

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

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

**17 JUNE 2002**



**15TH AIRLIFT WING COMMAND  
Supplement 1**

**27 JUNE 2003**

**Flying Operations**

**AIRCREW STANDARDIZATION/  
EVALUATION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 10-9, *Lead Operating Command Weapon System Management*; AFD 11-2, *Aircraft Rules and Procedures*; and AFD 11-4, *Aviation Service*. It establishes the Aircrew Standardization/Evaluation (Stan/Eval) Program that supports Air Force (AF) objectives and is applicable to all units assigned to or gained by major commands (MAJCOMs) and applies to commanders, operations supervisors and aircrews assigned or attached to all flying activities of these commands. MAJCOMs, field operating agencies (FOAs) and Headquarters United States Air Force (HQ USAF) direct reporting units (DRUs) will supplement this instruction. Units will supplement this instruction (see **Chapter 9**). MAJCOMs, FOAs and DRUs will coordinate their supplement to this instruction with HQ USAF/XOOT before publication and forward one copy to HQ USAF/XOOT 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 HQ USAF/XOOT, 1480 Air Force Pentagon, Washington DC 20330-1480. Unless otherwise specified in this instruction, HQ USAF/XOO is the waiver authority for this instruction. Request waivers to the basic guidance in this instruction through applicable stan/eval channels to MAJCOM Director of Operations (DO), or equivalent level. MAJCOM/DOs will forward request in message or memo format to HQ USAF/XOO, with info copies to HQ USAF/XOOT. Waivers to supplemental guidance will be handled by the MAJCOM agency that generated the supplement. Unless otherwise specified in AFI 11-2 Mission Design Series (MDS)-Specific, Volume 2, MAJCOM/DOs are the waiver authority for specific aircrew stan/eval requirements.

The Privacy Act of 1974 affects this instruction. The Privacy Act System Number F011 AF XO A, Aviation Resource Management System (ARMS) covers required information. The authority for maintenance of ARMS is Title 37 U.S.C. 301a (Incentive Pay), Public Law 92-204, Section 715 (Appropriations Act for 1973), Public Laws 93-570 (Appropriations Act for 1974), 93-294 (Aviation Career Incentive Act of 1974), and Executive Order 9397. Records disposition: Ensure that all records created by this AFI are maintained and disposed of IAW AFMAN 37-139, *Records Disposition Schedule*.

**(15AW) Mission:** The mission of the 65<sup>th</sup> Airlift Squadron is to provide global airlift on specially configured C-40B and C-37A aircraft for the Commander, US Pacific Command (CDRUSPACOM); Commander, Pacific Air Forces (COMPACAF); and other HQ USAF taskings.

**(15AW)** This chapter defines local procedures to supplement AFI 11-202 Vol 2, 17 June 2002, Aircrew Standardization/ Evaluation Program and the PACAF Supplement to this instruction. It reflects the most recent changes to Air Force, Multi-command, and PACAF instructions and guidance. The 15th Operations Group Commander is the waiver authority for all items in this chapter except where specifically delegated to subordinate authorities. File this chapter directly behind the PACAF Supplement to AFI 11-202 Vol 2, 17 June 2002. 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.

**(15AW)** This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 37 United States Code (U.S.C.) Section 301a. System of records notice F011 AF XO A, Aviation Resource Management System (ARMS) applies. The Paperwork Reduction Act of 1974 as amended in 1996 affects this instruction.

### ***SUMMARY OF REVISIONS***

**This document is substantially revised and must be completely reviewed.**

This revision incorporates interim change (IC) 2001-1 by adding requirement for the unit stan/eval function to ensure and document the annual review of MTRs (paragraph [3.2.2.10.](#)). Additional provisions of IC-2001-1 were determined to already be covered in existing text or to be out of scope for this instruction. The following is a synopsis of changed requirements set forth in this revision:

Formalizes MAJCOM, NAF and unit responsibilities in the processing of AF Forms 847 for flight and other AF publications (paragraphs [2.3.2.5.1.](#) thru [2.3.2.5.2.](#), [2.3.2.6.2.](#), [2.4.2.3.1.](#) thru [2.4.2.3.2.](#), [3.2.2.9.](#), [3.3.2.5.](#), [Attachment 5](#)); tasks the OGV to establish procedures to maintain and review unit FEFs (paragraph [3.2.2.2.](#)); changes approving official from MAJCOM/DO to OG/CC (with notification to MAJCOM DO) when designating additional OGV flight examiners (paragraph [3.2.3.3.](#)); requires MAJCOM/DO notification when ARFC/ANG OG/CC designates flight examiners not assigned to squadron/OG (paragraph [3.2.3.4.](#), [3.3.3.3.](#)); deletes paragraph stating that senior flight examiners will normally administer evaluations to lower echelon flight examiners (old paragraph 3.5.5.); deletes the Instrument Refresher Course as a requisite for INSTM evaluations (paragraph [5.2.1.2.](#)); clarifies procedures for instructor evaluations including the use of INIT INSTR designation (paragraphs [5.2.1.4.](#) thru [5.2.1.4.3.](#)); simplifies the requisite completion window (paragraphs [5.2.7.1.](#) and [5.2.7.2.](#)); adds guidance on remedial actions for evaluation deficiencies ([5.2.12.](#) thru [5.2.12.3.](#)); adds guidance for aircrews flying in non-US Air Force Aircraft and with non-US Air Force Units (paragraph [5.2.17.](#)); makes EPE evaluation a requirement for MSN evaluations (paragraph [5.3.1.](#)); requires flight surgeons to complete examination for each

aircraft in which they fly as a crewmember (paragraph 6.6.); specifies the date format for all fields in the AF Forms 8 (paragraph 7.3.2.1.); requires the organization and location of the FTU be used on all AF Forms 8 generated for students (paragraph 7.3.4.2.2.); specifies the flight examiner as the party responsible for the content of the AF Form 8 (paragraph 7.3.6.1.1.1.); directs the flight examiner to be the first dated signature on the AF Form 8 (paragraph 7.3.6.1.1.3.); clarifies documentation responsibilities of any flight examiners who participated in administering an evaluation but did not sign Section III of the AF Form 8 (paragraph 7.3.6.1.3.); directs that the reviewing and final approving officers for AF Forms 8 generated during formal courses will be assigned to the FTU (paragraph 7.3.6.2.2.); directs the examinee to be the last dated signature on the AF Form 8 (paragraph 7.3.6.4.); establishes guidance on the minimum requirements of a temporary evaluation certificate (paragraph 7.3.7.2.); adds additional documentation guidance for ground re-checks (paragraph 7.3.8.3.6.); clarifies documentation procedures for commander directed downgrades (paragraphs 7.3.9.3. thru 7.3.9.3.2.4.); implements changes in format and content of the AF Form 942 (paragraph 7.4.); directs that FEFs be maintained by a stan/eval function wherever they reside (paragraphs 7.5.1.1. and 7.5.1.2.); limits responsibility of unit maintaining FEF to that documentation added after the initial review of the FEF (paragraph 7.5.4.1.1.); implements separation of FEF discrepancies into major and minor categories with only documentation of major discrepancies becoming a permanent part of the FEF (paragraph 7.5.5.); provides guidance for correcting entries on the AF Forms 8 and 942 (paragraph 7.5.5.4.)

**(15AW) This document is substantially revised and must be completely reviewed.**

**(15AW) AFI 11-202 Vol 2, 17 June 2002, is supplemented as follows:**

<b>Chapter 1— PURPOSE</b>	<b>7</b>
1.1. Aircrew Standardization/Evaluation Program. ....	7
1.2. Objectives. ....	7
<b>Chapter 2— HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS AND ORGANIZATION</b>	<b>8</b>
2.1. Scope. ....	8
2.2. Air Staff. ....	8
2.3. Major Commands. ....	8
2.4. Numbered Air Forces. ....	9
2.5. Stan/Eval Visits. ....	10
<b>Chapter 3— UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION</b>	<b>12</b>
3.1. Scope. ....	12
3.2. Operations Group. ....	12
3.3. Squadron. ....	13
<b>Chapter 4— FLIGHT EXAMINERS</b>	<b>15</b>
4.1. General. ....	15

4.2.	Selection. ....	15
4.3.	Functions. ....	15
4.4.	Senior Examiner Program. ....	16
<b>Chapter 5— EVALUATIONS</b>		<b>17</b>
5.1.	General. ....	17
5.2.	Aircrew Qualification Evaluations. ....	17
5.3.	Emergency Procedures Evaluations ....	27
5.4.	Supplementary Evaluations. ....	27
<b>Chapter 6— AIRCREW EXAMINATION PROGRAM</b>		<b>28</b>
6.1.	Purpose. ....	28
6.2.	Scope. ....	28
6.3.	Administrative Procedures. ....	28
6.4.	Requisite Examinations. ....	28
6.5.	Unit Periodic Examinations (optional). ....	31
6.6.	Flight Surgeon Examinations. ....	31
<b>Chapter 7— EVALUATION DOCUMENTATION</b>		<b>32</b>
7.1.	Scope. ....	32
7.2.	Qualifications/Authorizations. ....	32
7.3.	AF Form 8, Certificate of Aircrew Qualification. ....	32
7.4.	AF Form 942, Record of Evaluation. ....	39
7.5.	Flight Evaluation Folders. ....	40
<b>Chapter 8— ADDITIONAL PROGRAMS</b>		<b>43</b>
8.1.	Flight Crew Information File. ....	43
8.2.	Go/No-Go Procedures. ....	43
8.3.	Electronic Data Storage. ....	44
<b>Chapter 9— UNIT SUPPLEMENT</b>		<b>45</b>
9.1.	The purpose of the unit supplement is to document the processes by which units implement the requirements of this instruction. ....	45
9.1.	(15AW)Implementation and Management. ....	45
9.2.	(15AW)Waiver Authority. ....	45
9.3.	(15AW)Stan/Eval Organization and Manning. ....	45

9.4. (15AW)Flight Evaluator Upgrade Procedures. ....	46
9.5. (15AW)Conduct of Evaluations. ....	47
9.6. (15AW)Flight Evaluation Folder. ....	50
9.7. (15AW)Trends Program. ....	51
9.8. (15AW)Aircrew Examination Program. ....	52
9.9. (15AW)Stan/Eval Board. ....	54
9.10. (15AW)Stan/Eval Monthly Report. ....	54
9.11. (15AW)Supplementary Evaluation Program. ....	54
9.12. (15AW)Aircrew Flight Manuals Program. ....	55
9.13. (15AW)AF Form 847 Recommendation for Change of Publication Program. ....	55
9.14. (15AW)Flight Crew Information File (FCIF). ....	55
9.15. (15AW)GO/NO-GO Procedures. ....	56
9.16. (15AW)In-flight Guides. ....	57
9.17. (15AW)Additional Evaluation Requirements. ....	57
<b>Chapter 10— FORMS PRESCRIBED</b>	<b>58</b>
10.1. AF Form 8, <b>Certificate of Aircrew Qualification</b> ; AF Form 942, <b>Record of Evaluation</b> and AF Form 1381, <b>USAF Certification of Aircrew Training</b> . ....	58
<b>Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>59</b>
<b>Attachment 1 (15AW)— FLIGHT EXAMINER/EVALUATOR UPGRADE LETTER</b>	<b>65</b>
<b>Attachment 2— STAN/EVAL BOARD MINUTES</b>	<b>66</b>
<b>Attachment 2 (15AW)— SEFE UPGRADE CERTIFICATION</b>	<b>68</b>
<b>Attachment 3— SAMPLES, AF FORM 8</b>	<b>69</b>
<b>Attachment 3 (15AW)— REVIEWING AND APPROVING OFFICER MATRIX</b>	<b>78</b>
<b>Attachment 4— SAMPLE AF FORM 942</b>	<b>79</b>
<b>Attachment 4 (15AW)— RESTRICTIONS/CORRECTIVE ACTION LETTER</b>	<b>80</b>
<b>Attachment 5— RECOMMENDING CHANGES TO AF PUBLICATIONS</b>	<b>82</b>
<b>Attachment 5 (15AW)—</b>	<b>83</b>
<b>Attachment 6— ROUTINE AF FORM 847 PUBLICATION ROUTING PROCESS</b>	<b>85</b>



## Chapter 1

### PURPOSE

**1.1. Aircrew Standardization/Evaluation Program.** The purpose of the Aircrew Stan/Eval Program is to provide commanders a tool to validate mission readiness and the effectiveness of unit flying, including documentation of individual aircrew member qualifications and capabilities.

**1.2. Objectives.** Specific program objectives are to:

- 1.2.1. Develop and ensure standardization of operational procedures for weapon system employment.
- 1.2.2. Ensure compliance with appropriate operational, training, and administrative directives.
- 1.2.3. Evaluate and revise operational directives, procedures, and techniques as required.
- 1.2.4. Provide a system to assess and document individual aircrew proficiency and capability to accomplish assigned flying duties.
- 1.2.5. Recognize trends and recommend/initiate changes to training programs and directives.

## Chapter 2

### HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS AND ORGANIZATION

**2.1. Scope.** Higher Headquarters (HHQ) include Air Staff, MAJCOM and NAF stan/eval functions for the purposes of this instruction.

**2.2. Air Staff.** HQ USAF/XOO:

2.2.1. Sets policy and guides the conduct and execution of the aircrew stan/eval program.

2.2.1.1. Unless otherwise specified in this instruction, HQ USAF/XOO is the waiver authority for this instruction. Request waivers to the basic guidance in this instruction through applicable channels to MAJCOM/DO or equivalent level. MAJCOM/DOs will forward request in message or memo format to HQ USAF/XOO with courtesy copy to HQ USAF/XOOT. Waivers to MAJCOM supplements to this instruction will be addressed to the MAJCOM that generated the supplement.

2.2.2. Assigns HQ USAF/XOOT as the Office of Primary Responsibility (OPR) for this instruction.

2.2.3. Reviews and maintains this instruction.

2.2.4. Monitors and reviews MAJCOM programs ensuring MAJCOM policies, guidance and supplements are adequate.

**2.3. Major Commands.**

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.

2.3.1.3. ANG and USAF Academy are considered MAJCOMs for purposes of this instruction.

2.3.2. **Functions.** The MAJCOM stan/eval will:

2.3.2.1. Supplement this instruction, if necessary (see paragraph [2.3.4.](#)).

2.3.2.2. In coordination with the MAJCOM designated lead command (see AAFP 10-9), develop and manage the appropriate AFI 11-2 MDS-Specific, Volume 2, *Aircrew Evaluation Criteria*. MDS-specific Volumes 2 will be not less restrictive than this AFI.

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

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

2.3.2.5. Coordinate on and process applicable AF Forms 847:

2.3.2.5.1. For flight publications and technical order recommended changes in accordance with (IAW) AFI 11-215, *Flight Manuals Program*.

2.3.2.5.2. For AF publications recommended changes IAW [Attachment 5](#).

2.3.2.6. Assist lead commands with the review, updating and distribution of MDS-specific master question files (MQFs) to using agencies.

2.3.2.6.1. Lead commands are OPR for their respective MQF programs and are responsible for distribution of updated MQFs to user commands and other agencies.

2.3.2.6.2. Using commands will act as conduit for AF Forms 847 that address deficiencies and update questions in the MDS-specific MQFs. Using commands will forward all such AF Forms 847 to the lead command.

2.3.2.7. Coordinate on operational procedures, evaluation criteria and guidance in conjunction with the lead command and other user commands operating like weapon systems.

2.3.2.8. Ensure compliance with AFI 11-215 for flight publications and technical orders.

2.3.2.9. Coordinate with Safety to evaluate aircraft mishaps and determine appropriate corrective actions.

2.3.2.10. In the absence of a NAF stan/eval function, assume responsibilities listed in paragraph 2.4. below.

2.3.2.11. Observe/augment NAF stan/eval visits when feasible.

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

### 2.3.3. **Organization.**

2.3.3.1. MAJCOM Commander will designate the Director of Operations, or equivalent position, responsible for the overall management of the command stan/eval program.

2.3.3.2. MAJCOM stan/eval staff will consist of no more than a section chief and one aircrew member per crew position per MDS.

2.3.4. **Supplement.** MAJCOMs may supplement this instruction to clarify policies and procedures consistent with the USAF Stan/Eval Program and unique mission requirements, IAW AFD 11-2.

2.3.4.1. MAJCOM supplements will not be less restrictive than this instruction.

2.3.4.2. Additional forms required by MAJCOM supplements will be approved and issued as AF Forms if they apply to more than one command.

2.3.4.3. AFRC and ANG supplemental information will be included as a supplement to this instruction for the active duty MAJCOM with oversight responsibility.

2.3.5. **Augmentation.** Each MAJCOM may use examiner augmentees from other MAJCOMs to support or conduct cross command stan/eval program reviews that include aircrew evaluations and inspections with concurrence of all the MAJCOM stan/eval agencies involved.

## 2.4. **Numbered Air Forces.**

2.4.1. **General.** NAF stan/eval (MAJCOM stan/eval without NAF stan/eval) 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.** The NAF stan/eval function will:

2.4.2.1. Supervise evaluation functions in lower echelon units, in gained units and in ANG/AFRC units for which oversight responsibility is assigned.

2.4.2.2. Conduct stan/eval visits IAW MAJCOM supplements/directives.

2.4.2.3. Coordinate on and process applicable AF Forms 847:

2.4.2.3.1. For flight publications and technical order recommended changes IAW AFI 11-215.

2.4.2.3.2. For AF publications recommended changes IAW [Attachment 5](#).

2.4.2.4. Review and endorse recommended changes to appropriate publications.

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 required flight evaluations, when practical, to Chiefs of Stan/Eval or senior stan/eval crews in lower echelon units, in gained units and in ANG/AFRC 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 unit supplements to operational procedures, flying guidance and this instruction; making recommendations, as necessary.

2.4.2.9. Review unit Stan/Eval Board (SEB) minutes.

2.4.2.10. Assist MAJCOMs in the creation, review, updating and distribution of required MQFs. NAFs will act as conduit for AF Forms 847 that address deficiencies in and updates to MQFs.

2.4.3. **Organization.** Typical NAF stan/eval staff includes a section chief and one flight examiner per crew position per MDS. Additional flight examiner positions may be authorized by the NAF Commander.

**2.5. Stan/Eval Visits.** HHQ stan/eval staff may visit units during the administration of formal inspections, Staff Assistance Visits (SAVs) or in an informal capacity.

#### 2.5.1. General.

2.5.1.1. The HHQ stan/eval function will coordinate all formal visits (including SAVs) through the MAJCOM gatekeeper and the OG/CC of the flying unit to be visited. *Note:* Gatekeepers monitor all inspection activities within their command and deconflict inspections and evaluations of units to minimize impacts IAW AFI 90-201, *Inspector General Activities*.

2.5.1.2. The HHQ stan/eval staff members may coordinate directly with the unit for informal visits IAW procedures established in the MAJCOM supplement to this instruction.

#### 2.5.2. Formal Inspections.

2.5.2.1. Formal inspections will be defined in the MAJCOM supplement to this instruction.

2.5.2.2. Formal inspections will, as a minimum, ensure subordinate units are in compliance with this instruction, MDS-specific grading criteria and appropriate HHQ guidance.

2.5.2.3. The HHQ stan/eval chief will coordinate with the Operations Group Commander (OG/CC) for all flying by HHQ stan/eval staff aircrew members to accomplish continuation training during formal inspections.

### 2.5.3. Staff Assistance Visits.

2.5.3.1. HHQ stan/eval functions may conduct SAVs to solve specific problems or exchange information. SAVs may cover any stan/eval related area the unit desires.

2.5.3.2. HHQ stan/eval will normally not conduct a SAV in the 6-month period prior to a formal stan/eval inspection.

2.5.4. **Informal Visits.** HHQ stan/eval staff may periodically visit and fly with units on an informal basis to accomplish continuation training, provide feedback to the units and evaluate specific areas of interest as directed by MAJCOM/NAF Commanders. MAJCOM supplements to this instruction will outline procedures for conducting informal visits.

## Chapter 3

### UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION

**3.1. Scope.** Units include levels of organization under HHQs required to establish a stan/eval function for purposes of this instruction. Most units are composed of an Operations Group (OG) and flying squadrons. Where there is no parent OG, squadrons/detachments will assume duties listed for OGs, where applicable.

**3.2. Operations Group.** The conduct of the unit level stan/eval program is directed by the OG/CC.

**3.2.1. Operations Group Commander Responsibilities.** Specific responsibilities of the OG/CC that relate to the stan/eval program:

3.2.1.1. Establish and provide manpower to staff a stan/eval function to perform the duties directed by this instruction.

