

**BY ORDER OF THE COMMANDER
MOUNTAIN HOME AFB**

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



**MOUNTAIN HOME AIR FORCE BASE
Supplement**

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Flying Operations

**AIRCREW
STANDARDIZATION/EVALUATION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 11-202V2, Aircrew Standardization/Evaluation Program, 6 December 2018, and AFI 11-202V2_ACCSUP_I, 23 April 2019, are supplemented as follows: This supplement applies to the 366 FW and all squadrons under its control and oversight. Refer recommended changes to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This publication was substantially revised and must be completely reviewed.

1.3.3. **(Added)** Waiver authority for this supplement is 366 FW/A3.

3.2.2.5.1. **(Added)** The 366 FW trend is defined as a 15% discrepancy rate for permanent party or 25% for formal course students. PEX will be used to identify trends for evaluations and testing. All trends will be reported during the Standardization/Evaluation Board (SEB). Following the identification of trend data, 366FW/A3 will approve follow-on actions as required.

3.2.2.5.2.4.1. **(Added)** All flight examiners will brief current trend items during the brief of any evaluation they are administering.

3.2.2.7.2. **(Added)** Invite 366 OSS/CC, 366 FW/A3T, and 366 FW/SE to attend each SEB.

3.2.2.7.3. **(Added)** A3V will post copies of the SEB briefing slides to the 366 FW/A3V SharePoint site.

3.2.2.10.1. **(Added)** AF Form 847, *Recommendation for Change of Publication*. CCVs will ensure all unit personnel are aware of the AF Form 847 program. CCVs will forward all AF Forms 847 to A3V. If CCVs receive AF Forms 847 in handwritten form, they will put them into electronic format before sending them to A3V.

3.2.4.1. **(Added)** A3V and USAF flight examiners are encouraged to fly evaluations with other squadrons, and may administer checkrides to USAF, RSAF, and contractors as required. Only flight examiners that have completed an approved F-15SG differences/upgrade training are approved to administer checkrides in the F-15SG. Additionally, only flight examiners that have also completed an F-15E/SG formal FTU instructor course or are USAF Weapons Instructor Course (WIC) graduates may administer checkrides to RSAF FTU students. RSAF flight examiners may only conduct checkrides in the F-15SG for RSAF. F-15SG contractors may only conduct checkrides in the F-15SG for RSAF and contractors. PCV COR will be notified prior to executing checkrides on contractors.

4.2.3.3. **(Added)** Upgrade requirements will be completed IAW the Flight Examiner Upgrade Checklist located on the 366 FW/A3V SharePoint site. The SEFE examination will be open book with questions from AFI 11-202V2 (with applicable supplements) and AFMAN 11-2F-15EV2. With 366 FW/A3V approval, aircrew with previous Flight Examiner experience may have their upgrade modified to match their experience level.

4.4.2. **(Added)** With 366 FW/A3V approval, Senior Evaluators may complete a modified flight examiner upgrade based on their experience.

5.2.5.5. **(Added) Instructor Pilot Rear Cockpit (RCP) Evaluation.** Once obtained, RCP landing qualification expiration will be aligned with the INSTM/QUAL evaluation period.

5.2.5.5.1. **(Added)** If the initial RCP evaluation is completed as part of an instructor upgrade program and occurs within the examinee's INSTM/QUAL eligibility period, the RCP landing SPOT will be documented on the Instructor Form 8 and does not need to be evaluated a second time for the INSTM/QUAL evaluation.

5.2.6.3.3. **(Added)** No-notice evaluation administration is at the discretion of the flying Sq/CC. Good candidates include, but are not limited to, individuals who have received a Q-2 or Q-3 evaluation in their previous two evaluations, or have been accepted as mission ready from a previous assignment. No-notice notification should occur no earlier than the beginning of normal mission planning and no later than scheduled brief time.

5.3.3.4.5. **(Added)** After a flight evaluation, if the Flight Examiner has determined that an overall grade of Q-2 or Q-3 will be awarded, notification of the commander, operations officer, or operations supervisor is required prior to debrief. If during the debrief it appears that the examinee may receive a Q-2 or Q-3, the Flight Examiner will cease debriefing to inform the commander, operations officer or operations supervisor.

