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Flying Operations

**AIRCREW STANDARDIZATION
/EVALUATION PROGRAM**

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This instruction implements AFPD 10-9, *Lead Designation and Responsibilities for Weapons Systems*; AFPD 11-4, *Aviation Service*, and 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, the Air National Guard, and to USAF aircrew personnel assigned to active flying positions in the Civil Air Patrol. MAJCOMs, field operating agencies (FOAs) and Headquarters United States Air Force (HQ USAF) direct reporting units (DRUs) will supplement this instruction. MAJCOMs, FOAs and HQ USAF DRUs will coordinate their supplement to this instruction with AF/A3O-AI before publication and forward one copy to AF/A3O-AI after publication. Units will coordinate their supplement with the next higher Numbered Air Force (NAF)/MAJCOM, as applicable, prior to publication. Air Force Reserve Command (AFRC)/Air National Guard (ANG) units will provide a copy of their supplement to their gaining MAJCOM and the active duty NAF with Stan/Eval oversight responsibility. Units will forward one copy of their supplement to said higher headquarters after publication. Submit suggested improvements to this instruction on AF Form 847, *Recommendation for Change of Publication*, through Stan/Eval channels, to AF/A3O-AI, AFA3O-AI.Workflow@Pentagon.af.mil.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) *Records Disposition Schedule (RDS)* located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

(USAFE) AFI 11-202, Volume 2, 13 September 2010, Incorporating Change 1, 18 October 2012 is supplemented as follows: **This supplement is applicable to all assigned United States Air Forces in Europe and United States Air Forces Africa (USAFE-AFAFRICA) units and units under USAFE-AFAFRICA oversight.** This supplement does *not* apply to Air Force Reserve Command and the Air National Guard.

(USAFE) This publication may be supplemented at any level, but all direct Supplements must be routed to HQ USAFE-AFAFRICA/A3TV for coordination prior to certification and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) *Records Disposition Schedule (RDS)*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847; route AF Forms 847 IAW AFI 11-215 from the field through the appropriate functional chain of command.

(USAFE) The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier

waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

(LAKENHEATH) This supplement sets procedures relating to the Aircrew Standardization/Evaluation (Stan/Eval) Program at Royal Air Force (RAF) Lakenheath and applies to all units assigned to the 48th Fighter Wing (48 FW). It delineates the responsibilities of 48th Operations Group Stan/Eval (48 OG/OGV), the 492d, 493rd, 494th Fighter Squadrons (FS), and the 56th and 57th Rescue Squadron (RQS) Stan/Eval (CCV). This publication may not be supplemented or further implemented/extended. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, prescribed by AFI 11-215, *USAF Flight Manuals Program*; route AF Form 847s from the field through appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

Changes certifying official and waiver authority (paragraph **1.3**) to AF/A3O, updates MAJCOM/A3 waiver guidance, revises **Chapter 2** to ensure compliance with AFI 90-201, updates NGB coordination guidance in **Chapter 2** and **Chapter 3**, amplifies Requalification (RQ) evaluation guidance (paragraph **5.2.6.2** and subordinate paragraphs), adds Remotely Piloted Aircraft guidance (paragraph **5.14**), deletes Combat Camera from **Chapter 8**, revises Flight Crew Information File (FCIF) requirements (paragraphs **9.1.1**, **9.1.2.1**, **9.1.2.2**), moves forms to **Attachment 1** and updates *References* and *Abbreviations and Acronyms*, adds new **Attachment 8 Self-Assessment Checklists**, updates office symbols and makes other administrative changes to ensure currency. A margin bar (|) indicates newly revised material.

(USAFE) This publication has been substantially revised and must be completely reviewed. Major changes include: (1) Updating HQ USAFE-AFAFRICA waiver request guidance, (2) approves PEX and GTIMS as authorized Stan/Eval program software, (3) updates Stan/Eval Visit (SEV) guidance, (4) deleted USAFE Form 135G requirement, (5) updated failure to pass flight evaluation guidance, (6) updated unit periodic examination guidance, (7) updated guidance for electronic FEF management, (8) updated FCIF library and SUPEVAL guidance, and other minor changes.

(LAKENHEATH) This supplement adds guidance for Electronic Flight Evaluation Folders (eFEF); changes AF Form 847 log guidance; updates guidance for mission (MSN) evaluation sortie type; updates guidance for F-15C/E mission descriptions; changes the aircrew examination program; changes briefing room requirements guidance; changes trend program guidance; and adds simulator instruction evaluation guidance.

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CHAPTER 1

PURPOSE

1.1. General.

1.1.1. The purpose of the aircrew Stan/Eval program is to provide commanders a tool to validate aircrew readiness and the effectiveness of unit flying, including documentation of individual aircrew member qualifications and capabilities.

1.1.1. (**LAKENHEATH**) Paragraphs prefaced with (C), (E), (HH-60), or (GA) are applicable only to the F-15C/D, F-15E, HH-60G or Guardian Angel squadron/personnel, respectively. Similarly, (N/A [MDS]) will show paragraphs that do not apply to applicable personnel, but do apply to other mission design series (MDS).

1.1.2. Aircrew includes the total complement of rated (pilots, navigators, combat systems operators (CSOs), air battle managers, and flight surgeons), career enlisted aviators (1AXXX Air Force Specialty Codes), and nonrated aircrew personnel (K-, Q-, or X-prefixed Air Force Specialty Code) 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 also AFPD 11-4, *Aviation Service*.

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

1.1.2.2. 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 individual aircrew proficiency and capability to accomplish assigned flying duties.

1.2.2. Develop and ensure standardization of operational procedures for weapon system 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, AF/A3O is the waiver authority for policy guidance in this instruction. Except as provided in this instruction, or by direction of the approving authority, the MAJCOM/A3 is the waiver authority for individual aircrew requirements on a case-by-case basis.

1.3.2. Request waivers through applicable Stan/Eval channels to MAJCOM/A3, (or equivalent). As applicable, MAJCOM/A3s will forward requests to AF/A3O, with an info copy to AF/A3O-AI.

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. **(USAFE)** Unless otherwise specified, USAFE-AFAFRICA/A3 is the waiver authority for this supplement. Units will report all “T-3” and WG/CC and below waivers issued against the parent publication and this supplement via the Stan/Eval Board (SEB) minutes (see **Attachment 2**, paragraph **A2.1.4 (USAFE)**).

1.3.3. **(LAKENHEATH)** Unless otherwise specified, the 48th Operations Group Commander (48 OG/CC) is the waiver authority for all provisions of this Lakenheath supplement. Reference AFI 33-360, *Publications and Forms Management*, for administrative guidance on requesting a waiver. Process waivers to this supplement by AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, prescribed by AFI 33-360. Route AF Form 679s through 48 OG/OGV to the 48 OG/CC unless otherwise noted. Additionally, the 48th Fighter Wing Commander (48 FW/CC) delegates all T-3 waivers in AFI 11-202V2 and AFI 11-202V2_USAFESUP to the 48 OG/CC.

1.3.4. **(Added-USAFE)** Units will reference the HQ USAFE-AFAFRICA/A3TV Waiver/Memorandum database located on the HQ USAFE-AFAFRICA/A3TV SharePoint page (https://portal.usafe.af.mil/sites/a3/A3T/A3TV_External/default.aspx) for all current HQ USAFE-AFAFRICA issued waivers and memorandums.

1.3.5. **(Added-USAFE)** USAFE-AFAFRICA users may request access directly from the SharePoint page upon their first access attempt. Non USAFE-AFAFRICA users may request access by sending an email to the USAFE/A3TV (Workflow) organizational email account (usafea3tv.a3tv@us.af.mil) with name, rank, organization, and reason for access.

1.3.6. **(Added-USAFE)** When requesting a waiver or approval memorandum, units will use the HQ USAFE-AFAFRICA Waiver Template (AF Form 679) and Memorandum Templates located on the SharePoint page. **DO NOT** just recycle previous waivers or memorandums.

1.3.6.1. **(Added-USAFE) Written Requests**

1.3.6.1.1. **(Added-USAFE)** Process requests through local Stan/Eval channels, then send to the USAFE/A3TV (Workflow) organizational email account (usafea3tv.a3tv@us.af.mil).

1.3.6.1.2. **(Added-USAFE)** As much as practical, staff requests to arrive at HQ USAFE-AFAFRICA/A3TV at least 10 business days prior to when the waiver or approval memorandum is needed.

1.3.6.2. **(Added-USAFE) Verbal Requests**

1.3.6.2.1. **(Added-USAFE)** Verbal approvals should be limited to satisfy short notice operational mission requirements. The requesting unit will:

1.3.6.2.1.1. **(Added-USAFE)** Secure unit chain-of-command concurrence before contacting HQ USAFE-AFAFRICA. The minimum level of leadership required for concurrence is at unit discretion, but should be commensurate with the level of risk being assumed when executing under the waiver or approval memorandum.

1.3.6.2.1.2. **(Added-USAFE)** Prior to mission execution, contact HQ USAFE-

AFAFRICA/A3TV, DSN: 314-480-9361/9363. During mission execution, contact the Command and Control (C2) with mission execution authority. The mission execution authority will coordinate with the on-call A3TV POC. Requesting individuals shall be prepared to verbally brief the approval authority if necessary.

1.3.6.2.1.3. **(Added-USAFE)** Initiate written request documentation within 24 hours of verbal approval IAW paragraph **1.3.6.1. (USAFE)**. HQ USAFE-AFAFRICA/A3TV will process accordingly and forward a completed copy back to the unit.

CHAPTER 2

HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS, ORGANIZATION, AND VISITS

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

2.2. HAF.

2.2.1. AF/A3O:

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

2.2.1.2. Assigns AF/A3O-AI as the Office of Primary Responsibility (OPR) for this instruction.

2.2.2. AF/A3O-AI:

2.2.2.1. Reviews and maintains this instruction.

2.2.2.2. Reviews MAJCOM supplements to this AFI to ensure MAJCOMs comply with basic policy guidance in this instruction.

2.2.2.3. Maintains liaison with Air Staff organizations, MAJCOMs, and aircrew career field managers to ensure compliance by all aircrew personnel.

2.2.2.4. Coordinates with HAF organizations and MAJCOM Stan/Eval functions to ensure guidance in separate AFIs conforms to and complies with basic Air Force policy 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 Checklist (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). See [Attachment 8](#).

2.2.3. HQ USAF/A3O-AS:

2.2.3.1. Coordinates with HQ USAF/A3O-AT regarding pararescue (PJ) and combat rescue officer (CRO) aircrew policy guidance.

2.2.3.2. Ensures PJ and CRO guidance in separate AFIs conforms to and complies with basic Air Force policy guidance contained in this publication.

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

2.2.4. HQ AFFSA/A3OT: Maintains an online Instrument Examination test bank IAW AFMAN 11-210, *Instrument Refresher Program (IRP)*.

2.2.5. AFMOA/SG3P:

2.2.5.1. Coordinates with HQ USAF/A3O-AT to ensure Flight Surgeon evaluations comply with basic policy guidance in this instruction (see [Chapter 8](#)).

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

2.2.6. **COMBAT CAMERA CFM:** Coordinates with HQ USAF/A3O-AT and MAJCOM Stan/Eval functions to ensure Combat Camera evaluations comply with basic policy guidance in this instruction (see [Chapter 8](#)).

2.2.7. **MAJCOM Gatekeepers.** Coordinate and schedule unit visits IAW AFI 90-201.

2.3. MAJCOMs.

2.3.1. General.

2.3.1.1. MAJCOM Stan/Eval staffs are primarily responsible for setting policy and establishing administrative processes. Lower echelons of command are primarily responsible for the flying and evaluation functions.

2.3.1.2. MAJCOM Stan/Eval staffs may fly to maintain current and qualified expertise.

2.3.1.2.1. **(Added-USAFE)** HQ USAFE-AFAFRICA Stan/Eval SEFEs will fly IAW their respective AFI 11-2MDSV1 API-8/D (or equivalent) guidance or assigned Flying Training Level.

2.3.1.3. HQ USAF DRUs and the National Guard Bureau (NGB) 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 AFI11-2MDS, Vol 2, *MDS XX - Aircrew Evaluation Criteria*.

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

2.3.2.1.2. MAJCOM functionals will determine policy precedence for AE/FT/PJ/CRO/GA and MDS-Specific policy guidance, in coordination with the other AFI OPRs. Policy guidance in other series AFIs will not be less restrictive than guidance contained in this AFI and applicable MAJCOM supplements.

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

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

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

2.3.2.4.1. **(Added-USAFE)** OGVs and SQs will use the Stan/Eval module of Patriot Excalibur (PEX) or Graduate Training Integration Management System (GTIMS) as the primary method to implement Stan/Eval processes to include Go/No-Go tracking, FCIF tracking, evaluation zone and requisite management, and aircrew testing. All other functions of PEX/GTIMS will be at the discretion of the unit. **EXCEPTION:** Guardian Angel units are not required to use PEX/GTIMS for Stan/Eval processes that are incompatible with PEX/GTIMS functionality.

2.3.2.5. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels (OGV, NAF [if applicable], MAJCOM) and IAW AFI 11-215, *USAF Flight Manuals*

Program (FMP). ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility, and notify NGB/A3.

2.3.2.5.1. (Added-USAFE) Reference the HQ USAFE-AFARICA/A3TV SharePoint page https://portal.usafe.af.mil/sites/a3/A3T/A3TV_External/default.aspx “847 Program” section and AFI 11-215 for additional information.

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

2.3.2.7. Coordinate on operational procedures, evaluation criteria and guidance in conjunction with the lead MAJCOM and other user MAJCOMs operating like Mission Design Series (MDS) aircraft.

2.3.2.8. If requested, assist Safety offices and agencies in evaluation of aircraft mishaps.

2.3.2.9. In the absence of a NAF Stan/Eval function, assume responsibilities listed in paragraph **2.4**.

2.3.2.10. Observe and/or augment subordinate NAF Stan/Eval visits when feasible.

2.3.2.11. Observe execution of unit missions and provide feedback when feasible.

2.3.2.12. Provide functional area compliance inspection guidance to subordinate organizations and to MAJCOM/IG staffs. Establish procedures in MAJCOM supplements.

2.3.2.12.1. (Added-USAFE) Reference the HQ USAFE-AFARICA/A3TV SharePoint page https://portal.usafe.af.mil/sites/a3/A3T/A3TV_External/default.aspx “Inspections” section for additional information.

2.3.2.13. Coordinate with MAJCOM/IG functions to schedule unit visits.

2.3.2.14. (Added-USAFE) HQ USAFE-AFAFRICA/A3TV maintains all USAFE-AFAFRICA Stan/Eval information on the HQ USAFE-AFARICA/A3TV SharePoint page (https://portal.usafe.af.mil/sites/a3/A3T/A3TV_External/default.aspx).

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/A3s.

2.3.4. **Supplements.** MAJCOMs will supplement this instruction IAW AFI 33-360, *Publications and Forms Management*.

2.3.4.1. MAJCOMs will provide staff coordination to AF/A3O-AT for supplements to this AFI.

2.3.4.2. AFRC and ANG will provide supplemental information to be included as part of the respective active duty MAJCOM supplement to this instruction

2.3.5. **Augmentation.** Each MAJCOM may use augmentees from other MAJCOMs to support or conduct cross-command Stan/Eval program reviews, inspections, and evaluations with concurrence of all the MAJCOM Stan/Eval organizations involved. Augmentees will use the criteria of the MAJCOM they are augmenting.

2.4. NAFs.

2.4.1. **General.** NAF Stan/Eval (MAJCOM Stan/Eval when no NAF Stan/Eval exists) will maintain a tactical focus and perform the operational role in evaluating unit Stan/Eval functions within its chain of command.

2.4.2. Functions.

2.4.2.1. Maintain oversight of Stan/Eval functions in lower echelon units, in gained units, and in AFRC/ANG units for which oversight responsibility is assigned.

2.4.2.2. Conduct Stan/Eval visits IAW MAJCOM supplements/directives. Coordinate with MAJCOM Stan/Eval and/or MAJCOM/IG functions to schedule visits.

2.4.2.3. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels and IAW AFI 11-215. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility, and notify NGB/A3.

2.4.2.4. Provide staff coordination and control of all FCIF items issued from the NAF level to units (see [Chapter 9](#)).

2.4.2.5. Provide qualified flight examiners to augment other MAJCOM and NAF agencies when requested (see paragraph [2.3.5](#)).

2.4.2.6. Administer periodic flight evaluations, when practical, to Chiefs of Stan/Eval or senior Stan/Eval crews in lower echelon units, in gained units, and in AFRC/ANG units for which oversight responsibility is assigned.

2.4.2.7. Observe execution of unit missions and provide feedback when feasible.

2.4.2.8. Review and coordinate on subordinate unit supplements to this instruction.

2.4.2.9. Review subordinate unit Stan/Eval Board (SEB) minutes and, at a minimum, address any action items requiring HHQ assistance.

2.4.3. **Organization.** Typical NAF Stan/Eval staff includes a chief and one flight examiner per crew position per MDS. Manning may be adjusted by the NAF Commander.

2.4.4. **Augmentation.** Each NAF may use qualified augmentees to support or conduct reviews, evaluations, and inspections with concurrence of all the NAF Stan/Eval organizations involved.

2.5. Stan/Eval Visits (SEVs). HHQ Stan/Eval staffs may visit units during the administration of formal inspections (e.g. Combined Unit Inspections), Staff Assistance Visits (SAVs) that were requested by the Commander, or in an informal capacity, as specified in MAJCOM supplements. Formal unit visits will be coordinated and scheduled with the MAJCOM Gatekeeper IAW AFI 90-201.

2.5.1. (Added-USAFE) Formal Inspections.

2.5.1.1. (Added-USAFE) All formal inspections will be conducted IAW AFI 90-201.

2.5.2. (Added-USAFE) Staff Assistance Visit (SAV).

2.5.2.1. (Added-USAFE) Commanders may request SAVs IAW AFI 90-201. Reference the “Inspections” section of the HQ USAFE-AFAFRICA/A3TV SharePoint page (https://portal.usafe.af.mil/sites/a3/A3T/A3TV_External/default.aspx) for additional information.

2.5.2.2. (Added-USAFE) When requested, SAVs should align within the 10-14 month window of the unit’s 24 month UEI cycle.

2.5.3. (Added-USAFE) Informal Capacity.

2.5.3.1. (Added-USAFE) HQ USAFE-AFAFRICA/A3TV SEFEs conduct informal unit visits to conduct continuation training, pyramid evaluations and Standardization/Evaluation Qualification Program checkrides. During these visits HQ USAFE-AFAFRICA/A3TV SEFEs may conduct Functional Area Manager (FAM) reviews of programmatic areas identified in AFI 90-201, Attachment 3.

2.5.3.2. (Added-USAFE) Reviews of programmatic areas will be documented and provided to unit commanders as FAM feedback tools and required periodic reviews IAW AFI 90-201.

2.5.3.3. (Added-USAFE) Units may reference the “Inspections” section of the HQ USAFE-AFAFRICA/A3TV SharePoint page (https://portal.usafe.af.mil/sites/a3/A3T/A3TV_External/default.aspx) for historical review documentation.

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.

3.1. (USAFE) Scope. Expeditionary units deployed to the USAFE-AFAFRICA AOR will follow their respective home station (in-garrison) command, wing, group and squadron management and policy guidance for all Stan/Eval functions unless specifically identified in this supplement.

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

3.2.1. OG/CC Responsibilities.

3.2.1.1. Provide manpower to the unit Stan/Eval function to execute the duties directed by this AFI.

3.2.1.2. Designate OG Stan/Eval (OGV) flight examiners (see paragraph [4.2.3](#)).

3.2.1.2. **(LAKENHEATH)** (GA) Reference AFI 10-3502 Volume 2, *Pararescue and Combat Rescue Officer Standardization and Evaluation Program*, for appointment/designation of group stan/eval Pararescue Jumper (PJ) and Combat Rescue Officer (CRO).

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

3.2.1.3.1. **(Added-USAFE)** Reference [Attachment 10 \(USAFE\)](#) for the content management and minimum materials to be maintained in squadron briefing/flight planning rooms.

3.2.1.4. Provide a suitable Stan/Eval testing area.

3.2.1.4.1. **(Added-USAFE)** A "suitable Stan/Eval testing area" as one that provides a quiet distraction free atmosphere and allows monitoring of examinees by Stan/Eval personnel.

3.2.1.4.2. **(Added-USAFE)** OG/CCs may allow squadrons to setup suitable testing areas as long as OGV certifies the testing areas to be in compliance with the paragraph [3.2.1.4.1 \(USAFE\)](#).

3.2.1.5. Direct supplementary evaluations (see [Chapter 9](#)).

3.2.1.6. Chair the SEB.

3.2.1.7. Establish procedures to implement MAJCOM-mandated Stan/Eval software.

3.2.1.7. **(LAKENHEATH)** OGV will use all functions in the Stan Eval module of Patriot Excalibur (PEX) to the maximum extent possible and as defined in this instruction.

3.2.1.8. **(Added-USAFE)** Expeditionary Group CCs (or squadron CC if no EOG/AEG exists) will designate an OGV Stan/Eval representative. This individual is not required to be a flight examiner, but will serve as a liaison/focal point to interface with HQ USAFE-AFAFRICA/A3TV on applicable topics (e.g., FCIFs, waivers, approvals, etc.).

3.2.2. **OGV Functions.**

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 among squadron Stan/Eval functions and squadron-assigned flight examiners.

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)*.

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

3.2.2.3. **(LAKENHEATH)** (N/A GA) Flight Evaluation Folders (FEF) are automatically generated by PEX. See 48 OG Operating Instruction (OGOI) 11-202, *Electronic Flight Evaluation Folders (eFEF)*, for the maintenance of eFEF's.

3.2.2.4. Establish procedures for requisite Aircrew Exams (see [Chapter 6](#)).

3.2.2.5. Establish and maintain a trend program.

3.2.2.5.1. Scope will include trend analysis of all evaluations.

3.2.2.5.2. 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).

3.2.2.5.3. For Formal Training Units (FTUs) and Combat Crew Training Squadrons (CCTSs), maintain separate trend data for students and instructors.

3.2.2.5.4. When trends are noted, recommend corrective action and assign an OPR/Office of Collateral Responsibility (OCR).

3.2.2.5.5. Report trends and status to the OG/CC during the SEB until closed (see [Attachment 2](#)). Maintain an archive of trend data for at least one year from the date the trend was identified.

3.2.2.5.5.1. **(Added-USAFE)** At a minimum, the unit supplement will include minimum sample size(s) and percentages that constitute a trend.

3.2.2.6. Conduct supplementary evaluations as directed by the OG/CC.

3.2.2.7. Conduct SEBs and document IAW [Attachment 2](#) and MAJCOM supplement.

3.2.2.7.1. **(Added-USAFE) SEB Attendance.**

3.2.2.7.1.1. **(Added-USAFE)** Attendees will include the OG/CC, OGV personnel, SQ/CCs (including the OSS/CC), and CCV chief(s) (T-3). All

available Stan/Eval Flight Examiners (SEFEs) and Stan/Eval Liaison Officers (SELOs) should be in attendance. For GSUs, teleconferencing is allowed with at least one representative from those listed above in attendance.

3.2.2.7.1.1. **(LAKENHEATH)** Wing Flight Safety (48 FW/SEF) will be invited to attend SEB meetings to comply with AFI 91-202, The US Air Force Mishap Prevention Program, (the Wing Flight Safety Officer, Flight Safety Manager or Flight Safety Noncommissioned Officer (NCO) or their designated representative).

3.2.2.7.1.2. **(Added-USAFE)** Attendance waivers are not required for individuals on leave, TDY, or deployed.

3.2.2.7.2. (Added-USAFE) SEB Execution.

3.2.2.7.2.1. **(Added-USAFE)** SEBs will be held semi-annually NLT 31 Jan and 31 Jul (T-3). If execution time is waived, notify HQ USAFE-AFAFRICA/A3TV of new SEB execution dates.

3.2.2.7.2.2. **(Added-USAFE)** In addition to the items listed in [Attachment 2](#), SEBs will include any local operational or training factors adversely affecting aircrew capabilities.

3.2.2.7.3. (Added-USAFE) SEB Minutes.

3.2.2.7.3.1. **(Added-USAFE)** The OG/CC (or designated representative) will sign the SEB minutes and distribute to the WG/CC and HQ USAFE-AFAFRICA/A3TV for review within 2 weeks of SEB completion.

3.2.2.7.3.2. **(Added-USAFE)** Units will maintain a 2-year history of SEB minutes.

3.2.2.7.3.3. **(Added-USAFE)** HQ USAFE-AFAFRICA/A3TV will review the SEB minutes and provide feedback to the respective units within three weeks from the date the SEB minutes are received.

3.2.2.7.4. **(Added-USAFE)** If a problem is identified during the SEB requiring HHQ assistance, and no coordination concerning the issue has yet occurred, OGV should send a message to the appropriate agencies within one month of the SEB detailing the issue and the assistance required. Info copy HQ USAFE-AFAFRICA/A3TV (usafea3tv.a3tv@us.af.mil) on all correspondence that involves agencies outside Stan/Eval.

3.2.2.8. Establish and maintain the unit FCIF program.

3.2.2.9. Establish procedures to manage the flight publications program IAW AFI 11-215 and TO 00-5-1.

3.2.2.9. **(LAKENHEATH)** (N/A GA) OGV manages the 48 OG Flight Manual Program (FMP). OGV is the Technical Order Distribution Office (TODO) for all Operations Group TO's required to accomplish flying operations. The 492 FS, 493 FS, 494 FS, and 56 RQS commanders will appoint, in writing, Technical Order Distribution Account (TODA) personnel.

3.2.2.9.1. **(Added) (LAKENHEATH)** (N/A GA) The TODO and TODA accounts will be managed in the Enhanced Technical Information Management System (eTIMS). Records and reports will be maintained IAW the most current Flight Crew Information File (FCIF) Library Program Guide on the OGV SharePoint page.

3.2.2.9.2. **(Added) (LAKENHEATH)** OGV will produce and maintain a Publication Checker for all TO's which will be maintained on the OGV SharePoint page.

3.2.2.10. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels and IAW AFI 11-215. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility, and notify NGB/A3.

3.2.2.10.1. **(Added-USAFAE)** Reference the HQ USAFA-AFARICA/A3TV SharePoint page https://portal.usafe.af.mil/sites/a3/A3T/A3TV_External/default.aspx "847 Program" section and AFI 11-215 for additional information.

3.2.2.10.1. **(LAKENHEATH)** OGV will maintain a single log for all 48 OG AF Form 847s on the 48 OGV SharePoint page. Details on program execution are maintained in the most current program guide on the OGV SharePoint page.

3.2.2.11. Ensure annual Military Training Route (MTR) and Air Refueling (AR) Track reviews (for the MTRs and ARs for which the unit is OPR) are accomplished and documented IAW AFI 13-201, *Airspace Management*. Document status of reviews in the SEB minutes (see [Attachment 2](#)).

3.2.2.11. **(LAKENHEATH)** OGV has no assigned OPR responsibilities for airspace and/or air-refueling tracks. USAFA-UK/A3 Chief of Weapons Ranges and Training is the OPR for reviews with the host nation of the suitability of existing airspace and tracks. USAFA-UK/A3 Chief of Weapons Ranges and Training will be the OPR for review and management procedures.

3.2.2.12. Manage the Operations Supervision program as applicable IAW AFI 11-418, *Operations Supervision*. Established procedures will be documented in a unit supplement.

3.2.2.12.1. **(Added-USAFAE) MAF Only:** Mandatory management of the Operations Supervision program is N/A for OGV. However, if a MAF unit elects to maintain an Operations Supervision program, then OGV will be the managing agency.

3.2.2.13. **(Added-USAFAE)** OGV will notify HQ USAFA-AFAFRICA/A3TV of any unit developed in-flight publications (e.g., in-flight guides, SEFE guides, etc.) within 30 days of publication.

3.2.2.13. **(LAKENHEATH)** Calculate 30 calendar days from the product announcement announcing posting on the Air Force e-Publishing website or alert to the 48 OG/OGV OPR announcing posting, whichever is soonest. For the In-Flight Guide (IFG), calculate 30 calendar days from the releasing FCIF date.

3.2.2.14. **(Added-USAFAE)** Units will supplement this publication IAW AFI 33-360.

3.2.3. **OGV Organization.** OGV staff will consist of a Chief of Stan/Eval and should include at least one flight examiner per crew position per MDS. Manning and organization may be adjusted IAW MAJCOM supplement or with OG/CC approval. If the OG/CC approves adjustments, notify the NAF and MAJCOM Stan/Eval functions, and document in the SEB minutes.

3.2.3. **(USAFE) OGV Organization.** Guardian Angel Weapon System (GAWS) and Aeromedical Evacuation (AE) will be considered an MDS of the purpose of OGV staff manning and organization.

3.2.3.1. The chief of Stan/Eval will be a certified flight examiner in a unit weapon system. For units undergoing conversion, the Chief of Stan/Eval may be qualified in the weapon system to which the unit is converting, even if none are yet assigned.

3.2.3.2. The chief of Stan/Eval will report directly to, and be rated by, the OG/CC. 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.

3.2.3.3. The OG/CC may designate additional OGV flight examiners who are not assigned to OGV when necessary to meet unique unit requirements. Document in the SEB minutes (see [Attachment 2](#)).

3.2.3.4. The OG/CC may designate Stan/Eval Liaison Officers (SELOs) to assist OGV in administrative duties.

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

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.)

3.3.1. Squadron Commander Responsibilities:

3.3.1.1. Designate squadron flight examiners (see paragraph [4.2.3](#)).

3.3.1.2. Attend as many evaluation debriefings as practical.

3.3.1.3. May designate SELOs to assist in administrative Stan/Eval duties.

3.3.1.3. **(LAKENHEATH)** (N/A GA) The squadron commander (SQ/CC) will designate a Standardization/Evaluation Liaison Officer (SELO) to assist in administrative duties.

3.3.1.4. 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 weapon system, or during an upcoming Temporary Duty (TDY) (flying or non-flying), complete the required evaluation(s) before departing. Coordinate with the gaining OG/CC for any instances where this requirement cannot be met. **Note:** Applies to extended TDY that may preclude the member from completing a required evaluation within the prescribed eligibility period.

3.3.2. Squadron Stan/Eval Functions. The focus of the Stan/Eval program is at the squadron level. Its backbone is the program established by the squadron commander and administered by flight examiners embedded within the squadron.

3.3.2.1. Manage and conduct aircrew evaluations and supplemental evaluations IAW published guidance.

3.3.2.2. Implement Stan/Eval aircrew exam procedures IAW published guidance.

3.3.2.3. Implement OGV FEF maintenance and review guidance.

3.3.2.4. Assist OGV in managing the trend program (see paragraph **3.2.2.5.**).

3.3.2.5. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels and IAW AFI 11-215. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility, and notify NGB/A3.