3.2.1.2. Ensure materials provided for mission planning are accurate and current.

3.2.1.3. Provide a suitable stan/eval testing area.

3.2.1.4. Direct evaluations to maintain a quality force.

3.2.1.5. Direct supplementary evaluations.

3.2.1.6. Chair and determine the composition of the SEB.

**3.2.2. Operations Group Stan/Eval Functions.** At the Operations Group Stan/Eval (OGV) level, emphasis is on unit standardization. Under direction of the Chief of OGV, flight examiners will ensure standardization among squadrons and squadron-assigned flight examiners. The OGV will:

3.2.2.1. Establish procedures for review and quality control of AF Forms 8, **Certificate of Aircrew Qualification**.

3.2.2.2. Establish procedures to maintain and review unit Flight Evaluation Folders (FEFs). Document these procedures in unit supplement to this instruction. Maintain unit FEFs, if applicable.

3.2.2.3. Establish procedures for the Aircrew Examination Program according to **Chapter 6** of this instruction. Document Aircrew Examination Program in the unit supplement to this instruction.

3.2.2.4. Establish and maintain a trend program.

3.2.2.4.1. Scope may include, but is not limited to, trend analysis of all evaluations.

3.2.2.4.2. For units with more than one type of aircraft, combine discrepancies common to all aircraft/aircrews to determine trends (e.g., instrument procedures).

3.2.2.4.3. For Formal Training Units (FTUs)/ Combat Crew Training Squadrons (CCTSs), maintain separate trend data for students and qualified/instructor aircrews.

3.2.2.4.4. When trends are noted, recommend corrective action and assign an OPR/Office of Collateral Responsibility (OCR); report trends and status to the OG/CC during the SEB until closed. OGV will publish and define their trends program in the unit supplement to this instruction and maintain trend data for at least one year.

3.2.2.5. Conduct Supplementary Evaluations as directed.

- 3.2.2.6. Conduct a SEB and publish minutes IAW the minimum outline of this instruction (**Attachment 2**) and guidance in the MAJCOM supplement to this instruction.
  - 3.2.2.7. Establish and maintain quality control of the unit FCIF program.
  - 3.2.2.8. Establish procedures to manage the flight publications program.
  - 3.2.2.9. Process AF Forms 847:
    - 3.2.2.9.1. For flight publications and technical order recommended changes IAW AFI 11-215.
    - 3.2.2.9.2. For AF publications recommended changes IAW **Attachment 5**.
    - 3.2.2.9.3. Forward endorsements for all approved AF Forms 847 received to parent NAF stan/eval function or parent MAJCOM stan/eval function if a NAF stan/eval does not exist (see paragraph **2.3.2.10**).
  - 3.2.2.10. Ensure annual operational Military Training Route (MTR) and Air Refueling Track reviews are accomplished and documented in the SEB minutes.
  - 3.2.2.11. Publish a unit supplement of procedures for the implementation of this instruction.
- 3.2.3. Operations Group Stan/Eval Organization.** OGV staff will consist of the Chief of Stan/Eval and no more than one flight examiner per crew position per MDS.
- 3.2.3.1. The Chief of Stan/Eval will be a qualified and current flight examiner in a unit aircraft.
  - 3.2.3.2. The Chief of Stan/Eval will report directly to, and be rated by, the OG/CC, the unit commander for organizations not collocated with a parent wing/group or by the commander designated in the MAJCOM supplement.
  - 3.2.3.3. To meet unique unit requirements, the OG/CC may designate additional OGV flight examiners with written notification to the MAJCOM/DO IAW the MAJCOM supplement to this instruction.
  - 3.2.3.4. For AFRC and ANG units:
    - 3.2.3.4.1. Squadron and OG stan/eval programs may be combined under the OG.
    - 3.2.3.4.2. For combined Squadron and OG Stan/Eval programs, flight examiners, in addition to the Chief of Stan/Eval, will be at the discretion of the OG/CC. The MAJCOM/DO will be notified in writing when individuals are designated as flight examiners and are not assigned to the flying squadron or OGV.

**3.3. Squadron.** The squadron commander is directly responsible to the OG/CC for the conduct of the squadron stan/eval program.

**3.3.1. Squadron Commander Responsibilities :**

- 3.3.1.1. Direct evaluations as required to maintain a quality force.
- 3.3.1.2. Direct supplementary evaluations as needed (request assistance from OGV if necessary).
- 3.3.1.3. Designate squadron flight examiners.
- 3.3.1.4. May designate Standardization/Evaluation Liaison Officers (SELOs) to assist squadron examiners in administrative stan/eval duties.

3.3.1.5. Annotate all attached HHQ and attached unit flight examiners in the unit letter of certification, ensure designation is recorded in ARMS, and record attachment in SEB minutes (**Attachment 2**).

3.3.1.6. Attend as many evaluation debriefings as practical.

3.3.2. **Squadron/Detachment Stan/Eval Functions.** The focus of the evaluation program is at the squadron level. Its backbone is the program established by the squadron commander and administered by flight examiners embedded within the flying squadron. Squadron stan/eval functions include:

3.3.2.1. Managing and conducting flight and emergency procedures (EP) evaluations as required.

3.3.2.2. Implementing the Aircrew Examination Program in conjunction with evaluations as outlined in unit supplement to this instruction.

3.3.2.3. Implementing the OGV FEF maintenance and review program directed by the unit supplement to this instruction. Maintain FEFs, if applicable.

3.3.2.4. Assisting in managing the unit stan/eval trend program.

3.3.2.5. Reporting recommended changes to flight publication and technical order inadequacies utilizing the AF Form 847 IAW AFI 11-215 and to AF publications IAW **Attachment 5**.

3.3.2.6. Implementing the flight publications program and ensure compliance with the unit FCIF program.

3.3.2.7. Ensuring proper completion, routing and filing of AF Forms 8.

3.3.3. **Squadron/Detachment Stan/Eval Organization.**

3.3.3.1. The Chief of Stan/Eval will be a current and qualified flight examiner in a unit aircraft.

3.3.3.2. Squadron stan/eval manning will be as directed by the MAJCOM supplement to this volume.

3.3.3.3. Squadron flight examiners should be assigned to the flying squadron. Individuals attached to the flying squadron may be designated as squadron flight examiners to meet unique mission requirements or flight examiner shortfalls with OG/CC approval and written notification to MAJCOM/DO IAW MAJCOM supplement. Record attachment of such flight examiners in SEB minutes (**Attachment 2**).

## Chapter 4

### FLIGHT EXAMINERS

**4.1. General.** The evaluation portion of the Aircrew Stan/Eval Program is administered by flight examiners at both 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).

4.2.2. The chief of the respective MAJCOM or NAF stan/eval function will select HHQ flight examiners (exception: senior flight examiners). Selection criteria will include experience in the applicable weapon system and in the stan/eval field.

4.2.3. Senior flight examiner eligibility is defined as flying commanders at the OG and NAF levels.

4.2.4. The OG/CC will select, and designate in writing, all OGV flight examiners. Selection and designation will be annotated in the unit certification document, recorded in ARMS and reported in SEB minutes ([Attachment 2](#)).

4.2.5. The squadron commander will select, and designate in writing, squadron flight examiners. Selection and designation will be annotated in the unit certification document, recorded in ARMS and reported in SEB minutes ([Attachment 2](#)).

4.2.6. For AFRC and ANG units:

4.2.6.1. The Air Force advisor may be designated as a flight examiner.

4.2.6.2. 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 a flight examiner.

**4.3. Functions.** Flight Examiners will:

4.3.1. Conduct flight and EP evaluations as required.

4.3.2. Maintain qualification as instructors (exception: senior flight examiners).

4.3.3. Maintain MR/CMR status as defined in AFI 11-2 *MDS-Specific*, Volume 1 (exception: FTU, HHQ, senior flight examiners, and HHQ-designated test/evaluation units must maintain at least Basic Mission Capable [BMC] status).

4.3.4. Administer evaluations only within their aircrew specialty/weapon system and will only evaluate those missions in which they maintain qualification (exception: SPOT evaluations and where specifically authorized in AFI 11-2 *MDS-Specific*, Volume 2).

4.3.5. Conduct a thorough pre-mission briefing and post-mission debriefing to the examinee and applicable aircrew members on all aspects of the evaluation.

4.3.6. Immediately correct breaches of flying safety or flight discipline during an evaluation (this applies to all aircrew members). If this situation occurs, the flight examiner will also debrief an appropriate unit supervisor and if appropriate, document the deviation on an AF Form 8.

4.3.7. Immediately notify the examinee's squadron commander/operations officer and flight commander, if available, whenever Qualification Level 2 or 3 ("Q-2" or "Q-3") performance is observed.

4.3.8. Be authorized to administer evaluations in all flying squadrons within their MAJCOM and respective MDS. MAJCOMs may establish procedures for administering evaluations outside of NAF/unit.

4.3.9. Not administer evaluations outside of their MAJCOM unless specifically requested by the MAJCOM stan/eval agency of the examinee and approved by the MAJCOM stan/eval agency of the examiner.

#### **4.4. Senior Examiner Program.**

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

4.4.2. NAF/CCs and OG/CCs do not require, nor do they have to maintain, instructor certification or MR/CMR status. To become a flight examiner, NAF/CCs and OG/CCs must maintain BMC status and be flight examiner certified. For other than SPOT evaluations, Senior Flight Examiners will evaluate only events for which they are current and at a level for which they are qualified.

## Chapter 5

### EVALUATIONS

**5.1. General.** The Aircrew Stan/Eval Program utilizes three types of evaluations to ensure qualification of aircrew members and standardization of operations. Aircrew qualification evaluations are administered periodically and documented on the AF Forms 8 to ensure aircrew qualification. Emergency Procedures Evaluations (EPEs) are requisites for some aircrew qualification evaluations. Supplementary evaluations are unstructured tools to be used by the commander to ensure standardization of flying and other operations.

**5.2. Aircrew Qualification Evaluations.** Aircrew qualification evaluations consist of two structured phases, ground and flight. Each phase requires the completion of requisite tasks. The ground phase, if required, includes a series of examinations and evaluation of aircrew performance in a controlled emergency procedures environment. The flight phase includes an in-flight or, if applicable, simulator evaluation of aircrew performance.

**5.2.1. Aircrew Qualification Evaluation Types.** There are five types of aircrew qualification evaluations that may be further described by four prefixes. Periodic aircrew qualification evaluations are administered to ensure basic qualification in the MDS and crew position of an aircrew member (QUAL), qualification to operate in instrument meteorological conditions (INSTM if applicable) and qualification to employ the MDS of the aircrew member in accomplishing the unit's operational mission (MSN). Provisions are made to periodically ensure aircrew are certified and maintain instructor qualification (INSTR) and provide the flexibility to evaluate and certify specific aircrew performance (SPOT). Aircrew will complete the following types of aircrew certification evaluations as appropriate:

5.2.1.1. QUAL Evaluations. All aircrew will complete a periodic QUAL evaluation in their primary assigned aircraft, to include requisites, as specified in the applicable AFI 11-2 *MDS-Specific*, Volume 2.

5.2.1.2. INSTM Evaluations. All Air Force pilots (and other pilots flying operationally with the Air Force, e.g. exchange pilots) will maintain instrument qualification (exception: indoctrination flyers who fly under the provisions of AFI 11-401, *Flight Management*, USAF Test Pilot School students, and TG-glider pilots). To maintain instrument qualification, pilots must successfully complete a periodic INSTM evaluation, including the requisite open book instrument examination required by AFMAN 11-210, *Instrument Refresher Course Program*.

5.2.1.2.1. A commander may revoke the instrument qualification of any pilot under his/her command who fails to maintain minimum instrument flying skills. To revoke an instrument qualification for reasons not related to an evaluation, use the procedures for a commander-directed downgrade in paragraph [7.3.9](#).

5.2.1.2.2. A pilot with a revoked or expired instrument qualification may not fly as a pilot except in a training program leading to requalification. Pilots in this situation must be in supervised status.

5.2.1.3. MSN Evaluations. All aircrew members maintaining MR/CMR or BMC aircrew status will complete a periodic MSN evaluation in their primary assigned aircraft, to include requisites, as specified in the applicable AFI 11-2 *MDS-Specific* Volume 2. The MSN evaluation should

reflect the type and difficulty of tasks required in the performance of normal operational and training sorties. The requirement for a MSN evaluation may be waived for those aircraft whose 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 11-2 *MDS-Specific* Volumes 2. QUAL and MSN evaluations may be combined into a single evaluation as specified in AFI 11-2 *MDS-Specific* Volumes 2.

5.2.1.4. **INSTR Evaluations.** All aircrew members maintaining instructor qualification in a particular MDS aircraft must complete initial and periodic evaluations of instructional capability in that MDS aircraft.

5.2.1.4.1. To initially qualify as an instructor in a particular MDS aircraft, the aircrew member must successfully complete an initial instructor (INIT INSTR) evaluation. Accomplish INIT INSTR evaluations on actual instructional missions whenever possible. When students are not available or mission requirements/crew composition requirements prevent inclusion of students, the flight examiner may serve as the student for the purpose of evaluating the examinee's instructional ability.

5.2.1.4.2. Periodic evaluation of the ability of aircrew members to instruct will be conducted during all subsequent periodic evaluations. The AF Form 8 Mission/Check description for these periodic evaluations will not include INSTR as the AF Form 8 aircraft/crew position is already annotated with highest qualification demonstrated during the evaluation (e.g. IP, IN, IF).

5.2.1.4.3. If instructor qualification is lost in an MDS aircraft, it may be regained through an instructor requalification evaluation (see paragraphs [5.2.3.2.2.](#) and [5.2.3.2.4.](#)) as directed in AFI 11-2 *MDS-Specific*, Volume 1.

5.2.1.5. **SPOT Evaluations (Optional).** A SPOT evaluation is an evaluation not intended to satisfy the requirements of a periodic (i.e., INSTM, QUAL or MSN) or INIT INSTR evaluation. SPOT evaluations have no specific requisites or requirements, unless specified in MAJCOM supplements. An evaluation begun as a SPOT evaluation may become (and be documented as) a required periodic evaluation if all required flight phase requirements are completed during the SPOT eval and the examinee subsequently completes all ground phase requirements for the evaluation within the periods described in paragraph [5.2.7.](#) Do not add on missions (flights) to complete the requirements for a periodic evaluation unless the group/squadron commander concurs with the aircrew member's desire to realign the evaluation expiration date and approves the additional flight time requirements. All evaluations not listed in paragraphs [5.2.1.1.](#) - [5.2.1.5.](#) above will be documented as SPOT evaluations. *Note:* When the flight examiner administering a SPOT evaluation is not qualified in the MDS and crew position of the examinee, the evaluation will not be credited towards a periodic evaluation.

5.2.2. **Combined Aircrew Qualification Evaluations.** To promote efficient use of flying resources, accomplish evaluations concurrently, whenever practical. If combined, include the designation of each evaluation in the Flight Phase of the AF Form 8 - e.g., QUAL/MSN or INSTM/QUAL/MSN.

5.2.3. **Aircrew Qualification Evaluation Prefixes.** The following prefixes will be used, if applicable, to further describe the evaluations listed in paragraphs [5.2.1.1.](#) - [5.2.1.5.](#) above:

5.2.3.1. **Initial (INIT).** The first evaluation of any type for a crew position or instructor qualification in an MDS (e.g., INIT QUAL/INSTM, INIT MSN, INIT INSTR).

5.2.3.2. Requalification (RQ). An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency exceeding 6 months (for currency items as specified in applicable AFI 11-2 *MDS-Specific*, Volume 1), a flight recheck following a failed periodic evaluation (see paragraph 7.3.8. for ground rechecks) or loss of qualification due to a commander-directed downgrade.

5.2.3.2.1. When loss of qualification is for expiration of a required periodic evaluation, the evaluation given will be IAW the guidance for that periodic evaluation. The AF Form 8 Mission/Check description will be documented with an RQ prefix.

**NOTE:** When expiration of a required periodic evaluation is due to failure to complete one or more of the ground phase requisites (see paragraph 5.2.4.), the flight evaluation has successfully been completed within the eligibility period for an in-the-eligibility period evaluation or within the period listed in paragraph 5.2.7.2. for an out-of-the-eligibility period evaluation and the OG/CC determines that qualification will be re-established by completion of the ground requisites without re-accomplishment of the flight evaluation or completed ground requisites as outlined in paragraph 5.2.15., the AF Form 8 Mission/Check description will not be documented with an RQ prefix.

5.2.3.2.2. When loss of qualification is due to loss of currency, the evaluation profile will be as directed by the squadron commander and will include, as a minimum, those items for which the individual is non-current for over 6 months. The AF Form 8 Mission/Check description will be documented with RQ SPOT (exception: when loss of qualification is due to loss of currency for instructor as defined in AFI 11-2 *MDS-Specific*, Volume 1, the AF Form 8 Mission/Check description will be documented with RQ INSTR).

5.2.3.2.3. When loss of qualification is for failure to pass a flight evaluation, the recheck evaluation will be IAW the provisions of paragraph 5.2.13. The AF Form 8 Mission/Check description will be documented with an RQ prefix or RQ SPOT, as applicable.

5.2.3.2.4. When loss of qualification is due to a commander-directed downgrade (see paragraph 7.3.9.), the evaluation profile will be as directed by the commander. The AF Form 8 Mission/Check description will be documented with an RQ prefix or RQ SPOT, as applicable.

5.2.3.2.5. Do not use RQ to prefix a recheck following a failed INIT evaluation. No qualification was achieved, thus requalification is not possible.

5.2.3.2.6. When requalification deals with instructor capability, the AF Form 8 Mission/Check description will be documented with RQ INSTR (not RQ SPOT).

5.2.3.3. No-Notice (N/N). 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. The beginning of normal preparation for a mission will be determined by the flight examiner and may be defined in the unit supplement to this instruction. The intent is to preclude extraordinary preparation for the mission because it is to be an evaluation.

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

5.2.3.3.2. If an examinee elects, a no-notice evaluation may update an QUAL/INSTM/MSN evaluation expiration date provided all requirements for the evaluation are completed within the periods described in paragraph 5.2.7. If all requirements were not completed on the first flight, subsequent flights are authorized to complete required events. If the examinee elects not

to update a QUAL/INSTM/MSN evaluation expiration date, the evaluation will be documented as a N/N SPOT evaluation.

5.2.3.4. **Simulator (SIM).** An evaluation where the flight phase requisite is conducted in a simulator.

5.2.3.5. 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 will be explained under Mission Description in the Examiner's Remarks (see paragraph 7.3.5.8.).

5.2.4. **Ground Phase Requisites.** The ground phase for periodic aircrew certification evaluations includes a series of requisites as listed below. See **Chapter 6** of this instruction for additional guidance on aircrew examinations.

5.2.4.1. **QUAL Evaluations.** Open book examination, closed book examination, Boldface/Critical Action Procedures (CAPs) examination (if applicable), EPE and a publications check of all required flight publications.

5.2.4.1.1. Each aircrew member is responsible for required flight publications as outlined in applicable AFI 11-2 MDS-specific series publications.

5.2.4.1.2. Satisfactory 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.

5.2.4.2. **INSTM Evaluations.** Instrument examination. *Note:* Instrument refresher course (IRC) is not a requisite, but a ground training item, which must be completed according to AFMAN 11-210 and AFI 11-202, Volume 1, *Aircrew Training*.

5.2.4.3. **MSN Evaluations.** As specified in AFI 11-2 *MDS-Specific*, Volume 2.

5.2.5. **Flight Phase Requisites.** The flight phase for aircrew certification evaluations include execution in the MDS or, if applicable, a suitable simulator of a profile that will allow evaluation of aircrew performance. The profile used to fulfill the flight phase requisite must incorporate all appropriate requirements set in the applicable AFI 11-2 *MDS-Specific*, Volume 2, and allow accurate measure of the proficiency of the examinee. Evaluation profiles will reflect unit tasking, daily training missions, be realistic and incorporate current tactics.

5.2.6. **Timing of Aircrew Qualification Evaluations.**

5.2.6.1. **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 01 expires on 31 Mar 03.).

5.2.6.2. **Scheduling.** Schedule periodic evaluations in the eligibility period (6-month period prior to expiration date).

5.2.6.3. **Requirements Before Permanent Change of Station/Temporary Duty.** If a periodic evaluation will expire within 3 months after the proposed departure for Permanent Change of Station (PCS) or during an upcoming Temporary Duty (TDY), complete the required evaluation(s) before departing for either the PCS or TDY.

5.2.6.3.1. Obtain a MAJCOM stan/eval agency waiver for unusual situations.

5.2.6.3.2. MAJCOM stan/eval agency waivers are not required for individuals who will PCS/ Permanent Change of Assignment (PCA) to a non-flying assignment or those departing PCS or TDY for retraining in another aircraft type.

5.2.6.4. **Squadron Commander-Extended Evaluations.** Squadron commanders may extend the expiration date of periodic evaluations up to 3 months for the reasons listed below. Document such extensions with a Memo for Record placed in Section II of the FEF.