5.4.1.2.3. **(Added)** Flight examiners will check the examinee's issued aircrew publications for currency and correctness during the EPE.

5.4.2.4.3. **(Added)** Squadron CCVs will coordinate scheduling of additional training with squadron scheduling and document completion on the AF Form 8.

5.5.1.2.2.3. **(Added)** MSN EPEs will use the A3V developed MSN EPE profiles located on the 366 OSS/OSK SharePoint (link located on the A3V SharePoint).

5.5.3.1. **(Added)** The 366 FW goal is to have requisites complete by the end of the 4th month of the eligibility period, with the flight complete by the end of the 5th month. Squadrons may set more conservative requirements. If aircrew fail to complete requisite examinations by the end of the 4th month, CCVs will notify the squadron operations officer.

6.3.2.1. **(Added)** Aircrew will accomplish all requisite examinations electronically via Patriot Excalibur (PEX) in the squadron CCV or A3V testing area to the maximum extent possible. The exception to this is the 428 FS, may take printed examinations. Additionally, for deployed or TDY units, the CCV Chief or SELO may hand carry PEX-generated printed examinations if the 366 FW PEX server is not accessible from the deployed location. CCVs will maintain security of the paper copy examinations and transfer scores into PEX as soon as possible after the test is completed.

6.4.1.3. **(Added)** Open Book examination question sources are AFI 11-214 and AFI 11-2F-15EV3 (with supplements) for both F-15E/SG, and applicable technical orders for each platform (to include the 1M-34).

6.9.4.3. **(Added)** If an individual fails a requisite exam, A3V or CCVs will immediately restrict the individual to supervised status and notify the individual's operations officer, A3V, and CCV. The test proctor will produce an "Unsat Testing Letter" available on the A3V SharePoint. This letter will be hand-delivered to the examinee's flying squadron Operations Supervisor to ensure immediate supervision requirements are met for any follow-on flying events.

6.10.3. **(Added)** Periodic testing will be accomplished by all aircrew during June and December and is a Go/No-Go item beginning 1 July and 1 January. Aircrew who inprocess after 1 January or 1 July or are deployed for contingency operations during June or December are not required to complete the periodic test until the next cycle. Members of TDY units must complete the exam as soon possible upon return to home station if the exam is not accessible from the TDY location. The exam will be administered in PEX with the exception of the 428 FS or if approved by A3V due to extenuating circumstances. If completed via printed examinations, CCVs will maintain security of the paper copy examinations and transfer scores into PEX as soon as possible after the test is completed.

7.3.10.2.5.1. **(Added)** For FTU student evaluations, if either the Sq/CC or Sq/DO was the flight examiner, the reviewing officer may be a Sq/ADO with the final approving officer being either the Sq/CC or Sq/DO (whomever was not the flight examiner).

7.3.11.6.1. **(Added)** All evaluations will include an additional review by 366 FW/A3V.

7.3.12.6.1. **(Added)** Flight examiners will utilize the temp FORM 8 worksheet located on the 366 FW SharePoint. These sheets will be provided by the Sq/CCV. Once all events are complete, Sq/CCV will input the data into PEX.

7.7.2.4. **(Added)** Units must maintain FEFs in PEX. A3V PEX admin will backup the PEX database on regular intervals. CCVs will provide out-processing aircrew with the latest copy of the Letter of Certification (LOX), the backup hard copy FEF (if used), and will assist in the electronic transfer (CD, email, etc.) of the FEF to the gaining unit depending on gaining units capabilities.

7.7.5.1.3. **(Added)** CCVs will accomplish an initial review upon receipt of an individual's FEF using the guidance provided on the 366 FW/A3V SharePoint. CCVs will document the initial review in PEX. The initial review satisfies the requirement for a periodic review.

7.7.5.2.3.1. **(Added)** CCVs will accomplish a posting review once all the required signatures are obtained using the guidance on the 366 FW/A3V SharePoint. CCVs will document in PEX. If the final signature is dated after the end of the third month following the completion date, an entry will be made in the Minor Discrepancy Log.