3.3.2.5.1. **(Added-USAFE)** Reference the HQ USAFE-AFARICA/A3TV SharePoint page [\(\[https://portal.usafe.af.mil/sites/a3/A3T/A3TV_External/default.aspx\]\(https://portal.usafe.af.mil/sites/a3/A3T/A3TV_External/default.aspx\)\)](https://portal.usafe.af.mil/sites/a3/A3T/A3TV_External/default.aspx) “847 Program” section and AFI 11-215 for additional information.

3.3.2.5.1. **(LAKENHEATH)** CCV personnel will serve as quality control stops for AF Form 847s submitted to OGV. Squadron are not required to maintain an 847 log. Reference the most current Program Guide on the OGV SharePoint page for 847 submission process execution.

3.3.2.6. Assist OGV in implementing the flight publications program IAW AFI 11-215 and TO 00-5-1 and ensure compliance with the OG FCIF program.

3.3.2.6.1. **(Added) (LAKENHEATH)** (E) The current lead nuclear strike F-15E squadron will be the TODA of the 0614 TODO for special weapons.

3.3.2.6.2. **(Added) (LAKENHEATH)** (N/A GA) CCV functions are responsible for the production and maintenance of FCIF Volume I, Part C, Squadron Read File (SARF). PEX will be the primary method for this.

3.3.2.6.3. **(Added) (LAKENHEATH)** (N/A GA) Squadrons will perform an annual inventory of all TOs IAW TO 00-5-1. Execution of the inventory plan will be IAW the program guides on the OGV SharePoint site.

3.3.2.6.4. **(Added) (LAKENHEATH)** (GA) Reference AFI 10-3502 Volume 2 for PJ and CRO guidance for the FCIF program.

3.3.2.7. Ensure proper completion, routing, and filing of AF Forms 8/8a.

3.3.2.8. Advise squadron leadership of aircrew progression toward completion of requisites and flight evaluations.

3.3.2.8. **(LAKENHEATH)** (N/A GA) SQ/CC will reference PEX for the most up-to-date requisite and flight evaluation progression.

3.3.2.9. Implement OG guidance on the usage of MAJCOM-mandated Stan/Eval software.

3.3.3. Squadron Stan/Eval Organization.

3.3.3.1. The squadron Stan/Eval function will consist of a Chief of Stan/Eval who is a certified flight examiner in a squadron weapon system.

3.3.3.1.1. Waiver authority is the OG/CC. Document waivers in SEB minutes (see [Attachment 2](#)).

3.3.3.1.2. For units undergoing conversion, the chief of Stan/Eval may be qualified in the weapon system to which the unit is converting, even if none are yet assigned.

3.3.3.2. The chief of squadron Stan/Eval will report directly to and be rated by the squadron commander, or as specified by MAJCOM supplement.

3.3.3.3. Further manning will be as directed by the MAJCOM and/or unit supplement.

3.3.3.3.1. **(Added-USAFE)** Squadron SEFE manning is at the discretion of the SQ/CC. As a guide for determining SEFE manning, a recommended ratio of one SEFE in each crew position for each ten authorized crewmembers (assigned and attached) rounded up to the nearest whole number.

3.3.3.3.1. **(LAKENHEATH)** The 48 OG/CC may increase Stan/Eval Flight Examiner (SEFE) manning at the request (verbal acceptable) of SQ/CC's in order to support split or deployed squadron operations.

3.3.3.3.2. **(Added-USAFE)** Squadron authorized SEFE manning will be documented in the SEB minutes (see [Attachment 2](#)).

3.3.3.4. **(Added-USAFE)** All Squadron Stan/Eval functions will assume the "CCV" designation.

CHAPTER 4

FLIGHT EXAMINERS

4.1. General. The 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. The chief of the respective MAJCOM or NAF Stan/Eval function will select and designate in writing HHQ flight examiners. Copies of the designation memo will be sent to all units where HHQ flyers are attached to fly.

4.2.2.1. (**Added-USAFE**) Reference the HQ USAFE-AFAFRICA/A3TV SharePoint page (https://portal.usafe.af.mil/sites/a3/A3T/A3TV_External/default.aspx) for the most current designation memo.

4.2.2.1.1. (**Added-USAFE**) HQ USAFE-AFAFRICA SEFEs will be qualified/certified in as many special missions as practical in their respective MDS/crew position for which USAFE units are tasked.

4.2.3. The OG/CC and SQ/CC will each select, and designate in writing, all OGV and Squadron flight examiners (respectively).

4.2.3. (**LAKENHEATH**) See the OGV SharePoint site for the most current Flight Examiner Upgrade Program and Designation letter. The OG/CC will certify the completion of the upgrade by signing the letter. The letter will be kept in the individual's training folder.

4.2.3.1. The OG/CC and SQ/CC may designate additional OGV or squadron flight examiners (respectively) who are not assigned to OGV or the squadron when necessary to meet unique unit requirements.

4.2.3.1.1. (**Added**) (**LAKENHEATH**) (N/A GA) The SEFE upgrade, at a minimum, will include a briefing by the SQ/CC, review of pertinent Stan/Eval regulations and instruction, a briefing by the CCV chief, and a briefing by an OGV SEFE. A list of OGV approved SEFE's will be approved by the OG/CC and maintained on the OGV SharePoint site.

4.2.3.1.2. (**Added**) (**LAKENHEATH**) (N/A GA) First time SEFE upgrades will also accomplish a supervised Emergency Procedures Evaluation (EPE) in the simulator (F-15C/E only) or tabletop EPE (HH-60 only) with any SEFE, observe an evaluation with any SEFE, and finally accomplish a supervised flight evaluation with an OGV SEFE, SQ/CC, or squadron Director of Operations (SQ/DO). The upgrading examiner will execute the evaluation. However, the OGV SEFE will be the examiner of record.

4.2.3.1.3. (**Added**) (**LAKENHEATH**) (N/A GA) Upon completion of the upgrade checklist, the aircrew member will be annotated on the squadron Letter of Certification (LOX) as a SEFE.

4.2.3.1.4. **(Added) (LAKENHEATH) (GA)** In addition to guidance in AFI 10-3502 Volume 2, the GA evaluator upgrade will include a briefing by the SQ/CC, review of applicable regulations and instructions, a briefing by the 56 RQS CCV chief, and an interview by the 48 OG Stan/Eval chief and OG/CC.

4.2.3.2. Annotate all flight examiners [to include attached and Senior flight examiners (see paragraph 4.4) in the squadron letter of certification and record in SEB minutes (see Attachment 2).

4.2.3.2.1. **(Added-USAFE)** See Attachment 11 (USAFE) for further guidance on documenting the Letter of Certifications.

4.2.3.3. **(Added-USAFE)** OGV SEFEs will be qualified/certified (as appropriate) in as many special missions as practical.

4.2.3.4. **(Added-USAFE)** SQ/CCs will strive to qualify/certify (as appropriate) squadron SEFEs in as many special missions/skill sets as practical.

4.2.4. For AFRC and ANG units:

4.2.4.1. The USAF advisor may be designated as a flight examiner.

4.2.4.2. 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 Examiner Functions.

4.3.1. Conduct aircrew evaluations IAW Chapter 5 and document IAW Chapter 7.

4.3.1. **(LAKENHEATH) (N/A GA)** SEFE's will input documentation into PEX within two working days of the flight portion or requisite completion.

4.3.2. Maintain qualification as instructors (N/A for senior flight examiners, see paragraph 4.4.2).

4.3.3. Administer evaluations only within their weapon system/aircrew specialty and only evaluate those mission/skill sets in which they maintain qualification and/or certification. **EXCEPTION:** SPOT evaluations and where specifically authorized in AFI11-2MDS, Vol 2.

4.3.3.1. Waiver authority for flight examiners to evaluate mission/skill sets in which they are not certified is the OG/CC. For senior flight examiners (see paragraph 4.4), waiver authority is the next commander in their flying chain of command

4.3.4. Will not administer 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. MAJCOMs may establish procedures in their supplement for flight examiners to administer evaluations outside of NAFs/units within their own MAJCOM (see also paragraph 2.3.5).

4.3.4.1. **(Added-USAFE)** See paragraph 1.3.6 (USAFE) for requesting approvals for cross-command evaluations.

4.3.4.2. **(Added-USAFE)** See paragraphs **7.3.7.3.5.11 (USAFE)** and **7.7.6** for guidance on documenting cross-command evaluations on the AF Form 8/8a and AF Form 942.

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.

4.3.5. **(LAKENHEATH)** (N/A GA) Flight examiners may reference the 48th Fighter Wing F-15C/E Flight Examiner Guide or the 48th Fighter Wing HH-60G Flight Examiner Guide for all evaluation briefs and debriefs. This guide will be maintained on the OGV SharePoint site.

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 aircrew).

4.3.6.1. **(Added-USAFE)** If current and qualified/certified in the crew position and/or event being executed, SEFEs may assume the duties of the examinee. If applicable, advise the crew and assume full responsibility for the examinee's crew positions for the rest of the mission.

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 **5.3.3**).

4.3.8. **(Added-USAFE)** All SQ-designated SEFEs, will maintain MR/CMR status (T-3), SQ/CC, SQ/DO, API-6/B, API-1/2/A OGV SEFEs (i.e., SQ SEFEs with duties at OGV), and API-0/Z equivalents will maintain a minimum of BMC (BAQ for AE personnel) status (T-3).

4.3.9. **(Added-USAFE)** HHQ SEFEs and Senior Flight Examiners should maintain a minimum of BMC status to the max extent practical.

4.3.10. **(Added-USAFE)** Use a pyramid evaluation system IAW **Table 4.1 (USAFE)**. When unable to comply with the pyramid evaluation system, request a waiver IAW paragraph **1.3.6 (USAFE)**. Annotate approved waivers IAW paragraph **7.8.3.2.2**.

Table 4.1. (Added-USAFE) USAFE-AFAFRICA Pyramid Evaluations.

Examinee	Examiner (must be appropriately certified/qualified)
WG/CC	HQ USAFE-AFAFRICA SEFE
OG/CC	WG/CC (Note 1), HQ USAFE-AFAFRICA SEFE
WG/CV, OG/CD, SQ/CC	OG/CC (Note 2), OGV SEFE, HQ USAFE-AFAFRICA SEFE
OGV Chief	OG/CC (Note 2), HQ USAFE-AFAFRICA SEFE
OGV SEFE	OG/CC (Note 2), OGV MDS Chief, HQ USAFE-AFAFRICA SEFE
HQ USAFE-AFAFRICA SEFE or other HQ USAFE-AFAFRICA Attached Flyers (e.g., CCs, IG, SE)	Any SEFE
NOTES:	
1. Since WG/CCs are not authorized Senior Flight Examiner status, they must be fully certified/qualified SEFEs and MR/CMR/BMC IAW their API code.	
2. May be OG/CD if designated as a Senior Flight Examiner IAW paragraph 4.4.1.2 .	

4.3.10.1. **(Added-USAFE)** The pyramid evaluation system does not apply to evaluation requisites (i.e., any appropriately certified SEFE may administer an EPE).

4.3.10.2. **(Added-USAFE)** No waiver is needed when there is no certified/qualified examiner above the examinee. In these cases, use the highest-level evaluator available to conduct the evaluation and annotate there is no certified/qualified examiner above the examinee in the additional comments section of the AF Form 8/8a.

4.3.10.3. **(Added-USAFE)** For the following individuals, the pyramid evaluation system applies regardless of their SEFE status: SQ/CC, OGV Chief, OG/CC/CD, WG/CC/CV.

4.4. Senior Flight Examiner Program.

4.4.1. Flying NAF/CCs and OG/CCs may maintain flight examiner status in their primary assigned aircraft.

4.4.1.1. NAF/CVs and OG/CDs may perform this function if the principal incumbent is not qualified or available.

4.4.1.2. 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.

4.4.1.3. Document designations IAW paragraph **4.2.3.2**.

4.4.2. Individuals eligible for Senior flight examiner status do not require, nor do they have to maintain, instructor qualification, but they must have completed flight examiner certification IAW unit standards.

CHAPTER 5

AIRCREW QUALIFICATION EVALUATIONS

5.1. General. The Aircrew Stan/Eval Program utilizes aircrew qualification evaluations to ensure qualification of aircrew members and supplementary evaluations to ensure standardization of operations.

5.1.1. To promote efficient use of flying resources, accomplish aircrew qualification evaluations concurrently, whenever practical.

5.1.2. Evaluations in multiple crew positions will be addressed in MAJCOM supplements. For specialized aircrew, see [Chapter 8](#). For guidance on supplementary evaluations, see [Chapter 9](#).

5.2. Categories. Aircrew qualification evaluations are divided into five categories (Qualification (QUAL), Instrument (INSTM), Mission (MSN), Instructor (INSTR), and SPOT) each consisting of two structured phases, ground and flight. (**EXCEPTION:** SPOT evaluations may consist of either a ground or flight phase.) Each phase requires the completion of requisite tasks (see paragraph [5.5](#)). (**EXCEPTION:** a SPOT evaluation has no requisite tasks.)

5.2.1. QUAL Evaluations.

5.2.1.1. **Purpose** . Ensure basic qualification in an MDS and/or crew position.

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

5.2.2. INSTM Evaluations.

5.2.2.1. **Purpose**. Obtain/maintain instrument qualification in order to operate under Instrument Flight Rules (IFR)

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-41/51/52 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 checkride in the non-excepted aircraft.

5.2.2.2.3. A pilot with a revoked or expired instrument qualification will not fly under IFR except under supervised status in a training program leading to requalification. (Does not apply to pilots in excepted situations listed above.)

5.2.3. MSN Evaluations.

5.2.3.1. **Purpose.** To ensure qualification to employ the aircrew's assigned weapon system/crew position in the accomplishment of the unit's operational or Designated Operational Capability (DOC) statements mission(s).

5.2.3.1. **(LAKENHEATH)** Wing aircrew will be evaluated in their MDS's primary missions as defined by the most current Ready Aircrew Program (RAP) Tasking Memorandum (RTM).

5.2.3.2. **Execution.** All aircrew members maintaining Mission Ready (MR)/Combat Mission Ready (CMR) or Basic Mission Capable (BMC) status (IAW AFI 11-202, Vol 1, *Aircrew Training*) will complete a periodic MSN evaluation as specified in the applicable AFI 11-2MDS Vol 2.

5.2.3.2.1. **EXCEPTION:** The requirement for a MSN evaluation may be waived for those aircraft where performance of normal operational, test, and training sorties involves tasks covered during the accomplishment of an INSTM and/or QUAL evaluation as specified in AFI 11-2MDS Vol 2. Document waiver via memorandum for record (MFR) to be included in the FEF IAW paragraph **7.8.3.2.2.** HQ USAF/A3O-A approval is not required for such waivers. Specify approval procedures in MAJCOM supplements to this instruction or in the applicable AFI 11-2MDS Vol 2.

5.2.3.2.2. The MSN evaluation should reflect the type and difficulty of tasks required in fulfillment of the aircraft's operational or DOC statement missions.

5.2.3.2.2.1. **(Added) (LAKENHEATH) (E)** In addition to guidance in AFI 11-2F-15E Volume 2, *F-15E--Aircrew Evaluation Criteria*, aircrew will be evaluated in their highest certification (instructor pilots (IP) will also be evaluated as 4-ship flight leads). At the discretion of the SQ/CC, 4-ship flight leads, to include IP's, may accomplish 2-ship mission evaluations as long as it is in a primary mission type as defined by the most current F-15E RTM. Document this in the Additional Comments section of the AF Form 8, *Certificate of Aircrew Qualification*, prescribed by AFI 11-202 Volume 2.

5.2.3.2.2.2. **(Added) (LAKENHEATH) (C)** In addition to guidance in AFI 11-2F-15 Volume 2, *F-15--Aircrew Evaluation Criteria*, pilots will be evaluated in their highest certification (IP's will also be evaluated as 4-ship flight leads). At the discretion of the SQ/CC, 4-ship flight leads, to include IP's, may accomplish 2-ship mission evaluations as long as it is on a primary mission type as defined by the most current F-15C RTM. Document this in the Additional Comments section of the AF Form 8. At the squadron commander's discretion examinees may fly 2v1 All Aspect Air Combat Maneuvers AAACM as a fallout option to evaluate engaged offensive maneuvering and weapons employment.

5.2.3.2.2.3. **(Added) (LAKENHEATH) (HH-60)** MSN evaluations will be executed IAW AFI 11-2HH-60 Volume 2, *HH-60 Aircrew Evaluation Criteria*.

5.2.4. INSTR Evaluations.

5.2.4.1. **Purpose.** To qualify aircrew as instructors in their weapon system/crew position by focusing primarily on the examinees instructional ability.

5.2.4.2. **Execution.** Aircrew members obtaining/regaining instructor qualification in a weapon system/crew position must complete evaluations of instructional capability in that weapon system/crew position. Guidance for specialized, universal, and/or multiple qualified aircrew will be specified in MAJCOM Supplements and/or AFI 11-2MDS Vol 2. **EXCEPTION:** For units undergoing aircraft conversion, when a complement of current and qualified Air Force instructors does not exist to accomplish initial unit instructor qualification, 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 **5.13**.

5.2.4.2.1. Accomplish INIT INSTR evaluations on actual instructional missions whenever possible. When students are not available or mission/crew composition requirements prevent inclusion of students, another crewmember or the evaluator will serve as the student.

5.2.4.2.2. Evaluations of instructor qualification will be conducted during all subsequent periodic evaluations.

5.2.4.2.2. **(LAKENHEATH)** (C) (E) IP Rear Cockpit (RCP) evaluations. Accomplished IAW AFI 11-2MDS-specific Volume 2, and may be aligned with the instrument qualification (INSTM/QUAL) evaluation zone.

5.2.4.2.3. Instructors who expire on their INSTM, QUAL, and/or MSN checkrides evaluations are not qualified to instruct in those areas (e.g. if an IP expires on his/her MSN zone, he/she may still instruct in INSTM/QUAL-related areas as specified in AFI 11-2MDS Vol 2).

5.2.4.2.4. **(Added-USAFE)** Initial Instructor (INIT INSTR) and Requalification Instructor (RQ INSTR) evaluations may be conducted in conjunction with any periodic evaluation.

5.2.4.2.4.1. **(Added-USAFE)** Incomplete INIT or RQ INSTR flight phase requirements do NOT preclude the completion of the periodic evaluation if: 1) all flight-phase requirements are successfully completed, and 2) all the ground phase requisites are completed IAW paragraph **5.5.3**.

5.2.4.2.4.2. **(Added-USAFE)** Incomplete periodic evaluation flight phase requirements do NOT preclude the completion of the INIT or RQ INSTR evaluation if all the respective evaluation requirements are met.

5.2.4.2.5. **(Added-USAFE)** Unless otherwise stated in AFI 11-2MDSV2, for “Multiple Qualification” aircrew members, one INIT INSTR evaluation is valid for all aircraft in which the aircrew member is qualified.

5.2.5. **SPOT Evaluations –Flight or Ground (Optional).**

5.2.5. **(USAFE) SPOT Evaluations – SEFE Objectivity Evaluations** . See [Attachment 9 \(USAFE\)](#) for guidance, documentation, and grading criteria on SEFE Objectivity Evaluations.

5.2.5.1. **Purpose.** Evaluate 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 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. 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 paragraph [7.3.7.3.5](#)).

5.2.5.2.1. **(USAFE)** When the SPOT evaluation includes all required events to update a periodic evaluation: 1) The SEFE must advise the examinee of the option to use the SPOT evaluation to update their periodic evaluation prior to the beginning of the aircrew mission brief. 2) The examinee must also declare their intent to the SEFE to use the SPOT evaluation to update their periodic evaluation prior to the beginning of the aircrew mission brief.

5.2.5.2.1. **(LAKENHEATH)** A sortie type must be in a primary mission set as defined by the MDS RTM for a SPOT evaluations to update a periodic MSN evaluation.

5.2.5.2.1.1. OG/CCs may authorize additional flights in order to help the aircrew accomplish periodic requirements (document on the Form 8/8a IAW paragraph [7.3.7.3.5](#)).

5.2.5.2.1.2. When the flight examiner administering a SPOT evaluation is not qualified in the MDS (e.g. a Senior flight examiner), the evaluation will not be credited towards a periodic evaluation.

5.2.5.3. Any qualifying event and/or evaluations not listed in paragraphs [5.2.1](#) through [5.2.4](#) will be documented as a SPOT evaluation.

5.2.6. **Prefixes.** The following prefixes will be 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 weapon system/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 expiration of a required periodic evaluation, loss of currency exceeding six months (as specified in the applicable AFI 11-2MDS Vol 1), completion of a qualification evaluation in a different MDS, a recheck following a failed evaluation, or

a commander-directed downgrade. A requalification evaluation requires AF Form 8/8a documentation.

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

5.2.6.2.2. Loss of currency that requires a requal evaluation (IAW AFI11-2MDS Vol 1). In this case RQ SPOT will be used for documentation (see [paragraph 7.3.5.2.2](#)). The recheck profile will be as 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 11-2MDS Vol 1/2.

5.2.6.2.3. Completion of a qualification evaluation in a different MDS. The recheck will be IAW the guidance for the periodic evaluation in the applicable AFI 11-2MDS Vol 2 and will include, as a minimum, those items for which the individual is regaining qualification.

5.2.6.2.4. A flight recheck following a failed periodic evaluation. The recheck will be IAW the provisions of [paragraph 5.6.1](#).

5.2.6.2.5. Loss of qualification due to a commander-directed downgrade (see [paragraph 5.9](#)). The recheck profile will be as directed by the commander on the AF Form 8/8a (see [paragraph 7.4](#)).

5.2.6.2.5.1. If the expiration of a required periodic evaluation is due to failure to complete one or more of the ground phase requisites (see [paragraph 5.5.1](#)), but the flight evaluation has successfully been completed within the eligibility period and the OG/CC determines that qualification will be re-established by completion of the ground requisites without re-accomplishment of the flight evaluation.

5.2.6.2.5.2. To prefix a recheck following a failed INIT evaluation. No qualification was achieved, thus requalification is not possible.

5.2.6.2.6. The RQ prefix will not be used under the following circumstances:

5.2.6.2.6.1. If the expiration of a required periodic evaluation is due to failure to complete one or more of the ground phase requisites (see [paragraph 5.5.1](#)), but the flight evaluation has successfully been completed within the eligibility period and the OG/CC determines that qualification will be re-established by completion of the ground requisites without re-accomplishment of the flight evaluation.

5.2.6.2.6.2. To prefix a recheck following a failed INIT evaluation. No qualification was achieved, thus requalification is not possible.

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.

5.2.6.3.2.1. **(Added-USAFE)** “Normal preparation” will be defined as no sooner than 24 hours prior to scheduled takeoff and no later than the aircrew brief time.

5.2.6.3.2.1.1. **(Added-USAFE) MAF Only:** For N/N SPOT evaluations, notification may be at any time. In this case, the evaluator will coordinate with squadron supervision as to when notification will occur.

5.2.6.3.2.1.2. **(Added-USAFE)** N/N checkrides will not be given in the sixth month of the eligibility period (T-3).

5.2.6.3.3. **(Added-USAFE)** OG/CCs will publish quantifiable N/N program goals and program implementation guidance in the unit supplement.

5.2.6.3.3.1. **(Added-USAFE)** N/N evaluations should be distributed proportionally among MDSs, crew positions, and evaluations types. At unit discretion, N/N evaluations conducted by HQ USAFE-AFAFRICA SEFES may credit unit N/N program goals.

5.2.6.3.3.1. **(LAKENHEATH) (C) (E)** The 48 OG/CC no-notice (N/N) goal is 15 percent of eligible N/N evaluations.

5.2.6.3.3.2. **(Added) (LAKENHEATH) (HH-60)** The 48 OG/CC N/N goal is two pilots and two special mission aviators (SMA) per calendar year.

5.2.6.3.3.3. **(Added) (LAKENHEATH) (GA)** The 48 OG/CC N/N goal is two PJ's per calendar year.

5.2.6.4. **Simulator (SIM).** An evaluation where the flight phase requisite is conducted in a simulator and/or suitable ATD as defined in AFI 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 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 [7.3.7.3.5](#).

5.3. Grading System.

5.3.1. A two step grading system is used to evaluate and document aircrew performance.

5.3.1.1. In the first step, individual grades are assigned to each evaluation requisite to include the grading of areas/subareas of aircrew performance against established evaluation criteria (see paragraph [5.4](#)). Performance less than fully qualified must be documented.

5.3.1.2. In the second step, an overall qualification level is assigned based on a compilation of all individual requisite grades (see paragraph [5.3.3.4](#)).

5.3.2. Performance Areas/Subareas.

5.3.2.1. Areas/subareas will have a two-tier (Q/U) or three-tier (Q/Q-/U) grading system. Discrepancies will be documented against the established areas/subareas.

5.3.2.1.1. Q indicates the examinee demonstrated both a satisfactory knowledge of all required information and performed aircrew duties within the prescribed tolerances.

5.3.2.1.2. Q- indicates the examinee is qualified to perform the assigned area/subarea tasks, but requires debriefing or additional training as determined by the flight examiner. Deviations must not exceed the prescribed Q- tolerances, jeopardize flight safety, or be a breach of flight discipline.

5.3.2.1.3. U indicates that performance was outside allowable parameters thereby compromising flight safety, that deviations from prescribed procedures/tolerances adversely affected mission accomplishment, and/or evaluated performance constituted a breach of flight discipline. An examinee receiving an area/subarea grade of U requires debriefing and/or additional training, as determined by the flight examiner.

5.3.2.2. **Remedial Action.** All grades of Q- or U require remedial action that includes either debriefing discrepancies and/or assignment of additional training.

5.3.2.2.1. **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.

5.3.2.2.2. **Additional Training** . Any training recommended by the flight examiner to remedy deficiencies identified during an evaluation.

5.3.2.2.2. **(LAKENHEATH) (N/A GA)** When additional training is required as a result of an evaluation, the flight examiner will debrief the SQ/CC or SQ/DO or designated representative and CCV Chief. The debriefing will include the downgraded area(s), recommended training, due date, and any recommendations for restrictions to be imposed. The debriefed SQ/CC or SQ/DO or designated representative and CCV Chief will ensure that the examinee is placed on supervised status as required. CCV or OGV will assign the individual's supervised status in PEX and annotate on the LOX (Attachment 11). CCV will monitor the status of additional training. For instructors or evaluator who receive a Q-2 or Q-3, CCV will coordinate with squadron Training (DOT) and squadron Scheduling (DOS) to ensure the aircrew member shows No-Go (red) for the ability to perform instructor or flight examiner duties. This restriction will be lifted after additional training or debriefing is completed as documented on the AF Form 8.

5.3.2.2.2.1. May include self-study, ground instruction, use of a simulator/ATD or flying.

5.3.2.2.2.2. Will be complete by the last day of the third month following the date of the discrepancy (e.g., for an evaluation on 21 Jan 12, additional training must be accomplished by 30 Apr 12).

5.3.2.2.2.3. If an aircrew member exceeds the allotted time for completion of additional training, the SQ/CC will review the situation and direct appropriate action. Document the circumstances with an MFR to be included in the AF Form 8/8a (see paragraph [7.8.3.2.2](#)).

5.3.2.2.2.4. Document additional training on the AF Form 8/8a IAW paragraphs [7.3.5.6](#) and [7.3.7.3.4](#).

5.3.2.3. The flight examiner must grade the areas/subareas listed as “required” in the general and specific evaluation sections of the applicable AFI 11-2MDS Vol 2.

5.3.2.4. In addition to required areas/subareas, the flight examiner will grade any area/subarea observed during an evaluation if performance in that area/subarea impacts the specific evaluation accomplished or overall flight safety.

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

5.3.2.6. 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 overall area/subarea grade.

5.3.2.7. 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 [7.3.7.3.5.2](#).

5.3.3. Qualification Levels. Qualification levels are assigned both to individual evaluations (i.e. flight evals and EPEs) as well as overall performance. Individual evaluations are graded as a compilation of all area/sub-area grades. Overall performance is graded as a compilation of all requisite tasks associated with the required evaluation. Both individual and overall grades are based on the following.

5.3.3.1. **Q1.** The aircrew member demonstrated desired performance and knowledge of procedures, equipment and directives within tolerances specified in the grading criteria. This will be awarded when no discrepancies were noted, but may be awarded when discrepancies are noted if:

5.3.3.1.1. No U grades were awarded for any discrepancy area/sub-area.

5.3.3.1.2. In the judgment of the flight examiner, none of the discrepancies preclude awarding of an overall Q1.

5.3.3.1.3. All areas/sub-areas graded as Q- during the evaluation were cleared during the debrief of that evaluation.

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

5.3.3.2.1. There were one or more area(s)/subarea(s) where additional training was assigned.

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

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

5.3.3.3. **Q3.** The aircrew member demonstrated an unacceptable level of safety, performance or knowledge.

5.3.3.3.1. Any critical area graded U requires an overall Q3 (applicable to both flight evaluations and EPEs).

5.3.3.3.2. 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 areas/subareas.

5.3.3.4. Assigning the overall qualification level.

5.3.3.4.1. The flight-phase flight examiner is the examiner responsible for assigning the overall qualification level.

5.3.3.4.2. An overall grade of Q1 or Q2 will be given only after all evaluation requirements (to include requisite examinations) have been completed and given due consideration.

5.3.3.4.3. An overall grade of Q3 may be awarded at any time.

5.3.3.4.4. *While AFI 11-2MDS Vol 2 may dictate the highest grade for a flight or EPE based on area and subarea performance, flight examiner judgment will always be the determining factor in deciding the overall grade.*

5.3.3.5. **Exceptionally Qualified (EQ) Designation.** An EQ may be given, but will only be applied to the overall grade - not to separate requisites. Document on the AF Form 8/8a IAW paragraphs [7.3.5.7](#) and [7.3.7.2](#). An EQ may be given when:

5.3.3.5.1. The aircrew member has demonstrated exceptional skill and knowledge in all phases of the evaluation;

5.3.3.5.2. The aircrew member has not failed any requisite and;

5.3.3.5.3. The aircrew member received a Q on all areas/subareas evaluated.

5.4. Evaluation Criteria.

5.4.1. 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 11-2MDS Vol 2. Lead MAJCOMs will coordinate with the program managers of any command-mandated software on any updates of eval criteria to aid in the expeditious revision of eval criteria files. Lead MAJCOMs are also responsible for coordinating the establishment of the following:

5.4.1.1. Areas/subareas including the identification of critical areas and those areas required for evaluation completion. These areas/subareas will be arranged into general and specific evaluation areas.

