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EVALUATION PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 11-2, *Aircrew Operations*, and is consistent with AFPD 10-9, *Lead Command Designation and Responsibilities for Weapons Systems*, AFPD 11-4, *Aviation Service*, and Air Force Instruction (AFI) 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure*. 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. It is applicable to all units assigned to or gained by major commands (MAJCOMs) and applies to commanders, operations supervisors and aircrew personnel assigned or attached to all flying activities of these commands. This publication applies to Air Force Reserve Command (AFRC), the Air National Guard (ANG), and to USAF aircrew personnel assigned to active flying in non-USAF aircraft and with non-USAF units. MAJCOMs, field operating agencies (FOAs) and Headquarters Air Force (HAF) direct reporting units (DRUs) will supplement this instruction. MAJCOMs, FOAs and DRUs will coordinate their supplement to this instruction with AF/A3TF before publication. Units coordinate their supplement with the next higher Numbered Air Force (NAF)/MAJCOM, as applicable. AFRC/ANG units will provide a copy of their supplement to their gaining MAJCOM and the active duty NAF with Stan/Eval oversight responsibility. 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 [paragraph 1.3](#) for further information on waiver authorities. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. Submit suggested improvements to this instruction on AF Form 847, *Recommendation for Change of Publication*, through Stan/Eval channels, to AF/A3TF, usaf.pentagon.af-a3.mbx.a3xi-workflow@mail.mil. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Records Disposition Schedule located within the Air Force Records Information Management System. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 5 United States Code, Section 552a, as amended; departmental regulations; 37 United States Code; and Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, as amended. **Vigilance must be taken to protect Personally Identifiable Information** when submitting or sending nominations, applications or other documents to Department of Defense (DoD) agencies through government Internet, software applications, systems, e-mail, postal, faxing or scanning. Refer to the following directives for additional guidance: AFI 33-332, *Air Force Privacy and Civil Liberties Program*, DoDI 5400.11-R, *Department of Defense Privacy Program*. Forms containing Personally Identifiable Information require Privacy Act Statements. The Privacy Act System of Records Notice F011 AF XO A, *Aviation Resource Management Systems* covers required information.

(ACC) AFI11-202V2, 8 Dec 2018, is supplemented as follows: This supplement provides information and instructions for ACC Aircrew Standardization/Evaluation Program. This supplement applies to Air Combat Command (ACC), Air National Guard (ANG) and Air Force Reserve (AFR) units under ACC oversight, as well as to direct reporting units (DRUs), field operating agencies (FOA) (assigned and attached), and Personnel Recovery Units (PRU) when performing crew duties in ACC aircraft and under ACC oversight. Units may supplement this instruction as needed to address unique mission requirements. Forward proposed unit-level supplements to this instruction to ACC/A3TV for coordination before publication. Ensure that all

records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Records Disposition Schedule located within the Air Force Records Information Management System. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 5 United States Code, Section 552a, as amended; departmental regulations; 37 United States Code; and Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, as amended. Vigilance must be taken to protect Personally Identifiable Information when submitting or sending nominations, applications or other documents to Department of Defense (DoD) agencies through government Internet, software applications, systems, e-mail, postal, faxing or scanning. Refer to the following directives for additional guidance: AFI 33-332, *Air Force Privacy and Civil Liberties Program*, DoDI 5400.11-R, *Department of Defense Privacy Program*. Forms containing Personally Identifiable Information require Privacy Act Statements, additional information is located at <http://dpclo.defense.gov/Privacy/SORNs.aspx>. The Privacy Act System of Records Notice F011 AF XO A, *Aviation Resource Management Systems*, covers required information. Send comments and suggested improvements to this supplement on AF Form 847, *Recommendation for Change of Publication*, through standardization/evaluation channels, to ACC/A3TV, 205 Dodd Blvd, Suite 101, Langley AFB VA 23665-2789, accdotvsrtb@langley.af.mil. 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 [paragraph 1.3](#) for further information on waiver authorities.

(1FW) AFI 11-202V2_ACCSUP, *Aircrew Standardization and Evaluation*, is supplemented as follows: This supplement applies to all Langley AFB (LAFB) flying units, including the 1st Fighter Wing and the 192nd Wing (1 FW/192 WG). Guidance is applicable to all aircraft operations at LAFB, to include ANG and AF Reserve personnel. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule. Refer recommended changes and questions to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, to 1st Operations Group Standardization/Evaluation Division (1 OG/OGV). This instruction is not to be supplemented except via coordination with 1 OG/OGV. Deviations and waivers must be approved by the 1 OG/CC, and are considered Tier-3. 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.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes made encompass the Stan/Eval program, documentation process and management of documents, and execution of Aircrew Evaluations. Tier waiver authorities have been added.

(ACC) This interim change revises AFI11-202V Volume 2, ACC Supplement by (1) correcting a typo attachment reference from 10 to 11, (2) clarifying how to calculate the expiration date of an evaluation, (3) explaining the use of the initial evaluator block on the back of an AF Form 8, (4) clarifying that whatever PEX displays is an authorized identification means, and (5) allowing E-3

and E-8 multiple qualifications to be documented on one AF Form 8 IAW the MDS Volume 2. A margin bar (|) indicates newly revised material.

(1FW) This document has been substantially revised and must be completely reviewed.

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Chapter 1

PURPOSE

1.1. General.

1.1. (ACC) General. Paragraphs preceded with “(ACC)” or “(Added-ACC)” apply to ACC, AFR, and ANG, unless specifically noted.

1.1.1. The purpose of the Aircrew Standardization and Evaluation (Stan/Eval) program is to provide commanders a tool to ensure aircrew possess the knowledge and skill consistent with the requirements of their assigned crew position as well as the ability to manage the risks of flight in order to act as an effective crew/flight member.

1.1.2. The Aircrew Stan/Eval program also provides commanders the means to document individual aircrew member qualifications and provide commanders feedback on the effectiveness of unit training programs, and mission execution.

1.1.3. Aircrew includes the total complement of rated aircrew personnel, Career Enlisted Aviators, and nonrated aircrew personnel responsible for the safe ground and flight operation of the aircraft and onboard systems, or for airborne duties essential to accomplishment of the aircraft’s mission. See AFRD 11-4, *Aviation Service*.

1.1.3.1. Includes members in initial formal training for immediate assignment to an authorized operational flying position.

1.1.3.2. This program is not required for cadets participating in US Air Force Academy (USAFA) airmanship programs.

1.2. Objectives.

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

1.2.2. Develop and ensure standardization of operational procedures for Weapon System/Mission Design Series (MDS) employment.

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

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

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

1.3. Waiver Authority.

1.3.1. Unless otherwise specified, the Deputy Chief of Staff, Operations, Director of Training and Readiness (AF/A3T) is the waiver authority for guidance in this instruction. MAJCOM/A3s are the waiver authority for individual aircrew requirements (e.g. on a case-by-case basis rather than blanket waivers for a group).

1.3.1. (ACC) Unless specified, the ACC Director of Operations (ACC/A3), is the waiver authority for ACC Supplemented paragraphs.

1.3.2. Request waivers through applicable Stan/Eval channels to the MAJCOM/A3. As applicable, MAJCOM/A3s will forward requests to AF/A3T, with an info copy to the Deputy

Chief of Staff, Operations, Director of Training and Readiness, Total Force Aircrew Management Division (AF/A3TF).

1.3.2. **(ACC)** Request ACC Supplement waivers through applicable NAF Stan/Eval channels to ACC/A3TV for ACC/A3 approval. Copies of approved waivers are maintained on the ACC/A3TV SharePoint site.

1.3.2.1. **(Added-ACC)** Unit commanders will forward waiver they approve (“T-3” waivers) to ACC/A3TV for filing. **(T-2)**.

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

1.3.3.1. **(Added-1FW)** Waiver authority for this supplement is the 1 OG/CC. Under the Total Force Integration (TFI) construct of the 1 FW/192 WG, the 192 OG/CC will normally act as the 1 OG/CC when the 1 OG/CC is unavailable. Submit waivers directly or through 1 OG/OGV. This supplement is applicable to, and the 192 OG/CC is the waiver authority for, all 192 WG personnel.

Chapter 2

HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS AND ORGANIZATION

2.1. Scope. For the purposes of this instruction, Higher Headquarters (HHQ) includes Headquarters Air Force (HAF), MAJCOM and NAF Stan/Eval functions.

2.2. HAF.

2.2.1. The Deputy Chief of Staff, Operations, through the Director for Training and Readiness (AF/A3T):

2.2.1.1. Develops policy and guides the conduct and execution of the aircrew Stan/Eval program.

2.2.1.2. Assigns the Total Force Aircrew Management Division (AF/A3TF) as the OPR for this instruction.

2.2.2. AF/A3TF:

2.2.2.1. Reviews and maintains this instruction.

2.2.2.2. Reviews MAJCOM supplements to this instruction to ensure MAJCOMs adhere to basic guidance in this instruction.

2.2.2.3. Maintains liaison with HAF organizations, MAJCOMs, and aircrew career-field functional managers.

2.2.2.4. Coordinates with HAF organizations and MAJCOM Stan/Eval functions to ensure guidance in separate publications conforms to and complies with basic Air Force guidance contained in this instruction.

2.2.2.5. Coordinates with MAJCOM Stan/Eval functions to develop the AF-level aircrew Stan/Eval Self-Assessment Communicator (SAC) as specified in AFI 90-201, *The Air Force Inspection System*. IAW AFI 90-201, uploads the SAC in the Management Internal Control Toolset (MICT).

2.2.3. The Deputy Chief of Staff, Operations, Director of Training and Readiness, SOF/PR (AF/A3TS):

2.2.3.1. Coordinates with AF/A3TF regarding Pararescue Jumper(PJ) and Combat Rescue Officer (CRO) aircrew guidance.

2.2.3.2. Ensures PJ and CRO guidance in separate publications conforms to and complies with basic guidance contained in this publication.

2.2.3.3. Is the OPR for Guardian Angel (GA) requisites at the Air Force level.

2.2.4. The Air Force Flight Standards Agency (AFFSA), under the guidance and direction of AF/A3: Maintains an online instrument examination test bank, IAW AFMAN 11-210, *Instrument Refresher Program (IRP)*.

2.2.5. The Air Force Medical Operations Agency (AFMOA), under the guidance and direction of the Air Force Surgeon General (AF/SG):

2.2.5.1. Coordinates with AF/A3TF to ensure Flight Surgeon evaluations comply with basic guidance in this instruction (see [Chapter 8](#)).

2.2.5.2. Is the OPR for the Flight Surgeon requisites at the Air Force level.

2.3. MAJCOMs.

2.3.1. General.

2.3.1.1. MAJCOM Stan/Eval staffs are primarily responsible for providing guidance and establishing administrative processes.

2.3.1.2. DRUs and FOAs are considered MAJCOMs for purposes of this instruction.

2.3.2. Functions.

2.3.2.1. In coordination with the appropriate lead MAJCOM, develop and manage applicable AFMAN 11-2MDS Vol 2, *MDS XX - Aircrew Evaluation Criteria*, per AFI 11-200.

2.3.2.1.1. Some Volume 2 publications may be aircrew specific (such as the Aeromedical Evacuation [AE] series) and some may be functionally specific (such as the Flight Test [F] series).

2.3.2.1.2. MAJCOM functional managers will determine policy and guidance precedence for AE/FT/PJ/CRO/GA and Mission Design Series (MDS)-Specific guidance, in coordination with the other publication OPRs. Guidance in other series publications will not be less restrictive than guidance contained in this AFI and applicable MAJCOM supplements.

2.3.2.1.2. (ACC) Guardian Angel (GA) personnel will follow guidance contained within AFI 10-3502V2, *Pararescue and Combat Rescue Officer Standardization & Evaluation Program*, AFI 11-202V2, and AFI 11-202V2_ACCSUP for administration of its Stan/Eval program. The AFI 10-3502V2 provides specific and amplifying guidance along with additional procedures for Stan/Eval implementation. (T-2).

2.3.2.2. Maintain oversight of Stan/Eval functions in lower echelon units and in gained ANG units.

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

2.3.2.4. Provide staff coordination and control of all Flight Crew Information File (FCIF) items issued from the MAJCOM level to units (see [Chapter 9](#)).

2.3.2.5. Establish guidance for MAJCOM-mandated Stan/Eval software.

2.3.2.5. (ACC) Patriot Excalibur (PEX) Guidance.

2.3.2.5.1. (Added-ACC) Units will use the stan/eval functions in PEX software to the max extent possible. (T-2).

2.3.2.6. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels (Operations Group Standardization/Evaluation [OGV], NAF [if applicable] and MAJCOM) and IAW AFI 11-215, *USAF Flight Manuals Program* (FMP). ANG units will utilize the lead/gaining MAJCOM's process. (T-2).

2.3.2.7. Assist lead MAJCOMs with the review, updating and distribution of MDS-Specific Master Question Files (MQFs) (see [Chapter 6](#)).

2.3.2.7.1. **(Added-ACC)** Approved MQFs are found and maintained on ACC/A3TV SharePoint.

2.3.2.8. Coordinate on operational procedures, evaluation criteria and guidance in conjunction with the lead MAJCOM and other user MAJCOMs operating like MDS aircraft.

2.3.2.9. If requested, assist safety offices and agencies in evaluation of aircraft mishaps.

2.3.2.10. Provide Stan/Eval Subject Matter Experts to MAJCOM/Inspector General (IG) in support of Unit Effectiveness Inspections.

2.3.2.11. Provide staff assistance visits when requested by WG/CCs.

2.3.2.12. MAJCOMs may establish a Higher Headquarters (HHQ) evaluation program that includes MAJCOM/NAF evaluator visits to subordinate units for the purpose of providing HHQ evaluations on a certain percentage of wing aircrew or on specific wing aircrew (i.e. Commanders and/or Chiefs of Stan/Eval). This program will be in accordance with AFI 90-201, [Attachment 2](#) and will not include programmatic compliance inspections.

2.3.2.12. **(ACC)** The HHQ Evaluation Standardization Assessment Program (ESAP).

2.3.2.12.1. **(Added-ACC)** HHQ ESAP Description:

2.3.2.12.1.1. **(Added-ACC)** The HHQ Evaluation Standardization Assessment Program consists of a series of aircrew evaluations performed by HHQ Flight Examiners. The intent of the program is to ensure that the unit aircrew evaluation system is providing accurate assessment information to the unit commander regarding the qualification of the unit's aircrew. The program assesses the capability of the unit's flight examiners to make accurate objective decisions and consistent subjective decisions during unit aircrew evaluations and EPEs. The program evaluates the flight examiners ability to construct and execute a thorough and fair evaluation and/or EPE. The program also assesses the consistency of the evaluation results by comparing Qualification Levels and numbers/types of downgrades issued during the HHQ ESAP visit(s), with Qualification Levels and downgrades issued during the current IG inspection cycle.

2.3.2.12.1.2. **(Added-ACC)** The evaluations are conducted IAW AFI 11-202V2, AFI 11-202V2_ACCSUP, AFI/AFMAN 11-2MDS Vol 2, the unit's DOC statement and associated publications. Unit Stan/Eval administrative programs are inspected separately under AFI 90-201, Attachment 3.

2.3.2.12.1.3. **(Added-ACC)** The HHQ Evaluation Standardization Assessment Program is part of the IG inspection cycle. The results are reported to the ACC/IG and may be included in the wing's final UEI report. The HHQ ESAP may be completed in one visit, or in multiple visits, depending on the unit's schedule and availability of HHQ evaluators. The timing of the ESAP visit(s) may be aligned with any UEI on-site inspection, or conducted as stand-alone HHQ Stan/Eval visits, but should be completed before the end of the Capstone visit to ensure the results

are incorporated into the wing's final IG report.

2.3.2.12.1.4. **(Added-ACC)** The ESAP visit schedule is coordinated between NAF Stan/Eval, MAJCOM Stan/Eval offices and the unit's operations group stan/eval office based on the unit's schedule and HHQ evaluator availability. ACC Stan/Eval office then provides the final ESAP visit schedule to ACC/IG Gatekeeper. HHQ evaluators are primarily be sourced from HQ/ACC and aligned NAF Stan/Eval offices. If not available, HQ/ACC and NAF Stan/Eval may source HHQ evaluators from MAJCOMs (with ACC/A3TV coordination), NAFs and/or Wings. As a last resort, HHQ evaluators may be sourced from the inspected unit.

2.3.2.12.1.4.1. **(Added-ACC)** All ESAP HHQ Flight Examiners that are not assigned to the MAJCOM or NAF Stan/Eval Offices are identified on a temporary HHQ Flight Examiner letter for the period identified for the ESAP event. The temporary letter requires a memorandum signed by the Chief of ACC Stan/Eval.

2.3.2.12.1.5. **(Added-ACC)** HHQ Flight Examiners are not required to obtain or generate an inter-fly agreement between the HHQ Stan/Eval Office and the host OG/CC when conducting evaluations as part of a HHQ ESAP visit, as is discussed in AFI 11-401_ACCSUP, paragraph 1.3.3. (Added). Annotate the Flight Examiner's crew position IAW AFI11-401_ACCSUP, *Aviation Management*, paragraph 3.4.4.

2.3.2.12.2. **(Added-ACC)** HHQ ESAP Team Composition and responsibilities.

2.3.2.12.2.1. **(Added-ACC)** HHQ ESAP Visiting Team Lead and responsibilities.

2.3.2.12.2.1.1. **(Added-ACC)** The Visiting Team Lead for subordinate unit ESAP events is a NAF identified Flight Examiner, appointed by the NAF or MAJCOM Chief of Stan/Eval. The Team Lead acts as the primary liaison between the identified unit OGV and ACC Stan/Eval to coordinate event functions, garner MAJCOM perspective, and manage the ESAP event.

2.3.2.12.2.1.2. **(Added-ACC)** Further procedures for planning and developing ESAP visits can be found in the ACC Aircrew Flight Examiner Guide.

2.3.2.12.2.2. **(Added-ACC)** HHQ ESAP Flight Examiners duties and responsibilities are found in the ACC Aircrew Flight Examiner Guide.

2.3.2.12.2.3. **(Added-ACC)** Unit receiving the ESAP visit responsibilities.

2.3.2.12.2.3.1. **(Added-ACC)** Upon notification or when initiating the planning of the ESAP visit, OGV designates a local coordinator to establish the flying schedule, determine the objectives of the ESAP visit and act as a representative of the OG/CC and work with the local HARM, AFE and group training office to determine training requirements for the HHQ Flight Examiners not qualified on the unit's weapon system. Further guidance can be found by contacting the Visiting Coordinator or NAF Stan/Eval function.

2.3.2.12.3. **(Added-ACC)** HHQ ESAP Goals:

2.3.2.12.3.1. **(Added-ACC)** Accomplish Flight Examiner Objectivity SPOT Evaluations on at least 75% of the unit's Flight Examiners.

2.3.2.12.3.2. **(Added-ACC)** Accomplish QUAL/MSN/INSTM/EPE evaluations on at least 15% of the unit's aircrew. This percentage is accomplished by two means:

2.3.2.12.3.2.1. **(Added-ACC)** Direct evaluations by HHQ Flight Examiners.

2.3.2.12.3.2.2. **(Added-ACC)** Direct crew position evaluations administered by unit Flight Examiners receiving a objectivity SPOT evaluation as administered by an HHQ Flight Examiner, where the results in the objectivity evaluation grade was Q1 or Q2.

2.3.2.12.3.3. **(Added-ACC)** Aircrew Evaluations should contain an even sampling of QUAL/MSN/INSTM/EPE evaluations. The exact composition of evaluation types is decided by the ESAP visit team lead and coordinated with the unit chief of Stan/Eval.

2.3.2.12.4. **(Added-ACC)** HHQ ESAP Reporting:

2.3.2.12.4.1. **(Added-ACC)** The ESAP visit Team Chief reports the results to the unit commander using the format in [Attachment 12](#) as an unclassified marked document. Copies should be sent to the inspected WG/CC, WG/IG, OG/CC, SQ/CC, SQ/CCV, NAF/A3, NAF/A3V, ACC/A3, ACC/A3T and ACC/A3TV no later than 2 weeks after each ESAP visit. ACC/A3TV submits the report to ACC/IG for inclusion in the wing's UEI report. If the ESAP visit is executed at the same time as the UEI Capstone Visit, the ESAP visit report should be submitted to the ACC/IG in time to be included in the inspected wing's UEI final report.

2.3.2.12.4.2. **(Added-ACC)** Superior performers may be recognized on the ESAP report at the discretion of the ESAP visit team chief.

2.3.2.12.4.3. **(Added-ACC)** A template for the ESAP visit report can be found at the ACC/A3TV SharePoint.

2.3.2.12.4.4. **(Added-ACC)** Include the following statement as the first line in the additional comments section on the AF Form 8/8a or AF Form 803: "This evaluation was administered as part of the HHQ Evaluation Standardization Assessment Program."

2.3.3. **Organization.**

2.3.3.1. MAJCOM Commanders will designate the MAJCOM/A3 (or equivalent) responsible for the overall management of the MAJCOM Stan/Eval program.

2.3.3.2. MAJCOM Stan/Eval staff will consist of a chief and one aircrew member per crew position per MDS, or as directed by MAJCOM supplements.

2.3.3.3. The chief of the respective MAJCOM Stan/Eval functions will designate and certify HHQ flight examiners in writing. These HHQ flight examiners will maintain qualification as an Instructor and will fly at a rate that will maintain an adequate level of proficiency and currency to fulfill the responsibilities of a HHQ evaluator.

2.3.4. **Augmentation.** Each MAJCOM may use augmentees from other MAJCOMs to support or conduct staff assistance visits, Inspector General inspections, and aircrew evaluations with concurrence of all the MAJCOM Stan/Eval organizations involved. Augmentees will use the criteria of the MAJCOM they are augmenting. **(T-2).**

2.3.4. **(ACC) ACC/IG Inspections.** All Stan/Eval augmentees for ACC/IG inspections are sourced, scheduled and coordinated through ACC/A3TV, IAW AFI 90-201, AFI 90-201_ACCSUP, and ACC/IG Business Rules.

2.4. **(Added-ACC) NAFs.**

2.4.1. **(Added-ACC) Functions.**

2.4.1.1. **(Added-ACC)** Maintain oversight of Stan/Eval functions in lower echelon units and in ANG units IAW **Attachment 11.**

2.4.1.2. **(Added-ACC)** Plan and Execute the HHQ Evaluation Standardization Assessment Program (ESAP).

2.4.1.3. **(Added-ACC)** Support the ACC/IG as a representative of ACC Stan/Eval Functional Area Manager (FAM) augmentee in execution of the inspection programs IAW AFI 90-201 and applicable supplements.

2.4.1.4. **(Added-ACC)** Support Staff Assistance Visits (SAV) when requested by WG/CCs.

2.4.1.5. **(Added-ACC)** Review subordinate unit SEB minutes and, at a minimum, address and report up any action items requiring HHQ assistance.

2.4.1.6. **(Added-ACC)** Administer periodic crewmember or objectivity evaluations, when practical, to Chiefs of Stan/Eval or senior Stan/Eval crewmembers in lower echelon units and in ANG units IAW **Attachment 11.**

2.4.1.7. **(Added-ACC)** Coordinate and ensure oversight of the unit trend analysis program.

2.4.1.8. **(Added-ACC)** Convene conferences and working groups, as necessary, to review and improve command Stan/Eval policies and procedures.

2.4.1.9. **(Added-ACC)** Provide staff coordination and perform distribution actions on all Flight Crew Information File (FCIF) items issued from the MAJCOM level to units (see **Chapter 9**).

2.4.1.10. **(Added-ACC)** Coordinate on and process applicable AF Forms 847 through Stan/Eval channels (OGV, NAF [if applicable] and MAJCOM) and IAW AFI 11-215, *USAF Flight Manuals Program (FMP)*. ANG units should use the lead MAJCOM 847 process and route submissions through the functional NAF POC Stan/Eval offices as identified in **Attachment 11.**

2.4.1.11. **(Added-ACC)** Assist ACC/A3TV with the review, updating and distribution of MDS- Specific Master Question Files (MQFs) (see **Chapter 6**).

2.4.1.12. **(Added-ACC)** Review and coordinate subordinate unit supplements to this instruction.

2.4.1.13. **(Added-ACC)** If requested, assist HHQ Safety offices and agencies in evaluation of aircraft mishaps.

2.4.2. **(Added-ACC)** Organization.

2.4.2.1. **(Added-ACC)** NAF Commanders designate the NAF/A3 (or equivalent) responsible for the oversight of subordinate unit Stan/Eval programs.

2.4.2.2. **(Added-ACC)** NAF Stan/Eval staff will consist of a chief and one aircrew member per crew position per MDS, or as directed by NAF/A3s.

2.4.2.3. **(Added-ACC)** The chief of NAF Stan/Eval will identify in writing, NAF HHQ assigned Stan/Eval examiners and provide ACC/A3TV with a copy of the most current flight examiner document. **(T-2)**.

2.4.3. **(Added-ACC)** Augmentation. Each ACC NAF may use augmentees from other ACC NAFs to support or conduct SAVs, aircrew evaluations, or ACC ESAP visits.

2.4.4. **(Added-ACC)** Ensure all subordinate units receive HHQ published guidance and directives.

2.4.5. **(Added-IFW)** Annual self-evaluation reports will be included in the January SEB minutes if the previous year did not include a HHQ ESAP or SAV.

Chapter 3

UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION

3.1. Scope. For purposes of this instruction, "unit" includes levels of organization under HHQs required to establish a Stan/Eval function. Most units are composed of an Operations Group (OG) and flying squadrons/detachments (henceforth in this AFI, "squadron" will be used synonymously with "detachment"). Where there is no parent OG, squadrons will assume duties listed for OGs. In a total force arrangement, unit and squadron responsibilities are assigned to the host unit only.

3.2. Operations Group. The conduct of the unit level Stan/Eval program is directed by the OG/CC.

3.2.1. The Operations Group Commander (OG/CC) Responsibilities. The OG/CC will:

3.2.1.1. Provide manpower to the unit Stan/Eval function to execute the duties directed by this AFI. **(T-2).**

3.2.1.2. Designate and certify OG Stan/Eval (OGV) flight examiners (see [paragraph 4.2](#)). **(T-2).**

3.2.1.3. Provide the means to procure the necessary materials for mission planning, pre-flight briefings, and flying supervision. **(T-2).**

3.2.1.3. **(ACC)** Ensure adequate aircrew briefing facilities are provided at the unit level. [Attachment 8](#) contains guidance for the minimum mission planning materials required to conduct an adequate aircrew briefing.

3.2.1.4. Provide a suitable Stan/Eval testing area. **(T-2).**

3.2.1.4. **(ACC)** A suitable Stan/Eval testing facility is one that provides a quiet, distraction-free atmosphere and allows easy monitoring of examinees by Stan/Eval personnel.

3.2.1.5. Chair the Standardization and Evaluation Board (SEB). **(T-2).**

3.2.1.6. Establish procedures to implement MAJCOM-mandated Stan/Eval software. **(T-2).**

3.2.1.7. **(Added-1FW)** The OG is the 1 FW/192 WG PEX OPR.

3.2.2. Group Stan/Eval (OGV) Functions. The OGV will:

3.2.2.1. At the OGV level, emphasis is on overall unit standardization. Under direction of the Chief of OGV, flight examiners will ensure standardization throughout squadron Stan/Eval functions and squadron-assigned flight examiners. **(T-2).**

3.2.2.1.1. **(Added-ACC)** Established OGV Functions utilizing the PEX Stan/Eval Module in its entirety satisfies the requirement for maintaining and reviewing AF Forms 8, FEFs, trend item analysis, and Aircrew Exams.

3.2.2.1.2. **(Added-ACC)** For Pararescue evaluations, establish procedures for review and quality control of AF Forms 803, Report of Task Evaluations, IAW AFI 10-3502 Vol. 2.

3.2.2.2. Establish procedures for review and quality control of AF Forms 8, *Certificate of Aircrew Qualification*, and (if applicable) AF Forms 8a, *Certificate of Aircrew Qualification* (Multiple Aircraft).

3.2.2.2.1. **(Added-1FW)** Active duty squadron Stan Eval are responsible for all attached/assigned AF Form 8 and FEF management (including senior leadership and all 192 WG personnel). During senior leadership attached flying rotations, Squadron Stan Eval will ensure FEFs are transferred and the gaining squadron is notified of any pending evaluations or other issues. Gaining Squadron Stan Eval will ensure the senior leader has been transferred successfully in PEX.

3.2.2.3. Establish procedures to maintain and review unit Flight Evaluation Folders (FEFs). If not maintained by the squadron Stan/Eval function, maintain unit FEFs. **(T-2)**.

3.2.2.3. **(ACC)** Establish procedures to review unit AF Form 623, *Individual Training Record Folder*, Tab 5 for Pararescue personnel and Individual Training and Evaluation Folder (ITEF) Tab 5 for Combat Rescue Officers.

3.2.2.4. Establish procedures for requisite Aircrew Exams (see **Chapter 6**). **(T-2)**.

3.2.2.5. Establish and maintain a trend program. **(T-2)**. The scope should include, but is not limited to, trend analysis of all evaluations. For units with more than one type of MDS and/or crew positions, combine discrepancies common to all MDSs/crew positions to determine trends (e.g., instrument procedures).

3.2.2.5.1. For formal training units and Combat Crew Training Squadrons (CCTSs), maintain separate trend data for students and instructors.

3.2.2.5.1. **(ACC)** Trend analysis includes EPEs and written examinations. **(T-2)**.

3.2.2.5.1.1. **(Added-1FW)** The 1 OG/CC is the final authority to determine if any topic will be identified as a trend. To assist the 1 OG/CC in identifying possible trends, questions in PEX with a miss rate of 20% or higher, with sample sizes of 10 or greater during the previous six months will be presented for consideration at the SEB. Any other discrepancy during the EPE or flight phase may be considered for trend identification at the discretion of the 1 OG/CC.

3.2.2.5.2. When trends are noted, OGV will accomplish the following:

3.2.2.5.2.1. Recommend an OPR/Office of Collateral Responsibility (OCR). **(T-2)**.

3.2.2.5.2.2. Recommend corrective action and a method to verify that this trend has been corrected. **(T-2)**.

3.2.2.5.2.3. Ensure the trend is closed when corrective action is successfully implemented and verified by the OPR/OCR. **(T-2)**.

3.2.2.5.2.4. Report trends and status to the OG/CC during the Standardization and Evaluation Board until closed (see **Attachment 2**). **(T-2)**.

3.2.2.5.2.4.1. **(Added-1FW)** Flight examiners will brief any open trend items during the brief portion of all evaluations.

