allowing for ample time to accomplish (pre)requisite testing should PEX functionality be an issue. Unit Stan/Eval offices are responsible for assigning required tests in PEX. 1 SOG/OGV will ensure that all assigned squadron PEX accounts have the most updated tests required by that unit.

10.4.1.1.1. (Added) Test Correction: Unit Stan/Eval evaluators may change test results for singular questions if on debrief it is determined that the question was misunderstood or incorrectly written. Unit Stan/Eval personnel will not change QDBs. This authority rests solely with OGV and above.

10.4.1.2. (Added) Testing Locations. A testing center is available at the 1 SOG/OGV 0830-1530L Monday-Thursday and 0830-1430L on Friday. Exams at the 1 SOG will not be started after 1430L. Crew members must be in uniform

10.4.1.2.1. (Added) Unit commanders may approve open and closed book testing in unit. Unit locations will be quiet and dedicated to testing. Closed book testing must be proctored by a Stan/Eval personnel, unit evaluator or equivalent. Units are encouraged to use the proctor required option in PEX when assigning closed book testing..

10.4.1.2.2. (Added) Unit commanders and operations officers may test at any duty location. Unit Stan/Eval will ensure their CC/DO have PEX access for testing.

#### 10.4.2. (Added) Open Book.

10.4.2.1. (Added) Open Book Question Sources. Open book examination questions may be created from any applicable flight manual, publication, or commonly used sources (e.g., flight

information handbook, approach plates, etc.). OGV will review open book question data banks annually or when a source document is changed.

10.4.2.2. **(Added)** Open Book exams can be completed over more than one session.

10.4.2.3. **(Added)** Instrument exam questions will be IAW AFI 11-202 V2 AFSOC Sup para. 6.4.3 and AFMAN 11-210. Instrument exam QDBs and figures are maintained by HQ AFFSA. Instrument exam figures are uploaded on the 1 SOG/OGV SharePoint under 'Testing Information'.

10.4.3. **(Added) Closed Book.**

10.4.3.1. **(Added)** Closed Book Question Sources. Closed book examination questions are maintained by HQ AFSOC/A3V within a Master Question File (MQF), available on their MDS-specific SharePoint.

10.4.3.2. **(Added)** Local MQF questions may be developed by OGV, IAW AFI 11-202 V2 AFSOC Sup para. 2.3.2.7.

10.4.3.3. **(Added)** Closed book exams will be completed in one session. The examinee's publications will not be utilized during the closed book examination and will not be in the immediate testing area.

10.4.4. **(Added)** Procedures for Tracking Dates of Failed Exams.

10.4.4.1. **(Added)** The examinee will notify the test proctor (OGV or unit Stan/Eval) of a failed requisite exam or Boldface/CAPs.

10.4.4.1.1. **(Added)** If exam was completed at OGV, an OGV member will notify unit Stan/Eval of the failure. If unable to make positive contact with the unit Stan/Eval, OGV will notify the Squadron CC or DO in order to ensure Go/ No-Go reports are updated prior to next flying cycle.

10.4.4.2. **(Added)** Unit Stan/Evals will ensure applicable Go/No-Go reports are updated to track the individual's failed items. The individual will be entered into supervised status until the accomplishment of a successful re-examination.

10.4.4.3. **(Added)** Failed exams will not be re-administered on the date of failure, nor will any other tests be started, continued, or completed. Retests can begin the day following the exam failure.

10.5. **(Added) Trend Program.**

10.5.1. **(Added) Trend Sources and Analysis.**

10.5.1.1. **(Added)** The purpose of identifying and analyzing trends is to implement procedures to eliminate negative trends. Unit Stan/Evals should be proactive in establishing corrective actions after trends have been identified.

