

**BY ORDER OF THE COMMANDER
SHAW AFB**



AIR FORCE INSTRUCTION 11-202
Volume 2
6 December 2018
Corrective Actions, applied on 8 December 2018

AIR COMBAT COMMAND
SUPPLEMENT
23 April 2019
Incorporating Change 1, 4 October 2019

SHAW AIR FORCE BASE Supplement
3 August 2021

Flying Operations

AIRCREW
STANDARDIZATION/EVALUATION
PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 11-202V2, 6 December 2018, and AFI11-202V2_ACCSUP1, 23 April 2019, are supplemented as follows. This supplement implements the 20th Fighter Wing (20 FW), 20th Operations Group (20 OG) Standardization/Evaluation (Stan/Eval) program. This supplement applies to all pilots assigned or attached to the 20 FW. 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 Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Contact supporting records managers as required. This supplement requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this supplement are 10 USC 8012 and EO 9397. System of Records notice F035 AF MP 0 applies. 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; route AF Form 847s to 20 OG/OGV, 438 Killian Ave, Shaw AFB, SC 29152-5046; route through your appropriate functional chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This supplement has been revised to reflect the most current Air Force and Higher Headquarters (HHQ) guidance and replaces the addenda format with an integrated publication. A complete reading of this supplement is encouraged by all 20 FW aircrew. 20 OG/OGV personnel, all 20 FW flight examiners and squadron Standardization/Evaluation Liaison Officers (SELOs) will have a thorough understanding of this supplement to satisfactorily implement the 20 OG/CC standardization and evaluation program.

3.2.1.4.1. **(Added)** All examinations will be accomplished electronically via Patriot Excalibur (PEX). OGV testing facilities are provided in each of the individual squadron CCV offices.

4.2.2.1. **(Added)** Upgrading flight examiners will complete the requirements outlined in the FE Nomination and Upgrade Memorandum located on the 20 OG/OGV SharePoint. The upgrade will culminate in a written exam and interview with the OG/CC, in order to demonstrate satisfactory knowledge of the MAJCOM Stan/Eval Program.

4.2.2.2. **(Added)** FS/CCs will nominate individuals to the 20 OG/CC for upgrade to fill unit SEFE positions using the FE Nomination and Upgrade Memorandum located on the 20 OG/OGV SharePoint. FE upgrade requirements may be modified by the FS/CC to reflect the nominee's previous FE experience. The 20 OG/CC will certify all SEFEs after completion of the upgrade program. File the FE Nomination and Upgrade Memorandum in the pilot's gradebook.

4.2.2.3. **(Added)** SEFE upgrade will include (reference Attachment 2):

4.2.2.3.1. **(Added)** Observe EPE: Includes observing the brief, EPE, and filling out of the Form 8.

4.2.2.3.2. **(Added)** Administer EPE: Includes conducting the brief, EPE, and filling out of the Form 8. Only the qualified SEFE signs the Form 8.

4.2.2.3.3. **(Added)** Observe Flight Evaluation: Includes observing the brief, debrief, and filling out of the Form 8. If observing a MSN checkride, the upgrading SEFE will fly in the formation to the max extent.

4.2.2.3.4. **(Added)** Administer Flight Evaluation: Includes administering the brief, debrief, and filling out of the Form 8. A qualified SEFE will be present for all parts of the evaluation and will sign the Form 8. If administering a MSN checkride, a qualified SEFE will fly in the same formation.

4.4.1.1. **(Added)** Senior FEs will complete the upgrade program as outlined in the FE Nomination and Upgrade Memorandum located on the 20 OG/OGV SharePoint. If the Senior FE does not hold an instructor qualification, document the restriction on the memorandum and the affected squadron's letter of certification (LOX). File the FE Nomination and Upgrade Memorandum in the pilot's gradebook.

5.2.6.3.2.1. **(Added)** No Notice (N/N) evaluations will be administered to accomplish the 20 OG/CC's goals or when deemed necessary by the 20 OG/CC or FS/CC. Pilots will be evaluated on the mission they were planning to fly at the time of notification. Missions can be modified to ensure all required events are evaluated. Notification of a N/N IQ evaluation will be one business day prior to the evaluation. Notification of a N/N MSN evaluation will be two business days prior to the evaluation to account for mission planning time. INIT and RQ evaluations will not

be given as N/N evaluations.

5.3.3.3.1.1. **(Added)** SEFEs will check the examinee's Electronic Flight Bag (EFB) publications in conjunction with the IQ flight.

5.4.2.4.2.1. **(Added)** Squadron CCVs will track and ensure additional training is complete by the due date. CCV chiefs will add special monitoring status and any required additional training events to FS/DO-approved scheduling priorities product. Training will be tracked by flight commanders and CCV chiefs. All additional training for any unqualified evaluation will be completed prior to the RQ evaluation.

5.8.3.2.3.5.1. **(Added)** For deploying squadrons, the CCV Chief or SELO may hand carry or receive a digital copy from 20 OG/OGV of the required examinations for use if the Shaw PEX database is not accessible from the deployed location. These exams will be designated as "off-line" exams. These exams may also be used at home-station if network or computer outages prevent the use of PEX. The SELO is responsible for providing 20 OG/OGV with the "off-line" exam results for input into PEX.

6.6.1.1. **(Added)** 20 OG/OGV will document the examination review and any issues discovered in the Testing Review Log located on the OGV restricted drive.

6.9.2.1. **(Added)** As a minimum, a 24-hour study period must be given before an examinee can retake a failed requisite exam (exception: CAPs may be retested immediately). 20 OG/OGV or Squadron CCV will notify the FS/CC when an examinee successfully passes a makeup examination.