5.2.6.4.1. Individuals assigned PCS/PCA to a non-flying assignment.

5.2.6.4.2. Individuals departing PCS or TDY for retraining in another aircraft type.

5.2.6.4.3. Individuals undergoing unit aircraft conversion.

5.2.6.4.4. Individual removal from active flying status (e.g. separation or retirement from the Service).

5.2.6.4.5. Individuals participating 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.

5.2.7. **Requisite Completion.** One set of requisites may be used to satisfy the requirements of combined evaluations as defined in AFI 11-2 *MDS-Specific*, Volume 2. Requisites from a completed evaluation may not be used for subsequent evaluations. For pilots possessing multiple instrument qualifications, the instrument exam may count for separate evaluations provided the instrument exam occurs for each evaluation IAW the provisions of paragraphs 5.2.7.1. and 5.2.7.2. For all evaluations, accomplish requisites as follows:

5.2.7.1. **In-the-Eligibility Period.** For scheduled or no-notice periodic evaluations in the eligibility period, all requisites must be completed within the 6-month eligibility period prior to the expiration date of the current evaluation period to update that expiration date.

5.2.7.2. **Out-of-the-Eligibility Period.** For periodic evaluations outside the eligibility period, all requisites must be completed within a 6-month period encompassing the month in which the flight evaluation was administered.

5.2.7.3. **Recheck.** For evaluations used to remedy a failed evaluation:

5.2.7.3.1. Requisites that were valid for the failed evaluation per paragraph 5.2.7.1. or 5.2.7.2. above remain valid to update an evaluation expiration date upon successful recheck according to paragraph 5.2.13.1.

5.2.7.3.2. Requisite completion dates from the Q-3 AF Form 8 will not be annotated on the recheck AF Form 8. The recheck AF Form 8 will only include documentation of the flight phase evaluation.

5.2.8. **Alternate Means of Evaluation.** When in-flight evaluation of a required area is not possible, the area may be evaluated verbally or in an Aircrew Training Device (ATD). Flight examiners will make every effort to evaluate all required areas in-flight before resorting to this provision. See the appropriate AFI 11-2 *MDS-Specific*, Volume 2 for areas prohibited from verbal/ATD evaluation.

5.2.9. **Evaluation Criteria Source.** The MAJCOM designated as lead command in AFD 10-9, in coordination with other user commands, will establish and maintain standardized QUAL, INSTM,

MSN and INSTR evaluation criteria in the appropriate AFI 11-2 *MDS-Specific*, Volume 2. The lead command is responsible for coordinating the establishment of:

5.2.9.1. Areas/subareas to be used for documenting required evaluations including those required and critical for evaluation completion.

5.2.9.2. Criteria for Publications Check.

5.2.9.2.1. Each aircrew member is responsible for required flight publications as outlined in applicable AFI 11-2 MDS-specific series publications.

5.2.9.2.2. Satisfactory 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.

5.2.9.3. Cockpit/Crew Resource Management (CRM) evaluation criteria in the appropriate areas/subareas. Use AFI 11-290, *Cockpit/Crew Resource Management Training Program*, and AF Form 4031, **Cockpit/Crew Resource Management Skills Criteria**, as references

5.2.9.4. Criteria to ensure operations comply with National Airspace System (NAS) rules and procedures. Specifically, ensure compliance with minimum safe maneuvering speeds below 10,000 ft MSL and NAS awareness in all areas of mission planning and flight operations.

5.2.10. **Grading System.** A two-tiered grading system is used to evaluate and document aircrew performance. Individual scores are recorded for examinations while areas/subareas of aircrew performance are individually graded against established evaluation criteria. Performance less than fully qualified is documented. An overall qualification level is determined from the compilation of these individual scores/grades.

5.2.10.1. **Written, Computer Based or Electronic Examinations.** Grade written, computer based or electronic examinations as a percentage of correct answers. See paragraph 6.4.4.1. for minimum passing grade specifics.

5.2.10.2. **Boldface/CAPs.** Grade Boldface/CAPs examinations as either Qualified (Q) or Unqualified (U).

5.2.10.3. **Area/Subarea Grades.** AFI 11-2 *MDS-Specific*, Volume 2, will establish areas and subareas to be evaluated and the appropriate grading criteria for those areas/subareas. Areas will have a two-level (Q/U) or three-level (Q/Q-/U) grading system. The overall area grade will be the lowest of any subarea grade awarded.

5.2.10.3.1. Q. Q is the desired level of performance. The examinee demonstrated a satisfactory knowledge of all required information, performed aircrew duties within the prescribed tolerances and accomplished the assigned mission.

5.2.10.3.2. Q-. Q- indicates the examinee is qualified to perform the assigned area tasks, but requires debriefing or additional training as determined by the flight examiner. Deviations from established standards must not exceed the prescribed Q- tolerances or jeopardize flight safety.

5.2.10.3.3. U. Assign a U area grade for any breach of flight discipline, performance outside allowable parameters or deviations from prescribed procedures/tolerances that adversely affected mission accomplishment or compromised flight safety. An examinee receiving an

area grade of U normally requires additional training. When, in the judgment of the flight examiner, additional training will not constructively improve examinee's performance, it is not required. In this case, the flight examiner must thoroughly debrief the examinee.

5.2.10.4. **Qualification Levels** . EPE and overall evaluation performance are graded by qualification levels as follows:

5.2.10.4.1. Qualification Level 1 (Q-1). 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 and may be awarded when discrepancies are noted if:

5.2.10.4.1.1. The discrepancies resulted in no U grades being given in any area(s)/sub-area(s).

5.2.10.4.1.2. In the judgment of the flight examiner, none of the discrepancies preclude awarding of an overall Qualification Level 1.

5.2.10.4.1.3. All discrepancies noted during the evaluation were cleared during the debrief of that evaluation.

5.2.10.4.2. Qualification Level 2 (Q-2). The aircrew member demonstrated the ability to perform duties safely, but:

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

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

5.2.10.4.2.3. In the judgment of the flight examiner, there is justification based on performance in one or several areas/subareas.

5.2.10.4.3. Qualification Level 3 (Q-3). The aircrew member demonstrated an unacceptable level of safety, performance or knowledge.

5.2.10.4.3.1. An area grade of U awarded in a critical area requires an overall Q-3 for the evaluation.

5.2.10.4.3.2. An overall Q-3 can be awarded if, in the judgment of the flight examiner, there is justification based on performance in one or several areas/subareas.

#### 5.2.11. **Grading Policies.**

5.2.11.1. **Requisite Examinations.** The flight examiner will consider performance on requisite examinations in assigning the overall qualification level.

5.2.11.2. **Performance Areas/Subareas.** Use the grading criteria in the applicable 11-2 *MDS-Specific*, Volume 2, to grade areas/subareas accomplished during an evaluation.

5.2.11.2.1. The flight examiner must grade the areas/subareas listed as "required" in the general and specific evaluation sections of the applicable 11-2 *MDS-Specific*, Volume 2.

5.2.11.2.2. The flight examiner may grade any area/subarea accomplished during an evaluation if performance in that area/subarea impacts the specific evaluation accomplished or flight safety.

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

5.2.11.2.4. Minor momentary deviations from grading criteria tolerances 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.

### 5.2.11.3. Overall Qualification Levels .

5.2.11.3.1. The overall qualification level awarded an evaluation is based on performance during both the flight and ground phases. This grade should be awarded only after all evaluation requirements have been completed and given due consideration.

5.2.11.3.2. To receive a qualified grade on an evaluation, the aircrew member must satisfy the criteria set forth in the applicable MDS-Specific, Volume 2 and demonstrate ability to operate the aircraft and/or equipment safely and effectively during all phases of an evaluation.

5.2.11.3.3. Overall qualification grades will be a cumulative process. While AFI 11-2 *MDS Specific*, Volume 2, guidance 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 qualification level.

5.2.12. **Remedial Action.** All grades of Q- or less require action to remedy the discrepancy and/or deficiency in performance while maintaining flight and operational safety. Remedial action includes debriefing discrepancies, assignment of additional training and imposing of flight restrictions.

5.2.12.1. **Debriefed Discrepancy.** Remedial action 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 the discrepancy. The discrepancy area/subarea description is annotated with “Debriefed” in paragraph B of the Examiner’s Remarks section of the AF Form 8 Comments.

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

5.2.12.2.1. Additional training may include self-study, ground instruction, use of a simulator or flying. To complete additional training, the examinee must demonstrate attainment of satisfactory knowledge or proficiency.

5.2.12.2.2. Additional training is documented in paragraph C, Recommended Additional Training, under Examiner's Remarks in the AF Form 8 Comments. Description of assigned additional training will include how satisfactory knowledge or proficiency will be demonstrated to a flight examiner, supervisor or instructor.

5.2.12.2.3. Due dates and dates on which additional training is completed will be documented in the appropriate areas of the AF Form 8 (see paragraphs [7.3.5.6.](#) and [7.3.5.7.](#)).

5.2.12.2.4. Commanders will ensure required additional training is completed. Accomplish additional training by the last day of the second month following the date of the discrepancy, e.g. for an evaluation on 21 Jan 02, additional training due 31 Mar 02. AFRC/ANG accomplish additional training by the last day of the third month following the date of the discrepancy. If an aircrew member exceeds the allotted time for completion of additional training, the squadron commander will review the situation and direct appropriate action. Document the

circumstances with a Memo for Record placed in Section II of the FEF of the affected individual.

#### 5.2.12.3. **Restrictions.**

5.2.12.3.1. 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.

5.2.12.3.2. Restrictions should address the specific phase of flight and/or operation that requires supervision until successful retraining is completed. Restrictions are not punitive, but designed to enhance flight and operational safety.

5.2.12.3.3. Specific restrictions will be documented as the first item of the AF Form 8 Comments.

#### 5.2.13. **Failure to Pass a Flight Evaluation .**

5.2.13.1. **Recheck.** If an aircrew member fails a flight evaluation, a successful recheck must be completed by the end of the second month after the date of the first failure, e.g. for an evaluation on 20 Jun 02, complete recheck by 31 Aug 02. AFRC/ANG accomplish recheck by the last day of the third month following the date of the first failure. A recheck is successfully completed when the aircrew member performs to Q criteria (Q or Q-/debriefed) for each area graded U. OG/CCs may approve waivers to the time limits in this paragraph on a case-by-case basis. Document such action with a Memo for Record placed in Section II of the FEF. Every reasonable effort must be made to requalify the individual. Commanders will determine the number of flights to be allowed during this period, based on the individual's experience level, present qualifications and number of hours of training required.

5.2.13.2. **Status Downgrade.** Downgrade aircrew members receiving a Q-3 INSTM, QUAL or MSN evaluation to non-mission ready (NMR)/non-combat mission ready (N-CMR), non-basic mission capable (N-BMC), or non-basic aircraft qualified (N-BAQ) status, as applicable. For instructor evaluations, aircrew status (i.e., MR/CMR or BMC) need not be downgraded if the discrepancies were only in instructor areas.

5.2.13.3. **Restrictions.** Restrict aircrew failing to complete an evaluation within the required period (see paragraph 5.2.15.) or receiving a Q-3 on an evaluation, as listed below, until a successful evaluation is completed:

5.2.13.3.1. QUAL or INSTM Evaluation. Place the examinee on supervised status.

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

5.2.13.3.3. INSTR Evaluation. Instructors receiving an unsatisfactory grade in any instructor area(s) will not perform instructor duties until a successful recheck is completed.

5.2.14. **Supervised Status.** If unsatisfactory performance requires the aircrew member be placed on supervised status, the type of supervisor (i.e., instructor or designated supervisor) will be determined by the squadron commander (or equivalent) and as specified in AFI 11-2 *MDS-Specific*, Volume 1. Supervision will be accomplished by instructors or designated supervisors (as specified in AFI 11-2 *MDS-Specific*, Volume 1) qualified in the specific aircrew position.

5.2.15. **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 or within the period listed in paragraph 5.2.7.2. for an out-of-the-eligibility period evaluation, the aircrew member loses the qualification covered by the evaluation and the restrictions of paragraph 5.2.13.3. apply. Qualification may be re-established by administering a requalification evaluation (see paragraph 5.2.3.2.) or by completion of the delinquent evaluation. OG/CCs may approve waivers to preclude the re-accomplishment of completed requisites to complete the evaluation on a case-by-case basis. Document such action with a Memo for Record placed in Section II of the FEF.

5.2.16. **Multiple Qualification.** For aircrew members (other than those in a Companion Trainer Program) who maintain qualification in two or more mission design aircraft (e.g., F-16 and F-15) according to AFI 11-202, Volume 1, the following guidance applies (for purposes of this instruction, different series [models] of the same basic aircraft do not constitute multiple qualification - e.g. F-16C and F-16CG):

5.2.16.1. **Documentation.** Document MAJCOM authority for multiple qualification, including a list of aircraft in which qualification will be maintained, in a Memo for Record placed in Section II of the FEF. (For Air Force Materiel Command [AFMC], MAJCOM authority may be delegated, but not lower than wing commander.)

5.2.16.2. **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.

5.2.16.3. **Qualification and Mission Evaluations.** All aircrew require a QUAL evaluation, and, if applicable, a MSN evaluation, to include requisites, in each mission design aircraft according to applicable AFI 11-2, *MDS-Specific*, Volumes 2.

5.2.16.4. **Failure to Pass a Flight Evaluation.** A Q-3 on an INSTM evaluation results in a downgrade in all aircraft flown. A downgrade resulting from a Q-3 in QUAL or MSN evaluation applies only to the aircraft for which the evaluation was administered.

5.2.17. **Aircrews Flying in Non-US Air Force Aircraft and with Non-US Air Force Units.** Aircrew members performing duties in non-US Air Force aircraft per AFI 11-401, or on duty with or attached to non-US Air Force units for flying, abide by host service or host country rules, except for the requirement to maintain a current physical and review their flight records according to AFI 11-202, Volume 1. They do not necessarily abide by USAF rules, including AFI 11-202, Volume 2, and AFI 11-2 *MDS-Specific*, Volume 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 paragraphs 5.2.13.3.1. through 5.2.13.3.3. of this instruction apply to such individuals until successful evaluations are completed. (Exception: MAJCOM/DOV may approve exceptions to this paragraph, if, after case-by-case review, they determine non-USAF evaluations are equivalent to applicable AFI 11-2 *MDS-Specific*, Volume 2 evaluations. Document such action with a Memo for Record placed in Section II of the FEF on top of the non-USAF AF Form 8 equivalent.) *Note:* Air Force units that use non-US Air Force aircraft to execute an Air Force flying program may use Air Force guidance, as permitted in the applicable Memorandum of Agreement/Understanding.

### 5.3. Emergency Procedures Evaluations .

5.3.1. **Scope.** Evaluate an aircrew member's knowledge of MDS EPs and systems knowledge for all QUAL evaluations; evaluate MSN specific emergency procedures and systems knowledge during MSN evaluations. Only one EPE need be accomplished for each combined evaluation (i.e., one EPE for an INSTM/QUAL or INSTM/QUAL/MSN evaluation).

5.3.2. **Satisfactory Performance.** Satisfactory 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.

5.3.3. **Content and Administration.** AFI 11-2 *MDS-Specific*, Volume 2, will specify contents of EPEs and whether EPEs may be done in-flight, in an ATD, or verbally.

5.3.4. **Grading.** The flight examiner will assign an EPE grade (1, 2 or 3) in the Qualification Ground Phase block of the AF Form 8, regardless of whether all or a portion of the EPE was performed in-flight.

5.3.5. **Additional Training.** For an EPE requiring additional training, the flight examiner will indicate if the additional training will be accomplished before the flight evaluation under restrictions in the Comments block of the AF Form 8.

5.3.6. **Boldface/CAPs Failure.** An incorrect response to a Boldface/CAP situation during an EPE requires an unqualified (Q-3) EPE grade. An aircrew member who receives a Q-3 grade as a result of Boldface/CAPs error will not fly until a successful reevaluation is accomplished.

5.3.7. **Unqualified EPE.** An examinee receiving an unqualified EPE grade (Q-3) will be placed on supervised status until a successful reevaluation is accomplished.

**5.4. Supplementary Evaluations.** Supplementary evaluations are administrative tools to be used by the commander to identify and evaluate implemented solutions to operational problems. These evaluations are most often administered as inspections (using specifically prepared checklists) whose results are reported to the commander. The form and content of supplementary evaluations is entirely at the discretion of the commander.

5.4.1. Supplementary evaluations are not aircrew qualification evaluations.

5.4.2. Commanders will determine evaluated areas. The stan/eval function will determine the method of evaluation, is responsible for administrative management of data collection and will report results as directed by the commander.

5.4.3. Individuals other than flight examiners, as determined by the OG/CC, may conduct supplementary evaluations.

5.4.4. Supplementary evaluations may be administered in conjunction with a flight evaluation. If conducted in-flight, supplementary evaluations should not be all encompassing, result in the assignment of an overall rating for any specific aircrew member or be documented on an AF Form 8.

5.4.5. Supplementary evaluation results will be documented in SEB minutes.

## 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, computer based or electronic examinations. Poor testing performance on examinations indicates areas requiring increased training emphasis.

**6.2. Scope.** The Aircrew Examination Program includes requisite examinations for periodic evaluations, unit periodic examinations and Flight Surgeon examinations. Requisite examinations include qualification open book and closed book examinations, instrument examinations and Boldface/CAPs examinations as described in paragraph 5.2.4. The ability to focus on specific knowledge areas is enhanced by the management of examination content and use of appropriate master question files.

#### 6.3. Administrative Procedures.

6.3.1. **Program Documentation.** Units will describe the unit aircrew examination program in the unit supplement to this instruction.

6.3.2. **Computer Based or Electronic Examinations.** Computer based or electronic information management tools may fulfill the requirement for examinations as outlined in this instruction.

6.3.3. **Retention of Examination Records.** The stan/eval function will retain graded exam answer sheets/computer records until AF Form 8 is completed.

6.3.4. **Examination Question Review.** The stan/eval function will review all MQFs and prepared exams for accuracy annually and after any changes in source documents. Units will document their procedures for reviewing and updating MQFs and prepared exams in their unit supplement to this instruction.

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

6.3.5.1. The stan/eval agencies of the MAJCOM responsible for training will coordinate with the MDS lead command to ensure the EOC examination meets the requirements of this instruction and AFI 11-2 *MDS-Specific*, Volume 2, before awarding credit for requisite completion.

6.3.5.2. EOC examination test questions do not need to incorporate MAJCOM MQFs. All questions must reflect the latest changes to all systems and/or operational procedures and not conflict with any MQFs.

6.3.5.3. All EOC examinations that fulfill the requirements of requisite examinations will be graded according to paragraph 6.4.4.1. and entered on the AF Form 8 according to paragraph 7.3.5.1.

**6.4. Requisite Examinations.** Aircrew members will complete open book, closed book and Boldface/CAPs examinations (if applicable) as requisites for periodic QUAL evaluations (see paragraph 5.2.4.1.; instrument examinations as requisite for periodic INSTM evaluations (see paragraph 5.2.4.2. and any

other examinations required by the appropriate AFI 11-2 *MDS-Specific*, Volume 2 (see paragraph 5.2.4.3.).

6.4.1. **Instrument Examinations.** Pilots will take the instrument exam as specified in paragraph 5.2.1.2. of this instruction.

6.4.2. **Requisite Examination Management.** With the exception of written Boldface/CAPs examinations, maintain either requisite examinations for each crew position or generate a unique test for each aircrew member requiring an exam. If requisite examinations are maintained for each crew position:

6.4.2.1. Develop and control a minimum of two requisite examinations for each crew position.

6.4.2.1.1. Units having ten or fewer individuals per crew position require only one examination.

6.4.2.1.2. When different crew positions are responsible for the same information (for example, in two-place fighters, front and back seat or left and right seat pilots of the same aircraft), units are not required to maintain separate examinations for each crew position.

6.4.2.2. Change fifty percent of the questions on the requisite examinations every calendar year.

6.4.3. **Examination Security.** Stan/eval personnel will maintain positive control of all requisite exams, applicable answer sheets and associated computer based/electronic media. Instrument requisite exams and answer sheets associated with administration of the IRC may be controlled by the unit training function.

6.4.4. **Grading Policy For Examinations.**

6.4.4.1. **Minimum Passing Grade.** The minimum passing grade for Boldface/CAPs exams is 100 percent. The minimum passing grade for all other stan/eval requisite examinations is 85 percent - corrected to 100 percent.

6.4.4.2. **Requisite and Boldface/CAPs Examination Grading Restriction.** Units will grade all completed requisite and/or Boldface/CAPs exams prior to the aircrew member's next flight. Units will describe how this restriction is enforced in the unit supplement to this instruction.