10.5.1.2. **(Added)** Trend analysis/identification will occur semi-annually in conjunction with the unit SEB. Established trends and corrective actions will be identified in the unit's SEB minutes. All Q-2s, Q-3s, and any items graded Q- will be included in the PEX generated trends report and included with the squadron SEB minutes. 1 SOG/OGV will track evaluation trends, assign OPRs/OCRs, recommend corrective actions, and brief them at the annual 1 SOG SEB.

10.5.1.3. **(Added)** The primary sources of trend information are aircrew requisite testing and evaluations. While PEX trend functions can assist in identifying trend areas, trend identification is subjective in nature and should not be limited to PEX trend reports. Flight examiners, instructors, and supervisors may identify potential trends to unit Stan/Evals or OGV for performance observed outside of evaluations.

#### 10.6. **(Added) Stan/Eval Board (SEB).**

##### 10.6.1. **(Added) Unit SEB.**

10.6.1.1. **(Added)** Flying units will convene an SEB at the end of each semi-annual period or at the squadron commander's request. The purpose of the SEB is to examine flying evaluation discrepancies recorded during the previous semi-annual period, identify trends, and develop a plan to improve training and rectify problems. This meeting may be incorporated into a Training Review Board (TRB) or other suitable forum.

10.6.1.2. **(Added)** Minutes of the SEB will be emailed to 1 SOG/OGV using the format found in [Attachment 2](#) of this supplement no later than 15 October and 15 April.

##### 10.6.2. **(Added) Group SEB.**

10.6.2.1. **(Added)** 1 SOG/OGV will utilize squadron data from the SEB Minutes to create and recommend Group Special Interest Items to the SOG/CC on a semi-annual basis. Squadron data will be briefed to the SOG/CC and Squadron Commanders on an annual basis each October at the Group SEB.

#### 10.7. **(Added) Supplementary Evaluation Program.**

##### 10.7.1. **(Added) Conduct.**

10.7.1.1. **(Added)** Supplemental evaluations are optional administrative tools to ensure standardization of operations, the form and content of the evaluation is at the discretion of the unit commander.

10.7.1.2. **(Added)** Supplemental evaluations are non-punitive.

10.7.1.3. **(Added)** 1 SOG/OGV may conduct supplementary evaluations of flying squadrons every semi-annual period or as directed by 1 SOG/CC or 1 SOG/OGV Chief. Typically, these coincide with OGV SAVs, but may be conducted at any time. The 1 SOG/OGV Chief may appoint a supplementary evaluation team, team leader, and may request squadron augmentation as appropriate. The supplementary evaluation team may provide a written report on each evaluation to the 1 SOG/OGV Chief and the evaluated squadron commander.

##### 10.7.2. **(Added) Staff Assistance Visits (SAVs).**

10.7.2.1. **(Added)** OGV will conduct SAVs of flying squadrons every semi-annual period or as requested by squadron commanders. The SAVs will examine PEX and FEF documentation, evaluation status, testing programs, Go/No-Go procedures, and unit Stan/Eval duties per AFI 11-202 V2 AFSOC Sup para. 3.3 at a minimum. The SAV team will provide a written report on each visit to the squadron commander. SAVs are not formal inspections. They are in place to assist squadrons in executing unit Stan/Eval duties, highlight well executed programs, and instruct methods to reduce negative trends.

10.7.2.1.1. **(Added)** A projected SAV schedule is available on OGV's SharePoint. OGV will contact unit Stan/Evals the month prior to the projected SAV in order to schedule date(s), highlight it being a light or heavy SAV, and provide more details as to what will be inspected.

#### 10.8. **(Added) FCIF Program.**

##### 10.8.1. **(Added) HQ AFSOC FCIFs.**

10.8.1.1. **(Added)** HQ AFSOC/A3V is the primary source for MAJCOM FCIFs. The most current listing is available on the HQ AFSOC/A3V SharePoint and Central Hub (CHub) sites, links available through OGV SharePoint.

##### 10.8.2. **(Added) OGV FCIFs.**

10.8.2.1. **(Added)** OGV is the primary source for local use FCIFs. The most current listing of active local FCIFs is available on the OGV SharePoint and the CHub.