5.4.1.1.1. Critical areas are those areas that, upon failure, would most adversely affect the qualification of an aircrew member. Critical areas will include, but are not limited to, Airmanship, Safety, and Flight Discipline.

5.4.1.2. An area containing criteria for Publications Checks. This is required for QUAL evaluations and may be accomplished on other evaluations.

5.4.1.2.1. Each aircrew member is responsible for maintaining required flight publications as outlined in applicable AFI 11-2MDS volumes.

5.4.1.2.2. Q performance requires individual flight publications be current and properly posted. In units that do not issue individual aircrew publications, aircrew members are still responsible for the accuracy and currency of all publications required for the mission.

5.4.1.3. An area containing criteria for Cockpit/Crew Resource Management (CRM) IAW AFI 11-290, *Cockpit/Crew Resource Management Training Program*, and MAJCOM supplements (as applicable).

5.4.1.4. Criteria to ensure operations comply with National Airspace System (NAS) rules and procedures or applicable Host Nation requirements for evaluations administered outside of the NAS.

5.5. Requisites. These include both ground and flight phase items. The ground phase, when required, includes a series of examinations (see [Chapter 6](#)) as well as evaluation of aircrew performance in a controlled emergency procedures environment (i.e. EPEs, see paragraph [5.5.1.2](#)). The flight phase includes an in-flight and/or simulator evaluation of aircrew performance.

5.5.1. Ground Phase Requisites.

5.5.1.1. Ground phase requisites for each evaluation include the following.

5.5.1.1.1. **QUAL:** Open book examination, closed book examination, Boldface/Critical Action Procedures (CAPs) examination / EPE (if applicable).

5.5.1.1.2. **INSTM:** Instrument examination

5.5.1.1.3. **MSN:** As specified in AFI 11-2MDS Vol 2.

5.5.1.2. Emergency Procedures Evaluations (EPEs).

5.5.1.2.1. **Purpose** . Evaluate an aircrew member's knowledge of MDS-Specific EPs and systems for all QUAL evaluations; evaluate mission-specific EPs and tactical systems knowledge during MSN evaluations.

5.5.1.2.2. **Execution** . AFI 11-2MDS Vol 2 will specify contents of EPEs, areas to be evaluated, grading criteria, and whether EPEs may be done in-flight, in a simulator/ATD, or verbally.

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

5.5.1.2.2.1. **(LAKENHEATH)** (C) (E) A simulator will be the primary means of evaluating EPEs. The examinee(s) will carry the required in-flight publications to the EPE. Flight examiners are encouraged to use the 48 FW EPE profile binder located in the F-15C and F-15E specific simulator bays.

5.5.1.2.2.2. A single EPE may be used for separate evaluations (e.g. a MSN and INSTM/QUAL eval) as long as the combined EPE is of a scope and duration to cover required areas and is conducted within the requisite zone for each evaluation (see paragraph [5.8](#)).

5.5.1.2.2.2. **(LAKENHEATH)** (HH-60) EPEs will be administered IAW AFI 11-2HH-60 Volume 2. EPE profiles will be created by OGV or CCV. OGV will approve profiles created by CCV to ensure all evaluation areas are covered.

5.5.1.2.2.3. **(Added-USAFE)** EPEs will consist of at least one Boldface/CAPs (if applicable) and one non-Boldface/CAPs EP per phase of flight (e.g., start/taxi, takeoff/departure, etc.) or as directed by AFI 11-2MDSV2. If an aircraft does not have Boldface/CAPS, then only one EP per phase of flight is required.

5.5.1.2.2.4. **(Added-USAFE)** All EPEs will be of sufficient length to ensure

adequate coverage of applicable material. Do not accomplish the EPE in-flight when the examinee is a required crewmember unless specifically allowed per AFI 11-2MDSV2.

5.5.1.2.2.5. **(Added-USAFE)** Record EPE results, to include discrepancies, on a PEX/GTIMS produced worksheet or OGV approved unit-produced worksheet. Maintain the completed EPE worksheet IAW paragraph **7.3.8**.

5.5.1.2.2.5. **(LAKENHEATH)** (N/A GA) Record EPE results IAW 48 OGOI 11-202. The electronic requisite worksheet in PEX is equivalent to a signed hard copy worksheet.

5.5.1.2.3. **Grading.** Q1 performance for EPEs requires taking the proper action in the correct sequence, not a verbatim response. Each aircrew member is responsible for the Boldface/CAPs applicable to their crew position.

5.5.1.2.4. **Additional Training.** For an EPE requiring additional training, the flight examiner will indicate if the additional training must be accomplished before the next unsupervised flight (see also paragraph **5.3.2.2.2**). Document IAW paragraphs **7.3.5.6** and **7.3.7.3.4**.

5.5.1.2.5. **Boldface/CAPs Failure.** An incorrect response to a Boldface/CAP situation during an EPE requires an EPE grade of 3 (unqualified). Under these circumstances, the examinee will not fly again until a successful reevaluation is accomplished (either written, verbally, or in a simulator/ATD as determined by the flight examiner)

5.5.1.2.6. **Unqualified EPE.** An examinee receiving an EPE grade of 3 (unqualified) will be placed on supervised status IAW paragraph **5.7**.

5.5.2. **Flight Phase Requisites.** The flight phase for aircrew evaluations include execution in the weapon system and/or a suitable simulator/ATD (unless restricted by AFI 11-2MDS Vol 2).

5.5.2.1. The profile used to fulfill the flight phase requisite must incorporate all appropriate requirements set in the applicable AFI 11-2MDS Vol 2, and allow accurate measure of the proficiency of the examinee.

5.5.2.2. Evaluation profiles will be realistic, reflect unit tasking, be consistent with daily training missions, and incorporate current tactics applicable to the unit mission.

5.5.2.3. **(Added-USAFE) CAF Only:** Include procedures for the conduct of MSN evaluations in the unit supplement. As a minimum, procedures will include SEFE/examinee responsibilities and what profile information (e.g., ATO) the SEFE will furnish to the examinee.

5.5.2.3. **(LAKENHEATH)** (N/A GA) SEFE's will provide and/or approve mission objectives, tactical objectives, the overall scenario, and tasks assigned to examinees. Information provided will be commensurate with the mission type. Examinees will be responsible for the production of mission products appropriate to their qualification level and the crew position they are acting in. Notification of the above will be not later than (NLT) the rally.

5.5.2.4. **(Added-USAFE)** If an event is required to be completed in-flight (i.e., not normally in a simulator/ATD) and the evaluation would be considered incomplete if the event were not accomplished on an additional flight; at SQ/CC discretion, a suitable simulator/ATD may be used to fulfill the requirement (unless specifically prohibited by AFI 11-2MDSV2). Ensure documentation is IAW paragraphs [7.3.5.2.2.4 \(USAFE\)](#) and [7.3.7.3.5.5](#).

5.5.3. Requisite Completion.

5.5.3.1. **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 [7.8.3.2.2](#)).

5.5.3.2. **Out-of-the-Eligibility Period.** For periodic evaluations accomplished outside the eligibility period, all requisites must be completed within a six-month period beginning with the month in which the first ground requisite or flight evaluation was administered, whichever occurs first. **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.

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

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

5.5.3.5. For aircrew possessing instrument qualifications in multiple aircraft, one instrument exam may count for separate evaluations provided the instrument exam occurs within the zone for each evaluation IAW the paragraphs above.

5.6. Failure to Pass a Flight Evaluation.

5.6.1. **Recheck.** If an aircrew member fails a flight 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 12, complete the recheck by 30 Sep 12).

5.6.1.1. OG/CCs may approve waivers to the three-month time limit on a case-by-case basis.

5.6.1.1.1. Document the waiver(s) with an MFR to be included in the AF Form 8/8a IAW paragraph [7.8.3.2.2](#).

5.6.1.2. Commanders will determine the number of flights to be allowed during this period, based on the individual's experience level, present qualifications and hours of training required.

5.6.1.3. The flight examiner that administered the original check will not normally administer the recheck.

5.6.1.4. A recheck is successfully completed when the aircrew member performs to Q or Q-/debriefed criteria for each area graded U.

5.6.1.5. Ground rechecks may be directed when the flight examiner deems a flight recheck unnecessary, but are accomplished subsequent to the debriefing of a Q3 evaluation (document IAW paragraph 7.3.9.2).

5.6.1.6. Requisites that were valid for a failed evaluation per paragraph 5.5.3.1 or 5.5.3.2 remain valid, IAW the paragraphs above.

5.6.1.7. **(Added-USAFE)** At OG/CC discretion, a flight recheck may be combined with other periodic evaluations to facilitate completion of evaluations that are normally combined based on the MDS/crew position.

5.6.1.7.1. **(Added-USAFE)** The recheck portion must be completed before any non-recheck evaluation begins when it affects basic aircraft qualification (BAQ) IAW AFI 11-2MDSV1.

5.6.1.7.2. **(Added-USAFE)** The non-recheck portion of the combined evaluation (along with any associated requisites) must be completed within the zones described in paragraphs 5.5.3 and 5.8. The recheck portion (and any associated requisites) must be completed within paragraph 5.6.1.

5.6.1.7.3. **(Added-USAFE)** See Chapter 7 for AF Form 8/8a documentation with special emphasis on paragraphs 7.3.4.4.1 (USAFE) and 7.3.9.

5.6.1.7.4. **(Added-USAFE) EXAMPLE:** If the INSTM and QUAL evaluations are normally combined, but the examinee earns a Q3 due to a U on a QUAL event prior to completion of the INSTM evaluation, the OG/CC may approve the examinee to fly a combined RQ QUAL and periodic INSTM evaluation. However, the RQ QUAL evaluation will be completed before the INSTM evaluation.

5.6.2. **Status Downgrade.** Aircrew members receiving a Q3 INSTM, QUAL and/or MSN evaluation are non-mission ready (NMR)/non-combat mission ready (N-CMR)/non-basic mission capable(N-BMC)/non-basic aircraft qualified (N-BAQ) IAW AFI 11-2MDS Vol 1. 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.** When called for by this instruction or deemed necessary in the judgment of the flight examiner, flight restrictions will be imposed on the examinee until successful completion of assigned additional training and/or a recheck.

5.6.3.1. Restrictions should address the specific phase of flight and/or operation that requires supervision and the criteria for removal of the restrictions.

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. For specialized, universal, and/or multiple qualified aircrew maintaining qualification for similar duty in multiple aircraft, AFI 11-2MDS Vol 2 may direct supervised status in all aircraft in which the individual maintains 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 recheck is completed.

5.6.3.2. Restrict aircrew receiving a Q3 on any evaluation until a successful recheck is completed (see paragraph [5.6.1](#)).

5.6.3.2. (**USAFE**) Restrict instructors and SEFEs graded Q2 on any evaluation (to include EPEs) from performing instructor duties on applicable downgraded areas and SEFE duties (if applicable) until additional training/debriefing is complete.

5.6.3.3. If defined in AFI11-2MDS Vol 1 and/or Vol 2, formal schoolhouses will include restrictions on the AF Form 8/8a for any core item not accomplished due to training limitations, regardless if the method of qualification is by evaluation or instructor certification. Under no circumstance will aircrew perform core items in which they are not qualified unless under the direct supervision of an instructor. In this case, MDS-specific guidance will set the time requirement for completion of additional training.

5.6.3.4. Document restrictions on the AF Form 8/8a IAW paragraphs [7.3.5.7](#) and [7.3.7.1](#).

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 AFI11-2MDS Vol 1.

5.7.2. Supervision will only be accomplished by instructors or designated supervisors.

5.7.3. (**Added-USAFE**) See paragraph [7.3.7.1.2](#) for level of supervision documentation requirements on AF Form 8/8a.

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 flight phase was successfully flown (e.g. a periodic evaluation in which the flight phase was completed on 9 Oct 10 expires on 31 Mar 12.).

5.8.2. **Eligibility Period.** Periodic evaluations will be scheduled in the eligibility period, defined as the six-month period prior to the expiration date.

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

5.8.3.1. **Evaluations Conducted Prior to the Eligibility Period.** SQ/CCs may authorize individuals to complete periodic evaluations prior to the eligibility period (document IAW paragraph [7.8.3.2.2](#)).

5.8.3.2. **Extended Evaluations.**

5.8.3.2.1. **HHQ-Extended Evaluations.** HQ USAF/A3O-A may authorize blanket or group 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-Extended Evaluations.** MAJCOM/A3s may extend evaluation expiration dates for aircrew members for up to six months. Provide notification to AF/A3O when extensions are approved (copy to AF/A3O-AI). Provide guidance for MAJCOM extensions in MAJCOM supplements to this instruction.

5.8.3.2.2.1. **(Added-USAFE)** Submit extension requests IAW paragraph 1.3.6 **(USAFE)**. Units should coordinate requests to arrive at HQ USAFE-AF/AFRICA/A3TV at least one month prior to the original zone expiration date.

5.8.3.2.3. **SQ/CC-Extended Evaluations.** SQ/CCs may extend the expiration date of periodic evaluations up to three months for the reasons listed below (document IAW paragraph 7.8.3.2.2). 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 5.8.3.2.1. Requisites not completed during the original eligibility period must be completed prior to the extended expiration date.

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. Participation in real world operations (to include operations other than war, alert, etc.) who are not able to complete the required flight evaluation(s) before or during deployment.

5.8.3.3. **Non-Standard Approval Authority**

5.8.3.3.1. For SQ/CCs and above (e.g. OG/CCs, WG/CCs, etc.), the approval authority is the next commander in the examinee's flying chain of command.

5.8.3.3.2. 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.

5.8.3.3.3. For individuals not assigned to a MAJCOM, AF/A3O-A is the approval authority.

5.8.4. **Failure to Complete an Evaluation within the Required Period.** If an aircrew member fails to complete an evaluation (either ground phase or flight phase) within the eligibility period for an in-the-eligibility period evaluation (see paragraph 5.8.2) or within the period for an out-of-the-eligibility period evaluation (see paragraph 5.8.3), the aircrew member loses the qualification covered by the evaluation and the restrictions of paragraph 5.6.3 apply.

5.8.4.1. Qualification may be re-established by accomplishing a complete requalification evaluation (to include requisites) or by completion of the delinquent evaluation.

5.8.4.2. OG/CCs may waive the re-accomplishment of completed requisites on a case-by-case basis (document IAW paragraph [7.8.3.2.2](#)).

5.8.5. FTU students, initial qual and requal aircrew members will complete all requisites and flight evaluation within a six month period. The OG/CC may waive this requirement on a case-by-case basis, document on the Form 8/8a IAW [paragraph 7.8.3.2.2](#), and report this in the SEB minutes.

5.9. Commander-Directed Downgrade. Any commander (squadron or above) may direct a downgrade (Q-/U) in a specific area/sub-area without unqualifying an individual. Additionally, a commander may direct a downgrade that either removes a qualification (e.g. IP to MP) or completely unqualifies an individual (e.g. MP to UP). Downgrades may be directed without administering an evaluation using the following guidance:

5.9.1. For flying-related cases, use for cause only (e.g., 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.

5.9.2. For non-flying-related cases, do not use as a substitution for, or in lieu of, administrative or judicial actions (e.g. Letter of Counseling, Article 15, etc.). (Consult with the supporting SJA 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 aircrew's decision-making abilities in the aircraft).

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

5.9.4. Commander Directed Downgrades will be documented IAW paragraph [7.4](#).

5.9.5. **(Added-USAFE) Commander-Directed Decertification.** Reference [Attachment 11 \(USAFE\)](#) and paragraph [7.6.4](#) for documenting Commander-Directed Decertifications (i.e., downgrade/decertifications on non-AF Form 8/8a events).

5.10. Multiple Qualification. Multiple qualification guidance applies to aircrew members who maintain qualification in two or more MDS aircraft. For Universal Qualification see paragraph [5.11](#).

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 requirements.

5.10.2. When separate qualifications are not required, document certification in different MDS series using AF Form 4348, *USAF Aircrew Certifications*. In lieu of the AF Form 4348, MAJCOMs may approve use of a unit certification document signed by an authorized official.

5.10.2. (USAFE) Squadrons will use the Letter of Certifications (see [Attachment 11 \(USAFE\)](#)) in lieu of the AF Form 4348 unless the AF Form 4348 is specifically directed by the applicable AFI 11-2MDSV2.

5.10.3. **Documentation.** Document MAJCOM authority for multiple qualification, including a list of aircraft in which qualification will be maintained IAW paragraph [7.8.3.2.2](#). See AFI 11-202, Vol 1.

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 unless additional INSTM evaluation requirements are directed by the MAJCOM in its supplement to this instruction.

5.10.5. **QUAL and MSN Evaluations.** All aircrew require a QUAL evaluation, and, if applicable, a MSN evaluation, to include requisites, in each MDS aircraft they maintain qualification according to applicable AFI MDS Vol 2, or AFI 10-3502 Vol 2.

5.10.6. **Failure to Pass a Flight Evaluation.** A Q3 on an INSTM evaluation results in a downgrade in 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. Universal Qualification. Universal qualification guidance applies to specialized aircrew who maintain qualification in two or more MDS where qualification is attained/maintained via a minimum of a ground phase examination. A flight phase evaluation, when required, may be accomplished on any of the aircraft in which the aircrew member is either gaining or maintaining qualification.

5.11.1. **Applicability.** Specialized aircrew may gain/maintain aircraft qualifications IAW Universal Qualification guidance. MAJCOMs will identify Universal Qualified crewmember eligibility in the MAJCOM supplement to this AFI.

5.11.1. (USAFE) **Applicability.** Aeromedical Evacuation Crewmembers (AECM) and Guardian Angel (GA) are considered universally qualified IAW AFI 11-2AEV1 and AFI 10-3502V1.

5.11.2. **Documentation.** See [Chapter 7](#) or [Chapter 8](#), as applicable.

5.11.3. **Qualification and Mission Evaluations.** All aircrew qualifications maintained under Universal Qualification guidance are considered a QUAL evaluation. A MSN evaluation may be directed by applicable AFI 11-2MDS Vol 2 and/or MAJCOM supplement to this Instruction. MSN evaluations, when required, will include a flight phase evaluation in one MDS that the Specialized Aircrew member maintains qualification.

5.11.4. **Failure to Pass a Requisite/Flight Evaluation.** Failure of universally qualified aircrew members to pass a ground requisite or flight phase evaluation results in loss of applicable aircraft qualification, IAW MAJCOM supplement and AFI MDS Vol 2.

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

requirement to maintain a current physical and review their flight records according to AFI 11-202, Vol 1 and AFI 11-401.

5.12.1. Aircrew flying with non-USAF units (i.e. Exchange) do not need to abide by USAF guidance, including this AFI and AFI 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. The restrictions in paragraph 5.6.3 of this instruction apply to such individuals until successful evaluations are completed.

5.12.2. 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 11-2MDS Vol 2 evaluations (document IAW paragraph 7.8.3.2.2).

5.12.3. USAF units that use non-USAF aircraft to execute a USAF flying program will comply with current USAF guidance, unless when excepted by proper authority. See AFI 11-401 for definitions of USAF and US Government aircraft.

5.13. Initial Cadre.

5.13.1. Aircrew members who are appointed by their MAJCOMs as initial cadre either for a new mission set requiring a MSN qualification or for a new MDS where no flight examiner currently exists will comply with the intent of this instruction.

5.13.2. See paragraph 7.5 for guidance on Form 8/8a documentation.

5.13.3. MAJCOMs will indicate through MFR which aircrew are appointed as initial cadre and include in the FEF IAW paragraph 7.8.3.2.2.

5.13.4. Tailor recurring evaluations to program requirements and aircraft capabilities. Simulators may be used to satisfy recurring evaluation requirements.

5.13.5. Pilots in these programs will maintain an instrument qualification (see paragraph 5.2.2). 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 11-MDS Vol 2/MOU.

5.14. Remotely Piloted Aircraft (RPA). When RPA aircrew members are not qualified in certain areas (e.g. launch and recovery), provide comment and document restrictions in the remarks section of the AF Form 8. See paragraph 7.3.7.1.

CHAPTER 6

AIRCREW EXAMINATION PROGRAM

6.1. Purpose. The aircrew examination program measures aircrew member 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.

6.2. Scope. This chapter applies to rated (pilots, Remotely Piloted Aircraft (RPA) pilots, navigators, combat systems operators, and air battle managers), CEA, non-rated X-prefix AE aircrew and RPA sensor operators. For Flight Surgeons (rated), Combat Camera, and non-rated aircrew (K-, Q-, or other X-prefix Air Force Specialty Code) that only require an examination to establish qualification, see [Chapter 8](#). The examination program in this chapter includes requisite examinations for periodic evaluations and unit periodic examinations. Requisite examinations include qualification open book and closed book examinations, instrument examinations and Boldface/CAPs examinations as described in paragraph [5.5.1.1](#).

6.3. Administrative Procedures.

6.3.1. Program Documentation. Units will document the unit-level aircrew examination program.

6.3.1. (USAFE) Program Documentation. In addition to guidance on the overall execution of the unit Aircrew Exam program, describe how PEX/GTIMS will be used for the aircrew examination program at all Stan/Eval functional levels.

6.3.1.1. (Added)(LAKENHEATH) OGV is the OPR for all requisite and periodic testing. Additionally, OGV will certify squadron testing rooms. The most current certification letter will be posted on the OGV SharePoint site.

6.3.1.2. (Added) (LAKENHEATH) (GA) The 57 RQS may utilize PEX in the manner best suited for their needs.

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

6.3.2. (USAFE) Computer-Based Examinations. PEX/GTIMS will be the primary means to administer requisite open/close book, instrument, and periodic testing. Hard copy testing is permissible, but units shall strive to incorporate PEX/GTIMS as much as possible.

6.3.2.1. (Added)(LAKENHEATH) The 48 OG will use PEX template tests only. One-time use of hard copy exams may be used on a case by case basis. This requires OGV Chief written approval. Do not use the AF Form 679. Email is sufficient.

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

6.3.3. (LAKENHEATH) (N/A GA) Any one-time use hard copy exams will entered into PEX as off-line exams for trending purposes and as a record of completion. The hardcopy may then be disposed of.

6.4. Exam Sources.

6.4.1. **Open Book Exams.** Open book questions will come from publications containing information pertinent to the operation of applicable aircraft and performance of the assigned mission.

6.4.1.1. The open book subject areas and the publications used to generate the exam will be made available to aircrew during testing. Electronic publications may be used as references for open book examinations.

6.4.1.1.1. **(Added-USAFE)** Reference paragraph **9.1.5.1 (USAFE)** on the use of electronic publication libraries.

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

6.4.1.2.1. **(Added-USAFE)** OGVs will develop an open book SQB for each crew position of each unit MDS. SQBs may be combined if different crew positions are responsible for the same information (e.g., F-15E pilots and WSOs).

6.4.2. **Closed Book Exams.** Questions will come from MQFs.

6.4.2.1. **MDS/crew position-specific MQFs** . Lead MAJCOMs will ensure MDS/crew-specific MQFs are available for using MAJCOM use and distribution to applicable aircrew.

6.4.2.1.1. Units may edit MQFs to accommodate local testing procedures, administrative errors and reflect recent changes to systems and/or operational procedures; however, subject matter may not be changed.

6.4.2.1.2. Units will forward edits of MQF questions to the appropriate MAJCOM. Lead MAJCOMs will review MQFs annually and distribute changes to MQFs as necessary.

6.4.2.1.3. **(Added-USAFE)** Submit MQF edit/change recommendations via an AF Form 847. Reference paragraphs **3.2.2.10** and **3.3.2.5**.

6.4.2.1.4. **(Added) (LAKENHEATH)** (N/A GA) F-15C/E closed book tests will be 50 questions. HH-60G closed book tests will be 40 questions.

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. **(USAFE) Local Procedures MQF** . Units will develop a local procedures MQF derived from relevant USAFE supplement(s), local supplement(s) and local operating procedures.

6.4.2.2. **(LAKENHEATH)** OGV will create and maintain a combined F-15C/E Local master question file (MQF), and separate HH-60G Local MQF. Each MQF will be 20 questions. GA testing will be at the discretion of the squadron.

6.4.2.2.1. **(Added-USAFE)** Closed book exams will include questions from the local MQF.

6.4.2.2.1. **(LAKENHEATH)** Closed book exams will include 10 questions from the applicable MDS local MQF.

6.4.3. **Instrument Exams.** 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 from which aircrew will test.

6.4.3. **(USAFE) Instrument Exams.** Unit supplements will include guidance on how the unit will manage instrument exam creation and quality control procedures.

6.4.3. **(LAKENHEATH)** (N/A GA) OGV will import the most current Instrument exam (F-15 and HH-60 separately) MQF into PEX. The initial review will include culling questions not applicable to the respective MDS.

6.4.4. **Exam Question Review.** The MAJCOM, NAF, and OG Stan/Eval functions will review all MDS/crew position-specific MQFs, SQBs, and prepared exams (if used) annually and after any changes in source documents. 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 exam reviews in their supplement to this instruction.

6.4.4. **(USAFE) Exam Question Review.** Units will complete MQF, SQB and prepared exam reviews within 60 days of changes to source documents/guidance (T-3).

6.4.4. **(LAKENHEATH)** Exam reviews will be tracked on the Testing Review page of the OGV SharePoint site. Dates entered on that page with mirror review dates in PEX.

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

6.5.1. The Stan/Eval agencies of the MAJCOM responsible for training will coordinate with the MDS lead MAJCOM to ensure the EOC exam meets the requirements of this instruction and AFI 11-2MDS Vol 2 before awarding credit for requisite completion.

6.5.2. EOC exam 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 EOC exams that fulfill the requirements of requisite exams will be graded according to paragraph 6.8 and entered on the AF Form 8/8a according to paragraph 7.3.5.1.

6.6. Exam Management. With the exception of written Boldface/CAPS exams, units will either maintain prepared exams for each crew position or generate a unique exam for each aircrew member.

6.6.1. If prepared exams are maintained for each crew position:

6.6.1.1. Units are required to develop and control a minimum of two exams for each crew position.

6.6.1.2. Units having ten or fewer members per crew position require only one exam.

6.6.1.3. When different crew positions are responsible for the same information, units are not required to maintain separate exams for each crew position.

6.6.1.4. Change a minimum of 50 percent of the questions on each prepared exam each calendar year.

6.6.2. If a unique exam is generated for each aircrew member:

6.6.2.1. Units may use MAJCOM-approved software for exam creation.

6.6.2.2. Requisite exam databases will contain at least twice the number of questions required for each exam (e.g. if a 50-question exam is generated, there must be at least 100 questions in the exam database).

6.6.3. When published guidance changes, the associated prepared exam or exam database (depending on method used) will be updated as soon as possible upon receipt.

6.6.4. **(Added-USAFE)** Open and Closed Book exams will consist of a minimum of 25 questions.

6.6.5. **(Added-USAFE)** The unit supplement will be clear about which type of exam management is being used (prepared v. randomly generated). Even if PEX/GTIMS is used to administer the exam, the exam may actually be a “prepared exam” if PEX/GTIMS is not randomly generating the test from an exam database IAW paragraph 6.6.2.2. Whichever method is used, units will make every effort to capture legitimate trend information that is both meaningful and relevant to the unit’s mission and the commander’s overall unit vision.

6.6.5. **(LAKENHEATH)** Requisite exams will be created and administered in PEX. All tests will be randomly generated (i.e. “template” in PEX). GA tests will be at the discretion of the squadron due to unique mission requirements. See paragraph 6.3.2.1 for further guidance.

6.7. Exam Security. Stan/Eval personnel will maintain positive control of all requisite exams, applicable answer sheets, and associated computer-based media.

6.7. (LAKENHEATH) OGV will work with the Communications Focal Point and 48 OSS Current Operations (48 OSS/OSO) to ensure network drive and PEX permissions are set as required to maintain the integrity of exams and question databanks. Permissions will be reviewed each time a new OGV SEFE designation letter is created.

6.8. Grading.

6.8.1. **Boldface/CAPs.** Grade Boldface/CAPs exams 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.

6.8.1.1. **(Added-USAFE)** Boldface/CAPs exams will be written from memory. Abbreviations which do not affect the correct meaning of the procedure are acceptable.

6.8.1.2. **(Added-USAFE)** Boldface/CAPs exams may be graded via PEX/GTIMS functionality. Units will specify grading procedures in the unit supplement.

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 will be reviewed immediately following the exam.

6.8.3. Units will grade all requisite and/or Boldface/CAPs exams prior to the aircrew member's next flight.

6.9. Failure to Pass a Requisite Exam.

6.9.1. **Reexamination Policy.** An aircrew member failing a requisite examination must be afforded an adequate study period prior to reexamination. For other than Boldface/CAPs, the aircrew member will be reevaluated using an alternate exam.

6.9.1. **(USAFE) Reexamination Policy.** An "adequate study period" will be defined in the unit supplement, but may be no less than 12 hours from the conclusion of the fail exam or the beginning of the next duty day, whichever occurs first (T-3).

6.9.1. **(LAKENHEATH)** Aircrew failing a requisite exam will not test any earlier than the next duty day.

6.9.2. **Reexamination Period.** Aircrew members who fail a requisite exam must complete a successful reexam by the end of the third month following the date of the first failure, or the end of their eligibility period, whichever occurs first. Waiver authority to extend the time allowed to successfully complete the reexam is the OG/CC (document IAW paragraph [7.8.3.2.2](#)).

6.9.3. **Boldface/CAPs Reexamination Restriction.** Aircrew members failing a Boldface/CAPs exam will not fly as aircrew members until a successful Boldface/CAPs reexam is accomplished.

6.9.3. **(USAFE) Boldface/CAPs Reexamination Restriction.** Aircrew failing a Boldface/CAPs requisite exam will retest no earlier than the beginning of the next duty day (T-3).

6.9.4. Supervised Status.

6.9.4.1. Place aircrew members who fail a requisite open/closed book or instrument exam in supervised status IAW paragraph [5.7](#) until successful retesting is completed.

6.9.4.2. For aircrew members who maintain multiple qualifications, supervised status resulting from failure of either an open or closed book 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.

6.9.5. **(Added-USAFE)** Include procedures for tracking aircrew members who fail requisite examinations and placed in supervised status in unit supplements.

6.9.5.1. **(Added) (LAKENHEATH)** (N/A GA) Failed examinations will be tracked in PEX. OGV or CCV will immediately notify the examinee's SQ/CC of a failed exam. The examinee will be placed on a supervised status in PEX by the examinee's CCV. The examinee will be removed from a supervised status upon successful completion of the examination.

6.9.5.2. **(Added) (LAKENHEATH)** (GA) Failed exam procedures will be IAW AFI 10-3502 Volume 2.

6.10. Unit Periodic Examinations (Optional). If used, MAJCOMs and/or units will include guidance in their supplements to include procedures for failed exams.