- 3.2.2.6. Conduct supplementary evaluations as directed by the OG/CC. (see [paragraph 9.5](#)). **(T-2)**.
- 3.2.2.7. Conduct Standardization and Evaluation Boards and document IAW [Attachment 2](#) and MAJCOM supplement. **(T-2)**.
- 3.2.2.7. **(ACC)** At a minimum, hold SEBs semiannually and retain SEB minutes on file until the start of the next UEI Capstone Event. **(T-2)**. Forward SEB minutes by the end of the subsequent calendar month **(T-2)**. SEBs should normally be held NLT the end of February and August.
- 3.2.2.7.1. **(Added-ACC)** Attendees should include squadron commanders and OGV/squadron Flight Examiners. Ensure absent SEB members have read the SEB minutes.
- 3.2.2.7.2. **(Added-ACC)** Send a copy of the SEB minutes to ACC/A3TV and the following:
- 3.2.2.7.2.1. **(Added-ACC)** Active Duty Units (except DRUs)—NAF Stan/Eval.
- 3.2.2.7.2.1.1. **(Added-IFW)** SEB slides and minutes will be posted to OGV SharePoint for review by absent SEB members and sent out via email.
- 3.2.2.7.2.2. **(Added-ACC)** AFRC Units—HQ AFRC/A3D
- 3.2.2.7.2.3. **(Added-ACC)** ANG Units IAW [Attachment 11](#)—NAF Stan/Eval Functional POCs and NGB/A3.
- 3.2.2.8. Establish and maintain the unit Flight Crew Information File program. **(T-2)**.
- 3.2.2.9. Establish procedures to manage the flight manual program IAW AFI 11-215 and TO 00-5-1, *The Air Force Technical Order System*. **(T-2)**.
- 3.2.2.10. Ensure procedures are established for evaluating use of publications and flight related media in printed and/or digital formats. Evaluation of associated electronic device operation to readily access required publications and flight related data will be specified in AFMAN 11-2MDS Vol 2.
- 3.2.2.10. **(ACC)** Refer to AFI 11-215 for AF Forms 847 affecting flight manuals. Coordinate on and process AF Forms 847 affecting publications other than flight manuals IAW AFI 33-360.
- 3.2.2.11. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels and IAW AFI 11-215. **(T-2)**.
- 3.2.2.12. Ensure annual Military Training Route (MTR) reviews (for the military training route for which the unit is OPR) are accomplished and documented IAW 13-201, *Airspace Management*. Document status of reviews in the Standardization and Evaluation Board minutes (see [Attachment 2](#)). **(T-1)**.
- 3.2.2.13. Manage the Operations Supervision program as applicable IAW AFI 11-418, *Operations Supervision*. **(T-1)**.
- 3.2.2.14. Establish and maintain unit Electronic Flight Bag (EFB) program as required. **(T-1)**.

3.2.2.15. Establish and maintain unit EFB guidance for utilization and publication management tools.

3.2.2.15. **(ACC)** Units will conduct EFB operations IAW ACCI 11-270. **(T-2)**.

3.2.2.16. **(Added-ACC)** Establish unit no-notice program to be utilized at the discretion of the OG/CC or SQ/CC. **(T-2)**.

3.2.2.17. **(Added-ACC)** Publish a unit supplement of procedures for the implementation of this instruction. **(T-2)**.

3.2.3. **Operations Group Standardization/Evaluation (OGV) Organization.**

3.2.3.1. OGV staff will consist of a Chief of Stan/Eval. **(T-2)**. Staff should include at least one flight examiner, per crew position, per Weapon System/MDS.

3.2.3.2. The Chief of Stan/Eval will be a certified flight examiner in a unit MDS. **(T-2)**. For units undergoing conversion, the Chief of Stan/Eval may be qualified in the MDS to which the unit is converting, even if none are yet assigned.

3.2.3.3. The Chief of Stan/Eval will report directly to, and be rated by, the OG/CC. **(T-2)**. For units not collocated with the parent wing/group, the Chief of Stan/Eval will report directly to and be rated by the unit commander, or as specified by MAJCOM supplement. **(T-2)**. The OG/CC may designate Stan/Eval Liaison Officers (SELOs) to assist OGV in administrative duties.

3.2.3.4. At the discretion of the OG/CC, OGV and squadron Stan/Eval functions may be combined.

3.2.3.4. **(ACC)** Group Commanders of an integrated total-force structure, will address the relationship between the active and reserve component Stan/Eval organizations via a Memorandum of Understanding (MOU) and/or Memorandum of Agreement (MOA) IAW AFI 90-1001, *Planning Total Force Associations (TFAs)*. **(T-2)**. These documents will address, at a minimum, the address the following specific issues.

3.2.3.4.1. **(Added-ACC)** The MOA will address cross-component evaluation procedures, restrictions, and administrative and operational control relationships. **(T-2)**.

3.2.3.4.2. **(Added-ACC)** The MOA will address the routing process for AF Forms 8, specifically who will sign as Reviewing Official and Final Approving Officer. **(T-2)**.

3.2.4. **(Added-ACC)** Units will administer evaluations in a pyramid style evaluation structure, IAW Table 3.1. **(Added)** where higher-level Flight Examiners or Flight Examiner qualified supervisors, evaluate subordinate aircrew and lower level Flight Examiners, unless authorized otherwise by group commanders. **(T-2)**. This authorization may be granted in the unit supplement, but will be documented in the "Reviewers Comments" section of the AF Form 8. **(T-2)**.

Table 3.1. (Added-ACC) Pyramid Evaluation Structure.

| <u>Examinee</u> | <u>Examiner</u> |
|--|--------------------------|
| SQ assigned/attached personnel para. 3.2.4.) | Any flight examiner (IAW |
| SQ/Det/CC, DO, Superintendent & SQ Flight examiners | Supervisor, OGV or above |
| OGV flight examiners MAJCOM | Supervisor, NAF or |
| MAJCOM, NAF, WG/CC/CV & OG/CC/CD/Superintendent | Any flight examiner |
| Notes: | |
| - Flight examiners will not conduct evaluations of supervisors in their chain of command. (Exception: Evaluations for senior or HHQ officers/NCOs). | |
| - Except for Objectivity Evaluations, flight examiners will be of like specialty. | |
| - OGV flight examiners in consolidated OGV organizations will receive evaluations from a supervisor or the OGV chief evaluator for their crew position. The chief evaluator will receive evaluations from a supervisor, NAF or MAJCOM. | |

3.2.4.1. **(Added-ACC)** When no qualified Flight Examiner is available above the examinee in the pyramid evaluation structure or chain of command, the next Flight Examiner in the pyramid should administer the evaluation. Exceptions are documented in the additional comments section of the AF Form 8.

3.2.4.2. **(Added-ACC)** Units with examinees requiring NAF or MAJCOM evaluation will contact their HHQ Stan/Eval for availability before the fourth month of the examinee's eligibility period. **(T-2)**. The HHQ Stan/Eval may delegate if no appropriate Flight Examiner is available.

3.2.5. **(Added-ACC)** ANG units are to contact their functional NAF POC first as identified in [Attachment 11](#).

3.3. Squadron. Any or all of the following responsibilities may be assumed at a higher level in situations where a squadron Stan/Eval function does not exist, as specified in MAJCOM and/or unit supplements to this instruction.

3.3. (ACC) Squadron . Operations group supplements outline local guidance on managing the Stan/Eval function for operational squadrons where a Stan/Eval function does not exist.

3.3.1. Squadron Commander (SQ/CC) Responsibilities:

3.3.1.1. The SQ/CC will designate and certify squadron flight examiners (see [paragraph 4.2](#)). **(T-3)**.

3.3.1.2. Attend as many Aircrew Evaluation debriefings as practical.

3.3.1.3. Can utilize SELOs designated to assist in administrative Stan/Eval duties.

3.3.2. Squadron Stan/Eval (CCV) Functions. The focus of the CCV program is at the squadron level. Its backbone is the program established by the squadron commander and administered by flight examiners assigned to the squadron. The squadron stan/eval function will:

- 3.3.2.1. Manage and conduct aircrew evaluations IAW published guidance. **(T-1).**
- 3.3.2.2. Conduct supplementary evaluations as directed by the SQ/CC (see **Chapter 9**). **(T-2).**
- 3.3.2.3. Implement Stan/Eval aircrew examination procedures IAW published guidance. **(T-2).**
- 3.3.2.4. Implement OGV Flight Evaluation Folder maintenance and review guidance. **(T-3).**
- 3.3.2.5. Assist OGV in managing the trend program (see **paragraph 3.2.2.5**). **(T-2).**
- 3.3.2.6. Coordinate and process applicable AF Forms 847 through Stan/Eval channels and IAW AFI 11-215 for Technical Orders, and AFI 33-360 for other publications. **(T-2).**
- 3.3.2.7. Assist OGV in implementing the *flight manuals program* IAW AFI 11-215 and Technical Order (TO) 00-5-1 and ensure compliance with the OG Flight Crew Information File program. **(T-2).**
- 3.3.2.8. Ensure proper completion, routing, and filing of AF Forms 8/8a. **(T-2).**
- 3.3.2.9. Advise squadron leadership of aircrew progression toward completion of Aircrew Evaluations and requisites. **(T-2).**
- 3.3.2.10. Implement OG guidance on the usage of MAJCOM-mandated Stan/Eval software. **(T-2).**

3.3.3. Squadron Standardization and Evaluation (CCV) Function Organization.

- 3.3.3.1. The CCV function will consist of a Chief of Stan/Eval who is a certified flight examiner in a squadron MDS/Weapon System. **(T-3).**
 - 3.3.3.1.1. Document waivers in Standardization and Evaluation Board minutes (see **Attachment 2**).
 - 3.3.3.1.2. For units undergoing conversion, the Chief of Stan/Eval may be qualified in the MDS to which the unit is converting, even if none are yet assigned.
- 3.3.3.2. The CCV Chief of Stan/Eval will report directly to, and is rated by, the squadron commander, or as specified by MAJCOM supplement. **(T-1).**
- 3.3.3.3. Further manning is as directed by the MAJCOM and/or unit supplement. **(T-2).**

Chapter 4

FLIGHT EXAMINERS

4.1. General. The Aircrew Evaluation portion of the Aircrew Stan/Eval Program is administered by flight examiners at the HHQ and unit levels.

4.2. Selection.

4.2.1. Select flight examiners from the most highly qualified and experienced instructors (**EXCEPTION:** Senior flight examiners, see [paragraph 4.4](#)).

4.2.2. Commanders will designate all flight examiners, certify their examiner status on an AF Form 4348, *USAF Aircrew Certifications*, or as directed by the MAJCOM. **(T-2)**.

4.2.2. **(ACC)** Units may establish local processes to certify flight examiners. Flight examiner certifications not documented on an AF Form 4348 are completed with the unit commander's signature.

4.2.2.1. **(Added-1FW)** Pilots upgrading to flight examiner are required to complete the SEFE upgrade checklist, [Attachment 13](#). SQ/CC may tailor upgrade requirements based on previous examiner experience. The SEFE exam is used to determine upgrading flight examiner knowledge of the MAJCOM Stan/Eval program and will not be waived.

4.2.2.2. **(Added-1FW)** Once a pilot is certified as a flight examiner, squadron training flight will ensure the letter of certification (LOX), AF Form 4324, ARMS, and PEX are updated. Pilots will not perform evaluator duties until after the LOX is updated. When all updates are complete, the SEFE upgrade checklist will be destroyed. Additional duty SEFEs are authorized a Q-prefix and should contact their squadron commander's support staff to have it added to their DAFSC.

4.2.2.3. **(Added-1FW)** Individuals with no previous flight examiner experience will be given a SPOT flight examiner objectivity check that will be administered by the 1 OG/CC, OGV, SQ/CC, SQ/DO, or a SQ/CC designated rep. For previously qualified examiner pilots, regardless of MDS, an objectivity check is not required unless there is no record of a previous flight examiner objectivity check in the pilot's FEF. The 1 OG/CC may direct a SPOT flight examiner objectivity check at any time.

4.2.3. For Air Force Reserve Command (AFRC) and Air National Guard Units (ANG) units:

4.2.3.1. The USAF advisor is an active duty officer assigned to AFRC advisor duties, and may be certified as a flight examiner.

4.2.3.2. Air Technician (AT)/Air Reserve Technician (ART) /Active Guard and Reserve (AGR) serving in a military position that does not require maintaining mission ready/combat mission ready (MR/CMR) status may perform duties as flight examiners.

4.3. Flight Examiners will:

4.3.1. Conduct Aircrew Evaluations IAW [Chapter 5](#) and document IAW [Chapter 7](#) **(T-1)**.

4.3.2. Maintain qualification as instructors (N/A for senior flight examiners, see [paragraph 4.4.1](#)). **(T-2)**.

4.3.3. Administer Aircrew Evaluations only within their MDS/aircrew specialty and only evaluate those mission/skill sets in which they maintain qualification and/or certification. **(T-2)**. **EXCEPTION:** Where specifically authorized in Weapon System/Mission Design Series specific AFMAN 11-2MDS Volumes 2.

4.3.4. Not administer Aircrew Evaluations outside of their MAJCOM unless specifically requested by the MAJCOM Stan/Eval organization of the examinee and approved by the MAJCOM Stan/Eval organization of the examiner. **(T-2)**. MAJCOMs may establish procedures in their supplement for flight examiners to administer Aircrew Evaluations outside of NAFs/units within their own MAJCOM (see also [paragraph 2.3.3.3](#)). Aircrew Evaluations administered IAW formal training course syllabi; including periodic Aircrew Evaluations do not require cross-command approval when the syllabus evaluation requirements completely cover all owning MAJCOM periodic Aircrew Evaluation requirements.

4.3.4.1. **(Added-ACC)** Cross-Command units assigned to the US Air Force Warfare Center (USAFWC) will follow guidance contained in [Attachment 11](#). **(T-2)**.

4.3.4.2. **(Added-ACC)** Other cross-command units may use this guidance on a case-by-case basis. ACC/A3TV is the approval authority for this authorization.

4.3.5. Conduct a thorough pre-mission briefing and post-mission debriefing for the examinee and applicable aircrew members on all aspects of the evaluation. **(T-2)**.

4.3.6. Immediately correct breaches of flying safety or flight discipline during an evaluation (applies to both the examinee as well as any accompanying crewmembers). **(T-1)**.

4.3.7. As soon as possible, notify the examinee's squadron commander (or available supervision if the squadron commander cannot be reached) whenever Qualification Level 2 or 3 (Q2 or Q3) performance is observed (see [paragraph 5.4.3](#)). **(T-3)**.

4.3.8. **(Added-ACC)** If a Flight Examiner instructs for at least half of an examinee's flight training, or recommends a trainee for upgrade, a different Flight Examiner should normally conduct the evaluation. The examinee's squadron commander may waive this restriction. This waiver is documented in the Remarks Section of the Form 8 and is reportable in the SEB minutes.

4.4. Senior Flight Examiner Program.

4.4.1. Senior flight examiners do not require, nor do they have to maintain, instructor qualification, but they must have completed flight examiner certification IAW unit standards **(T-1)**.

4.4.1.1. **(Added-1FW)** Senior Flight Examiners will accomplish the SEFE exam, at a minimum, prior to being listed as an examiner on the LOX and SEFE appointment letter. Squadron training flight will annotate Senior Flight Examiners on the LOX.

4.4.2. Flying NAF/CCs, WG/CCs and OG/CCs are eligible for senior flight examiner status in their primary assigned aircraft.

4.4.2.1. NAF/CVs, WG/CV and OG/CDs may perform this function if the principal incumbent, is not qualified or available at the discretion of the OG/CC, WG/CC, or NAF/CC.

4.4.2.2. OG/CDs that fly different MDSs from the OG/CC in multi-MDS wings, or occupy a different crew position in the same MDS, may be designated as senior flight examiners at the OG/CC's discretion.

4.4.2.3. Document designations IAW [paragraph 4.2](#)

Chapter 5

AIRCREW EVALUATIONS

5.1. General.

5.1.1. An Aircrew Evaluation is an assessment of individual aircrew capability to accomplish assigned flying duties.

5.1.2. An Aircrew Qualification is a documented designation that identifies an aircrew member as having the capability to accomplish specific flying duties. These Aircrew Qualifications are broken into four types:

5.1.2.1. **Basic Qualification.** A documented designation allowing an aircrew member to perform the basic duties of a particular crew position in the specified weapons system.

5.1.2.2. **Instrument Qualification.** A documented designation allowing an aircrew member to operate under Instrument Flight Rules (IFR).

5.1.2.3. **Mission Qualification.** A documented designation allowing an aircrew member to employ the assigned MDS in accomplishing the unit's operational or Designed Operational Capability (DOC) statement mission.

5.1.2.4. **Instructor Qualification.** A documented designation allowing an aircrew member to instruct and provide airborne supervision of unqualified and/or uncertified aircrew members.

5.2. Evaluation Types. Aircrew Evaluations are divided into five types (Qualification (QUAL), Instrument (INSTM), Mission (MSN), Instructor (INSTR), and SPOT (an Aircrew evaluation, Emergency Procedures Evaluation [EPE], examination or the evaluation of a specific event that does not intend to satisfy the requirements of an initial (INIT), periodic or requalification (RQ) evaluation). Each type, except for SPOT evaluations, requires the completion of requisites.

5.2.1. Qualification (QUAL) Evaluations.

5.2.1.1. **Purpose.** To assess an aircrew member's ability to perform the basic duties of a particular crew position within the specified MDS and to obtain/maintain Basic Qualification in that MDS.

5.2.1.2. **Execution.** All aircrew will complete a periodic QUAL evaluation in their assigned aircraft and crew position as specified in the applicable AFMAN 11-2MDS Vol 2. QUAL evaluations may be combined with INSTM, INIT INSTR and/or MSN evaluations IAW AFMAN 11-2MDS Vol 2. (T-2). See [Chapter 8](#) for specialized aircrew. (T-2).

5.2.1.2.1. (Added-1FW) T-38 Rear Cockpit Evaluation. Once obtained, rear cockpit landing qualification will be aligned with the QUAL evaluation period.

5.2.2. Instrument (INSTM) Evaluations.

5.2.2.1. **Purpose.** To assess an aircrew member's ability to operate under Instrument Flight Rules (IFR) and to obtain/maintain Instrument Qualification.

5.2.2.2. **Execution.** All USAF pilots (and other pilots flying operationally with the USAF, e.g., exchange pilots) will obtain/maintain Instrument Qualification by successfully completing a periodic INSTM evaluation.

5.2.2.2.1. **EXCEPTION:** Indoctrination flyers who fly under the provisions of AFI 11-401, *Aviation Management*; USAF Test Pilot School students; TG-series aircraft pilots; T-41/51/53 pilots.

5.2.2.2.2. Pilots assigned to excepted aircraft who may also be assigned to other aircraft that are not excepted will maintain Instrument Qualification, but will take their INSTM Evaluation in the non-excepted aircraft. **(T-1).**

5.2.2.2.3. A pilot with a revoked or expired instrument qualification will not fly under Instrument Flight Rules except under the supervision of an instructor. (Does not apply to pilots in excepted situations listed above.) **(T-1).**

5.2.2.2.4. **(Added-1FW)** Inexperienced pilots in their MDS will complete their first INSTM/QUAL evaluation on a dedicated instrument sortie with at least one approach to an airfield other than Langley. Subsequent INSTM/QUAL evaluations for inexperienced pilots may be accomplished in conjunction with another mission type.

5.2.3. **Mission (MSN) Evaluations.**

5.2.3.1. **Purpose.** To assess an aircrew member's ability to employ the assigned MDS in accomplishing the unit's operational or DOC statement mission(s). Successful completion of a MSN Evaluation results in Mission Qualification.

5.2.3.2. **Execution.** The MSN evaluation will reflect the type and difficulty of tasks required in fulfillment of the aircraft's operational or DOC statement missions. **(T-1).** MSN evaluations will be completed IAW AFMAN 11-2MDS Vol 2. **(T-1).** **EXCEPTION:** This requirement for a MSN evaluation may be waived for those aircrew whose current flying duties do not align with the MSN Evaluation required graded areas in the MDS that they currently maintain Basic Qualification IAW AFMAN 11-2MDS Vol 2. The exception will be approved by MAJCOM/A3s and a Memorandum for the Record (MFR) will be maintained in the members Flight Evaluation Folders. **(T-2).**

5.2.4. **Instructor (INSTR) Evaluations.**

5.2.4.1. **Purpose.** To assess an aircrew member's instructional ability in their MDS/crew position and to obtain/maintain Instructor Qualification.

5.2.4.2. **Execution.** Aircrew members obtaining/regaining instructor qualification in a MDS/crew position must complete an evaluation of instructional capability in that position. Guidance for specialized, universal, and/or multiple qualified aircrew will be specified in MAJCOM Supplements and/or AFMAN 11-2MDS Vol 2. **(T-1).** **EXCEPTION:** For units undergoing aircraft conversion, when a complement of current and qualified Air Force instructors does not exist to accomplish initial unit INSTR Evaluations, with MAJCOM/A3 approval and Lead MAJCOM/A3 coordination, the OG/CC may establish an initial cadre (minimum required for initial conversion) of flight instructors who do not require an INIT INSTR evaluation. Initial cadre must be current and qualified instructors in a US Air Force aircraft who will remain in the same crew position on the new aircraft. OG/CCs will notify MAJCOMs and provide initial cadre list for each crew position with current qualification

and total flight and instructor hours. OG/CCs will use discretion when establishing initial cadre instructors and consider availability of suitable instructor courses. (See also [paragraph 5.12](#))

5.2.4.2.1. Accomplish INIT INSTR evaluations by instructing an actual student on an instructional sortie to the maximum extent practical. When students are not available or mission/crew composition requirements prevent inclusion of students, another aircrew member or the evaluator will serve as the student.

5.2.4.2.1. (ACC) INIT INSTR evaluations may be used to update a required periodic evaluation if all required graded area requirements are completed during the instructor flight evaluation and the examinee subsequently completes all requisites for the evaluation within the periods described in [paragraph 5.5.3](#). Label the evaluation appropriately (**Example**: "INIT INSTR/MSN").

5.2.4.2.1.1. (**Added-1FW**) Squadron Commanders will conduct INIT INSTR evaluations to the max extent feasible. If unavailable, the Chief of OGV or a flight examiner designated by the SQ/CC may conduct the evaluation.

5.2.4.2.2. Evaluations of instructor qualification will be conducted during all subsequent periodic evaluations. (**T-1**).

5.2.4.2.3. Instructors whose INSTM, QUAL, and/or MSN evaluations have expired are not qualified to instruct in those areas (e.g. if an instructor's Mission Qualification expires, he/she may still instruct in Instrument and/or Basic Qualification related areas as specified in AFI/AFMAN 11-2MDS Vol 2).

5.2.5. Optional ("SPOT") Evaluations.

5.2.5.1. **Purpose.** An optional evaluation of a specific event or requirement without intending to satisfy the requirements of a periodic evaluation and/or an initial INSTR evaluation.

5.2.5.2. **Execution.** A SPOT Evaluation has no specific requisites, unless specified in MAJCOM supplements, but may be No-Notice IAW [paragraph 5.2.6.3](#)

5.2.5.2.1. A SPOT Evaluation may be used when the loss of currency requires an Aircrew Evaluation to regain currency IAW AFI/AFMAN 11-2MDS Vol 1/2, (see [paragraph 7.3.13.2](#)). (**T-1**). The SPOT Evaluation profile is directed by the SQ/CC and will include, as a minimum, those items for which the individual is non-current and which require an evaluation IAW the applicable AFI/AFMAN 11-2MDS Vol 1/2. (**T-1**).

5.2.5.2.2. An examinee may utilize a SPOT evaluation to update a QUAL/INSTM/MSN evaluation expiration date provided all requirements for the evaluation are completed within the periods described in [paragraph 5.8](#) (document on the Form 8/8a IAW [Chapter 7](#)).

5.2.5.2.2.1. Commanders may authorize additional flights in order to assist a crewmember's accomplishment of periodic requirements (document on the Form 8/8a IAW [Chapter 7](#)).

5.2.5.2.2.2. When the flight examiner administering a SPOT evaluation is not

qualified in the MDS (e.g. a senior flight examiner), the evaluation may not be credited towards a periodic evaluation.

5.2.5.3. Any other event requiring a qualification or an evaluation not listed in [paragraphs 5.2.1](#) through [5.2.4](#) will be documented as a SPOT evaluation. (T-1).

5.2.5.4. (Added-ACC) Flight Examiner Objectivity SPOT Evaluations is an evaluation that may be used to assess the objectivity, decision making and skill of a Flight Examiner in administering a flight/EP/ATD evaluation.

5.2.5.4.1. (Added-ACC) Flight Examiners can administer Flight Examiner Objectivity SPOT evaluations to evaluators that hold in the same or similar crew positions qualifications, in the same or similar MDS, at the discretion of the examinee's OG/CC, or ESAP team leader

5.2.5.4.2. (Added-ACC) Use SPOT as the type of evaluation under block III Aircrew Evaluation Information, then explain in the mission description that the evaluation was a Flight Examiner Objectivity Evaluation. The qualification level for this type of an evaluation is either qualified (1 or 2) or unqualified (3).

5.2.5.4.3. (Added-ACC) Use the graded areas and grading criteria in [Attachment 9](#). Use the qualification level criteria IAW [paragraph 5.4.3](#)

5.2.5.4.4. (Added-ACC) The SQ/CC or OG/CC as applicable, is the determination authority as to the disposition of a Flight Examiner's certification for a Flight Examiner that receives an unqualified (Q-3) Flight Examiner Objectivity Evaluation.

5.2.5.4.5. (Added-ACC) The SQ/CC or OG/CC may also issue a commander directed downgrade AF Form 8 (MSN/QUAL/INSTM/INSTR) for the examinee based upon the recommendation of the Flight Examiner giving the FE Objectivity SPOT evaluation.

5.2.6. **Prefixes.** The following prefixes are used, when applicable, to further describe the evaluations listed in [paragraphs 5.2.1](#) through [5.2.5](#):

5.2.6.1. **Initial (INIT).** The first evaluation of any type, to include instructor qualification, in a specific MDS/crew position (e.g., INIT QUAL/INSTM, INIT MSN, INIT INSTR).

5.2.6.2. **Requalification (RQ).** An evaluation administered to remedy a loss of qualification due to the following reasons:

5.2.6.2.1. Expiration of a required periodic evaluation. The requalification evaluation will be IAW the guidance for that periodic evaluation.

5.2.6.2.2. A failed periodic evaluation or a commander-directed downgrade (see [paragraph 5.9](#)). The Requalification Evaluation will be IAW the provisions of [paragraph 5.6.1](#)

5.2.6.2.3. When regaining MDS Qualification after the completion of a QUAL Evaluation in a different MDS, unless approved by MAJCOM to maintain Multiple Qualification status.

5.2.6.2.4. When regaining qualification due to loss of currency as defined in AFI/AFMAN 11-2MDS-specific Volume 1.

5.2.6.2.5. Use of (RQ) for Instructor Qualification following a failure (N/A following INIT INSTR failure)

5.2.6.2.5.1. If an instructor passes the MSN, QUAL and/or INSTM portion of the evaluation, but fails the instructor portion of the evaluation, the subsequent evaluation to regain instructor qualification will be a RQ INSTR.

5.2.6.2.5.2. If an instructor fails the MSN, QUAL and/or INSTM portion of an evaluation but not the instructor portion, then a RQ INSTR is not required.

5.2.6.2.6. The RQ prefix does not apply under the following circumstances:

5.2.6.2.6.1. If the expiration of a required periodic Aircrew Evaluation is due to failure to complete one or more of the requisites, and the OG/CC determines that the qualification will be re-established by completion of the requisites without re-accomplishment of the Aircrew Evaluation.

5.2.6.2.6.2. The evaluation following a failed INIT evaluation.

5.2.6.3. **No-Notice (N/N).**

5.2.6.3.1. The no-notice evaluation program provides commanders a sampling of daily aircrew performance and an assessment of unit training effectiveness.

5.2.6.3.2. A no-notice evaluation is one where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission. "Normal preparation" will be as defined in the MAJCOM and/or unit supplement.

5.2.6.3.2. **(ACC)** Normal Preparation for no-notice evaluations will be defined in unit supplements to this publication. **(T-2).**

5.2.6.3.2.1. **(Added-1FW)** Normal preparation is defined as the start of mission planning for the sortie to be used as the evaluation. Notification for a no-notice evaluation will occur no earlier than the start of mission planning and will occur no later than scheduled brief time.

5.2.6.3.3. **(Added-1FW)** The Chief of Stan Eval may recommend individuals for no-notice evaluations; however, selection for a no-notice evaluation remains at the discretion of the OG/CC, SQ/CC, or SQ/DO. No-notice candidates may be selected for any reason, including recent upgrade completion, downgrades on previous evaluations, eligibility zone management, to close out trends, or evaluate squadron training plan effectiveness.

5.2.6.3.4. **(Added-1FW)** Squadron commanders will designate 10% of all evaluations as no-notice per Stan Eval Board window (Jan – Jun) (July – Dec). Squadron CCs/DOs will work with their Stan Eval shops to develop a plan for no-notice checkride scheduling. No-notice checkride rates will be presented at the SEB. If squadrons fall short of 10%, the reasons will be explained during the SEB.

5.2.6.4. **Simulator (SIM).** Used when the Aircrew Evaluation is conducted in a simulator and/or suitable Aircrew Training Device (ATD) as defined in AFI/AFMAN 11-2MDS Vol 2.

5.2.6.5. **Multiple Prefixes.** More than one prefix may be used to describe an evaluation (e.g., N/N SIM SPOT). The applicability of any prefixes to portions of any combined Aircrew Evaluations and the purpose for any prefixes (if not obvious by the context of the evaluation) will be explained on the AF Form 8/8a IAW [paragraph 7.3.6.1.2](#)

5.3. Evaluation Criteria.

5.3.1. Lead MAJCOMs, in coordination with the applicable user MAJCOMs, will establish and maintain standardized INSTM, MSN, QUAL, and INSTR evaluation criteria in the appropriate AFI/AFMAN 11-2MDS Vol 2.

5.3.2. MAJCOMs will coordinate with the program managers of any command-mandated software on any updates of evaluation criteria to aid in the expeditious revision of evaluation criteria files.

5.3.3. Lead MAJCOMs are responsible for coordinating the establishment of graded areas and subareas. This includes the identification of the following:

5.3.3.1. **Required areas.** Graded areas/subareas that must be evaluated for an Aircrew Evaluation and Emergency Procedures Evaluation (EPE) to be considered complete.

5.3.3.2. **Critical areas.** Areas where marginal performance is unacceptable. Critical areas are graded either “Q” (Qualified) or “U” (Unqualified) and include but are not limited to, Airmanship, Safety, and Flight Discipline.

5.3.3.3. **Publications checks areas.**

5.3.3.3.1. This is required for QUAL evaluations and may also be accomplished on other evaluations.

5.3.3.3.2. Each aircrew member will demonstrate the ability to access accurate flight publications information as they would in the performance of their aircrew duties. The required flight publications are outlined in applicable AFI/AFMAN 11-2MDS volumes and supplements.

5.3.3.3.2. (ACC) Publications checks and Technical Order information access demonstrations may be performed utilizing either electronic (EFB) or hard copy formats as prescribed by HHQ and local guidance procedures.

5.3.3.3.2.1. (Added-1FW) Publications checks will primarily be performed utilizing electronic (i.e. the EFB) means.

5.3.3.4. **Cockpit/Crew Resource Management (CRM) areas.** Areas IAW AFI 11-290, *Cockpit/Crew Resource Management Training Program*, and MAJCOM supplements (as applicable).

5.3.3.5. Areas to ensure operations comply with National Airspace System (NAS) rules and procedures or applicable Host Nation requirements for Aircrew Evaluations administered outside of the NAS.

5.4. Grading and Qualification Level. Individual grades are assigned to each graded area and subarea. A qualification level will be assigned to the Emergency Procedures Evaluation and will be based on the evaluated Emergency Procedures Evaluation area and subarea grades. The Aircrew Evaluation qualification level is based on the requisite results and the Aircrew Evaluation area and subarea grades.

5.4.1. A grade is a characterization of examinee performance in a Graded Area or Graded Subarea.

5.4.2. Graded areas/subareas are specifically evaluated abilities or skills set within an Aircrew Evaluation. Graded areas/subareas will have a two-tier (Qualified [Q]/Unqualified [U]) or three-tier (Q/Q-/U) grading system. Discrepancies will be documented against the established areas/subareas.

5.4.2.1. **Q indicates the examinee is qualified to perform the area/subarea tasks.** The examinee demonstrated both a satisfactory knowledge and performed within the prescribed AFI/AFMAN 11-2MDS Vol 2 Q tolerances.

5.4.2.2. **Q- indicates the examinee is qualified to perform the area/subarea tasks.** The examinee demonstrated limited knowledge and/or marginal performance within the prescribed AFI/AFMAN 11-2MDS Vol 2, Q- tolerances. Q- must not jeopardize flight safety or be a breach of flight discipline. Q- requires debriefing or additional training as determined by the flight examiner.