##### 10.8.2.2. **(Added) FCIF Reviews.**

10.8.2.3. **(Added)** 1 SOG/OGV FCIFs in Volume I, Part B will be reviewed semi-annually no later than 31 January and 31 July of each year.

10.8.2.4. **(Added)** The primary method for FCIF sign-off is PEX. Hard copies of AF Form 4121, FCIF Currency Record, may also be maintained for each crew member as backup sources of acknowledgment.

##### 10.8.3. **(Added) Classified FCIFs (C-FCIFs).**

10.8.3.1. **(Added)** Unit Stan/Evals will be responsible for bringing C-FCIFs to the attention of applicable unit members. C-FCIFs can be found on the SIPR AFSOC Stan/Eval Team Site.

10.8.3.2. **(Added)** RPA squadron CCV offices are responsible for maintaining C-FCIFs from combat theater parent units, such as Geographic Combatant Commands (i.e. CFACC) and supporting units (i.e. 432 AEW/EOG).

#### 10.9. **(Added) Go/No-Go Procedures.**

10.9.1. **(Added)** The unit's Go/No-Go system must have the ability to track crewmembers as they transition from qualified to non-current, and non-current to unqualified status. This system will be initiated prior to each flight to ensure non-current and unqualified personnel fly with appropriate instructors.

#### 10.10. **(Added) Aircrew Flight Manuals Program.**

##### 10.10.1. **(Added) Control and Distribution.**

10.10.1.1. **(Added)** All Technical Orders, Operational/Safety Supplements, and USAF/MAJCOM Regulations and Manuals will be released by FCIF and become effective immediately upon release. HQ AFSOC/A3V maintains baseline FCIF and publication libraries for AFSOC aircraft on the A3V SharePoint. Applicable supplements and changes to publications will be electronically incorporated to the maximum extent possible. Reference applicable AFI/AFMAN 11-202 V3 for required in-flight publications.

10.10.1.2. **(Added)** For any printed publication required in flight, unit Stan/Evals will be responsible for maintaining and ordering required publications via the Enhanced Technical Information Management System (ETIMS). See AFI 11-215 and TO 00-5-1 for more information.

10.10.1.3. **(Added)** For printed flight manuals, list of effected pages (LEP) checks are mandatory when changes and revisions to paper flight manuals are posted. See AFI 11-215 para. 7.2 for more information concerning LEP checks.

10.10.1.4. **(Added)** Electronic Flight Bag (EFB) guidance is IAW AFI 11-202 V3 AFSOC Sup Attachment 9 and applicable AFI/AFMAN 11-2MDS V3. Crew members will ensure the EFB device is updated with current electronic TOs and required ePubs prior to each flight/ATD per AFI 11-202 V3 para. A9.6.1.1. Contact unit Stan/Eval or AFSOC MSSC for any EFB CHub sync issues (DSN 579-6973).

10.10.1.5. **(Added)** Aircrew members are ultimately responsible for the validity and currency of their own publications.

#### 10.10.2. **(Added) Flight Manual Annual Review.**

10.10.2.1. **(Added)** 1 SOG/OGV will participate in the review of all MDS-specific T.O.s and associated checklists for aircraft assigned to 1 SOW via a Flight Manual Review Conference (FMRC) or HQ-directed reviews.

#### 10.10.3. **(Added) Recommend Changes.**

10.10.3.1. **(Added)** To propose a change to a publication, squadron members will coordinate with their respective Stan/Eval shop and submit an AF Form 847, Recommendation for Change of Publication, to 1 SOG/OGV for approval. If approved, OGV will submit the AF Form 847 to HQ AFSOC/A3V Workflow for approval.

10.10.3.2. **(Added)** When an AF Form 847 is formally incorporated into a publication or denied by AFSOC/A3V, OGV will close the AF Form 847 with the initiating squadron.