6.4.5. **Examination Question Sources.**

6.4.5.1. **Open Book Requisite Exam.** Open book questions will come from publications containing information pertinent to the operation of applicable aircraft and performance of the assigned mission. The open book subject areas and the publications used to generate the exam will be made available to aircrew. Each unit may develop an open book secure question bank (SQB) that serves as the source for some or all of the open book examination questions. Do not distribute the SQB to unit aircrews and safeguard it in the same manner as any other required stan/eval examination.

6.4.5.2. **Closed Book Requisite Exams.** Closed book questions will come from MQFs. These questions will emphasize system knowledge and information necessary for safe flight and mission accomplishment.

6.4.5.2.1. **MDS-Specific MQFs.** Lead command MAJCOMs will ensure MDS-specific MQFs containing approved questions for closed book testing are available for MAJCOM use and distribution to applicable aircrew.

6.4.5.2.1.1. The highest organization with a stan/eval function (NAF or unit) may develop, maintain and publish MQFs for weapons systems without MAJCOM expertise. That organization will submit these MQFs to the MAJCOM for approval prior to their publication.

6.4.5.2.1.2. MAJCOM OPRs will review MQFs annually and distribute changes to MQFs as necessary.

6.4.5.2.1.2.1. 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.

6.4.5.2.1.2.2. Units will forward edits of MQF questions to the appropriate MAJCOM.

6.4.5.2.2. Local Procedures MQF. Units may develop and distribute a local procedures MQF to augment HHQ MQFs.

6.4.5.3. **Instrument Requisite Exams.** Instrument test questions come from the Instrument MQF maintained by the Air Force Flight Standards Agency (AFFSA). The selection and content of the questions is dictated by the provisions of AFMAN 11-210.

#### 6.4.6. **Boldface/CAPs Requisite Examinations.**

6.4.6.1. Aircrew member knowledge of applicable Boldface/CAPs will be evaluated through a written examination as a requisite to all periodic QUAL evaluations.

6.4.6.2. Satisfactory performance for the Boldface/CAPs examination requires writing the proper actions in the correct sequence, not necessarily a verbatim response. The flight examiner will assign a Boldface/CAPs grade (Q or U) in the Qualification Ground Phase block of the AF Form 8.

6.4.7. **Failure to Pass a Requisite Exam.** An evaluation will not be complete until all failed items have been successfully re-accomplished.

6.4.7.1. **Reexamination Policy.** An aircrew member failing a requisite examination or Boldface/CAPs at any time 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.

6.4.7.2. **Reexamination Period.** Aircrew members who fail a requisite examination must complete a successful reexamination by the end of the second month (AFRC/ANG: third month) following the date of the first failure. Waiver authority to extend the time allowed to successfully complete the examination is the OG/CC. Document such waivers with a Memo for Record placed in Section II of the FEF of the affected individual.

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

6.4.7.4. **Supervised Status Requirement.** Place aircrew members who fail a requisite open book, closed book, or instrument examination in supervised status until successful retesting is completed. 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 a requisite instrument exam results in the examinee being placed in supervised status in all aircraft flown.

**6.5. Unit Periodic Examinations (optional).** 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. This exam may be open or closed book, but will not count as a requisite exam, nor will a requisite exam satisfy the requirement for a periodic exam. Units will describe this program in the unit supplement to this instruction, to include procedures for failed exams.

**6.6. Flight Surgeon Examinations.** Flight surgeons will complete an aircrew examination every 17 months for each aircraft in which they fly on as an aircrew member. The unit-developed Flight Surgeon Exam will cover, as a minimum, the emergency procedures applicable to the flight surgeon's crew position. Flight surgeons will not fly on any USAF aircraft as an aircrew member until successful completion of the exam. Units flying flight surgeons as aircrew members will document the results IAW procedures detailed in the unit supplement to this instruction.

## Chapter 7

### EVALUATION DOCUMENTATION

**7.1. Scope.** Administration of the aircrew qualification evaluation program requires accurate documentation. The qualifications and authorizations to which an aircrew member is to be evaluated are determined from the unit certification document. The results of an evaluation are recorded on the AF Form 8, which then serves to certify the qualification of the aircrew member. The chronological history of evaluations for an aircrew member is recorded on an AF Form 942, **Record of Evaluation**. Both these AF Forms are maintained in the FEF for the aircrew member.

**7.2. Qualifications/Authorizations.** A certified ARMS product or a unit certification document signed by the official authorized to approve AF Forms 8 or other appropriate authority, designated in writing, may be used to indicate special qualifications/authorizations as required.

#### **7.3. AF Form 8, Certificate of Aircrew Qualification.**

**7.3.1. Purpose.** Use the AF Form 8 to record and to certify aircrew member qualification as demonstrated in required ground and flight evaluations.

7.3.1.1. Use a separate AF Form 8 for all flight phase rechecks.

7.3.1.2. Ground rechecks will be completed on the original Q-3 AF Form 8 (see paragraph [7.3.8.](#)).

**7.3.2. General Data Entry.** Use the following guidance when completing an AF Form 8 and see [Attachment 3](#) for sample AF Forms 8.

7.3.2.1. For date fields in the AF Form 8, use a two-digit day, three-letter month and two-digit year format (e.g., 25 Dec 01). (Exception: For electronic forms, use the date format required by the form.)

7.3.2.2. The Eligibility Period and Expiration Date of Qualification will use a three-letter month and two-digit year format (e.g., Apr 01) (except when a different format is required for electronic forms).

7.3.2.3. Except for the organization of the Comments block described in paragraph [7.3.5.8.](#), sample AF Forms 8 are provided to demonstrate the content, not the format, of the data presented (see [Figure A3.1.](#) through [Figure A3.5.](#)).

7.3.2.4. To facilitate the entry of data on the form, except where specifically noted otherwise, use upper and lower case letters.

7.3.2.5. Requirements for letter font, numbers of spaces for indentation and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards for such data entry.

#### **7.3.3. Date Completed.**

7.3.3.1. Use the latest completion date (ground or flight phase) of the evaluation requisites, not including additional training.

7.3.3.2. Use this date on the AF Form 942.

#### 7.3.4. Section I - Examinee Identification.

7.3.4.1. Name, Grade and Social Security Account Number (SSAN).

7.3.4.2. Organization and Location.

7.3.4.2.1. Use the unit designation and location that the examinee is assigned to or attached to for flying.

7.3.4.2.2. When attending a FTU course in which an evaluation is administered, the organization and location will reflect the FTU organization/location.

7.3.4.2.3. HHQ aircrew members may use their office symbol in place of the unit designation.

7.3.4.3. Aircraft/Crew Position.

7.3.4.3.1. Enter the aircraft MDS in which the evaluation was given.

7.3.4.3.2. Enter the examinee's highest qualification in that particular aircraft MDS demonstrated during the evaluation. *Note:* Examiner is not a qualification, it is a certification, and should only be entered when demonstrated during the evaluation, e.g., a SPOT evaluation in which the examinee receives an evaluation while administering an evaluation.

7.3.4.4. Eligibility Period.

7.3.4.4.1. Enter the 6-month period preceding the expiration date from the last similar evaluation (e.g., if the last MSN evaluation expires Sep 02, enter Apr-Sep 02).

7.3.4.4.2. Enter N/A (not applicable) for initial periodic evaluations, periodic evaluations accomplished outside the examinee's normal eligibility period and SPOT evaluations.

7.3.4.4.3. For periodic evaluations where the evaluation expiration date of the previous evaluation is extended under the provisions of paragraph 5.2.6.4., enter the 6-month period preceding the original preceding the original expiration date. *Note:* Squadron commanders extend only the expiration date, not the eligibility period.

7.3.4.4.4. Dual entries are authorized for misaligned combined evaluations (e.g., if last INSTM evaluation expires Nov 02 and QUAL evaluation expires Jan 03, enter "INSTM: Jun-Nov 02/QUAL: Aug 02-Jan 03" for an INSTM/QUAL evaluation).

#### 7.3.5. 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.

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

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

7.3.5.1.3. Grade.

7.3.5.1.3.1. Enter failed examination score with successfully completed score 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. Mission/Check.

7.3.5.2.1.1. Use the following designations to describe the purpose of the evaluation(s): INSTM, QUAL, MSN, INSTR and SPOT.

7.3.5.2.1.2. Use the following prefixes, when applicable, to describe the type of evaluation: INIT, RQ, N/N and SIM. More than one prefix may be used to describe an evaluation as outlined in paragraph [5.2.3.5](#).

7.3.5.2.1.3. The only annotations of INSTR used are INIT INSTR and RQ INSTR as described in paragraphs [5.2.1.4.1](#) and [5.2.3.2.6](#).

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

7.3.5.2.1.5. Make multiple single line entries for each flight/event if two or more flights/events are required and they are administered by either different flight examiners or on separate days (exception: where a single mission [such as airlift tasking] consists of multiple flights over one or more days with the same flight examiner, a single line entry may be used).

##### 7.3.5.2.2. Date.

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

7.3.5.2.2.2. For evaluations where a single mission consists of multiple flights over one or more days, a single line entry with the inclusive dates of the flight(s) may be used (see paragraph [7.3.5.2.1.4](#)). Document this fact in the Mission Description portion of the Examiner's Remarks.

7.3.5.2.2.3. For evaluations conducted on missions consisting of a single flight spanning more than one day, a single line entry with the date the mission was completed may be used. Document this fact in the Mission Description portion of the Examiner's Remarks.

#### 7.3.5.3. **Qualification Level.**

7.3.5.3.1. Place a "1" or "2" in the qualified block or a "3" in the unqualified block for the aircrew member's overall qualification level.

7.3.5.3.2. Combined evaluations (e.g., INSTM/QUAL, INSTM/QUAL/MSN) require only one qualification level number if all parts of the evaluation were awarded the same qualification level grade.

7.3.5.3.3. If the qualification levels assigned parts of a combined evaluation vary, 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).

7.3.5.3.4. In the event of a ground recheck for a flight phase Q-3 evaluation, annotate the overall qualification grade on the AF Form 8 (and AF Form 942) as “3/1” in the qualified block (see paragraph 7.3.8.).

#### 7.3.5.4. **Expiration Date of Qualification .**

7.3.5.4.1. 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 (e.g., INSTM/QUAL) require only one date if all parts of the evaluation were successfully completed and “N/A” if all parts were assigned an unqualified grade.

7.3.5.4.4. For a combined evaluation where one component is successfully completed and 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 02 / INSTM-N/A”).

#### 7.3.5.5. **Restrictions.**

7.3.5.5.1. Place an "X" in the applicable block.

7.3.5.5.2. List specific restrictions as the first item in the comments block.

#### 7.3.5.6. **Additional Training Due Date(s) .**

7.3.5.6.1. If required, enter a date not to exceed the last day of the second month (AFRC/ANG third month) following the event requiring additional training (e.g. 26 Jan 02 Flight Eval, 31 Mar 02 due date; [AFRC/ANG: 30 Apr 02 due date]); otherwise, enter “N/A.”

7.3.5.6.2. If more than one date is required, preface the due dates with EPE or FLT (Flight) as appropriate.

#### 7.3.5.7. **Date Additional Training Completed .**

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

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

#### 7.3.5.8. **Comments.**

7.3.5.8.1. Use the following headings and format in the space provided.

7.3.5.8.2. If more space is needed, continue on reverse side of the form typed head-to-foot.

7.3.5.8.3. At MAJCOM discretion, all comments, with the exception of restrictions and exceptionally qualified designation (if used), may be placed on the reverse side of the AF Form 8.

Restriction(s): if required.

Examiner's Remarks:

- a. **Mission Description.** Mission descriptions should be of sufficient detail to verify that the significant required areas for the evaluation were accomplished. Comments addressing specific areas in which instructional ability was demonstrated are mandatory for all evaluations of instructors.
- b. Discrepancies- (Document all discrepancies of Q- or U) or enter "NONE."
  1. Ground. *Note:* Include date of Q-3 eval as follows: "(Date of Q-3: 16 Dec 02)."
  2. Flight.

Use the following entries if appropriate:

C. Recommended Additional Training.

1. Ground.
2. Flight.

Reviewing Officer's Remarks:

Approving Officer's Remarks:

Additional Reviews:

**7.3.5.9. Exceptionally Qualified Designation (Optional).**

7.3.5.9.1. An exceptionally qualified comment can be awarded when, in the judgment of the examiner:

- 7.3.5.9.1.1. The aircrew member has demonstrated exceptional skill and knowledge in all phases of the evaluation; and
- 7.3.5.9.1.2. The aircrew member has not failed any requisite.

7.3.5.9.2. The designation will be annotated on the front of the AF Form 8, first line of the Comments section, on a single line, in all capital letters ("EXCEPTIONALLY QUALIFIED").

7.3.5.9.3. The designation can only be applied to the total evaluation - not to separate requisites.

**7.3.6. Section III - Certification.**

**7.3.6.1. Flight Examiner.**

7.3.6.1.1. The flight examiner signing Section III the Form 8:

- 7.3.6.1.1.1. Is responsible for the content of the AF Form 8.
- 7.3.6.1.1.2. Will always place an "X" in the remarks block and make comments in the comments block.
- 7.3.6.1.1.3. Will be the first dated signature on Section III of the AF Form 8.

7.3.6.1.2. If two or more flights are required to complete an evaluation, the flight examiner completing the evaluation will sign Section III of the AF Form 8.

7.3.6.1.3. If more than one flight examiner was involved in administering the in-flight portion of the evaluation, flight examiners other than the one signing Section III will enter remarks in the Comments block of the AF Form 8 describing those parts of the flight evaluation they eval-

uated and sign a signature block immediately adjacent their remarks as defined in the MAJCOM supplement to this instruction.

#### 7.3.6.2. **Reviewing and Approving Officers .**

7.3.6.2.1. MAJCOMs will specify the reviewing and final approving officers in the MAJCOM supplement to this instruction for evaluations other than formal course evaluations at a FTU.

7.3.6.2.2. For formal course evaluations at a FTU, the reviewing and approving officers will be assigned to the FTU.

7.3.6.2.3. The Reviewing and Approving Officers will ensure the recommended additional training is adequate to correct the noted deficiencies.

7.3.6.2.4. If a Reviewing or Approving Officer does not agree with the overall rating, the overall grade will not be changed. The Reviewer or Approver will mark the "Do Not Concur" block and will comment in the Comments section.

7.3.6.3. **Organization Block Format.** The format and content of data for the Organization block for the flight examiner, reviewing officer and final approving officer will be defined in the MAJCOM supplement to this instruction.

7.3.6.4. **Examinee.** The examinee will be the last dated signature on the AF Form 8.

#### 7.3.7. **Temporary Evaluation Certification and Suspense .**

7.3.7.1. File a temporary flight evaluation certificate or a draft AF Form 8 in the aircrew member's FEF immediately after the flight evaluation as a temporary record of the flight evaluation results.

7.3.7.2. The temporary flight evaluation certificate will include examinee, examiner, type evaluation, qualification level, and date completed; list any discrepancies by area/subarea, any restrictions, any additional training and any additional training due dates; and must be signed and dated by the flight examiner completing the evaluation. Procedures concerning the temporary flight evaluation certificate will be outlined in the unit supplement.

7.3.7.3. Remove the temporary flight evaluation certificate when the permanent AF Form 8 is filed in the FEF.

7.3.7.4. MAJCOMs may establish a suspense for the insertion of the completed permanent AF Forms 8 in the FEF.

#### 7.3.8. **Ground Rechecks.**

7.3.8.1. Ground rechecks are accomplished subsequent to the debriefing of an unqualified evaluation when the flight examiner deems a flight recheck unnecessary.

7.3.8.2. The ground recheck will be documented on the original AF Form 8 generated to document the Q-3 flight evaluation (see [Figure A3.5](#)).

7.3.8.3. To document the ground recheck, follow instructions in paragraphs [7.3.3](#) through [7.3.6](#), except as noted below:

7.3.8.3.1. **Date Completed.** Use the latest completion date (ground phase or successful ground recheck) of the evaluation, not including additional training.

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

7.3.8.3.3. Qualification Level. Annotate the overall qualification grade as "3/1" in the qualified block.

7.3.8.3.4. Expiration Date of Qualification. For evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the ground recheck was successfully completed.

7.3.8.3.5. Restrictions. Place an "X" in the "Yes" block and list specific restrictions as the first item in the Comments block based on the original failed evaluation.

7.3.8.3.6. Examiner's Remarks: Recommended Additional Training. Document all recommended additional training associated with grading areas whose deficiencies will be remedied by a ground recheck under subparagraph labeled Ground.

7.3.8.3.7. The flight examiner that administered the flight evaluation will sign the front of the AF Form 8. If the recheck examiner is different than the initial flight examiner, the recheck examiner will sign and date an appropriate statement in the Comments/Examiner's Remarks.

7.3.9. **Commander-Directed Downgrade.** Any commander (squadron/detachment or above) in the aircrew member's chain of command may direct a downgrade to an intermediate level of qualification or unqualified status without administering an evaluation under the following guidance:

7.3.9.1. For flying-related cases, use for cause only, e.g., breach of flying discipline or flight safety - including incidents not observed by an examiner, or observed, but by an examiner of another aircrew specialty.

7.3.9.2. For non-flying-related cases, do not use as a substitution for, or in lieu of, administrative or judicial actions. Use in cases where such actions directly affect the commander's confidence in the aircrew member's flying or performance ability to safely operate the aircraft and/or equipment.

7.3.9.3. Commanders will direct local stan/eval function to prepare an AF Form 8 as follows:

7.3.9.3.1. Section I. Complete Section I as directed above.

7.3.9.3.2. Section II.

7.3.9.3.2.1. Enter the qualification(s) to be downgraded (i.e., QUAL, INSTM, MSN and/or INSTR) with the date of the situation that caused the downgrade in the appropriate flight or ground phase blocks.

7.3.9.3.2.2. Enter the grade and/or Qualification level (2 or 3) in the appropriate blocks.

7.3.9.3.2.3. Enter the additional training due date, if required.

7.3.9.3.2.4. In the comments section type "Commander-Directed Downgrade" followed by any restrictions, a detailed narrative of the situation causing the downgrade, related comments, any additional training requirements and/or actions necessary to regain qualification (e.g., full RQ evaluation or ground recheck). Use the format listed in paragraph [7.3.5.8](#).

7.3.9.3.3. Section III. Only the commander directing the downgrade and the individual concerned will sign the AF Form 8. The directing commander will sign in the final approving officer block and “X” the remarks block. Additional reviews are at the MAJCOM discretion.

**7.4. AF Form 942, Record of Evaluation.** The AF Form 942 is an index providing pertinent information extracted from all the AF Forms 8 accomplished by the aircrew member.

7.4.1. **Data Entry.** The sample AF Form 942 is provided to demonstrate the content, not the format, of the data presented (**Figure A4.1.**).

7.4.1.1. To facilitate the entry of data on the form, except type of evaluation designations in capital letters, use upper and lower case letters.

7.4.1.2. Requirements for letter font, numbers of spaces for indentation and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards for such data entry.

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

7.4.1.4. For combined evaluations in which different qualification levels are awarded to 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.

7.4.1.5. Use each AF Form 942 until it is filled or “Z” out any unused blocks.

7.4.2. **Type Aircraft.** Enter type MDS used during the evaluation as it appears in the Acft/Crew Position area under Examinee Identification of the subject AF Form 8.

7.4.3. **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 7.4.1.4.) as it appears in the Mission/Check area under Flight Phase of the subject AF Form 8. 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.

7.4.4. **Date Completed.** Enter date from the Date Completed area of the subject AF Form 8 (i.e., the latest completion date of the evaluation ground and flight phase requisites, not including additional training).

7.4.5. **Qualification Level (Unit).**

7.4.5.1. Enter the appropriate qualification level as appears on the subject Form 8 (1, 2, 3 or 3/1).

7.4.5.2. Annotate the flying unit that administered the evaluation below the Qualification Level awarded. Flying unit as used in this paragraph will be defined in the MAJCOM supplement.

7.4.6. **MAJCOM Change.** A one-line, undated entry containing MAJCOM title will be made for each change in the MAJCOM under which the individual is administered an evaluation.

7.4.7. **Computer Generated AF Forms 942.** Computer generated AF Forms 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. If electronic backups are normally maintained on removable storage media (e.g., floppy disk) or are specifically prepared to facilitate transfer of an FEF, file the storage media behind the AF Form 972 in Section I of the FEF.

**7.5. Flight Evaluation Folders.** The FEF contains the source documents that constitute the history of flying qualification for each aircrew member. The AF Form 8 is the source document used to record and certify the qualification of an aircrew member. A complete history of the AF Forms 8 in an FEF is maintained on an accompanying AF Forms 942.

7.5.1. **Maintenance.** Each aircrew member who is on flying status (except flight surgeons) must have a FEF, which includes all AF Forms 8, AF Forms 942, and additional MAJCOM specified items.