5.4.2.3. **U indicates the examinee is not qualified to perform the area/subarea tasks.** The examinee demonstrated insufficient knowledge and/or performance outside allowable AFI/AFMAN 11-2MDS Vol 2 Q and Q- tolerances. U requires debriefing or additional training as determined by the flight examiner.

5.4.2.4. **Remedial Action.**

5.4.2.4.1. **Debriefed Discrepancy.** Remedial action accomplished during debrief of the evaluation wherein the flight examiner provides instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency.

5.4.2.4.2. **Additional Training.** Any training recommended by the flight examiner to remedy a discrepancy identified during an evaluation that cannot be remedied during the evaluation debrief. (see [paragraph 7.3.8](#)).

5.4.2.4.2. (ACC) Units will outline procedures for ensuring additional training is accomplished in the unit supplement to this volume. (T-2).

5.4.2.4.2.1. May include self-study, ground instruction, simulator/Aircrew Training Device or flying.

5.4.2.4.2.2. Additional training must include demonstration of satisfactory knowledge or proficiency to a flight examiner, supervisor or instructor (as stipulated in the Additional Training description) to qualify as completed. (T-1). The flight examiner will indicate if the additional training must be accomplished before the next flight. (T-1).

5.4.2.4.2.3. If an aircrew member receives a U in specific area that originally

required an event/task certification from the unit commander, the flight examiner should recommend that the commander decertify the aircrew member on that specific event and recommend corrective retraining and recertification action.

5.4.2.4.2.4. If an aircrew member exceeds the allotted time for completion of additional training, the SQ/CC reviews the situation and directs appropriate action. Document the circumstances with a memorandum for the record to be included in the AF Form 8/8a (see [paragraph 7.3.11.3.5.7](#)).

5.4.2.4.2.5. Document additional training on the AF Form 8/8a IAW [paragraphs 7.3.8](#) and [7.3.11.3.5](#)

5.4.2.4.2.6. If an aircrew member fails to complete assigned additional training IAW [paragraph 5.4.2.4.2.2](#)), the OG/CC reviews the situation and determine whether further additional training should be assigned or AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges* action is initiated. If the decision is made to initiate an AFI 11-402 action, the OG/CC revokes the aircrew member's qualification (in the case of a Q2) with a commander directed downgrade to Q3, IAW [paragraph 5.9](#).

5.4.2.4.2.7. **(Added-1FW)** If additional training is required, the flight examiner will inform the pilot being evaluated, the Squadron Commander, Director of Operations, and Squadron Stan Eval. Next, annotate the required additional training on the ACC Form 8a. Squadron Stan Eval will then complete [Attachment 14](#), Unsatisfactory Examination Performance/Additional Training letter which will be retained in the FEF along with the ACC Form 8a, until the AF Form 8 is finalized. The SELO, in coordination with the Squadron Director of Operations, will notify the squadron training flight to accomplish the additional training. The instructor who completes the additional training will annotate it on the original ACC Form 8a and the additional training letter. Squadron Stan Eval will input the additional training into PEX, and will not process the AF Form 8 until the training has been signed off by an instructor (Additional Signatures Needed). Squadron Stan Eval will monitor to ensure the additional training is accomplished and documented IAW this instruction.

5.4.2.5. The flight examiner must grade the areas/subareas listed as "required" in the general and specific evaluation sections of the applicable AFI/AFMAN 11-2MDS Vol 2. **(T-1)**.

5.4.2.6. In addition to required areas/subareas, the flight examiner will grade any non-required area/subarea that is observed during an evaluation and is listed in the graded areas for that type of evaluation IAW AFI/AFMAN 11-2MDS Vol 2. **(T-1)**.

5.4.2.7. Grading criteria tolerances assume smooth air and stable aircraft conditions.

5.4.2.8. Minor momentary deviations are acceptable, provided the examinee applies prompt corrective action and such deviations do not jeopardize flight safety. Consider cumulative deviations when determining the area/subarea grade.

5.4.2.9. The flight examiner may further identify any area/sub-area as “Commendable” if, in the examiner’s determination, the aircrew member has demonstrated exceptional skill and knowledge. Document IAW [paragraph 7.3.11.3.6.2](#).

5.4.3. Qualification Levels. Qualification levels are assigned to Emergency Procedures Evaluation and to the Aircrew Evaluation. The Emergency Procedures Evaluation qualification level is based on the compilation of all Emergency Procedures Evaluation areas and subareas. The Aircrew Evaluation qualification level is based on the compilation of the requisite results as well as the Aircrew Evaluation graded areas and subareas. Qualification levels are based on the following performance standards:

5.4.3.1. **Q1.** The aircrew member demonstrated desired performance and knowledge of procedures, equipment and directives within tolerances specified in the criteria. The flight examiner assigns this qualification level when no discrepancies were noted, but may be awarded when discrepancies are noted if:

5.4.3.1.1. No U grades were awarded for any graded area/sub-area.

5.4.3.1.2. In the judgment of the flight examiner, none of the Q- grades precluded awarding of a Q1.

5.4.3.1.3. No remedial actions required additional training, only debriefed discrepancies.

5.4.3.2. **Q2.** The aircrew member demonstrated the ability to perform duties safely, but:

5.4.3.2.1. There were one or more graded area(s)/subarea(s) where additional training was assigned. The flight examiner assigns this qualification level if:

5.4.3.2.2. A non-critical graded area/subarea grade of U was awarded.

5.4.3.2.3. In the judgment of the flight examiner, a Q2 may be given if there is justification based on Q- performance in one or several graded areas/subareas.

5.4.3.3. **Q3.** The aircrew member demonstrated an unacceptable level of safety, performance or knowledge. The flight examiner assigns this qualification level if:

5.4.3.3.1. Any critical area graded U, requires Qualification Level of Q3 (applicable to both the Aircrew Evaluation and the Emergency Procedures Evaluation).

5.4.3.3.2. In the judgment of the flight examiner, a Q3 may be given if there is justification based on Q-/U performance in one or several non-critical graded areas/subareas.

5.4.3.4. Assigning the Aircrew Evaluation qualification level.

5.4.3.4.1. The flight examiner completing the Aircrew Evaluation will assign the Aircrew Evaluation qualification level. **(T-1)**.

5.4.3.4.2. A qualification level of Q1 or Q2 is given only after all Aircrew Evaluation requirements and requisites have been completed and given due consideration.

5.4.3.4.3. A qualification level of Q3 may be awarded at any time.

5.4.3.4.4. Flight examiner judgment is the determining factor in deciding the Aircrew Evaluation qualification level.

5.4.3.4.5. AFI/AFMAN 11-2MDS Vol 2 may dictate the highest grade for a flight or Emergency Procedures Evaluation based on graded area/subarea performance. In this case, the flight examiner can only be more restrictive than the AFI/AFMAN 11-2MDS Vol 2 qualification level guidance.

5.4.3.4.6. **(Added-1FW)** Following a flight evaluation or EPE where a Q2 or Q3 is likely to be given, the flight examiner will notify the SQ/CC and/or DO prior to the debrief.

5.4.3.5. **Exceptionally Qualified (EQ) Designation.** An EQ only applies to the Aircrew Evaluation qualification level, not to the Emergency Procedures Evaluation. Document on the AF Form 8/8a IAW [paragraphs 7.3.9](#) and [7.3.11.2](#). An EQ may be given when:

5.4.3.5.1. The aircrew member received a Q in all graded areas of the evaluation and demonstrated exceptional skill and knowledge in the requisites and the Aircrew Evaluation.

5.5. Requisites. These include a series of examinations as well as evaluation of aircrew performance in a controlled emergency procedures environment. Available requisites are as listed below. AFI/AFMAN 11-2MDS Vol 2 define which requisites apply to each type of Aircrew Evaluation.

5.5. (ACC) Requisites. ATD devices that meet certification as Training Value Code (TVC) 1, or are conducted in FAA CAT C or D simulators, may be used during evaluations. Use of lower-fidelity simulators for evaluations are authorized by applicable AFI/AFMAN 11-2MDS Vol 2. RPAs may use an approved ATD for flight evaluations IAW AFI/AFMAN 11-2MDS Vol 2.

5.5.1. **Examinations (see Chapter 6).** Examinations include the Open Book Examination, Closed Book Examination, Instrument Examination and Boldface/Critical Action Procedures (CAPs) Examination.

5.5.2. **Emergency Procedure Evaluation (EPE).**

5.5.2.1. An evaluation of an aircrew member's knowledge and skill with respect to MDS-Specific emergency procedures and systems.

5.5.2.2. AFI/AFMAN 11-2MDS Vol 2 will specify the general conduct of EPEs, areas to be evaluated, grading criteria, and whether EPEs may be done in-flight, in a simulator/aircrew training device, or verbally.

5.5.2.2. **(ACC)** Accomplish EPEs in the highest fidelity device that is reasonably available. Document any EPEs accomplished via a method other than the in highest fidelity device in the additional comments section of the AF Form 8 and annotate in the SEB minutes.

5.5.2.2.1. Only one EPE needs to be accomplished for each combined evaluation (i.e., one EPE for a QUAL/MSN or INSTM/QUAL/MSN evaluation).

5.5.2.2.2. A single Emergency Procedures Evaluation may be used for separate Aircrew Evaluations (e.g. a MSN and INSTM/QUAL evaluation) as long as the combined Emergency Procedures Evaluation is of a scope and duration to cover required areas and is conducted within the eligibility period for each Aircrew Evaluation (see [paragraph 5.8](#)).

5.5.2.2.3. **(Added-ACC)** OGVs will provide a standardized method of recording EPE accomplishment and discrepancies. Keep this record on file until the AF Form 8 is completed. **(T-2)**.

5.5.2.2.3.1. **(Added-1FW)** Examiners will complete a standardized AF Form 8a after completion of each EPE and turn it in to squadron Stan Eval. Squadron Stan Eval will maintain the completed AF Form 8a until completion of the final AF Form 8.

5.5.2.3. **Qualification Level.** Q1 performance for Emergency Procedures Evaluations requires taking the proper action in the correct sequence, not a verbatim response.

5.5.2.4. **Additional Training.** For an Emergency Procedures Evaluation requiring additional training, Document IAW [paragraphs 7.3.8](#) and [7.3.11.3.4](#)

5.5.2.5. **Boldface/Critical Action Procedures (CAPs) Failure.** An incorrect response to a Boldface/CAP situation during an Emergency Procedures Evaluation requires an Emergency Procedures Evaluation Qualification Level of 3. **(T-1)**.

5.5.2.6. **Unqualified EPE.** An examinee receiving an Emergency Procedures Evaluation Qualification Level of 3 will be placed on supervised status by the SQ/CC IAW [paragraph 5.7](#) and graded IAW [7.3.7.1](#)

5.5.3. Minimum Requisites for each Aircrew Evaluation Type.

5.5.3.1. **QUAL:** Open book examination, closed book examination, Boldface/CAPs examination (if applicable), Emergency Procedures Evaluation.

5.5.3.1.1. **INSTM:** Instrument examination.

5.5.3.1.1. **(ACC)** Successful completion of the written instrument exam is a requisite for the qualification evaluation for Combat Systems Officer (CSO) that have access to flight instruments used for navigation at their station. The instrument examination is IAW [paragraph 6.4.3](#)

5.5.3.1.2. **MSN and INSTR:** As specified in AFI/AFMAN 11-2MDS Vol 2.

5.5.4. **Requisite Completion.**

5.5.4.1. **In-the-Eligibility Period.** For scheduled or no-notice periodic evaluations in the eligibility period, all requisites must be completed within the eligibility period of the current evaluation (see [paragraph 5.8](#)). The OG/CC may waive this requirement on a case-by-case basis (document on the Form 8/8a IAW [paragraph 7.3.4.4](#)).

5.5.4.1.1. **(Added-1FW)** All 1 / 192 OG examination requisites should be completed no later than the fourth month of the eligibility period.

5.5.4.2. **Out-of-the-Eligibility Period.** For periodic evaluations accomplished outside of the eligibility period, all requisites must be completed within a six-month period beginning with the month in which the first requisite or the Aircrew Evaluation was administered, whichever occurs first. **(T-1)**. **EXCEPTION:** For extended evaluations (IAW [paragraph 5.8.3.2](#)), requisites may be completed between the beginning of the six-month eligibility period prior to the original expiration date and the extended expiration date.

5.5.4.3. One set of requisites may be used to satisfy the requirements of combined evaluations as defined in AFI/AFMAN 11-2MDS Vol 2.

5.5.4.4. Requisites from a completed evaluation may be used for subsequent evaluations provided they cover all required areas and are within the requisite eligibility period for each evaluation.

5.6. Failure to Pass an Aircrew Evaluation.

5.6.1. **Requalification Evaluation.** If an aircrew member fails an evaluation, a successful flight or ground recheck must be completed by the end of the third month after the date of the first failure (e.g., for an evaluation on 20 Jun XX, complete the recheck by 30 Sep XX). (T-1)

5.6.1.1. The flight examiner that administered the original Aircrew Evaluation should not administer the requalification evaluation.

5.6.1.2. A requalification evaluation cannot be successfully completed until the aircrew member performs to Q or Q-/debriefed criteria for each area graded U.

5.6.1.3. The flight examiner may annotate that the requalification evaluation be accomplished verbally or in a simulator (document IAW [paragraph 7.3.11.3](#)).

5.6.1.4. Requisites remain valid that were successfully passed within the 6-month period as described by [paragraph 5.5.1](#) or [5.5.2](#) for an Aircrew Evaluation that was failed.

5.6.2. **Mission Ready Status Downgrade.** If a mission ready (MR), combat mission ready (CMR) or basic mission capable (BMC) aircrew member receives a Q3 qualification level on an INSTM, QUAL and/or MSN evaluation, the SQ/CC will downgrade the examinee's training status to non-mission ready (NMR), non-combat mission ready (N-CMR) or non-basic mission capable(N-BMC). (T-2). If Basic Aircrew Qualification (BAQ) aircrew members receive a Q3 INSTM and/or QUAL evaluation, the SQ/CC will downgrade the examinee's training status are downgraded to non-basic aircraft qualified (N-BAQ) IAW AFI/AFMAN 11-2MDS Vol 1. (T-2). For instructor evaluations, aircrew status (i.e., MR/, CMR or BMC) need not be downgraded if the discrepancies were only in instructor areas/subareas.”

5.6.3. **Restrictions.** As directed by this instruction or deemed necessary in the judgment of the flight examiner, flight restrictions will be imposed on the examinee until the successful completion of assigned additional training and/or a requalification evaluation. (T-1).

5.6.3.1. Restrictions will address the specific phase of flight and/or operation that requires supervision and the criteria for removal of the restrictions. (T-2).

5.6.3.1. (ACC) Restrictions directed through an evaluation that awarded a grade of Q1 or Q2 - “No Additional Training Required,” will be removed through a subsequent or SPOT evaluation unless otherwise specified within the AFI/AFMAN 11-2MDS Volumes 1 or 2. (T-2).

5.6.3.1.1. **QUAL Evaluation:** Place the examinee on supervised status (see [paragraph 5.7](#)) in the aircraft in which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional aircraft. Universal or multiple qualified aircrew may be placed in supervised status in all aircraft in which the individual maintains universal or multiple qualification.

5.6.3.1.2. **INSTM Evaluation:** Restrictions apply to all aircraft in which the examinee is required to maintain instrument qualification.

5.6.3.1.3. **MSN Evaluation:** The examinee may perform basic qualification/instrument tasks unless specifically restricted. Place the examinee on supervised status for mission tasks.

5.6.3.1.4. **INSTR Evaluation (or any evaluation where instructor qualifications are being evaluated):** Instructors receiving an unsatisfactory grade in any instructor area(s) will not perform instructor duties until a successful requalification evaluation is completed. **(T-1).**

5.6.3.2. Document restrictions on the AF Form 8/8a IAW [paragraphs 7.3.9](#) and [7.3.11.1](#)

5.7. Supervised Status.

5.7.1. If unsatisfactory performance or restrictions require an examinee be placed on supervised status, the type of supervisor (i.e., instructor or designated supervisor) will be determined by the SQ/CC and/or as specified in AFI/AFMAN 11-2MDS Vol 1. **(T-1).**

5.7.1.1. **(Added-1FW)** Pilots will be placed in supervised status for any Q2 (flight evaluation or EPE) where additional training is assigned. After successful completion of additional training, pilots may be removed from supervised status at the discretion of the squadron commander. An instructor or flight examiner will sign off the completed additional training using [Attachment 14](#), Unsatisfactory Examination/Additional Training letter.

5.7.2. Supervision will only be accomplished by instructors or designated supervisors. **(T-1).**

5.7.2.1. **(Added-ACC)** Units will establish processes to track unit personnel placed in supervised status, through a consolidated list to be utilized for flight and mission planning purposes. **(T-2).**

5.7.2.1.1. **(Added-1FW)** Squadron training shops will be notified by the SQ/DO anytime an individual is placed on or removed from a supervised status in order to maintain a consolidated list of individuals on supervised status. The SQ/DO will ensure any pilot in a supervised status is scheduled to fly with the appropriate supervision IAW this instruction. Sq Ops Supervisor will ensure this requirement is met prior to aircraft step.

5.8. Timing of Aircrew Qualification Evaluations.

5.8.1. **Expiration Date.** Required periodic evaluations expire on the last day of the 17th month following the month in which the previous periodic Aircrew Evaluation was successfully completed (e.g. a periodic evaluation in which the Aircrew Evaluation was completed on 9 Oct 14 expires on 31 Mar 16.).

5.8.1. **(ACC)** For the purposes of calculating the expiration date, ACC evaluations are considered “completed” on the date of the last entry in section III of the Form 8. **(T-2).**

5.8.2. **Eligibility Period.** Periodic Aircrew Evaluations are scheduled in the eligibility period, defined as the six-month period prior to the expiration date.

5.8.2.1. **(Added-1FW)** Squadron Stan Eval will reference PEX eligibility and FEF data and advise all assigned/attached flyers and their flight commander when they enter their first and fourth months of eligibility. When a pilot enters their INSTM/QUAL eligibility zone, Squadron Stan Eval will assign requisite exams in PEX. Ultimate responsibility for ensuring requisite and evaluation completion within the eligibility period rests with the pilot.

5.8.2.2. **(Added-1FW)** At the beginning of each month, Squadron Stan Eval will post a copy of the PEX check ride eligibility waterfall for review by all assigned and attached pilots.

5.8.2.3. **(Added-1FW)** Every effort will be made to schedule flight evaluations and EPEs not later than the fifth month of the eligibility period. Evaluations accomplished in the sixth month of eligibility will be highlighted at the semiannual Stan Eval Board.

5.8.3. **Out-of-the-Eligibility Period.** On a case-by-case basis, periodic Aircrew Evaluations may be scheduled before or after the eligibility period according to the following criteria:

5.8.3.1. Aircrew Evaluations Conducted Prior to the Eligibility Period. SQ/CCs may authorize individuals to complete periodic Aircrew Evaluations prior to the eligibility period (document IAW [paragraph 7.3.4.4.2](#)).

5.8.3.2. **Extension to Aircrew Evaluation Expiration Date.**

5.8.3.2.1. HQ USAF/A3TF may authorize blanket or group Aircrew Evaluation Expiration Date extensions on an as-required basis. Requests for extensions at MAJCOM or subordinate levels will be submitted IAW [paragraph 1.3.2](#)

5.8.3.2.2. MAJCOM/A3s may extend an Aircrew Evaluation Expiration Date up to six months. Provide notification to AF/A3T when extensions are approved (copy to AF/A3TF). Provide guidance for MAJCOM extensions in MAJCOM supplements to this instruction.

5.8.3.2.2. **(ACC)** Units will submit MAJCOM/A3 extension requests through normal Stan/Eval channels and report MAJCOM/A3 approved extension requests in the SEB minutes. **(T-2)**.

5.8.3.2.3. SQ/CCs may extend an Aircrew Evaluation Expiration Date up to three months for the reasons listed below (document IAW [paragraph 7.3.4.4.3](#)). Extensions will be on a case-by-case basis and this paragraph is not authority to grant blanket extensions. For individual extensions longer than three months, see [paragraph 5.8.3.2.2](#) For group or blanket extensions, see [paragraph 5.8.3.2.4](#) Requisites not completed during the original eligibility period must be completed prior to the extended expiration date. **(T-1)**.

5.8.3.2.3.1. PCS/PCA to a non-flying assignment.

5.8.3.2.3.2. Departing PCS or TDY for retraining in another aircraft type.

5.8.3.2.3.3. Undergoing unit aircraft conversion, as directed by MAJCOM.

5.8.3.2.3.4. Removal from active flying status (e.g. separation or retirement).

5.8.3.2.3.5. Aircrew who are not able to complete the required Aircrew

Evaluation(s) before or during a deployment or extended alert status. The evaluation should be completed at the earliest practical opportunity upon return.

5.8.3.2.3.5. **(ACC)** This also includes the non-availability of aircraft and/or Flight Examiners due to deployments or extended alert status.

5.8.3.2.3.6. **(Added-ACC)** Aircrew who are DNIF at the expiration of their eligibility window.

5.8.3.2.4. **Non-Standard Approval Authority**

5.8.3.2.4.1. For SQ/CCs and above, the approval authority is the next commander in the examinee's flying chain of command.

5.8.3.2.4.2. In all other cases, if the flying chain of command differs from administrative chain of command (e.g. HHQ attached flyers), approvals will be by the attached unit/CC with the concurrence of the examinee's immediate administrative supervisor. **(T-3)**.

5.8.3.2.4.3. For individuals not assigned to a MAJCOM, AF/A3T is the approval authority.

5.8.4. **Failure to Complete an Aircrew Evaluation within the Eligibility Period.**

5.8.4.1. If an aircrew member fails to complete an Aircrew Evaluation within the eligibility period for an in-the-eligibility period evaluation (see [paragraph 5.8.2](#)), the individual loses the qualification covered by the evaluation and the restrictions of [paragraph 5.6.3](#) apply.

5.8.4.2. Qualification may be re-established by completion of the delinquent evaluation, or accomplishing a requalification Aircrew Evaluation. To complete a delinquent evaluation, all requisites must be accomplished IAW [5.5.4.2](#).

5.8.5. SQ/CC's will ensure that individuals whose periodic evaluations expire either within three months after their departure for a Permanent Change of Station (PCS) to a flying assignment in the same MDS, or during an upcoming Temporary Duty (TDY) (flying or non-flying), complete the required evaluation(s) before departing. **(T-3)**. Coordinate with the gaining OG/CC for any instances where this requirement cannot be met. **Note:** Applies to an extended TDY that may preclude the member from completing a required evaluation within the prescribed eligibility period.

5.9. **Commander-Directed Downgrade.**

5.9.1. **Aircrew Assigned to Flying Squadrons:** The Aircrew Member's squadron commander or any commander in the aircrew member's chain of command above the Aircrew Member's squadron commander may direct a Commander-Directed Downgrade.

5.9.2. **Aircrew Attached to a Flying Squadron:** The commander of the squadron that the aircrew member is attached, or any commander in the chain of command above that squadron commander, may direct a Commander-Directed Downgrade.

5.9.3. A Commander-Directed Downgrade may be a downgrade (Q-/U) in a specific area/sub-area without unqualifying an individual.

5.9.4. A Commander-Directed Downgrade may direct a downgrade that either removes a qualification (e.g. Instructor Pilot to Mission Pilot) or completely unqualifies an individual (e.g. Mission Pilot to Unqualified Pilot).

5.9.5. Downgrades may be directed without administering an evaluation using the following guidance:

5.9.5.1. Examples of flying-related cases include breach of flying discipline, flight safety, etc. Incidents do not have to be directly observed by an examiner, but may be recommended by an examiner from any MDS/aircrew specialty.

5.9.5.2. For non-flying-related cases, do not use these downgrades as a substitution for, or in lieu of, administrative or judicial actions (e.g. Letter of Counseling, Article 15, etc.). (Consult with the supporting Staff Judge Advocate office for legal advice in these cases.) Use in cases where such incidences directly affect the commander's confidence in the aircrew member's ability to safely operate the aircraft and/or equipment (e.g. lapse in judgment significant enough to cast doubt on the crewmember's decision-making abilities within the MDS).

5.9.6. For downgrades that either remove qualifications or completely unqualify an individual, the affected crewmember will cease acting in the qualification(s) from which they have been downgraded effective with the date the commander initiated the downgrade.

5.9.7. Commander Directed Downgrades will be documented IAW [paragraph 7.4 \(T-1\)](#).

5.10. Multiple Qualification. Multiple qualification guidance applies to aircrew members who maintain qualifications in two or more aircrew positions or in two or more MDS where separate qualifications are required by lead MAJCOM. For Universal Qualification see [Chapter 8](#).

5.10.1. When differences between aircraft in the same MDS are great enough, the lead MAJCOM, in coordination with using MAJCOMs, will identify requirements for separate qualification.

5.10.2. **Documentation.** Document MAJCOM authority for multiple qualifications, including a list of aircraft or aircrew positions in which qualifications are maintained IAW [paragraph 7.3.4.3](#) See AFI 11-202, Vol 1.

5.10.3. **Separate Qualifications Not Required.** For aircraft that do not require separate qualifications with the same MDS but in different series, document separate certifications using AF Form 4348, *USAF Aircrew Certifications*.

5.10.4. **Instrument Evaluation.** Pilots need only complete an INSTM evaluation, to include requisites, in one of the aircraft in which they maintain qualification as specified by the authorizing MAJCOM.

5.10.5. **QUAL and MSN Evaluations.** All crewmembers require a QUAL evaluation and, if applicable, a MSN evaluation, to include requisites (if required), in each MDS and/or crew position that they maintain qualification according to applicable AFI/AFMAN 11-2MDS Vol 2, or AFI 10-3502 Vol 2.

5.10.5. (ACC) Unit supplements/may provide guidance for local evaluation profiles of aircrew who hold multiple qualifications to ensure graded areas that are common among those qualifications are only evaluated once within a single evaluation cycle.

5.10.6. **Failure to Pass an Aircrew Evaluation.** A Q3 awarded grade on an INSTM evaluation applies to all aircraft flown in which instrument qualification is required. A downgrade resulting from a Q3 in a QUAL or MSN evaluation applies only to the aircraft for which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional aircraft.

5.11. Aircrew Flying in Non-USAF Aircraft and with Non-USAF Units. Aircrew authorized to perform duties in non-USAF aircraft IAW AFI 11-401, or on duty with or attached to non-USAF units or activities for flying, abide by the operating activity, host service or host country guidance.

5.11.1. Aircrew flying with non-USAF units (i.e. exchange aircrew) do not need to abide by USAF guidance, including this AFI and AFI/AFMAN 11-2MDS Vol 2. Therefore, when they return to USAF units, they must complete applicable requisites and be evaluated for any periodic USAF evaluations that expired during their tour. **(T-1)**. The restrictions in [paragraph 5.6.3](#) of this instruction apply to such individuals until evaluations are completed.

5.11.2. MAJCOM/A3s may approve exceptions to requirements for returning Exchange aircrew members to complete applicable requisites and expired USAF evaluations, if they determine non-USAF evaluations are equivalent to applicable AFI/AFMAN 11-2MDS Vol 2 evaluations (document IAW [paragraph 7.7.3.2.2](#)).

5.11.3. USAF units using non-USAF aircraft that do not have an established system program director to execute a USAF flying program will comply with current USAF guidance, unless otherwise authorized by proper authority. **(T-1)**. See AFI 11-401 for definitions of USAF and US Government aircraft.

5.12. Initial Cadre.

5.12.1. Aircrew members who are appointed by their MAJCOMs as initial cadre either for a new mission set requiring a Mission qualification or for a new MDS where no flight examiner currently exists will comply with the intent of this instruction. **(T-1)**. See [paragraph 7.5](#) for guidance on Form 8/8a documentation.

5.12.2. MAJCOMs will indicate through memoranda for the record which aircrew are appointed as initial cadre and include in the Flight Evaluation Folders IAW [paragraph 7.7.3.2.2](#)

5.12.2. **(ACC)** Initial Cadre appointment letters are routed through ACC/A3TV for ACC/A3 approval. Copies of the signed memoranda are retained on the ACC/A3TV SharePoint Site.

5.12.3. Tailor recurring Aircrew Evaluations to program requirements and aircraft capabilities. Simulators may be used to satisfy recurring evaluation requirements.

5.12.4. Pilots in these programs will maintain instrument qualification (see [paragraph 5.2.2](#)). **(T-1)**. Maintenance of the instrument qualification, if not practical due to the developing capabilities of the new mission set and/or MDS, will be accomplished in aircraft possessing similar flying qualities/instrumentation as stipulated in the MAJCOM supplement/AFI/AFMAN 11- MDS Vol 2/MOU. **(T-1)**.

Chapter 6

AIRCREW EXAMINATION PROGRAM

6.1. Purpose. The aircrew examination program measures a crewmember's knowledge of normal/emergency procedures, threats, and other information essential for the safe and effective operation of their assigned MDS through the administration of written or computer-based examinations.

6.2. Scope. This chapter applies to rated, Career Enlisted Aviator, non-rated X-prefix AE aircrew and Remotely Piloted Aircraft (RPA) sensor operators. This chapter includes requisite examination guidance for periodic Aircrew Evaluations. Requisite examinations include open book examinations, closed book examinations, instrument examinations and Boldface/CAPs examinations as described in [paragraph 5.5](#)

6.3. Administrative Procedures.

6.3.1. Program Documentation. Units will document the unit-level aircrew examination program. **(T-3).**

6.3.2. Computer-Based Examinations. MAJCOM directed Stan/Eval software may fulfill the requirement for examinations as outlined in this instruction.

6.3.3. Retention of Examination Records. Retain graded examination answer sheets/computer records until the AF Form 8/8a is completed.

6.4. Examination Sources.

6.4.1. Open Book Examinations. Open book questions will come from publications containing information pertinent to the operation of applicable aircraft and performance of the assigned mission. **(T-1).**

6.4.1. (ACC) The emphasis of open book exams is placed on technical orders, manuals, handbooks or instructions that may not require immediate recall or are not regularly referenced.

6.4.1.1. The open book subject areas and the publications used to generate the examination will be made available to aircrew during testing. Electronic publications may be used as references for open book examinations. **(T-1).**

6.4.1.2. Each unit will develop an open book Secure Question Bank (SQB) that serves as the source for the open book examination. **(T-1).** Do not distribute the SQB to unit crewmembers and safeguard it in the same manner as any other required Stan/Eval examination. **(T-3).**

6.4.1.2.1. (Added-1FW) OGV will maintain an open book secure question bank (SQB) for each MDS.

6.4.2. Closed Book Examinations. Major emphasis of closed book examination questions will be on aircraft systems, AFIs/AFMANs, Federal Aviation Administration/International Civil Aviation Organization rules, threat and mission knowledge that aircrew must immediately recall while airborne. **(T-1).**

6.4.2.1. Lead MAJCOMs review Master Question Files (MQFs) annually, distribute changes to MQFs as necessary and ensure MDS/crew-specific MQFs are available to applicable MAJCOMs.

6.4.2.2. **Local Procedures MQF.** Units may develop and distribute a local procedures MQF to augment MDS/crew position-specific MQFs.

6.4.2.2. **(ACC)** Units may include any information necessary for safe flight and mission accomplishment not included in the MAJCOM MQF. Local instructions, range procedures, unit supplements to AFI/AFMAN 11-2MDS Specific Volumes 3, are examples of sources for the Local Procedures MQF. If used, at least ten percent (10%) of closed book examination questions will come from the local procedures MQF. **(T-3).**

6.4.2.2.1. **(Added-1FW)** OGV will maintain a closed book master question file (MQF) for each MDS that will be taken from the local and MAJCOM MQF.

