

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

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



**AIR FORCE GLOBAL STRIKE COMMAND  
Supplement**

**MINOT AIR FORCE BASE  
Supplement**

**21 FEBRUARY 2019**

***Flying Operations***

**AIRCREW STANDARDIZATION /  
EVALUATION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 5 OG/OGV

Certified by: 5 OG/CC  
(Colonel Scott H. Maytan)

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This instruction supplements AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, 13 Sep 10 with Incorporated Change 1, 18 Oct 12 and the associated AFGSC Supplement, 22 Jan 16. It establishes the Aircrew Standardization/Evaluation (Stan/Eval) Program for the 5th Operations Group (5 OG) and provides guidance on how to structure and monitor the Stan/Eval program. It is applicable to all 5th Operations Group units and attached personnel. Send comments and recommendations for change to this supplement through channels, using AF Form 847, *Recommendation for Change of Publication*, to 5th Operations Group, Standardization and Evaluation (5 OG/OGV), 475 Summit Drive, Suite 254F, Minot AFB, ND 58705-5000. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained 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), or any updated statement provided by the AF Records Management office (SAF/CIO A6P).

***SUMMARY OF CHANGES***

**This document is substantially revised and must be completely reviewed.** Information was moved to the appropriate paragraph in the parent regulation and conflicting information was removed. All Forms 8 and Flight Evaluation Folders (FEFs) will be created, maintained and routed via Patriot Excalibur (PEX). Periodic reviews will be accomplished and documented when an individual's evaluation window closes. The trend criteria has been updated. The 5 OG Technical Order Distribution Officer (TODO) will maintain the current Electronic Flight Bag (EFB) build for aircrew. Squadron Standardization and Evaluation Flights (CCV) will maintain an appropriate number of non-posted nuclear technical orders (TOs) for each crew compartment for each aircraft assigned to their squadron. Nuclear paper format TOs, Flight Information Publications (FLIP) and directives will only be required to be on board the aircraft for real-world alert duty and nuclear operations, but are not required for nuclear exercises or training missions. The 5 BW no-notice Aircrew Training Device (ATD)/Emergency Procedures Evaluation (EPE) evaluation goals have been updated. Crewmembers do not have to be current on the Instrument Refresher Course (IRC) prior to taking their instrument examination. Formal periodic exams will consist of 25 questions and will be administered semiannually. Aircrew members will take a closed-book exam every month. FCIF Volume 1, Part B and the remaining volumes are located on the 5 OGV SharePoint Site at: [https://cs1.eis.af.mil/sites/minot/wing/5bw/5og/5OG\\_Staff/ogv/default.aspx](https://cs1.eis.af.mil/sites/minot/wing/5bw/5og/5OG_Staff/ogv/default.aspx)

1.3.3. The waiver authority for guidance in this supplement is the 5th Operations Group Commander (5 OG/CC).

2.3.2.4. All Forms 8 and FEFs will be created, maintained, and routed via PEX.

3.2.2.2. Evaluators will complete AFGSC Form 8A, with the appropriate 5 OG overprint, for all evaluations. Evaluators will make comments on the form when the overall grade is EQ or for any area/sub area graded commendable, Q-, or U.

3.2.2.5. The 5th Operations Group Standardization and Evaluation (5 OG/OGV) will designate a trends monitor and alternate. A trend is a leading indicator to identify a problem area before it propagates among the crew force. The trends monitor will compare data over a 6-month period (or 12-month period when insufficient data exists within 6 months) to evaluate whether a trend exists. Trends to be tracked are: 1) 20% or more of an area/sub area is graded a Q- or lower with a sample size of 10 or more; 2) a question on a requisite or periodic exam is missed 20% or more of the time, with a sample size of 10 or more. The trend monitor has the flexibility to determine whether or not a trend actually exists. Trends will be reported to the 5 OG/CC and flying squadron commanders, and will be compiled for discussion and tracking during the SEB.

3.2.2.5.4. The 5 OG/OGV will provide trend areas to squadron training flights for corrective action on any trend area approved by the 5 OG/CC. Squadron training flights will ensure the corrective action is implemented. 5 OG/OGV will review and monitor trends using appropriate control measures after a corrective action is implemented in order to close a trend or coordinate additional corrective actions as necessary.