7.5.1.1. 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.

7.5.1.2. HHQ personnel on active flying status may have their FEFs maintained by the stan/eval function at their assigned stations.

7.5.1.3. The FEF for personnel in inactive flying status will be maintained with their Flight Records Folder (FRF).

7.5.1.4. FEF maintenance may be further defined in the MAJCOM supplement to this instruction.

7.5.1.5. Individuals assigned or attached to other than USAF units may use the format of the service of the unit of attachment to document their history of qualification.

7.5.2. **Contents of FEF.** Divide the FEF into two sections:

7.5.2.1. **Section I (left side).** This Section contains AF Forms 942, MAJCOM required items and those items authorized by the unit supplement to this instruction (e.g., logs of initial and annual reviews).

7.5.2.1.1. AF Forms 942 should be on top of this section, in chronological order with the most recent on top.

7.5.2.1.2. If used, file backup electronic storage media behind the AF Form 942 in Section I of the FEF.

7.5.2.1.3. If the FEF is not maintained at the same base with the individual's flight record, 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. If used, place AF Form 1381, **USAF Certification of Air Crew Training**, or any certifications, qualifications, and/or authorizations in this section.

7.5.2.2. **Section II (right side).** This Section contains AF Forms 8 and Memos for Record for all evaluations listed on the AF Forms 942 in Section I.

7.5.2.2.1. File AF Forms 8 in chronological order with the most recent on top.

7.5.2.2.2. Permanent Memos for Record documenting waivers, extensions and major discrepancies relating to qualification (see paragraph **7.5.5.1.1.**) are filed in chronological order with AF Forms 8.

7.5.2.2.3. Memos for Record documenting major discrepancies of a particular AF Form 8 will be filed on top of that Form 8 regardless of date the discrepancy is discovered.

7.5.2.2.4. Memos for Record documenting similar discrepancies found on multiple AF Forms 8 will be filed on top of the latest affected AF Form 8.

7.5.2.2.5. Copies of these source documents may be filed with other unit agencies for evaluation program management.

### 7.5.3. Description of Folders.

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

7.5.3.2. Standard 2 3/4-inch metal fasteners may be used.

7.5.3.3. Affix a label bearing the individual's name and SSAN to the inside back cover so that the folder may be identified when filed. Include additional information on the label if required.

### 7.5.4. Review of FEF.

7.5.4.1. **Initial Review.** The flying unit will review the FEF for all newly assigned aircrew members to establish their qualification prior to their first flight.

7.5.4.1.1. The reviewing organization is responsible for establishing the currency and qualification of the aircrew member as determined from the latest applicable documentation in Section II of the FEF. Following determination of the currency and qualification of the aircrew member, the unit maintaining the FEF is responsible only for documentation subsequently placed in the FEF.

7.5.4.1.2. If the FEF of HHQ personnel on active flying status is maintained by the stan/eval function at their assigned stations, that stan/eval function will also review the FEF prior to their first flight.

7.5.4.2. **Annual Review.** As a minimum, the stan/eval function will review each FEF annually for expiration dates of required evaluations as outlined in the unit supplement to this instruction. The unit supplement will include how the annual review of FEFs is to be documented. An annual review of FEFs for personnel in inactive status is not required.

7.5.5. **FEF Discrepancies.** FEF Discrepancies include those of the AF Forms 8 and 942 contained therein.

7.5.5.1. **Categories of Discrepancies.** Discrepancies are categorized by their impact on qualification.

7.5.5.1.1. Discrepancies that alter the qualification of the affected aircrew member are considered major.

7.5.5.1.2. Those discrepancies that do not alter the qualification of the affected aircrew member are considered minor and include typos, formatting and misspellings.

7.5.5.2. **Major Discrepancies Disposition.** Major discrepancies are documented on a permanent Memo for Record filed in Section II immediately above the affected AF Form 8, or in chronological order with the AF Forms 8 for items other than those found on AF Forms 8.

7.5.5.3. **Minor Discrepancies Disposition.** Minor discrepancies are documented on a non-permanent record as defined by the unit supplement to this instruction.

7.5.5.3.1. The record of minor discrepancies is to be used to ensure standardization of AF Forms 8, AF Forms 942 and aircrew member FEFs.

7.5.5.3.2. Record of minor discrepancies need not reside in the FEF.

7.5.5.3.3. Any records of minor discrepancies kept in the FEF will be removed prior to any permanent change in station or status of the affected aircrew member.

**7.5.5.4. Corrections.**

7.5.5.4.1. **AF Forms 8.** As source documents, AF Forms 8 may be corrected by use of white-out/over-print or pen and ink alteration of the original document provided the flight examiner signing Section III of the Form 8 initials said correction.

7.5.5.4.2. **AF Forms 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 Section II of the FEF.

**7.5.6. Transfer of FEF.** When custody of the FEF is transferred to a new unit or base:

7.5.6.1. **Retention of Records.** Retain all records in the folder until reviewed by the gaining unit. After review, return those forms not retained in the folder to the individual.

7.5.6.2. **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.

7.5.6.3. **PCS of Individual.** Aircrew members will normally hand-carry their FEF with their FRF to the gaining organization.

7.5.6.3.1. When circumstances prevent this, the losing organization will mail the folder to the gaining unit.

7.5.6.3.2. Mail any flight evaluation records not included in the folder at time of transfer to the gaining organization with clear identification of the individual concerned.

7.5.6.3.3. When mailing an FEF or any of its contents, retain a copy until the gaining organization has received the original FEF.

7.5.6.3.4. If any FEF information is maintained electronically, a suitable storage media containing that information will be included with the FEF.

**7.5.7. Disposition of FEF.**

7.5.7.1. Dispose of the aircrew FEF according to AFMAN 37-139, *Records Disposition Schedule*, and this instruction.

7.5.7.2. Outdated certification letters, AFORMS products, Medical Recommendations and miscellaneous documentation identified during reviews will be returned to the aircrew member for disposal.

## Chapter 8

### ADDITIONAL PROGRAMS

#### 8.1. Flight Crew Information File.

8.1.1. **Publications Library.** Units will establish and maintain a FCIF Functional Publications Library according to MAJCOM directives. All publications in the library will be current and complete.

8.1.2. **Table of Contents.** Units will establish and maintain a table of contents for the FCIF Functional Publication Library containing, as a minimum, a listing of basic publications numbers and short titles. Publication dates, supplements and changes are not required.

8.1.3. **Required Volumes.** The FCIF will consist of a minimum of four volumes. If 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 sequence (e.g., IIIA, IIIB). Label binders on the spine indicating Volume and Title as follows:

VOLUME	TITLE
VOLUME I	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	Flight Safety Information (optional)

8.1.3.1. 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 checklists and aircrew aids in the FCIF volumes.

8.1.3.2. Volume I consists of a minimum of two parts including: Part A, Index (a table of contents listing all material contained in all FCIF volumes), and Part B, Current Read File (messages and directives of a temporary nature directly pertinent to the safe conduct of flight designated by the MAJCOM/DO or OG/CC as required to be read before flight). MAJCOMs may add additional components to Volume I, as appropriate.

8.1.3.3. MAJCOMs may waive Volumes II-V requirements for special training units (e.g., Red Flag).

**8.2. 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.

8.2.1. As a minimum, the Go/No Go system will monitor the training items from AFI 11-202, Volume 1, required for flight; the ground training items required for flight from AFI 11-2 *MDS-Specific*, Volume 1; the stan/eval testing items required for flight from AFI 11-202, Volume 2/MAJCOM Supp; any aircrew duty not involving flying (DNIF) status; and currency on all FCIF (Volume 1, Part B) items.

8.2.2. Units will define and publish their positive control system in the unit supplement to this instruction.

**8.3. Electronic Data Storage.** Units may use electronic database files for record keeping, trend analysis, printing of standard forms, etc. Until adequate requirements for archiving and inspection of electronic files are approved, units will maintain hard-copy records as called for in this instruction.

## Chapter 9

### UNIT SUPPLEMENT

9.1. The purpose of the unit supplement is to document the processes by which units implement the requirements of this instruction. MAJCOMs will define the scope and content of unit supplements in their MAJCOM supplement. Post the unit supplement behind the basic instruction and MAJCOM supplement.

#### 9.1. (15AW) Implementation and Management.

9.1.1. (15AW) **Purpose Statement.** The purpose of the Aircrew Stan/Eval Program is to provide commanders a tool to validate mission readiness, the effectiveness of unit flying program, and documentation of individual aircrew member qualifications and capabilities. The 15<sup>th</sup> Operations Group (15 OG) Standardization Evaluation (Stan/Eval) Program is in place to ensure the 15<sup>th</sup> Airlift Wing Commander (15 AW/CC), 15OG Commander (15OG/CC), and 65<sup>th</sup> Airlift Squadron Commander (65AS/CC) are provided highly qualified aircrews capable of executing the assigned mission safely and efficiently.

9.1.2. (15AW) **Applicability.** This chapter defines the 15OG Standardization/Evaluation Program and includes the requirements of AFI 11-401, Flight Management Program, AFI 11-201, Flight Information Publication Program, AFI 11-202 Vol 2, Aircrew Standardization/Evaluation Program, AFI 11-202 Vol 2, PACAF Supplement 1, Aircrew Standardization/Evaluation Program, and other applicable directives. This Chapter applies to all flying personnel assigned or attached to the 15AW, 15OG, or 65AS.

9.1.3. (15AW) **Squadron Operating Instructions.** Squadron CCV may develop local Operating Instruction (OI) to implement squadron level CCV programs. These squadron OIs should incorporate all current directives. Squadron CCV related OIs will be approved by squadron CCV Chief and forwarded to OGV. OGV will ensure OIs do not conflict with current AF, PACAF, and 15 AW directives.

9.1.4. (15AW) **Recommendations for Changes.** Recommendations for improvement or correction should be submitted to 15 OG/OGV via AF Form 847, **Recommendation for Change of Publication (Flight Publications)**, through the squadron Stan/Eval sections.

9.2. (15AW) **Waiver Authority.** 15 OG/CC is the waiver authority for the requirements originating in this

Publication. Requests for waivers will be coordinated through 15 OG/OGV.

9.3. (15AW) **Stan/Eval Organization and Manning.** The 15AW Aircrew Stan/Eval Program is organized and manned at the group and squadron level. The 15OG/CC is the final approval authority on manning.

9.3.1. (15AW) **OGV Manning.** OGV should be manned with one primary evaluator for each crew position. Pilot manning will be one pilot for each squadron assigned aircraft type (C-37/C-40).

9.3.1.1. (15AW) OG/OGV evaluators will be nominated for assignment by SQ/CC and approved by the 15 OG/CC. All nominees should be Flight Evaluator (FE) qualified prior to nomination and be selected from the most qualified instructor/evaluator in their respective crew positions.

9.3.1.2. (15AW) OG/OGV flight examiners will ensure wing standardization by conducting squadron staff assistance visits (SAVs), supplementary evaluations, and augmenting squadron flight evaluations.

9.3.2. (15AW) **Squadron Manning and Organization.** Squadron Flight Examiner manning should be manned with one primary and no more than two additional duty SEFEs per crew position. Evaluators qualified in both the C-37A and C-40B should serve as an evaluator on both aircraft.

9.3.2.1. (15AW) In addition to other requirements, the squadron commander is responsible for the following: establishing a squadron Stan/Eval function (CCV) and designate a chief of Stan/Eval (CCV Chief); provide a suitable facility and access to computer systems capable to support the Stan/Eval function; provide overall guidance and direction to CCV as specified in AFI 11-202, Vol 2.

9.3.2.2. (15AW) The Chief of Stan Eval is responsible for the following: administering aircrew flight and EPE evaluations; administer written examinations IAW AFI 11-401, *Flight Management* and AFI 11-202, Vol 2/PACAF Sup 1; provide monthly reporting to OG/OGV IAW this supplement; ensure that monthly Boldface/Critical Action Procedures (CAPs) testing is accomplished by assigned aircrew; manage the squadron Go/No-Go and AF Form 847 programs; and support OG/OGV programs and maintain a CCV continuity book(s) IAW OG/OGV requirements. This included designating in writing OPRs and OCRs each squadron level program required by this regulation.

9.3.2.3. (15AW) All permanently assigned (non-additional duty) squadron Stan/Eval FE (SEFE) will report directly to and be rated by the Chief of Stan Eval. Additional duty FEs are those FEs assigned to squadron functions other than CCV. Additional duty FEs will be appointed by the SQ/CC, be instructor qualified, and complete the FE upgrade program. Additional duty FEs need not report directly to the SQ/CC or the CCV Chief.

#### 9.4. (15AW) Flight Evaluator Upgrade Procedures.

9.4.1. (15AW) **Prerequisites.** The Operations Group Commander and Squadron commanders identify and certify experienced instructors for flight examiner status. Normally, the squadron commander will nominate proposed evaluators to the upgrade program. Prior to certification as a flight examiner, candidates will accomplish the following:

9.4.1.1. (15AW) Complete an in-house examiner orientation covering applicable processes for the respective organization. Orientation should be conducted by evaluator of like specialty and cover all Stan Eval programs. A Stan Eval program guides may be utilized for this orientation.

9.4.1.2. (15AW) All non-prior flight examiners should observe at least one qualification/instrument and/or mission flight evaluation (as applicable).

9.4.1.3. (15AW) Complete **Attachment 2**, *SEFE Training Certificate*, or similar training.

9.4.1.4. (15AW) Operations Group commander will interview (if possible) all potential evaluators.

9.4.2. (15AW) **Certification.** SEFE candidates will be certified as a flight examiner in their designated crew position and aircraft types once the above requisites are completed. Squadron commander will certify all squadron level examiners and Operations Group commander will certify all OG level

flight examiners. The effective date of SEFE certification will be the date the certification letter is signed. See [Attachment 1](#) for example Flight Examiner/Evaluator Upgrade letter.

## 9.5. (15AW) Conduct of Evaluations.

9.5.1. (15AW) **Briefing Requirements.** A thorough pre-brief and debrief are vital components in the evaluation process. The flight examiner will brief the examinee prior to the evaluation on all required evaluation areas using 15 OGV approved Examiner Guides or AFI 11-2MDS Vol 2. Post evaluation de-brief will be conducted by the flight evaluator with requirements found in 15 OGV approved Examiner Guides. OGV will insure all guides comply with AFI 11-202 Vol 2/PACAF Sup1 table 4.1.

9.5.1.1. (15AW) Flight commander/flight supervisor should attend all debriefs. Squadron commander, and/or operations officer will attend all debriefs rated less than Q1. The Form 8 will be documented with supervisory attendance IAW PACAF Supplement. Document attendance in remarks section.

9.5.2. (15AW) **Requisite Completion.** All evaluation requisites should be completed in the first 3 months of eligibility and prior to the flight phase. If all ground evaluation requisites are not completed within the first 3 months of phase, 65AS/CCV will contact 65AS/DOS and request the individual be entered in CAASS to test as soon as available. The EPE is also a requisite and should be accomplished prior to the flight when possible.

9.5.2.1. (15AW) **Ground Requisite Completion.** If the flight evaluation is accomplished prior to completion of all ground requisites, remaining requisites will be completed; 1) by the end of the eligibility period for In-Eligibility Evaluation, or 2) completed within a 6-month period encompassing the month in which the flight evaluation was accomplished for Out-of-Eligibility period evaluation and realignment is desired.

9.5.2.2. (15AW) **Last Month Eligibility.** All flight evaluation will be scheduled prior to the last month of the eligibility period, unless extenuating circumstances dictate otherwise. All last month periodic flight evaluations require 15 OG/OGV notification.

9.5.2.3. (15AW) **Flight Publications Evaluation.** Individual flight publications will be evaluated in conjunction with all qualification evaluations. These will be conducted in association with the flight phase of evaluation. The manuals include are all flight publications issued by the unit's Aircrew Flight Manuals Program. AFI 11-215 and associated supplements will be utilized for these evaluations.

9.5.3. (15AW) **In-Flight Emergencies.** If an IFE occurs during an evaluation, the evaluator can be utilized as a primary crewmember until successful termination or resolution of the IFE. The primary role of the SEFE during an IFE is to assist the crew as required. The evaluator may grade crew's initial response to any and all emergencies. The evaluation will normally be terminated at the discretion of the SEFE, however, may be re-initiated if the nature of the emergency is determined to be non-critical and the remaining items of the evaluation can be completed safely. Transition will be terminated any-time an emergency is declared and/or encountered.

9.5.4. (15AW) **Intervention.** If a SEFE deems it necessary to intervene in the interest of safety, the evaluation may be terminated or continued, at the discretion of the SEFE. SEFE's are required to immediately correct breaches of flying safety or flight discipline during an evaluation (this applies to all crew members). Intervention will not automatically result in an overall grade of Q-3 (unsatisfactory).

9.5.5. (15AW) **Evaluation Profiles.** Flight evaluations should be conducted in an orderly sequence. The intent of an evaluation is to observe the examinee while planning and executing a normal mission. Evaluation profiles may be developed and distributed by OGV or 65 AS/CCV for those specific evaluation types deemed necessary. They should be developed to allow for standardization of evaluations and completion of all evaluation requirements. Normally, flight examiners will not interfere with the examinee's performance of duties or change the mission profile in order to evaluate additional tasks.

9.5.6. (15AW) **Initial and Requalification Instructor Evaluations.** On initial or requalification instructor evaluations, evaluator should not act as the student unless students are not available. The primary objective is to evaluate the candidate's ability to teach and instruct the student while performing normal aircrew duties.

9.5.7. (15AW) **Unqualified Checkride Performance.** All evaluations graded less than Q-1 (Q-2 or Q-3) will be reported to the examinee's commander as soon as practical and to any OGV representative within 24 hours. Squadron commander or their designated representative will brief the OG/CC when any flight evaluation is graded unqualified.

9.5.8. (15AW) **Evaluation Documentation.** The flight examiner will log and ensure the accuracy of all ground and flight evaluation requisites. Exam dates and results are entered in the test log located in 65AS/CCV office. Completed flight evaluations are entered in 65AS/CCV Form 8 tracking log.

9.5.8.1. (15AW) Complete and document each AF Form 8 IAW AFI 11-202 Vol 2, **Chapter 9** and 15 OGV Form 8 Guide. A draft form 8 will be used as a temporary evaluation certificate for the flight evaluation and will be placed in the examinee's FEF until AF Form 8 routing is complete.

9.5.8.2. (15AW) The SEFE administering the evaluation will use the 65 AS Form 1, *AF Form 8 Coordination Sheet*. Evaluators will ensure ARMS is updated. For ARMS purposes, for those certifications that do not generate an AF Form 8, a copy of the 65AS/CCV Form 4 will be used as supporting documentation for entry into 65 AS Letter of X's. Qualifications/certifications that do generate an AF Form 8 will be documented on the 65AS/CCV AF Form 1522 for entry into ARMS.

9.5.9. (15AW) **Dual Qualified Evaluation.** For those individuals authorized dual qualified status, an initial checkride (INIT) must be performed in each aircraft. The following rules will be followed:

9.5.9.1. (15AW) First aircraft type evaluation will set recurring flight evaluation eligibility zone. Secondary aircraft initial qualification evaluation will not reset recurring evaluation due date.

9.5.9.2. (15AW) Initial dual qualification evaluation (first recurring evaluation) will be given within eligibility zone of first aircraft type qualification.

9.5.9.3. (15AW) Flight phase of evaluation will be conducted in only one aircraft type. EPE evaluation will include question and emergency procedures from all aircraft qualified in.

9.5.9.4. (15AW) A dual qualified evaluator will conduct all dual qualification evaluations (flight and EPE).

9.5.9.5. (15AW) Open and closed book testing will be accomplished for each aircraft type (and instructor exam if applicable). If previous initial qualification testing was conducted within dual qualification eligibility period, it may be counted for dual qualification evaluation.

9.5.9.6. (15AW) Dual qualification evaluation will generate a new 17-month eligibility zone. The next periodic/recurring evaluation will be conducted within this eligibility period. The flight evaluation will normally alternate between aircraft qualification types.

9.5.10. (15AW) **Simulator Evaluations.** Mission (MSN), qualification (QUAL), instrument (INSTM), and instructor (INSTR) evaluations may be conducted in the simulator. Evaluator will ensure all requisites are met.

9.5.11. (15AW) **Emergency Procedures Evaluation (EPE).** OGV will develop evaluation profiles to be utilized to meet requirements of EPE. A minimum of one boldface (if applicable) and one non-boldface EP per phase of flight (i.e., start/taxi, takeoff, cruise, and landing). Evaluate aircraft systems knowledge and general knowledge related to the type of evaluation (MSN, INSTR, or QUAL). EPE may be conducted using crew concept and may be written, oral, or conducted in the simulator.