#### 10.11. **(Added) Stan/Eval Electronic Data Procedures.**

##### 10.11.1. **(Added) Data Backup Plan.**

10.11.1.1. **(Added)** Units Stan/Evals are responsible for ensuring electronic data is properly backed-up (e.g. paper hard-copies, approved external hard-drive). Utilization of SharePoint, continuity books, OneNote, etc. is also approved.

#### 10.12. **(Added) Aircrew Certification Aircrew Certification.**

##### 10.12.1. **(Added) Squadron Certification.**

10.12.1.1. **(Added)** Squadron Certification Boards are encouraged at the discretion of the squadron commander. Squadron Stan/Evals will document member certifications on AF Form 4348.

**10.12.2. (Added) Deployed Recertification.**

10.12.2.1. **(Added)** The 1 SOG/CC authorizes deployed recertification. Prior to recertification of the downgraded individual, authorization is required from the 1 SOG/CC or deployed group commander.

JOCELYN J. SCHERMERHORN, Col, USAF  
Commander

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

AFPD 10-9, *Lead Designation and Responsibilities for Weapons Systems, AFPM*, 24 July 2020

AFPD 11-4, *Aviation Service*, 11 April 2019

AFI 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure*, 21 September 2018

AFI 11-202 V2, *Aircrew Standardization/Evaluation Program*, 05 December 2018

AFI 11-202 V2, AFSOC Sup, *Aircrew Standardization/Evaluation Program*, 02 October 2019

AFI 11-215, *Flight Manuals Program*, 24 March 2019

TO 00-5-1 AFSOC Sup 1, *AF TECHNICAL ORDER SYSTEM*, 02 Feb 2018

***Prescribed Forms***

None

***Adopted Forms***

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*

AF Form 942, *Record of Evaluation*

AF Form 4109, *SOF/CSAR Aircrew Training Record*

AF Form 4348, *USAF Aircrew Certifications*

AF Form 847, *Recommendation for Change of Publication*

AF Form 3862, *Flight Evaluation Worksheet*

AF Form 4121, *FCIF Currency Record*

AFSOC Form 679A, *AFSOC A3 Waiver Request/Approval*

AFSOC Form 12, *Flight Crew Information File*

**Attachment 2**  
**SEB MINUTES FORMAT**

XX April 2020

MEMORANDUM FOR 1 SOG/OGV

FROM: XX SOS/CC

Street address

Hurlburt Field, FL 32544

SUBJECT: 1st HALF 2020 STAN/EVAL BOARD MINUTES

1. Personnel Attending: (List all personnel attending)

NAME	POSITION
Lt Col XXXXX	Commander, Board President
Maj XXXX	Chief Stan/Eval
SSgt XXXXX	Evaluator crew position(s)

2. Overview:

a. Manning: See Stan/Eval Manning Attachment. (Enter any Stan/Eval manning problems discussed or deviations from authorized manning)

b. Summary:

(1) Evaluations: See attached Summary sheet. (Report flight evaluations by crew position and type of evaluation, Rate = # given divided by total given, also see [attachment 3](#))

- (a) Q-1s (XX Total)
- (b) Q- (XX Total)
- (c) Q-2s (XX Total)
- (d) Q-3s (XX Total)
- (e) CDD (XX Total)

Totals: (All blocks are mandatory, adjust table for crew positions that apply to your squadron, fill in percentage based on total # of overall Q-1s, Q-2s, Q-3s)

	Pilot	Nav	EWO	FCO	FE	SMA	Sen
Q-1	XX – % total	XX – % total	XX – % total	XX – % total	XX – % total	XX – % total	XX – % total
Q-2	XX – % total	XX – % total	XX – % total	XX – % total	XX – % total	XX – % total	XX – % total
Q-3	XX – % total	XX – % total	XX – % total	XX – % total	XX – % total	XX – % total	XX – % total
Total	XX	XX	XX	XX	XX	XX	7

(1) Examinations: (Report exam results by crew position and type of exam, adjust table for crew positions that apply to your squadron).