6.10.1. Each group/squadron Stan/Eval function may conduct periodic testing for all aircrew. The intent of this testing is to evaluate additional knowledge beyond the scope of requisite exams, such as a cross-section of general knowledge, tactical/threat knowledge, and/or operational procedures, etc., to determine if knowledge deficiencies exist within the unit.

6.10.2. Administration of the exam is at the discretion of the MAJCOM and/or unit.

6.10.3. Periodic exams will not count as a requisite exam, nor will a requisite exam satisfy the requirement for a periodic exam.

6.10.4. **(Added-USAFE) Periodic Testing.** Units will conduct annual periodic testing for all flight crewmembers. Timing, administering, failed exam and overall program management procedures are at unit's discretion and will be defined in the unit supplement.

6.10.4. **(LAKENHEATH)** (N/A GA) OGV is the OPR for periodic testing. Tests will be administered no earlier than (NET) 1 December in PEX and will become a Go/No-Go item on 10 January. This test will not be a Go/No-Go item for aircrew transferred in by permanent change of station (PCS) after 1 January. At the discretion of the OG/CC, a second periodic examination may be administered halfway through the calendar year. Tests will be administered NET 1 June in PEX and will become a Go/No-Go item on 10 July. This test will not be a Go/No-Go item for aircrew PCS-ing in after 1 July.

6.10.4.1. **(Added-USAFE)** Periodic tests will be a minimum of 25 questions.

6.10.4.2. **(Added-USAFE)** Periodic testing results may be used by HQ USAFE-AFAFICA/IG to satisfy AFI 90-201, Attachment 3, UEI aircrew testing requirements. Units should structure periodic testing to satisfy both AFI 90-201 requirements and paragraph **6.10.4.1 (USAFE)**.

6.10.4.2.1. **(Added-USAFE)** Units will document periodic testing results and report via SEB minutes (See **Attachment 2**).

6.10.4.3. **(Added-USAFE)** Flight surgeons and non-CEA/non-rated aircrew (e.g., CRO/PJ) are exempted from periodic testing, but may test at OG/CC's discretion. This exemption does not apply to AE personnel.

6.10.4.4. **(Added)(LAKENHEATH)** Tests will be closed book.

6.10.4.5. **(Added)(LAKENHEATH)** Squadron Aviation Resource Management (SARM) function will use GS05 as the task identifier (TD).

6.10.4.6. **(Added)(LAKENHEATH)** Tests will come from a question database of twice the number of questions on the test.

6.10.4.7. **(Added)(LAKENHEATH)** Failures will be corrected to 100% and not be grounding.

6.10.5. **(Added-USAFE) Periodic Boldface/CAPs.** As a minimum, all applicable aircrew will successfully complete a Boldface/CAPs exam every month prior to the first flight of each calendar month.

6.10.5.1. **(Added-USAFE)** A Boldface/CAPs exam will be accomplished in each MDS for which the aircrew is qualified.

6.10.5.2. **(Added-USAFE)** Boldface/CAPs exams will be completed from memory. Abbreviations which do not affect the correct meaning of the procedure are acceptable.

6.10.5.3. **(Added-USAFE)** Boldface/CAPs exams may be graded via PEX/GTIMS functionality. Units will specify grading procedures in the unit supplement. Failure of this exam grounds the individual until a successful re-examination is accomplished.

6.10.5.4. **(Added-USAFE)** Outline the administering, failed exam and overall program management procedures in the unit supplement under Go/No-Go Procedures (paragraph **9.3**).

Chapter 7

DOCUMENTATION

7.1. Scope. Administration of the aircrew qualification evaluation program requires accurate documentation. The qualifications for which an aircrew member is to be evaluated are determined from the unit certification document. This chapter provides documentation guidance for members that require an in-flight evaluation to establish qualification. See **Chapter 8** for documentation guidance pertaining to flight surgeons, combat camera, and non-rated aircrew that only require an examination to establish qualification.

7.1. (LAKENHEATH) This chapter is not applicable to GA.

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

7.1.2. In all instances of documentation, use of electronic forms is authorized, to include use of electronic signatures and wholly electronic FEFs IAW MAJCOM supplement guidance. In all instances, computer-generated forms must mirror AF forms as published on the USAF E-Publishing web site.

7.1.2.1. **(Added-USAFE)** Digital/electronic signatures are authorized on all AF Forms 8/8a and FEF documentation generated by USAFE units. A combination of signature formats (including those on the same document) is allowed.

7.1.2.2. **(Added-USAFE)** When electronically signing a document, units will use the methods identified in AFI 33-321, *Authentication of Air Force Records*, and AFMAN 33-152, *User Responsibilities and Guidance for Information Systems*. The date will be included in the appropriate “date” block of the respective form.

7.1.3. **(Added-USAFE)** Other than PEX/GTIMS, USAFE units will not use wholly electronic FEFs unless the desired system is certified and approved by HQ USAFE-AFAFRICA/A3TV. Units desiring certification will allow A3TV to verify that the desired system complies with the intent of this volume. See paragraph **7.8.2** for more information on electronic FEFs.

7.1.4. **(Added-USAFE)** To the max extent possible, AF Forms 8/8a will be routed via PEX/GTIMS functionally. If necessary, routing may be completed via encrypted email to “.mil” NIPR accounts (NOT personnel email addresses) with the appropriate Personally Identifiable Information (PII) email protocols.

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 (e.g. commander certifications, flight lead upgrades, etc.) and may be documented on an AF Form 4348, *USAF Aircrew Certifications* or on a unit certification document signed by an authorized official.

7.2. (USAFE) Qualification versus Certifications. Squadrons will use the Letter of Certifications (see **Attachment 11 (USAFE)**) in lieu of the AF Form 4348 unless the AF Form 4348 is specifically directed by the applicable AFI 11-2MDSV2.

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 and verify the qualification of an aircrew member.

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

7.3.1.2. Use of the AF Form 8a is optional for aircrew maintaining qualification in multiple aircraft and/or multiple series qualification in the same MDS or are Universal Qualified.

7.3.1.3. Completion of an AF Form 8/8a is accomplished by four individuals: the flight examiner, a Reviewing Officer, a Final Approving Officer, and the examinee.

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 will be used (see also paragraph [7.1.2](#)).

7.3.2.2. For date fields use a two-digit day, three-letter month and two-digit year format (e.g. 24 Jun 12).

7.3.2.3. The “Eligibility Period” and “Expiration Date of Qualification” blocks will use a three-letter month and two-digit year format (Jun 12).

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-USAFE)** PEX/GTIMS will be used as the primary system for AF Form 8/8a and AF Form 942 data entry. As needed, once PEX/GTIMS data are input the appropriate Stan/Eval function completing the form may finalize the form outside of PEX/GTIMS.

7.3.2.7. **(Added-USAFE)** Units will provide guidance on PEX/GTIMS usage regarding evaluation data entry (e.g., direct PEX/GTIMS entry by SEFes, worksheet use by SEFes that is then input into PEX/GTIMS by SELOs, etc.) in the unit supplement or via a stand-alone document.

7.3.2.7. **(LAKENHEATH)** 48 OGOI 11-202 documents OGV guidance on evaluation data entry.

7.3.3. **Date Completed.**

7.3.3.1. Use the latest completion date of the evaluation requisites (ground or flight phase) or the additional training if assigned.

7.3.3.2. **(Form 8a)** Use the latest completion date of all MDS listed.

7.3.4. **X Section I - Examinee Identification.**

7.3.4.1. Name, Rank (USAF-Standard Abbreviated or Non-Abbreviated Rank Is Acceptable) and Last Four of Social Security Number (SSAN)

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 will be annotated IAW paragraph 7.3.6.4).

7.3.4.2.2. For FTU courses in which an evaluation is administered, the organization and location will reflect the FTU organization/location.

7.3.4.3. Aircraft/Crew Position.

7.3.4.3.1. Enter the MDS in which the evaluation was given

7.3.4.3.2. **(Form 8a)** Enter the aircraft MDS in which the flight phase evaluation was given. When no flight phase evaluation was accomplished or when aircrew are qualified in two or more aircraft IAW Universal Qualification guidelines, enter the primary aircraft MDS.

7.3.4.3.3. Enter the examinee's highest qualification reflecting the intention of the evaluation in that particular MDS. **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.

7.3.4.4. Eligibility Period.

7.3.4.4.1. Enter the 6-month period preceding the expiration date from the last similar periodic aircrew qualification evaluation (e.g., if the last MSN evaluation expires Sep 12, enter Apr-Sep 12).

7.3.4.4.2. Enter N/A (not applicable) for INIT, SPOT, RQ, and out-of-the-eligibility period evaluations (see paragraph 5.8.3.2).

7.3.4.4.3. For periodic evaluations where the evaluation expiration date of the previous evaluation is extended under the provisions of paragraph 5.8.3.2.3, enter the 6-month period preceding the original expiration date (SQ/CCs extend only the expiration date, not the eligibility period).

7.3.4.4.3.1. **(Added-USAFE)** The guidance in paragraph 7.3.4.4.3 applies to all types of extended evaluations under paragraph 5.8.3.2 (only the expiration date is extended, 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 12 and QUAL evaluation expires Jan 13, enter "INSTM: Jun-Nov 12/QUAL: Aug 12-Jan 13" for an INSTM/QUAL evaluation).

7.3.4.4.5. **(Added-USAFE)** Dual entries are authorized when any flight recheck/requalification or initial instructor evaluation is combined with a periodic evaluation IAW paragraphs 5.2.4.2.4 (USAFE) or 5.6.1.7 (USAFE).

7.3.4.4.5.1. **(Added-USAFE)** Document the recheck/requalification or initial instructor evaluation eligibility period as "N/A".

7.3.4.4.5.2. **(Added-USAFE)** Document the periodic evaluation eligibility period IAW paragraph 7.3.4.4.1.

7.3.5. X **Section II - Qualification.**

7.3.5.1. **Ground Phase .**

7.3.5.1.1. **Examination/Check.**

7.3.5.1.1.1. Make a separate entry for each ground requisite exam/evaluation. Discrepancies will be noted in the examiner's remarks (see paragraph **7.3.7.3.3**).

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

7.3.5.1.1.3. Annotate an EPE as 1, 2, or 3 regardless of whether all or a portion of the EPE was performed inflight.

7.3.5.1.1.3.1. **(Added-USAFE)** Document any N/N EPE (see paragraph **5.2.6.3**) as "N/N EPE".

7.3.5.1.1.3.2. **(Added-USAFE)** Document a SPOT EPE (see paragraph **5.2.5**) as "SPOT EPE" or "N/N SPOT EPE" (as appropriate). If no other evaluation was accomplished, then annotate the EPE grade under both the Ground Phase and Overall Qualification blocks.

7.3.5.1.1.4. Annotate "Instrument" for instrument requisite exam.

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

7.3.5.1.1.6. **(Form 8a)** Make a separate entry for each ground requisite exam/evaluation by MDS IAW published guidance.

7.3.5.1.1.7. **(Form 8a)** For a combined ground requisite that includes 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.).

7.3.5.1.1.8. **(Added) (LAKENHEATH)** (C) (E) Testing accomplished in order to regain combat mission ready (CMR)/basic mission capable (BMC) status IAW AFI 11-2MDSV1 will be documented as a SPOT in the ground phase column of the AF Form 8.

7.3.5.1.2. **Date.** In the date column, enter the date that the requisite is successfully completed. Enter the recheck (EPE)/reexam (test/Boldface/CAPs) date if a recheck/reexam was required.

7.3.5.1.3. **Grade.**

7.3.5.1.3.1. Enter failed exam score with a successfully completed reexam as follows: **84/98**.

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

7.3.5.1.3.3. Separate Boldface/CAPs grades from other requisite examination grades when on the same line by enclosing them in parentheses as follows: **84/98 (U/Q)**.

7.3.5.1.3.4. Enter failed EPE grades with a successful recheck as follows: **3/1**.

7.3.5.2. **Flight Phase.**

7.3.5.2.1. **(Form 8a)** If applicable governing instructions require non-rated aircrew to demonstrate in-flight proficiency in more than one MDS, MAJCOMs may use a separate AF Form 8a for each MDS with flight phase evaluations IAW multiple qualification guidance in paragraph **5.10** and universal qualification guidance in paragraph **5.11**.

7.3.5.2.2. **Mission/Check.**

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

7.3.5.2.2.1.1. **(Added-USAFE)** Evaluations may be listed in any order.

7.3.5.2.2.2. Use the following prefixes, when applicable, to describe the type of 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**.

7.3.5.2.2.2.1. The only annotations of INSTR used are INIT INSTR and RQ INSTR as described in paragraph **5.2.4**.

7.3.5.2.2.2.2. 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)

7.3.5.2.2.2.3. When requalification deals with regaining a complete loss of instructor qualification, document it as RQ INSTR (not RQ SPOT).

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

7.3.5.2.2.4. 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.

7.3.5.2.2.4.1. **(Added-USAFE)** When executing IAW paragraph **5.5.2.4 (USAFE)** a second sortie entry is required. The second sortie entry will be entered with a "SIM" prefix. See paragraph **7.3.7.3.5.5** for "Additional Comments" requirements.

7.3.5.2.2.5. 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.

7.3.5.2.2.6. **(Added-USAFE)** Units may use multiple single line entries for multiple flight evaluations accomplished in the same calendar month.

7.3.5.2.2.6.1. **(Added-USAFE)** Use a separate AF Form 8/8a for flight evaluations accomplished in different months.

7.3.5.2.3. **Date.**

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

7.3.5.2.3.2. For evaluations where a single mission consists of multiple flights over one or more days (see paragraph [7.3.5.2.2.5](#)), enter the inclusive dates of the flight(s). Document the details IAW paragraph [7.3.7.3.2](#).

7.3.5.2.3.2.1. **(Added-USAFE)** When unable to input the “inclusive dates” due to PEX/GTIMS software limitations, units may enter the final date the evaluation was completed. Place a statement in the mission description or additional comments section of the AF Form 8/8a addressing the multiple flights and inclusive dates of the evaluation.

7.3.5.2.3.3. For 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 [7.3.7.3.2](#).

7.3.5.3. **Qualification Level.**

7.3.5.3.1. Annotate the examinee’s overall qualification level IAW the definitions of paragraph [5.3.3](#) by placing a “1” (for Q1) or “2” (for Q2) in the qualified block or a “3” (for Q3) in the unqualified block.

7.3.5.3.2. Combined evaluations (e.g., INSTM/QUAL, INSTM/QUAL/MSN, etc.) require only one grade if all evaluations were awarded the same overall level.

7.3.5.3.2.1. If the overall level varies for each type of 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).

7.3.5.3.2.2. **(Added-USAFE)** Reference paragraph [7.3.9](#) for flight and ground recheck documentation.

7.3.5.3.3. **(Form 8a)** Place a 1, 2, or 3 in the Qual Level block next to the applicable flight phase.

7.3.5.3.4. **(Form 8a)** This section does not apply to Universal Qualified aircrew members or to crewmembers that do not require a flight phase evaluation (see [Chapter 8](#)).

7.3.5.4. **Expiration Date of Qualification.**

7.3.5.4.1. 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 flight phase of the evaluation was successfully completed.

7.3.5.4.2. For evaluations that do not establish a new eligibility period, enter “N/A.”

7.3.5.4.3. Combined evaluations require only one date if all parts of the evaluation were successfully completed and/or “N/A” if all parts were assigned an unqualified grade.

7.3.5.4.3.1. For combined evaluations where one component is successfully completed and/or one component is assigned an unqualified grade, indicate by assigning a new expiration date for those portions completed successfully, and “N/A” for those portions awarded an unqualified grade (e.g., QUAL 1 and INSTM 3, then enter “QUAL-Jul 12” under Qualified and “INSTM-N/A” under Unqualified).

7.3.5.4.4. **(Form 8a)** For evaluations **without** a flight phase requirement that establish a new eligibility period enter the month and year that is 17 months after the month in which the latest ground requisite was successfully completed.

7.3.5.4.5. **(Form 8a)** For evaluations **with** a flight phase that establish a new eligibility period, enter the month and year that is 17 months after the month in which the flight phase evaluation was successfully completed.

7.3.5.5. **(Form 8a) Universal Qualification.** Annotate each MDS separately in Section II, Universal Aircraft Qualification blocks, where qualification is being attained/maintained. The first block will contain the MDS listed under ACFT/CREW POSITION, and will be annotated on the AF Form 942 IAW paragraph [7.7.2](#).

7.3.5.6. **Additional Training.** If additional training not required, annotate each of the blocks described below with “N/A.”

7.3.5.6.1. **Due Date(s)** .

7.3.5.6.1.1. Enter a date not to exceed the last day of the third month following the event requiring additional training (e.g. 26 Jan 12 Flight Eval, 30 Apr 12 due date).

7.3.5.6.1.2. If more than one date is required, preface the due dates with EPE or FLT as appropriate.

7.3.5.6.2. **Date Additional Training Completed.**

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

7.3.5.6.2.2. If more than one date is required, preface the date completed with EPE or FLT, as appropriate.

7.3.5.6.3. **Certifying Official.** The instructor who completed the additional training (or final event if more than one instructor is used) will sign as the Certifying Official.

7.3.5.6.3.1. **(Added-USAFE)** Contract instructors who are certified by the USAF to conduct aircrew training (e.g., simulator instructors) may complete prescribed additional training. If a contract instructor is used, a qualified USAF instructor from the same MDS who can certify and validate the additional training will sign the AF Form 8/8a under “Certifying Official”.

7.3.5.7. Restrictions/Exceptionally Qualified /Commander-Directed Downgrade. Place an “X” in the appropriate block when comments are annotated in Section IV. Do not annotate for restrictions resulting from failed requisite exams.

7.3.6. X Section III – Certification Signatures.

7.3.6.1. Flight Examiner.

7.3.6.1.1. **(Form 8a)** With only ground phase requisites required, any unit designated flight examiner can sign the AF Form 8a.

7.3.6.1.2. The flight examiner signing Section III of the AF Form 8:

7.3.6.1.2.1. Is responsible for the content of the AF Form 8/8a, and will not sign Section III until verifying all required items (IAW this AFI and AFI 11-2MDS Vol 2) are documented.

7.3.6.1.2.2. Will always place an “X” in the remarks block and make comments in the comments block

7.3.6.1.2.2.1. **(Form 8a)** This applies only when a flight phase is required; if only a ground phase is required, do not place an "X" in the remarks block and no Examiner Remarks are required in the Comments block in Section IV.

7.3.6.1.3. If two or more flights are required to complete an evaluation, only the flight examiner completing the evaluation will sign Section III, any other evaluator(s) will enter remarks in the Mission Description block describing those parts of the flight evaluation they evaluated and sign a signature block immediately adjacent to their remarks (see examples in [Attachment 3](#)).

7.3.6.1.3.1. **(Added-USAFE)** If electronically signed, signature formatting will be IAW PEX/GTIMS formatting, AFI 33-321 and/or AFMAN 33-152.

7.3.6.2. Reviewing and Final Approving Officers.

7.3.6.2.1. **(Form 8a)** A Reviewing Officer is not required for non-rated aircrew with only ground phase examination requisites for qualification.

7.3.6.2.2. 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 flight examiner’s overall assessment, ensure all required additional training is adequate to correct the noted deficiencies and is complete, and will place an “X” in the “Concur” block.

7.3.6.2.2.1. If either or both officers do not agree with any portion of the Form 8/8a, the overall grade will not be changed, but the dissenting officer will place an “X” in the “Do Not Concur” block on his/her line of the AF Form 8/8a. Remarks will not be modified without the concurrence of the individual who entered the original comments.

7.3.6.2.2.2. If “Do Not Concur” is marked, the non-concurring officer(s) will provide justification (e.g. reason for non-concurrence, suggested modifications to additional training as recommended by the flight examiner, etc.) IAW paragraph

7.3.7.4 and/or paragraph **7.3.7.5**.

7.3.6.2.3. The Reviewing Officer will sign and date the AF Form 8/8a after the flight examiner, but prior to the Final Approval Officer.

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

7.3.6.2.5. MAJCOMs will specify in the MAJCOM supplement who the reviewing and final approving officers will be for evaluations other than formal course evaluations accomplished at an FTU. The same individual will not sign as both the Reviewing and Final Approving Officer.

7.3.6.2.5.1. **(Added-USAFE) Table 7.1 (USAFE)** lists reviewing and final approval authorities for AF Forms 8/8a. In the organization block, list both the organization and the office symbol.

7.3.6.2.5.2. **(Added-USAFE)** In no case will the SEFE also sign as the reviewing/approving officer for an evaluation he/she administered. If the SEFE would normally be the reviewing or approving officer and an exception is not noted in **Table 7.1 (USAFE)**, the SEFE's deputy/vice may be used. If there is no deputy/vice available, use the next reviewing/approving officer in the examinee's chain of command.

Table 7.1. (Added-USAFE) AF Forms 8/8a Reviewing and Final Approval Authorities.

Examinees:	Reviewing Officers	Approving Officers
API-1/2/A and API-0/Z equivalent Flyers Exception: Flying SQ/DO & SQ/CC	Flying SQ/DO or ADO (Notes 1 & 6)	SQ/CC (Note 1)
API-6/B and API-0/Z equivalent Flyers Exception: OG/CD, OG/CC, WG/CV, & WG/CC	Attached SQ/CC (Notes 2 & 6)	Assigned Rated Supervisor (Note 3)
API-8/D and API-0/Z equivalent Flyers Exception: USAFE-AFAFRICA/A3/IG, NAF/CC, & USAFE-AFAFRICA/CC)	Attached SQ/CC (Note 2)	Assigned Rated Supervisor or Division Chief (Notes 3, 5 & 7)
Flying SQ/DO	SQ/CC (OG/CD if the SQ/CC is the SEFE)	OG/CC (Note 4)
Flying SQ/CC	OG/CD	OG/CC (Note 4)
OG/CD	Attached SQ/CC (Note 2)	OG/CC (Note 4)
OG/CC	Attached SQ/CC (Note 2)	WG/CC
WG/CV	Attached SQ/CC (Note 2)	WG/CC
WG/CC	Attached SQ/CC (Note 2)	NAF/CC or CV (if CC not available)
USAFE-AFAFRICA/A3/IG	Attached SQ/CC (Note 2)	USAFE-AFAFRICA/CV (Note 7)
NAF/CC	Attached SQ/CC (Note 2)	USAFE-AFAFRICA/CC (Note 7)
USAFE-AFAFRICA/CC	Attached SQ/CC (Note 2)	USAFE-AFAFRICA/A3 (Note 7)

NOTES:

1. If the SQ/CC or DO is the SEFE, at SQ/CC discretion the examinee's Flt/CC or a SQ/ADO may be the reviewing officer and the SQ/DO/CC (whomever was not the SEFE) the approving officer.
2. If the SQ/CC is the SEFE, the DO will be the reviewing officer.
3. If the immediate supervisor is not rated, then use the next rated supervisor in the examinee's chain of command.
4. If the OG/CC is the SEFE, the WG/CC will be the approving officer
5. For HQ USAFE-AFAFRICA and HQ NAF personnel below the division chief level, the applicable division chief is the approving officer (e.g., for A3TV SEFEs, A3T is the approving officer).
6. **MAF Only:** At unit discretion (as described in the unit supplement), the Chief of CCV may sign as Reviewing Officer in instances where the DO would sign.
7. After attached SQ/CC review, route AF Form 8 to HQ USAFE-AFAFRICA/A3TV (Workflow) organizational email account (usafea3tv.a3tv@us.af.mil) for further staffing.

7.3.6.2.6. For evaluations completed at formal course FTU locations, the reviewing and final approving officers will be assigned to the FTU.

7.3.6.3. **Organization Block Format.** The format and content of data for the Organization block for the flight examiner and reviewing and final approving officers will be as follows:

7.3.6.3.1. **Flight examiner** . Annotate unit/organization and office symbol of the flight examiner that completed the evaluation (e.g., 526 ARS/DOT, 12AF/OV, USAFE/A3TV).

7.3.6.3.2. **Reviewing and Final Approving Officers** . Annotate unit/organization and office symbol as directed by MAJCOM supplement (e.g., 93 BS/DO, 388 OG/CC, 4 FW/CC).

7.3.6.3.2. **(USAFE)** Annotate unit/organization office symbol IAW examples in paragraph **7.3.6.3.2.**

7.3.6.4. **Examinee.** The examinee will sign and date after the Final Approving Officer certifying that they have been debriefed and understand the action(s) being taken. Annotate unit/organization and office symbol in the Typed Name and Grade block (e.g. HQ ACC/A3TV, 48 OG/OGV, etc.).

7.3.7. **X Section IV – Comments.**

7.3.7.1. **Restrictions (if required).**

7.3.7.1.1. Specific restrictions and the criteria for the removal of the restrictions will be documented as the first item of Section IV.

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

7.3.7.1.3. Restrictions associated with failed requisite examinations will not be documented on the AF Form 8/8a.

7.3.7.2. **EQ 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](#).

7.3.7.3. **Examiner Remarks.**

7.3.7.3.1. **General.** For evaluations requiring two or more flights, the mission description will be annotated with First Sortie, Second Sortie, etc., as applicable.

7.3.7.3.1.1. First Sortie, Second Sortie, etc. entries on subsequent paragraphs/subparagraphs will be annotated only if there are discrepancies or recommended additional training.

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

7.3.7.3.2. **Mission Description.** The verbiage of the Mission Description will be IAW AFI 11-2MDS Vol 2 and will verify that the required areas for the evaluation were accomplished. Comments addressing specific areas in which instructional ability was demonstrated are mandatory for all evaluations of instructors (if the instructor taught throughout the entire mission and there were numerous areas in which instructional ability was demonstrated, one general comment will suffice).

7.3.7.3.2. **(USAFE) Mission Description.** In absence of AFI 11-2MDSV2 guidance, the unit supplement will provide guidance for mission descriptions.

7.3.7.3.2. **(LAKENHEATH) (C) (E)** Document missions descriptions with the following information.

7.3.7.3.2.1. **(Added-USAFE) HQ USAFE-AFAFRICA SEFEs** may credit evaluations to satisfy Standardization/Evaluation Qualification Program checkrides IAW AFI 90-201, Attachment 2. When using this option, the mission description will be preceded by the following statement: "This evaluation was conducted as part of a HQ USAFE-AFAFRICA Standardization/Evaluation Qualification Program Inspection."

7.3.7.3.2.1. **(LAKENHEATH) (C) (E) INSTM/QUAL** – This evaluation was accomplished IAW AFI 11-2MDSV2.

7.3.7.3.2.2. **(Added) (LAKENHEATH) (C) (E) MSN(QUAL)** – Include the same verbiage as the INSTM/QUAL. Also include if the evaluation was accomplished during the day or night, the mission type (RTM mission type), and if the evaluation was accomplished in support of a named operation or exercise.

7.3.7.3.2.3. **(Added) (LAKENHEATH) (C) (E)** Include a list of unaccomplished items.

7.3.7.3.2.4. **(Added) (LAKENHEATH) (C) (E)** Include an instructional topic on all examinations of qualified instructors.

7.3.7.3.3. **Discrepancies.** Document discrepancies by annotating the grading area number, grading area title (followed by any subarea title in parenthesis), grade (Q-/U), annotation if discrepancy was debriefed and synopsis of discrepancy. Associate all ground phase discrepancies under paragraph B. Discrepancies, 1. Ground, and all flight phase discrepancies under B. Discrepancies, 2. Flight.

7.3.7.3.3.1. **(Added-USAFE)** When discrepancies are being documented, include both “1. Ground.” and “2. Flight.” In cases where discrepancies are only in one phase, annotate “None.” as applicable in the other area (see [Attachment 3](#)).

7.3.7.3.3.2. **(Added)(LAKENHEATH)** Begin documenting a discrepancy by quoting the applicable Q- or U criteria from the MDSV2. Follow this with a brief description of how the examinee failed to meet the applicable criteria.

7.3.7.3.4. **Recommended Additional Training.**

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

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

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

7.3.7.3.4.4. Flight and ground discrepancies will be listed separately. If there is no additional training, annotate paragraph C as, “Recommended Additional Training. None.”

7.3.7.3.4.4.1. **(Added-USAFE)** When additional training is recommended, include both “1. Ground.” and “2. Flight.” In cases where additional training is recommend in only one phase, annotate “None.” as applicable in the other area (see [Attachment 3](#)).

7.3.7.3.4.5. **(Added-USAFE)** In the event of a failed evaluation, the “Recommend Additional Training” comments are only to annotate what the examinee must do PRIOR to any requalification actions. Requalification requirements and criteria will be annotated under “Restrictions” (see paragraph [7.3.7.1](#)).

7.3.7.3.5. **Additional Comments.**

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

7.3.7.3.5.1.1. **(Added-USAFE)** If not documented in the mission description, units will provide a statement explaining why the evaluation occurred (e.g., RQ evaluation due to long term DNIF, landing/sortie currency exceeding AFI 11-2MDSV1 requirements, etc.).

7.3.7.3.5.1.2. **(Added)(LAKENHEATH)** Do not include private information about the duty not involving flying (DNIF) or any other information that might appear to be unfavorable (i.e. Uniform Code of Military Justice (UCMJ) or non-judicial punishment action) that resulted in the need for a requal. Flight Evaluation Boards (FEB) are not considered unfavorable information for the purposes of this paragraph.

7.3.7.3.5.1.3. **(Added) (LAKENHEATH)** (C) (E) Include the open and closed book score in the additional comments for SPOT evaluations used to regain CMR/BMC status IAW AFI 11-2MDSV1.

7.3.7.3.5.2. Document any commendable items (see paragraph [5.3.2.7](#)) 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](#)).

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

7.3.7.3.5.4. If the flight phase grade differs from the overall qualification level, the flight phase grade will be entered in this paragraph.

7.3.7.3.5.4.1. **(Added-USAFAE)** If a ground requisite grade differs from the overall qualification level, include a brief explanation of the difference in grades.

7.3.7.3.5.5. If an alternate evaluation method is used to satisfy a part of the ground or flight phase requirements (unless always accomplished verbally, on the ground, or in the simulator/ATD according to the AFI 11-2MDS Vol 2 grading criteria), enter area number, area title, reason not accomplished in the normal method, alternate evaluation method used and date.

7.3.7.3.5.6. If an individual received an overall Q3, indicate whether the entire evaluation must be reaccomplished, or just specific areas/subareas.

7.3.7.3.5.7. If the recheck examiner of a ground recheck is different from the initial flight examiner, the recheck examiner will sign and date a statement under this paragraph.

7.3.7.3.5.8. IAW paragraph [5.2.5.2.1](#), 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.

7.3.7.3.5.9. Incorporate the information contained in any applicable MFRs (e.g. extension, waivers, etc.) in this paragraph (see paragraph [7.8.3.2.2](#)).