3.2.2.6.1. **(Added)** Supplementary Evaluations in the 5 OG will take place in the following manner: The individual conducting the evaluation will document it with a Memorandum for Record (MFR). The MFR will contain individual paragraphs detailing the evaluation's purpose, observations, bottom line results, and corrective actions required or suggestions for improvement if necessary. The MFR will be produced and sent to OGV, OG/CD, and the OPR including the chain of command of the program being evaluated.

3.2.2.7. The 5 OG/OGV is responsible for board administration, creating the agenda IAW AFI11-202V2, (Attachment 2), and scheduling the meeting.

3.2.2.9.1. **(Added)** 5 OG/OGV is the TODO for 5 OG flight manuals. The 5 OG TODO is responsible for distribution of flight manual publications to 5 OG flying personnel and attached flyers. The 5 OG TODO will maintain the current EFB build for aircrew.

3.2.2.9.2. **(Added)** Squadron CCVs will maintain an appropriate number of non-posted nuclear TOs for each crew compartment for each aircraft assigned to their squadron. Nuclear paper format TOs, FLIP and directives will only be required to be on board the aircraft for real-world alert duty and nuclear operations, and are not required for nuclear exercises or training missions per AFGSCI 11-270, *Electronic Flight Bag Operations*, Para. 3.4.5., dated 21 March 2014

3.2.2.9.3. **(Added)** Aircrew will be responsible to maintain flight abbreviated checklists. Aircrew are authorized use of electronic checklists on the EFB. However, a minimum of one hard copy set of checklists will be carried in-flight regardless of authorization obtained to eliminate other paper products. Flight abbreviated checklists issued to aircrew will be posted prior to operating or maintaining equipment.

3.2.2.9.4. **(Added)** 5 OG/OGV will validate all changes and supplements to unclassified manuals. 5 OSS will validate classified weapons manuals as appropriate.

3.2.2.9.5. **(Added)** Crew members will use the Go/No-Go system (via FCIF) to indicate receipt of TOs and changes. 5 OG/OGV will post the change as soon as possible, but as a minimum will have the change available for aircrew to post prior to flight.

3.2.2.9.6. **(Added) Flight Manual Annual Review.** 5 OG TODO will conduct inspections of the manuals program IAW TO 00-5-1, AF Technical Order System, AFI 11-215, *USAF Flight Manual Program (FMP)* and the Enhanced Technical Information Management System (ETIMS).

3.2.2.10.1. **(Added)** 5 OG/OGV will appoint a program monitor to track the status of submitted AF Form 847. The monitor will check for duplicate entries, ensure accuracy and assign a control number. An instructor of appropriate specialty will review all completed forms and send them to the 847 monitor for endorsement to be forwarded to AFGSC/A3TV. 5 OG/OGV will maintain an AF Form 847 file/tracker and will report the disposition of AF Forms 847 at the SEB meeting. 5 OG/OGV will notify the originator upon final action.

3.2.2.14.1. **(Added)** 5 OG/OGV or squadron CCVs will ensure the completion of flight examiner upgrade requirements is documented in the approved software SEFE training course or on the flight examiner upgrade letter (**Attachment 10**). Once an evaluator candidate has completed SEFE upgrade, squadron training flights will maintain documentation in the individual's training folder, update the letter of certifications, and create/route an AF Form 4324, *Aircraft Assignment/Crew Position/Qualification Worksheet*.

3.2.2.15.1. **(Added) Flight Evaluations.** The 5 BW no-notice flight evaluation goal is one full crew per 6-month period. The full crew no-notice flight evaluation should, but does not have to occur on the same sortie.

3.2.2.15.1.1. **(Added)** All crew members assigned to 5 BW are eligible for no-notice evaluations at any time, but especially between 5 and 11 months from a previous evaluation. Squadron leadership may highlight individuals with substandard performance for increased scrutiny. Crew members are eligible for more than one no-notice evaluation each year.