TEST (Pass/Fail)	Pilot	Nav	EWO	FCO	FE	SMA	Sen
Open Book	15/0	4/0	6/0	6/0	3/0	10/0	7/0
Closed Book	16/0	4/0	6/0	6/0	3/0	10/0	7/0
Boldface/CAPs	6/0	5/0	6/0	3/0	3/0	10/0	7/0
Instrument	7/0	N/A	N/A	N/A	N/A	N/A	N/A
Marshalling	2/0	2/0	2/0	2/0	0/0	0/0	3/0

(1) Waivers and extensions: (Identify all waivers and extensions granted to extend the period of qualification, preclude re-accomplishment of requisites, extend recheck periods, extend additional training periods, and extend periods to re-accomplish exams as a minimum)

<b>XX SOS</b>	
XX	Insert squadron CC level waivers/extensions here
XX	Etc

<b>SOG/SOW</b>	
XX	Enter all SOW/SOG level waivers/extensions here

<b>AFSOC and above</b>	
XX	Enter all AFSOC and above level waivers/extensions here
XX	Etc

(2) Trends: (Identify new, continuing and resolved trends and report corrective action as OPEN/CLOSED and action taken or being taken, the OPR(s) and any suspense date. Overall trends should be listed, as well as, any crew position specific trends noted. The format for this should be: Overall trends: A brief description of the trend experiences by two or more crew positions, the trending Area # affected and a brief squadron plan of action to reverse the trend items [if the squadron deems a corrective action relies on a change at the higher than squadron level e.g. pub change via 847, that should also be listed]. Crew position specific trends should also be listed utilizing the above format. Below is example formatting covering the above format requirement. Positive trends should also be identified (if applicable) and also can address the positive changes )

Overall trends: Out of XX total evaluations, there were XX Q-2s or Q-3s, resulting in XX downgraded items in Area X. Xxxxxxx. We see this as a squadron trend item in XX and XX crew positions. To reverse these trends, the squadron will conduct monthly testing on Area X to increase knowledge in this specific area to crew positions affected.

Pilots: Out of X total pilot evaluations, there were XX Q-2s or Q-3s, resulting in XX downgrades in areas XXX and XXX We see this as a trending item. Upon review of this trend, Stan/Eval noticed that the training program for this area is not sufficient enough to reduce this trend coming out of the schoolhouse. Stan/Eval plans to work with the Training shop to identify the shortfalls of the training syllabus and recommend syllabus changes to A3T via the group. The Training shop also plans to implement additional squadron level training to further supplement schoolhouse training with a squadron specific mission focus in an effort to reduce or eliminate this trend.

Other Crew positions:

Positive Trends: Out of XXX total evaluations there were XX commendable items in areas X. We attribute this to a squadron focus/change on this area by the instructors this past half to correct previous trends.

(3) No-notice evaluation program: (Report progress toward achievement of no-notice (N/N) requirements. The number of assigned mission qualified crewmembers per crew position at the start of the fiscal year will be used as the basis for the 20% N/N annual requirement. In the 1st half, report 1st half results only. In the second half, report 2nd half results and FY totals. The FY N-N requirement is 20% and the FY N/N SPOT requirement is 10%, adjust table for crew positions that apply to your squadron.)