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

7.3.7.3.5.11. **(Added-USAFAE)** Document cross-command evaluations approvals (see paragraph [4.3.4](#)).

7.3.7.4. **Reviewing Officer's Remarks.** Reviewing Officers will annotate their remarks following the Examiner's Remarks in the space provided. If no remarks, annotate with "None."

7.3.7.5. **Approving Officer's Remarks.** Approving Officers will annotate their remarks following the Reviewing Officer Remarks in the space provided. If no remarks, annotate with "None."

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

7.3.7.6. **(USAFE) Additional Reviews (Optional).** Additional reviews are at the unit discretion. When utilized, units will define procedures in vial the local supplement or stand-alone guidance.

7.3.7.6. **(LAKENHEATH)** OGV will review all AF Form 8s IAW Program Guide C3 on OGV's SharePoint site.

7.3.8. **Temporary Evaluation Documentation.**

7.3.8.1. File temporary evaluation documentation in the aircrew member's FEF after all evaluation requirements are complete (i.e., all ground and flight requisites) as a temporary record of the flight evaluation results.

7.3.8.2. The temporary evaluation documentation will 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.

7.3.8.3. The examiner completing the evaluation will sign and date the temporary evaluation documentation.

7.3.8.4. Remove temporary evaluation documentation when the permanent AF Form 8/8a is filed in the FEF.

7.3.8.5. 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.

7.3.8.6. Further guidance concerning temporary evaluation documentation will be outlined in MAJCOM and unit supplement.

7.3.8.6.1. **(Added-USAFE)** Any signed documentation that meets the requirements of paragraph **7.3.8.2.** may be used as temporary evaluation documentation. This includes completed electronic PEX/GTIMS generated documentation/worksheets.

7.3.8.6.2. **(Added-USAFE)** Reference **paragraph 7.7 (USAFE)** for updating the AF Form 942 when filing temporary eval documentation in the FEF.

7.3.8.6.3. **(Added-USAFE)** Once units have compiled all AF Form 8/8a documentation requirements and are simply waiting on signatures to complete the AF Form 8/8a:

7.3.8.6.3.1. **(Added-USAFE) Physical FEFs** : All previous temporary documentation will be removed from the FEF and a draft copy of the AF Form 8/8a with the evaluator's signature will be filed as the new temporary evaluation documentation in the FEF.

7.3.8.6.3.2. **(Added-USAFE) Electronic FEFs**: Units will define procedures via local supplement or stand-alone guidance on filing temporary evaluation documentation.

7.3.8.6.3.2. **(LAKENHEATH) 48 OGOI 11-202** provides guidance on temporary evaluation documentation.

7.3.9. Rechecks

7.3.9.1. Flight Rechecks

7.3.9.1.1. Use a separate AF Form 8/8a from the Q3 AF Form 8/8a for flight phase rechecks.

7.3.9.1.2. The recheck AF Form 8/8a will only include documentation of the flight phase evaluation, Requisite completion dates from the Q3 AF Form 8/8a will not be annotated on the recheck form unless requisites were not completed or are required to complete the recheck.

7.3.9.1.3. If the flight recheck 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 recheck AF Form 8/8a.

7.3.9.1.4. **(Added-USAFE) EXAMPLE** : An examinee takes and fails an INSTM flight evaluation in the third month of eligibility, but successfully completes a flight recheck in the fourth month; however, ground requisites are not completed until the fifth month. In this case, the Q3 AF Form 8 will not have the ground requisites annotated and may be completed and signed with just the flight phase documented (with associated verbiage in Sections II and IV). The flight recheck AF Form 8 will then annotate the results of both ground requisites and the flight phase recheck (with associated verbiage in Sections II and IV).

7.3.9.2. Ground Rechecks.

7.3.9.2.1. A ground recheck will be documented on the Q3 AF Form 8/8a that generated it.

7.3.9.2.2. Except as described below, the AF Form 8/8a will be documented as described in paragraphs [7.3.4](#) through [7.3.7](#).

7.3.9.2.2.1. **Date Completed** . Use the latest completion date (ground requisite or successful ground recheck) of the evaluation.

7.3.9.2.2.2. **Flight Phase** . Document the date of the ground recheck on a separate line as "GROUND RECHECK" below the flight evaluation entry under Flight Phase.

7.3.9.2.2.3. **Qualification Level** . Annotate the overall qualification level as "3/1" in the qualified block.

7.3.9.2.2.4. The flight examiner that completed the flight evaluation (i.e. the one that gave the overall Q3) will sign the front of the AF Form 8/8a. If the recheck examiner is different than the flight examiner that gave the Q3, the recheck examiner will sign and date an appropriate statement in Section IV - Comments, Examiner's Remarks (see paragraph [7.3.7.3](#)).

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. **X Section I - Examinee Identification.**

7.4.2.1. **Aircraft/Crew Position.** In addition to the aircrew member's MDS, if the downgrade includes a loss of a qualification (i.e. instructor) enter the downgraded crew position. 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 re-qualified upon successful completion of either an RQ evaluation or ground recheck.

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

7.4.3. **X Section II - Qualification.**

7.4.3.1. **Flight Phase.** In the Mission/Check block enter the type evaluation commensurate with the downgrade being given (e.g. if the commander is downgrading an area/subarea related to the tactical mission of the weapon system, then enter MSN) with the date of the situation that caused the downgrade.

7.4.3.2. **Qualification Level.**

7.4.3.2.1. If the commander does not intend to reduce the qualification(s) of the individual 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".

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

7.4.3.2.2.1. Normally, requalification evaluations following a commander directed downgrade are documented on a separate AF Form 8/8a IAW paragraph [7.3.9.1](#).

7.4.3.2.2.2. If the commander intends for the individual to regain their qualification through a ground recheck, enter "3/1" (see paragraph [7.3.9.2](#)).

7.4.3.3. **Expiration Date of Qualification.** Enter "N/A".

7.4.3.4. **Restriction(s) and Additional Training Due Date.**

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

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

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

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

7.4.3.4.2.1. Place an “X” 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.

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

7.4.3.4.2.3. The Instructor completing the additional training (or last training event if more than one) will sign and date the Certifying Official block.

7.4.3.5. **Commander-Directed Downgrade Block.** Place an “X”.

7.4.4. **X Section III – Certification Signatures.**

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

7.4.4.2. **Final Approving Officer.** The commander directing the downgrade will sign and place an “X” in the remarks block.

7.4.4.3. **Examinee.** The crewmember will sign acknowledging the action being taken by the commander.

7.4.5. **X Section IV – Comments.**

7.4.5.1. At the top of the page enter, “RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE.”

7.4.5.2. Paragraph A, Narrative: describe the reason for the commander directed downgrade. Include “for cause” in the reasoning statement for all flying-related cases, but for non-flying cases enter only if due to disciplinary/adverse administrative action (e.g. Article 15).

7.4.5.3. Paragraph B, Discrepancies.

7.4.5.3.1. Non-flying cases: “None”.

7.4.5.3.2. Flying-related cases: IAW paragraph [7.3.7.3.3](#).

7.4.5.4. Paragraph C, Recommended Additional Training.

7.4.5.4.1. Non-flying cases (not required): As desired or “None”.

7.4.5.4.2. Flying-related cases IAW paragraph [7.4.3.2.1](#) (not required): As desired or “None”

7.4.5.4.3. Flying-related cases IAW paragraph [7.4.3.2.2](#) (required): Enter corrective action or training required prior to requalification.

7.4.5.5. Paragraph D, Additional Comments: As desired or “None”

7.4.5.6. Additional Reviews: As directed by MAJCOM and/or unit supplement or “None”

7.4.6. **(Added-USAFE) Commander-Directed Decertification.** Reference [Attachment 11 \(USAFE\)](#) and paragraph [7.6.4](#) for documenting Commander-Directed Decertifications (i.e., downgrade/decertifications on non-AF Form 8/8a events).

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. **X Section I - Examinee Identification.**

7.5.2.1. **Aircraft /Crew Position.** Enter the aircrew member’s new MDS and crew position.

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

7.5.3. **X Section II – Qualification.**

7.5.3.1. **Flight Phase.** In the Mission/Check block enter “INIT CADRE QUAL” with the same date as noted in paragraph [7.5.1](#).

7.5.3.2. **Qualification Level.** Enter a “1” in the qualified block.

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

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

7.5.4. **X Section III – Certification Signatures.**

7.5.4.1. **Flight Examiner.** Leave blank.

7.5.4.2. **Reviewing Officer.** The SQ/CC (or equivalent) will sign and place an “X” in the remarks block. If the SQ/CC is being upgraded then leave blank.

7.5.4.3. **Final Approving Officer.** The OG/CC (or equivalent) will sign and place an “X” in the remarks block.

7.5.4.4. **Examinee.** The crewmember will sign.

7.5.5. **X Section IV – Comments.**

7.5.5.1. 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 4348, USAF Aircrew Certifications (Optional). See [Attachment 7](#) for sample AF Forms 4348.

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

7.6.1.1. 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.

7.6.1.2. 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.

7.6.1.3. 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.

7.6.1.4. 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.

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

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

7.6.2. General Data Entry.

7.6.2.1. 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.

7.6.2.2. Use one line for each certification.

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

7.6.2.4. 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.

7.6.3. Certification.

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

7.6.3.2. 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.

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

7.6.3.4. 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.

7.6.3.5. 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.

7.6.3.5.1. (**Added-USAFE**) The flying SQ/CC (or equivalent) or designated representative will be the certifying official.

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

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

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

7.6.4.1. **Decertification for Cause.** Used for observed substandard performance.

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

7.6.4.1.2. 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 7 for example.

7.6.4.2. **Discretionary Decertification.** An administrative action not based on performance.

7.6.4.2.1. Such decertification is warranted when loss of currency or certification occurs that will not be regained IAW 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.

7.6.4.2.2. 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 7. **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.

7.6.4.2.3. 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.

7.6.4.2.4. 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 [7.6.1.3](#).

7.6.5. **Unusual Circumstances.** When unusual circumstances require additional information for an AF Form 4348 entry, use additional lines as necessary or reaccomplish the AF Form 4348.

7.6.6. **Computer Generated AF Forms 4348.** Units may use a computer-generated AF Form 4348 to make new entries or corrections as long as cumulative hard copy entries are maintained. Computer-generated AF forms must mirror AF forms published on the Air Force e-Publishing web site.

7.6.6.1. A computer-generated AF Form 4348 must be signed IAW guidance in this section. The signature on a computer-generated AF Form 4348 certifies:

7.6.6.1.1. New or rescinded certification attained while assigned/attached to unit of certifying official.

7.6.6.1.2. All cumulative entries were maintained; that they were signed or had proper documentation; or were carried forward from a previously signed computer-generated AF Form 4348.

7.6.7. **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.

7.7. 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 aircrew member. See example at [Attachment 5](#).

7.7. (USAFE) AF Form 942, *Record of Evaluation.* Update the AF Form 942 in the FEF as soon as temporary eval documentation is filed in the FEF IAW paragraph [7.3.8](#). Physical FEF updates may be pen & ink changes until the AF Form 8/8a is finalized and a new AF Form 942 is printed (see paragraph [7.8.6.3.2](#)). Electronic FEF update procedures will be defined via local supplement or stand-alone guidance.

7.7. (LAKENHEATH) See 48 OGOI 11-202 guidance for AF Form 942, *Record of Evaluation*, prescribed by AFI 11-202 Volume 2.

7.7.1. Data Entry.

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

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

7.7.1.3. A one-line entry is used for all evaluations with the exception of those in which the qualification levels awarded on portions of a combined evaluation are not all the same.

7.7.1.4. For combined evaluations in which different qualification levels are awarded for any of the portions, a single line entry will be made for each different qualification level awarded indicating which portions of the combined evaluation received that qualification level.

7.7.1.5. Use each AF Form 942 until it is completely filled. If additional blocks not needed, “Z” out any unused blocks.

7.7.2. **Type Aircraft/Crew Position.** Enter MDS used and crew position flown during the evaluation as it appears in the Aircraft/Crew Position area under Examinee Identification of the subject AF Form 8/8a. For AF Form 8a, enter first aircraft.

7.7.3. **Type of Evaluation.** Enter type of evaluation (or applicable portions of a combined evaluation in which different qualification levels were awarded to different portions - see paragraph **7.3.5.3.2.1**) as it appears in the Mission/Check area under Flight Phase of the subject AF Form 8/8a. If the evaluation did not include a flight phase, enter type of evaluation as it appears in the Examination/Check area under Ground Phase of the subject AF Form 8/8a.

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

7.7.5. **Qualification Level.** Enter the appropriate qualification level as it appears on the subject AF Form 8/8a.

7.7.6. **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 evaluation from an evaluator in a different MAJCOM unless the individual is enrolled in a formal training program.

7.7.6.1. **(Added-USAFE)** A “USAFE” entry is not required until the individual completes their first checkride after being assigned to USAFE-AFAFRICA.

7.7.7. **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.

7.8. Flight Evaluation Folders (FEF). The FEF contains the source documents that constitute the history of flying qualifications for each aircrew member.

7.8.1. Maintenance.

7.8.1.1. Each aircrew member who is on flying status must have a FEF that includes all AF Forms 8/8a, AF Forms 942, AF Forms 4348 (if used), and any additional MAJCOM and/or unit specified items. **EXCEPTION:** for flight surgeons, combat camera, and non-rated aircrew that only require an examination to establish qualification do not require an FEF, documentation will be IAW paragraph **8.1**.

7.8.1.1.1. **(Added-USAFE)** Unless specifically authorized by AFI 11-2MDSV2 or unit supplement, other documents will not be kept in the FEF.

7.8.1.1.2. **(Added-USAFE) Physical FEFs only:** The USAFE Form 136 will be kept in the FEF.

7.8.1.2. 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.

7.8.1.3. HHQ personnel on active flying status may have their FEFs maintained by the Stan/Eval function of the unit to which they are attached for flying.

7.8.1.4. For personnel on inactive flying status, the FEF will be maintained with their Flight Records Folder (FRF).

7.8.1.5. 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.

7.8.2. **Electronic FEFs.**

7.8.2.1. For electronic FEFs, any hard copy historical information (once incorporated into the electronic FEF system) will be archived with the Stan/Eval function that maintains the FEFs. Archive method will be at unit discretion.

7.8.2.2. Scanned versions of historical documents will be saved IAW AFI 33-364, *Records Disposition—Procedures and Responsibilities*.

7.8.2.3. Electronic FEF systems must be able to produce hard copies of FEF products, when needed, consistent with the guidance in this AFI. Additionally, the electronic FEF must be transportable.

7.8.2.4. **(Added-USAFE)** Upon conversion to an electronic FEF, units will mark the hardcopy FEF on the outside with conversion date and “For Reference Use Only”. A cover sheet will then be inserted on top of Section II stating that all subsequent AF Form 8/8a documentation is kept in PEX/GTIMS (or other certified system IAW paragraph **7.1.3 (USAFE)**).

7.8.2.4. **(LAKENHEATH)** See 48 OGOI 11-202 for further guidance on eFEF conversion.

7.8.2.5. **(Added-USAFE)** The unit supplement or stand-alone documents will provide guidance on electronic FEF standards, expectations, management and the unit process for validating squadron compliance.

7.8.2.5. **(LAKENHEATH)** 48 OGOI 11-202 provides guidance on eFEF standards, expectations, and management.

7.8.2.6. **(Added)(LAKENHEATH)** At a minimum, 48 OG/OGV will validate squadron compliance during annual Supplemental Evaluations.

7.8.3. **Contents.** Divide the FEF into two sections:

7.8.3.1. **X Section I (left side).** This Section contains AF Forms 942, AF Forms 4348 (if used), and any items authorized by the MAJCOM and/or unit supplement. Section I may contain two sub-sections.

7.8.3.1.1. AF Forms 942 will be placed on top in chronological order with the most recent on top, followed by the AF Form 4348 (if used).

7.8.3.1.2. Any additional information as directed by MAJCOM and/or unit supplement will be placed under the AF Form 942 and 4348 (if used).

7.8.3.1.2.1. **(Added-USAFE) Physical FEFs Only:** The USAFE Form 136, will be placed under the last AF Form 942 and AF Form 4348 (if used).

7.8.3.1.3. If the FEF is not maintained at the same base with the individual's FRF, a copy of the most recent AF Form 1042, *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.

7.8.3.2. **X Section II (right side).** This Section contains AF Forms 8/8a and any related MFRs for all evaluations listed on the AF Form 942.

7.8.3.2.1. **AF Forms 8/8a.** File AF Forms 8/8a in chronological order with the most recent on top. Individuals who maintain 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.

7.8.3.2.2. **MFRs .**

7.8.3.2.2.1. MFRs documenting waivers, extensions, and/or unusual circumstances to potentially be included in an AF Form 8/8a are filed on top of the affected AF Form 8/8a.

7.8.3.2.2.1.1. Incorporate the information contained in the MFR onto the applicable AF Form 8/8a under Examiner Remarks paragraph D, Additional Comments, when action is complete.

7.8.3.2.2.1.2. Once MFR information is incorporated onto the AF Form 8/8a, remove the MFR from the FEF.

7.8.3.2.2.2. **Expiration Date Extensions** (see also paragraph [5.8.3.2](#)).

7.8.3.2.2.2.1. On the expiration date extension MFR specify extension authority, the new expiration date, and a brief description of the extension.

7.8.3.2.2.2.2. MFRs will be dated prior to the expiration date of any affected periodic evaluation.

7.8.3.2.2.3. **Permanent MFRs .** MFRs become a permanent part of the FEF only when a Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8 (see paragraph [7.8.6.1](#)) or an unusual circumstance cannot be documented any other way.

7.8.4. **Hard-Copy Folders.**

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

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

7.8.4.3. Affix a label bearing the individual's name and last four of SSN 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.

7.8.4.4. Folders must bear the "For Official Use Only" label/stamp on both sides of the FEF.

7.8.5. **Review of FEF.** Document the procedures on how to accomplish an initial review and how to implement the periodic review of FEFs.

7.8.5.1. **Initial Review.** The flying unit will review the FEF for all newly assigned aircrew members to verify their qualification(s) (and certifications on AF Form 4348 if used) prior to their first flight.

7.8.5.1.1. The reviewing organization is responsible for establishing the qualification of the aircrew member as determined from the latest applicable documentation in Sections I and II of the FEF.

7.8.5.1.2. Following the initial review, the unit maintaining the FEF is responsible only for documentation subsequently placed in the FEF.

7.8.5.1.3. 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.

7.8.5.1.4. **(Added-USAFE)** Units will document Initial Reviews by:

7.8.5.1.4.1. **(Added-USAFE) Physical FEFs:** Annotate on the USAFE Form 136.

7.8.5.1.4.2. **(Added-USAFE) Electronic FEFs:** Annotate via PEX/GTIMS software functionality. Units will define procedures via local supplement or stand-alone guidance.

7.8.5.1.4.2. **(LAKENHEATH)** See 48 OGOI 11-202 for guidance on eFEF reviews.

7.8.5.2. **Posting Review.**

7.8.5.2.1. The Stan/Eval function will review each AF Form 8/8a and AF Forms 4348 (if used) when they are placed in the FEF to ensure accuracy and completeness.

7.8.5.2.2. The Form 8/8a review will confirm that the eligibility period and qualification as documented are correct, all required flight evaluation events and requisites were accomplished within the eligibility period and that all signatures and initials are obtained within the allotted time (see paragraph [7.3.8.5](#)).

7.8.5.2.3. The AF Form 4348 (if used) will be reviewed for correct certification signature and to ensure all previous entries are accurate and accounted for.

7.8.5.2.4. Document the posting review IAW unit or MAJCOM supplement.

7.8.5.2.5. **(Added-USAFE)** Units will document Posting Reviews by:

7.8.5.2.5.1. **(Added-USAFE) Physical FEFs:** Annotate on the USAFE Form 136.

7.8.5.2.5.2. **(Added-USAFE) Electronic FEFs :** Annotate via PEX/GTIMS software functionality. Units will define procedures via local supplement or stand-alone guidance.

7.8.5.3. Periodic Review.

7.8.5.3.1. The Stan/Eval function will review all applicable FEFs to confirm expiration dates used to track required aircrew qualification evaluations are the same as those listed in the FEFs. Periodic review of FEFs for personnel in inactive status is not required.

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

7.8.5.3.3. Document the periodic review IAW MAJCOM and/or unit supplement.

7.8.5.3.4. **(Added-USAFE) Annual Review.** Units will conduct FEF periodic reviews annually (once every 12 months). Document Annual Reviews by:

7.8.5.3.4.1. **(Added-USAFE) Physical FEFs:** Annotate on the USAFE Form 136.

7.8.5.3.4.2. **(Added-USAFE) Electronic FEFs:** Annotate via PEX/GTIMS software functionality. Units will define procedures via local supplement or stand-alone guidance.

7.8.5.3.4.2. **(LAKENHEATH)** See 48 OGOI 11-202 for guidance on eFEF reviews.

7.8.5.4. **(Added-USAFE)** Units may complete Posting and Annual Reviews concurrently if both paragraphs **7.8.5.2** and **7.8.5.3** are completed at the time of review. Document these reviews as "Posting/Annual Review".

7.8.5.5. **(Added-USAFE) Other Reviews.** HHQ Staff personnel and units may conduct other reviews as deemed necessary (e.g., SUPEVAL Review, USAFE-AFAFRICA/A3TV SAV Review, USAFE-AFAFRICA UEI Review, etc.). Document Other Reviews by:

7.8.5.5.1. **(Added-USAFE) Physical FEFs:** Annotate on the USAFE Form 136.

7.8.5.5.2. **(Added-USAFE) Electronic FEFs:** Annotate via PEX/GTIMS software functionality. Units will define procedures via local supplement or stand-alone guidance.

7.8.6. **FEF Discrepancies.** FEF Discrepancies include those of the AF Forms 8/8a, AF Forms 4348 (if used), AF Form 942, and any MAJCOM-directed documentation.

7.8.6.1. **Major Discrepancies.** Discrepancies that affect the qualification of the affected aircrew member.

7.8.6.1.1. Major discrepancies are documented on a permanent MFR filed in Section I or II immediately above the affected AF Forms 8/8a and/or 4348 (if used), or in chronological order for items other than those found on AF Forms 8/8a and/or 4348 (if used).

7.8.6.1.1.1. **(Added-USAFE) Electronic FEFs Only:** Annotate via PEX/GTIMS software functionality (e.g., GTIMS Memos for Record and Minor Discrepancies). Units will define procedures via local supplement or stand-alone guidance.

7.8.6.1.1.1. **(LAKENHEATH)** See 48 OGOI 11-202 for guidance on reviews.

7.8.6.1.2. MFRs documenting similar major discrepancies found on multiple AF Forms 8/8a will be filed on top of the latest affected AF Form 8/8a.

7.8.6.1.3. **(Added-USAFE)** Units are responsible for inspecting and documenting any major discrepancies on the current AF Form 8/8a(s) in an individual's FEF upon arrival to USAFE.

7.8.6.1.4. **(Added-USAFE)** Units are not responsible for documenting major discrepancies on any other Stan/Eval form(s) that were generated prior to the individual's arrival to USAFE.

7.8.6.2. **Minor Discrepancies.** Discrepancies that do not affect the qualification (and/or certifications if using the AF Form 4348) of the affected aircrew member (e.g. typos, formatting and misspellings).

7.8.6.2.1. Minor discrepancies are documented on a non-permanent record as defined by the MAJCOM or unit supplement to this instruction and need not reside in the FEF.

7.8.6.2.2. **(Added-USAFE)** Minor discrepancy logs will contain the affected AF Forms 8/8a/4348 (if used), completion date on form (if applicable), short description of discrepancy, AFI reference and date the discrepancy was discovered. Units will document minor discrepancies by:

7.8.6.2.2.1. **(Added-USAFE) Physical FEFs:** Annotate on the USAFE Form 136.

7.8.6.2.2.2. **(Added-USAFE) Electronic FEFs:** Annotate via PEX/GTIMS software functionality (e.g., GTIMS Memos for Record and Minor Discrepancies). Units will define procedures via local supplement or stand-alone guidance.

7.8.6.2.2.2. **(LAKENHEATH)** See 48 OGOI 11-202 for guidance on Minor Discrepancies.

7.8.6.2.3. **(Added-USAFE)** Units are not responsible for documenting minor discrepancies on any Stan/Eval form(s) that were generated prior to the individuals arrival in USAFE.

7.8.6.3. **Corrections.**

7.8.6.3.1. **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 FE is not available then document the discrepancy IAW paragraphs [7.8.6.1](#) or [7.8.6.2](#). When the original FE is not available, OGV Chiefs may also correct minor discrepancies as prescribed in MAJCOM supplements.

7.8.6.3.1.1. **(Added-USAFE) Physical FEFs:** OGV Chiefs may initial for corrections of minor discrepancies when the original SEFE is unavailable due to PCS, separation, or retirement.

7.8.6.3.1.2. **(Added-USAFE) Electronic FEFs:** Units will not make corrections to discrepancies on completed/historic AF Form 8/8a(s). Document discrepancies IAW paragraph [7.8.6](#).

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

7.8.6.3.3. **AF Form 4348** (if used). AF Forms 4348 may be corrected by use of white-out or pen and ink alteration of the original document provided the certifying official signing that line of the AF Form 4348 initials the correction. For significant corrections that alter the certification's intent, make a new AF Form 4348 entry.

7.8.6.3.4. **Electronic Corrections.** If the system used to store the record does not allow corrections to be made, then document the discrepancy IAW paragraph [7.8.6.1](#) and/or paragraph [7.8.6.2](#).

7.8.7. **Transfer of FEF.**

7.8.7.1. **Retention of Records.** Retain all records in the FEF until reviewed by the gaining unit. After review, return to the individual those forms not retained in the FEF.

7.8.7.2. **Formal Training Graduates.** For Formal Training School graduates reporting directly to an overseas command for a short tour, retain formal training school records for transfer to the subsequent gaining unit.

7.8.7.3. **PCS of Individual.** Aircrew members will normally hand-carry their FEF along with their FRF to the gaining organization.

7.8.7.3. **(USAFE) PCS of Individual.** Units utilizing electronic FEFs will define PCS procedures via local supplement or stand-alone guidance.

7.8.7.3. **(LAKENHEATH)** See 48 OGOI 11-202 for guidance on aircrew outprocessing.

7.8.7.3.1. When circumstances prevent this, the losing organization will mail the folder to the gaining unit via registered mail.

7.8.7.3.2. Mail any records not included in the FEF to the gaining organization with clear identification of the individual concerned.

7.8.7.3.3. When mailing an FEF or any of its contents, retain a copy (hard or soft copy is acceptable) until the gaining organization has received the original FEF.

7.8.7.3.4. **(Added-USAFE)** A copy of the latest Letter of Certifications (see [Attachment 11 \(USAFE\)](#)) will be placed in the member's FEF prior to the extended TDY (where the FEF is required) or PCS.

7.8.7.3.4. **(LAKENHEATH)** The most current LOX will always be readily available in an electronic format. When needed, squadron stan/eval functions will email a LOX.

7.8.8. Disposition of FEF.

7.8.8.1. Dispose of the aircrew FEF according to the Air Force Records Disposition Schedule (RDS) and Air Force guidance concerning the protection of Personally Identifiable Information.

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

CHAPTER 8

SPECIALIZED AIRCREW

8.1. Purpose. This chapter provides additional guidance pertaining to flight surgeons and non-rated aircrew that only require an examination to establish qualification.

8.1. (LAKENHEATH) This chapter is not applicable to GA. See AFI 10-3502 Volume 2 for GA requirements.

8.1.1. Initial and periodic qualification consists of a written (open or closed book) examination; a flight evaluation is not required. Upon completion of the examination, members will be qualified in all USAF aircraft (universal qualification).

8.1.2. MAJCOMs and subordinate units may direct additional general and/or MDS-Specific qualification requirements.

8.1.2.1. **(Added)(LAKENHEATH)** CCV will ensure flight surgeons have OGV sign and approve the 48 OG “First Flight” Prerequisite Checklist (“cleared to fly” checklist) before flying in the squadron. This checklist is accessible on the 48 OSS Training (48 OSS/OSOT) SharePoint site.

8.1.2.2. **(Added)(LAKENHEATH)** Flight surgeons will not fly with more than 60 days since the last flight until they take the Advanced Distributed Learning Service (ADLS) maintained (USAF School of Aerospace Medicine) open book exam. The assigned unit’s CCV should normally notify the SQ/CC and the flight surgeon (verbally or via e-mail) when a break of 60 days occurs between flights.

8.1.3. Qualification requirements will be documented on an AF Form 1522, *ARMS Additional Training Accomplishment Report*, and stored in ARMS in the Formal Training module with currency tracked in the Training module. No AF Form 8/8a or FEF is required; however, the Stan/Eval function of the unit to which specialized aircrew are assigned/attached for flying will verify that ARMS information is logged appropriately. When MAJCOMs or subordinate units require a flight phase, or if directed by the applicable MDS-Specific Volume 2, document IAW **Chapter 7** (to include creating an FEF).

8.1.3.1. **(Added-USAFE)** Include the affected specialized aircrew on the Letter of Certifications (see **Attachment 11 (USAFE)**) once the associated AF Form 1522 is validated by ARMs.

8.1.3.2. **(Added-USAFE)** If a flight phase event is required thereby generating an AF Form 8/8a, an FEF will be built and maintained by the applicable Stan/Eval function.

8.2. Evaluations. Initial, periodic, and MDS-Specific (if required) examinations are considered QUAL evaluations. Other examinations are not required by this AFI, but may be prescribed in MAJCOM and subordinate unit supplements.

8.2.1. **Flight Surgeons** . Test questions will be randomly generated from a test bank maintained by AFMOA/SG3P.

8.2.1. **(LAKENHEATH)** Flight surgeons are authorized to take the ADLS maintained (USAF School of Aerospace Medicine) open book exam in their work area. The exam is accessible via the AF Portal (Air Force Medical Service (AFMS) Knowledge Exchange). See paragraph 8.1.3.2 for guidance on filing the exam certificate and subsequent documentation. No hardcopy exam is maintained. The SQ/CC is authorized to verbally waive the 60-day exam requirement due to extenuating circumstances (see paragraph 8.1.2.2). The flight surgeon will make every effort to accomplish the exam as soon as practical.

8.2.2. DELETED.

8.2.3. **Non-Rated Aircrew Members** . Test questions will come from the lead MAJCOM Master Question Files (MQFs).

CHAPTER 9

ADDITIONAL PROGRAMS (FCIF, SII, GO/NO-GO, SUPPLEMENTARY EVALUATIONS)

9.1. FCIF.

9.1.1. Units will establish and maintain a library consisting of a current read file and publications. This library will consist of the items listed in **Table 9.1** in either hardcopy or electronic format. If a unit establishes a paper library, it will be organized into volumes as shown in the table.