6.4.2.2.1.1. **(Added-1FW)** OGV will maintain a local procedure MQF for each MDS. These MQFs will be reviewed annually or in conjunction with changes in local procedures or supplement updates.

6.4.3. **Instrument Examinations.** Reference AFMAN 11-210, *Instrument Refresher Program*. Units will ensure that only those questions relevant to the weapons system(s) and instrument procedures within their unit are included in the available questions. **(T-3).**

6.4.3.1. **(Added-1FW)** Instrument Refresher Course instruction is provided by Boeing Aerospace Instructors and is not a prerequisite for the instrument exam. Requisite instrument exams are developed and maintained by OGV IAW AFMAN 11-210.

6.4.4. **Boldface/CAP Examinations.** Boldface/CAP Examinations will come from the MDS T.O. and will be identified in the AFI/AFMAN 11-2MDS Vol 2.

6.4.4. **(ACC)** Boldface/CAPs exam will be administered in written form and completed from memory. **(T-2).** Abbreviations which do not affect the correct meaning of the procedure are acceptable. OG/CCs that choose a format other than paper for these exams will publish procedures, in their own supplements to this regulation, that minimize the possibility of aircrew mass producing completed exams. **(T-2).** The intent of this exam, in part, is to mandate an individual effort, periodic review of critical procedures.

6.4.5. **(Added-ACC)** Aircrew will accomplish a Boldface/CAPs examination for each MDS for which the aircrew is qualified (if any portion of the Boldface/CAPs is different from the primary aircraft). **(T-2).**

6.4.6. **(Added-ACC)** The squadron operations supervisor or designated representative grades the Boldface/CAPs written examinations IAW [paragraph 6.8.1](#)

6.5. End-of-Course Examinations. Formal Training Units administering USAF Formal School courses listed in the Air Force Education and Training Course Announcement database (<https://etca.randolph.af.mil/>) may use end-of-course examinations to fulfill the requirements of the open book, closed book and Boldface/CAPS (if applicable) requisite examinations.

6.5.1. The Stan/Eval agencies of the MAJCOM responsible for training will coordinate with the MDS lead MAJCOM to ensure the end of course examination meets the requirements of

this instruction and AFI/AFMAN 11-2MDS Vol 2 before awarding credit for requisite completion. **(T-1)**.

6.5.2. End of course examination questions do not need to incorporate MDS/crew position-specific MQFs. All questions must reflect the latest changes to all systems and/or operational procedures and not conflict with any MQFs.

6.5.3. All end of course exams that fulfill the requirements of requisite examinations will be graded according to **paragraph 6.6** and entered on the AF Form 8/8a according to **paragraph 7.3.5.1 (T-1)**.

6.6. Examination Management. With the exception of written Boldface/CAPs exams, units will either maintain prepared examinations for each crew position or generate a unique examination for each aircrew member. **(T-3)**.

6.6.1. **Examination Question Review.** OG Stan/Eval functions will review all MDS/crew position-specific MQFs, SQBs, and prepared examinations (if used) annually and as soon as possible after any changes in source documents. **(T-2)**. If a complete review was accomplished due to a source document change it may be annotated as the annual review. Units will document procedures for the examination reviews in their supplement to this instruction. **(T-2)**.

6.6.1.1. **(Added-1FW)** OGV will review examination questions using the PEX Testing Admin sub-module. If questions are changed due to a change in source material, and a complete review is not accomplished, OGV will not update the review date for the exam in PEX. Annual reviews will be annotated in PEX for all MQF/SQB/exams.

6.6.1.2. **(Added-1FW)** When new MAJCOM MQFs are released, OGV will make them available via SharePoint, update exams as required, and remove out of date MQFs from SharePoint and PEX.

6.6.2. If prepared examinations are maintained for each crew position:

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

6.6.2.1.1. **(Added-1FW)** OGV will use PEX to generate and maintain prepared exams for all 1 FW/192 WG requisite, periodic, and other (SOF, SEFE, etc.) exams.

6.6.2.1.2. **(Added-1FW)** OGV will maintain two versions of requisite tests for each MDS and the Instrument test. OGV will review all tests and replace at least the required minimum number of questions annually. Only a single version of all other examinations will be maintained. In the event of a failure of a non-requisite exam (SOF, SEFE, or periodic), OGV will create an alternate exam from the appropriate SQB or MQF.

6.6.2.2. Units having ten or fewer crewmembers per crew position require only one examination.

6.6.2.3. When different aircrew positions are responsible for the same information, units are not required to maintain separate examinations for each aircrew position.

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

6.6.3. If a unique examination is generated for each aircrew member:

6.6.3.1. Units may use MAJCOM-approved software for examination creation.

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

6.6.4. **(Added-1FW)** Requisite and periodic examinations should be accomplished via PEX. If extenuating circumstances require a paper exam be administered, Squadron Stan Eval will manually input the completed test into PEX when it becomes available.

6.7. Examination Security. Stan/Eval personnel should maintain positive control of all examinations, applicable answer sheets, and associated computer-based media.

6.7.1. **(Added-1FW)** Requisite exams require a proctor, and will be marked “proctored” in PEX. Squadron Stan Eval /Squadron Stan Eval shops are authorized to proctor these exams in the squadron. SOF, SEFE, and Unit Periodic tests do not require a proctor.

6.8. Grading.

6.8.1. **Boldface/CAPs.** Grade Boldface/CAPs examinations on the two-tier grading system (i.e. Q/U). Satisfactory performance requires writing the proper actions in the correct sequence, not necessarily a verbatim response. The minimum passing grade is 100 percent.

6.8.2. **Written or Computer-Based Examinations.** Grade written or computer based examinations as a percentage of correct answers. The minimum passing grade is 85 percent. All questions missed should be reviewed immediately following the examination.

6.8.2.1. **(Added-1FW)** If used, paper answer sheets for requisite exams will be destroyed by OGV or Squadron Stan Eval after the exam has been entered into PEX and the grade recorded.

6.8.3. Units will grade all examinations and/or Boldface/CAPs exams prior to the crewmember’s next flight. **(T-3).**

6.9. Failure to Pass a Requisite Examination.

6.9.1. Aircrew members failing a requisite examination (Open, Closed, Instrument or Boldface/CAPs) will be placed in supervised status IAW [paragraph 5.7](#) until successful retesting is completed. **(T-1).**

6.9.1.1. **(Added-1FW)** Squadron Stan Eval will complete [Attachment 14](#) Unsatisfactory Examination/Additional Training, in the event of a requisite examination failure. Squadron Stan Eval will notify the SQ/DO and OGV in the event of a failed requisite exam.

6.9.1.2. **(Added-1FW)** Squadron Stan Eval will assign the alternate test version in PEX for reexaminations.

6.9.2. Aircrew members who fail a requisite examination should be afforded an adequate study period prior to re-examination. For other than Boldface/CAPs examination, the aircrew member will be given a different version of the examination. **(T-1).**

6.9.3. Aircrew members who fail a requisite examination must successfully complete the examination before the end of their eligibility period or the aircrew loses the qualification covered by the evaluation. **(T-1)**

6.9.4. For aircrew members who maintain multiple qualifications, supervised status resulting from failure of either an open book, closed book or Boldface/CAP examination applies only to the aircraft for which the examination was administered. Failure of the instrument exam results in the examinee being placed in supervised status in all aircraft in which instrument qualification is required.

6.10. (Added-ACC) Periodic Testing. Each unit will conduct periodic testing at least semiannually for all aircrew members. **(T-2)**. The OG/CC will determine whether the test is administered open or closed book and whether proctoring is required. A majority of the questions must come from sources other than MAJCOM-approved MQFs (i.e. flight manuals, Instructions, SPINS, etc). **(T-2)**.

6.10.1. **(Added-ACC)** Units will establish a Boldface/Critical Action Procedures (CAPs) written examination program for all applicable crew positions. **(T-2)**. As a minimum, all applicable aircrew members will successfully complete a Boldface/CAPs written examination prior to the first flight of each month. **(T-2)**.

6.10.1.1. **(Added-1FW)** T-38 pilots will accomplish a BOLDFACE/Critical Action Procedure written examination prior to the first flight of each month. This written examination is not required for F-22 pilots.

6.10.2. **(Added-ACC)** Aircrew will accomplish a Boldface/CAPs examination for each MDS for which the aircrew is qualified (if any portion of the Boldface/CAPs is different from the primary aircraft). **(T-2)**.

6.10.3. **(Added-ACC)** The squadron operations supervisor or designated representative grades the Boldface/CAPs written examinations IAW **paragraph 6.8.1**

6.10.4. **(Added-1FW)** Semiannual periodic tests will be created by OGV and administered in PEX. Semiannual tests will normally be assigned on the 1st of the month (July 1st and January 1st) and completed no later than the end of the calendar month in which they are assigned. These will be a Go/No-Go item.

Chapter 7

DOCUMENTATION

7.1. Scope. Administration of the Aircrew Evaluation program requires accurate documentation. This chapter provides documentation guidance for aircrew that require an Aircrew Evaluation to establish qualification. See [Chapter 8](#) for documentation guidance pertaining to flight surgeons, and non-rated aircrew that only require an examination to establish qualification.

7.1.1. The results of Aircrew Evaluations are recorded on the AF Form 8/8a. The chronological history of Aircrew Evaluations for an aircrew member is recorded on an AF Form 942, *Record of Evaluation*. These AF forms are maintained in the Flight Evaluation Folders.

7.1.2. In all instances of documentation, use of electronic forms is encouraged, to include use of electronic signatures and wholly electronic Flight Evaluation Folders IAW MAJCOM supplement guidance. In all instances, computer-generated forms must mirror AF forms as published on the USAF E-Publishing web site in accordance with AFI 33-360.

7.2. Qualifications versus Certifications. Qualifications are attained through evaluations and documented on the AF Form 8/8a, as applicable. Certifications are attained through methods other than evaluation and documented IAW AFI 11-202 Vol 1.

7.3. AF Form 8/8a, Certificate of Aircrew Qualification.

7.3.1. **Purpose.** The AF Form 8/8a is the source document used to record the Aircrew Evaluation and verify the qualification of an aircrew member.

7.3.1.1. Use the AF Form 8 to record aircrew maintaining qualification in a single aircraft.

7.3.1.2. Use of the AF Form 8a to record aircrew maintaining Universal Qualification IAW [Chapter 8](#).

7.3.1.3. An AF Form 8/8a is accomplished by the Flight Examiner, Reviewing Officer, Final Approving Officer, the examinee and a Certifying Official (if additional training was required).

7.3.1.3. (ACC) The “Initial Evaluator” section on the back side of the Form 8 is intended as a place to identify the first examiner, in the cases that multiple examiners execute a single evaluation.

7.3.2. **General Data Entry.** See [Attachment 3](#) for sample AF Forms 8, [Attachment 4](#) for sample AF Forms 8a.

7.3.2.1. In all instances of data entry, if an electronic form is used, the format required by the electronic form may be used (see also [paragraph 7.1.2](#)). For example, an “X” can also be replaced with a “√” or other form standard, as long as such preference is standardized throughout the document.

7.3.2.2. For date fields use a two-digit day, three-letter month and two-digit year format (e.g. 24 Jun 18).

7.3.2.3. The “Eligibility Period” and “Expiration Date of Qualification” blocks should use a three-letter month and two-digit year format (Jun 18).

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

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

7.3.2.6. **(Added-1FW)** Squadron Stan Eval will use PEX capabilities to the maximum extent practical for AF Form 8 production and FEF management.

7.3.3. **Date Completed.**

7.3.3.1. Use the latest completion date of the Aircrew Evaluation, requisites and the additional training if assigned.

7.3.4. **Examinee Identification (Section I).**

7.3.4.1. Name, Grade (to include Government Civilians) or CTR (for Contractors) and last four of Social Security Number (SSN), or Non-US Identity Code (NUSIC).

7.3.4.1. **(ACC)** ACC evaluations entered into PEX may use whichever identification measure PEX inputs in this block.

7.3.4.2. **Organization and Location.**

7.3.4.2.1. Enter the unit designation and location where the examinee is assigned/attached for flying (actual unit/office symbol is annotated IAW [paragraph 7.3.10.4](#)).

7.3.4.2.2. For formal training unit courses in which an evaluation is administered, the organization and location should be the formal training unit organization/location.

7.3.4.3. **MDS/Crew Position.**

7.3.4.3.1. Enter the MDS in which the Aircrew Evaluation was given.

7.3.4.3.2. Enter the examinee’s highest qualification in the MDS that the Aircrew Evaluation was given. **Note:** Examiner (e.g. EP, EF, etc.) is not a qualification, it is a certification, and should only be entered when the flight examiner is receiving a SPOT Flight Examiner Objectivity evaluation IAW MAJCOM supplements.

7.3.4.3.3. **(Added-ACC)** Each evaluation for aircrew holding multiple MDS and/or crew position qualifications will be documented on a separate AF Form 8, except E-3 and E-8 multiple qualifications, which may be documented on one AF Form 8 IAW the MDS Volume 2.

7.3.4.4. **Eligibility Period.**

7.3.4.4.1. Enter the 6-month period preceding the expiration date from the last periodic Aircrew Evaluation of the same category (e.g., if the last MSN evaluation expires Sep 18, enter Apr-Sep 18).

7.3.4.4.2. Enter N/A (not applicable) for INIT, SPOT, RQ, and out-of-the-eligibility period Aircrew Evaluations (see [paragraph 5.8](#)).

7.3.4.4.3. For periodic Aircrew Evaluations where the expiration date of the previous Aircrew Evaluation is extended under the provisions of [paragraph 5.8.3.2](#), enter the

6-month period preceding the original expiration date (extensions only extend the expiration date, not the eligibility period).

7.3.4.4.4. Dual entries are authorized for misaligned combined evaluations (e.g., if last INSTM evaluation expires Nov 18 and QUAL evaluation expires Jan 19, enter "INSTM: Jun-Nov 18/QUAL: Aug 18-Jan 19" for an INSTM/QUAL evaluation).

7.3.5. Requisite Information (Section II).

7.3.5.1. Requisite.

7.3.5.1.1. Make a separate entry for each requisite. Discrepancies are noted in the examiner's remarks (see [paragraph 7.3.11.3](#)).

7.3.5.1.2. If requisites exceed available lines, make combined entries or document additional requisite completion in the Comments section.

7.3.5.1.3. Annotate an "EPE" for Emergency Procedure Evaluation.

7.3.5.1.4. Annotate "Instrument", "Closed Book" and "Open Book" for requisite examinations.

7.3.5.1.5. Annotate "Boldface" or "CAPs" as required by the applicable AFI/AFMAN 11-2MDS Vol 2.

7.3.5.2. **Date.** In the date column, enter the date that the requisite is successfully completed.

7.3.5.3. Results.

7.3.5.3.1. Enter failed examination score with a successfully completed re-examination as follows: 84/98.

7.3.5.3.2. Enter failed Boldface/CAPs with successful re-accomplishment as follows: U/Q.

7.3.5.3.3. Enter failed EPE Qualification Level with the subsequent successful re-accomplishment as follows: 3/1.

7.3.6. Aircrew Evaluation Information (Section III).

7.3.6.1. Aircrew Evaluation.

7.3.6.1.1. IAW [paragraph 5.2](#), use the following designations to describe the type of evaluation(s): INSTM, QUAL, MSN, INSTR, or SPOT. If combined, include the designation of each evaluation (e.g., QUAL/MSN, INSTM/QUAL/MSN, etc.).

7.3.6.1.2. Use the following prefixes, when applicable, to describe the evaluation: INIT, RQ, N/N and/or SIM. More than one prefix may be used to describe an evaluation as outlined in [paragraph 5.2.6](#)

7.3.6.1.2.1. The only annotations of INSTR used are INIT INSTR and RQ INSTR as described in [paragraph 5.2.4](#)

7.3.6.1.2.2. INSTR will not be used for periodic evaluations as the AF Form 8/8a aircraft/crew position is already annotated with the instructor designation (e.g. IB, IN, IP).

7.3.6.1.2.3. When an Aircrew Qualification deals with regaining a complete loss of instructor qualification, document it as RQ INSTR (not RQ SPOT).

7.3.6.1.3. Make a single line entry to document the flight(s)/event(s) used to complete the evaluation.

7.3.6.1.4. Make multiple single line entries for each flight/event if two or more flights/events are required and administered by either different flight examiners or on separate days.

7.3.6.1.5. Where a single mission (such as airlift tasking) consists of multiple flights over one or more days with the same flight examiners, a single line entry may be used.

7.3.6.2. **Date.**

7.3.6.2.1. Enter the date the flight/event was completed.

7.3.6.2.2. For Aircrew Evaluations where a single mission consists of multiple flights over one or more days (see [paragraph 7.3.6.1.5](#)), use a single line entry with the date the mission was completed. Document the mission details and inclusive dates in the examiner remarks IAW [paragraph 7.3.11.3](#)

7.3.6.2.3. For Aircrew Evaluations conducted on missions consisting of a single flight spanning more than one day, use a single line entry with the date the mission was completed. Document the details IAW [paragraph 7.3.7.3](#)

7.3.7. **Qualification Level (Section IV).**

7.3.7.1. Annotate the examinee's qualification level IAW the definitions of [paragraph 5.4.3](#) by placing a "1" (for Q1) or "2" (for Q2) in the qualified block or a "3" (for Q3) in the unqualified block.

7.3.7.2. Combined Aircrew Evaluations (e.g., INSTM/QUAL, INSTM/QUAL/MSN, etc.) require only one Qualification Level if all Aircrew Evaluations were awarded the same Qualification Level. If the Qualification Level varies for each Category of Aircrew Evaluation accomplished, indicate the qualification level for each part separately (e.g., "INSTM: 1" and "QUAL: 2" in the qualified block or "INSTM/MSN: 1" in the qualified block and "QUAL: 3" in the unqualified block).

7.3.7.3. **Expiration Date of Qualification.**

7.3.7.3.1. IAW [paragraph 5.8.1](#), for evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the aircrew evaluation was successfully completed.

7.3.7.3.2. For Aircrew Evaluations that do not establish a new eligibility period, enter "N/A."

7.3.7.3.3. Combined Aircrew Evaluations require only one date if all Aircrew Evaluation types were successfully completed and/or "N/A" if all Aircrew Evaluation types were assigned an unqualified grade. For combined Aircrew Evaluations where one category is successfully completed and/or one category is assigned an unqualified grade, indicate by assigning a new expiration date for the Aircrew Evaluation Category completed successfully, and "N/A" for those Aircrew Evaluation Categories awarded

an unqualified grade (e.g., QUAL 1 and INSTM 3, then enter “QUAL-Jul 12” and “INSTM-N/A”).

7.3.8. Additional Training (Section V). If additional training not required, annotate each of the blocks described below with “N/A”.

7.3.8.1. Due Date(s).

7.3.8.1.1. Enter a date not to exceed the last day of the third month following the event requiring additional training (an Aircrew Evaluation on 26 Jan 12 equals a 30 Apr 12 due date).

7.3.8.1.2. If more than one date or type of training is required, preface the due dates with an appropriate description (Academics, Sim, Flight, etc.)

7.3.8.2. Date Additional Training Completed.

7.3.8.2.1. Enter the date(s) the examinee completed additional training, otherwise, enter “N/A”.

7.3.8.2.2. If more than one date is required, preface the date(s) completed with an appropriate description (Academics, Sim, Flight, etc.)

7.3.8.3. Certifying Official Grade, and Organization. Enter the instructors name, rank and organization who completed the additional training (or final event if more than one instructor is used). This individual will sign and date as the Certifying Official. **(T-3).**

7.3.9. Other (Section VI). Restrictions/Exceptionally Qualified/Commander-Directed Downgrade. Place an “X” or “√” (IAW [paragraph 7.3.2.1](#)) in the appropriate block when comments are annotated in Section VII. Do not annotate for restrictions resulting from failed requisite exams.

7.3.10. Endorsement (Section VII).

7.3.10.1. Flight Examiner.

7.3.10.1.1. The flight examiner signing Section VII of the AF Form 8/8a is responsible for the content of the AF Form 8/8a, and should not sign Section VII until verifying all required items (IAW this AFI and AFI/AFMAN 11-2MDS Vol 2) are documented.

7.3.10.1.2. The flight examiner signing Section VII of the AF Form 8 will always place an “X” or “√” (IAW [paragraph 7.3.2.1](#)) in the remarks block and make comments in the comments block. **(T-1).**

7.3.10.2. Reviewing and Final Approving Officers.

7.3.10.2.1. The Reviewing and Final Approving Officers (those officers holding these positions, or acting in their stead during the period of the signature process, not necessarily the date of the evaluation) will review the content of the AF Form 8/8a and the assigned qualification level, ensure all required additional training is adequate to correct the noted deficiencies and is complete, and will place an “X” or “√” (IAW [paragraph 7.3.2.1](#)) in the “Concur” block. **(T-2).**

7.3.10.2.1.1. If either or both officers do not agree with any portion of the Form 8/8a, the qualification level will not be changed, but the dissenting officer will place

an “X” or “√” (IAW [paragraph 7.3.10.1](#)) in the “Do Not Concur” block on his/her line of the AF Form 8/8a. **(T-2)**. Remarks should not be modified without the concurrence of the individual who entered the original comments.

7.3.10.2.1.2. If “Do Not Concur” is marked, the non-concurring officer(s) should provide justification (e.g. reason for non-concurrence, suggested modifications to additional training as recommended by the flight examiner, etc.) IAW [paragraph 7.3.11.4](#) and/or [paragraph 7.3.11.5](#)

7.3.10.2.2. The Reviewing Officer will sign and date the AF Form 8/8a after the flight examiner, but prior to the Final Approval Officer. **(T-3)**.

7.3.10.2.3. The Final Approval Officer will sign and date the AF Form 8/8a after the Reviewing Officer but prior to the examinee. **(T-3)**. As applicable, the Final Approving Officer may recommend or give a commander-directed downgrade IAW [paragraph 5.9](#) if further action is warranted.

7.3.10.2.4. MAJCOMs will specify in the MAJCOM supplement who the reviewing and final approving officers will be for Aircrew Evaluations other than formal course Aircrew Evaluations accomplished at a formal training unit. No individual can sign the Form 8/8a more than once (e.g., the same individual cannot sign as reviewing, as well as final approving officer).

7.3.10.2.4. **(ACC)** Squadron operations officers will review and squadron commanders will approve flight evaluations for all assigned, attached and HHQ aircrew members evaluated in their squadrons with the following exceptions. **(T-2)**.

7.3.10.2.4.1. **(Added-ACC)** Squadron commanders will review and Operations Group commanders will approve evaluations given by or taken by the operations officer. **(T-2)**.

7.3.10.2.4.2. **(Added-ACC)** Squadron operations officers will review and operations group commanders will approve, evaluations given by or taken by the squadron commander. **(T-2)**.

7.3.10.2.4.3. **(Added-1FW)** If a situation arises where neither the squadron CC nor DO are able to sign the AF Form 8 as the reviewer (e.g. CC acting as examiner for a DO SPOT evaluation), the 1 OG/CC will sign as the Reviewing Officer and the 1 FW/CC will sign as the Final Approval Officer.

7.3.10.2.5. For Aircrew Evaluations completed as part of a formal training course, the reviewing and final approving officers will be assigned to the unit conducting the course. **(T-1)**.

7.3.10.3. **Organization Block.** The format and content of data for the Organization block for the flight examiner and reviewing and final approving officers is as follows:

7.3.10.3.1. **Flight examiner.** Annotate unit/organization and office symbol of the flight examiner that completed the evaluation.

7.3.10.3.2. **Reviewing and Final Approving Officers.** Annotate unit/organization and office symbol accordingly.

7.3.10.3.2.1. **(Added-1FW)** Squadron Stan Eval will forward all Q2 or Q3 AF

Form 8s to OGV for additional review and 1 OG/CC notification. Annotation of this review is not required on the AF Form 8.

7.3.10.4. **Examinee.** Annotate the examinee's Name and Rank/Grade IAW [para 7.3.4.1](#). The examinee will sign and date after the Final Approving Officer acknowledging that they have been debriefed and understand the action(s) being taken, if any. (T-3).

7.3.11. **Comments (Section VIII).**

7.3.11.1. **Restrictions (if required).**

7.3.11.1.1. Specific restrictions and the criteria for the removal of the restrictions is documented as the first item of Section VIII.

7.3.11.1.2. Document each restriction by annotating the specific restriction, level of supervision required, and criteria for removal of the restriction.

7.3.11.2. **Exceptionally Qualified Designation (when used).** Enter designation in all capital letters. Document justification (e.g., areas of excellence) before Examiner's Remarks. Do not use OPR/EPR style statements (e.g. stratification). See examples in [Attachment 3](#).

7.3.11.3. **Examiner Remarks.**

7.3.11.3.1. **General.** For Aircrew Evaluations requiring two or more sorties, the mission description is annotated with First Sortie, Second Sortie, etc., as applicable.

7.3.11.3.1.1. First Sortie, Second Sortie, etc. entries on subsequent paragraphs/subparagraphs are annotated only if there are discrepancies or recommended additional training. For evaluations with more than one evaluator, see [paragraph 7.3.10.1.1](#)

7.3.11.3.2. In all instances, except for the mission description, if no verbiage is needed annotate with "None."

7.3.11.3.3. **A. Mission Description.** The verbiage of the Mission Description will be IAW AFI/AFMAN 11-2MDS Vol 2. A comment addressing demonstrated instructional ability is mandatory for all instructor evaluations.

7.3.11.3.4. **B. Discrepancies.**

7.3.11.3.4.1. **Requisite Discrepancies.** Document by annotating the graded area, graded area title (e.g, Emergency Procedures Evaluation), grade (e.g. Q-/U), short description of discrepancy, and annotation if discrepancy was debriefed (see [Attachment 3](#)). Emergency Procedures Evaluation discrepancies will be annotated under paragraph B. Discrepancies, 1. Requisite. EPE.

7.3.11.3.4.2. **Aircrew Evaluation Discrepancies.** Document by annotating the graded area, graded area type (e.g. Evaluation), graded area number, graded area title (followed by any graded subarea title in parenthesis), grade (e.g. Q-/U), short description of discrepancy, and annotation if discrepancy was debriefed (see [Attachment 3](#)). Aircrew Evaluation discrepancies are annotated under paragraph B. Discrepancies, 2. Aircrew Evaluation.

7.3.11.3.4.2.1. If there are no discrepancies, annotate paragraph B as,

“Discrepancies. None.”

7.3.11.3.5. C. Recommended Additional Training.

7.3.11.3.5.1. If discrepancies are documented in paragraph B and are not listed as Debriefed, annotate Paragraph C with recommended additional training.

7.3.11.3.5.2. Descriptions of assigned additional training include how satisfactory knowledge or proficiency will be demonstrated to a flight examiner or an instructor.

7.3.11.3.5.3. If additional training items do not fit on the AF Form 8/8a, at a minimum annotate the proficiency that will be required by the examinee prior to the Requalification Evaluation.

7.3.11.3.5.4. Aircrew Evaluation and EPE discrepancies will be listed separately. If there is no additional training, annotate paragraph C as, “Recommended Additional Training. None.”

7.3.11.3.6. Additional Comments.

7.3.11.3.6.1. Comments are restricted to significant information dealing with the evaluation not documented elsewhere.

7.3.11.3.6.2. Document any commendable items (see [paragraph 5.4.2.9](#)) under Additional Comments using the following format, “—Commendable” followed by grading area number, grading area title (followed by any subarea title in parenthesis) and flight examiner’s description of commendable circumstances (see [Attachment 3](#)).

7.3.11.3.6.3. OPR/EPR-type comments or comments comparing the examinee to other individuals are prohibited.

7.3.11.3.6.4. If an alternate evaluation method is used to satisfy a part of the requisite or Aircrew Evaluation requirements (unless always accomplished verbally, on the ground, or in the simulator/aircrew training device according to the AFI/AFMAN 11-2MDS Vol 2 grading criteria), enter area number, area title, reason not accomplished in the normal method, alternate evaluation method used and date.

7.3.11.3.6.5. If a crewmember received a qualification level of Q3, indicate whether the entire evaluation must be re-accomplished, or just specific areas/subareas.

7.3.11.3.6.6. IAW [paragraph 5.2.5](#), if a SPOT evaluation is used to update a periodic evaluation and/or the OG/CC authorizes additional flights after the SPOT to accomplish a periodic evaluation, document the circumstances in this section.

7.3.11.3.6.7. Incorporate the information contained in any applicable memorandum for the record (e.g. extension, waivers, etc.) in this paragraph (see [paragraph 7.7.3.2.2](#)).

7.3.11.3.6.8. Document individual or group waivers applicable to the evaluation.

7.3.11.3.6.9. IAW [paragraph 5.8.4](#), document the OG/CC approval for a member to complete of one or more requisites after the evaluation expiration date.

7.3.11.3.6.10. IAW **paragraph 4.3.4**, document approved cross-command evaluations.

7.3.11.3.6.11. **(Added-ACC)** For multi-place aircraft in which there are multiple position qualifications under the same two-letter crew position identifier, annotate the qualification for which the evaluation was given in the remarks section of the AF Form 8 “Mission Description.”

7.3.11.3.6.12. **(Added-ACC)** FEs will annotate the Pilot Weather Category (PWC) to which the examinee was evaluated, if applicable.

7.3.11.3.6.12.1. **(Added-1FW)** Examiners will evaluate the examinee to the lowest Pilot Weather Category (PWC) available whether in the simulator or airborne. The form 8 will include the specific altitude and visibility minimums the examinee was evaluated to an acceptable proficiency level in the additional comments section.

7.3.11.4. **Reviewing Officer’s Remarks.** Reviewing Officers annotate their remarks following the Examiner’s Remarks in the space provided. If no remarks, annotate with “None.”

7.3.11.5. **Approving Officer’s Remarks.** Approving Officers annotate their remarks following the Reviewing Officer Remarks in the space provided. If no remarks, annotate with “None.”

7.3.11.6. **Additional Reviews (Optional).** Additional reviews are at MAJCOM/unit discretion and will be defined in the MAJCOM and/or unit supplement.

7.3.12. **Temporary Aircrew Evaluation Documentation.**

7.3.12.1. AF Form 3862, *Flight Evaluation Worksheet*. Use AF Form 3862 as temporary documentation of flight evaluations. File temporary Aircrew Evaluation documentation in the crewmember’s Flight Evaluation Folders (FEF) (hard-copy or electronic) after the Aircrew Evaluation and all requisites are complete as a temporary record of the Aircrew Evaluation results.

7.3.12.1. **(ACC)** Units may develop local Flight Evaluation Worksheets within PEX and may use PEX printed versions as the hard-copy temporary record.

7.3.12.1.1. **(Added-1FW)** Temporary evaluation documentation will be available in PEX and the paper FEF. A temporary Form 8 or PEX generated Flight Evaluation Worksheet signed by the examiner for the flight and EPE will be placed in the member’s FEF until the permanent AF Form 8 is completed. Ground requisite examination results will be transcribed onto the temporary form 8 or Flight Evaluation Worksheet by the SELO. The temporary form 8 will be removed from the FEF and destroyed when the signed AF Form 8 has been placed in the FEF.

7.3.12.2. The temporary Aircrew Evaluation documentation should include examinee, examiner, type evaluation, qualification level, requisites results, and date completed. List any discrepancies by area/subarea, any restrictions, any additional training and any additional training due dates.

7.3.12.3. The examiner completing the Aircrew Evaluation signs and dates the temporary Aircrew Evaluation documentation.

7.3.12.4. Remove temporary Aircrew Evaluation documentation when the permanent AF Form 8/8a is filed in the FED.

7.3.12.5. File the completed AF Form 8/8a in the FEF not later than the end of the third month following the date completed annotated on the AF Form 8/8a.