	Pilot	Nav	EWO	FCO	FE	SMA	Sen
Total # at start of FY	XX	XX	XX	XX	XX	XX	XX
Semi-annual N-N #/%	X/XX %	X/XX %	X/X%	X/X%	X/XX %	X/XX %	X/XX%
Semi-annual N-N SPOT #/%	X/XX %	X/XX %	X/XX %	X/XX %	X/XX %	X/XX %	X/XX%
FY N-N #/% (>=20%)	X/XX %	X/XX %	X/XX %	X/XX %	X/XX %	X/XX %	X/XX%
FY N-N SPOT #/% (>= 10%)	X/XX %	X/XX %	X/XX %	X/XX %	X/XX %	X/XX %	X/XX%

a. Required Stan/Eval Program Inspections and Reviews: MICT is complete. All applicable areas have been complied with and all appropriate documentation and appointment letters have been signed.

b. Aircrew Flight Publications Program: Lt Xxxxx is the Pubs POC. XX SOS/CCV has been using volunteer manpower for FLIP changeout as available. (Review open AF Forms 847)

c. Supplementary Evaluation Program: (Report results of supplementary evaluations conducted, if used)

d. MTR and Air Refueling Track Reviews: (Annotate date completed or N/A as applicable)

3. Old Business: (Enter the disposition of any items left open as of the last Board meeting, list action taken and whether the item is OPEN or CLOSED, also findings from formal Stan/Eval inspections will be addressed here)

4. New Business: (Enter all new business discussed by the board, include items published in the agenda and any unplanned items)

5. Other: None. (This is an optional paragraph that can be used as necessary)

6. Problems Requiring HHQ Assistance: (Enter problems, based on SEB resolution, requiring HHQ assistance)
7. POC is Maj XXXX XXXX, 884-XXXX.

XXXX X. XXXXX, Lt Col, USAF  
Commander, XX SOS

**Attachments: (these are mandatory attachments).**

1. Board Agenda
2. Stan/Eval Manning
3. Evaluation Summary Sheet

**ATTACHMENT 3**  
**STAND/EVAL BOARD AGENDA**

**SUBJECT: STAN/EVAL BOARD AGENDA**

1. The XX SOS Semi-Annual Stan/Eval Board will meet on XX Mar 2020 in the conference room.
2. These individuals should attend:
  - a. Lt Col XXX XXXXCommander, Board President
  - b. Maj XXXX XXXChief, Stan/Eval
3. We'll discuss these Stan/Eval items:
  - a. Manning
  - b. Evaluations during the last semi-annual period
  - c. Trends developed during the last semi-annual period
  - d. No-notice evaluations and program
  - e. Aircrew publications program
  - f. Waivers
  - g. Old/New business
4. POC is XX SOS/DOV, 884-XXXX.

//signed/xxx/XX Mar 20//  
XXXXX X. XXXX, Maj, USAF  
Chief, Standardization and Evaluations

**ATTACHMENT 4  
STAN/EVAL MANNING**

**SUBJECT: STAN/EVAL MANNING**

1. Assigned XX SOS Stan/Eval Personnel: (Record all current flight examiners including attached HHQ and/or attached squadron examiners, adjust table for crew positions that apply to your squadron)

Pilot	Nav	EWO	FCO	FE	SMA	Sen
Lt Col XXX	Capt XXX					
XX SOS/CC	XX SOS/DOV					
Lt Col XXX						
XX SOS/DO						

2. Attached XX SOS Stan/Eval Personnel:

Pilot	Nav	EWO	FCO	FE	SMA	Sen
Capt XXXX						
1 SOG/OGK						

## ATTACHMENT 5

## EVALUATION SUMMARY SHEET

**SUBJECT: EVALUATION SUMMARY SHEET** (Continuation of the evaluations summary, provides the breakdown of crew position and type of evaluation for each MDS, adjust table for crew positions that apply to your squadron)

1. 1st Half 2020:

MDS	INSTM/ QUAL	QUAL/ MSN	MSN	N/N	SPOT	RQ	INIT INSTR
<b>Pilot</b>	XX	N/A	XX	XX			
<b>NAV</b>	N/A	XX	N/A	XX			
<b>EWO</b>	N/A	XX	N/A	XX			
<b>FCO</b>	N/A	XX	N/A	XX			
<b>FE</b>	N/A	XX	N/A	XX			
<b>SMA</b>	N/A	XX	N/A	XX			
<b>Sensor</b>	N/A	XX	N/A	XX			