6.10.4. **(Added)** The 20 OG/OGV will conduct semiannual testing in January and July. 20 OG/OGV will track the missed questions for trending purposes. Annotate completion of the exam on an AF Form 1522, ARMS Additional Training Accomplishment Report, or in PEX under the ground TAR. Squadron CCV is responsible for administering any makeup semiannual exams. Pilots who arrive on station after the administration of a semi-annual exam do not have to test until the next semiannual testing period.

7.3.1.1.1. **(Added)** The 20 OG/OGV Temp Form 8, located on 20 OG/OGV SharePoint, will be used as the temporary evaluation certificate.

7.3.10.2.1.3. **(Added)** The 20 OG/OGV will review all AF Form 8s.

7.3.11.3.6.12.1. **(Added)** FEs will annotate, in the Additional Comments section of the Form 8, the ceiling and visibility or "published precision approach minimums," whichever the examinee was evaluated.

7.7.2.2.1. **(Added)** Squadron CCV will maintain paper copies to backup electronic FEFs.

7.7.5.1.3. **(Added)** The unit SELO is responsible for completing an initial review of each FEF and documenting this review on the FEF Review/Discrepancy Log. Annotate discrepancies on the Review/Discrepancy Log. The Review/Discrepancy Log will be placed in Section I of the FEF behind the AF Form 942.

7.7.5.3.1.1. **(Added)** Squadron CCVs will accomplish a periodic review of each FEF when a member enters the first month of the INSTM/QUAL checkride zone. Record periodic reviews along with any discrepancies on the Review/Discrepancy Log in Section I of the FEF.

7.7.6.2.1. **(Added)** A minor discrepancy will be annotated on the Review/Discrepancy Log in Section I of the FEF. If able, SELOs will correct the discrepancy. In all cases, they will initial the Discrepancy Log to confirm they are aware of the discrepancy.

7.8.7.1. **(Added)** IAW Paragraph 7.8.1.5. in AFI 11-202v2_ACCSUP (23 Apr 2019), the 20 OG does not use AF Form 4348, USAF Aircrew Certifications, but instead uses a Squadron Letter of Certifications (or Letter of X's).

9.1.1.1.1. **(Added)** Squadron Aviation Resource Management (SARM) personnel will provide a hard-copy backup to PEX-tracked pilot FCIF status.

9.4.1.2. **(Added)** Visiting aircrew will hand-carry documentation of Go/No-Go status.

9.4.5.1.1. **(Added)** The 90 day FCIF review Go/No-Go item in ARMs, aircrew will review all current FCIFs, in addition to the new FCIFs since their last flight.

ROBERT T. RAYMOND, Colonel, USAF
Commander, 20th Operations Group

Attachment 1

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

AFI 11-202, Volume 1, *Aircrew Training*, 22 Nov 2010
 AFI 11-215, *USAF Flight Manuals Program (FMP)*, 22 Dec 2008
 AFI 11-290, *Cockpit/Crew Resource Management Program*, 15 Oct 2012
 AFI 11-401, *Aviation Management*, 10 Dec 2010
 AFI 11-418, *Operations Supervision*, 14 Oct 2015
 AFI 13-201, *Airspace Management*, 21 Aug 2012
 AFI 33-360, *Publications and Forms Management*, 1 Dec 2015
 AFI 33-364, *Records Disposition—Procedures and Responsibilities*, 22 Dec 2006
 AFI 90-201, *The Air Force Inspection System*, 21 Apr 2015
 AFMAN 11-210, *Instrument Refresher Program (IRP)*, 1 Sep 2017
 AFMAN 33-363, *Management of Records*, 1 Mar 2008
 AFMAN 11-421, *Aviation Resource Management*, 12 Sep 2018

[20 FW FCIF Pubs Library](#)**[Wing Plans Library](#)*****Abbreviations and Acronyms***

ARMS—Aviation Resource Management System
CCV—Squadron Standards and Evaluations
EFB—Electronic Flight Bag
FCIF—Flight Crew Information File
EPE—emergency procedures evaluation
FE—Flight Examiner
INSTM—Instrument Evaluation
MSN—Mission Evaluation
N/N—no-notice
OGV—Operations Group Standards and Evaluations
PEX—Patriot Excalibur
QUAL—Qualification Evaluation
SARM—Squadron Aviation Resource Management
SELO—Standardization/Evaluation Liaison Officer
STAN/EVAL—standardization/evaluation

Attachment 2 (Added)

20 FW SEFE NOMINATION AND UPGRADE PROGRAM MEMORANDUM

Figure A2.1. 20 FW SEFE Nomination and Upgrade Program Memorandum

MEMORANDUM FOR RECORD	Date	
FROM: (XX) FS/CC		
SUBJECT: SEFE Upgrade for (Rank Name)		
1. (Rank Name) has completed the following SEFE upgrade program:		
Task & OPR	Date	Initials
CCV (SELO) Brief		
AFI 11-202V2 Review (ACC & Shaw)		
AFMAN 11-2F-16V2 Review		
20FW SEFE Guide Review		
20FW SEFE Exam (Open Book)		
20 OG/OGV Brief		
Upgrade Tour	Date	Top 3
Observe EPE		
Administer EPE		
Observe Flight Evaluation		
Administer Flight Evaluation		
2. I recommend (Rank Name) be certified as a SEFE.		
1st Ind, 20 OG/CC	(FS/CC), Lieutenant Colonel, USAF Commander, (XX) Fighter Squadron	
MEMORANDUM FOR (XX) FS/CC		
Approved/disapproved		
ROBERT T. RAYMOND, Lt Col, USAF Commander, 20th Operations Group		