9.5.11.1. (15AW) EPE may be accomplished in the simulator. Evaluator will ensure all requirements of EPE are pre-briefed and accomplished.

9.5.11.2. (15AW) For Pilots and FEs, a minimum of one boldface (if applicable) and one non-boldface EP per phase of flight (i.e., start/taxi, takeoff, cruise, and landing) will be evaluated.

9.5.11.3. (15AW) EPEs for other crew positions will include, but are not limited to: emergency procedures (i.e. ditching, rapid decompression, ground evacuation), applicable systems operations, and emergency equipment.

9.5.11.3.1. (15AW) EPE evaluations can be accomplished in-flight for CSOs and FAs. This should only be accomplished during non-critical phases of flight and should be discontinued if crew duties are necessary.

9.5.12. (15AW) **No-Notice Evaluation Program.** A no-notice evaluation is defined as an evaluation where the examinee is notified at such time that preparation beyond that which is normally accomplished for flight is not possible. No-notice evaluations can be directed by 15OG/CC, 65AS/CC, 15 OGV Chief or 65AS/CCV Chief. All no-notice evaluations will be coordinated with the 65AS/CC/DO.

9.5.12.1. (15AW) Squadron annual no-notice goals are 10 percent for each crew positions. This percentage should be distributed across aircraft types. No-notice evaluations can be expected for newly upgraded crewmembers and less than Q-1 initial/recurring evaluations. No-Notice EPE may be conducted at any time. No-notice evaluations will not be used for initial or upgrade qualification evaluations.

9.5.12.2. (15AW) Evaluator will not change the mission profile in order to evaluate a specific area. However, for local missions, the evaluator may direct a specific maneuver/item if the maneuver has been determined to be a weak area or trend. An AF Form 8 will be completed on all no-notice flight evaluations, regardless of how many areas were evaluated.

9.5.12.3. (15AW) A no-notice evaluation administered in or out of eligibility phase may fulfill recurring evaluation requirements, provided all in-flight and ground requisites are completed IAW AFI 11-202 Vol 2 and the PACAF Supplement 1.

9.5.13. (15AW) **FE Objectivity Evaluations.** OG/OGV's goal is to conduct a minimum of one FE objectivity evaluations per semiannual period. Priority will be given to new flight evaluators. Senior evaluator will utilize FE Objectivity Evaluation Guide produced by OGV.

**9.6. (15AW) Flight Evaluation Folder.** Individual FEFs will be maintained IAW AFI 11-202, Vol 2 and PACAF Supplement 1. The CCV Chief will be the OPR for FEFs of all assigned and attached personnel. OGV FEF/AF Form 8 guide should be used to maintain FEF folders IAW current directives.

9.6.1. (15AW) **Initial and Annual Review.** Unit will perform and initial FEF review for all newly assigned or attached for flying crewmembers and annotate review on AF Form 942. An annual review will be accomplished in December of each year and annotated on AF Form 942. See section 9.8. of this instruction for documentation of review.

9.6.2. (15AW) **Discrepancies.** FEF discrepancies, including AF Form 8 discrepancies, are categorized as “Major” or “Minor” and defined in AFI 11-202 Vol 2. A minor discrepancy is one that does not change the intent of any document within the FEF. These discrepancies may be kept on a unit-designed tracking form within the FEF. Keep these forms on the inside left of FEF under the AF Form 942 (below AF Form 1381 if present). These forms will be removed prior to transfer of FEF.

9.6.3. (15AW) **AF Form 8, Certificate of Aircrew Qualification.** The AF Form 8 will be completed IAW directives and the 15 OG/OGV AF Form 8 Guide and FEF Guide.

9.6.3.1. (15AW) **Draft AF Form 8.** An AF Form 8 should be initiated as soon as possible (within 3 days) of any evaluation. Upon completion of AF Form 8, evaluators will place a draft in the FEF until the final document is completed. AF Form 8 review and processing will be in accordance with 65 AS Form 1 coordination sheet. Completion should not exceed 60 days from the last requisite completion date.

9.6.3.1.1. (15AW) The draft AF Form 8 will have the following minimum information: examinee, examiner, type evaluation, qualification level, and date completed; list any discrepancies by area/subarea, any restrictions, any additional training and any additional training due dates; must be signed and dated by the flight examiner completing the evaluation.

9.6.3.2. (15AW) **Boldface/CAPs Documentation.** Boldface/CAPs evaluation grades will be recorded as a separate entry on the ground phase portion of AF Form 8. This will be graded as a ‘Q’ (qualified) or ‘U’ (unqualified). Enter failed Boldface/CAPs with successful re-accomplishment as follows: U/Q.

9.6.3.3. (15AW) **Simulator Evaluation Documentation.** For flight evaluations conducted in simulator/ATD, ensure “SIM” prefix is placed in the flight phase of AF Form 8. This will precede the evaluation type (example SIM MSN/INSTR/QUAL).

9.6.3.4. (15AW) **OGV Review.** Completed AF Form 8 will be reviewed by 15 OG/OGV prior to routing for signatures. Evaluator will place “15 OG/OGV \_\_\_\_\_” at the end of the AF Form 8 remarks section under “Additional Reviews.” OG/OGV will document the review by initialing. The 15 OG/OGV reviewer does not have authority to “non-concur” with an AF Form 8 and will initial the review as a certification of proper format. Discrepancies in accuracy or content will be noted. If unresolved, they will be brought to the attention of the 15 OG/OGV Chief for action.

9.6.3.5. (15AW) **Additional Training.** The evaluator who administered the evaluation will monitor additional training. The evaluator will brief the Chief of Stan/Eval and Chief of Training Flight on training requirements and utilize *Restrictions/Corrective Actions Letter* found at [Attachment 4](#). Additional training will be conducted by 65AS/DOT and recommended for re-evaluation.

9.6.3.5.1. (15AW) Additional training must be completed by the end of the second month after the date of the first failure (for an evaluation on 5 May 01, additional training due 31 Jul 01). Completion date will be placed on AF Form 8.

9.6.3.5.2. (15AW) Additional training may be conducted during evaluation debrief by FE if it is determined that a reevaluation is not warranted. Document this in the "examiner remarks" section of AF Form 8 under "recommended additional training" area. (example -- 1. Flight. Examinee will review all aspects of go-around procedures to include boldface, with qualified IP. Evaluator accomplished additional training during evaluation debrief to satisfy requirements.)

#### 9.6.4. (15AW) **AF Form 942, Record of Evaluation.**

9.6.4.1. (15AW) **Review Annotation.** Annotate initial and annual reviews adding a one-line entry on AF Form 942. Type of evaluation block: will be "INITIAL REVIEW" or "ANNUAL REVIEW". Date Completed: date review was completed. Qualification Level: leave blank for all reviews.

9.6.5. (15AW) **AF Form 1381, USAF Certification of Aircrew Training.** AF Form 1381 from other MAJCOMS/units may be retained in FEF to ensure a record of crewmember certification/qualification is kept. 15 AW units may utilize this form to documenting additional certifications and special qualifications not documented on AF Form 8.

9.6.5.1. (15AW) Placement. This document will be placed under the AF Form 942 on the inside left of FEF. Additional certifying documentation will not be maintained in FEF.

9.6.6. (15AW) **Computer Generated Forms.** The use of computer-generated forms is authorized. When replicating forms such as AF Form 942, ensure all previous entries are retained. For AF Form 1381, include an actual signature from the most recent Approving/Certifying Official. For all previous entries, the actual signature will be lost.

### 9.7. (15AW) **Trends Program.**

9.7.1. (15AW) **Administration.** The squadron CCV Chief will appoint a trends officer/NCO to manage the squadron trends program. The trends officer/NCO will ensure all discrepancies from flight evaluations, emergency procedures evaluations, and written examinations are recorded and tracked.

9.7.2. (15AW) **Trend Identification.** A trend will be defined as:

9.7.2.1. (15AW) A discrepancy rate from a flight, simulator, and/or EPE evaluation that exceeds 15 percent within the same graded area. This includes portions of evaluations that are similar to different aircraft or crew positions. For the period in question, the calculation will be: [number of evaluations with discrepancies in the same area] divided by [number of evaluations which evaluate the area in question]. EXCEPTION: Due to the small sample size associated with the 65 AS, three or more evaluations with discrepancies in the same area constitutes a trend. Discrepancies identified by the same pilot team in the same area are counted as a single discrepancy for trends analysis purposes.

9.7.2.2. (15AW) Fifteen percent or more of questions missed within a similar topic. Similarity is determined by the squadron CCV Chief and may be aligned to evaluation-graded areas (if applicable) or based on similarity of subject matter.

9.7.2.3. (15AW) Any identified area that squadron CCV Chief determines is a weak or trend area through inputs from instructor base or DOT Chief.

9.7.3. (15AW) **Time Period.** Data collection is a continuous process, and trend analysis will normally be conducted on a floating 6-month period. The floating 6-month window allows for early identification of trends and appropriate action plans. Discrepancies from a single month may not warrant identification of a trend because of sample size. However, a trend may be identified when 1 month's data is compiled with data from the previous 5 months. For example: if the reporting month is December, discrepancies/ trends for December will be identified as well as trends that may have developed with the compilation last 5 months of data. The squadron CCV Chief must use caution to ensure the small sample size does not inappropriately generate a trend. If this occurs, the 15 OG/OGV Chief will make the determination taking into account similar-area discrepancies.

9.7.4. (15AW) **Trend Reporting.** Trends identified will be forwarded to OG/OGV via monthly reporting unless more timely action is required. Squadron will work with the OGV to develop realistic and effective courses of action to correct/stop trends and include them in the monthly report. All trends, squadron and group, will be assigned a tracking number by OG/OGV. OG/OGV will identify group trends via FCIF, SII, and/or SEB. The status of each trend will be reported at the SEB until rescinded. For trends developing early in the semiannual period, the OG/OGV Chief will not delay action for the SEB to initiate corrective action. Each trend must be formally closed, either by FCIF rescission, letter, or SEB briefing.

9.7.5. (15AW) **Informal Trends Identification.** Feedback provided by crewmembers, squadron supervisors, instructors, and evaluators on day-to-day missions, instructional sorties, ground training sessions, and evaluations may identify and weak areas before they become formal Stan/Eval trends. Squadron operations officers will continually evaluate feedback received to highlight any trend or weak area using similar criteria. Any trend or weak areas identified in this manner will be forwarded to squadron CCV for analysis and possible inclusion in the Stan/Eval trends program.

**9.8. (15AW) Aircrew Examination Program.** Unit testing will be IAW AFI 11-202, Vol 2/PACAF Sup 1.

9.8.1. (15AW) **Testing Location.** 65 AS will maintain a unit testing room with access to required publications, adequate privacy for individual testing, and provide test monitors. This testing area will normally be within the CCV office. If needed, 15 OGV may monitor examination in the OGV office on a case-by-case basis. Senior officers (Colonel or above) may accomplish aircrew examination away from unit testing area and accomplishing exam(s) in a reasonable timeframe.

9.8.2. (15AW) **Master Question File (MQF) and Secure Question Bank (SQB).** All formal and informal examinations for each aircrew specialty and aircraft type will be developed from open book secure question banks (SQBs) and closed book master question files (MQF). MQFs may be distributed to aircrew members for study purposes.

9.8.2.1. (15AW) Updates. The SQBs and MQFs are reviewed and updated annually by OGV or when deemed necessary due to publication updates. The OG/OGV will develop local questions to supplement the MQF from lead MAJCOM. Individual crewmembers may bring discrepancies found in MQF to unit CCV or OGV for evaluation and/or correction.

9.8.2.2. (15AW) Sources. Sources for SQB and MQF questions are found in [Attachment 5](#).

9.8.3. (15AW) **Testing.** Squadron CCV will develop unit open and closed book examination from OGV provided SQBs and MQFs (as applicable).

9.8.3.1. (15AW) IRC Testing. IRC testing may be administered by unit training function. Test development may be assigned to the Training Section or CCV and should include specific questions regarding unit assigned aircraft systems. Develop IRC test IAW AFMAN 11-210, *Instrument Refresher Course Program*. IRC course should be completed prior to taking examination.

9.8.3.2. (15AW) Open Book Testing. Open book exams for each aircrew specialty will consist of at least 40 questions computer generated from the SQB. In addition, each open book exam will contain at least 15 additional questions computer generated from the instructor SQB. SQB questions are developed from sources found in [Attachment 5](#).

9.8.3.3. (15AW) Closed Book Testing. Closed book exams for each aircrew specialty will consist of at least 40 questions computer generated from the MQF. Closed book examinations will also include a separate boldface test if applicable. Questions are developed from sources found in [Attachment 5](#).

9.8.3.3.1. (15AW) Individuals are required to complete closed book examinations without interruption. If the individual has to depart prior to completion of the exam, all unanswered questions will be graded incorrect (N/A for senior officers). Boldface/CAP will be evaluated through a written examination as a requisite to all periodic Qualification Closed Book exams. Aircrew members failing a Boldface/CAPs or closed book exam will not fly as crewmembers until a successful reexamination is accomplished.

9.8.3.4. (15AW) Boldface/CAPs. CCV Chief will ensure monthly Boldface/CAPS exams are completed and documented for all applicable crewmembers to include TDY aircrew. Exams must be successfully accomplished before the first flight of every month. CCV will inform appropriate supervisor and SQ/DO of any testing failures using [Attachment 4](#). Any crewmember that fails a monthly Boldface/CAPS exam will be grounded until successful completion. A suitable study period of at least 1 day is required prior to retest (waiver authority is SQ/CC). CCV Chief will establish written policy for grading monthly Bold-face/CAPS exams. Grading may be performed by any SEFE.

9.8.3.5. (15AW) Unit Periodic Examinations. Testing will be conducted semi-annually, but may be administered more frequently (as needed) in order to reflect changes in directives or regulations. These exams may be open book and are manually constructed from sources that include, but are not limited to, the references listed in [Attachment 5](#). The intent is to test 100% of assigned and attached aircrew members. The exam will be a minimum of 25 questions and may be developed by OGV.

9.8.3.6. (15AW) Flight Surgeon Examination. Flight surgeon exams will contain at least 40 questions. Flight Surgeons will complete an aircrew examination every 17 months for each aircraft assigned to their home station in which they wish to fly as an aircrew member. The 65 AS may design one examination to cover all unit assigned aircraft and administer this evaluation to any/all flight surgeons wishing to fly on unit aircraft. Document accomplishment of evaluation in ARMS. Flight surgeons who fly as aircrew members on off-station aircraft, or who fly as aircrew members while in a TDY/deployed status, must have been qualified and flown in the aircraft type within the previous 17 months, or complete a written exam before the flight, or obtain emergency procedures training prior to flight from the pilot in command or from a current and qualified instructor. Pilots

in command will certify training and qualification on the AFTO form 781 extract IAW current directives. Documentation of prior qualification and aircraft flights is an individual aircrew member responsibility.

**9.9. (15AW) Stan/Eval Board.** The SEB will be the primary method of transfer and discussion of information concerning standardization and evaluation topics.

9.9.1. (15AW) **Timing and Composition.** OG/OGV is OPR for the semiannual Stan/Eval Board (SEB). The SEB will be completed NLT 30 calendar days after the end of the semi-annual period (periods end 30 June and 31 December), unless primary board members are not available. Mandatory members of the board are: 15 OG/CC, 15 OG/OGV, and 65 AS/CC/CCV. The following are encouraged to attend: 15 OG/CD, 15 AW/SEF, squadron DOs, and all other evaluators.

9.9.2. (15AW) **Notification.** No later than 2 weeks prior to the board, each board member will be notified of the time, location, proposed agenda, and any open items requiring corrective action from the last board. Attendees are encouraged to request additional topics to include in new business.

9.9.3. (15AW) **SEB Data.** OG/OGV will compile squadron monthly report data into a single comprehensive report in preparation for the SEB. This report will be provided to unit CCVs NLT 5 duty days prior to the SEB for confirmation. A copy of the final SEB slides will be provided to the unit CCV NLT 1 duty day prior to the SEB. CCV Chief is responsible to ensure these reports are provided to their commanders.

9.9.4. (15AW) **SEB Minutes/Reports.** OGV will complete SEB minutes and distribute these minute to all concerned parties. SEB minutes will be forwarded to HQ PACAF/DOTV within 30 days.

**9.10. (15AW) Stan/Eval Monthly Report.**

9.10.1. (15AW) **Purpose.** Monthly reporting provides critical data to 15 OG/OGV and OG/CC for a variety of programs to support standardization, employment effectiveness, flight safety, and supervisory oversight. Reporting also serves to advise the SQ/CC, SQ/DO, and appropriate squadron staff agencies of data collected by Stan/Eval processes.

9.10.2. (15AW) **Timing.** SQ/CCV will generate monthly reports certified by the CCV Chief. The report will be submitted in entirety to SQ/CC, SQ/DO and 15 OG/OGV. Applicable portions of the report may be submitted to appropriate squadron staff agencies at the discretion of the SQ/CC or SQ/DO. **Suspense to 15 OG/OGV is NLT 7 duty days after the end of each month.**

9.10.3. (15AW) **Format.** Format for monthly report is in [Attachment 6](#). Entries not applicable, not in compliance, or attached will be indicated as such. The intent of this informal format is to ease the workload of CCV by allowing products of existing processes to be attached to the cover page.

9.10.3.1. (15AW) **65AS Letter of Xs.** The letter of Xs is a locally generated spreadsheet that combines qualifications and certifications into one document. This document will be used for information purposes only and will be included with the monthly report.

**9.11. (15AW) Supplementary Evaluation Program.** Supplementary evaluations are administrative tools to be used by the commander to identify and evaluate implemented solutions to operational problems. OG/OGV will serve as OPR for OG-level supplemental evaluation program. OGV Chief may request squadron FEs to serve on supplemental evaluation team. Units will be given a minimum of 30 days notice. OG/CC may direct no-notice supplementary evaluation (30 day notice will not be given).

9.11.1. (15AW) **Grading.** Grading will be based on a five-tier rating: Outstanding, Excellent, Satisfactory, Marginal, and Unsatisfactory. Units receiving a Marginal or Unsatisfactory rating will require a re-evaluation. If a re-evaluation is required, units will be given an additional 30-day notice. Extensions to this 30-day period will be coordinated with OG/OGV.

9.11.2. (15AW) **Evaluation Reporting.** A written evaluation report will be forwarded through the 15 OG/CC/CD, the unit CC, and the unit CCV. Findings noted during the evaluation will be assigned a 15 OG/OGV tracking number. A unit POC will be assigned to correct the discrepancy and reply to OG/OGV via monthly reporting. Once the discrepancy has been cleared, the tracking number will be closed.

9.11.3. (15AW) **Evaluation Topics.** Evaluation topic will be limited to OGV directed Stan Eval programs and squadron IRC program. OGV will inform squadron of specific areas to be evaluated.

9.11.4. (15AW) **In-flight Supplemental Evaluations.** OG/OGV will serve as OPR for any OG/CC directed in-flight supplementary evaluations. Squadron commanders may direct in-flight supplementary evaluations within the squadron. Squadron CCV will notify OG/OGV of the evaluation topic, and report results in the monthly report.

**9.12. (15AW) Aircrew Flight Manuals Program.** CCV Chief will appoint an Officer or NCO assigned to the additional duty of Flight Manuals Control Officer for each aircraft type. The FMCO serves as the single point of contact for distribution to all squadron and attached flyers. FMCO will issue appropriate publication and changes to OGV as required. Wing and group commanders will have their publications delivered and posted by the FMCO.

9.12.1. (15AW) **Control and Distribution.** Squadron will determine the contents of individual aircrew flight manuals requirements and distribute accordingly. The initial issue of all flight publications will be annotated on the reverse side of the PACAF Form 329, FCIF card. Upon receipt of a flight manual or publication change, FMCO will forward appropriate copies of changes/revisions to OGV for review and official release. OGV will initiate a release through issuance of a FCIF. Unit will develop specific procedures for accurate and timely distribution.

**9.13. (15AW) AF Form 847 Recommendation for Change of Publication Program.** OGV is OPR for the overall management and squadron Stan Eval is OCR for the AF Form 847 Program. The objective of this program is to provide crewmembers with an avenue to submit changes to flight publications. All AF Form 847s will be reviewed at the squadron level and forwarded to OGV for evaluation and processing. OGV will either returned to unit Stan Eval or forwarded to PACAF/DOTV for further action. All pending 847s will be reviewed once per quarter until closeout. Outstanding 847s will be reported in the SEB. Copies of all forwarded AF form 847s are kept on file until final disposition.

**9.14. (15AW) Flight Crew Information File (FCIF).** OGV is responsible for the overall management of the FCIF program. The FCIF Monitor will maintain FCIF Volume I through IV. The FCIF will consist of a minimum of four volumes. If 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 sequence (e.g., IIIA, IIIB). The FCIF program will be maintained IAW AFI 11-202 Vol 2 and PACAF supplement.