3.2.2.15.1.2. **(Added)** 5 OG/OGV and CCVs will request approval from 5 OG/CC prior to all no-notice flight evaluations. The SEFE will ensure the crew member is aware of procedures to realign if desired.

3.2.2.15.2. **(Added) ATD/EPE.** The 5 BW no-notice ATD/EPE evaluation goal is one full crew per 6-month period. The full crew no-notice evaluation should, but does not have to occur on the same sortie/mission.

3.2.2.15.2.1. **(Added)** 5 OG/OGV will inform the 5 OG/CC prior to all no-notice ATD/EPE evaluations.

3.2.2.16. **(Added)** 5 OG/OGV oversees CCV tracking of eligibility periods and requisites of all 5 OG aircrew and attached flyers.

3.2.2.17. **(Added)** 5 OG/OGV will appoint an Instrument Refresher Course (IRC) program monitor.

3.2.3. The 5 OG/OGV manning will be in accordance with the 5 OG unit manning document, the AFI 11-202V2, and will have a chief and at least one evaluator from each crew compartment.

3.3.1.4. Squadron commanders will notify squadron CCV of any impending TDY or PCS of any in-zone crew members. Crew members requiring an evaluation will be scheduled for the evaluation at least 1 month prior to departure.

3.3.2.1. Squadron CCVs are responsible for tracking eligibility periods and requisites in conjunction with unit scheduling, and scheduling all ATD and flight evaluations. Squadron CCVs will track each completed requisite in PEX as applicable.

3.3.2.8. Prior to the last duty day of each month the squadron CCVs will forward a list of crew members entering, and those within, their eligibility period with evaluation progress to: Sq/DO, 5 OG/OGV, the individual, and the Flt/CC.

3.3.2.10. **(Added)** The letter of certifications in each respective squadron training flight will include Flight Qualification, Weapons Qualification, Instructor/Evaluator Qualification, Supervisor of Flying (SOF) Qualification, and Ops Sup/Top 3 Qualification. PEX will be the source document for each bomb squadron.

3.3.3.3.2. **Unit Manning.** Squadron flight examiner manning will include the commander, operations officer and up to two additional flight examiners per crew compartment. Squadron commanders will determine the number of Stan/Eval Liaison Officers (SELOs) required, but at a minimum will have one from each specialty. Squadron commanders and operations officers should be certified evaluators no later than the end of the third month after completing Mission Qualification Training (MQT).

3.3.4 . **(Added Squadron Scheduling.** In order to prevent conflicts, squadron schedulers will coordinate with 5 OG/OGV or their squadron's Chief of Stan/Eval prior to scheduling OGV or CCV crew members for an activity.

4.2.3. Completion and OG/CC certification of approved software SEFE course will be regarded as written flight examiner designation.

4.2.3.4.6. **(Added)** After completing all reviews, testing, and squadron and/or OGV interviews, flight examiner candidates will complete an objectivity evaluation as required IAW AFI 11-202v2 AFGSCSUP paragraph 4.2.3.4.4., be approved for SEFE duties during their 5 OG/CC interview, and have their approved software training course or flight examiner upgrade letter signed. Flight examiner upgrade will be complete, and the letter of certifications updated, once the software course or upgrade letter is signed and the candidate has passed an objectivity evaluation.

4.3.7. Regardless of the grade, notify the examinee's squadron commander (or available supervision) of the overall grade.

5.2.4.2.1.1. **(Added) Initial Instructor Weapon Systems Officer (IW) Evaluation.** Squadron scheduling will schedule a minimum of 1 hour in the Weapons System Trainer (WST) with the evaluator, examinee and an additional Weapons Systems Officer (WSO) as the examinee's student.

5.2.4.2.1.2. **(Added) Instructor Electronic Warfare Officers (IE) Evaluation.** Squadron scheduling will schedule a minimum of 2 hours in the T-4 with the evaluator, examinee and additional Electronic Warfare Officer (EWO) as the student. The WST Defensive Station can be used in the event that the T-4 is unavailable during the examinee's eligibility period.