7.3.12.6. Further guidance concerning temporary Aircrew Evaluation documentation may be outlined in MAJCOM and unit supplement.

7.3.13. Documentation of Requalification Evaluations due to failed Aircrew Evaluations.

7.3.13.1. Requalification Evaluations requiring an Aircrew Evaluation:

7.3.13.1.1. Document the results on a separate AF Form 8/8a.

7.3.13.1.2. The Requalification Evaluation AF Form 8/8a should only include documentation of the Aircrew Evaluation. Requisite completion dates from the Q3 AF Form 8/8a should not be annotated on the Requalification Evaluation Form 8/8a unless requisites were not completed or are required to complete the Requalification Evaluation.

7.3.13.1.3. If the Requalification Evaluation is completed prior to completion of required requisites, delay completion of the AF Form 8/8a until requisites are complete and enter the requisites on the Requalification Evaluation AF Form 8/8a.

7.3.13.2. If the Requalification Evaluation requires only the successful completion of a requisite or a portion of a requisite, document the results on a separate AF Form 8/8a. Annotate the results as “RQ MSN”, “RQ QUAL”, “RQ INSTR”, etc., under section III “Aircrew Evaluation”.

7.4. Commander-Directed Downgrade. (see also paragraph 5.9). Except as described below, the AF Form 8/8a for a Commander-directed Downgrade will be IAW [paragraph 7.3](#)

7.4.1. **Date Completed.** The effective date of the downgrade. This is the date the commander initiated the downgrade action. If this is a result of a downgrade for non-flying related issues, the date the commander mandated the downgrade action will be used.

7.4.2. **Examinee Identification (Section I).**

7.4.2.1. **Aircraft/Crew Position.**

7.4.2.1.1. In addition to the crewmember’s MDS, if the downgrade includes a loss of a qualification (i.e. instructor) enter the downgraded crew position.

7.4.2.1.2. If the individual is downgraded to a completely unqualified status (i.e. IP to UP), enter the crew position to which he/she will be requalified upon successful completion of either an RQ Aircrew Evaluation, EPE or Examination.

7.4.2.2. **Eligibility Period.** Enter “N/A”

7.4.3. **Aircrew Evaluation Information (Section III).** In the Aircrew Evaluation block enter the category of the Aircrew Evaluation associated with the downgrade being given (e.g. if the

commander is downgrading an area/subarea related to the tactical mission of the MDS, then enter MSN) with the date of the situation that caused the downgrade.

7.4.4. Qualification Level (Section IV).

7.4.4.1. If the commander does not intend to reduce the qualification level(s) of the crewmember and is issuing a downgrade in a non-critical area/subarea (i.e. a Q- in one or more non-critical areas/subareas), then enter “2.”

7.4.4.2. If the commander intends either to remove a qualification (e.g. instructor), or reduce the individual to a completely unqualified status, then enter “3.”

7.4.4.2.1. Requalification Evaluations following a commander directed downgrade are documented on a separate AF Form 8/8a IAW [paragraph 7.3.13](#)

7.4.4.2.2. If the commander intends for the individual to regain their qualification through the successful completion of a requisite, enter “3/1” (see [paragraph 7.3.5.3](#)).

7.4.4.3. **Expiration Date of Qualification.** Enter “N/A”

7.4.5. Additional Training (Section V) and Other (Section VI).

7.4.5.1. If a “2” is entered in the Qualification Level IAW guidance above, restrictions and additional training are not required.

7.4.5.1.1. Leave the box for Restriction(s) unmarked and enter “N/A” for Due Dates and “N/A” for Date Additional Training Completed.

7.4.5.1.2. If desired, the commander may still require restrictions and/or additional training. If used, document IAW the next paragraph.

7.4.5.2. If a “3” is entered in the Qualification Level, restrictions and additional training are required.

7.4.5.2.1. Place an “X” or “√” (IAW [paragraph 7.3.2.1](#)) in the box for Restriction(s) and enter the Due Date as the last day of the third month from the effective date (i.e. the date entered into—Date Completed at the top of the AF Form 8/8a.

7.4.5.2.2. Enter a date into the Date Additional Training Completed block when required training is complete.

7.4.5.2.3. The Instructor completing the additional training (or last training event if more than one) signs and dates the Certifying Official block.

7.4.5.3. Place an “X” or “√” in the Commander-Directed Downgrade Block (IAW [paragraph 7.3.2.1](#)).

7.4.6. Endorsement (Section VII).

7.4.6.1. Only the commander directing the downgrade and the individual concerned may sign the AF Form 8/8a. Additional reviews (annotated under Section IV) are at the MAJCOM discretion.

7.4.6.2. Final Approving Officer. The commander directing the downgrade signs and places an “X” or “√” (IAW [paragraph 7.3.2.1](#)) in the remarks block.

7.4.6.3. **Examinee.** The crewmember signs acknowledging the action being taken by the commander.

7.4.7. Comments (Section VIII).

7.4.7.1. At the top of the page enter, "RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE."

7.4.7.2. Paragraph A, Narrative: describe the reason for the commander directed downgrade.

7.4.7.3. Paragraph B, Discrepancies: IAW [paragraph 7.3.11.3.3](#)

7.4.7.4. Paragraph C, Recommended Additional Training:

7.4.7.4.1. IAW [paragraph 7.3.11.3.4](#) as desired or "None."

7.4.7.4.2. IAW [paragraph 7.3.11.3.5](#), enter corrective action or training required prior to requalification.

7.4.7.5. Paragraph D, Additional Comments: As desired or "None."

7.4.7.6. Additional Reviews: As directed by MAJCOM and/or unit supplement or "None."

7.5. Initial Cadre. (see also [paragraph 5.12](#)). Except as described below, the AF Form 8/8a for an Initial Cadre will be completed IAW [paragraph 7.3](#)

7.5.1. **Date Completed.** The effective date as annotated on the MAJCOM/A3 memo described in [paragraph 5.12.2](#)

7.5.2. Examinee Identification (Section II).

7.5.2.1. **Aircraft /Crew Position.** Enter the examinee's new MDS and crew position.

7.5.2.2. **Eligibility Period.** Enter "N/A"

7.5.3. **Aircrew Evaluation Information (Section III).** Under "Aircrew Evaluation" enter "INIT CADRE QUAL" with the same date as noted in [paragraph 7.5.1](#)

7.5.4. Qualification Level (Section IV).

7.5.4.1. Enter a "1" in the qualified block.

7.5.4.2. **Expiration Date of Qualification.** Enter expiration date.

7.5.5. **Additional Training Due Date.** Leave blank

7.5.6. Endorsement (Section VII).

7.5.6.1. **Flight Examiner.** Leave blank.

7.5.6.2. **Reviewing Officer.** The SQ/CC signs and places an "X" (IAW [paragraph 7.3.2.1](#)) in the remarks block. If the SQ/CC is being upgraded then leave blank.

7.5.6.3. **Final Approving Officer.** The OG/CC signs and places an "X" (IAW [paragraph 7.3.2.1](#)) in the remarks block.

7.5.6.4. **Examinee.** The examinee signs.

7.5.7. **Comments (Section VIII).** Paragraph A, Narrative. Include a brief description of the new qualification as well as any training received before awarding qualification. Reference the MAJCOM/A3 memo described in [paragraph 5.12.2](#)

7.6. AF Form 942, Record of Evaluation. The AF Form 942 is an index providing pertinent information extracted from all the AF Forms 8/8a accomplished by the crewmember. See example at [Attachment 5](#).

7.6.1. Data Entry.

7.6.1.1. Except where specifically noted otherwise (i.e. Type of Evaluation: INSTR) use upper and lower case letters.

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

7.6.1.3. A one-line entry is used for all Aircrew Evaluations with the exception of those in which the qualification levels awarded on portions of a combined Aircrew Evaluation are not all the same.

7.6.1.4. For combined Aircrew Evaluations in which different qualification levels are awarded for any of the evaluation types, a single line entry should be made for each different qualification level awarded indicating which portions of the combined evaluation received that qualification level.

7.6.1.5. Use one AF Form 942 until it is completely filled in. If closing out hand written, hard-copy AF Forms 942, “Z” out any blocks that are unused or no-longer needed. Units are not required to “Z” unused blocks on the electronic AF Forms 942.

7.6.2. Type Aircraft/Crew Position. Enter Aircraft and crew position as it appears in the Aircraft/Crew Position area under Examinee Identification of the subject AF Form 8/8a.

7.6.3. Type of Evaluation. Enter type of evaluation or combined evaluation as it appears in the Aircrew Evaluation Information (Section III) under Flight Phase of the subject AF Form 8/8a. If different qualification levels were awarded to different types of a combined evaluation, list these individual types as separate entries.

7.6.4. Date Completed. Enter date from the Date Completed block of the subject AF Form 8/8a.

7.6.5. Qualification Level. Enter the appropriate qualification level as it appears on the referenced AF Form 8/8a.

7.6.6. MAJCOM Change. A one-line, undated entry containing MAJCOM title will be made for each change in the individual’s MAJCOM based on a Permanent Change of Station (PCS)/Permanent Change of Assignment (PCA). Do not annotate a change of MAJCOM if the individual is receiving an Aircrew Evaluation from a Flight Examiner in a different MAJCOM unless the individual is enrolled in a formal training program.

7.6.7. Computer Generated AF Form 942. A computer generated AF Form 942 may be used as long as cumulative entries are retained. Electronic copies of the AF Form 942 should be forwarded with the FEF when the individual moves to a new squadron.

7.7. Flight Evaluation Folders (FEF). The FEF contains the source documents that constitute the history of qualifications for each crewmember.

7.7.1. Maintenance of FEFs.

7.7.1.1. Each crewmember who is on flying status must have a FEF that includes all AF Forms 8/8a, AF Forms 942, and any additional MAJCOM and/or unit specified Stan/Eval items. **EXCEPTION:** Universal Qualified Aircrew that only require an examination to establish Aircrew Qualification do not require a FEF, documentation will be IAW [paragraph 8.3](#)

7.7.1.2. The FEF must be maintained by a Stan/Eval functional office, normally in the organization to which the individual is assigned or attached for flying. **(T-3).**

7.7.1.3. FEFs belonging to HHQ personnel on active flying status will be maintained by the Stan/Eval function of their attached flying unit.

7.7.1.4. For personnel on inactive flying status, the FEF will be maintained with their Flight Records Folder (FRF). **(T-3).**

7.7.1.5. Individuals assigned or attached to other than USAF units may use the format of the service to which they are attached to document their history of qualifications.

7.7.1.6. FEFs of separated or retired members, and digital versions of historical records, are maintained IAW AFI 33-364, *Records Disposition—Procedures and Responsibilities*.

7.7.2. Electronic Flight Evaluation Folders.

7.7.2. **(ACC)** Units will establish and maintain the latest version of PEX as the management software for Stan/Eval programs. **(T-2).** Store all FEF's electronically in PEX and transfer between units via the "PEX Person Export" function. Electronically import forms generated prior to PEX once the capability is implemented.

7.7.2.1. Electronic FEF systems must be able to produce hard copies of FEF products, when needed, consistent with the guidance in this AFI. **(T-1).** Additionally, the electronic FEF must be transportable by either digital media or via a digital database. **(T-1).**

7.7.2.1. **(ACC)** Units will convert and maintain all FEFs in electronic format using PEX **(T-2).** Units must establish a viable backup system in the form of either a printed hard copy or any soft copy that can be viewed without using PEX. **(T-2).** Upon conversion, the original FEF should be provided to the individual. The converted FEF will be marked on the outside of the folder, the date converted, and "For Reference Only." **(T-2).**

7.7.2.2. Stan/Eval Offices must employ a method to backup Electronic FEFs. **(T-1).** Examples include stand-alone electronic systems, separate servers or paper copies and should be specified in unit supplements to this AFI.

7.7.2.3. Once incorporated into the electronic FEF system, any hard copy historical information may be returned to the Aircrew Member or be used at unit discretion.

7.7.3. Contents. Divide the FEF into two sections:

7.7.3.1. **Section I (left side of paper copy).** This Section contains AF Forms 942 and any Stan/Eval items authorized by the MAJCOM and/or unit supplement. Section I may contain two sub-sections.

7.7.3.1.1. AF Forms 942 are placed on top in chronological order with the most recent on top.

7.7.3.1.2. The FEF Review and Discrepancy Log is placed under the AF Forms 942.

7.7.3.1.3. Any additional Stan/Eval information as directed by MAJCOM and/or unit supplement should be placed under the AF Form 942.

7.7.3.1.4. If the FEF is not maintained at the same base with the individual's Flight Records Folder, a copy of the most recent DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*, and AF Form 702, *Individual Physiological Training Record*, may be filed in this section behind and MAJCOM and/or unit directed items.

7.7.3.2. **Section II (right side of paper copy).** This Section contains AF Forms 8/8a and any related memorandum for the record for all evaluations listed on the AF Form 942.

7.7.3.2.1. **AF Forms 8/8a.** File AF Forms 8/8a in chronological order with the most recent on top. Individuals who maintain Aircrew Qualification in two or more MDSs or two or more crew positions in the same MDS will file AF Forms 8/8a in chronological order without consideration of MDS or crew position. **(T-3)**

7.7.3.2.2. Memoranda for the Record (MFR) documenting waivers, extensions, and/or unusual circumstances to potentially be included in an AF Form 8/8a are filed on top of, or adjacent to the affected AF Form 8/8a.

7.7.3.2.2.1. If the memorandum for the record addresses an AF Form 8/8a that has not already been completed, incorporate the information contained in the memorandum onto the applicable AF Form 8/8a under Examiner Remarks paragraph D, Additional Comments, when action is complete and remove the memorandum for the record.

7.7.3.2.2.2. If the memorandum for the record addresses an AF Form 8/8a that has already been completed, incorporate the information contained in the memorandum onto the next applicable AF Form 8/8a under Examiner Remarks paragraph D, Additional Comments, when action is complete, and remove the memorandum for the record.

7.7.3.2.2.3. If the memorandum for the record addresses a major discrepancy or unusual circumstance not addressed or corrected by a later Form 8, and it does not affect any of the current Aircrew Qualifications, remove the memorandum and add a summary of the memorandum that describes the original discrepancy in the FEF Review and Discrepancy Log.

7.7.3.2.2.4. **Expiration Date Extensions memoranda for the record (see also paragraph 5.8).** Specify extension authority, the new expiration date, and a brief description of the extension. Memoranda for the record will be dated prior to the expiration date of any affected periodic evaluation.

7.7.4. **Hard-Copy Folders.**

7.7.4. (ACC) Hard copy folders for the primary FEF library requires ACC/A3 approval.

7.7.4.1. Folders must be letter size, able to separate contents into two sections and constructed of heavy stock (recommend press board folder or equivalent).

7.7.4.2. Standard 2 ¾-inch metal fasteners may be used.

7.7.4.3. Affix a label bearing the individual's name and last four of Social Security Number or Non-US Identity Code to the inside back cover so that the folder may be identified when filed. Include additional information on the label if required by MAJCOM and/or unit supplement.

7.7.4.4. Folders must bear the "For Official Use Only" and Privacy Act statement label/stamp on both sides of the FEF.

7.7.4.5. **(Added-1FW)** All non-AF Form 8 documents required for FEF management, including initial review/discrepancy logs, AF Form 942, and qualifiers, can be found on OGV SharePoint under the FEF Management tab.

7.7.5. **Review of FEFs.**

7.7.5.1. **Initial Review.** The flying unit will review the FEF for all newly assigned crewmembers to verify their Aircrew Qualification(s) prior to their first flight. **(T-3).**

7.7.5.1.1. The gaining organization documents any major discrepancies from evaluations performed in previous organizations not already annotated in the discrepancy log. Following the initial review, the gaining unit is responsible only for documentation subsequently placed in the FEF.

7.7.5.1.2. If the FEF of HHQ personnel on active flying status is maintained by the Stan/Eval function at the unit/squadron to which they are attached to fly, the Stan/Eval function of that unit/squadron will also review the FEF prior to their first flight. **(T-3).**

7.7.5.1.3. **(Added-1FW)** Initial review will be accomplished by the gaining Squadron Stan Eval and the FEF routed through squadron leadership for review. Squadron Stan Eval will place the Initial Review Log in the FEF prior to routing. Squadron Stan Eval must determine current qualification status and ensure PEX accurately reflects all eligibility zone data for newly assigned pilots. Squadron Stan Eval will work with Squadron Training Flight to ensure the LOX accurately reflects qualification information as depicted in the FEF.

7.7.5.1.4. **(Added-1FW)** Squadron Stan Eval will ensure a MAJCOM change is annotated on the 942, if applicable, and will annotate an initial review with a date on the 942 prior to routing the FEF. If an FEF contains multiple AF Form 942s that are less than half full, Squadron Stan Eval will consolidate them chronologically onto a single form.

7.7.5.1.5. **(Added-1FW)** After initial review, Squadron Stan Eval will insert a 1 FW Minor Discrepancy Log behind the AF Form 942 in Section I, and will post 1 FW/192 WG Qualifier and AF Form 8 History sheets in the FEF on top of the most current AF Form 8 in Section II.

7.7.5.2. **Posting Review.**

7.7.5.2.1. The Stan/Eval function will review each AF Form 8/8a when they are placed in the FEF to ensure accuracy and completeness.

7.7.5.2.2. The Form 8/8a review will confirm that the Aircrew Evaluation Eligibility Period and Aircrew Qualification as documented are correct, that the Aircrew Evaluation and all requisites were accomplished within the Aircrew Evaluation Eligibility Period and that all signatures and initials are obtained within the allotted time (see [paragraph 7.3.12.5](#)).

7.7.5.2.3. Document the posting review in the FEF Review and Discrepancy Log.

7.7.5.2.4. **(Added-1FW)** Posting review will be accomplished by the SELO when a completed AF Form 8 is entered into the FEF and the 942 is updated. Entry of a completed evaluation on the AF Form 942 indicates a posting review was completed and serves as documentation of this.

7.7.5.3. Periodic Review.

7.7.5.3.1. The Stan/Eval function reviews all applicable FEF to confirm Aircrew Qualification Expiration Dates used to track required Aircrew Evaluations are the same as those listed in the FEFs. Periodic review of FEFs for personnel in inactive status is not required.

7.7.5.3.2. The interval between reviews will not exceed the standard qualification period window unless a more restrictive review period is established IAW MAJCOM and/or unit supplement.

7.7.5.3.3. Document the periodic review in the FEF Review and Discrepancy Log IAW MAJCOM and unit supplements.

7.7.5.3.4. **(Added-1FW)** Periodic review will be accomplished by the managing SELO in the individual's first month of eligibility for the INSTM/QUAL evaluation. Squadron Stan Eval will input the periodic review date on the AF Form 942 and update the new periodic review due date on the FEF jacket following the completion of the INSTM/QUAL evaluation. Squadron Stan Eval will input the required periodic review date on any hard copy FEF folders.

7.7.5.3.5. **(Added-1FW)** During the periodic review, Squadron Stan Eval will ensure all 1 FW/192 WG generated AF Form 8s are properly signed and dated, in reverse chronological order, AF Form 942 entries agree with all Form 8s, and will re-verify all currencies and ensure they are correctly reflected in PEX.

7.7.6. FEF Discrepancies.

7.7.6.1. Major Discrepancies are discrepancies that affect the current qualification of the crewmember.

7.7.6.1.1. Major discrepancies are documented on a memorandum for the record, and signed by the Group Chief of Stan/Eval or higher, filed in Section I or II immediately above or adjacent to the affected AF Forms 8/8a

7.7.6.1.2. Memoranda for the record documenting similar major discrepancies found on multiple AF Forms 8/8a is filed on top of the latest affected AF Form 8/8a.

7.7.6.2. Minor Discrepancies are discrepancies that do not affect the Aircrew Qualification of the crewmember but affect the overall clarity of a current or previous AF Form 8/8a. If a minor discrepancies cannot be corrected on the AF Form 8/8a, they are documented on

the FEF Review and Discrepancy Log. Typos, formatting and misspellings that do not affect the overall clarity of the document are not considered minor discrepancies.

7.7.6.2.1. **(Added-1FW)** After minor discrepancies have been corrected and signed off by the Flight Examiner that signed Section III or the Chief of OGV, a new Minor Discrepancy Log should be placed in Section I of the FEF.

7.7.6.3. **Corrections.**

7.7.6.3.1. **AF Form 8/8a.** As a source document, the AF Form 8/8a may be corrected by use of white-out or pen and ink alteration of the original document provided the flight examiner signing Section III of the form initials the correction. If the original flight examiner is not available then document the discrepancy IAW [paragraphs 7.7.3.2.2](#) or [7.7.3.2.2.3](#)

7.7.6.3.1.1. **(Added-1FW)** Major discrepancies may be corrected on AF Form 8 with pen and ink by the Flight Examiner that signed Section III. If the examiner of record is unavailable, major discrepancies must be addressed by a permanent MFR IAW this instruction and signed by the Chief of OGV, SQ/DO, or higher.

7.7.6.3.2. **AF Form 942.** AF Forms 942, not being source documents, may be altered without restriction to reflect the assignment of the crewmember and the contents of the FEF.

7.7.6.3.3. **Electronic Corrections.** If the system used to store the record does not allow corrections to be made, document the discrepancy IAW [paragraph 7.7.3.2.2](#) and/or [paragraph 7.7.3.2.2.3](#)

7.7.7. **Transfer of FEF.**

7.7.7.1. **PCS of Individual.** Crewmembers should hand-carry a paper or electronic copy of their FEF to the gaining organization.

7.7.7.1.1. When circumstances prevent this, the losing organization emails an electronic copy of the FEF or mails the paper FEF to the gaining unit via registered mail.

7.7.7.1.2. When mailing a FEF or any of its contents, retain a copy (paper or electronic) until the gaining organization has received the original FEF.

7.7.7.1.3. If the gaining unit has the same electronic FEF system, the losing organization is responsible for sending the FEF to the gaining unit once the individual leaves the organization. If the gaining unit does not have the same system, the losing organization provides the member a compatible electronic copy (such as a .pdf file) or a hard-copy to hand-carry to the gaining unit.

7.7.7.1.4. The gaining unit is responsible for the accuracy of the FEF after the initial FEF review.

7.7.7.1.5. **(Added-1FW)** Ensure the latest copy of the squadron LOX is inserted into an individual's FEF during out-processing prior to PCS.

7.7.7.1.6. **(Added-1FW)** Squadron Stan Eval will ensure all noted discrepancies have been corrected/MFRs are in place prior to out-processing an individual's FEF and will remove the discrepancy log from Section I of the FEF.

7.7.7.2. **(Added-1FW)** Deployment of Unit/Individual. When an individual or unit deploys or goes TDY, and information in the FEF is required, Squadron Stan Eval will construct FEF extracts for all affected personnel. The FEF extract will contain, at a minimum, copies of the AF Form 942 and the most recent MSN and INSTM/QUAL Form 8s, and INIT INSTR, if applicable. If it is an individual deployment or TDY, ensure a copy of the LOX is included with the extract.

7.7.7.2.1. **(Added-1FW)** Squadron Stan Eval will ensure all required materials are available if check rides are planned during deployment or TDY.

7.7.8. Disposition of FEF.

7.7.8.1. Dispose of the FEF according to the Air Force Records Disposition Schedule and Air Force guidance concerning the protection of Personally Identifiable Information.

7.7.8.2. Outdated certification documents, ARMS products, medical recommendations and miscellaneous documentation identified during reviews will be returned to the aircrew member for disposal.

7.8. Air Force Form 4348, USAF Aircrew Certifications. AF Form 4348, USAF Aircrew Certifications (Optional). See [Attachment 6](#) for sample AF Forms 4348.

7.8.1. Purpose. The AF Form 4348 provides a record of aircrew certification that may be kept in the FEF.

7.8.1.1. Maintain a separate AF Form 4348 in the FEF, Section I, under tab 1 documenting certifications by assigned flying unit and primary MDS. For aircrew members with aircraft certifications in multiple MDS aircraft which do not require qualification in each aircraft (e.g. F-16C and F-16CM), only one AF Form 4348 is required; specify the primary mission MDS designation.

7.8.1.2. Unit Stan/Eval will document all initial, downgrade and re-certifications for aircrew assigned/attached to their flying unit to indicate a chronological history of certifications of aircrew while assigned/attached to their flying unit.

7.8.1.3. During the initial review of individual FEF, also review previous AF Form 4348 entries to determine all applicable certifications of new assigned/attached aircrew member. Then, document applicable aircrew certifications accepted by the gaining flying unit commander on a new AF Form 4348.

7.8.1.4. The OGV/squadron Stan/Eval Chief or other individual designated by the SQ/CC will sign a one line entry below all other entries verifying that above certification transcriptions are accurate.

7.8.1.4.1. When utilizing digital FEFs, the certifying official may digitally sign new individual entries. If the procedures in [paragraph 7.8.1.4](#) are utilized for past certifications and a certifying official has signed all additional entries, then a final signature below all other entries is not required.

7.8.1.5. Do not use AF Form 4348 to document one-time training/new equipment unless directed by MAJCOM.

7.8.1.6. Appropriate guidance that may require aircrew certification using AF Form 4348 entry include MAJCOM and/or supplement; AFMAN/AFI11-2MDS Vol 1; AFMAN/AFI11-2MDS Vol 3.

7.8.2. General Data Entry.

7.8.2.1. Complete individual identification block with last name, first name, middle initial, any titles (e.g., Jr. or II), last four of SSN, unit MDS and unit (assigned/attached for flying) organization/location.

7.8.2.2. Use one line for each certification.

7.8.2.3. Enter each certification in chronological order based on the date the action is completed.

7.8.2.4. For date fields in the AF Form 4348, use a two-digit day, three-letter month and two-digit year format, or as required for electronic forms.

7.8.3. Certification.

7.8.3.1. Certified Event Title. Enter each certification title on the top block on the AF Form 4348.

7.8.3.2. Enter the instructor's rank, name and organization who completed applicable training for the certified event below the event title of the Certified Event block for the MDS under which the certification is given.

7.8.3.3. Date Certified. Enter the effective date of certification.

7.8.3.4. For certifications attained as part of a FTU, the date will match the date of the applicable AF Form 8/8a, or enter the date of completion or graduation from FTU if no AF Form 8/8a is issued.

7.8.3.5. Certification Official/Organization. MAJCOM Supplement will specify AF Form 4348 certifying officials. The Certifying Official will sign above their typed name, rank, organization and office symbol.

7.8.3.5.1. **(Added-ACC)** Unless identified in AFI/AFMAN 11-2MDS Volumes 1, the SQ/CC is the certifying official.

7.8.3.6. The Certifying Official is the person authorized by governing directives to approve or certify an aircrew member for a specific position or event.

7.8.3.7. If a certification is given with restrictions, state the restrictions on the AF Form 4348 in the Remarks block.

7.8.4. Decertification. Decertification of events fall into two categories: Decertification for Cause (with prejudice) and Discretionary Decertification (without prejudice).

7.8.4.1. Decertification for Cause. Used for observed substandard performance.

7.8.4.1.1. This action is normally associated with Commander-Directed Downgrade, but also applies to commander-directed decertification of evaluators (resulting from substandard performance).

- 7.8.4.1.2. To document Decertification for Cause, place an “X” in the appropriate box; enter date of decertification under Decertification Date block; enter name, rank, organization and office symbol and signature of the decertifying official under Decertifying Official/Organization block; see [Attachment 6](#) for example.
- 7.8.4.2. Discretionary Decertification. An administrative action not based on performance.
- 7.8.4.2.1. Such decertification is warranted when loss of currency or certification occurs that will not be regained IAW AFMAN/AFI11-2 Vol 1, when instructor certified events become core mission events, or when a higher certification is obtained making the previous entry obsolete. Discretionary Decertification is also applicable for decertification of flight examiners as a result of reasons other than substandard performance.
- 7.8.4.2.2. To document Discretionary Decertification, place an “X” in the appropriate box; enter date of decertification under Decertification Date block; enter name, rank, organization and office symbol and signature of the decertifying official under Decertifying Official/Organization block; see [Attachment 6](#). Note: For decertification due to loss of currency with no requirement for re-certification, the effective date of decertification will be the date of certification loss.
- 7.8.4.2.3. For events that have changed in name only (e.g., In-Flight Refueling to Air Refueling) no action is necessary. If desired for clarity: annotate “Renamed (*new title*)” under Remarks.
- 7.8.4.2.4. For members who change MDS while assigned/attached to the same Stan/Eval organization, prepare a new AF Form 4348 indicating the new MDS and transcribe all events which apply to the new MDS IAW [paragraph 7.8.1.3](#).
- 7.8.5. Unusual Circumstances. When unusual circumstances require additional information for an AF Form 4348 entry, use additional lines as necessary or re-accomplish the AF Form 4348.
- 7.8.6. Computer Generated AF Forms 4348. Computer-generated AF forms must mirror AF forms published on the Air Force e-Publishing web site.
- 7.8.7. Unit Supplement. Describe unit AF Form 4348 procedures/program. Include a list of certifications applicable to the unit with appropriate source documents and designated certifying officials. Document procedures to ensure certifications reflected on AF Form 4348 are also included in ARMS. Annotate if someone other than the Chief of OGV/squadron. Stan/Eval has been authorized by the SQ/CC to sign the last line of an AF Form 4348 to signify transcription accuracy.

Chapter 8

UNIVERSAL QUALIFICATION

8.1. General.

8.1.1. Universal Qualification is a documented designation that allows certain specified aircrew to attain/maintain qualification in two or more MDS aircraft.

8.1.2. The types of aircrew eligible for Universal Qualification will be identified in the MAJCOM Supplement to this document or the applicable AF 11-2MDS Vol 2.

8.1.3. The types of MDS available for Universal Qualified Aircrew to maintain Universal Qualification on will be identified in the MAJCOM Supplement to this document or the applicable AFI/AFMAN 11-2MDS Vol 2.

8.1.4. Crewmembers that will be qualified in all USAF Aircraft upon successful completion of a QUAL Evaluation, will be identified IAW this chapter, the MAJCOM Supplement to this document or the applicable AFI/AFMAN 11-2MDS Vol 2.

8.2. Evaluations.

8.2.1. Universal Qualification is attained/maintained by the successful completion of a QUAL Evaluation or the successful completion of a Requisite(s).

8.2.2. Once Universal Qualification has been attained, qualification on additional MDS is attained/maintained IAW [paragraph 8.1](#).

8.2.3. A QUAL evaluation for Universal Qualified Aircrew, may be accomplished on any of the MDS in which the crewmember is either gaining or maintaining qualification.

8.2.4. A Mission qualification may be required by applicable AFI/AFMAN 11-2MDS Vol 2 and/or MAJCOM supplement to this instruction. A Mission Qualification, when required, is attained through a MSN Evaluation given in one MDS that the Universal Qualified Aircrew maintains Basic Qualification.

8.2.5. Failure of universally qualified aircrew members to pass a QUAL evaluation (or requisite if Qualification is attained by requisite only) results in loss of Universal Qualification, IAW MAJCOM supplement and AFI/AFMAN MDS Vol 2. Failure to pass a MSN evaluation (or requisite if Mission Qualification is attained by requisite only) results in loss of Mission Qualification on all MDS, IAW MAJCOM supplements and AFI/AFMAN MDS Vol 2.

8.3. Documentation.

8.3.1. **Form 8.** If the crewmember requires a QUAL Evaluation and/or an Emergency Procedures Evaluation (i.e. not just an examination), and if after successful completion of the Evaluation will be automatically Qualified in all MDS listed in the MAJCOM supplement or AFI/AFMAN MDS Vol 2, document the evaluation on a Form 8 and maintain the Form 8 in a FEF IAW [Chapter 7](#). Annotate "Universal Qualification" in Comments (Section VII) under Examiners Remarks: A. Mission Description.