7.7.5.3.3.1. **(Added)** CCVs will accomplish the periodic using the guidance on the 366 FW/A3V SharePoint. The periodic review will be a thorough review and verification of the FEF. CCVs will document the periodic review in PEX.

7.7.6.2.1. **(Added)** Minor discrepancies will be documented in the PEX Minor Discrepancy Log.

7.8.7.1. **(Added)** Letters of Certification (LOX) are used in lieu of the AF Form 4348 to track and document certification IAW paragraph 9.4.1.1.

8.1.9. **(Added)** Squadrons will maintain briefing rooms in accordance with the 366 FW/A3V Briefing Room Guidance Memo located on the 366 FW/A3V SharePoint Site.

9.1.1.1.2. **(Added)** A3V and squadrons will maintain FCIF library in accordance with A3V guidance located on the A3V SharePoint page.

9.4.9. **(Added)** Go/No-Go Procedures. Go/no-go for aircrew will be tracked by Operations Duty Desk personnel IAW AFI 11-401. Currency/proficiency for applicable items listed in AFMAN 11-202V1, AFI 11-401, AFMAN 11-421, AFMAN 11-2F-15EV1, and periodic testing requirements established by this supplement and the parent regulations will be verified. Squadrons will use PEX to document aircrew acknowledgement of all FCIFs. If PEX is not available, squadrons may use a hardcopy sign-off sheet.

9.4.10. **(Added)** Operations Supervisors (Top-3) and the on-duty 1CO will verify all required items have been accomplished prior to step. This will be done prior to each flying period through PEX, ARMS product review (IAW AFMAN 11-421), and Duty Desk Operating Procedures.

9.4.11. **(Added)** At a minimum, the items in Figure 9.1 must be checked prior to stepping crew members.

Figure 9.1. (Added) Items to Be Checked Prior to Stepping Crew Members.

- A. Current FCIF Part B and Squadron Read File (if applicable)
- B. Current SEPT
- C. Current DD FORM 2992, not on DNIF status
- D. Current Egress / Hanging Harness training
- E. Current Water Survival training IAW AFI 11-301
- F. Current Physiological training
- G. Current Centrifuge (if required)
- H. AFMAN 11-2F-15EV1 currencies (as required for mission)
- I. Semi-Annual Test (grounding on 1 July or 1 January)
- J. Signed out on Daily Flight Authorization
- K. Passenger Manifest utilized as required IAW AFI 11-401/ACC Sup
- L. Current CRM training
- M. ORM worksheet (one per formation) completed and reviewed by the flight lead
- N. Flight Surgeons – current flight surgeon examination in ADLS
- O. Visiting Aircrew – complete Visiting Aircrew Checklist (available on 366 FW/A3V SharePoint)

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Commander

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

AFMAN 11-202v1, *Aircrew Training*, 27 September 2019
AFMAN 11-2F-15Ev1, *F-15E Aircrew Training*, 20 June 2019
AFMAN 11-2F-15Ev2, *F-15E Aircrew Evaluation Criteria*, 20 May 2019
AFI 11-2F-15Ev3, *F-15E Aircrew Operations Procedures*, 5 April 2013
AFI 11-214, *Air Operations Rules and Procedures*, 14 August 2012
AFI 11-301v1, *Aircrew Flight Equipment (AFE) Program*, 10 October 2017
AFI 11-401, *Aviation Management*, 10 December 2010
AFI 11-418, *Operations Supervision*, 14 October 2015
AFMAN 11-421, *Aviation Resource Management*, 11 September 2018

Adopted Forms

AF Form 8, *Certificate of Aircrew Qualification*
AF Form 847, *Recommendation for Change of Publication*
AF Form 942, *Record of Evaluation*
DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*
AF Form 1522, *ARMS Additional Training Accomplishment Report*

Abbreviations and Acronyms

AFRIMS—Air Force Records Information Management System
CRM—Crew Resource Management
FCIF—Flight Crew Information File
FE—Flight Examiner
FTU—Formal Training Unit
MTC—Mission Training Center
OPR—Office of Primary Responsibility
PEX—Patriot Excalibur
RDS—Records Disposition Schedule
RM—Risk Management
SEB—Stan/Eval Board
TODA—Technical Order Distribution Account

TODO—Technical Order Distribution Office