5.3.2.2. The flight examiner will notify the squadron commander or operations officer and 5 OG/OGV if a crew member receives a less-than-qualified grade in any grading area or sub-area along with any resulting restrictions prior to any scheduled flight activity and no later than the next duty day. Squadron CCVs will notify squadron training flights and Squadron Aviation Resource Management (SARM) of any additional training/restrictions that are imposed within 24 hours.

5.3.2.2.2. The flight examiner will email the additional training letter (See [Attachment 11](#)), including any restrictions, to the individual's squadron commander, operations officer, squadron training flight, and 5 OG/OGV within 2 working days following the evaluation critique or before the examinee's next flight, whichever occurs first. Squadron training flight will file the additional training letter in the crew member's training folder. Instructors will document completion of additional training on the letter. The squadron training flight will notify squadron CCV, 5 OG/OGV, and the squadron commander when training is complete. Squadron CCV will notify SARM of the change in the individual's status and update Go/No-Go in PEX.

5.5.1.2.2.3. **(Added) WSO and Pilot EPEs** should be scheduled and accomplished in the ATD. Each should be scheduled for a 2-hour block. The EPE will ensure checklist discipline, procedures and critical crew coordination actions can be accomplished and evaluated followed by independent scenarios.

5.5.1.2.2.4. **(Added) The EWO ATD Evaluation** will include an EPE scenario, be conducted in the AN/ALQ T-4, and scheduled for a 2-hour block. The WST Defensive Station can be used in the event that the T-4 is unavailable during the examinee's eligibility period. Standardized equipment faults and Range-Along (RA) activation points and deactivation points will be provided in the Evaluator Special Instructions (SPINS). The evaluator will brief the examinee the evaluation profile including, as a minimum: EA equipment load out, expected threats/Electronic Order of Battle (EOB) (threat types, expected threat areas), SPINS, planned altitudes, day/night condition, and mission routing from the briefed starting prior to the Start Countermeasures Point (SCM) and progressing to the Terminate Countermeasures Point (TCM).

#### 5.5.2.1.1. **(Added) Evaluation Profiles**

5.5.2.1.1.1. **(Added) Formation.** If the Aircraft Commander (AC) is flight lead qualified and the flight evaluation is in formation, the AC should lead the formation. ACs who are not flight lead qualified will be scheduled as wingmen or single ship.

5.5.2.1.1.2. **(Added) Weapons Employment and Electronic Attack (EA).** All flight evaluations should be scheduled for at least 30 minutes of range time for weapons employment and EA runs. If range time allows, at least one weapon event will be planned to occur in the range and in conjunction with an EA run.

5.5.2.1.1.3. **(Added) Air Refueling.** Pilot and WSO flight evaluations will be scheduled for air refueling. Air refueling should be conducted in daylight; however, this does not preclude evaluating night air refueling. Initial qualification ACs will be scheduled for daytime air refueling, and exceptions must be approved by the squadron commander.

5.5.2.1.1.4. **(Added) Transition.** Pilot evaluations will be scheduled for an appropriate amount of pattern work to complete evaluation requirements. Transition should be conducted in daylight; however, this does not preclude evaluating night transition.

6.3.1. The 5 OG/OGV is responsible for developing and maintaining the requisite open-book, closed-book, and instrument test banks and ensure receipt of the current MAJCOM maintained closed-book master question file (MQF). All exams will be validated and checked for accuracy prior to use.

6.3.1.1. **(Added)** Squadron CCVs are responsible for creating, maintaining and administering formal periodic exams. SARM may also administer periodic exams.

6.4. Crew position-specific MQFs will be provided and distributed by the MAJCOM.

6.4.1.2. Qualification Open Book examinations will consist of at least 50 questions. Weapons examinations will consist of at least 30 questions.

6.4.4. Requisite exam templates and question data banks (QDB) will be reviewed by 5 OG/OGV or CCV. Annotate reviews by a method approved by the 5 OG Chief of Stan/Eval. Any requisite or periodic exam question identified as a trend IAW **paragraph 3.2.2.5** will be reviewed by 5 OG/OGV.

6.10.1.2. **(Added)** Formal periodic exams consisting of 25 questions will be administered semiannually. Formal periodic examination questions will be open book and not proctored. Individuals scoring below 85% will fail the exam and have their squadron commander and director of operations notified. Corrective actions will be at squadron leadership discretion.