9.1.2. FCIFs may be issued to alert crewmembers to publications changes for TOs 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. **(USAFE)** HQ USAFE-AFAFRICA/A3TV will normally not release MAJCOM level FCIFs to issue/notify aircrews of routine MDS specific publication changes (e.g., TO, AFI, AFTTPs). Units may issue Volume 1, Part B or C FCIFs to notify aircrew of these changes.

9.1.2.1. MAJCOMs will advise user commands when releasing an FCIF item that affects a weapon system. FCIF items that affect weapon systems will include designated MAJCOM applicability.

9.1.2.2. FCIF items that contain weapon system data will be controlled IAW the applicable distribution statement in the governing Technical Order (TO).

9.1.2.3. **(Added-USAFE) MAF.** Even if unit TODOs received formal releases of TOs and associated checklist from their Flight Manual Managers, OGVs will not release to aircrew until AMC has issued a formal release message (usually via AMC FCIF). USAFE-AFAFRICA/A3TV SMEs provide awareness to the OGVs of AMC's formal release message; however, this is for information only and units should not withhold release of publications waiting for a USAFE-AFAFRICA/A3TV notification.

9.1.2.3.1. **(Added-USAFE)** This guidance also applies to non-TO, non-AFI publications managed and released by lead-MAJCOM and annotated as required by AFI 11-2MDS Volumes.

9.1.2.4. **(Added-USAFE) CAF .** Upon receipt of TO (and associated checklists) release notifications from the applicable Flight Manual Manager, OGVs may release to aircrew at their discretion.

9.1.2.5. **(Added-USAFE)** In all instances, if units encounter difficulties (e.g., receipt of paper products, errors in product distribution) that cannot be resolved directly with the applicable Flight Manual Manager or publication OPR, send any questions or requests for assistance to USAFE-AFAFRICA/A3TV.

9.1.3. **Required Volumes.** Volume I is a table of contents for all volumes and current read file items, Volumes II through IV are made up of publications and flight manuals, and Volume V (optional) is reserved for flight safety information. 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 as follows:

9.1.3. **(LAKENHEATH)** Volume V will be kept by all units in hard copy. Volumes I-IV will be kept electronically on OGV's SharePoint page. Volume I Part C may be kept electronically or in hard copy at the unit's discretion.

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

9.1.4. **Current Read File.** Volume I 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.

9.1.4. **(USAFE) Current Read File.** Units may maintain Volume I in electronic format. The unit supplement (or standalone document) will provide guidance on e-library management policy and procedures.

9.1.4. **(LAKENHEATH)** (N/A GA) Part C is mandatory.

9.1.4.1. Part A is a table of contents listing all material contained in FCIF Volumes I through V.

9.1.4.1.1. **(Added-USAFE)** Units will appoint a primary and alternate FCIF Library Custodian to ensure proper maintenance of the FCIF library IAW AFI 33-360, TO 00-5-1, and local guidance. Place the appointment letter in Volume 1.

9.1.4.1.1. **(LAKENHEATH)** The Table of Contents (Part A) is the FCIF Library webpage on OGV's SharePoint site.

9.1.4.1.2. **(Added)(LAKENHEATH)** The Current Read File will be kept electronically on OGV's SharePoint site on the FCIF Library page.

9.1.4.1.3. **(Added)(LAKENHEATH)** Further management of the FCIF program will be maintain in Program Guide C1 on the OGV SharePoint page.

9.1.4.2. Part B is the Current Read File of FCIF messages. Messages contain information temporary in nature, directly pertinent to the safe conduct of flight, and must be read before flight. FCIFs that contain aircraft-related information will be forwarded to all using MAJCOMs.

9.1.4.2.1. **(Added-USAFE)** Part B will be divided into two sections; Current FCIF Read Files and Rescinded FCIF Read Files (with associated indices). HQ USAFE-AFAFRICA/A3T (or deputy/designated representative) is the approval authority to issue and rescind all HQ USAFE-AFAFRICA directed Part B FCIF items. The OG/CC is the approval authority (delegable down to the Chief of OGV) for all unit-directed Part B FCIF items. Squadrons will not issue Part B FCIFs.

9.1.4.2.1. **(LAKENHEATH)** The Current FCIF Read File and Rescinded FCIF Read File exists on the same webpage within the electronic FCIF Library. The Current FCIF Read File will be duplicated in PEX. The 48 OG/CC approves all new 48 OG directed FCIF's, but may delegate this to OGV staff. Any member of the OGV staff has the authority to approve USAFE/A3TV FCIFs, publications distributions, and revised or corrected copy FCIF's. OGV staff includes any personnel on the OGV Designation Letter maintained on the OGV SharePoint site.

9.1.4.2.1.1. **(Added-USAFE)** Part B items will not be less restrictive than any other published guidance.

9.1.4.2.1.2. **(Added-USAFE)** A single index may be used for both current and rescinded FCIFs.

9.1.4.2.1.2. **(LAKENHEATH)** Two indices will be used and maintained on the OGV SharePoint site.

9.1.4.2.1.3. **(Added-USAFE)** Index and file individual FCIFs in reverse numerical sequence with the most recent item on top.

9.1.4.2.1.4. **(Added-USAFE)** Index and divide FCIFs by MDS, squadron designation, and/or crew position as necessary.

9.1.4.2.1.4.1. **(Added)(LAKENHEATH)** FCIF's are marked by MDS applicability. SharePoint functionality allows a user to sort by MDS or any other field.

9.1.4.2.1.5. **(Added-USAFE)** Cross-reference classified information to the appropriate location.

9.1.4.2.1.6. **(Added-USAFE)** Annotate the current index with the following: USAFE-AFAFRICA assigned control number (if applicable), locally assigned control number, title, distribution date, review/suspense date and expiration date.

9.1.4.2.1.7. **(Added-USAFE)** Annotate the rescinded index with the following: USAFE-AFAFRICA assigned control number (if applicable), locally assigned control number, title, rescinded date and 6-month removal date.

9.1.4.2.1.7.1. **(Added-USAFE)** Rescinded FCIFs will be maintained for six months IAW T13-08 R38.00 of the Air Force RDS.

9.1.4.3. 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.

9.1.4.3. (USAFE) Part C will be annotated as the “Squadron Read File” of the FCIF messages. Part C includes operational and mission guidance that does **not** have a direct impact on flight safety. At SQ/CC discretion, the Squadron Read File items may be required to read before flight.

9.1.4.3.1. (Added-USAFE) Part C will be divided into two sections; Current FCIF Squadron Read Files and Rescinded FCIF Squadron Read Files (with associated indices). SQ/CC is the approval authority (delegable down to Chief of SQ/CCV) for all Part C FCIF items.

9.1.4.3.1.1. (Added-USAFE) Part C items will not be less restrictive than any other published guidance.

9.1.4.3.1.2. (Added-USAFE) A single index may be used for both current and rescinded FCIFs.

9.1.4.3.1.3. (Added-USAFE) Index and file individual FCIFs in reverse numerical sequence with the most recent item on top.

9.1.4.3.1.4. (Added-USAFE) Index and divide FCIFs by MDS and/or crew position (if applicable).

9.1.4.3.1.5. (Added-USAFE) Cross-reference classified information to the appropriate location.

9.1.4.3.1.6. (Added-USAFE) Annotate the current index with the following: Locally assigned control number, title, distribution date, review/suspense date and expiration date.

9.1.4.3.1.7. (Added-USAFE) Annotate the rescinded index with the following: Locally assigned control number, title, rescinded date and 6-month removal date.

9.1.4.3.1.7.1. (Added-USAFE) Rescinded FCIFs will be maintained for six months IAW T13-08 R38.00 of the Air Force RDS.

9.1.4.4. Squadrons with both primary crewmembers and mission crewmembers may use separate sections in Volume I for mission crewmembers. In addition, these squadrons are exempt from the requirement to maintain mission crewmember checklist and aircrew aids in the FCIF volumes.

9.1.4.5. Refer to [Attachment 7](#) for a sample FCIF format.

9.1.4.6. (Added-USAFE) Units may use any FCIF format that suits their mission requirements.

9.1.4.7. (Added-USAFE) HQ USAFE-AFAFRICA/A3TV is the focal point for any information released to aircrew via FCIF message above wing level. OGV is the focal point for any information released to aircrew via FCIF message at wing level and below.

9.1.4.8. **(Added-USAFE)** Within two duty days of receiving HQ USAFE-AFAFRICA FCIFs, affected OGVs will acknowledge receipt via email to the USAFE/A3TV (Workflow) organizational email account (usafea3tv.a3tv@us.af.mil) and post accordingly.

9.1.4.9. **(Added-USAFE)** Approval authority for waivers to USAFE-AFAFRICA FCIFs is the USAFE-AFAFRICA/A3T unless otherwise stated in the FCIF. Submit waiver requests IAW paragraph **1.3.6 (USAFE)**.

9.1.4.10. **(Added-USAFE)** OGVs may add additional components to Volume I as desired.

9.1.5. Publications Library. Volumes II through IV will consist of an FCIF Functional Publications Library according to MAJCOM directives. See AFI 33-360 for basic library requirements.

9.1.5.1. All publications in the library will be current and complete. MAJCOMs may authorize units to withhold posting of information that does not apply based on aircraft configuration.

9.1.5.1.1. **(Added-USAFE)** OGVs may allow squadrons to maintain only TO guidance on aircraft configurations assigned to that squadron. Unit supplements will provide guidance for referencing applicable TOs when squadrons temporarily host/integrate with alternately configured aircraft (e.g., -220 engines at -229 equipment units).

9.1.5.1.1. **(LAKENHEATH)** IAW AFI 11-215, F-15C pilots are authorized to remove and strike through all F100-PW-100 engine and Conformal Fuel Tank (CFT) data/pages from TO 1F-15A-1CL-1, *Flight Crew Checklist - F-15A/B/C/D*. F-15E aircrew members are authorized to remove and strike through all F100-PW-220 engine pages from TO 1F-15E-1-2-1CL-1, *Flight Crew Checklist - F-15E Aircraft Suite 6E and Up*.

9.1.5.1.2. **(Added)(LAKENHEATH)** OGV will maintain a current electronic library, but no hardcopy library. Volume V is maintained on the Wing Safety (48 FW/SE) SharePoint page.

9.1.5.2. Units will 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.

9.1.5.2.1. **(Added-USAFE)** OGVs will develop, maintain and distribute the table of contents (Part A) to subordinate squadrons.

Table 9.2. Volume II Mandatory Publications.

PUBLICATION	TITLE
AFI 11-202V1	<i>Aircrew Training</i>
AFI 11-2MDSV1	<i>Aircrew Training</i>
AFI 11-202V2	<i>Aircrew Standardization Evaluation Program</i>
AFI 11-2MDSV2	<i>Aircrew Evaluation Criteria</i>
AFI 11-202V3	<i>General Flight Rules</i>
AFI 11-2MDSV3	<i>Aircrew Operational Procedures</i>
AFI 11-401	<i>Aviation Management</i>

9.1.5.3. MAJCOMS may waive Volumes II-V requirements for special training units (i.e., Red Flag).

9.1.5.4. The FCIF index and library will be filed IAW AFI 33-360, regardless of hardcopy or electronic format.

9.1.5.4.1. If any part of the FCIF library is maintained electronically and not specifically addressed above (or in AFI 33-360 and/or TO 00-5-1), units will ensure that the information is current and accessible for concurrent viewing by multiple aircrew members.

9.1.5.4.2. At a minimum, units will maintain the required index and location of electronic files in a hard-copy binder in the FCIF library.

9.1.5.4.2.1. **(Added-USAFE)** Units that have established a fully electronic FCIF library may maintain an electronic index (Part A) with the e-library.

9.1.5.4.3. Documents in the FCIF library will be made available for deployments via either electronic or hardcopy means.

9.1.5.5. **(Added-USAFE)** Groups and/or squadrons will establish a publications library that contains (at a minimum) all required USAF, USAFE-AFAFRICA/MAJCOM specific instruction/regulations and associated supplements, Technical Orders, Flight Manuals, and local publications applicable to the unit's operation IAW **Tables 9.2** thru **9.5 (USAFE)**. If any part of the library is separated, it will be cross-referenced using a DD Form 2861, *Cross-Reference* (or equivalent) or identified on the table of contents/index (Part A). Units may maintain any/all of the library in electronic format under the following conditions:

Table 9.3. (Added-USAFE) Volume II Mandatory Publications.

PUBLICATION	TITLE	UNITS
AFI 11-205	<i>Aircraft Cockpit and Formation Flight Signals</i>	ALL
AFI 11-209	<i>Aerial Event Polity and Procedures</i>	ALL
AFI 11-214	<i>Air Operations Rules and Procedures</i>	ALL
AFI 11-215	<i>USAF Flight Manuals Program (FMP)</i>	ALL
AFI 11-218	<i>Aircraft Operations and Movement on the Ground</i>	ALL
AFI 11-230	<i>Instrument Procedures</i>	ALL
AFI 11-290	<i>Cockpit/Crew Resource Management Program</i>	ALL
AFI 11-301V1	<i>Aircrew Flight Equipment (AFE) Program</i>	ALL
AFI 11-301V2	<i>Management and Configuration Requirements for Aircrew Flight Equipment (AFE)</i>	ALL
AFI 11-418	<i>Operations Supervision</i>	ALL
AFI 13-201	<i>Airspace Management</i>	ALL
AFI 13-207	<i>Preventing and Resisting Aircraft Piracy (Hijacking) (FOUO)</i>	ALL
AFI 33-360	<i>Publications and Forms Management</i>	ALL
AFI 91-202	<i>The US Air Force Mishap Prevention Program</i>	ALL
AFMAN 11-217V1	<i>Instrument Flight Procedures</i>	ALL
AFMAN 11-217V2	<i>Visual Flight Procedures</i>	ALL
AFMAN 11-217V3	<i>Supplemental Flight Information</i>	ALL
AFTTP 3-1.MDS	<i>Combat Aircraft Fundamentals MDS (S)</i>	ALL Notes: 1, 2
AFTTP 3-3.MDS	<i>Combat Aircraft Fundamentals MDS (U)</i>	ALL Note: 2
	<i>Any Additional Air Force Publications Required per MDS or Local Guidance</i>	ALL
AFI 11-246V1	<i>Air Force Aircraft Demonstrations (A-10, F-15, F-16, F-22)</i>	CAF Notes: 3, 4
AFTTP 3-1.General Planning	<i>Tactical Employment – General Planning (S)</i>	CAF
AFTTP 3-1.Threat Guide	<i>Tactical Employment – Threat Guide (S)</i>	CAF
AFPAM 11-419	<i>G Awareness for Aircrew</i>	CAF Notes: 3, 4

AFI 11-246V6	<i>Air Force Aircraft Demonstrations (C-17, C-130, C-141, C/KC/NKC-135, UH-1)</i>	MAF Notes: 1, 2
AFJI 11-204	<i>Operational Procedures for Aircraft Carrying Hazardous Materials</i>	MAF Note: 1
AFMAN 24-204_IP	<i>Preparing Hazardous Materials for Military Air Shipments</i>	MAF Note: 1
NOTES:		
1. Not Applicable for OSA/EA Aircraft.		
2. Not Applicable for Aeromedical Evacuation Units.		
3. Not Applicable for Rotary Wing Units.		
4. Not Applicable for GAWS Units.		

9.1.5.5.1. **(Added-USAFE)** All publications must be stored in the same format as they distributed from the release/publishing authority (i.e., scanned copies are not allowed).

Table 9.4. (Added-USAFE) Volume III Mandatory Publications.

PUBLICATION	TITLE	UNITS
USAFEI 11-201	<i>Flying Operations Conducted at USAF-Occupied Royal Air Force (RAF) Installations in the United Kingdom (UK)</i>	ALL
USAFEI 11-205	<i>Altitude Reservation Procedures</i>	ALL
	<i>Any Additional USAFE or AOR Specific Publications Required per MDS or Local Guidance</i>	ALL
AMCI 11-208	<i>Tanker/Airlift Operations</i>	MAF

9.1.5.5.2. **(Added-USAFE)** All relevant publications will be available from one electronic location (i.e., the library will not force aircrew to search for individual publications) and will be accessible and viewable by multiple aircrew simultaneously. Hyperlinks will be directly to the publications and not to sub-folders that aircrew must look through to find the desired document.

Table 9.5. (Added-USAFE) Volume IV Mandatory Publications.

PUBLICATION	TITLE	UNITS
NATO Standard ATP 3.3.4.2.	<i>Air-to-Air Refueling ATP-56</i>	ALL Note: 6
Applicable ATP 3.3.4.2. SRD(s)	<i>National/Organizational Standards Related Document (SRD)</i>	ALL Note: 6
TO 00-5-1	<i>AF Technical Order System</i>	ALL
TO 1-1-300	<i>Maintenance Operations Checks and Check Flights</i>	ALL Notes: 2, 4
TO 1-1B-300	<i>Weight and Balance</i>	ALL Notes: 2, 4
TO MDS-1 Series or Equivalent	<i>Applicable MDS Flight Manuals and/or Checklists</i>	ALL
TO MDS-5 Series or Equivalent	<i>Applicable MDS Basic Weight/Loading Data Manual and/or Checklists</i>	ALL Notes: 2, 4, 5
TO MDS-6CF Series or Equivalent	<i>Applicable MDS Acceptance/Functional Check Flight Procedures and/or Checklists</i>	ALL Notes: 2, 4
	<i>Any <u>Other</u> Publications Required per MDS or Local Guidance</i>	ALL
TO 1-1M-34 Series	<i>Applicable Aircrew Weapons Delivery Manual - Non Nuclear</i>	CAF Note: 3
TO MDS-25 Series	<i>Applicable MDS Practice Bomb/Nuclear Weapon Delivery Procedures and Checklists</i>	CAF Notes: 3, 4
TO MDS-34 Series	<i>Applicable MDS Non-Nuclear Weapon Delivery Manuals and Checklists</i>	CAF Notes: 3, 4
TO MDS-9 Series or Equivalent	<i>Applicable MDS Cargo Loading Data Manual and Checklists</i>	MAF Note: 1
NOTES:		
1. Not Applicable for OSA/EA Aircraft.		
2. Not Applicable for Aeromedical Evacuation Units.		
3. Not Applicable for Rotary Wing Units.		
4. Not Applicable for GAWS Units.		
5. Not Applicable for Fighter Aircraft Units.		
6. Only Applicable to Air-to-Air Refueling Capable Units.		

9.1.5.5.3. (Added-USAFE) Each location that must keep an FCIF library will also have a standalone backup capability (e.g., external hard drive, laptop, CD-ROM,

paper copy, etc.). The intent is to ensure the library is accessible and viewable when the primary e-library is unavailable.

9.1.5.5.4. **(Added-USAFE)** The unit supplement (or standalone document) will provide guidance on e-library management policy and procedures.

9.1.5.6. **(Added-USAFE)** Units will reference the applicable electronic publications sites (e.g., AF e-Publishing, ETIMS, etc.) to verify the currency of library publications.

9.1.5.7. **(Added-USAFE)** Volume V. If used, units will provide management policies in the unit supplement.

9.1.5.7.1. **(Added)(LAKENHEATH)** Volume V is dedicated to and maintained by the unit flight safety officer.

9.1.5.8. **(Added-USAFE)** Additional Volumes. Units may add additional Volumes as desired. Unit supplements will provide management policies for any additional Volumes added.

9.2. Flight Related SII.

9.2.1. Flight Related SII are items of emphasis relating to existing procedure(s) designed to mitigate or eliminate specific risks or trends.

9.2.1.1. SII do not add to or amend established procedures (reference guidance on issuing FCIFs in paragraph **9.1**, above).

9.2.1.2. SII will be based on analysis of risks and trends from a variety of sources to include Safety Investigation Board (SIB) findings/recommendations, safety related incidences, trend analysis, deployed area of operations and potential problems with equipment/procedures.

9.2.1.3. **(Added-USAFE)** HAF or USAFE-AFAFRICA/CC SII released under the AF Inspector General program per AFI 90-201, are not Stan/Eval SII. The HAF or USAFE-AFAFRICA/CC SII will be inspected during the UEI capstone and/or during any other times specified in the SII. If an AFI 90-201 SII is subsequently released as a Stan/Eval SII FCIF IAW this chapter, it will be managed and inspected accordingly as a Stan/Eval SII too.

9.2.2. SII(s) will be issued through the same process used to release FCIFs with the following elements:

9.2.2.1. Specific MDS applicability

9.2.2.2. References (document, SIB, etc)

9.2.2.3. Risk factors and trend details

9.2.2.4. Specific emphasis actions to reduce/eliminate the risk or trend that generated the SII.

9.2.2.5. Effective date of rescission

9.2.2.6. SME/POC for further information

9.2.3. SII(s) will be of limited duration (generally not to exceed 90 days).

9.2.3.1. **(Added-USAFE)** All SIIs will have a review/rescission date no more than 90 days from the date of issue. If after 90 days the SII is still valid, the issuing authority may reissue the SII at 90-day increments. The intent of this guidance is preclude SIIs from losing their effectiveness. If SII items need to become part of normal aircrew briefings, units will issue changes to unit standards or recommend changes to governing publications via the AF Form 847.

9.2.4. 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.

9.2.5. Units will place all applicable SIIs into the FCIF, Current Read File, Part B, for dissemination to crewmembers.

9.2.5.1. **(Added-USAFE)** If issued from the squadron level, SIIs will be released via Squadron Read File and stored in FCIF Volume I, Part C (see paragraph [9.1.4.3](#)).

9.2.6. All current MDS-Specific and CRM/ORM 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.

9.2.6.1. **(Added-USAFE)** A listing of all current SII topics separated by issuing authority (e.g., USAFE, OG, SQ) will be posted in each briefing room or applicable aircrew flight briefing area for immediate reference during aircrew briefs. Additionally, post any quick-reference briefing aids that may accompany the release of an SII. Unless specifically prohibited by the FCIF releasing the SII, units may tailor briefings aids released in USAFE-AFAFRICA Stan/Eval SIIs to suit unit requirements.

9.3. Go/No-Go Procedures. Units will establish a positive control system that ensures aircrew members have completed all ground training and Stan/Eval items required for flight. Units will provide guidance on this system in the unit supplement.

9.3.1. As a minimum, the Go/No Go system will monitor:

9.3.1.1. Form 8/8a qualification or appropriate ARMS products.

9.3.1.1. **(LAKENHEATH)** SARM personnel will ensure aircrew evaluations are recorded on the AF Form 1522, *ARMS Additional Training Accomplishment Report*, prescribed by AFI 11-202 Volume 1, *Aircrew Training*. Any SEFE or CCV member may sign the AF Form 1522.

9.3.1.2. Ground and flight currency items required for flight IAW AFI 11-202, Vol 1, AFI 11-2MDS Vol 1, and AFI 11-421 *Aviation Resource Management*.

9.3.1.3. Examination items required for flight from this AFI and applicable supplements (see [Chapter 6](#)).

9.3.1.3. **(LAKENHEATH)** See paragraph 6.10.4 for periodic testing. This will be tracked by SARM personnel.

9.3.1.4. Any Duty Not Involving Flying (DNIF) status.

9.3.1.5. Currency on all FCIF (Volume 1, Part B) items.

9.3.1.5.1. **(Added-USAFE)** The Go/No-Go functionality in PEX/GTIMS is the primary method for aircrew to review and sign off FCIF Volume 1, Part B and Part C items. If the automated tracking system cannot be accessed, units may use one of the following methods:

9.3.1.5.1.1. **(Added-USAFE)** Annotate the current FCIF number(s) and initial the flight authorization beside their name; or

9.3.1.5.1.2. **(Added-USAFE)** Generate a USAFE Form 287, *Flight Crew Information File Certification* for each aircrew member.

9.3.1.5.2. **(Added-USAFE) Initial/Annual FCIF Reviews.**

9.3.1.5.2.1. **(Added-USAFE)** All aircrew will accomplish an initial review of all FCIF Volume 1, Part B and C items. The initial review will be completed prior to the first flight (upon PCS) after being assigned/attached to a squadron.

9.3.1.5.2.2. **(Added-USAFE)** All aircrew will accomplish an annual review of all FCIF Volume 1, Part B and C items. The annual review will be completed at each squadron the member is assigned/attached to.

9.3.1.5.2.3. **(Added-USAFE)** Assigned or attached crewmembers absent from flying 90 days or more will accomplish a complete FCIF Volume 1, Part B and C review prior to their next flight (this review may be counted as the annual review).

9.3.1.5.2.4. **(Added-USAFE)** Document reviews IAW paragraph [9.3.1.5.1 \(USAFE\)](#).

9.3.2. **(Added-USAFE)** SARM personnel will be the primary verifiers of Go/No-Go status. Unit supplements may designate additional levels of supervision as applicable to verify Go/No-Go status prior to releasing aircrews for missions.

9.3.3. **(Added-USAFE) Monthly Boldface/CAPs** . Reference paragraph [6.10.5 \(USAFE\)](#), monthly Boldface/CAPs exams are a Go/No-Go item. Unit supplements will clearly define failure procedures (e.g., grounding, amount of time until retesting, level of supervision required for retest) regarding monthly Boldface/CAPS requirements.

9.3.3. **(LAKENHEATH)** (HH-60) The 56 RQS Ops Sup and Duty Desk Officer (DDO) will verify in PEX successful completion of the monthly Boldface examination by all aircrew members before allowing them to fly. Failing the monthly Boldface examination will result in grounding until the examination is successfully re-accomplished.

9.3.4. **(Added-USAFE) Situation Emergency Procedures Training (SEPT)** . SEPTs are a Go/No-Go item for fighter and rotary-wing aircrew. Accomplish SEPTs in accordance with AFI 11-2MDSV1.

9.3.4. **(LAKENHEATH)** (N/A GA) Situation Emergency Procedures Training (SEPT) currency will be tracked on SARM's products and be a Go/No-Go item.

9.3.4.1. **(Added) (LAKENHEATH)** (N/A GA) Completion of SEPT training will be documented on the SEPT Tracker and tracked in PEX. Squadrons will maintain a SEPT binder including, as a minimum, the monthly SEPT scenario and the SEPT tracker for all aircrew. An Emergency Procedures (EP) simulator with an instructor, squadron supervisor, or contract simulator instructor will count as a supervised SEPT. HH-60 SEPT training will be IAW AFI 11-2HH-60 Volume 1, *HH-60 Aircrew Training*.

9.3.4.2. **(Added) (LAKENHEATH)** (HH-60) Aircrew may log a SEPT for any simulated EP sorties.

9.4. Supplementary Evaluations.

9.4.1. **Purpose.** Supplementary evaluations are administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems, such as negative checkride trends. The form and content of a supplementary evaluation is at the discretion of the commander directing it.

9.4.1.1. **(Added-USAFE)** SUPEVALs aid the commander in determining if there is a problem in standardization or execution of the unit's mission(s) as reflected in inspection findings or negative trends during checkrides. SUPEVALs also are the last link in the chain connecting known problems and the implementation to corrective actions. The consequences of SUPEVALs may be as small as implementing an extra step in a checklist to as far reaching as changing a squadron's entire annual training program. See [Attachment 12 \(USAFE\)](#) for more information.

9.4.1.2. **(Added-USAFE)** SUPEVALs should be implemented by all levels of flying supervision, not just by the OG/CC.

9.4.1.3. **(Added-USAFE)** The SUPEVAL program should consist of both the Commanders Inspection Program (CCIP) tools and mission execution principles (e.g., SFO execution, flight discipline, flight leadership, noise abatement, communication discipline, CRM issues, etc.).

9.4.2. Supplementary evaluations are not aircrew qualification evaluations.

9.4.3. The commander directing the supplementary evaluation will determine the areas to be evaluated. The Stan/Eval function directly under the commander directing the supplementary evaluation will determine the method of evaluation, is responsible for administrative management of data collection, and will report results as directed by the commander.

9.4.4. Individuals other than flight examiners, as determined by the commander directing the supplementary evaluation, may participate in its conduct.

9.4.5. Supplementary evaluations may be administered in conjunction with a flight evaluation. If conducted in-flight, supplementary evaluations will not be all-encompassing, result in the assignment of an overall grade or be documented on an AF Form 8/8a.

9.4.6. At a minimum, supplementary evaluations results will be documented in SEB minutes (see Attachment 2).

9.4.7. **(Added-USAFE)** The unit supplement will define the execution of the unit SUPEVAL program.

9.4.8. **(Added)(LAKENHEATH)** Supplementary Evaluations (SUPEVAL) will be initiated by the OG/CC or SQ/CC. OGV will solicit SUPEVAL inputs from the OG/CC NLT 31 December for execution NLT 31 January. CCV functions will do the same for the SQ/CC. The OG/CC and SQ/CC may waive this requirement for their respective units.

9.4.8.1. **(Added)(LAKENHEATH)** SUPEVAL reports will include objectives, deficiencies, and recommended fixes at a minimum. The final report is due to the commander within 30 days of SUPEVAL completion.

9.4.8.2. **(Added)(LAKENHEATH)** SUPEVAL results will be reported at the midyear SEB.