8.3.2. **Form 8a.** If the crewmember requires a QUAL Evaluation and/or an EPE (i.e. not just an examination) and subsequently attains Qualification in additional MDS separately, then document the evaluation on a Form 8a and maintain the Form 8a in a FEF IAW [Chapter 7](#).

8.3.3. **AF Form 3862.** File the worksheet or draft copy of the AF Form 8 in the aircrew member's Flight Evaluation Folder immediately after the flight evaluation as a temporary record of the evaluation results. Maintain until the finished AF Form 8 is added to the FEF, then discard.)

8.3.4. **AF Form 1522.** If the crewmember only requires an examination to attain Universal Qualification, document the successful completion on an AF Form 1522, *ARMS Additional Training Accomplishment Report*, and store the results in ARMS in the Formal Training module with currency tracked in the training module. The Stan/Eval function of the unit to which Universal Qualified Aircrew are assigned/attached for flying will verify that ARMS information is logged appropriately. **(T-1).**

8.3.4.1. MSN Evaluations, if required, will be documented in the same manner as QUAL Evaluations.

8.3.5. **Form 8a differences.**

8.3.5.1. **Examinee Identification (Section I).**

8.3.5.1.1. **Expiration Date of Qualification.**

8.3.5.1.1.1. If the crewmember only requires an EPE or EPEs in multiple MDS, enter the month and year that is 17 months after the month in which the last EPE was successfully completed.

8.3.5.1.1.2. If the crewmember requires Aircrew Evaluations in multiple MDS, enter the month and year that is 17 months after the month in which the last Aircrew Evaluation was successfully completed.

8.3.5.1.2. **MDS/Crew Position.** Enter the MDS in which the Aircrew Evaluation or EPE was given. If multiple Aircrew Evaluations and/or EPEs in different MDS are required to maintain Universal Qualification, list each MDS/Crew Position that the crewmember received an Aircrew Evaluation and/or EPE that were part of the periodic Universal Qualification Evaluation.

8.3.5.2. **Requisite Information (Section II).**

8.3.5.2.1. Make a separate entry for each requisite by MDS IAW published guidance.

8.3.5.2.2. For combined requisites that include all applicable aircraft under Universal Qualification guidelines (example: one closed/open book examination which contains questions for more than one aircraft or one EPE which evaluates more than one aircraft) make a single line entry for each requisite (i.e. Open Book, Closed Book, EPE etc.).

8.3.5.3. **Aircrew Evaluation Information (Section III).**

8.3.5.3.1. **Qual Level.** Place a 1, 2, or 3 in the Qualification Level block next to the applicable Aircrew Evaluation.

8.3.5.3.2. **Additional MDS Qualification.** Upon successful completion of the evaluation, if the crewmembers are granted qualification on additional specific MDS by a means other than an Evaluation or EPE (i.e. by examination, certification, training, etc.) annotate those additional MDS in the "Additional MDS Qualification" blocks.

8.3.5.4. **Endorsement (Section VII).**

8.3.5.4.1. Flight Examiner.

8.3.5.4.1.1. If the crewmember only requires an EPE or EPEs in multiple MDS, the flight examiner completing the last EPE will sign in the Flight Examiner block.

8.3.5.4.1.2. If the crewmember requires Aircrew Evaluations in multiple MDS, the FE completing the last EPE will sign in the Flight Examiner block.

8.3.6. AF Form 942 differences. Enter the first MDS/crew position as it appears in the MDS/Crew Position area under Examinee Identification of the subject AF Form 8a.

8.4. Flight Surgeons.

8.4.1. Flight Surgeon initial and periodic Universal Qualification evaluations consist of a closed book examination.

8.4.2. Test questions are randomly generated from a test bank maintained by AFMOA/SG3P. **(T-1).**

8.4.3. Upon successful completion of the examination, the flight surgeon is Universal Qualified in all USAF aircraft.

8.5. Other Aircrew not identified in the MAJCOM Supplement or AFI/AFMAN 11-2MDS Vol 2 requiring Universal Qualification.

8.5.1. Initial and periodic evaluations consist of a minimum of an open or closed book examination.

8.5.2. Test questions are randomly generated from a test bank maintained by the Unit Stan/Eval office.

8.5.3. Upon successful completion of the examination, the crewmember is qualified in aircraft as designated in unit supplements or in the remarks section of the Form 8/8a.

Chapter 9

FLIGHT CREW INFORMATION FILE

9.1. Flight Crew Information File (FCIF).

9.1.1. Units will establish and maintain a FCIF consisting of a current read file and publications library. The FCIF will consist of the items listed in **Table 9.1** and will be filed IAW AFI 33-360 in either hardcopy or electronic format. **(T-1)**. The FCIF is organized into volumes as shown in the table. If a unit establishes an electronic FCIF, the location will be readily accessible and easily navigable by all aircrew. **(T-2)**.

9.1.1. **(ACC)** Co-located units may use a consolidated FCIF library.

9.1.1.1. If any part of the FCIF is maintained electronically and not specifically addressed in this chapter, in AFI 33-360 or TO 00-5-1, units will ensure that the information is current and accessible for concurrent viewing by multiple crewmembers. **(T-3)**.

9.1.1.1. **(ACC)** Units utilizing electronic media will ensure backup copies of FCIF Volumes I and II (paper or electronic) are maintained and readily available. **(T-2)**.

9.1.1.1.1. **(Added-ACC)** If a hard copy library is used, OGVs will establish local procedures for maintaining accuracy and currency of HHQ issued messages in the local supplements or process guides. **(T-2)**.

9.1.1.1.1.1. **(Added-1FW)** HHQ issued messages will be kept in Volume 1 Part C and reviewed quarterly as part of the FCIF review. These messages will be labeled beginning with "HHQ". A Part C index will be maintained and sent out by OGV specifically for HHQ messages. All other Part C content will be managed by Squadron Stan Eval.

9.1.1.2. At a minimum, units will maintain the required index and location of electronic files in a hard-copy binder in a location easily accessible to all unit aircrew. **(T-3)**.

9.1.1.3. Documents in the FCIF will be made available for deployments via either electronic or hardcopy means. **(T-1)**.

9.1.1.4. The AF Form 50 is the source document used to issue Flight Crew Information Files.

9.1.1.4. **(ACC)** FCIF message generation and format is IAW **Attachment 8**.

9.1.1.4.1. Use the AF Form 50 (see **paragraph 9.3**) to generate FCIF messages in which pertinent information is published to units. MAJCOMs may tailor the form to reflect MDS information as necessary.

9.1.1.4.1.1. **(Added-ACC)** Units will utilize the AF Form 50 to release pertinent FCIF messages. **(T-2)**. The ACC derived template can be found on the ACC/A3TV FCIF SharePoint.

9.1.1.4.2. **(Added-ACC)** Distribution of released messages are distributed from originating offices to DRU and NAF Stan/Eval functions.

9.1.1.4.3. **(Added-ACC)** DRU and NAF Stan/Eval functions are responsible for further distribution of messages to applicable lower echelon units and functional ANG units.

9.1.1.5. **(Added-ACC)** Units are not authorized to rescind HHQ issued FCIF/SII messages without the releasing authority's written approval, unless past the rescind date.

9.1.1.5.1. **(Added-ACC)** Rescission requests are routed through functional Stan/Eval Channels for Releasing Authority determination.

9.1.2. **Required Volumes.** If units choose hardcopy format and the contents of any volume exceed the capacity of its binder, use an additional binder and identify the first and subsequent binders by a letter of sequence (e.g., IIIA, IIIB). Label binders on the spine indicating Volume and Title IAW **Table 9.1**

9.1.2. **(ACC)** Units inserting information into the FCIF library will submit the information to OGV for coordination and distribution (Volume V excluded) **(T-2)**. Subject matter may be condensed for incorporation into Vol 1 if necessary. Above the group/wing level, ACC/A3TV (Stan/Eval) is the focal point for FCIF information. **(T-2)**.

Table 9.1. Required Volumes.

| VOLUME | TITLE |
|---------------------|---|
| VOLUME I | Table of Contents/Current Read File |
| VOLUME II | Publications—Air Force Directives MAJCOM Supplements |
| VOLUME III | Publications—MAJCOM/NAF/Local Directives |
| VOLUME IV | Flight Manuals/Checklists/Aircrew Aids/Technical Orders |
| VOLUME V (Optional) | Flight Safety Information |

9.1.2.1. **Volume I: Current Read File** . Consists of a minimum of two parts to include an Index (Part A) and Current Read Files (Parts B and C (Note: Part C is optional)). MAJCOMs may add additional components to Volume I as appropriate.

9.1.2.1.1. Part A is an index listing all material contained in FCIF Volumes I through V.

9.1.2.1.2. Part B is the Current Read File of FCIF messages.

9.1.2.1.2. **(ACC)** MAJCOM directed FCIF items for Part B are approved by the applicable MAJCOM/A3 and coordinated through user MAJCOMs. **(T-2)**.

9.1.2.1.2.1. FCIF messages contain information temporary in nature, directly pertinent to the safe conduct of flight, and must be read before flight.

9.1.2.1.2.1. **(ACC)** Part B contains, as a minimum, an approved date, a control number, subject, originator and originator title, expiration date. **Note:** the subject should match the MAJCOM FCIF message subject, when applicable. The No-Go

box in PEX will be checked for all Part B items. **(T-2)**. Units will review items for applicability in conjunction with the ACC quarterly FCIF review message. **(T-2)**. The most current list of active FCIFs can be viewed at the ACC/A3TV SharePoint and AFRC/A3DV, CAF Standardization and Evaluation SharePoint, located at: <https://afrc.eim.us.af.mil/sites/A3/A3V/A3DV/SitePages/>.

9.1.2.1.2.2. FCIF messages may be issued/rescinded from the MAJCOM, NAF or unit level.

9.1.2.1.2.3. MAJCOMs will advise user commands when releasing an FCIF message that affects a MDS. FCIF messages that affect MDSs will include designated MAJCOM applicability.

9.1.2.1.2.4. FCIF messages may be issued to alert aircrew to publication changes for Technical Order (TO) or AFIs that affect aircraft operations, but actual publication changes must be accomplished IAW established procedural guidance, to include AFI 33-360 (as applicable) and TO 00-5-1.

9.1.2.1.2.5. FCIF messages that contain MDS data will be controlled IAW the applicable distribution statement in the governing TO.

9.1.2.1.2.6. **(Added-ACC)** File items in Part B in reverse numerical sequence with the most recent FCIF on top. Cross reference classified entries to the appropriate location. Part B may be indexed and divided by MDS.

9.1.2.1.2.7. **(Added-1FW)** Volume I Part B is managed by OGV and will be maintained in the PEX FCIF module as type: FCIF. FCIF read files will be labeled FCIF XX-XX (Example: FCIF 12-01), and will be marked No-Go in PEX.

9.1.2.1.2.8. **(Added-1FW)** After 1 OG approval and posting to PEX, OGV will distribute Volume I Part B (FCIF) read files to concerned agencies for hard copy posting via electronic mail.

9.1.2.1.2.9. **(Added-1FW)** When a Part B read file (FCIF) is rescinded, Squadron Stan Eval or SARM personnel will dispose of the paper copy and insert the updated index. OGV will rescind the read file in PEX. Rescinded read files will be maintained via PEX and a soft copy saved to the drive at OGV.

9.1.2.1.3. Part C is the Current Read File that contains information temporary in nature but not related to the safe conduct of flight and not required to be read before flight.

9.1.2.1.3. **(ACC)** Part C contains current operational and mission guidance of a non-safety of flight nature. File items in Part C in reverse numerical sequence with the most recent FCIF on top. Part C may be indexed and divided by MDS. Cross reference and identify classified entries with the appropriate storage location of classified messages.

9.1.2.1.4. **(Added-1FW)** Volume I Part C is delegated for use as the Squadron Aircrew Read File (SARF). Vol I Part C is managed in the PEX FCIF module as type: SARF. SARF read files will be labeled XXFS XX-XX (Example: 94FS 12-01), and may be marked No-Go in PEX at the discretion of squadron leadership. All active duty squadron SARFs, for either MDS, will be assigned to the 149 FS in PEX, to ensure attached ANG pilots have adequate visibility.

9.1.2.1.5. **(Added-1FW)** If a 1/192 OG pilot flies with a squadron they are not usually assigned/attached to, Top 3 and SARM must ensure the individual has read the SARF as part of Go/No-Go procedures, as it may not have automatically been assigned in PEX. Squadron Stan Eval /SARM will ensure paper copies of the SARF are available in Part C of the FCIF library to facilitate this review.

9.1.2.2. **Volumes II through IV: Publications Library** . These volumes consist of an FCIF Functional Publications Library according to MAJCOM directives. See AFI 33-360 for basic library requirements.

9.1.2.3. All publications in the library will be current and complete. MAJCOMs may authorize units to withhold posting of publication library information that does not apply based on aircraft configuration.

9.1.2.4. Units establish and maintain a table of contents for the publications library containing, as a minimum, a listing of basic publications numbers and short titles. Publication dates, supplements and changes are not required.

9.1.2.4.1. **(Added-ACC)** File appropriate MAJCOM supplements in Volume II, along with publications listed in AFI 11-202 V2, **Table 9.2 & Table 9.2 (ACC)**. Additional Service Directives, Air Force Directives or MAJCOM supplements may be placed in Volume II at unit discretion.

9.1.2.4.2. **(Added-ACC)** Additional MAJCOM/NAF/local directives/agreements may be placed in Volume III at unit discretion.

9.1.2.4.3. **(Added-ACC)** Volume IV of the FCIF library contains the following, as applicable (to include references for obtaining/viewing classified information): flight manuals, performance data, aircrew checklists, weapons delivery manuals, weapons checklists (ballistic tables are not required), air refueling manuals, T.O. 00- 5-1, *The Air Force Technical Order System*, and OGV issued aircrew aids.

9.1.2.4.4. **(Added-ACC)** Volume V of the FCIF library is an optional volume reserved for the unit/squadron safety officer. This volume, if used, is exempt from the controls applicable to Volumes I through VI. Submit Volume V inputs to the unit/squadron safety officer for approval.

9.1.2.4.4.1. **(Added-1FW)** Volume V read files are managed by squadron safety officers in the PEX FCIF module, as type: SAFETY. Safety read files will be labeled SFTY XX-XX (Example: SFTY 12-01), and may be marked "No-Go" in PEX at the discretion of squadron leadership.

9.1.2.4.5. **(Added-ACC)** Units may establish an optional Volume VI, titled "Weight and Balance." Volume VI contains appropriate aircraft weight and balance information for all applicable aircraft IAW TO 1-1B-50, Weight and Balance-- USAF, (a minimum of one per MDS) if not readily available to aircrew members elsewhere.

9.1.2.4.5.1. **(Added-ACC)** Units may have a copy of each pre-computed DD Form 365-4, *Weight and Balance Clearance Form F - Transport*, for the standardized loads maintained in this volume. Additionally, maintain a list of applicable aircraft configurations/unit standard conventional loads (SCL) in this volume.

9.1.2.4.5.2. **(Added-ACC)** Units using pre-computed weight and balance forms should file them in this volume.

9.1.2.4.5.3. **(Added-1FW)** 1/192 OG will not maintain Volume VI of the FCIF Library.

9.1.2.5. MAJCOMS may waive Volumes II-V requirements for special training units (i.e., Red Flag).

9.1.2.5. **(ACC)** Parent units with geographically separated subordinate units are not required to maintain MDS-specific T.O.s and Instructions if aircraft operated by the subordinate unit are not physically assigned and located at the parent unit base. Units will maintain positive oversight and track all assigned aircraft publications/T.O.s via their Master Pubs Index. **(T-2)**. Volume II-IV requirements are waived for Green Flag, Combat Hammer, and Combat Archer.

Table 9.2. Volume II Mandatory Publications.

| PUBLICATION | TITLE |
|-------------------------|---|
| AFI 11-202 Vol 1 | <i>Aircrew Training</i> |
| AFI/AFMAN 11-2MDS Vol 1 | <i>Aircrew Training</i> |
| AFI 11-202 Vol 2 | <i>Aircrew Standardization Evaluation Program</i> |
| AFI/AFMAN 11-2MDS Vol 2 | <i>Aircrew Evaluation Criteria</i> |
| AFI 11-202 Vol 3 | <i>General Flight Rules</i> |
| AFI/AFMAN 11-2MDS Vol 3 | <i>Aircrew Operational Procedures</i> |
| AFI 11-401 | <i>Aviation Management</i> |

Table 9.2. (ACC) Volume II Mandatory Publications.

| PUBLICATION | TITLE |
|--------------------|--|
| AFI 11-205 | <i>Aircraft Cockpit and Formation Flight Signals</i> |
| AFI 11-209 | <i>Air Force Participation in Aerial Events</i> |
| AFI 11-214 | <i>Aircrew, Weapons Director, and Terminal Attack Controller Procedures for Air Operations</i> |
| AFI 11-215 | <i>Flight Manuals Program (FMP)</i> |
| AFMAN 11-217V1 | <i>Instrument Flight Procedures</i> |
| AFMAN 11-217V2 | <i>Visual Flight Procedures</i> |
| AFMAN 11-217V3 | <i>Supplemental Information</i> |
| AFI 11-218 | <i>Aircraft Operations and Movement on the Ground</i> |

| | |
|---|---|
| AFI 11-290 | <i>Cockpit/Crew Resource Management Training Program</i> |
| AFI 11-301V1 | <i>Aircrew Life Support (ALS) Program</i> |
| AFI 11-418 | <i>Operations Supervision</i> |
| AFPAM 11-419 | <i>G-Awareness for Aircrew</i> |
| AFI 13-201 | <i>Air Force Airspace Management</i> |
| AFI 13-207 (FOUO) | <i>Preventing and Resisting Aircraft Piracy (Hijacking)</i> |
| AFI 16-1301 | <i>Survival, Evasion, Resistance, and Escape (SERE) Program</i> |
| AFI 33-360 | <i>Publications and Forms Management</i> |
| ACCI 11-270 | <i>Electronic Flight Bag Operations</i> |
| Allied Tactical Publication (ATP)-3.3.4.2 (Note) | <i>Air-to-Air Refueling</i> |

Note: All units with an air refueling mission (tanker or receiver, fixed-wing or rotary) will post Part 1. In addition, units conducting fixed wing air refueling operations will post Part 2 and applicable Annexes. Units conducting rotary wing operations will post Part 3 and applicable Annexes. **(T-2)**.

9.1.2.6. **Volume V (optional): Flight safety information** .

9.1.2.7. **(Added-ACC)** The following publications are appropriate for inclusion in Volume VI, if desired:

Table 9.3. (Added-ACC) Volume VI Appropriate Publications.

| PUBLICATION | TITLE |
|--------------------|--|
| 1-1B-50 | <i>Weight and Balance--USAF</i> |
| 1 C-XX-5 | <i>Basic Weight Checklist and Loading Data</i> |
| TO-00-20-1 | <i>Aerospace Equipment Maintenance Inspection, Documentation, Policy and Procedures.</i> |

9.2. Flight Related Special Interest Item (SII).

9.2.1. Flight Related SIIs are items of emphasis relating to existing procedure(s) designed to mitigate or eliminate specific risks or trends.

9.2.2. Flight Related SIIs are generated on AF Forms 50 (see [paragraph 9.3](#)) **(T-2)**.

9.2.2.1. SIIs do not add to or amend established procedures (reference guidance on issuing FCIF messages in [paragraph 9.1.2.1.2.5](#), above).

9.2.2.2. SIIs are based on analysis of risks and trends from a variety of sources to include Safety Investigation Board findings/recommendations, safety related incidences, trend analysis, deployed area of operations and potential problems with equipment/procedures.

9.2.3. SII(s) are issued through the same process used to release FCIF messages with the following elements:

9.2.3.1. Specific MDS applicability

9.2.3.2. References

9.2.3.3. Risk factors and trend details

9.2.3.4. Specific emphasis actions to reduce/eliminate the risk or trend that generated the SII.

9.2.3.5. Effective date of rescission

9.2.3.6. SME/POC for further information

9.2.4. SII(s) will be of limited duration (generally not to exceed 90 days). **(T-1)**.

9.2.5. SII(s) may be issued/rescinded from the HAF, MAJCOM, NAF or unit level. If issued from agencies outside the MAJCOMs (e.g. HAF, HQ AFFSA, but not subordinate NAFs or units), the lead MAJCOM stan/eval function will coordinate the intent and verbiage of the SII with other MAJCOM stan/eval functions in order to determine the level of applicability within the individual MAJCOMs prior to release.

9.2.6. Units will place SIIs into the FCIF, Current Read File, Part B, for dissemination to aircrew. **(T-2)**.

9.2.6.1. **(Added-1FW)** SII(s) above squadron level will be distributed via Volume I Part B FCIF. Squadron level SII(s) may be released via SARF.

9.2.7. All current MDS-Specific and Cockpit/Crew Resource Management/Operational Risk Management related SII(s) will be briefed during flight briefings for the duration of the SII(s). Mission-specific SII(s) need only be briefed on those missions for which the SII is relevant. **(T-1)**.

9.3. AF Form 50, *Flight Crew Information File*.

9.3.1. The AF Form 50, will be used to generate FCIF messages in which pertinent information is published to units. MAJCOMs may tailor the form to reflect MDS information as necessary.

9.3.2. MAJCOMs will establish guidance for issuing messages to subordinate units.

9.3.2. **(ACC)** Units will use AF Form 50 for publishing local FCIF and SII messages **(T-2)**.

9.4. Go/No-Go Procedures. Units will establish a positive control system that ensures aircrew members are current and qualified for flight. **(T-1)**. Units will provide guidance on this system in the unit supplement. **(T-1)**. As a minimum, the Go/No Go system will monitor:

9.4. (ACC) Go/No-Go Procedures. Units will utilize PEX for all Go/No-Go verification **(T-2)**. Backup Go/No-Go procedures will be maintained to permit Go/No-Go verification procedures when information system connectivity difficulties are experienced. **(T-2)**.

9.4.1. Form 8/8a qualification or appropriate ARMS products. **(T-1)**.

9.4.1. **(ACC)** AF Form 4348, *USAF Aircrew Certifications*, are valid and/or current for the planned sortie or mission profile.

9.4.1.1. **(Added-ACC)** Units using the Letters of Certifications (LOX) to track and document the listing of certifications will develop local processes to ensure it is accurate

and complete IAW locally directed certifications and AFI/AFMAN 11-2MDS volumes 1. **(T-2).**

9.4.1.1.1. **(Added-1FW)** Once a new certification is obtained by an aircrew, Squadron Training in coordination with Squadron Stan Eval will utilize the completed and signed documentation (i.e. Form 8, gradesheet, training certificate, etc.) to transcribe the appropriate new certification onto the squadron Letter of Certifications (LOX). The new LOX will then be signed by either SQ/CC, SQ/DO, or selected representative to finalize the new certification. The LOX can then be used as the new sole source document for proof of the certification. Finally, Squadron Training will ensure an AF Form 4324, ARMS, and PEX are updated as appropriate to reflect the new certification.

9.4.2. Ground and flight currency items required for flight IAW AFI 11-202, Vol 1, AFI/AFMAN 11-2MDS Vol 1, and AFI 11-421, *Aviation Resource Management*. **(T-1).**

9.4.3. Other examination items required for flight from applicable supplements. **(T-1).**

9.4.4. Any Duty Not Involving Flying (DNIF) status. **(T-1).**

9.4.5. Currency on all FCIF (Volume 1, Part B) messages. **(T-1).**

9.4.5.1. **(Added-ACC)** An initial review and certification of all FCIF volumes will be accomplished prior to an individual's first flight. **(T-3).** Aircrew members on extensive absence from flying (90 days or more) will accomplish a complete review of all volumes and messages prior to flight. **(T-3).**

9.4.6. **(Added-ACC)** Use the Go/No-Go procedures to document the review, certification, and acknowledgment of Volume 1 Part B information by Aircrew members. Volume 1 Part C may be monitored by using Go/No Go procedures at unit discretion. .

9.4.7. **(Added-ACC)** Units will designate person(s) to verify and alibi all aircrew Go/No-Go status prior to releasing aircrew members for any scheduled mission. **(T-2).**

9.4.7.1. **(Added-1FW)** Go/No-Go Procedures. 1 FW/192 WG Go/No-Go procedures are managed by the SARM and directed by the Operations Supervisor (Top-3) at the squadron level. PEX is the primary interface for monitoring Go/No-Go status. Individuals shall reference squadron SARM/Top-3 continuity for Go/No-Go specifics and checklists: Including visiting/guest aircrew and pilot in-processing procedures.

9.4.7.2. **(Added-1FW)** SARM personnel will make every effort to ensure all pilot Go/No-Go requirements are met prior to step. Pilots are ultimately responsible for checking currencies prior to the flight briefing, IAW group administrative standards. Top-3 will act as a final check to ensure Go/No-Go and supervision requirements are met. Aircraft assignment will be denied until any issues are resolved.

9.4.8. **(Added-ACC)** Unit commanders will utilize notification through Part B of Volume I of the unit FCIF and Go/No Go procedures to ensure aircrew members review new changes and supplements prior to their next flight IAW AFI 11-215_ACCSUP. **(T-2).**

9.5. Supplementary Evaluations.

9.5.1. **Purpose.** Supplementary evaluations are optional administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented

solutions to operational problems, such as negative evaluation trends. The form and content of a supplementary evaluation is at the discretion of the commander.

9.5.1. **(ACC)** Supplemental evaluation goals must be quantifiable and realistic. **(T-2)**. Units will monitor this program to ensure annual goals set by the OG/CC are met. **(T-2)**.

9.5.1.1. **(Added-1FW)** OGV will execute supplementary evaluations at the direction of the 1 OG/CC. The chief of OGV may propose supplementary evaluation topics to address areas of concern, to include identified trends. Non-flight examiners may participate in supplementary evaluations at the discretion of the 1 OG/CC. OGV's goal is one supplementary evaluation per year.

9.5.1.2. **(Added-1FW)** Squadron Stan Eval may execute supplementary evaluations at the direction of their SQ/CC or as needed to address areas of concern within their unit. Upon completion of the supplementary evaluation, Squadron Stan Eval will forward results to OGV for inclusion in the SEB minutes and possible group level follow up.

9.5.2. Supplementary evaluations may be administered in conjunction with an Aircrew Evaluation. Supplementary evaluations are not Aircrew Evaluations and will not affect grading or the Qualification Level and will not be documented on an AF Form 8/8a. **(T-1)**.

9.5.3. The commander directing the supplementary evaluation determines the areas to be evaluated. The Stan/Eval function directly under the commander will determine the method of evaluation and is responsible for administrative management of data collection. Once complete, the Stan/Eval function reports results to the commander. **(T-3)**.

9.5.4. Commanders may appoint anyone to conduct supplementary evaluations.

9.5.5. At a minimum, supplementary evaluations results are documented in Standardization and Evaluation Board minutes (see [Attachment 2](#)).

MARK D. KELLY, Lt Gen, USAF
Deputy Chief of Staff, Operations

(ACC)

KEVIN A. HUYCK, Maj Gen, USAF
Director of Operations

(1FW)

DAVID R. LOPEZ, Col, USAF
1 FW/CC

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

AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, 8 Mar 2007

AFPD 11-2, *Aircrew Operations*, 19 Jan 2012

AFPD 11-4, *Aviation Service*, 1 Sep 2004

AFI 10-3502, Volume 2, *Pararescue and Combat Rescue Officer Standardization and Evaluation Program*, 30 April 2012

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

AFI 11-202, Volume 1, *Aircrew Training*, 22 Nov 2010

AFI 11-215, *USAF Flight Manuals Program (FMP)*, 22 Dec 2008

AFI 11-290, *Cockpit/Crew Resource Management Program*, 15 Oct 2012

AFI 11-401, *Aviation Management*, 10 Dec 2010

AFI 11-418, *Operations Supervision*, 14 Oct 2015

AFI 13-201, *Airspace Management*, 21 Aug 2012

AFI 33-360, *Publications and Forms Management*, 1 Dec 2015

AFI 33-364, *Records Disposition—Procedures and Responsibilities*, 22 Dec 2006

AFI 90-201, *The Air Force Inspection System*, 21 Apr 2015

AFMAN 11-210, *Instrument Refresher Program (IRP)*, 1 Sep 2017

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFMAN 11-421, *Aviation Resource Management*, 12 Sep 2018

Prescribed Forms

AF Form 8, *Certificate of Aircrew Qualification*

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

AF Form 50, *Flight Crew Information File*

AF Form 942, *Record of Evaluation*

AF Form 4348, *USAF Aircrew Certifications*

Adopted Forms

AF Form 702, *Individual Physiological Training Record*

AF Form 847, *Recommendation for Change of Publication*

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

AF Form 1522, *ARMS Additional Training Accomplishment Report*

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

Abbreviations and Acronyms

A3—Director of Operations

AE—Aeromedical Evacuation

AF—Air Force

AFFSA—Air Force Flight Standards Agency

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AGR—Active Guard and Reserve

ANG—Air National Guard

AO—aeronautical order

AR—air refueling

ARMS—Aviation Resource Management System

ART—Air Reserve Technician

AT—Air Technician

BMC—Basic Mission Capable

CAPs—Critical Action Procedures

CC—Commander

CCTS—Combat Crew Training Squadron

CD—Deputy Commander

CMR—Combat Mission Ready

CRO—Combat Rescue Officer

DNIF—duty not involving flying

DRU—direct reporting unit

EP—emergency procedures

EPE—emergency procedures evaluation

FCIF—Flight Crew Information File

FLT—flight

FOA—Field Operating Agency
FT—flight test
HAF—Headquarters Air Force
HHQ—higher headquarters
IAW—in accordance with
IFR—Instrument Flight Rules
INIT—initial
INSTM—Instrument Evaluation
INSTR—Instructor Evaluation
MAJCOM—Major Command
MDS—Mission Design Series
MICT—Management Internal Control Toolset
MQF—master question file
MR—Mission Ready
MSN—Mission Evaluation
N/A—not applicable
NAF—Numbered Air Force
NAS—National Airspace System
N-BMC—Non-Basic Mission Capable
N-CMR—Non-Combat Mission Ready
NMR—Non Mission Ready
N/N—no-notice
NUSIC—Non-US Identity Code
OCR—office of collateral responsibility
OG—Operations Group
OGV—Operations Group Standardization/Evaluation
OPR—office of primary responsibility
PCA—permanent change of assignment
PCS—permanent change of station
PJ—pararescue jumper
Q—qualified
QUAL—Qualification Evaluation

RAP—Ready Aircrew Program

RQ—requalification

SAC—Self-Assessment Checklist

SELO—Standardization/Evaluation Liaison Officer

SII—Special Interest Items

SIM—simulator

SQB—secure question bank

SSN—Social Security Number

STAN/EVAL—standardization/evaluation

TDY—temporary Duty

U—unqualified

USAF—United States Air Force

Terms

Active Guard and Reserve (AGR)—Members of a Reserve component on active duty under Titles 10 U.S.C., 14 U.S.C., or full-time National Guard duty under 32 U.S.C. 502(f) for a period of 180 consecutive days or more. The tour purpose is organizing, administering, recruiting, instructing or training the Reserve components according to Subsection 101(d)(6).

Additional Training—Any training recommended by the flight examiner to remedy a discrepancy identified during an evaluation that cannot be remedied during the evaluation debrief.

Aircrew—See AAFP 11-4, *Aviation Service*.

Aircrew Evaluation—An assessment of individual aircrew capability to accomplish assigned flying duties.

Aircrew Evaluation Eligibility Period—The six-month period prior to the expiration date of an evaluation that includes the month in which the Aircrew Evaluation is due.

Aircrew Evaluation Types—The Types of Aircrew Evaluations are INSTM, MSN, QUAL, INSTR, SPOT

Aircrew Qualification—A documented designation that identifies an aircrew member as having the capability to accomplish specific flying duties. These Aircrew Qualifications include "Basic Qualification", "Instrument Qualification", "Mission Qualification", and "Instructor Qualification".