6.10.1.3. **(Added)** Informal periodic exams will include a non-proctored 20-question closed-book test composed of questions in the MQF prior to the first flight of each month. A passing score is 85%. Individuals scoring below an 85% will fail the exam and have their squadron commander and director of operations notified. Corrective actions will be at squadron leadership discretion.

6.10.1.4. **(Added)** SARM personnel will notify operations supervision and squadron CCV immediately of any aircrew failing either the informal periodic or semiannual formal periodic exam. Aircrew failing a closed book examination will be grounded for one day following the failed exam and not fly again until a successful examination is completed unless waived by the respective squadron commander or higher. The aircrew member's commander will determine any administrative or disciplinary actions, as well as any required training.

7.1.1. **(Added)** SARM personnel will ensure correct documentation after completion of the monthly exams in PEX/ARMS.

7.1.1. Squadron CCVs will appoint an AF Form 8 and FEF Monitor. The program monitor will maintain continuity to outline the process for quality control and review prior to posting in the FEF.

7.1.2. **(Added)** All FEFs will be maintained electronically in PEX.

7.3.1.4. **(Added)** Examiners will use the MAJCOM approved 5 OG/OGV overprint to AFGSC Form 8a, *Flight Evaluation Checklist*, to record the results of each flight, EPE or ATD evaluation. The examiner will include a mission summary to facilitate mission reconstruction. Flight examiners will return AFGSC Forms 8a to squadron CCVs within 24 hours of completion of the evaluation. Temporary AFGSC Form 8a will be filed until the signed Form 8 is in PEX. As requisites are completed, the unit CCV will input the data into PEX. When all requisites are complete, the unit Form 8 monitors will route the completed PEX generated Form 8 for signatures and track the Form 8 to ensure proper routing and timelines.

7.3.7.3.5.1.1. **(Added)** For EPE/ATD and weapons preflight, the evaluator's name and rank will be added in the additional comments.

7.3.7.6. Prior to routing the Form 8 for signatures, a representative from OGV will verify the Form 8 is standardized at the Chief of OGV's discretion.

7.7.7. If a new AF Form 942, *Record of Evaluation*, is created electronically, the old AF Form 942 will be uploaded in the PEX FEF so that a cumulative record of the required information is maintained.

7.8.5.1. Squadron CCV will accomplish an initial review of all FEFs IAW with the OGV/Squadron in-processing checklist.

7.8.5.2.4. When posting any Form 8, a periodic review of the FEF will be accomplished and documented on the AF 942.

7.8.5.3.2. Periodic FEF reviews will be accomplished using the current MAJCOM FEF Review Checklist and documented within the standard qualification period. Squadron CCVs will accomplish periodic FEF reviews in concurrence with the PEX Post Review and track completion.

7.8.6.2.1. Minor discrepancies will be documented on the minor discrepancy log in section I of the individual's FEF.

9.1.3. FCIF Volume 1 Part B is at the operations desk, while the remaining volumes are located on the 5 OGV SharePoint Site: [https://cs1.eis.af.mil/sites/minot/wing/5bw/5og/5OG\\_Staff/ogv/default.aspx](https://cs1.eis.af.mil/sites/minot/wing/5bw/5og/5OG_Staff/ogv/default.aspx). In addition, FCIF Volume I, Parts B and C and Volume V (Read Files) will be available to crew members via PEX.

9.1.3.4. **(Added)** The FCIF monitor will update the table of contents as items are added and review FCIF Volumes quarterly for currency.

9.1.3.5. **(Added)** 5 OG/OGV will contact the host unit at the deployed location to establish procedures to ensure applicable FCIFs are available to deployed aircrew. In the absence of any guidance, the deployed unit will establish an FCIF library on the 5 OGV SharePoint. FCIFs issued at home station that may apply to deployed units will be forwarded via e-mail to the deployed location.

9.3.1.7. **(Added)** Before a crew member's first flight, squadron training flight will ensure all grounding items listed in the *Ready Aircrew Program (RAP) Tasking Message*, FEF review, local medical clearance, and initial FCIF review are complete.