9.5. DELETED (Moved to Atch 1)

9.6. DELETED (Moved to Atch 1)

PHILIP M. BREEDLOVE, Lt Gen, USAF
DCS, Operations, Plans and Requirements

(USAFE)

TIMOTHY G. FAY, Major General, USAF
Director of Operations, Strategic Deterrence, and
Nuclear Integration

(LAKENHEATH)

EVAN L. PETTUS, Colonel, USAF
Commander

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

AFPD 10-9, *Lead Operating Command Weapon Systems Management*, 8 Mar 2007

(Added-LAKENHEATH) AFI 11-202 Volume 1 USAFE Supplement, *Aircrew Training*, 25 July 2011

(Added-LAKENHEATH) AFI 11-2HH-60 Volume 1, *HH-60 Aircrew Training*, 8 April 2015

(Added-LAKENHEATH) AFI 11-2HH-60 Volume 2, *HH-60 Aircrew Evaluation Criteria*, 20 October 2014

(Added-LAKENHEATH) AFI 11-2F-15 Volume 2, *F-15--Aircrew Evaluation Criteria*, 14 July 2011

(Added-LAKENHEATH) AFI 11-2F-15E Volume 2, *F-15E--Aircrew Evaluation Criteria*, 7 December 2011

(Added-LAKENHEATH) AFI 91-202, *The US Air Force Mishap Prevention Program*, 24 June 2015 (AFI91-202_AFGM2016-01, 16 February 2016)

(Added-LAKENHEATH) AFI 33-360, *Publications and Forms Management*, 1 December 2015

(Added-USAFE) AFI 11-218, *Aircraft Operations and Movement on the Ground*, 28 October 2011

(Added-USAFE) AFI 11-214, *Air Operations Rules and Procedures*, 14 August 2012

AFPD 11-2, *Aircrew Operations*, 19 Jan 2012

(Added-LAKENHEATH) 48th Fighter Wing HH-60G Flight Examiner Guide, May 2012

(Added-LAKENHEATH) 48th Fighter Wing F-15C/E Flight Examiner Guide, May 2012

(Added-LAKENHEATH) 48 OG Operating Instruction (OGOI) 11-202, *Electronic Flight Evaluation Folders (eFEF)*, 16 December 2016

AFPD 11-4, *Aviation Service*, 1 Sep 2004

AFPD 33-3, *Information Management*, 8 Sep 2011

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*, 19 Jan 2012

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 Training Program*, 11 Apr 2001

AFI 11-401, *Aviation Management*, 10 Dec 2010

AFI 11-418, *Operations Supervision*, 15 Sep 2011

AFI 11-421, *Aviation Resource Management*, 13 Dec 2010

AFI 13-201, *Airspace Management*, 21 Aug 2012

AFI 33-360, *Publications and Forms Management*, 18 May 2006

AFI 33-364, *Records Disposition—Procedures and Responsibilities*, 22 Dec 2006

AFI 36-2201, *Air Force Training Program*, 15 Sep 2010

AFI 65-503, *US Air Force Cost and Planning Factors*, 4 Feb 1994

AFI 90-201, *The Air Force Inspection System*, 23 Mar 2012

AFMAN 11-210, *Instrument Refresher Program (IRP)*, 3 Feb 2005

AFMAN 33-363, *Management of Records*, 1 Mar 2008

(Added-LAKENHEATH) Performance of Work Statement (PWS) for Aircrew Training; Live, Virtual and Constructive (LVC); Academic; and Simulator II (ATLAS II)

Prescribed Forms

AF Form 8, *Certificate of Aircrew Qualification*

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

AF Form 942, *Record of Evaluation*

AF Form 4348, *USAF Aircrew Certifications*

Adopted Forms

AF Form 702, *Individual Physiological Training Record*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1042, *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*

(Added-USAFE) TO 00-5-1, *AF Technical Order System*, 14 June 2016

(Added-USAFE) TO 1-1B-50, *Basic Technical Order for USAF Aircraft Weight and Balance*, 01 August 2015

(Added-LAKENHEATH) TO 1F-15A-1CL-1, *Flight Crew Checklist - F-15A/B/C/D*, 15 February 2009

(Added-LAKENHEATH) TO 1F-15E-1-2-1CL-1, *Flight Crew Checklist - F-15E Aircraft*, 1 July 2009

Prescribed Forms

(Added-USAFE) USAFE Form 136, *Flight Evaluation Folder Review/Minor Discrepancy Log*

(Added-USAFE) USAFE Form 287, *Flight Crew Information File Certification*

Adopted Forms

(Added-USAFE) AF Form 847, *Recommendation for Change of Publication*

(Added-LAKENHEATH) AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

(Added-USAFE) DD Form 2861, *Cross Reference*

(Added-USAFE) DD Form 365-4, *Weight and Balance Clearance Form - Transport/Tactical*

Abbreviations and Acronyms

A3—Director of Operations

(Added-USAFE) **A3T**—Chief, Training, Readiness and Exercise Division

(Added-USAFE) **A3TV**—Chief, Standardization/Evaluation Branch

(Added-D) **AAACM**—(Dissimilar) All Aspect Air Combat Maneuvers

(Added-USAFE) **AAR – Air-to**—Air Refueling

(Added-LAKENHEATH) **ADLS**—Advanced Distributed Learning Service

AE—Aeromedical Evacuation

(Added-USAFE) **AECM**—Aeromedical Evacuation Crewmember

AF—Air Force

(Added-USAFE) **AFAFRICA**—United States Air Forces Africa

AFFSA—Air Force Flight Standards Agency

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

(Added-LAKENHEATH) **AFMS**—Air Force Medical Service

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

(Added-LAKENHEATH) **AFRIMS**—Air Force Records Information Management System

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

ATD—aircrew training device

BMC—Basic Mission Capable

(Added-LAKENHEATH) CAO—Current As Of

CAPs—Critical Action Procedures

CC—Commander

CCTS—Combat Crew Training Squadron

(Added-USAFE) CCV—Squadron Stan/Eval

CEA—Career Enlisted Aviator

CFM—Career Field Manager

(Added-LAKENHEATH) CFT—Conformal Fuel Tank

CMR—Combat Mission Ready

CRM—Cockpit/Crew Resource Management

CRO—Combat Rescue Officer

(Added-LAKENHEATH) DD—Department of Defense (form)

(Added-LAKENHEATH) DDO—Duty Desk Officer

DNIF—duty not involving flying

(Added-LAKENHEATH) DOS—Squadron Scheduling

(Added-LAKENHEATH) DOT—Squadron Training

DRU—direct reporting unit

(Added-LAKENHEATH) eFEF—Electronic Flight Evaluation Folders

EOC—end of course

EP—emergency procedures

EPE—emergency procedures evaluation

ETCA—Education and Training Course Announcement

(Added-LAKENHEATH) eTIMS—Enhanced Technical Information Management System

FCIF—Flight Crew Information File

(Added-LAKENHEATH) FEB—Flight Evaluation Boards

FEF—Flight Evaluation Folder

(Added-LAKENHEATH) FLIP—Flight Information Publication

FLT—flight

(Added-LAKENHEATH) FMP—Flight Manuals Program

FOA—Field Operating Agency

FRF—Flight Record Folder

(Added-LAKENHEATH) FS—Fighter Squadron

FT—flight test

FTU—Formal Training Unit

(Added-LAKENHEATH) FW—48th Fighter Wing

(Added-LAKENHEATH) FW/CC—48th Fighter Wing Commander

(Added-LAKENHEATH) FW/SE—48th Fighter Wing Safety

(Added-LAKENHEATH) FW/SEF—48th Fighter Wing Flight Safety

(Added-LAKENHEATH) GA—Guardian Angel

(Added-USAFE) GTIMS—Graduate Training Integration Management System

(Added-USAFE) HAAR – Helicopter Air-to—Air Refueling

HAF—Headquarters Air Force

HHQ—higher headquarters

(Added-LAKENHEATH) IA—Inactive

IAW—in accordance with

(Added-LAKENHEATH) ID—Identifier

(Added-LAKENHEATH) IFG-In—Flight Guide

IFR—Instrument Flight Rules

INIT—initial

INSTM—instrument

(Added-LAKENHEATH) INSTM/QUAL—Instrument Qualification

INSTR—instructor

(Added-LAKENHEATH) IP—Instructor Pilot

(Added-LAKENHEATH) IT—Information Technology

(Added-LAKENHEATH) LAKENHEATHSUP—Lakenheath Supplement

(Added-LAKENHEATH) LOX—Letter of Certification

(Added-LAKENHEATH) LVC—Live, Virtual and Constructive

MAJCOM—Major Command

MDS—Mission Design Series

MFR—memorandum for record

MICT—Management Internal Control Toolset

(Added-LAKENHEATH) MP—Mission Pilot

(Added-LAKENHEATH) MQ—Mission Qualification

MQF—master question file

MR—Mission Ready

MSN—mission

MTR—Military Training Route

N/A—not applicable

NAF—Numbered Air Force

NAS—National Airspace System

N-BMC—Non-Basic Mission Capable

N-CMR—Non-Combat Mission Ready

(Added-LAKENHEATH) NCO—Noncommissioned Officer

(Added-LAKENHEATH) NET—No Earlier Than

(Added-LAKENHEATH) NLT—Not Later Than

NMR—Non Mission Ready

N/N—no-notice

OCR—office of collateral responsibility

OG—Operations Group

(Added-LAKENHEATH) OG/CC—48th Operations Group Commander

(Added-LAKENHEATH) OG/OGV—48th Operations Group Standardization/Evaluation (Stan/Eval)

(Added-LAKENHEATH) OGI—OG Instruction

OGV—Operations Group Standardization/Evaluation

OPR—office of primary responsibility

ORM—operational risk management

(Added-LAKENHEATH) OSS/CC—48th Operations Support Squadron Commander

(Added-LAKENHEATH) OSS/DO—48th Operations Support Squadron Director of Operations

(Added-LAKENHEATH) OSS/OSK—48th Operations Support Squadron Weapons and Tactics

(Added-LAKENHEATH) OSS/OSO—48th Operations Support Squadron Current Operations

(Added-LAKENHEATH) OSS/OSOT—48th Operations Support Squadron Training

PCA—permanent change of assignment

PCS—permanent change of station

(Added-LAKENHEATH) **PDF**—Portable Document Format

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

PJ—pararescue jumper

(Added-LAKENHEATH) **PWS**—Performance Work Statement

Q—qualified

QUAL—qualification

(Added-LAKENHEATH) **RAF**—Royal Air Force (UK)

(Added-LAKENHEATH) **RAP**—Ready Aircrew Program

(Added-LAKENHEATH) **RCP**—Rear Cockpit

(Added-LAKENHEATH) **RDS**—Records Disposition Schedule

RQ—requalification

(Added-LAKENHEATH) **RQS**—Rescue Squadron

(Added-LAKENHEATH) **RTM**—RAP Tasking Memorandum/Message

(Added-LAKENHEATH) **RTU**—Replacement Training Unit

SAC—Self-Assessment Checklist

(Added-LAKENHEATH) **SARF**—Squadron Read File

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

SAV—staff assistance visit

SEB—Standardization/Evaluation Board

(Added-USAFE) **SEFE**—Stan/Eval Flight Examiner

SELO—Standardization/Evaluation Liaison Officer

(Added-LAKENHEATH) **SEPT**—Situation Emergency Procedures Training

(Added-LAKENHEATH) **SII**—Special Interest Item

SIM—simulator

(Added-LAKENHEATH) **SIM MSN**—Simulator Mission

(Added-LAKENHEATH) **SMA**—Special Mission Aviators

(Added-USAFE) **SOF**—Supervisor of Flying

(Added-LAKENHEATH) **SQ/CC**—Squadron Commander

(Added-LAKENHEATH) **SQ/DO**—Squadron Director of Operations

SQB—secure question bank

SSN—Social Security Number

STAN/EVAL—standardization/evaluation

TDY—temporary Duty

(Added-LAKENHEATH) TO—Technical Order

(Added-LAKENHEATH) TODA—Technical Order Distribution Account

(Added-LAKENHEATH) TODO—Technical Order Distribution Office

U—unqualified

(Added-LAKENHEATH) UCMJ—Uniform Code of Military Justice

USAF—United States Air Force

(Added-USAFE) USAFE—United States Air Forces in Europe

(Added-LAKENHEATH) USAFESUP—USAFE Supplement

(Added-LAKENHEATH) USAFE-UK/A3—Chief of Weapons Ranges and Training

(Added-LAKENHEATH) WSO—Weapon System Operator

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 flight examiner to remedy deficiencies identified during an evaluation that must be completed by a specific due date. This training may include self-study, ground instruction, ATD, simulator or flying. Additional training must include demonstration of satisfactory knowledge or proficiency to flight examiner, supervisor or instructor (as stipulated in the Additional Training description) to qualify as completed.

Aircrew—The total complement of rated, career enlisted aviator, and nonrated aircrew personnel responsible for the safe ground and flight operation of the aircraft and onboard systems, or for airborne duties essential to the accomplishment of the aircraft's mission. Individuals must be on AOs and assigned to an authorized position according to AFI 65-503, or nonrated aircrew not in an aircraft's basic complement, but required for the mission. See AFPD 11-4.

Aircrew Training Device (ATD)—A training platform suitable to conduct evaluations.

Air Reserve Technician (ART)—A civilian employee of the United States Air Force Reserve Command (AFRC) who provides permanent party support to an AFRC unit and occupies an AFRC Unit Manning Document military position in the unit comparable to his or her civilian position.

Air Technician (AT)—A civilian employee of the Air National Guard (ANG) who provides permanent party support to an ANG unit and occupies an ANG unit manning document military position in the unit comparable to his or her civilian position.

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 in-flight or, if applicable, simulator evaluation (e.g. EPE conducted in the sim). This action is accomplished during debrief of the evaluation wherein the flight examiner provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy said discrepancy. The discrepancy area/subarea description is annotated with “Debriefed” in the Examiner’s Remarks section of the AF Form 8/8a Comments.

Eligibility Period—The six-month period prior to the expiration date of an evaluation that includes the month in which the evaluation is due.

Emergency Procedures Evaluation (EPE)—A flight, ATD, sim or verbal evaluation used to evaluate emergency procedures and systems knowledge.

Evaluation—1) Procedure to determine the effectiveness of the performance of an instructional product or process in order to ascertain specific causes for the effectiveness or lack of it, and to make decisions appropriate to the extent of the effectiveness. Evaluation of formal courses includes field evaluation and internal evaluation. 2) The review and analysis of qualitative or quantitative data obtained from design review, hardware inspection, testing or operational use of equipment. See also Joint Pub 1-02.

Education and Training Course Announcement (ETCA)—Air Force Database located at URL: <https://etca.randolph.af.mil/> that incorporates all the information previously contained in AFCAT 36-2223, *USAF Formal Schools Catalog*. ETCA is prescribed by AFI 36-2201, *Air Force Training Program*.

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 Evaluation Folder (FEF)—A two-part folder containing the source documents that constitute the history of flying qualifications (and certifications if the AF Form 4348 is used) of each aircrew member.

Flight Examiner—An aircrew member designated to perform evaluation duties as specified by this instruction. Flight examiners must be qualified in the events they evaluate (*EXCEPTION*: SPOT evaluations). *Unit Flight Examiners* include squadron flight examiners assigned to the flying squadron, OGV flight examiners assigned to the OGV but attached to the flying squadron and other Wing individuals tasked with flight examiner duties assigned above the squadron level. A *HHQ Flight Examiner* is a flight examiner assigned to a NAF or MAJCOM. *Senior Flight Examiners* are senior flying commanders – specifically, flying NAF/CCs and OG/CCs (and/or, their deputies) – that act in the capacity of flight examiners.

Ground Recheck—A procedure used by an examiner to remedy an unqualified evaluation that does not entail in-flight or simulator demonstration on the part of the examinee.

Initial Evaluation—The first evaluation of any type for an MDS (e.g., INIT QUAL/ INSTM, INIT MSN, INIT INSTR).

Instructor Evaluation—An evaluation that initially and reestablishes instructor qualification of the examinee in an MDS (i.e., INIT INSTR and RQ INSTR) as directed in AFI11-2MDS Vol 1.

Instrument Evaluation—Qualifies an aircrew member to operate under IFR.

Lead Command—The Air Force MAJCOM or agency possessing an MDS that is designated by AFPD 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 Evaluation—Qualifies an aircrew member to employ the member's assigned weapon system in accomplishing the unit's operational or DOC statement mission. Requires AF Form 8/8a documentation.

No-Notice Evaluation—An evaluation where the examinee is notified of the 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.

Operations Group Commander (ANG/AFRC)—ANG/AFRC may use Air Operations Officer/Operations and Training Officer, if appropriate, when Operations Group Commander (OG/CC) is referenced.

Qualification Evaluation—Qualifies an aircrew member to perform the duties of a particular crew position in the specified aircraft. Requires AF Form 8/8a documentation.

Requalification Evaluation—An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency exceeding six months (as specified in applicable AFI11-2MDS Vol 1), a recheck following a failed evaluation or a commander directed downgrade. Requires AF Form 8/8a documentation.

Requisites—Requirements such as exams, EPEs, Boldface/CAPs, etc., that have to be accomplished before an evaluation is considered complete. Requires AF Form 8/8a documentation.

Recheck—A subsequent evaluation used to remedy a failed evaluation. Requires AF Form 8/8a documentation.

Secure Question Bank (SQB)—Questions used to construct open book examinations. Aircrew members do not have access to the SQB.

Specialized Aircrew—Flight Surgeons, Combat Camera, and Non-Rated aircrew, to include K-, Q- and X- prefix specialty codes. Does not include X-prefix Aeromedical Evacuation Crewmembers.

SPOT Evaluation—An evaluation other than one used to satisfy the requirements of a periodic, initial instructor or requalification instructor 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 Board (SEB)—A forum convened at the group level to review and resolve aircrew-related issues.

Stan/Eval Function—An organization at appropriate echelons of command that accomplishes the objectives of this instruction.

Standardization/Evaluation 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 AFI11-2MDS 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 AFI11-2MDS 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—Process where Specialized Aircrew attain/maintain qualification in two or more MDS aircraft where qualification is attained/maintained via a minimum of a ground phase examination.

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

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 3.2.2.11.).

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).

(SIGNATURE BLOCK)

Attachments:

1. Board Agenda
2. Flight Examiner Roster Reviewed
3. As Required

Attachment 2 (USAFE)**STAN/EVAL BOARD MINUTES****A2.1. (USAFE) SEB Minutes Paragraph Format Additions.**

A2.1.1. **(Added-USAFE)** Paragraph 1: Include office symbols. Also include absent members (name, organization, office symbols) and reasons for their absence.

A2.1.2. **(Added-USAFE)** Paragraph 2.b.(1)(a): Separate Q1s into Q1s without discrepancies and Q1s with discrepancies (debriefed).

A2.1.3. **(Added-USAFE)** Paragraph 2.b.(2): If units will use periodic testing to satisfy AFI 90-201, Attachment 3, UEI MQF testing requirements, include a summary of periodic testing results (see paragraph **6.10.4.2 (USAFE)**).

A2.1.4. **(Added-USAFE)** Paragraph 2.b.(3): Include a summary of all “T-3” and WG/CC and below issued waivers against AFI 11-202 series, AFI 11-2MDS series, and AFI 11-401 publications.

A2.1.5. **(Added-USAFE)** Paragraph 2.d: Reference the HQ USAFE-AFARICA/A3TV SharePoint page (https://portal.usafe.af.mil/sites/a3/A3T/A3TV_External/default.aspx) “847 Program” section for additional information.

ATTACHMENT 3

AF FORM 8 COMMENT EXAMPLES

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.

Figure A3.1. Generic Section IV – Comments.

RESTRICTION(S) (*If required*): See para. 7.3.7.1

EXCEPTIONALLY QUALIFIED (*If desired*): See para. 7.3.7.2

EXAMINER'S REMARKS: See para. 7.3.7.3.

A. Mission Description. See para. 7.3.7.3.2. 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. 7.3.7.3.1).

B. Discrepancies. Document all discrepancies (Q- or U) or enter "None" (if “None” then Ground and Flight annotations not required). See para. 7.3.7.3.3.

1. Ground.
2. Flight.

C. Recommended Additional Training. Enter additional training or “None” (if “None” then the Ground and Flight annotations not required). See para. 7.3.7.3.4.

1. Ground.
2. Flight.

D. Additional Comments. Enter additional comments (to include Commendable areas/sub-areas) or “None.” See para. 7.3.7.3.5.

1. ...
2. ...

REVIEWING OFFICER'S REMARKS: See para. 7.3.7.4.

APPROVING OFFICER'S REMARKS: See para. 7.3.7.5.

ADDITIONAL REVIEWS: See para. 7.3.7.6.

Figure A3.2. Section IV with EQ (See paragraph 7.3.7.2.).

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 so that all aspects of the mission could still be accomplished.

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:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.3. **Section IV** with Commendable (See [paragraph 7.3.7.3.5.2.](#)).

EXAMINER'S REMARKS:

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:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.4. Section IV with Downgrade. (See paragraph 7.3.7.3.3.).

EXAMINER'S REMARKS:

A. Mission Description. IAW AFI 11-2MDS Vol 2.

B. Discrepancies.

1. Ground. None
2. Flight. Area 36. Task Prioritization: Q-. Short description of discrepancy.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.5. Two Sortie with Discrepancy on First Sortie.**EXAMINER'S REMARKS:****A. Mission Description.**

First Sortie: 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. Ground. None
2. Flight. First Sortie. Area 36. Task Prioritization: Q-. Short description of discrepancy.

C. Recommended Additional Training. None.**D. Additional Comments.** None.**REVIEWING OFFICER'S REMARKS:****APPROVING OFFICER'S REMARKS:****ADDITIONAL REVIEWS:**

Figure A3.6. Q3 with Restrictions and Additional Training (See [paragraph 7.3.7.1.1](#)).

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. Ground (EPE). Area 21. Gear Fail to Retract – U. Short description of discrepancy consistent with “U” criteria in AFI 11-2MDS, Vol 2.

2. Flight. Area 36. Task Prioritization – U. Short description of discrepancy consistent with “U” criteria in AFI 11-2MDS, Vol 2.

C. Recommended Additional Training.

1. Ground. Examinee will review gear fail to retract EPs with an instructor and perform another EPE with gear malfunctions as an emphasis item.

2. Flight. Examinee will accomplish a supervised flight with emphasis on task management in the instrument environment.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.7. RQ Following a Q3.**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:**APPROVING OFFICER'S REMARKS:****ADDITIONAL REVIEWS:**

Figure A3.8. Ground Recheck.

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. Ground. None.
2. Flight. 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. Ground. Examinee will review procedures then provide an instructional brief to a squadron instructor on entries into holding and TACAN penetrations.
2. Flight. None.

D. Additional Comments. Ground recheck successfully accomplished. No further action required.

(Signature and date)

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A3.9. Commander-Directed Downgrade (Non-Flying).

RESTRICTIONS: Commander-Directed Downgrade.

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 A3.10. Commander-Directed Downgrade (Flying).

RESTRICTIONS: Commander-Directed Downgrade.

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.

C. Recommended Additional Training. As required or "None."

D. Additional Comments. As required or "None."

ADDITIONAL REVIEWS: As required.

ATTACHMENT 4

AF FORM 8A COMMENT EXAMPLE

Figure A4.1. Q1 (Universal) QUAL MSN.

EXAMINER'S REMARKS: (If applicable. Repeat if necessary for each aircraft.)

A. Mission Description. This evaluation was completed on an F-16B aircraft. Capt Bones demonstrated all egress procedures in an excellent manner. All required equipment use and limitations were evaluated simulating a representative test sortie.

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

ADDITIONAL REVIEWS:

Figure A6.2. Certification and Decertification.

USAF AIRCREW CERTIFICATIONS									
THIS IS TO CERTIFY THAT									
NAME (LAST, FIRST, MIDDLE INITIAL) Magellan, Ferdinand R.		SSAN XXX-XX-9999	ACFT MC-130H	UNIT ORGANIZATION AND LOCATION 15 SOS, Hurlburt AFB, FL		DECERTIFICATION			
CERTIFIED EVENT INSTRUCTOR	DATE CERTIFIED	CERTIFYING OFFICIAL ORGANIZATION	REMARKS	DATE	DISCRETIONARY FOR CAUSE	DECERTIFYING OFFICIAL/ORGANIZATION			
Touch and Go Landing	20020625	Lt Col Sam Waters 8 SOS/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.		<input type="checkbox"/>				
Capt Joe Instructor, 8 SOS/DOV	20030720	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.	20091116	<input checked="" type="checkbox"/>	Lt Col Steve Starr 15 SOS/CC			
Capt Joe Instructor, 8 SOS/DOV	20030720	Col Tom Smith 16 OG/CC	Change MDS: Original certification for MC-130E. Decert/recert not required.	20091116	<input checked="" type="checkbox"/>	Lt Col Steve Starr 15 SOS/CC			
Landing Zone Safety Officer (LZSO)					<input type="checkbox"/>				
Maj Ira M. Pressive, 8 SOS/DOV					<input type="checkbox"/>				
Close Interval Operations/MP	20080718	Lt Col Steve Starr 15 SOS/CC			<input type="checkbox"/>				
Maj Pencil Head, 15 SOS/DOV					<input type="checkbox"/>				
FARP	20080815	Lt Col Steve Starr 15 SOS/CC			<input type="checkbox"/>				
Capt Roger Cuethree, 15 SOS/DOV					<input type="checkbox"/>				
Flight Examiner	20100105	Lt Col Barry Reid 15 SOS/CC		20100730	<input type="checkbox"/>	Lt Col Barry Reid 15 SOS/CC			
Lt Col Robert Smart, 15 SOS/DOV					<input checked="" type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				
PRIVACY ACT STATEMENT									
AUTHORITY: 10 USC 8013; EO 9397 PRINCIPAL PURPOSE: Source document used to record aircrew certification DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may prevent certification and result in a loss of records establishing aircrew certification.									
AF Form 4348 20061208									

ATTACHMENT 7
FCIF TEMPLATE

Note: The information below is an example of a template MAJCOMs may use when drafting an FCIF.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: The Subject Line contains the FCIF number and title of the FCIF (if applicable)

1. Applicability paragraph. This paragraph lists the MAJCOM(s) that the FCIF item is applicable to, and those MAJCOMs for which the FCIF item is "for information only." May also include applicable aircraft or units as necessary.
2. Directive paragraph. Use this paragraph to give direction to aircrews regarding procedures or guidance. This information should be placed immediately following the applicability paragraph in order to ensure a consistent place for new procedures or guidance.
3. Amplification paragraph. This paragraph should focus on background information to the aircrews or any other amplifying data deemed necessary by the FCIF item author for aircrews to understand the impetus behind the FCIF item. The FCIF item should be limited to one or two pages in length. Additional supporting background documentation should be included in attachments or references.
 - a. Amplifying data may be organized into subparagraphs or follow-on paragraphs.
 - b. If follow-on paragraphs are used, ensure paragraphs are numbered correctly.
4. Administrative paragraph. Use this paragraph to show where the FCIF item is to be placed (Part B or C), and how for long the FCIF item is to remain in effect. Other items of an administrative nature may also be placed in this paragraph.
5. Receipt/POC paragraph. This paragraph directs units to acknowledge receipt of the FCIF item within a desired period of time, FCIF item POC(s), and the POC phone number and email address.

Attachment 8

SELF-ASSESSMENT CHECKLISTS

A8.1. IAW AFI 90-201, all Air Staff offices will develop self assessment checklists for wing and wing equivalents. Compliance requirements will be coordinated with MAJCOMs and NGB and loaded into MICT. (See [paragraph 2.2.2.5.](#))

A8.1.1. The aircrew Stan/Eval functional area SAC will be IAW AFI 90-201. Checklist terminology is based on specific terms (IN COMPLIANCE, IN COMPLIANCE WITH COMMENTS, NOT IN COMPLIANCE) defined in AFI 90-201.

A8.1.2. As provided for in AFI 90-201, MAJCOMs may supplement HAF prioritized inspection requirements with MAJCOM-specific requirements, as required. MAJCOMs may develop and maintain MAJCOM-specific inspection requirements where no HAF functional inspection requirements exist. See AFI 90-201.

Attachment 9 (Added-USAFE)**SEFE OBJECTIVITY EVALUATION GRADING CRITERIA AND DOCUMENTATION GUIDANCE**

A9.1. (USAFE) Purpose. To hold SEFEs accountable to objectively evaluating aircrew against the standards of performance outlined in AFI 11-2MDSV2 as well as provide commanders a way to assess the capabilities of the SEFEs under their command.

A9.2. (USAFE) Execution . SEFE-certified commanders at any level (to include Senior Flight Examiners) may give or direct SEFE objectivity evaluations at any time. Additionally, a SEFE objectivity evaluation (given either in-flight or during the administration of an EPE) will be given to initially-certified SEFEs (SEFEs who have never been certified before) by any HQ USAFE-AFAFRICA SEFE, OGV SEFE, the OG/CC, or the SEFE's assigned SQ/CC within the first 12 months after becoming a SEFE (may not be accomplished on the first evaluation after becoming a SEFE) (T-3). See **Table A9.1 (USAFE)** for grading criteria.

A9.2.1. **(USAFE)** Use the area grading criteria in **Table A9.1 (USAFE)** to assign both area and overall grades based on the two-tier grading system Q/U.

A9.2.1.1. **(USAFE)** An overall Q indicates that the SEFE complied with HHQ and local Stan/Eval directives, properly briefed and debriefed the examinee, correctly identified discrepancies, awarded an appropriate grade for each area evaluated, awarded an appropriate overall grade, and, if required, assigned appropriate additional training.

A9.2.1.2. **(USAFE)** Award an overall U when, in the SEFE's judgment, the SEFE examinee failed to satisfy Q requirements or additional training is warranted. Awarding a U will result in loss of SEFE certification until re-certified by the SQ/CC (squadron-designated evaluators) or the OG/CC (OGV-designated evaluators). Recertification standards will be stipulated in the unit supplement.

A9.2.1.3. **(Added)(LAKENHEATH)** SEFE recertification program following an unqualified (U) graded checkride will be determined by the SQ/CC (squadron-designated evaluators) or the OG/CC (OG-designated evaluators). At a minimum, the recertification requirements will include a self-guided review of the applicable AFI 11-2MDS Volume 2 (if applicable), AFI 11-202 Volume 2, AFI 10-3502 Volume 2 (if applicable) and all implementing supplements, in addition to a reevaluation of the event that resulted in the U grade. The recertification program will be documented on a MFR and filed in the examinee SEFE's FEF until the recertification program is completed. If necessary, the MFR information will be documented on the AF Form 8/AF Form 8A, *Certificate of Aircrew Qualification (Multiple Aircraft)*, prescribed by AFI 11-202 Volume 2, IAW paragraph 7.8.3.2.2.1.

A9.2.2. **(USAFE)** The OG/CC and Chief of OGV may administer objectivity evaluations in all unit aircraft to a SEFE in any crew position.

A9.2.3. **(USAFE)** HQ USAFE-AFAFRICA SEFEs may conduct objectivity evaluations in all command aircraft to a SEFE in any crew position.

A9.2.4. **(USAFE)** SEFEs authorized by AFI 11-2MDSV2 to administer evaluations to other crew positions can also administer these crewmembers an objectivity evaluation (e.g., F-15E

Weapon System Operator (WSO) SEFEs can give F-15E pilot SEFEs objectivity evaluations).

A9.2.5. **(USAFE)** Objectivity evaluations may be combined with any other evaluation.

A9.3. (USAFE) Grading. SEFEs will use the grading criteria shown in **Table A9.1. (USAFE)** when conducting SEFE Objectivity Evaluations.

A9.4. (USAFE) Documentation. Except as described below, the AF Form 8 for a SEFE Objectivity Evaluation will be completed IAW **paragraph 7.3.** Use a separate AF Form 8 if the objectivity evaluation is combined with any other evaluation.

A9.4.1. **(USAFE) Examinee Identification .**

A9.4.1.1. **(USAFE) Aircraft/Crew Position .** Annotate the applicable crew position preceded by “E” as annotated on the AF Form 781 (e.g. EP, EW, EF, EB, etc.).

A9.4.1.2. **(USAFE) Eligibility Period.** Enter “N/A”.