9.14.1. (15AW) **FCIF Volume I.** Volume I consists of a minimum of three parts including: Part A, Index (a table of contents listing all material contained in all FCIF volumes); Part B, Safety of Flight (safety of flight information and information designated by the MAJCOM/DO or OG commander as required to be read before flight); and Part C, General Read File (publication changes, policy notices, etc). Lengthy documents should be summarized or salient points highlighted to avoid overwhelming

aircrews. Use Part C to provide current operations guidance that is neither critical nor required to be read before flight.

9.14.1.1. (15AW) **FCIF Development.** FCIF Part B and C items will be prepared OGV, reviewed by 15 OGV Chief (or Deputy Chief), and forwarded to the 15OG/CC (or 15OG/CD) for signature. If time-critical, the 15 OG/CC may authorize the release of an FCIF via telephone consultation. In this case, place the releaser's initials, date, and time of the telephone approval in the approval block. Withdrawal dates may be listed as "Indefinite" or revert after initial suspense date has passed. Squadron may forward concern and/or FCIF items for development and authorization if it determines operational necessity. All aircrew members will review contents of any newly released FCIF Part B prior to next flight. They will acknowledge review by initializing and dating PACAF Form 329.

9.14.2. (15AW) **FCIF Distribution.** OG/OGV maintains a master Flight Crew Information File (FCIF) according to AFI 11-202V2, and will provide an updated index to the squadrons as required. OGV will distribute all FCIF Part B and C to squadron Stan Eval via e-mail. These FCIF items must be posted by the date indicated on the FCIF. FCIF items will remain posted until rescinded, removed after an expiration/withdrawal date or incorporated into the Flight Crew Bulletin (FCB) or other appropriate publication. OG/OGV will distribute FCIFs and Special Interest Guides to all appropriate agencies.

9.14.3. (15AW) **Off-station Crew Notification.** Squadron CCV Chief will ensure all off-station aircrew members are made aware of newly released Part B FCIFs. This will be done via fax to HQ PACAF AMOCC to be included in next crew package, via fax to aircraft or crew, by telephone message, or through command post call back (or any other means available). Do not interrupt crew-rest to accomplish.

9.14.4. (15AW) **FCIF Review.** All aircrew members will accomplish an initial review prior to first flight on 15 OG aircraft. All aircrew members will accomplish an annual review of the FCIF Volume I,

Parts B and C in the month of January. CCV Chief will ensure all aircrew members document annual review on the PACAF Form 329 with the entry "Annual Review." Visiting aircrew members flying on 15 OG aircraft will review local FCIFs and indicate review on flight orders.

9.14.5. (15AW) **FCIF Volumes II through V.** Contents will be specified in the Part A, Table of Contents. It will list the mandatory items IAW AFI 11-202, Vol 2/PACAF Sup 1 as appropriate for each MDS.

**9.15. (15AW) GO/NO-GO Procedures.** The SQ/CC is responsible for the implementation of this program. The CCV Chief (or his/her designee) will manage the squadron Go/No-Go program and document all procedures of their program in their continuity book or local operating procedure (OI). Crewmembers will not fly without a Go status. The CCV Chief is the OPR for ensuring both on-station and TDY crewmembers meet Go/No-Go requirements. The CCV Chief is responsible for ensuring off-station aircrews are provided FCIF information to satisfy Go/No-Go status before their next takeoff (see paragraph [9.14.3.](#)). The CCV will conduct monthly spot checks to verify compliance and report accomplishment and findings in monthly report. Additionally, any findings of noncompliance require immediate notification to appropriate supervisor, operations officer, and SQ/CC.

9.15.1. (15AW) **GO/No-GO Required Items.** The following items are mandatory: FCIF Vol 1, Part B, Annual Flight Physical, Physiological Training, Duty Not Including Flying (DNIF) Status, and

Boldface/Critical Action Procedures (CAPs) Testing. Squadrons will develop a method to prevent DNIF crewmembers (including those DNIF from immunizations, dental work, etc.) from flying.

**9.16. (15AW) In-flight Guides.** OG/OGV is the OPR for in-flight guides. All in-flight guides will be approved for flight use by 15 OG/OGV.

**9.17. (15AW) Additional Evaluation Requirements.** Additional evaluation requirements and criteria for evaluations are found in local supplement to AFI 11-2SAM Volume 2 (or equivalent).

**Chapter 10****FORMS PRESCRIBED**

10.1. AF Form 8, **Certificate of Aircrew Qualification**; AF Form 942, **Record of Evaluation** and AF Form 1381, **USAF Certification of Aircrew Training**.

CHARLES F. WALD, Lt General, USAF  
DCS/Air & Space Operations

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

AFPD 10-9, *Lead Operating Command Weapon Systems Management*

AFPD 11-2, *Aircraft Rules and Procedures*

AFPD 11-4, *Aviation Service*

AFI 11-202, Volume 1, *Aircrew Training*

AFMAN 11-210, *Instrument Refresher Course Program*

AFI 11-215, *Flight Manuals Program*

AFI 11-401, *Flight Management*

AFMAN 37-139, *Records Disposition Schedule*

AFI 65-503, *USAF Cost and Planning Factors*

AFI 90-201, *Inspector General Activities*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFFSA**—Air Force Flight Standards Agency

**AFI**—Air Force Instruction

**AFMAN** —Air Force Manual

**AFMC**—Air Force Materiel Command

**AFPD** —Air Force Policy Directive

**AFRC** —Air Force Reserve Command

**AGR** —Active Guard and Reserve

**ANG** —Air National Guard

**ARMS** —Aviation Resource Management System

**ART** —Air Reserve Technician

**AT** —Air Technician

**ATD** —Aircrew Training Device

**BMC** —Basic Mission Capable

**CAPs** —Critical Action Procedures

**CC** —Commander

**CCTS** —Combat Crew Training Squadron

**CMR** —Combat Mission Ready  
**CRM** —Cockpit/Crew Resource Management  
**DNIF**—Duty Not Involving Flying  
**DO** —Director of Operations  
**DRU**—Direct Reporting Unit  
**EOC**—End of Course  
**EP** —Emergency Procedures  
**EPE** —Emergency Procedures Evaluation  
**ETCA**—Education and Training Course Announcement  
**FCIF** —Flight Crew Information File  
**FEF** —Flight Evaluation Folder  
**FLT** —Flight  
**FOA**—Field Operating Agency  
**FRF** —Flight Record Folder  
**FTU** —Formal Training Unit  
**HQ** —Headquarters  
**HHQ** —Higher Headquarters  
**IAW**—In Accordance With  
**INIT** —Initial  
**INSTM** —Instrument  
**INSTR** —Instructor  
**IRC** —Instrument Refresher Course  
**MAJCOM** —Major Command  
**MDS** —Mission Design Series  
**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  
**NMR**—Non Mission Ready  
**N/N** —No-Notice  
**OCR** —Office of Collateral Responsibility  
**OG** —Operations Group  
**OGV** —Operations Group Standardization/Evaluation  
**OPR** —Office of Primary Responsibility  
**PCS** —Permanent Change of Station  
**PCA** —Permanent Change of Assignment  
**QUAL** —Qualification  
**Q** —Qualified  
**ROA** —Remotely Operated Aircraft  
**RQ** —Requalification  
**SAV** —Staff Assistance Visit  
**SEB** —Standardization/Evaluation Board  
**SELO** —Standardization/Evaluation Liaison Officer  
**SIM** —Simulator  
**SQB** —Secure Question Bank  
**SSAN** —Social Security Account Number  
**STAN/EVAL** —Standardization/Evaluation  
**TDY** —Temporary Duty  
**U** —Unqualified  
**USAF** —United States Air Force

### ***Terms***

**Active Guard and Reserve (AGR)**—Members of a Reserve component on active duty under Titles 10 U.S.C., 14 U.S.C., or full-time National Guard duty under 32 U.S.C. 502(f) for a period of 180 consecutive days or more. The tour purpose is organizing, administering, recruiting, instructing or training the Reserve components according to Subsection 101(d)(6).

**Additional Training** —Any training recommended by a flight examiner to remedy deficiencies identified during an evaluation that must be completed by the 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 a flight examiner, supervisor or instructor to qualify as completed.

**Aircrew** —The total complement of crewmembers (primary crewmember, mission crewmember)

required to operate an aircraft and to complete an assigned mission. AFI 65-503, *USAF Cost and Planning Factors Guide*, lists authorized aircrew composition (In this instruction, “aircrew” is normally used in the plural and “aircrew member” in the singular. See AFI 11-401 for definitions of primary crewmember and mission crewmember.).

**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.

**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. 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 Comments.

**Eligibility Period** —The 6-month period prior to the expiration date of an evaluation.

**Emergency Procedures Evaluation (EPE)** —A flight, aircrew training device 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.keesler.af.mil/> that incorporates all the information previously contained in AFCAT 36-2223, *USAF Formal Schools Catalog*. ETCA is prescribed by AFI 36-2201, Chapter 8, *Formal Training*.

**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 of each aircrew member.

**Flight Examiner** —An aircrew member designated to perform evaluation duties as specified by this instruction. Flight examiners must be current and 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. *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 - 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 a crew position in an MDS (e.g., INIT QUAL/INSTM, INIT MSN, INIT INSTR).

**Instructor Evaluation** —An evaluation that certifies and maintains instructor qualification of the examinee. Includes evaluations that initially qualify and requalify an aircrew member as an instructor in a MDS aircraft (i.e., INIT INSTR and RQ INSTR) as directed in AFI 11-2 *MDS-Specific*, Volume 1.

**Instrument Evaluation**—Qualifies an aircrew member to operate in instrument meteorological conditions.

**Lead Command** —The Air Force MAJCOM or agency possessing an MDS that is designated by AFDP 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 MDS of the unit in accomplishing the unit's operational mission.

**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 unit aircraft.

**Requalification Evaluation** —An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency exceeding 6 months (as specified in applicable AFI 11-2 *MDS-Specific*, Volume 1) or a recheck following a failed evaluation.

**Requisites** —Requirements such as exams, EPEs, Boldface/CAPs, etc., that have to be accomplished before an evaluation is considered complete.

**Recheck** —A subsequent evaluation used to remedy a failed evaluation.

**Secure Question Bank (SQB)** —Questions used to construct open book examinations. Aircrew members do not have access to the SQB.

**SPOT Evaluation** —An evaluation other than one used to satisfy the requirements of a periodic, initial instructor or requalification instructor evaluation.

**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 AFI 11-2 *MDS-Specific*, Volume 1) qualified in that specific aircrew position. The flight examiner determines when supervision is required. The type of supervisor, i.e., instructor or designated supervisor, is as specified in the applicable AFI 11-2 *MDS-Specific*, Volume 1, or as determined by the squadron commander.

**Supplementary Evaluation Program**—Unit directed evaluation of unit activities other than the flight evaluations listed in this instruction (e.g., IRC, Radio Communications, Life Support, Aero Club).

**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).

**User Command**—Any Air Force MAJCOM/agency, other than the lead command, that possess a MDS.

**Attachment 1 (15AW)**

**FLIGHT EXAMINER/EVALUATOR UPGRADE LETTER**

MEMORANDUM FOR 15 OG/OGV  
65 AS/CCV

FROM: 65 Airlift Squadron

SUBJECT: Flight Examiner (FE) Nomination and Certification

1.       (Name, Rank)       has been nominated to be a flight examiner and has completed all requirements to upgrade to Flight Examiner/Evaluator in their respective crew position, IAW AFI 11-202 Vol 2 and associated supplements. I certify the above individual as a       MDS/Crew position       flight examiner.

LANCE J. LINDSLEY, Lt Col, USAF  
Commander, 65<sup>th</sup> Airlift Squadron Stan Eval

*(included for for OG level certification)*

1<sup>st</sup> Ind, 65 AS/CC

MEMORANDUM FOR 65 AS/DO  
                  /DOM  
                  /CCV  
15 OG/OGV  
                  /IN TURN

Approved/Disapproved

JEFFERY L. FRASER, Colonel, USAF  
Commander, 15<sup>th</sup> Operations Group

## 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.)

b. Summary.

(1) Evaluations. Report EP and Flight evaluations by crew position and type of evaluation (INSTM, QUAL and MSN as outlined in the appropriate AFI 11-2 *MDS-Specific*, Volume 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) Q-1s

(b) Q-2s

(c) Q-3s

(d) Total evaluations for each crew position

(2) Examinations. Report examination results by crew position and type of examination (open book, closed book and boldface/CAPs).

(3) Waivers and Extensions. Identify all waivers and extensions granted to extend the period of qualification (see paragraph [5.2.6.4.](#)), preclude re-accomplishment of requisites (see paragraph [5.2.15.](#)), extend recheck periods (see paragraph [5.2.13.1.](#)), extend additional training periods (see paragraph [5.2.12.2.4.](#)) and extend periods to re-accomplish examinations (see paragraph [6.4.7.2.](#)).

(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. Aircrew Flight Publications Program. Review open AF Forms 847.

d. Supplementary Evaluation Program. Report results of evaluations conducted.

e. MTR and Air Refueling Track Reviews (annotate date completed or "N/A" as applicable - see paragraph **3.2.2.10.**).

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 (15AW)

SEFE UPGRADE CERTIFICATION

A. Instructional Review (Self Study)

- \_\_\_\_\_ Review AFI 11-202 V2
- \_\_\_\_\_ Review PAC SUP to AFI 11-202 V2
- \_\_\_\_\_ Review Local Ch 9 to AFI 11-202 V 2
- \_\_\_\_\_ Review AFI 11-2SAM V2

B. Program Review (Accomplish with a Stan/Eval Instructor)

- \_\_\_\_\_ Review Stan/Eval Continuity Book
- \_\_\_\_\_ Review Crew Specialty Continuity Book
- \_\_\_\_\_ Review all Stan/Eval Program Binders
  - \_\_\_\_\_ FEF Program
  - \_\_\_\_\_ Form 8 Guide
  - \_\_\_\_\_ Trends Program
  - \_\_\_\_\_ Semi-Annual Testing
  - \_\_\_\_\_ FCIF Program
  - \_\_\_\_\_ Supp Eval Program
  - \_\_\_\_\_ Special Interest Items Program
  - \_\_\_\_\_ 847 Program

C. Administrative Review (Accomplish with a Stan/Eval Instructor)

- \_\_\_\_\_ Read File
- \_\_\_\_\_ Evaluation Scheduling
- \_\_\_\_\_ Conduct of Evaluations
- \_\_\_\_\_ Ground Phase (Tests, EPE, Pubs Checks)
- \_\_\_\_\_ Flight Phase Requirements
- \_\_\_\_\_ Checkride Briefing Requirements
- \_\_\_\_\_ Review Checkride Grading Form and Procedures
  - \_\_\_\_\_ Grading Criteria
  - \_\_\_\_\_ Trends Data Collection
- \_\_\_\_\_ Administration, Grading, Logging, Trending, and Filing of Exams
- \_\_\_\_\_ AF Form 8 Procedures
- \_\_\_\_\_ Checkride Administration Forms
- \_\_\_\_\_ No-Notice Checkride Procedures
- \_\_\_\_\_ Review 65 AS/CCV Form 1, 2, and 3 Procedures
- \_\_\_\_\_ Additional Training Procedures
- \_\_\_\_\_ Quality Review and Signatures Process
- \_\_\_\_\_ CCV Chief Briefing

\_\_\_\_\_ HAS BEEN TRAINED IN SEFE DUTIES AND RESPONSIBILITIES.

COMPLETED: \_\_\_\_\_  
STAN/EVAL INSTRUCTOR / DATE

OG/CC INTERVIEW: \_\_\_\_\_

SEFE OBJECTIVITY (IF REQUIRED): \_\_\_\_\_  
EVALUATOR / DATE

CERTIFIED: \_\_\_\_\_  
SQUADRON COMMANDER / DATE

### Attachment 3

#### SAMPLES, AF FORM 8

This attachment contains examples of completed AF Form 8 in the following order:

**Figure A3.2. SPOT - Qualified.**

(Example 2, Front)

**Figure A3.3. Instrument/Qualification/Mission - Unqualified.**

(Example 3, Front) (Example 3, Back)

**Figure A3.4. Recheck.**

(Example 4, Front)

**Figure A3.5. Ground Recheck.**

(Example 5, Front) (Example 5, Back)



## AF FORM 8, MAY 85 CONTINUATION SHEET

## EXAMINER'S REMARKS:

[Fig. A3.1. Continued, Example 1, Back ]

## A. Mission Description.

First Sortie: The examinee's mission consisted of a single-ship departure, high bombing at Smoky Hill Range, a TAL maneuver for CALCM employment and transition at Barksdale AFB. Examinee performed a no-flap ILS missed-approach and 6-engine localizer touch-and-go. The examinee instructed the following areas: bomb run, ILS flaps up, ILS 6-engine, localizer 6-engine touch-and-go, visual pattern with simulated engine loss on takeoff.

FRANK T. STRONG, Major  
93BS/FE

Second Sortie: The examinee's mission consisted of a single-ship departure, air refueling on AR 116W, high bombing at Harrison and La Junta ESS, and transition at Barksdale AFB. Examinee performed an ILS touch-and-go. The examinee instructed the following areas: air refueling boom limits.

## B. Discrepancies. None

Figure A3.2. SPOT - Qualified.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED 11 Oct 01	
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial) Smith, Janet A. [Fig. A3.2. Example 2, Front]			GRADE Major		SSAN 123-45-6789	
ORGANIZATION AND LOCATION 93 BS, Barksdale AFB, LA			ACFT/CREW POSITION B-52H/EP		ELIGIBILITY PERIOD N/A	
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE	
			SPOT		11 Oct 01	
QUALIFICATION LEVEL		RESTRICTION (Explain in Comments) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	ADDITIONAL TRAINING			
QUALIFIED	UNQUALIFIED		DUE DATES			
1			N/A			
EXPIRATION DATE OF QUALIFICATION N/A			DATE ADDITIONAL TRAINING COMPLETED N/A			
COMMENTS (If more space is needed, continue on reverse)						
EXAMINER'S REMARKS:						
A. Mission Description. Examinee was given a SEFE Objectivity Evaluation while administering a flight evaluation. Examinee was evaluated on her ability to comply with all Stan/Eval directives, brief/debrief, identify and document discrepancies, award appropriate area/overall ratings and assign additional training as required.						
B. Discrepancies. None						
III. CERTIFICATION						
TYPED NAME AND GRADE	ORGANIZATION	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER Janes S. Twining Lt Colonel	917 OG/OGV			X		
2 REVIEWING OFFICER Jack R. Sanchez Major	93 BS/DO					
3 FINAL APPROVING OFFICER Mark O. Martin Lt Colonel	93 BS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND GRADE OF EXAMINEE Janet A. Smith, Major				SIGNATURE	

Figure A3.3. Instrument/Qualification/Mission - Unqualified.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED 1 Feb 01	
<b>I. EXAMINEE IDENTIFICATION</b>						
NAME (Last, First, Middle Initial) Doe, John F. [Fig. A3.3. Example 3, Front]			GRADE Captain		SSAN 123-45-6789	
ORGANIZATION AND LOCATION 14 AS, Charleston AFB, SC			ACFT/CREW POSITION C-17A/MP		ELIGIBILITY PERIOD Sep 00 - Feb 01	
<b>II. QUALIFICATION</b>						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE	
Instrument	21 Dec 00	100	INSTM/QUAL/MSN		1 Feb 01	
Open Book	28 Dec 00	80/98				
Closed Book	28 Dec 00	95				
Boldface	28 Dec 00	U/Q				
EPE	31 Jan 01	3/1				
QUALIFICATION LEVEL		RESTRICTION (Explain in Comments) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	ADDITIONAL TRAINING			
QUALIFIED	UNQUALIFIED		DUE DATES			
INSTM/MSN 1	QUAL 3		EPE - 28 Feb 01 FLT - 30 Apr 01			
EXPIRATION DATE OF QUALIFICATION INSTM/MSN - Jul 02 / QUAL - N/A			DATE ADDITIONAL TRAINING COMPLETED EPE - 30 Jan 01      FLT - 13 Mar 01			
COMMENTS (If more space is needed, continue on reverse)						
<p><b>RESTRICTIONS:</b></p> <p><b>SUPERVISED STATUS.</b> Will not perform aircrew duties unsupervised until a successful QUAL recheck has been accomplished.</p>						
<b>III. CERTIFICATION</b>						
TYPED NAME AND GRADE		ORGANIZATION	CHECK		SIGNATURE	DATE
1	FLIGHT EXAMINER Carl T. Hammer Captain	14 AS/DOV		X		
2	REVIEWING OFFICER John M. Sanchez Major	14 AS/DO				
3	FINAL APPROVING OFFICER Mark O. Martin Lt Colonel	14 AS/CC				
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND GRADE OF EXAMINEE John F. Doe, Capt			SIGNATURE		

## AF FORM 8, MAY 85 CONTINUATION SHEET

[Fig. A3.3. Continued, Example 3, Back]

## EXAMINER'S REMARKS:

A. Mission Description. The sortie was flown as scheduled with air refueling on AR-107, low level on IR-75 and transition at Charleston AFB, SC. Examinee provided instruction throughout all phases of flight to included simulated emergency procedures in the traffic pattern, ILS to missed-approach, PAR, TACAN approaches and touch-and-go landings.