9.3.3. **(Added) Local Procedures.** SARM will check aircrew currencies and required Go/No-Go items and provide the information to the aircraft commander prior to mission planning. The aircraft commander will review currencies and Go/No-Go requirements of all crew members and annotate on the flight orders IAW AFI 11-401. Prior to operations supervisor signature, SARM will confirm all Go/No-Go requirements are met and update individual aircrew member Go/No-Go status daily in ARMS/PEX.

9.3.3.1. **(Added)** For extended duration off-station missions, SARM will check aircrew currencies and required Go/No-Go items for the duration of the time off-station.

9.3.3.2. **(Added)** Visiting aircrew member's currency will be checked against their Individual Training Summary to verify all Go/No-Go items.

9.3.3.3. **(Added)** Deployed unit OGV/CCV will establish procedures based on host unit procedures. At a minimum, the deployed unit will ensure all required Go/No-Go items are completed prior to the first flight at the deployed location.

9.3.3.4. **(Added)** 5 BW aircrew will read and sign-off FCIFs using PEX. If PEX is unavailable, aircrew will read the FCIFs in the hard-copy binder located at the step desk and initial the FCIF Currency Record. Aircrew will also inform the SARM verbally that they have complied with all outstanding FCIFs. Aircrew will not fly until all applicable FCIFs are reviewed and signed off.

9.3.3.5. **(Added)** FCIF Volume 1, Parts B, C and/or Vol V item changes should be posted as early as practical. 5 OG/OGV, CCV and Operations Supervisors will bring time-critical information involving safety of flight to the attention of flying aircrews. This responsibility includes informing off-station aircrews of FCIF status changes. Upon posting a new FCIF, the FCIF monitor will notify the SARM representative who will ensure crews review the new FCIF before flying.

9.3.3.6. **(Added)** The operations supervisor is the verifying official for Go/No-Go status prior to releasing a crew for a flight.

9.4.7. The 5 BW Supplementary Evaluation Program will cover the following areas: Go/No-Go process, FCIF library, Aircrew Publications, mission kits, flight evaluation folders, ARMS products, nuclear certification course, nuclear weapons preflight class, and any other areas directed by the 5 OG/CC such as the SOF program or Form 8 processing.

9.4.7.1. The 5 OG/OGV will generate a plan for the calendar year by 15 Dec determining frequency and timing of evaluations. This plan will be approved by 5 OG/CC no later than 15 Jan.

BRADLEY L. COCHRAN, Colonel, USAF  
Commander

**Attachment 1 (5 BW)****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFGSCI 11-270, *Electronic Flight Bag Operations*, 21 March 14