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

Aircrew Training Device (ATD)—A training platform suitable to conduct evaluations.

Basic Qualification—A documented designation allowing an aircrew member to perform the basic duties of a particular crew position in the specified weapons system.

Certification—Procedure used to document competency in a particular task. Not interchangeable with —qualification, which requires Form 8/8a documentation.

Combat Crew Training Squadron (CCTS)/Formal Training Unit (FTU)—A unit with a primary mission to train aircrew personnel according to approved syllabi.

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

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

Downgrade—A reduction in Grade or Qualification Level

Emergency Procedures Evaluation (EPE)—An evaluation of an aircrew member’s knowledge and skill with respect to MDS-Specific Emergency Procedures and systems. An EPE can be completed during a flight, in an aircrew training device, a simulator or verbally.

Examination—A method of measuring an aircrew member's knowledge of normal/emergency procedures, threats, and other information essential for the safe and effective operation of their assigned weapon system through the administration of written or computer- based examinations.

Flight Crew Information File (FCIF)—A collection of publications and material determined by the MAJCOM and unit as necessary for day-to-day operations.

Flight Crew Information File (FCIF) Message—HHQ Guidance that contains information temporary in nature, directly pertinent to the safe conduct of flight, and must be read before flight. FCIF messages that contain aircraft-related information will be forwarded to all using MAJCOMs.

Flight Evaluation Folder (FEF)—A two-part folder containing the source documents that constitute the history of flying qualifications of each aircrew member.

Flight Examiner—An aircrew member designated to perform evaluation duties as specified by this instruction.

Grade—A characterization of examinee performance in a Graded Area or Graded Sub-area. Grades are Q, Q- and U.

Graded Area/Sub-area—A specific evaluated ability or skill set within an Aircrew Evaluation.

INIT Aircrew Evaluation—The first Aircrew Evaluation of any type for an MDS (e.g., INIT QUAL/ INSTM, INIT MSN, INIT INSTR).

Initial Cadre—Those personnel assigned to conduct flight testing of experimental, developmental, or new aircraft for which there are no established Formal training programs nor standardized evaluation criteria. Initial Cadre designations are appropriate through Initial Operational Capability

INSTR Evaluation—A means of assessing an aircrew member's instructional ability in their weapon system/crew position and to obtain/maintain Instructor Qualification. This evaluation initially establishes or reestablishes instructor qualification of the examinee in an MDS (i.e., INIT INSTR and RQ INSTR) as directed in AFI/AFMAN 11-2MDS Vol 1. **Instructor Qualification** - A documented designation allowing an aircrew member to instruct and provide airborne supervision of unqualified and/or uncertified aircrew members.

INSTM Evaluation—The means of assessing an aircrew member's ability to operate under Instrument Flight Rules (IFR)

Instrument Qualification—A documented designation allowing an aircrew member to operate under Instrument Flight Rules (IFR).

Lead Command—The Air Force MAJCOM or agency possessing an MDS that is designated by AFD 10-9 as responsible for the coordination of MDS-Specific activities.

Master Question File (MQF)—Question bank used to construct closed book exams. Aircrew members have access to MQFs.

Mission Qualification—A documented designation allowing an aircrew to employ the assigned weapon system in accomplishing the unit's operational or DOC statement mission.

MSN Evaluation—A means of assessing an aircrew member's ability to employ the assigned weapon system in accomplishing the unit's operational or DOC statement mission. Requires AF Form 8/8a documentation.

No-Notice Evaluation—An Aircrew Evaluation where the examinee is notified of the Aircrew Evaluation at or after the beginning of normal preparation for the mission.

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

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

QUAL Evaluation—A means of assessing an aircrew member's ability to perform the basic duties of a particular crew position in the specified aircraft. Requires AF Form 8/8a documentation.

Qualification Level—The overall characterization of examinee performance based on the compilation of requisite results and the Aircrew Evaluation Graded Areas/Sub-areas. The EPE will also be assigned a Qualification Level based on the compilation of EPE Graded Areas/Sub-areas. The Qualification Level will be Q1, Q2 or Q3.

Ready Aircrew Program—is the continuation-training program designed to focus training on capabilities needed to accomplish a unit's core mission.

Requalification (RQ)—An Aircrew Evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency (as specified in applicable AFI/AFMAN 11-2MDS Vol 1), an Aircrew Qualification following a failed Aircrew Evaluation or a commander directed downgrade.

Requisites—Requirements such as examinations, EPEs, Boldface/CAPs, etc., that must be successfully accomplished before an Aircrew Evaluation is considered complete. Requires AF Form 8/8a documentation.

Restrictions—A statement on the AF Form 8/8a that places limitations on the duties that may be performed by an aircrew, usually as the result of a failed ground or flight phase event. For example, “Restriction: Examinee will not fly unless under the supervision of an instructor pilot, Day Only, Conus Only”.

Secure Question Bank (SQB)—Questions used to construct open book examinations. Aircrew members do not have access to the SQB.

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

SPOT Evaluation—An Aircrew Evaluation, EPE, Examination or the evaluation of a specific event that does not intend to satisfy the requirements of an initial, periodic or requalification evaluation. May be No-Notice. Requires AF Form 8/8a documentation.

Squadron Supervisor—Any of the following: squadron commander, operations officer, assistant operations officer, flight commander or person specifically designated by the squadron commander.

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

Stan/Eval Liaison Officer (SELO)—An individual (officer or enlisted) tasked to perform squadron Stan/Eval administrative duties.

Student Aircrew Member—An aircrew member enrolled in a formal course or training under a MAJCOM approved syllabus.

Supervised Status—The status of an aircrew member who must fly under the supervision of either an instructor or a designated supervisor (as specified in the applicable AFI/AFMAN11-2MDS Vol 1) qualified in that specific aircrew position. The flight examiner determines when supervision is required. The type of supervisor, i.e., instructor or designated supervisor, is as specified in the applicable AFI/AFMAN11-2MDS Vol 1, or as determined by the SQ/CC.

Supplementary Evaluation Program—Administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems.

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

Unit—A level of organization under HHQs (MAJCOM and/or NAF) required to establish a Stan/Eval function (normally this is an operations group and consists of both the group and flying squadrons).

Universal Qualification—A documented designation that allows certain specified aircrew to attain/maintain qualification in two or more MDS aircraft. The types of aircrew eligible for Universal Qualification and the types of aircraft available for Universal Qualified Aircrew to maintain qualification on will be identified in **Chapter 8**, in the MAJCOM Supplement to this document or the applicable AFI/AFMAN 11-2MDS Vol 2. Universal Qualification will be

attained/maintained by the successful completion of a QUAL Evaluation or the successful completion of only Requisite, IAW applicable guidance. Once Universal Qualification has been attained, qualification on additional MDS will be attained/maintained IAW applicable guidance.

User Command—Any Air Force MAJCOM/agency, other than the lead command, that possess a MDS.

Weapon System—A combination of one or more weapons with all related equipment, materials, services, personnel, and means of delivery and deployment (if applicable) required for self-sufficiency.

Attachment 2

STAN/EVAL BOARD MINUTES

Table A2.1. STAN/EVAL Board Minutes

Note: The information below is an example of the minimum information a board should address. MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: STAN/EVAL BOARD

MINUTES

1. Personnel Attending: (name and organization)
2. Overview:
 - a. Manning. (Enter any Stan/Eval manning problems discussed or deviations from authorized manning. Record all current flight examiners including attached HHQ and/or attached squadron flight examiners.) Include any OG/CC designated additional OGV flight examiners.
 - b. Summary.
 - (1) Evaluations. Report EPEs and Flight evaluations by crew position and type of evaluation (INSTM, QUAL and MSN as outlined in the appropriate AFI 11-2MDS Vol 2). Include SPOT, N/N, and INIT INSTR evaluations, when applicable. Show qualification levels, sub-levels and rates (Rate = # given divided by total given).
 - (a) Q1s
 - (b) Q2s
 - (c) Q3s
 - (d) Total evaluations for each crew position
 - (2) Examinations. Report examination results by crew position and type of examination (open book, closed book, instrument and boldface/CAPs).
 - (3) Waivers and Extensions. Identify all waivers and extensions as identified in this AFI.
 - (4) Trends. Identify new, continuing and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s) and any suspense date.
 - (5) Report progress toward achievement of no-notice requirements, if applicable.
 - c. Stan/Eval Program Inspections and Reviews (if applicable).

- d. Aircrew Flight Publications. Review open AF Forms 847.
 - e. Supplementary Evaluations. Report results of evaluations conducted at both the OGV and squadron level.
 - f. MTR and Air Refueling Track Reviews (annotate date completed or —N/A as applicable - see [para 3.2.2.12](#)).
3. Old Business. Enter the disposition of any items left open at the last Board meeting. If final action was taken on an item during the quarter, state the action taken and then close the item if closure is approved by the Board Chairman. If an item remains open, list the action taken since the last Board. Findings from formal Stan/Eval inspections will be addressed and covered until they are closed out.
 4. New Business. Enter all new business discussed during the Board. The new business items are those included on the published agenda along with any unplanned items discussed.
 5. Other: This is an optional paragraph that can be used as necessary.
 6. Problems Requiring HHQ Assistance: Enter problems that, based on Board resolution, require HHQ assistance. The assistance may be in any form (for example, staff assistance visit requests, clarification of directives, change of directives, and so forth).

Attachments:

1. Board Agenda
2. Flight Examiner Roster Reviewed
3. As Required

Attachment 3

SAMPLE AF FORM 8, CERTIFICATE OF AIRCREW QUALIFICATION.

Figure A3.1. Sample AF Form 8 (Front).

| CERTIFICATE OF AIRCREW QUALIFICATION | | | | DATE COMPLETED 15 Jan 17 | | |
|---|--|---|--|---------------------------------------|--------------------|------|
| I. EXAMINEE IDENTIFICATION | | | | | | |
| NAME (Last, First, Middle Initial) Xavier, Thomas H. | | GRADE MSgt | SSAN/NUSIC 1138 | ELIGIBILITY PERIOD Aug 16 - Feb 17 | | |
| ORGANIZATION AND LOCATION 45 RS, Offutt AFB, NE | | MDS/CREW POSITION RC-135U/IK | | | | |
| II. REQUISITE INFORMATION | | | III. AIRCREW EVALUATION INFORMATION | | | |
| REQUISITES | DATE | RESULTS | AIRCREW EVALUATION | DATE | | |
| Closed Book | 15 Dec 16 | 100 | QUAL/MSN | 15 Jan 17 | | |
| Open Book | 14 Dec 16 | 100 | | | | |
| EPE | 15 Jan 17 | 1 | | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |
| | | | | | | |
| IV. QUALIFICATION LEVEL | | V. ADDITIONAL TRAINING | | | | |
| QUALIFIED 1 | UNQUALIFIED | DUE DATE(S) A | DATE ADDITIONAL TRAINING COMPLETED N/A | | | |
| EXPIRATION DATE OF QUALIFICATION Jun 18 | | CERTIFYING OFFICIAL, GRADE AND ORGANIZATION N/A | SIGNATURE | DATE | | |
| VI. OTHER | | | | | | |
| <input type="checkbox"/> RESTRICTIONS <small>(Explain in Comments on Back)</small> | <input type="checkbox"/> EXCEPTIONALLY QUALIFIED <small>(Explain in Comments on Back)</small> | <input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE <small>(Explain in Comments on Back)</small> | | | | |
| VII. ENDORSEMENT | | | | | | |
| TYPED NAME AND GRADE | ORGANIZATION | CHECK | | | SIGNATURE | DATE |
| | | C O N C U R | D O N O T | R E M A R K S | | |
| 1 FLIGHT EXAMINER Joe D. Valuator, MSgt | 45 RS/CCV | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | CLICK HERE TO SIGN | |
| 2 REVIEWING OFFICER Nomar D. Niff, Lt Col | 45 RS/DO | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | CLICK HERE TO SIGN | |
| 3 FINAL APPROVING OFFICER Ibee D. Bossmar, Lt Col | 45 RS/CC | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | CLICK HERE TO SIGN | |
| I CERTIFY that I have been briefed and understand the action being taken this date. | | | | | | |
| DATE | TYPED NAME AND GRADE OF EXAMINEE Xavier, Thomas H, MSgt | | | SIGNATURE CLICK HERE TO SIGN | | |

Note: Examples are provided to illustrate content rather than format. In those instances where an example may not directly apply, units will adhere to published guidance. Refer to [Chapter 7](#) for further documentation guidance.

Figure A3.2. Sample AF Form 8, Generic Comments (Reverse).

| VIII. | COMMENTS |
|---|----------|
| RESTRICTION(S) <i>(If required):</i> See para. 7.3.11.1. | |
| EXCEPTIONALLY QUALIFIED <i>(If desired):</i> See para. 7.3.11.2. | |
| EXAMINER'S REMARKS: See para. 7.3.11.3. | |
| A. Mission Description. See para. 7.3.11.3.2. If more than one flight examiner was involved in administering the flight phase portion of the evaluation, annotate here with a "First Sortie," "Second Sortie" and have all but the final flight examiner sign a signature block (enter name, rank, and organization) under each entry (see para. 7.3.11.3.1.). | |
| B. Discrepancies. Document all discrepancies (Q- or U) or enter "None" (if "None" then Requisite and Aircrew Evaluation annotations not required). See para. 7.3.11.3.3. | |
| <ol style="list-style-type: none"> 1. Requisite. 2. Aircrew Evaluation. | |
| C. Recommended Additional Training. Enter additional training or "None" (if "None" then Requisite and Aircrew Evaluation annotations not required). See para. 7.3.11.3.4. | |
| <ol style="list-style-type: none"> 1. Requisite. 2. Aircrew Evaluation. | |
| D. Additional Comments. Enter additional comments (to include Commendable areas/sub-areas) or "None." See para. 7.3.11.3.5. | |
| <ol style="list-style-type: none"> 1. ... 2. ... | |
| REVIEWING OFFICER'S REMARKS: See para. 7.3.11.4. | |
| APPROVING OFFICER'S REMARKS: See para. 7.3.11.5. | |
| ADDITIONAL REVIEWS: See para. 7.3.11.6. | |

A3.1. For [Figure A3.3](#) (See [paragraph 7.3.11.2](#)).

Figure A3.3. Sample AF Form 8 with EQ (Reverse).

EXCEPTIONALLY QUALIFIED: The examinee demonstrated exceptional aircraft handling and instrument skills during all phases of this evaluation. Rapidly changing weather and denial of service at two planned out-bases caused the examinee to have to change his plan several times in-flight, each time done quickly and efficiently in which all aspects of the mission were accomplished effectively.

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS: None.

APPROVING OFFICER'S REMARKS: None.

ADDITIONAL REVIEWS: None.

Figure A3.4. Sample AF Form 8 with Commendable (Reverse).

EXAMINER'S REMARKS: (See paragraph 5.4.2.9. and document IAW, 7.3.11.3.5.2.)

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. Commendable. Area 36. Task Prioritization. Brief statement describing commendable performance.

REVIEWING OFFICER'S REMARKS: None.

APPROVING OFFICER'S REMARKS: None.

ADDITIONAL REVIEWS: None.

Figure A3.5. Sample AF Form 8 with Downgrade (Reverse).**EXAMINER'S REMARKS:**

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies. (See paragraph 7.3.11.3.3.)

1. Requisites. None.
2. Aircrew Evaluation. Area 36. Task Prioritization: Q-. Debriefed. Short description of discrepancy.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS: None.

APPROVING OFFICER'S REMARKS: None.

ADDITIONAL REVIEWS: None.

Figure A3.6. Sample AF Form 8, Two Sortie with Discrepancy on First Sortie (Reverse).

| | | | |
|---|---------------------|---------------------|-------------|
| <u>EXAMINER'S REMARKS:</u> | | | |
| A. Mission Description. (See paragraph 7.3.11.3.3. and 7.3.10.1.1.) | | | |
| First Sortie: Narrative constructed IAW AFI 11-2MDS Vol 2. FIRST M.I. LAST, Rank, USAF Office Symbol | | | |
| Second Sortie: Brief description of items not accomplished on first sortie. | | | |
| B. Discrepancies. | | | |
| 1. Requisites. None. | | | |
| 2. Aircrew Evaluation. First Sortie. Area 36. Task Prioritization: Q-. Debriefed. Short description of discrepancy. | | | |
| C. Recommended Additional Training. None. | | | |
| D. Additional Comments. None. | | | |
| REVIEWING OFFICER'S REMARKS: None. | | | |
| APPROVING OFFICER'S REMARKS: None. | | | |
| ADDITIONAL REVIEWS: None. | | | |
| INITIAL EVALUATOR INFORMATION | | | |
| INITIAL EVALUATOR NAME AND GRADE | ORGANIZATION | SIGNATURE | DATE |
| THOMAS B. GOOD, SSgt, USAF | 17TRW/DOT | [DIGITAL SIGNATURE] | 13 Jan 17 |

Figure A3.7. Sample AF Form 8, Q3 with Restrictions and Additional Training (Reverse).

RESTRICTIONS: Enter specific restrictions on examinee's flight and/or ground events with a statement as well as criteria for removal of restrictions. Include a supervision statement if supervised status is warranted IAW paragraph 5.7. and document IAW paragraph 7.3.11.

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies.

1. Requisite (EPE). Area 21. Gear Fail to Retract – U. Short description of discrepancy consistent with "U" criteria in AFI 11-2MDS, Vol 2.
2. Aircrew Evaluation. Area 36. Task Prioritization – U. Short description of discrepancy consistent with "U" criteria in AFI 11-2MDS, Vol 2.

C. Recommended Additional Training.

1. Requisite. Examinee will review gear fail to retract EPs with an instructor and perform another EPE with gear malfunctions as an emphasis item.
2. Aircrew Evaluation. Examinee will accomplish a supervised flight with emphasis on task management in the instrument environment.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS: None.

APPROVING OFFICER'S REMARKS: None.

ADDITIONAL REVIEWS: None.

Figure A3.8. Sample AF Form 8, RQ Following a Q3 (Reverse).**EXAMINER'S REMARKS:**

A. Mission Description. This requalification evaluation was conducted... (enter short description of necessary events to regain lost qualification).

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS: None.

APPROVING OFFICER'S REMARKS: None.

ADDITIONAL REVIEWS: None.

Figure A3.9. Sample AF Form 8, Q3/1 with Restrictions (Reverse).

RESTRICTIONS: Enter specific restrictions on examinee's flight and/or ground events with a statement as well as criteria for removal of restrictions. Include a supervision statement if supervised status is warranted IAW paragraph 5.7.

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies.

1. Requisite. None.
2. Aircrew Evaluation. Area 25. Ability to Instruct – U. Short description of discrepancy consistent with “U” criteria in AFI 11-2MDS, Vol 2.

C. Recommended Additional Training.

1. Requisite. Examinee will review procedures then provide an instructional brief to a squadron instructor on entries into holding and TACAN penetrations.
2. Aircrew Evaluation. None.

D. Additional Comments. Recheck successfully accomplished. No further action required.

(Signature and date)

REVIEWING OFFICER'S REMARKS: None.

APPROVING OFFICER'S REMARKS: None.

ADDITIONAL REVIEWS: None.

Figure A3.10. Sample AF Form 8, Commander-Directed Downgrade (Non-Flying).

RESTRICTIONS: Commander-Directed Downgrade. (IAW paragraph 7.4.)

EXAMINER'S REMARKS:

A. Narrative. Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement, if required.

B. Discrepancies. None.

C. Recommended Additional Training. As required or "None."

D. Additional Comments. As required or "None."

ADDITIONAL REVIEWS: As required.

Figure A3.11. Sample AF Form 8, Commander-Directed Downgrade (Flying).

RESTRICTIONS: Commander-Directed Downgrade. (IAW paragraph 7.4.)

EXAMINER'S REMARKS:

A. Narrative. Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement, if required.

B. Discrepancies. Document all Q- or U discrepancies.

1. Requisite (EPE). Area 21. Gear Fail to Retract – U. Short description of discrepancy consistent with "U" criteria in AFI 11-2MDS, Vol 2.

2. Aircrew Evaluation. Area 36. Task Prioritization – U. Short description of discrepancy consistent with "U" criteria in AFI 11-2MDS, Vol 2.

C. Recommended Additional Training. As required or "None."

D. Additional Comments. As required or "None."

Attachment 4

SAMPLE AF FORM 8A, CERTIFICATE OF UNIVERSAL AIRCREW QUALIFICATION.

Figure A4.1. Sample AF Form 8A (Front).

| CERTIFICATE OF UNIVERSAL AIRCREW QUALIFICATION | | | | | | DATE COMPLETED 15 Jan 17 | |
|---|---|--|---|---|-------------------------------------|-----------------------------|------|
| I. EXAMINEE IDENTIFICATION | | | | | | | |
| NAME (Last, First, Middle Initial) Lucas, Germaine T. | | | GRADE MSgt | SSAN/NUSIC 1138 | | | |
| ORGANIZATION AND LOCATION 25 IS, Hulburt Field, FL | | | ELIGIBILITY PERIOD Aug 16 - Feb 17 | EXPIRATION DATE Jun 18 | | | |
| MDS/CREW POSITION | II. REQUISITE INFORMATION | | | III. AIRCREW EVALUATION | | | |
| | REQUISITES | DATE | RESULTS | AIRCREW EVALUATION | DATE | QUAL | |
| MC-130/IQ | Closed Book | 15 Dec 16 | 100 | QUAL/MSN | 15 Jan 17 | 1 | |
| MC-130/IQ | Open Book | 14 Dec 16 | 100 | | | | |
| MC-130/IQ | EPE | 15 Jan 17 | 1 | | | | |
| MC-130/IQ | Boldface | 11 Dec 16 | Q | | | | |
| ADDITIONAL MDS QUALIFICATION | | | | | | | |
| MC-130P | AC-130H | AC-130U | CV-22B | | | | |
| V. ADDITIONAL TRAINING | | | | | | | |
| DUE DATE(S) N/A | | | DATE ADDITIONAL TRAINING COMPLETED N/A | | | | |
| CERTIFYING OFFICIAL, RANK AND ORGANIZATION | | | SIGNATURE CLICK HERE TO SIGN | | | DATE | |
| VI. OTHER | | | | | | | |
| <input type="checkbox"/> RESTRICTIONS <i>(Explain in Comments on Back)</i> | | <input type="checkbox"/> EXCEPTIONALLY QUALIFIED <i>(Explain in Comments on Back)</i> | | <input type="checkbox"/> COMMANDER-DIRECTED DOWNGRADE <i>(Explain in Comments on Back)</i> | | | |
| VII. ENDORSEMENT | | | | | | | |
| | TYPED NAME AND GRADE | ORGANIZATION | CHECK | | | SIGNATURE | DATE |
| | | | CONCURREN | DO NOT CONCURREN | REMARKS | | |
| 1 | FLIGHT EXAMINER Joe D. Valuator, MSgt | 25 IS/CCV | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | CLICK HERE TO SIGN | |
| 2 | REVIEWING OFFICER Nomar D. Niff, Lt Col | 25 IS/DO | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | CLICK HERE TO SIGN | |
| 3 | FINAL APPROVING OFFICER Ibee D. Bossmann, Lt Col | 25 IS/CC | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | CLICK HERE TO SIGN | |
| I CERTIFY that I have been briefed and understand the action being taken this date. | | | | | | | |
| DATE | TYPED NAME AND GRADE OF EXAMINEE Germaine T. Lucas, MSgt | | | SIGNATURE CLICK HERE TO SIGN | | | |

Figure A4.2. Sample AF Form 8a (Reverse).

| VIII. | COMMENTS |
|--|----------|
| EXAMINER'S REMARKS: (If applicable. Repeat if necessary for each aircraft.) | |
| A. Mission Description. This mission evaluation was flown onboard the MC-130P during a local training sortie consisting of Personnel Air Drops and low-level tactical training. The examinee performed instruction in Emergency Procedures, Threat Reporting, CSS and TDR Operation, Missing Planning, and Crew Coordination. All areas of the AFI 11-2MC-130, Vol 2, Tables 2.1, 3.1, and 10.1 were evaluated. The examinee performed all tasks in an effective and timely manner and demonstrated excellent Airmanship throughout the sortie. | |
| B. Discrepancies. None. | |
| C. Recommended Additional Training. None. | |
| D. Additional Comments. None. | |
| REVIEWING OFFICER'S REMARKS: None. | |
| APPROVING OFFICER'S REMARKS: None. | |
| ADDITIONAL REVIEWS: None. | |
| | |

Attachment 7 (Added-ACC)**FLIGHT / CREW INFORMATION FILE (AF FORM 50) GUIDANCE****A7.1. (ACC) AF FORM 50.** ACC FCIF and SII messages are generated via AF Form 50.

A7.1.1. (ACC) Instructions for posting published messages on AF Forms 50 can found on page 3 of the Form. Page 3 of the AF Form 50 is for reference only and is not be printed or posted into the FCIF library.

A7.2. (ACC) Generation of the AF Form 50.

A7.2.1. (ACC) **FCIF or SII.** The originator determines the type of message to be published and selects the appropriate FCIF or SII block.

A7.2.2. (ACC) **APPLICABLE MAJCOM.** Non-lead MAJCOMS will develop procedures for coordination and publishing the AF Form 50. For AF Forms 50 generated below the MAJCOM level, units will select the unit's assigned MAJCOM as the applicable MAJCOM. (T-2).

A7.2.2.1. (ACC) For messages that may apply across multiple MAJCOMs, in an effort to reduce staffing and coordination efforts, coordinate draft messages with MAJCOMs known to own the affected aircraft baseline. (e.g., C-130) for applicability determination. If during coordination a MAJCOM identifies the message as applicable, return comments should indicate that message should apply to the responding MAJCOM and include a POC to the draft message originator for inclusion in Para 4 of the final message draft. When all coordination comments have returned, the originator completes the document and forwards the completed (unsigned) form to each applicable MAJCOM Stan/Eval for routing to the respective MAJCOM/A3's signature and MAJCOM Stan/Eval then issues to that MAJCOM.

A7.2.2.2. (ACC) For example, if the message applies to the C-135, the originator coordinates with other MAJCOMs known to own aircraft based on the C-135 baseline for applicability determination. That MAJCOM identifies the affected C-135 (i.e., KC-135, RC-135, etc...) to be included into the Specific Applicability block. The reviewing MAJCOM provides applicability comments and the Primary POC for inclusion of the final draft. The originator compiles all the C-135 airframes and POCs and forwards the final draft to applicable MAJCOMs prior to A3 signature.

A7.2.3. (ACC) **RESCIND DATE.** When developing and coordinating the AF Form 50, determine the period of time the message shall remain in effect. The RESCIND DATE establishes the effective end date for which the message is rescinded without further coordination or direction. If not filled in, originators enter "N/A" and select UNTIL FURTHER NOTICE.

A7.2.4. (ACC) **ORIGINATING HHQ FCIF/SII#.** This block is used for MAJCOM or NAF message generation. If lower level units generate a unit level message, this block should be marked N/A.

A7.2.5. (ACC) **WING/OG FCIF/SII#.** The Wing/OG number is the unit control number for publishing and tracking of HHQ or locally generated messages. When units below the

wing or operations group level are generating local messages, this block should be marked N/A.

A7.2.6. **(ACC) UNIT FCIF/SII#.** This block is used for unit-generated messages and holds the unit level control number.

A7.2.7. **(ACC) RELEASE DATE.** Date distributed to applicable/affected units/users.

A7.2.8. **(ACC) UNIT POST DATE.** Date directed unit posted the message.

A7.2.9. **(ACC) WEAPON SYSTEM.** Select Weapon system(s) that message applies to. When selecting “ALL,” the message applies to all Release Authority level and below assigned weapon systems. If more than one weapons system is needed but does not affect ALL weapon systems, check only the applicable weapons system the message is directed to (e.g. ALL, F-15, F-16, etc.). If the affected weapon system is not listed on the form, select “OTHER” and identify the unlisted weapon system in the SPECIFIC APPLICABILITY: block.

A7.2.10. **(ACC) SPECIFIC APPLICABILITY: (IF REQUIRED).** Fill “Specific Applicability” section to annotate weapons systems variants, or weapon systems not found on the form, as applicable. For example; if the message is directed to the F-15C/D/E models, select F-15 under the WEAPON SYSTEMS block, and cite “All F-15C, F-15D, and F-15E variants” in the SPECIFIC APPLICABILITY: block.

A7.2.11. **(ACC) SUBJECT.** The title of the published message.

A7.2.12. **(ACC) MESSAGE CONTENT.** This section is the main content of the message to include the directive message, background information, Administrative paragraph, POC information and list of attachments. See example AF Form 50 below. Information may continue on the next page in Amplifying Information or add an origination page as needed.

A7.2.13. **(ACC) ATTACHMENTS.** If the message requires attachments, include them under the attachments section of the form (left-side toolbar) and list them in order on first page.

A7.2.14. **(ACC) ORIGINATOR SIGNATURE BLOCKS.** Signature blocks are completed at the leadership level directing the message.

A7.2.14.1. **(ACC) RELEASE AUTHORITY.** The signature block and signature of the Commander or MAJCOM Director that approved message release (i.e. MAJCOM/A3, NAF/A3, Wg/CC, OG/CC or SQ/CC).

A7.2.14.2. **(ACC) RELEASING OFFICE.** The Stan/Eval organization responsible for managing message release (i.e. MAJCOM/A3V, NAF/A3V, OG/OGV, SQ/CCV).

A7.2.15. **(ACC) AMPLIFYING INFORMATION. (Page 2)** This section is used for the continuation of information from the original message or the inclusion of any clarification of implementation or additional of relevant local guidance to be published in conjunction with the original message.

A7.2.16. **(ACC) WING/UNIT RELEASE AUTHORITY.**

A7.2.16.1. **(ACC)** If the message was issued at the MAJCOM or NAF level, the unit release authority is the wing or operations group Stan/Eval.

A7.2.16.2. **(ACC)** If the message was issued at the wing or operations group level, and was posted for all subordinate units, then the wing/unit release authority is not required.

A7.2.16.3. (ACC) If the message was issued at the wing or operations group level, and subordinate units are required to post the message and complete the DATE POSTED block, then the posting unit Stan/Eval function is the unit release authority and should sign upon posting.

A7.2.16.4. (ACC) Units will ensure original AF Form 50 is posted, including attachments, in FCIF libraries IAW **Chapter 9. (T-2)**. Wing/Group Stan/Eval will ensure compliance at all subordinate levels. (T-2).

A7.2.17. (ACC) UNIT RELEASE AUTHORITY.

A7.2.17.1. (ACC) If the message was issued at the MAJCOM or NAF level, and the wing or operations group released the message to be posted at the unit level, then the posting unit Stan/Eval function is the unit release authority and should sign upon posting.

A7.2.17.2. (ACC) If the message was issued at the MAJCOM or NAF level, and the wing or operations group posted the message for all subordinate units, then the unit release authority is not required.

A7.2.17.3. (ACC) If the message was issued and posted at the wing or operations group level for all subordinate levels, Unit Release Authority is not required.

A7.2.17.4. (ACC) If the message was issued by the wing or operations group and the unit release authority signed the WING/UNIT RELEASE AUTHORITY block, the UNIT RELEASE AUTHORITY block should remain blank.

A7.2.17.5. (ACC) Units will post original AF Form 50, including attachments, in FCIF libraries IAW **Chapter 9. (T-2)**.