A9.4.2. **(USAFE) Qualification .**

A9.4.2.1. **(USAFE)** Enter SPOT under the Ground (for EPEs) or Flight Phase (for all flight evaluations given either in-flight or in the sim) block as appropriate.

A9.4.2.2. **(USAFE) Qualification Level .** Enter either “1” in the qualified block or “3” in the unqualified block, as appropriate.

A9.4.2.3. **(USAFE) Expiration Date .** Enter “N/A”.

A9.4.3. **(USAFE) Certification Signatures .**

A9.4.3.1. **(USAFE) Reviewing Officer.** For squadron evaluators, the Chief of CCV or DO will sign. For OGV evaluators the Chief of OGV or OG/CD will sign.

A9.4.3.2. **(USAFE) Approving Officer.** For squadron evaluators the SQ/CC will sign. For OGV evaluators, the OG/CC will sign.

A9.4.4. **(USAFE) Comments .**

A9.4.4.1. **(USAFE) Examiner Remarks.** Mission description will be a succinct statement that verifies all items in **Table A9.1 (USAFE)** were evaluated and any alibis for items that were not evaluated. If the objectivity evaluation is conducted in conjunction with a Standardization/Evaluation Qualification Program checkride, then the mission description will be preceded by the following statement: “This evaluation was conducted as part of a HQ USAFE-AFAFRICA Standardization/Evaluation Qualification Program Inspection.”

A9.4.4.1. **(LAKENHEATH)** SEFE objectivity evaluation mission descriptions will read, “This evaluation was accomplished IAW AFI 11-202 Volume 2 USAFE Supplement Table A9.1.”

Table A9.1. (USAFE) Grading Criteria.

AREA 1. COMPLIANCE WITH STAN/EVAL DIRECTIVES.	
Q	Complied with all directives pertaining to the administration of a flight evaluation and flight safety.
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 2. SEFE BRIEFING.	
Q	Thoroughly briefed the examinee on the purpose of the evaluation and how it would be conducted. Discussed mission requirements, responsibilities, grading criteria, and SEFE actions/position during the evaluation.
Q-	Items were omitted during the briefing causing minor confusion or requiring later clarification.
U	SEFE failed to adequately brief the examinee.
AREA 3. IDENTIFICATION OF DISCREPANCIES AND ASSIGNMENT OF AREA GRADES.	
Q	Identified all discrepancies and assigned proper area grade.
Q-	Most discrepancies were identified. Failed to assign Q- grade when appropriate. Assigned discrepancies for performance that was within standards.
U	Failed to identify discrepancies related to flight discipline or deviations which merited an unqualified grade. Assigned Q- grades which should have been U or assigned U grades for performance within standards.
AREA 4. ASSESSMENT OF OVERALL PERFORMANCE.	
Q	Awarded the appropriate overall grade based on the examinee's performance.
Q-	Awarded an overall grade without consideration of cumulative deviations in the examinee's performance.
U	Did not award a grade commensurate with overall performance.
AREA 5. 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 6. MISSION CRITIQUE.	
Q	Thoroughly debriefed the examinee on all aspects of the evaluation. Discussed all deviations, area/overall grades, and additional training (if required).
Q-	Failed to discuss all deviations and assigned grades. Did not advise the examinee of additional training, if required.
U	Did not discuss any assigned area grades or the overall rating. Changed grades without briefing the examinee.

AREA 7. FLIGHT/EPE EVALUATION DOCUMENTATION.	
Q	Correctly completed all required documentation.
Q-	Minor errors in documentation that 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 8. BRIEFING THE SUPERVISOR ON THE EVALUATION (IF REQUIRED).	
Q	Thoroughly debriefed an appropriate squadron supervisor if breaches of flight safety of flight discipline were observed during the evaluation. Discussed all deviations, area/overall grades, and additional training (if required). Immediately notified the examinee's SQ/CC/DO and flight commander, if available, if Q2 or Q3 performance was observed.
Q-	Debriefed the supervisor, but failed to discuss all discrepancies, grades, or additional training.
U	Failed to immediately notify the examinee's squadron commander/operations officer and flight commander, if available, when Q2 or Q3 performance was observed.
AREA 9. SEFE PERFORMANCE.	
Q	SEFE performed as briefed and contributed to a thorough evaluation of the examinee.
Q-	Committed minor errors that did not detract from the examinee's performance.
U	Committed major errors disrupting the examinee's performance or preventing a thorough evaluation.

Attachment 10 (Added-USAFE)**BRIEFING FACILITIES GUIDANCE**

A10.1. (USAFE) As a minimum, the following materials will be available in either the mission planning area or flight briefing room(s) for the express purpose of facilitating the mission planning/briefing process as described in AFI 11-2MDSV3. Items not applicable based on MDS and/or host nation requirements may be omitted. Use the following definitions:

A10.1. (LAKENHEATH) Squadron main briefing rooms or conference rooms are not considered briefing rooms for the purposes of this attachment.

A10.1.1. (USAFE) Mission Planning: Includes the time period from the start of dedicated planning and any material used/produced specifically for the execution of the tasked mission.

A10.1.2. (USAFE) Briefing: Starts with the beginning of the official aircrew pre-mission brief as described in AFI 11-2MDSV3. Does not include pre-brief “rallies” or informal gatherings not a part of the AFI 11-2MDSV3 briefing process.

A10.1.3. (USAFE) Supervision of Flying: Includes SOF, Ops Sup/Top 3, or any similar duty position within the squadron involved with advising aircrew while they are on-mission starting from ground ops and continuing through engine shutdown.

A10.2. (USAFE) All information, either hard copy or electronic, used for mission planning, briefing, and supervision of flying must be current and correct (i.e., no “For Reference Use Only” material will be used). See also paragraph **3.2.1.3.1 (USAFE)**.

A10.2.1. (USAFE) Items listed below will be current and correct to the level of detail commensurate with their role in the planned mission/brief IAW AFI 11-2MDSV3 and AFI 11-202V3 (e.g., if the local area map is also used for planning/briefing low-level ops then it must have current DAFIF/CHUM).

A10.2.2. (USAFE) Information need not be updated for items of a temporary nature (i.e., released through NOTAM, FCIF, or similar guidance), but aircrew will include temporary updates that are relevant to the mission in the briefing.

A10.2.3. (USAFE) In lieu of replacing required information each time new guidance is released, units may provide a summary of changes relevant to the unit’s missions (either individually for each applicable item listed below or combined for all items) that is/are available for each briefing.

A10.3. (USAFE) Flight briefing rooms will be well lit and of adequate size to comfortably seat all flight members. In squadrons where space is limited, the flight planning room and briefing room may be collocated.

A10.4. (USAFE) A hard copy of the unit Pilot/Aircrew Aid, In-Flight Guide (IFG), and/or electronic briefing material may be used to satisfy these requirements as long as they are accessible and viewable by all flight members during the brief.

A10.5. (USAFE) If electronic briefing items are used to fulfill any of these requirements, squadrons will maintain an effective backup capability. The backup products need not be to the same resolution as the primary, but will be current/complete IAW **A10.2.2 (USAFE)**.

A10.6. (USAFE) Regardless of the method used to display the material or the location in which it is maintained, aircrew will ensure that items relevant to the mission are present in the flight briefing room at the time of briefing.

A10.7. (USAFE) SQ/CCs (or equivalent) of forward operating locations may deviate from the below requirements as long as aircrew briefing capabilities are not degraded.

A10.8. (USAFE) Unit supplement will stipulate the specific location(s) required materials in this attachment will be maintained, how the squadrons will verify/maintain currency and correctness of required items, and how the squadrons will ensure aircrew are aware of any applicable changes.

A10.8.1. **(Added)(LAKENHEATH)** (N/A GA) All briefing rooms will be electronic to the maximum extent possible.

A10.8.1.1. **(Added)(LAKENHEATH)** The 48 FW IFG will be kept in hard copy.

A10.8.1.2. **(Added) (LAKENHEATH)** (C) (E) OGV will provide hard copy green airspace maps.

A10.8.2. **(Added) (LAKENHEATH)** (N/A GA) OGV will provide direction on the maintenance and updating of briefing rooms electronic publications on the OGV SharePoint site. Procedures will change as information technology (IT) infrastructure changes.

A10.8.3. **(Added) (LAKENHEATH)** (N/A GA) CCV's will appoint a briefing room monitor for each room.

A10.8.3.1. **(Added)(LAKENHEATH)** Briefing room monitors will use the MDS-specific Briefing Room Self Inspection Checklist available on the OGV SharePoint page. This checklist will be posted in each briefing in a location at the discretion of the squadron.

A10.8.4. **(Added) (LAKENHEATH)** (N/A GA) Briefing room spot inspections.

A10.8.4.1. **(Added)(LAKENHEATH)** OGV staff will periodically inspect squadron briefing rooms. Spot inspections will be annotated on the Briefing Room Self Inspection Checklist. Feedback will be informal and provided to the CCV chief via email.

A10.8.4.2. **(Added)(LAKENHEATH)** Briefing rooms will always be inspected as part of Operational SUPEVAL's.

A10.8.4.3. **(Added)(LAKENHEATH)** Briefing room electronic library will be inspected as part of all briefing room inspections. Procedures for ensure currency of the electronic briefing room library will be in a standalone document on the OGV SharePoint site.

A10.9. (USAFE) Briefing Boards and/or Electronic Slides.

A10.9. (LANENHEATH)(N/A GA) The 48 FW IFG hardcopy maintained in each briefing room is a suitable substitute for any of the below items.

A10.9.1. **(USAFE)** Airfield diagram.

A10.9.1.1. **(USAFE)** Taxi routes.

A10.9.1.2. **(USAFE)** Arm/de-arm areas.

- A10.9.1.3. (USAFE) Hot brake/hydrazine areas.
- A10.9.1.4. (USAFE) Hot Refueling areas.
- A10.9.1.5. (USAFE) Hung ordnance/unsafe gun area.
- A10.9.1.6. (USAFE) Arresting gear locations.
- A10.9.2. (USAFE) Local area IFR/VFR pattern/references.
 - A10.9.2.1. (USAFE) IFR departures/Local Radar Climbout.
 - A10.9.2.2. (USAFE) Arrival routes/entry points.
 - A10.9.2.3. (USAFE) Significant geographic/cultural references.
 - A10.9.2.4. (USAFE) Hot/hung ordnance routes.
- A10.9.3. (USAFE) Local area map.
 - A10.9.3.1. (USAFE) Local flying areas.
 - A10.9.3.2. (USAFE) Traffic control areas.
 - A10.9.3.3. (USAFE) Commonly used Danger and Restricted areas (or Host Nation equivalent).
 - A10.9.3.4. (USAFE) Alternate airfields.
 - A10.9.3.5. (USAFE) Primary AAR/HAAR tracks.
 - A10.9.3.6. (USAFE) Controlled bailout area.
 - A10.9.3.7. (USAFE) Weapons Jettison area.
 - A10.9.3.8. (USAFE) Landing Zones (LZs).
- A10.9.4. (USAFE) Information for most frequently used ranges.
 - A10.9.4.1. (USAFE) Patterns.
 - A10.9.4.2. (USAFE) Entry and departure points.
 - A10.9.4.3. (USAFE) Holding patterns.
 - A10.9.4.4. (USAFE) Target Photographs.
- A10.9.5. (USAFE) Tanker/AAR/HAAR Procedures (may use hard/electronic copy of ATP 3.3.4.2., AFTTP 3-3.MDS, and/or TOs).
 - A10.9.5.1. (USAFE) Director lights (KC-135/KC-10).
 - A10.9.5.2. (USAFE) Radio calls/visual signals.
 - A10.9.5.3. (USAFE) Visual depictions of observation/pre-contact/contact.
 - A10.9.5.4. (USAFE) MDS-specific emergency procedures.
- A10.9.6. (USAFE) Training Rules (reference AFI 11-214).
- A10.9.7. (USAFE) Posting of all applicable local and USAFE-AFAFRICA SIIs.

A10.9.7. **(LAKENHEATH)** Squadrons are responsible for creating their own Special Interest Item (SII) posters. Posters will be posted in plain sight.

A10.9.8. **(USAFE)** Dry-erase board (or equivalent).

A10.10. (USAFE) Publications.

A10.10.1. **(USAFE)** Primary Flight Manual, checklist(s), and aircrew aid.

A10.10.2. **(USAFE)** Aircrew operational procedures (i.e. AFI11-2MDSV3, and local guidance).

A10.10.3. **(USAFE)** Range orders and any supplemental information for commonly used ranges.

A10.10.4. **(USAFE)** FLIP (both DoD and Host Nation, if used) for local area. FLIP may be photo-copies of actual FLIP volumes or printouts from official on-line sources (IAW AFI 11-202V3) but must have a "Valid Through" date printed/posted on the document. This requirement may be fulfilled by having an aircrew member from the flight bring a set of FLIP to the brief.

A10.10.4. **(LAKENHEATH)** (N/A GA) Flight information publications (FLIP) may be maintained in the briefing rooms. Flight leads or aircraft commanders will assign a member of the formation to bring FLIP to the briefing when mission requirements dictate.

A10.11. (USAFE) Mission playback equipment.

A10.12. (USAFE) Visual/Training Aids. Examples: Cockpit photographs, system mock-ups, panel graphics, Computer-Based Trainers (CBT) of sufficient scale to be used as a briefing aid, or TO diagrams.

A10.13. (USAFE) Aeromedical Evaluation (AE) specific information.

A10.13.1. **(USAFE)** Squadron Operating Instructions (OIs) or equivalent.

A10.13.2. **(USAFE)** AE In-flight Packaging Guide.

A10.13.3. **(USAFE)** AE Aircrew Forms Guide.

A10.13.4. **(USAFE)** Aeromedical Evacuation Equipment Standards.

A10.13.5. **(USAFE)** Surgeon General (SG) Policy Letters (as applicable).

A10.13.6. **(USAFE)** Recent editions of:

A10.13.6.1. **(USAFE)** Lippincott Manual of Nursing Practice.

A10.13.6.2. **(USAFE)** Current medical Diagnosis and Treatment.

A10.13.6.3. **(USAFE)** Nursing Drug Reference.

A10.13.6.4. **(USAFE)** Adult and Pediatric Advanced Cardiac Life Support Algorithms.

Attachment 11 (Added-USAFE)**LETTER OF CERTIFICATION GUIDANCE**

A11.1. (USAFE) Purpose. This attachment further defines USAFE-AFAFRICA's requirements for a unit's Letter of Certifications (Letter of Xs).

A11.2. (USAFE) Intent. The Letter of Xs is to provide the SQ/CC a summary document annotating the certifications/qualifications of all aircrew in the squadron.

A11.2. (LAKENHEATH) Flight surgeons who do not require a flight phase evaluation/certification will not be annotated on the LOX.

A11.2.1. (USAFE) Being a summary document, the Letter of Xs will be used in concert with source training/certification/qualification documentation (e.g., gradebooks, AF Forms 8/8a, etc.) to verify the validity of certification/qualification claims.

A11.2.2. (USAFE) Specifically for certifications, in any instance where the source document cannot be located, the Master Letter of Xs, with a valid SQ/CC (or designated representative) signature, may be used as the source document for that certification.

A11.3. (USAFE) Management and Publication.

A11.3.1. (USAFE) Unit supplements will describe the overall management of the Letter of Xs, which may be assumed by the unit training function if desired.

A11.3.1.1. (USAFE) If units choose to have the squadron training function manage the Letter of Xs, the Stan/Eval function will still verify the correctness of the final Letter of Xs prior to SQ/CC (or designated representative as annotated in the unit supplement) signature.

A11.3.1.1. (LAKENHEATH) CCV chiefs will verify the accuracy and sign the LOX. In his or her absence, the DOT chief will assume this responsibility.

A11.3.2. (USAFE) As a minimum, a Master Letter of Xs will be published by the 7th of each month IAW the following guidance.

A11.3.2.1. (USAFE) **Signature and Posting.** The Master Letter of Xs will be signed by the SQ/CC (or designated representative). Electronic/digital signatures are authorized and will conform to the guidance in **paragraph 7.1.2.**

A11.3.2.1.1. (USAFE) After the SQ/CC (or designated representative as annotated in the unit supplement) signs the Master Letter of Xs and prior to any distribution of the document, the managing office will "finalize" the document so that no further changes may be made.

A11.3.2.1.2. (USAFE) Units will define in their supplements how the Letter of Xs will be finalized (e.g., saved as a PDF file, using the "Mark as Final" function in MS Office, etc.).

A11.3.2.1.2. (LAKENHEATH) After the SQ/CC has signed the LOX, CCV or DOT will save the document as a Portable Document Format (PDF). The PDF will include the suffix "MASTER" in the file name and be files as part of the squadron's

official file structure. Units will then forward the LOX to OGV by the 7th calendar day of the month.

A11.3.2.1.3. **(USAFE)** After being finalized, the Letter of Xs will be posted in a central location as stipulated in unit supplement, but will be readily available to squadron supervision. All other distributed copies will be documented as “For Reference Use Only”.

A11.3.2.1.3. **(LAKENHEATH)** Squadrons will post the finalized LOX in a location at their discretion. The preferred location is the squadron operations desk.

A11.3.2.2. **(USAFE) Minimum Items.** Annotate a Master Letter of Xs with the following minimum information as applicable to the MDS/crew position and specific mission taskings.

A11.3.2.2.1. **(USAFE)** A listing of all assigned and attached flying personnel.

A11.3.2.2.1. **(LAKENHEATH)** Aircrew will be listed alphabetically by last name in separate assigned and attached sections. Pilots, Weapon System Operators (WSO), SMAs, PJs and CROs will each be listed on separate pages. See AFI 10-3502 Volume 2 for PJ/CRO guidance.

A11.3.2.2.2. **(USAFE)** Instructor qualifications.

A11.3.2.2.3. **(USAFE)** Evaluator certifications.

A11.3.2.2.3.1. **(Added)(LAKENHEATH)** If a qualified SEFE goes on probation, in addition to the SEFE’s name being highlighted, the SEFE qualification identifier container will also be highlighted in the same format to identify approaching inactive status.

A11.3.2.2.3.2. **(Added)(LAKENHEATH)** If a qualified SEFE transitions to inactive status, the LOX will be updated with an “IA” in the SEFE column. Once the SEFE returns to active status, revert the “IA” to an “X”.

A11.3.2.2.4. **(USAFE)** Pilot Weather Category (PWC) certifications.

A11.3.2.2.5. **(USAFE)** Flight Lead certifications (at unit discretion, this may be broken out into two and four-ship flight lead listings).

A11.3.2.2.6. **(USAFE)** Functional Check Flight (FCF) aircrew certifications.

A11.3.2.2.7. **(USAFE)** Aircraft in which AE crewmembers, CSOs, and FAs are qualified.

A11.3.3. **(USAFE) Annotating Changes on the Master Letter of Xs.** When changes to the Letter of Xs are needed, units have two options: 1) Create a new Master Letter of Xs IAW paragraph [A11.3.2 \(USAFE\)](#), or 2) Make pen and ink changes to the posted Master Letter of Xs IAW the following guidance.

A11.3.3.1. **(USAFE)** The SQ/CC (or designated representative) are the only individuals authorized may make pen and ink changes to the Master Letter of Xs.

A11.3.3.1. **(LAKENHEATH)** Designated representatives include the SQ/DO, DOT chief, CCV chief, or any squadron supervisor.

A11.3.3.2. **(USAFE)** The Master Letter of Xs will only be updated after the individual's training is complete and the appropriate qualification/certification documentation has been signed/verified by the approving authority for that event.

A11.3.3.3. **(USAFE)** Using RED ink, update the Master Letter of Xs and initial next to the change.

A11.3.3.4. **(Added)(LAKENHEATH)** The master LOX PDF may be updated electronically and reprinted. If doing so, add a "current as of (CAO)" date.

A11.4. (USAFE) Commander-Directed Decertification. Units will provide guidance in the unit supplement on the use of the Letter of Xs for documenting Commander-Directed decertifications.

A11.4.1. **(Added)(LAKENHEATH)** Squadrons will either create a new LOX IAW paragraph A11.3.3.4 or make a pen and ink change IAW paragraph A11.3.3.3 when annotating a decertification on the LOX.

A11.4.2. **(Added)(-LAKENHEATH)** In order to avoid clutter, create a new LOX if and when the member becomes recertified.

A11.5. (USAFE) Disposition. Managing offices will archive superseded letters for at least 12 months from the date of signature on a new master Letter of Xs.

Attachment 12 (Added-USAFE)

USAFE SUPPLEMENTARY EVALUATION GUIDANCE

A12.1. (USAFE) Purpose. This attachment provides units recommended methods for SUPEVAL implementation. SUPEVALs may be used to validate or improve unit training programs, gather data for suspected deficiencies and/or address known or existing deficiencies.

A12.2. (USAFE) To determine which SUPEVAL flow is appropriate, the unit should begin with awareness of two types of problems within the unit: 1) A suspected problem or deficiency, reference Figure [A12.1 \(USAFE\)](#), or 2) A known problem or deficiency, reference [Figure A12.2 \(USAFE\)](#).

Figure A12.1. (Added-USAFE) SUPEVAL Flow for Suspected Problem.

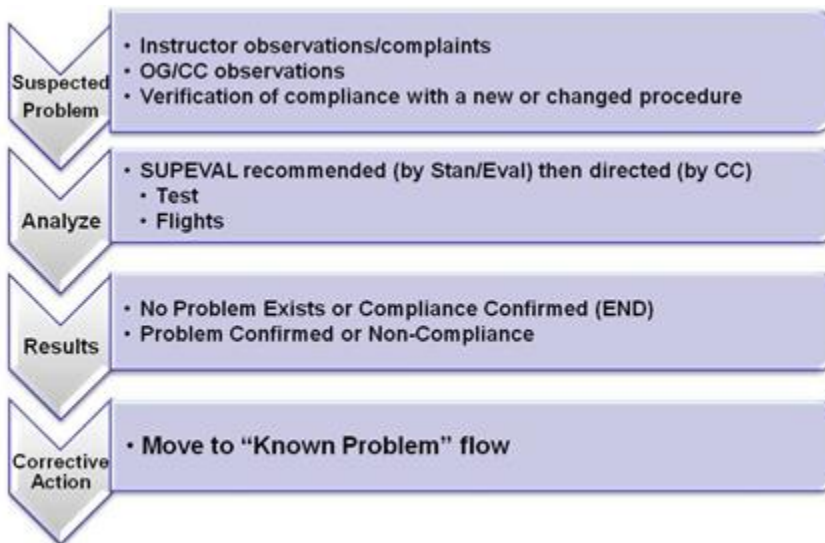


Figure A12.2. (Added-USAFE) SUPEVAL Flow for a Known Problem.



Attachment 13 (Added-LAKENHEATH)**TREND PROGRAM**

A13.1. (Added-LAKENHEATH) Trend Types. There are four types of trends: in-flight trends associated with MDS Volume 2 discrepancies, EPE trends associated with MDS Volume 2 discrepancies, testing trends (periodic and requisite), and squadron identified trends.

A13.2. (Added-LAKENHEATH) Trend Criteria. A trend in a graded area on an examination or evaluation is established when the discrepancy rate meets 20%. Minimum sample size is 10. When sample size is less than 10, two discrepancies will constitute a trend.

A13.3. (Added-LAKENHEATH) Trend Cycle.

A13.3.1. (Added-LAKENHEATH) For all but squadron identified trends, the trend cycle will run by calendar year half and align with the SEB.

A13.3.2. (Added-LAKENHEATH) Trends will be reported at the SEB as either “open,” “still open,” or “closed.”

A13.4. (Added-LAKENHEATH) Trend Identification.

A13.4.1. (Added-LAKENHEATH) Evidence for identifying squadron trends can be initiated at any level, but will primarily be identified at squadron instructor meetings.

A13.4.2. (Added-LAKENHEATH) Use PEX to identify all MDS volume 2 grading criteria and testing trends.

A13.5. (Added-LAKENHEATH) Trend Resolution.

A13.5.1. (Added-LAKENHEATH) Requisite testing questions identified as trends will be marked as “always include” in PEX until closed out. These will be considered closed out when, at the end of a six-month cycle, they are no longer a trend and at the completion of any action deemed appropriate IAW paragraph A13.5.3. OGV will be the default OPR for all testing trends.

A13.5.2. (Added-LAKENHEATH) Periodic testing questions identified as trends will be resolved by actions at the CCV level. The test in its entirety will be posted in squadron common areas frequented by aircrew. Trend questions will be highlighted. The exam will remain in place for four weeks. Unless deemed otherwise by the OG/CC or a SQ/CC, the trends will be closed at the end of four weeks.

A13.5.3. (Added-LAKENHEATH) Unless deemed otherwise by the OG/CC or a SQ/CC, no action is required for first time MDS volume 2 trends. MDS volume 2 trends reported as open for two or more consecutive six-month cycles will be resolved by SII, SUPEVAL, or any other process deemed appropriate by the OG/CC (verbally delegable to OGV chief) or SQ/CC.

A13.5.4. (Added-LAKENHEATH) CCV’s are responsible for the execution of squadron identified trend resolution.

A13.5.5. (Added-LAKENHEATH) CCV’s will report the discovery and resolution of a trend to OGV by MFR.

A13.6. (Added-LAKENHEATH) GA Applicability.

A13.6.1. (Added-LAKENHEATH) GA trend types are testing trends, evaluated event trends, and squadron identified trends.

A13.6.2. (Added-LAKENHEATH) GA trends may be identified using any means necessary and will not be restricted to PEX.

Attachment 14 (Added-LAKENHEATH)**F-15 SIMULATOR INSTRUCTOR EVALUATION PROGRAM)**

A14.1. (Added-LAKENHEATH) Purpose. The purpose of the F-15 simulator instructor program is to provide quality control of all F-15 simulator instructors and fulfill the requirement for annual proficiency checks IAW the most current *Performance of Work Statement (PWS) for Aircrew Training; Live, Virtual and Constructive (LVC); Academic; and Simulator II (ATLAS II)* paragraph 1.4.6.

A14.2. (Added-LAKENHEATH) Qualification Program. Simulator instructors will be evaluated on a 12-month cycle in order to validate their ability to instruct to mission qualification (MQ) simulator missions. The evaluation zone will begin in 10th calendar month.

A14.2.1. **(Added-LAKENHEATH)** In addition to emergency procedures (EP) proficiency, 48 OSS Weapons and Tactics (48 OSS/OSK) will be the OPR for designating in what mission types proficiency is required. This will be coordinated verbally with OGV.

A14.2.2. **(Added-LAKENHEATH)** Qualification evaluations will consist of an EP simulator mission (documented as EPE) and a simulator mission (documented as SIM MSN) in a mission type as defined by 48 OSS/OSK in paragraph A14.2.1.

A14.2.3. **(Added-LAKENHEATH)** Any SEFE may perform these evaluations.

A14.2.4. **(Added-LAKENHEATH)** OGV will be responsible for evaluation management.

A14.3. (Added-LAKENHEATH) Documentation. Evaluation documentation will be on an AF Form 8. PEX will be used to the maximum extent possible. Document as a “ground evaluation” only.

A14.3.1. **(Added-LAKENHEATH)** Unless otherwise specified, documentation will be IAW **Chapter 7** of this instruction.

A14.3.2. **(Added-LAKENHEATH)** Aircraft/Crew Position will be “SIM MDS/IP.”

A14.3.3. **(Added-LAKENHEATH)** Eligibility Period will begin 10 months from the last event completed date until end in the 12th month. The last event accomplished will set the eligibility period.

A14.3.4. **(Added-LAKENHEATH)** Location will be, “48 OSS, RAF Lakenheath, UK.”

A14.3.5. **(Added-LAKENHEATH)** Flight phase will be blank.

A14.3.6. **(Added-LAKENHEATH)** Ground phase will contain the EPE and SIM MSN events, their respective dates, and the qualification grade.

A14.3.7. **(Added-LAKENHEATH)** The reviewing officer will be the 48 OSS Director of Operations (48 OSS/DO). The final approving officer will be the 48 OSS Commander (48 OSS/CC).

A14.3.8. **(Added-LAKENHEATH)** The mission description will include the particular mission type as defined in paragraph A14.2.1 as well as a sentence showing compliance with this instruction.

A14.4. (Added-LAKENHEATH) Evaluation Areas. Evaluation areas, grading criteria, and required items are IAW Table A14.1.

Table A14.1. (Added-LAKENHEATH) Evaluation Criteria.

Area	Grade	Description
Area 301. Briefing.	Q	Presented a comprehensive, instructional briefing/debriefing which encompassed all mission events. Made excellent use of training aids. Excellent analysis of all events/maneuvers. Clearly defined objectives.
	Q-	Minor errors or omissions in briefing/debriefing or mission critique. Occasionally unclear in analysis of events or maneuvers.
	U	Major errors or omissions in briefing/debriefing. Analysis of events or maneuvers was incomplete, inaccurate or confusing. Did not use training aids/reference material effectively. Briefing/debriefing below
Area 302. In-flight Instruction.	Q	Demonstrated in-depth knowledge of procedures, requirements, aircraft systems/performance characteristics, mission and tactics beyond that expected of non-instructors.
	Q-	Deficiencies in depth of knowledge, comprehension of procedures, requirements, aircraft systems/performance characteristics, mission or tactics.
	U	Unfamiliar with procedures, requirements, aircraft systems/performance characteristics, mission or tactics. Lack of knowledge in certain areas seriously detracted from instructor effectiveness.
Area 303. Debriefing	Q	Presented a comprehensive, instructional briefing/debriefing which encompassed all mission events. Made excellent use of training aids. Excellent analysis of all events/maneuvers. Clearly defined objectives.
	Q-	Minor errors or omissions in briefing/debriefing or mission critique. Occasionally unclear in analysis of events or maneuvers.
	U	Major errors or omissions in briefing/debriefing. Analysis of events or maneuvers was incomplete, inaccurate or confusing. Did not use training aids/reference material effectively. Briefing/debriefing below

A14.4.1. **(Added-LAKENHEATH)** A “U” grade in any of these areas will drive an overall Q3.

A14.4.2. **(Added-LAKENHEATH)** A Q3 requires a requalification in only the event which was failed and will be documented on a new AF Form 8. The requalification (RQ) prefix will be used.

A14.4.3. (**Added-LAKENHEATH**) Simulator instructors receiving a Q3 will be placed on supervised status in PEX and will only be allowed to run the console until successfully completing a requalification.

A14.5. (Added-LAKENHEATH) OGV examiners will audit simulator instructors IAW *Performance of Work Statement (PWS) for Aircrew Training; Live, Virtual and Constructive (LVC); Academic; and Simulator II (ATLAS II)* paragraph 1.4.6.2. This will be annotated on the AF Form 942 in PEX as “ACADEMIC AUDIT.” Verbal feedback to the instructor will be provided.