AFI 11-215, *USAF Flight Manual Program (FMP)*, 22 Dec 08; IC 1, 28 Oct 10

AFI 11-401, *Aviation Management*, 10 Dec 10; AFGM 2017-01, 26 Jun 17

AFMAN 33-363, *Management of Records*, 1 March 2008

TO 00-5-1, *AF Technical Order System*, 14 Jun 16

***Abbreviations and Acronyms***

**5 OG**—5th Operations Group

**5 OG/CC**—5th Operations Group Commander

**5 OG/OGV**—5th Operations Group, Standardization and Evaluation

**AC**—Aircraft Commander

**AFRIMS**—Air Force Records Information Management System

**ATD**—Aircrew Training Device

**CCV**—Squadron Standardization and Evaluation Flight

**EA**—Electronic Attack

**EFB**—Electronic Flight Bag

**EOB**—Electronic Order of Battle

**EPE**—Emergency Procedures Evaluation

**EWO**—Electronic Warfare Officer

**FEF**—Flight Evaluation Folder

**FLIP**—Flight Information Publications

**IE**—Instructor Electronic Warfare Officer

**IRC**—Instrument Refresher Course

**IW**—Instructor Weapons System Officer

**MFR**—Memorandum for Record

**MQF**—Master Question File

**MQT**—Mission Qualification Training

**PEX**—Patriot Excalibur

**QDB**—Question Data Bank

**RA**—Range-Along

**RAP**—Ready Aircrew Program

**RDS**—Records Disposition System

**SAF/CIO A6P**—AF Records Management Office

**SARM**—Squadron Aviation Resource Management

**SCM**—Start Countermeasures Point

**SELO**—Stan/Eval Liaison Officer

**SPINS**—Special Instructions

**SCM**—Start Countermeasures Point

**TO**—Technical Order

**TODO**—Technical Order Distribution Officer

**WSO**—Weapons System Officer

**WST**—Weapons System Trainer

## Attachment 10 (Added)

## SAMPLE SEFE UPGRADE MEMO

Figure A10.1. Sample SEFE Upgrade Memo.

MEMORANDUM FOR 5 OG/OGV		DD MMM YY
FROM: XX BS/CC		
SUBJECT: STAN EVAL FLIGHT EXAMINER (SEFE) UPGRADE		
The following individual is selected for SEFE duties:		
RANK	NAME	CREW POSITION
BOMB R. BARON, Lt Col, USAF Commander, 23d Bomb Squadron		
1st Ind, 5 OG/OGV		
MEMORANDUM FOR 5 OG/CC		
1. All SEFE upgrade training requirements are complete IAW 11-202V2 AFGCSUP Para 4.2.3.4.		
REQUIREMENTS	DATE	Initials
1. Complete review of Stan/Eval Instructions (AFI 11-202V2 and AFGSC SUPs, 5 BW SUP and AFI 11-2B-52V2, AFI 11-202V3, 5 OG SEFE Guide, AF Form 8 and Temporary Flight Evaluation Certificate)		
2. Inbrief with SELO on Form 8 processing		
3. Complete the SEFE Open Book test		
4. Interview with SQ/CC (as applicable)		
5. Interview with OGV Chief/Deputy		
6. Interview with OG/CC		
7. Administer Flight/ATD Evaluation from briefing through initial AF Form 8 completion, while being observed by a OGV/CCV flight examiner (of like crew position to the max extent possible)		

<p>* N/A for previously qualified SEFEs with a valid Flight Examiner Objectivity Evaluations in their FEF</p>		
<p>a. Brief, Debrief and Critique (Previously Certified SEFEs will observe the briefing, debriefing and critique of a flight/ATD evaluation)</p>		
<p>2. In accordance with AFI 11-202V2, <i>Aircrew Standardization/Evaluation Program</i>, AFGSCSUP, paragraph 4.2.3.4, and 5 BW SUP, paragraph 3.2.2.14.1, the above individual is cleared to perform evaluator duties. Individual will receive a SPOT objectivity flight evaluation while administering his/her first flight evaluation (not applicable for previously certified evaluators).</p> <p style="text-align: right;">STAN E. VAL, Lt Col, USAF Chief, Standardization and Evaluation</p> <p>2d Ind, 5 OG/CC</p> <p>MEMORANDUM FOR 5 OG/OGV</p> <p>I have interviewed and certify Maj NIGHT H. AWKS as a fully qualified SEFE effective _____. Squadron leadership, ensure this individual will be added to next letter of certifications and change AFSC as necessary.</p> <p style="text-align: right;">WAR B. IRD, Colonel, USAF Commander, 5th Operations Group</p>		

## Attachment 11 (Added)

## SAMPLE ADDITIONAL TRAINING LETTER

Figure A11.1. Sample Additional Training Letter.

DD MMM YY
MEMORANDUM FOR XX BS/CC
FROM: 5 OG/OGV or BS/CCV
SUBJECT: Additional Training for Capt Joe Bleaux
1. Capt Joe Bleaux requires the following additional training due to less than qualified performance on a(n) flight/ground evaluation taken on 9 Mar 11:
a. Two flights emphasizing areas rated less than qualified...
b. Three WSTs stressing procedures required to perform at a qualified level...
2. Additional training must be accomplished by 30 Jun 2011 IAW AFI 11-202V2, <i>Aircrew Standardization/Evaluation Program</i> .
3. Supervised status: Yes
4. Restrictions: None
STAN E. VAL, Major, USAF Chief, 5 OG/OGV