Figure A7.1. (ACC) AF Form 50 ACC Template.

| FLIGHT CREW INFORMATION FILE | | | | FCIF <input type="checkbox"/> | SII <input type="checkbox"/> |
|--|----------------------|-------------------|--------------|---|------------------------------|
| APPLICABLE MAJCOM | | | | RESCIND DATE | |
| ACC <input type="checkbox"/> AETC <input type="checkbox"/> AFGSC <input type="checkbox"/> AFMC <input type="checkbox"/> AFRC <input type="checkbox"/> AFSOC <input type="checkbox"/> AFSPC <input type="checkbox"/> AMC <input type="checkbox"/> NGB <input type="checkbox"/> PACAF <input type="checkbox"/> USAFE-AFRAFICA <input type="checkbox"/> | | | | UNTIL FURTHER NOTICE <input type="checkbox"/> | |
| ORIGINATING HHQ FCIF/SII # | WING/OG FCIF / SII # | UNIT FCIF / SII # | RELEASE DATE | UNIT POST DATE | AIRCRAFT: |
| SPECIFIC APPLICABILITY: (IF REQUIRED) | | | | ALL <input type="checkbox"/> | |
| SUBJECT: | | | | A-10 <input type="checkbox"/> | |
| 1. Directive paragraph. This paragraph provides direction to aircrews regarding directive procedures or guidance. "ACC/A3 Directs..." | | | | B-1 <input type="checkbox"/> | |
| | | | | B-2 <input type="checkbox"/> | |
| | | | | B-52 <input type="checkbox"/> | |
| | | | | C-5 <input type="checkbox"/> | |
| | | | | C-10 <input type="checkbox"/> | |
| | | | | C-12 <input type="checkbox"/> | |
| | | | | C-17 <input type="checkbox"/> | |
| | | | | C-130 <input type="checkbox"/> | |
| | | | | C-135 <input type="checkbox"/> | |
| | | | | C-136 <input type="checkbox"/> | |
| | | | | C-145 <input type="checkbox"/> | |
| | | | | C-146 <input type="checkbox"/> | |
| | | | | C-21 <input type="checkbox"/> | |
| | | | | C-22 <input type="checkbox"/> | |
| | | | | C-27 <input type="checkbox"/> | |
| | | | | C-32 <input type="checkbox"/> | |
| | | | | C-37 <input type="checkbox"/> | |
| | | | | C-40 <input type="checkbox"/> | |
| | | | | C-46 <input type="checkbox"/> | |
| | | | | CV-22 <input type="checkbox"/> | |
| | | | | E-3 <input type="checkbox"/> | |
| | | | | E-4 <input type="checkbox"/> | |
| | | | | E-6 <input type="checkbox"/> | |
| | | | | E-9 <input type="checkbox"/> | |
| | | | | E-11 <input type="checkbox"/> | |
| | | | | F-15 <input type="checkbox"/> | |
| | | | | F-16/QF-16 <input type="checkbox"/> | |
| | | | | F-22 <input type="checkbox"/> | |
| | | | | F-35 <input type="checkbox"/> | |
| | | | | H-1 <input type="checkbox"/> | |
| | | | | H-60 <input type="checkbox"/> | |
| | | | | H-53 <input type="checkbox"/> | |
| | | | | MQ-9 <input type="checkbox"/> | |
| | | | | RQ-4 <input type="checkbox"/> | |
| | | | | RQ-170 <input type="checkbox"/> | |
| | | | | T-1 <input type="checkbox"/> | |
| | | | | T-6 <input type="checkbox"/> | |
| | | | | T-38 <input type="checkbox"/> | |
| | | | | T-41 <input type="checkbox"/> | |
| | | | | T-51 <input type="checkbox"/> | |
| | | | | T-53 <input type="checkbox"/> | |
| | | | | U-2 <input type="checkbox"/> | |
| | | | | U-28 <input type="checkbox"/> | |
| | | | | UV-18 <input type="checkbox"/> | |
| | | | | Aeromedical Evac <input type="checkbox"/> | |
| | | | | Guardian Angel <input type="checkbox"/> | |
| | | | | JTAC/TACP/CCT <input type="checkbox"/> | |
| | | | | AOC/CRC/ABM <input type="checkbox"/> | |
| | | | | Parachutist <input type="checkbox"/> | |
| | | | | SUAS <input type="checkbox"/> | |
| | | | | Sailplane(TG-XX) <input type="checkbox"/> | |
| | | | | CAP/USAF <input type="checkbox"/> | |
| | | | | OTHER <input type="checkbox"/> | |
| RELEASING AUTHORITY | | PHONE | SIGNATURE | | |
| RELEASING OFFICE | | PHONE | SIGNATURE | | |

Attachment 8 (Added-ACC)**BRIEFING FACILITIES GUIDANCE**

A8.1. (ACC) Minimum Materials. As a minimum, the following mission planning/briefing materials will be available in the flight briefing rooms and mission planning areas. (T-2). Applicable items should provide readily accessible instructional value. Units may add/delete items appropriate for unit MDS.

A8.1.1. (ACC) Airfield diagram:

A8.1.1.1. (ACC) Taxi routes.

A8.1.1.2. (ACC) Arm and de-arm areas.

A8.1.1.3. (ACC) Hot brake/Hydrazine areas.

A8.1.1.4. (ACC) Hot Gas/Hot Refueling/FARRP areas.

A8.1.1.5. (ACC) Hung ordinance/Unsafe gun area and procedures

A8.1.1.6. (ACC) Arresting gear locations.

A8.1.2. (ACC) Standard departures / IFR departures (if applicable).

A8.1.3. (ACC) Local Tanker/AAR/HAR procedures:

A8.1.3.1. (ACC) Tanker Director lights.

A8.1.3.2. (ACC) Mandatory radio calls/visual signals.

A8.1.3.3. (ACC) Emergency procedures.

A8.1.4. (ACC) Most frequently used ranges.

A8.1.4.1. (ACC) Nuclear and conventional patterns.

A8.1.4.2. (ACC) Locally devised range departure/ recovery routing, range holding, range pattern entry points, Certificates of Authorization (COA), etc.

A8.1.5. (ACC) Arrivals:

A8.1.5.1. (ACC) VFR entries and traffic patterns.

A8.1.5.2. (ACC) Hot/hung ordnance routes.

A8.1.6. (ACC) Wall/table mounted local area map depicting:

A8.1.6.1. (ACC) Local flying areas. (include MOAs and MTRs)

A8.1.6.2. (ACC) Class B/C/D airspace and areas of high-density civilian traffic.

A8.1.6.3. (ACC) Special Use Airspace. (reference FLIP AP/1A)

A8.1.6.4. (ACC) Alternate airfields / Standard Emergency Mission Routing (RPA).

A8.1.6.5. (ACC) Primary AAR/HAR tracks.

A8.1.6.6. (ACC) Drop zone diagrams with current surveys

A8.1.6.7. (ACC) Landing zone diagrams with current surveys

A8.1.6.8. (ACC) Buffer zones.

A8.1.6.9. (ACC) Controlled bailout area.

A8.1.6.10. (ACC) Jettison area.

A8.1.7. (ACC) Dry Erase Board (or equivalent).

A8.1.8. (ACC) Publications:

A8.1.8.1. (ACC) Flight manual, checklist, and aircrew aid.

A8.1.8.2. (ACC) AFI 11-2MDS Vol 3 and Local Supplement

A8.1.8.3. (ACC) Range procedures for the local range and supplemental information for other frequently used ranges.

A8.1.8.4. (ACC) DOD Flip Documents as required.

A8.1.9. (ACC) A current posting of all current and applicable Special Interest Items.

A8.1.10. (ACC) Mission playback equipment (if available and if applicable).

A8.1.11. (ACC) Training rules.

A8.1.12. (ACC) Mid-air collision avoidance information, Bird Air Strike Hazards (BASH) guidance, Bird Avoidance Model (BAM) guidance, or equivalent, and other factors as required by safety instructions.

A8.1.13. (ACC) Other information, such as a blowup of mission data card or cockpit photographs of sufficient scale for use as briefing aids on switch settings, and so forth as deemed necessary by the unit.

Table A8.1. (ACC) Notes.

Notes:

1. Any of the above information may be maintained electronically if easily accessible to briefer. This includes the wall/table mounted local area map required by A9.1.1.7.
2. Squadrons may maintain flight manuals, AFI 11-2MDS Vol 3 and Local Supplement, and Flight Information Publications in close proximity to briefing rooms.
3. Units will maintain an effective backup capability (e.g. backup laptop computer, printouts of slides, and/or maps in a binder) in the event technical difficulties prevent aircrew from using electronic versions. (T-2).
4. Flight briefing rooms for all type aircraft should be well lighted and of adequate size to comfortably seat all flight members.

A8.2. (Added-1FW) Squadron Stan Eval Coordination. Squadron Stan Eval will coordinate with Squadron Weapons Officers (or T-38 DO) to ensure briefing facilities are standardized across the wing and equipped IAW this instruction.

A8.3. (Added-1FW) Squadron Stan Eval officers. Squadron Stan Eval officers are ultimately responsible for ensuring all briefing facility (electronic or hard copy) publications, TOs, and FLIP are current and correct. Classified TOs will be available on the classified drives in the vault and

are the responsibility of squadron weapon shops to update. Each F-22 briefing room will contain access to the following:

- A8.3.1. **(Added-1FW)** TO 1-F-22A-1
- A8.3.2. **(Added-1FW)** TO 1-F-22A-34-1
- A8.3.3. **(Added-1FW)** TO 1-F-22A-1CL-1
- A8.3.4. **(Added-1FW)** TO 1-F-22A-34-1CL-1
- A8.3.5. **(Added-1FW)** TO 1F-22A-34-1-1-1 (Classified)
- A8.3.6. **(Added-1FW)** TO 1F-22A-34-1-1-1CL-1 (Classified)
- A8.3.7. **(Added-1FW)** Emergency Procedure of the Day List (Hard Copy)
- A8.3.8. **(Added-1FW)** 1 FW/192 WG IFG
- A8.3.9. **(Added-1FW)** 1 FW/192 WG F-22 Pilot Guide
- A8.3.10. **(Added-1FW)** AFI 11-2F-22 Vol 3
- A8.3.11. **(Added-1FW)** AFI 11-2F-22 Vol 3, Local Supplement
- A8.3.12. **(Added-1FW)** Squadron Optional Items

A8.4. (Added-1FW) T-38 Briefing Room Contents. Each T-38 briefing room will contain access to the following:

- A8.4.1. **(Added-1FW)** TO-1T-38A-1
- A8.4.2. **(Added-1FW)** TO-1T-38A-1CL-1
- A8.4.3. **(Added-1FW)** 1 FW/192 WG IFG
- A8.4.4. **(Added-1FW)** 1 FW/192 WG T-38 Pilot Guide
- A8.4.5. **(Added-1FW)** Emergency Procedure of the Day List (Hard Copy)
- A8.4.6. **(Added-1FW)** AFI 11-2T-38, Vol 3
- A8.4.7. **(Added-1FW)** AFI 11-2T-38 Vol 3, Local Supplement
- A8.4.8. **(Added-1FW)** Squadron Optional Items

Attachment 9 (Added-ACC)

FLIGHT EXAMINER OBJECTIVITY EVALUATION GRADING CRITERIA

A9.1. (ACC) Instructions . The following grading criteria will be used by flight examiners when conducting Flight Examiner Objectivity SPOT Evaluations. Evaluations will be graded in accordance with [Chapter 5, paragraph 5.4](#).

Table A9.1. (ACC) Criteria.

| GRADE | GRADE CRITERIA |
|--|---|
| AREA 1100 -- FLIGHT EXAMINER CREW POSITION PERFORMANCE | |
| Q | FE performed as briefed and contributed to a thorough evaluation of the examinee. |
| Q- | Committed minor errors which did not detract from the examinee's performance. |
| U | Committed major errors disrupting the examinee's performance or preventing a thorough evaluation. |
| AREA 1101-- FLIGHT EXAMINER COMPLIANCE WITH STAN/EVAL DIRECTIVES | |
| Q | Complied with all directives pertaining to the administration of a flight evaluation. |
| Q- | Complied with most directives. Deviations did not jeopardize the effectiveness of the evaluation or flight safety. |
| U | Failed to comply with directives or allowed flight safety to be jeopardized. |
| AREA 1102--REVIEW OF EXAMINEE'S CURRENCY AND ELIGIBILITY FOR EVALUATION | |
| Q | FE reviewed examinee's currency and eligibility for evaluation and made appropriate decisions |
| Q- | FE reviewed examinee's currency and eligibility for evaluation and failed to make appropriate decisions that did not affect the validity of the evaluation |
| U | FE failed to review the examinee's currency and eligibility for evaluation or did not make appropriate decisions that affected the validity of the evaluation. |
| AREA 1103 -- FLIGHT EXAMINER'S BRIEFING | |
| Q | Thoroughly briefed the examinee on the conduct of the evaluation, mission requirements, responsibilities, grading criteria, and flight examiner actions/position during the evaluation. |
| Q- | Items were omitted during the briefing causing minor confusion. Did not fully brief the examinee as to the conduct and purpose of the evaluation. |
| U | Flight examiner failed to adequately brief the examinee. |
| AREA 1104 -- EVALUATION SCENARIO MANAGEMENT (FLIGHT / SIM) | |
| Q | The evaluation scenario was effective and efficient maximizing the resources and time available, covering all required areas. |
| Q- | The evaluation scenario was not well thought-out or was implemented inefficiently/poorly and detracted from the overall evaluation. |
| U | The evaluation scenario and management of accomplishing the required graded areas was poorly planned and/or executed and significantly affected the validity of the evaluation. |
| AREA 1105 -- EVALUATION DURATION | |

Q The evaluation duration was of appropriate length to effectively measure the qualification of the examinee

Q- The evaluation ran long or was cut short due to lack of organization or preparedness by the flight examiner but did not significantly affect the quality of the evaluation.

U The duration of the evaluation was too long and significantly contributed to an unfair and unrealistic level of fatigue in the examinee. The evaluation was too short to effectively cover a realistic mission scenario.

AREA 1106 -- ASSESSMENT OF EXAMINEE'S GENERAL KNOWLEDGE

Q The flight examiner presented a fair amount of appropriately challenging general knowledge questions during suitable moments or periods of the evaluation.

Q- The amount or difficulty of the flight examiner's general knowledge questions were unfairly difficult or not challenging enough but did not significantly detract from the overall quality of the evaluation.

U The flight examiner did not assess the examinee's general knowledge or the questions asked included incorrect information or were irrelevant to the evaluation

AREA 1107-- IDENTIFICATION OF DISCREPANCIES

Q Identified all discrepancies

Q- All critical discrepancies and most non-critical/minor discrepancies were identified.

U Failed to identify discrepancies related to flight discipline or deviations which merited an unqualified grade.

AREA 1108 -- FLIGHT EXAMINER'S SUBJECTIVE ASSESSMENT OF GRADED AREAS

Q The subjective assessment of graded area performance, not specifically covered by AFI or T.O. standards, or requiring subjective interpretation, was fair and consistent with general Air Force airmanship.

Q- The subjective assessment of graded areas was either more strict or more lenient than generally accepted Air Force airmanship, but did not significantly affect the validity of the evaluation.

U The subjective assessment of graded areas was significantly more strict or lenient than generally accepted Air Force airmanship, and does not give the commander and accurate representation of the qualification of the examinee.

AREA 1109 -- FLIGHT EXAMINER'S OBJECTIVE ASSESSMENT OF GRADED AREAS

Q Flight examiner's assessment of objective graded areas governed by T.O.s or AFIs were accurately assessed

Q- Graded areas governed by T.O.s or AFIs, that require objective assessment were misassigned Q grades which should have been Q- or were assigned Q- grades for performance within Q standards.

U Graded areas governed by T.O.s or AFIs, that require objective assessment were misassigned Q or Q- grades which should have been U or were assigned U grades for performance within Q or Q- standards.

AREA 1110 -- ASSESSMENT OF EXAMINEE QUALIFICATION LEVEL

Q Assigned the appropriate qualification level based on the examinee's performance.

- Q- Awarded a qualification level without proper consideration of cumulative deviations in the examinee's performance.
- U Did not assign a qualification level commensurate with the examinee's overall performance.

AREA 1111-- APPROPRIATE ASSIGNMENT OF ADDITIONAL TRAINING

- Q Assigned proper additional training if warranted.
- Q- Additional training assigned was insufficient to ensure the examinee would achieve proper level of qualification.
- U Failed to assign additional training when warranted.

AREA 1112 -- EVALUATION DEBRIEF & MISSION CRITIQUE

- Q Thoroughly debriefed the examinee on all aspects of the evaluation. Debriefed all key mission events, providing instruction and references as required.
- Q- Failed to discuss all deviations and assigned grades. Did not advise the examinee of additional training, if required. Failed to debrief or adequately reconstruct all key mission events.
- U Did not discuss any assigned area grades or the overall rating. Changed grades without briefing the examinee. Did not debrief mission at all. Debriefed few or no key mission events.

AREA 1113-- FLIGHT/EPE EVALUATION DOCUMENTATION

- Q Correctly completed all required documentation.
- Q- Minor errors in documentation which did not affect the validity of the evaluation.
- U Failed to complete all required documentation. Major errors caused the validity of the evaluation to be questioned.

AREA 1114 -- FLIGHT EXAMINER PROFESSIONALISM

- Q The flight examiner's tone and conduct during the evaluation reflected the serious nature of the aircrew evaluation program and exemplified the utmost in professionalism
- Q- The flight examiner's conduct during the evaluation did not rise to the level of expected of a professional Air Force flight examiner
- U The flight evaluation was not conducted in a professional manner

Attachment 10 (Added-ACC)**USAFWC CROSS-COMMAND TENANT UNIT EVALUATION GUIDANCE**

A10.1. (ACC) Cross-Command. A Cross-Command unit is defined as a USAFWC unit stationed at a base where the host aviation wing is part of a MAJCOM other than ACC.

A10.2. (ACC) Non-ACC Lead MAJCOM. A Non-ACC Lead MAJCOM unit is defined as a USAFWC unit whose MDS Lead MAJCOM is not ACC.

A10.3. (ACC) ACC Lead MAJCOM. An ACC Lead MAJCOM unit is defined as a USAFWC unit whose MDS Lead MAJCOM is ACC.

A10.4. (ACC) Oversight. ACC maintains oversight of all USAFWC unit Stan/Eval functions, and coordinates with the host Wing's MAJCOM for MDS-specific evaluation and SAV support.

A10.5. (ACC) Flight Evaluations.

A10.5.1. **(ACC)** USAFWC cross-command units are authorized to receive flight evaluations from host aviation wing flight examiners. When this occurs, it is documented on the AF Form 8, Section D, Additional Comments (e.g. "Cross command evaluation authorized by AFI 11-202 V2, ACC Supp, Attach 11").

A10.5.1.1. **(ACC)** ACC Lead MAJCOM USAFWC units conduct evaluations IAW AFI 11-202V2_ACCSUP and USAFWC Wing supplementary guidance.

A10.5.1.2. **(ACC)** Non-ACC Lead MAJCOM USAFWC units conduct evaluations IAW the Lead MAJCOM's supplement to the AFI 11-202V2 and Host Wing supplementary guidance.

A10.5.2. **(ACC)** USAFWC cross-command units Flight Examiners are authorized to provide check rides to host aviation aircrew when requested by the host aviation wing. The evaluation will be conducted IAW the host Wing's MAJCOM supplement to the AFI 11-202V2, and the Host Wing's supplementary guidance. **(T-2).**

A10.6. (ACC) AFI Supplements.

A10.6.1. **(ACC)** Non-ACC Lead MAJCOM USAFWC units will follow all Lead Command AFI Supplements, Host Aviation Wing Supplements, and USAFWC Wing/unit Supplements. **(T-2).**

A10.6.2. **(ACC)** ACC Lead MAJCOM USAFWC unit will follow all ACC AFI Supplements, Host Aviation Wing Supplements, and USAFWC Wing/unit Supplements. **(T-2).**

A10.7. (ACC) FCIF Messages.

A10.7.1. **(ACC)** Non-ACC Lead MAJCOM USAFWC units will post and adhere to Lead Command General and MDS-specific FCIFs, Host Wing FCIFs, USAFWC Wing FCIFs, and applicable "Alpha" (general aviation) ACC FCIFs. In case of conflict, lead command FCIFs will take precedence. **(T-2).** Units should notify 57 WG/WGV, 53 WG/WGV and ACC/A3TV of all conflicts.

A10.7.2. **(ACC)** ACC Lead MAJCOM USAFWC units will post and adhere to ACC General and MDS-specific FCIFs, Host Wing FCIFs, and USAFWC Wing FCIFs. **(T-2).**

A10.7.3. (ACC) Non-ACC Lead USAFWC units process AF Forms 847 through their host wing to their MDS lead command.

A10.7.4. (ACC) Other Cross-command units not within the USAFWC that wish to use this guidance are granted approval on a case-by-case basis. ACC/A3 is the approval authority for this authorization.

Attachment 11 (Added-ACC)**ANG & NAF STAN/EVAL FUNCTIONAL POINTS OF CONTACT**

A11.1. (ACC) Functional Points of Contact. The ANG & NAF Stan/Eval Functional Points of Contact POC listing identifies the first point of contact for HHQ Stan/Eval matters, AFI 11-202V2 and AFI 11-202V2_ACCSUP guidance. This listing intends to provide ANG units an ACC functional POC beginning at the NAF level as the first line of assistance in resolving or staffing Stan/Eval matters. ANG units should first attempt to contact the NAF Stan/Eval function, as identified below, for questions or problem resolution. The ANG & NAF Stan/Eval Functional POC listing can be found on the ACC/A3TV SharePoint Site. <https://acc.eim.acc.hedc.af.mil/org/A3/A3T/A3TV/ANG%20%20NAF%20StanEval%20Functional%20POC%20Listing/Forms/AllItems.aspx>.

Attachment 12 (Added-ACC)

EVALUATION STANDARDIZATION ASSESSMENT PROGRAM (ESAP)

Figure A12.1. (ACC) Sample Report.

AIR COMBAT COMMAND EVALUATION STANDARDIZATION ASSESSMENT PROGRAM (ESAP) REPORT



| XXX WING |
|-----------------------|
| LOCATION |
| TYPE OF WEAPON SYSTEM |

Figure A12.2. (ACC) Type of Weapon System.

| |
|---|
| <h1 style="margin: 0;">TYPE OF WEAPON SYSTEM INCLUSIVE DATES</h1> |
|---|

Figure A12.3. (ACC) Results.

| SECTION A | | | | | | | |
|---|-----------------------|---|------------------------------|-----------------------------|---------------------------------|-----------------------------|-----------------------------|
| Evaluator Objectivity SPOT Evals | | | | | | | |
| Weapon System / Crew Position: XXX/XXX | | | | | | | |
| Evaluator Objectivity SPOT Evals Completed | Total Unit Evaluators | % of Total Unit Evaluators Receiving Objectivity SPOT Evals | TOTAL # and % Receiving EQ-1 | TOTAL # and % Receiving Q-1 | TOTAL # and % Receiving Q-1 w/D | TOTAL # and % Receiving Q-2 | TOTAL # and % Receiving Q-3 |
| # | # | % | # % | # % | # % | # % | # % |
| QUAL / MSN / INSTM / INSTR Evaluations Performed by HHQ or Observed by HHQ During Evaluator Objectivity SPOT Eval | | | | | | | |
| Weapons System / Crew Position: XXX/XXX | | | | | | | |
| Evaluations Completed (Not Including Evaluator OBJ) | Total Aircrew | % of Aircrew Receiving Evaluations | TOTAL # and % Receiving EQ-1 | TOTAL # and % Receiving Q-1 | TOTAL # and % Receiving Q-1 w/D | TOTAL # and % Receiving Q-2 | TOTAL # and % Receiving Q-3 |
| # | # | % | # % | # % | # % | # % | # % |
| EVALUATION STANDARDIZATION ASSESSMENT VISIT BREAKDOWN | | | | | | | |
| % QUAL | | | | % MSN | | | |
| % | | | | % | | | |
| QUALIFICATION OF EXAMINEES | | | | | | | |
| % Instructor | | | | % Mission Aircrew | | | |
| % | | | | % | | | |
| EVALUATION (FLIGHT) vs. REQUISITE (EPE) | | | | | | | |
| % Flight | | | | % EPE | | | |
| % | | | | % | | | |

Figure A12.4. (ACC) List.

| Aircraft | Crew Position | Type of Evaluation | Evaluation (Flight) or Requisite (EPE) | HHQ FE or Observed | Qualification Level | | | | | | Remarks | | | |
|----------|---------------|--------------------|--|--------------------|---------------------|-----|---------|-----|-----|--------|-------------------------|--------|------------------|--|
| | | | | | E Q | Q-1 | Q-1 w/D | Q-2 | Q-3 | Incomp | Downgrade / Commendable | Area # | Area Description | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

SECTION B

ADDITIONAL COMMENTS:

- GENERAL:
- OVERALL RECOMMENDATIONS:
- OTHER OBSERVATIONS/SUPERIOR PERFORMERS:

SECTION C

GENERAL:

1. List of HHQ Evaluators:
 - a. XXX X. XXX / Rank / MDS / Crew Position / HHQ Office (Team Lead)
 - b. XXX X. XXX / Rank / MDS / Crew Position / HHQ Office

X

XXX X. XXX, Rank, USAF
Chief of Standardization and Evaluation

DISTRIBUTION:

- ACC/A3
- ACC/A3T
- ACC/A3TV
- ACC/IGI
- NAF/A3
- NAF/A3V
- WG/CC
- OG/CC
- OG/OGV
- SQ/CC

ATTACHMENT 13 (Added-1FW)

FLIGHT EXAMINER UPGRADE CHECKLIST

Table A13.1. (Added-1FW) Flight Examiner Upgrade Checklist.

| | | |
|---|---|-----------------|
| <p>1. Due to his/her outstanding record as an Instructor Pilot, _____ is nominated for upgrade to Flight Examiner (SEFE). I have interviewed the individual and provided squadron Stan-Eval objectives and expectations. This checklist will be removed from the pilot's training folder upon upgrade completion.</p> | | |
| | <p>_____ Squadron Commander</p> | |
| | <p>Date</p> | <p>Initials</p> |
| <p>2. Complete review of: AFI 11-202V2_ACCSUP, and 1FW Sup</p> | <p>_____</p> | <p>_____</p> |
| <p>AFI 11-2MDSV2</p> | | |
| <p>3. Stan-Eval procedures and PEX training with SELO</p> | <p>_____</p> | <p>_____</p> |
| <p>4. Interview with Chief of OGV/ Download SEFE Guide</p> | <p>_____</p> | <p>_____</p> |
| <p>5. Monitor INSTM/QUAL or MSN EPE</p> | <p>_____</p> | <p>_____</p> |
| <p>6. Observe INSTM/QUAL or MSN Flight Eval (Brief and debrief required, execution desired, MSN check preferred)</p> | <p>_____</p> | <p>_____</p> |
| <p>7. Flight Examiner Test (Assigned in PEX by OGV or SELO)</p> | <p>_____</p> | <p>_____</p> |
| <p>8. Operations Group Commander SEFE Interview</p> | <p>_____</p> | <p>_____</p> |
| | <p>_____ Operations Group Commander</p> | |
| <p>9. SEFE Objectivity Evaluation (Initial SEFE Certification) (Monitored by OG/CC, OGV, SQ/CC, SQ/DO or SQ/CC designated rep)</p> | <p>_____</p> | <p>_____</p> |
| <p>10. _____ has satisfactorily completed all upgrade requirements and is certified as a(n) _____ Flight Examiner.</p> | | |
| | <p>_____ Squadron Commander</p> | |
| <p>11. Ensure LOX updated PRIOR to administering first evaluation (Update ARMS, PEX and add Q prefix to DAFSC with Sq UPC)</p> | <p>_____</p> | <p>_____</p> |

ATTACHMENT 14 (Added-1FW)

UNSATISFACTORY EXAMINATION/ADDITIONAL TRAINING

Table A14.1. (Added-1FW) Unsatisfactory Examination/Additional Training.

MEMORANDUM FOR RECORD

SUBJECT: Unsatisfactory Testing Performance/Additional Training Assigned

1. _____ has demonstrated unsatisfactory examination performance or additional training has been assigned to correct a flight or EPE discrepancy:

Examination Type: _____ Date/Score (<85%): _____

Flight Eval or EPE/Downgrade Area(s) # _____

Additional Training Assigned: _____

SEFE/SELO Signature

2. _____ is placed in supervised status until successful reexamination or completion of additional training. Examination retests will be given no earlier than 24 hours after initial failure to allow for adequate self-study.

Retest Date/Score: _____

Date Additional Training Complete: _____

3. Additional training/reexamination is complete. Recommend removal from supervised status.

IP/SEFE Signature

4. Concur/Non-Concur.

Squadron Commander

NOTES:

1. If additional training is assigned for any subarea, Q2 is the highest possible overall grade.

2. This form will be filed in the FEF until the AF Form 8 is completed.

ATTACHMENT 15 (Added-1FW)

1 OG GUEST PILOT CHECKLIST

Table A15.1. (Added-1FW) 1 OG Guest Pilot Checklist

MUST BE COMPLETED PRIOR TO FIRST FLIGHT

SARM personnel will perform Go/No-Go procedures in accordance with ground and flight currency items required for flight IAW AFI 11-202v1 AFI 11-2MDSV1, and AFI 11-421.

PILOT NAME: _____ RANK: _____ SSAN (LAST 4): _____
 HOME BASE: _____ HOME SQUADRON: _____
 VISITING SQUADRON: _____
 DATE ARRIVED LANGLEY AFB: _____
 DATE DEPARTING LANGLEY AFB: _____
 SARM/HARM POC: _____

Use Pilot's IDS, ITS, and AF IMT 1522's to validate training accomplishments. (**BOLD EVENTS in the left column are grounding items.** These must be accomplished before flight.) If member did not bring IDS or ITS, contact member's HARM and have the HARM email/fax a current copy.

| EVENT ID | EVENT | Date Acc | Due Date | EVENT ID | EVENT | Date Acc | Due Date |
|------------------------|--|----------|----------|----------------------------|--|----------|----------|
| GROUNDING ITEMS | | | | NON-GROUNDING ITEMS | | | |
| LL01 | AFE FAM TRNG (Prior 1 st flight each location) | | | LL06 | L/S EQUIPMENT TRNG (1 year) | | |
| LL07 | AFE FIT CHECK (Prior to 1 st flight each location) | | | SS05 | WATER SURV TRNG | | |
| SS01 | LOCAL AREA SURVIVAL (Prior 1st flight each location) | | | AA01 | Qual. Evaluation (17 Months) | | |
| LL02 | EGRESS TRNG (1 year currency) | | | AA03 | Mission Evaluation (Except MQT) (17 Months) | | |
| SS06 | EMERG PARA TRNG (1 year) | | | LD00 | Total Landing (30/45 days) | | |
| GA06 | CRM (N/A for Guard) (2 years) | | | LD02 | Night Landing (21/30 days) | | |
| GS06 | IRC (4 th quarter following previous completion date) | | | AP01 | Precision Approach (30/45 days) | | |
| PP10 | ROBD TRAINING (1 year) | | | SX06 | Demanding Sortie (21/30 days) | | |
| PP11 | HIGH ALT PRESSURE BREATHING | | | AR00 | Total AAR/CURR (180/180 days) | | |
| PP12 | CENTRIFUGE | | | AE03 | ACBT Currency (60/90 days) | | |
| GA21 | FCIF REVIEW (Local FCIFS) (90 days) | | | SR12 | Instructor Currency (N/A / 60 days) | | |
| GS03 | SEPT (1 Month) | | | VV03 | Night / NVG Mission (120/180 days) | | |
| N/A | Flight Physical (1 year) | | | | | | |
| N/A | Physiological Training (5 years) | | | | | | |

Completed by:

1 OG SARM: _____ Date: _____

I certify the above individual meets the requirements prior to first flight:

1 OG Top-3: _____ Date: _____

GUEST PILOT DEPART PROCEDURES
Review Extracted 781's ____ Place all accomplished 781's and TAR sheets in a folder