## B. Discrepancies.

1. Ground (EPE). (Date of Q-3: 16 Dec 00)

Area 20. Boldface Emergency Procedures - U. The examinee performed Boldface out sequence during Abort procedures.

2. Flight.

Area 1. Directives and Publications - Q- debriefed. Required annotations were missing in the T.O. 1C-17A-1. Annotations corrected during debriefed.

Area 4. Safety Consciousness (Critical) - U. The flight examiner intervened during final approach to prevent an unsafe landing.

Area 16. Landings - U. Examinee held excessive final approach speed that resulted in a long landing. Landed well left of centerline with an incomplete flare resulting in a firm landing.

## C. Recommended Additional Training.

1. Ground (EPE). Examinee will review all aspects of abort procedures, to included boldface, with an IP. An EPE recheck must be accomplished prior to flight evaluation.

2. Flight. Fly a minimum of two IP supervised sorties emphasizing proper landings. Flight recheck must be accomplished for Areas 4 and 16.

Figure A3.4. Recheck.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED 19 Mar 01	
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial) Doe, John F. [Fig. A3.4. Example 4, Front]			GRADE Captain		SSAN 123-45-6789	
ORGANIZATION AND LOCATION 14 AS, Charleston AFB, SC			ACFT/CREW POSITION C-17A/MP		ELIGIBILITY PERIOD N/A	
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE	
			RQ QUAL		19 Mar 01	
QUALIFICATION LEVEL		RESTRICTION (Explain in Comments) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	ADDITIONAL TRAINING			
QUALIFIED	UNQUALIFIED		DUE DATES			
1			N/A			
EXPIRATION DATE OF QUALIFICATION Aug 02			DATE ADDITIONAL TRAINING COMPLETED N/A			
COMMENTS (If more space is needed, continue on reverse)						
<p><b>EXAMINER'S REMARKS:</b></p> <p>A. Mission Description. This was a recheck QUAL evaluation. The examinee accomplished all pattern activity successfully.</p> <p>B. Discrepancies. None</p>						
III. CERTIFICATION						
TYPED NAME AND GRADE		ORGANIZATION	CHECK		SIGNATURE	DATE
1	FLIGHT EXAMINER Michael W. Harvey Lt Colonel	437 OG/OGV		X		
2	REVIEWING OFFICER John M. Sanchez Major	14 AS/DO				
3	FINAL APPROVING OFFICER Mark O. Martin Lt Colonel	14 AS/CC				
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND GRADE OF EXAMINEE John F. Doe, Capt			SIGNATURE		

Figure A3.5. Ground Recheck.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED 11 Apr 01	
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial) Doe, Jeffrey F. [Fig. A3.5. Example 5, Front]			GRADE SrA		SSAN 123-45-6789	
ORGANIZATION AND LOCATION 6 AS, Travis AFB, CA			ACFT/CREW POSITION C-5B/ML		ELIGIBILITY PERIOD Dec 00 - May 01	
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE	
Closed Book	15 Jan 01	98	QUAL/MSN		6 Apr 01	
Open Book	18 Jan 01	95	GROUND RECHECK		11 Apr 01	
Boldface	18 Jan 01	Q				
EPE	5 Apr 01	1				
QUALIFICATION LEVEL		RESTRICTION (Explain in Comments) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	ADDITIONAL TRAINING			
QUALIFIED	UNQUALIFIED		DUE DATES			
3/1			30 Jun 01			
EXPIRATION DATE OF QUALIFICATION Sep 02			DATE ADDITIONAL TRAINING COMPLETED 9 Apr 01			
COMMENTS (If more space is needed, continue on reverse) <b>RESTRICTIONS:</b> SUPERVISED STATUS. Will not perform aircrew duties unsupervised until additional training and ground recheck is complete.						
III. CERTIFICATION						
TYPED NAME AND GRADE		ORGANIZATION	CHECK		SIGNATURE	DATE
1	FLIGHT EXAMINER John B. Cargo MSgt	6 AS/FE		X		
2	REVIEWING OFFICER John M. Sanchez Major	14 AS/DO				
3	FINAL APPROVING OFFICER Mark O. Martin Lt Colonel	14 AS/CC				
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND GRADE OF EXAMINEE Jeffrey F. Doe, SrA			SIGNATURE		

## AF FORM 8, MAY 85 CONTINUATION SHEET

[Fig. A3.5. Continued, Example 5, Back]

## EXAMINER'S REMARKS:

A. Mission Description. The sortie was flown as a channel mission Travis - Elmendorf - Travis with 14 pallets of cargo and 26 passengers.

## B. Discrepancies.

1. Ground. None.
2. Flight. Sub-Area 14. Cargo Loading - U. Failed to identify and then used a defective cargo tie-down chain. Evaluator intervened before takeoff.

## C. Recommended Additional Training.

1. Ground. Will review and then demonstrate to an instructor, the markings on and the restrictions affecting the MA-7J4 tie-down chain. Ground recheck required.
2. Flight. None.

ADDITIONAL EXAMINER REMARKS: Ground recheck successfully accomplished on 11 Apr 01. No further action required.

PAUL M. GOOD, MSqt, USAF  
Chief, Evaluator Loadmaster

**Attachment 3 (15AW)****REVIEWING AND APPROVING OFFICER MATRIX**

<u>Examinee</u>	<u>Reviewing Officer</u>	<u>Approving Officer</u>
Squadron	CCV Chief (or Deputy)	Squadron Commander
Flight Commander	CCV Chief (or Deputy)	Squadron Commander
Attached Personnel	CCV Chief (or Deputy)	Squadron Commander
Squadron Ops Officer	Squadron Commander	Ops Group Commander
Squadron Commander	Deputy Ops Group Commander	Ops Group Commander
OGV Personnel	Squadron Commander	Ops Group Commander
Deputy Ops Group Commander	Attached Squadron Commander	Ops Group Commander
Ops Group Commander	Attached Squadron Commander	Wing Commander
Wing Commander (or CD)	Attached Squadron Commander	Ops Group Commander
NAF Commander or higher	Ops Group Commander	Wing Commander

**NOTES:**

1. The flight examiner will not be the reviewing or approving officer on any evaluation they have administered. In this case, elevate the reviewing/approving officer to the next higher level in the examinee's flying chain of command. For example, the reviewing and approving officers for an attached crewmember assigned to the 15 OSS whose evaluation was given by the CCV Chief would be the squadron commander and group commander.
2. The reviewing and approving officer will not be the same person.
3. Reviewing and Approving Officers will not sign the AF Form 8 until completion of additional training and all additional requirements are met.
4. OGV Chief will make final determination on reviewing and approving officials not addressed by this matrix.



Attachment 4 (15AW)

RESTRICTIONS/CORRECTIVE ACTION LETTER

DATE

MEMORANDUM FOR 65 AS/CC/DO/DOT  
(SUPERVISOR)  
(MEMBER)

FROM: 65 AS/CCV

SUBJECT: Crewmember Restrictions/Corrective Action Required

1. This is to inform you that           (Name, Rank)           is restricted/requires corrective action due to unsatisfactory performance/additional training assigned/incomplete accomplishment of:

- Boldface Exam                   (will not fly until successful re-exam, NET 1 day after failure)
- Closed Book Exam           (supervised status until successful re-exam after sufficient study period)
- Open Book Exam               (supervised status until successful re-exam after sufficient study period)
- Periodic Exam                 (supervised status until successful re-exam after sufficient study period)
- Instrument Exam             (supervised status until successful re-exam after sufficient study period)
- EPE                             (see following paragraphs for restrictions/corrective actions)
- Qualification Flight Eval(see following paragraphs for restrictions/corrective actions)
- Instrument Flight Eval       (see following paragraphs for restrictions/corrective actions)
- Mission Flight Eval         (see following paragraphs for restrictions/corrective actions)
- Instructor Flight Eval       (see following paragraphs for restrictions/corrective actions)

2. Restrictions:

3. Corrective action requirements and due dates: \_\_\_\_\_

*(see reverse for discrepancies and additional training requirements)*

Successful Recheck Due:  
Other Corrective Actions Due:

4. Lists discrepancies and additional training requirements in detail. Flight commander/supervisor will notify CCV in writing when corrective actions are completed. A copy of this letter will be posted in the individual's FEF and training folder until closed.

Flight Examiner

1st Ind, Supervisory Review

MEMORANDUM FOR SQ/CCV

I have reviewed this letter and will ensure corrective action is successfully completed within the time prescribed.

---

Flight Commander/Supervisor

## Attachment 5

### RECOMMENDING CHANGES TO AF PUBLICATIONS

**A5.1. General .** The stan/eval function is responsible for the orderly and efficient processing of recommended changes to Air Force publications at each command level. Unless different guidance is provided by the appropriate AF publication OPR, submit recommended changes and improvements to Air Force publications on AF Form 847 according to the procedures below and in AFI 11-215, Attachment 3 (covering completion of the Form). Submit recommended changes for conditions that have negative effects on operational efficiency, to correct content errors or to recommend improved procedures or processes. Do not use the AF Form 847 to call attention to typographical, printing or quality errors unless they cause misinterpretation. Such deficiencies can be remedied by direct communication with the AF publication OPR.

#### **A5.2. Processing AF Forms 847.**

A5.2.1. Submit and process all AF Forms 847 through MAJCOM channels as outlined in the MAJCOM supplement to this instruction, in accordance with routing as outlined in [Figure A6.1.](#) and in compliance with instructions in AFI 11-215, Attachment 3. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility. Units will submit AF Form 847s electronically to the maximum extent possible.

A5.2.2. At each level the stan/eval function will document receipt of original AF Forms 847, ensure the AF Form 847 reaches the appropriate functional OPR at that level for review, forward approved original AF Forms 847 to the next command level while informing the preceding command level of disposition (positive and negative) with comments. The advent of electronic Forms 847 may allow each level to inform all levels below (including the originator) of such disposition. The goal is to keep each command level and the originator advised of the progress and disposition of a submitted AF Form 847.

A5.2.3. The parent MAJCOM of the originator will forward the reviewed original AF Form 847 to the AF publication OPR. Once the AF publication OPR decides on disposition of the AF Form 847, the AF publication OPR will notify the submitting, parent MAJCOM as to disposition. The parent MAJCOM will then inform the lower command levels of the disposition of the original AF Form 847.

A5.2.4. The parent MAJCOM of the originator will simultaneously forward information copies of AF Forms 847 to all other MAJCOMs that utilize the subject AF publication. The other using MAJCOMs may forward comments on the information AF Form 847 suggestions to the AF publication OPR.

A5.2.5. An AF Form 847 may be disapproved by any command level reviewing the original AF Form 847. All disapproved recommendations will be returned to the submitting command level with justification annotated on the AF Form 847 stating the reason for the disapproval. MAJCOMs may address how to resubmit an AF Form 847 disapproved at a command level below the AF publication OPR in their supplement to this instruction.

A5.2.6. The movement and disposition of the original AF Form 847 will be tracked by the stan/eval function at all command levels that review the original AF Form 847. There is no requirement to track receipt or disposition of information copies of an AF Form 847.

**Attachment 5 (15AW)**

**A5.1. (Added-15AW) Open Book Examinations.** Open book exams for each aircrew specialty will consist of at least 40 questions computer generated from the SQB. In addition, each open book exam will contain at least 15 additional questions computer generated from the instructor SQB. SQB questions are developed from the following sources:

- C-37/GV Air Operations Manual
- C-37/GV Operating Manual
- C-37/GV Performance Manual
- C-37/GV Quick Reference Handbook
- C-37/GV Weight and Balance Manual
- C-37/GV Ground Handling and Service Handbook
- C-37/GV Communications System Operators Handbook
- C-37/GV Cabin Crew Manual
- C-40 Airplane Flight Manual
- C-40 Flight Operations Manual
- C-40 Flight Planning and Performance Manual
- C-40 Quick Reference Handbook
- C-40 Communications System Operator's Manual
- C-40 Cabin Crew Quick Reference Handbook
- AFI 11-202 Vol 1, Aircrew Training
- AFI 11-202 Vol 3, General Flight Rules
- AFI 11-401, Flight Management
- AFMAN 11-217, Vols I and II, Instrument Flight Procedures
- AFMAN 36-2236, Guidebook for Air Force Instructors
- AFI 11-2SAM Vol 1, Special Air Mission (SAM) Aircrew Training
- AFI 11-2SAM Vol 3, Special Air Mission (SAM) Operations Procedures
- 15 ABWI 11-101, Incentive/Familiarization/Spouse Orientation Flight Program
- Flight Information Handbook (FIH)
- Flight Information Publications (FLIP)
- Foreign Clearance Guide (FCG)

**A5.2. (Added-15AW) Closed Book Examinations.** Closed book exams for each aircrew specialty will consist of at least 40 questions computer generated from the MQF. Closed book examinations will also include a separate boldface test if applicable. Flight surgeon exams will contain at least 40 questions and will be documented in ARMS only. Questions are developed from the following sources:

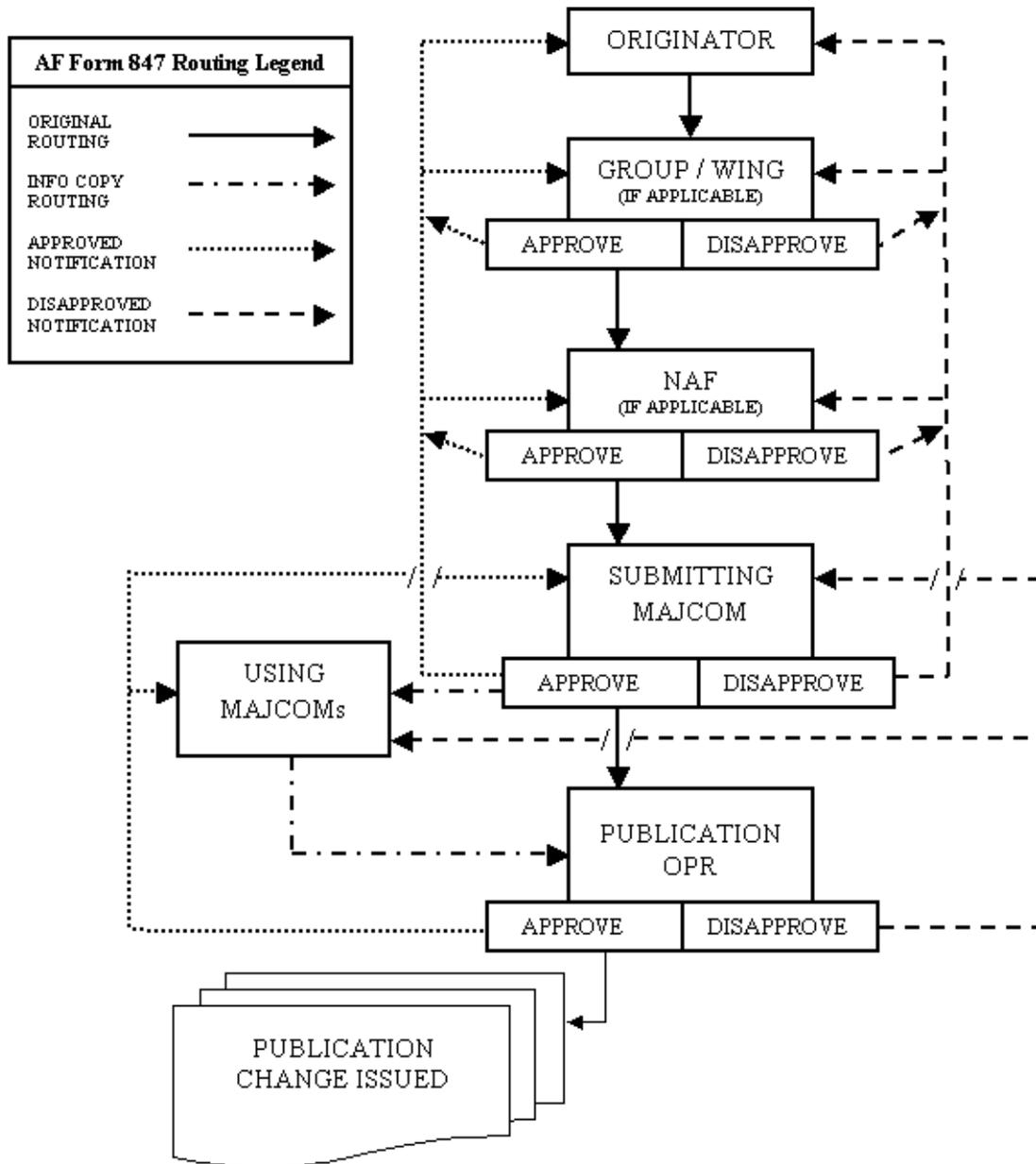
- C-37/GV Air Operations Manual
- C-37/GV Operating Manual
- C-37/GV Performance Manual
- C-37/GV Quick Reference Handbook
- C-37/GV Weight and Balance Manual
- C-37/GV Ground Handling and Service Handbook
- C-37/GV Communications System Operators Handbook

C-37/GV Cabin Crew Manual  
C-40 Airplane Flight Manual  
C-40 Flight Operations Manual  
C-40 Flight Planning and Performance Manual  
C-40 Quick Reference Handbook  
C-40 Communications System Operator's Manual  
C-40 Cabin Crew Quick Reference Handbook  
Flight Crew Information File (FCIF) Vol I, Parts B and C

Attachment 6

ROUTINE AF FORM 847  
PUBLICATION ROUTING PROCESS

Figure A6.1. Routine AF Form 847 Publication Routing Process.



## Attachment 6 (15AW)

MONTHLY REPORT COVER PAGE  
65 AIRLIFT SQUADRON

MONTH OF JUNE 2003

(Date)

1. Trends and Near Trends: *See attachment* (Attach Trend Analysis for the last 3 months)
2. SII Feedback Sheets: *See attachments* (Attach)
3. AF Forms 847 Submitted This Month: *See attachments* (Include Copies)
4. Completed Flight Evaluations:

<u>Prefix</u>	<u>Type</u>	<u>Crew Pos</u>	<u>Phase Month</u>	<u>Grade</u>	<u>Discrepancies</u>
<i>N/N</i>	<i>QUAL/MSN</i>	<i>IP</i>	<i>4</i>	<i>Q1</i>	<i>Q-Area 3. Takeoff</i>
<i>RQ</i>	<i>QUAL</i>	<i>SD</i>	<i>3</i>	<i>EQ</i>	<i>(Examinee's Name)</i>
<i>INIT</i>	<i>QUAL/INSTR</i>	<i>IK</i>	<i>2</i>	<i>Q2</i>	<i>U Area 4. Radio Transmission</i> (Q-, U & Area) (If EQ, Name)

5. EPEs Administered:

<u>Type</u>	<u>Crew Pos</u>	<u>Grade</u>	<u>Discrepancies</u>
<i>SIM</i>	<i>IP</i>	<i>Q</i>	<i>None</i>

6. Tests (Exams) Administered:

<u>Type</u>	<u>#Administered</u>	<u>#5th Mo</u>	<u>#6th Mo</u>	<u>Average Score</u>
<i>O/C</i>	<i>4</i>	<i>1</i>	<i>0</i>	<i>98%</i>
<i>Periodic</i>	<i>7</i>	<i>*</i>	<i>*</i>	<i>89%</i>
<i>Boldface</i>	<i>10</i>	<i>*</i>	<i>*</i>	<i>*</i>

7. Go/No-Go Spot Checks: *12 Jan, No Discrepancies*  
*22 Jan, 2 Crewmembers did not initial AF Form 329.*

8. Letter of X's: (Attach most recent copy)
9. FE Upgrades: *2 Pilots, See attachments.* (Attach completed upgrade sheets)
10. Response to Supplementary Evaluation Findings: (Attach)

11. Semiannual Qualification Test Results: (N/A or C/W)
12. Annual Aircrew Test Reviews/Rewrites: (N/A or C/W)(attach copies of new test for OGV)
13. Aircrew FCIF Annual Review (Jan): (N/A or C/W)
14. Special Projects: (description, status)

(CCV Signature)

*Example entries are shown in italics for clarification, use regular font for squadron's monthly report.*

\* = Entry Not Required (Leave Blank)