



**AIRCREW STANDARDIZATION/EVALUATION  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Lt Col Carl R. MacGillivray)  
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This supplement sets forward information in addition to the basic instruction and is specific to the 18th Operations Group (18 OG) Standardization and Evaluation (Stan/Eval) (OG/OGV) function. This chapter applies to all 18 OG flying squadrons and detachments.

**SUMMARY OF REVISIONS**

This supplement has changes in content and organization. The information is organized in a manner to outline responsibilities and procedures of the respective units and their duties. The new electronic Flight Crew Information File (FCIF) distribution procedures, the address of the OG/OGV web page, and other OG/OGV responsibilities are combined in one section. Squadron responsibilities are combined into one section. Conduct of evaluations, evaluation documentation, testing, trends, and flight manuals programs, each have individual sections to clarify procedures. There is a new section that provides guidance on how to continue Stan/Eval programs while deployed.

**AFI 11-202, Volume 2, 12 May 1998, is supplemented as follows:**

7.1. (Added) **Administration:** Recommended changes to this chapter will be submitted on AF Form 847, **Recommendation for Change of Publication**, to 18 OG/OGV.

7.2. (Added) **OG/OGV Stan/Eval Organization:**

7.2.1. (Added) **Manning.** OG/OGV manning will include one information management specialist (3A0X1) or one secretary (GS-5). OG/OGV crewmembers will be nominated for assignment by their SQ/CC and approved by the 18 OG/CC. All nominees will be Flight Evaluator (FE) qualified.

### 7.2.2. (Added) FCIF Distribution.

7.2.2.1. (Added) OG/OGV will disseminate Part B FCIF items via e-mail to a dedicated electronic mailbox maintained by each squadron stan/eval (CCV) function. The CCV Chief is responsible to ensure this mailbox is checked at least daily for new FCIF items. The FCIF items must be posted by the date indicated on the FCIF. Original FCIF memorandums with the approving official's signature will be maintained at OG/OGV. OG/OGV will confirm receipt of FCIFs by attaching a return receipt to each distribution.

7.2.2.2. (Added) OG/OGV will update the index with each new FCIF item and post it on the OG/OGV web page for CCV reference. The squadron CCV will write in the changes on the existing index, ensuring all applicable current FCIF messages are annotated on the index posted in the FCIF book. New indexes will be distributed via electronic mail quarterly. Each FCIF will be numbered sequentially. Since all FCIFs will not apply to all MDSs, the index will indicate the applicable FCIF items for each MDS. Each squadron will maintain only those FCIF items that apply to their MDS. Squadron CCV sections missing any FCIF items must contact the OG/OGV FCIF Monitor via the OG/OGV dedicated FCIF MS-Mailbox at the following address, "18 OG/OGV-FCIF."

7.2.3. (Added) Supplementary Evaluation Program. The 18 OG/OGV will serve as OPR and may request squadron FEs to serve on evaluation teams. The 18 OG/OGV will conduct supplementary evaluations in accordance with 18 OG/OGV OI 18-11. The following units/programs will be evaluated annually: 12 FS, 18 OG FCF Program, 18 OSS IRC/CRM Program, 18 OSS Simulator Program, 18 OG SOF Program, 33 RQS, Det. 1 33 RQS, 44 FS, 67 FS, 623 ACF, 909 ARS, 961 AACCS, Aero Club, and ATC. The 18 OG/OGV will publish annually the proposed unit supplementary evaluation schedule. Except for OG/CC-directed no-notice evaluations, units will be given 30 days advance notice. 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. A written evaluation report will be forwarded through the 18 OG/CC/CD, the unit CC, and the unit CCV. Findings noted during the evaluation will be assigned an 18 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.

7.2.4. (Added) In-flight Supplementary Evaluation Program. The 18 OG/OGV will serve as OPR for any OG/CC directed supplementary evaluations. Squadron commanders may direct in-flight supplementary evaluations within the squadron. Squadron CCV will notify 18 OG/OGV of the evaluation topic, when it occurred and include the results in the monthly report.

7.2.5. (Added) Special Interest Item (SII) Program. The 18 OG/OGV will serve as OPR. Proposed SIIs will be approved by the 18 OG/CC. Once approved, SIIs will be published in the FCIF Section C. The SQ/CC may develop squadron SIIs independent of the group program. Aircrews will emphasize these items during daily mission briefs, flights, and debriefs until rescinded. Additionally, SIIs will be displayed on a bulletin board readily accessible to aircrews. When SIIs are identified, OG/OGV may provide applicable units with a feedback questionnaire. The CCV is responsible to ensure the completed questionnaires are forwarded to OG/OGV via monthly reporting. Results will be used to determine effectiveness of SIIs and if further action is necessary.

7.2.6. (Added) The OG/OGV MDS Element Chief and Process Owner will review monthly reports and identify potential concerns and action items. Emphasis will be placed on resolving concerns quickly and informally with CCV offices through consultation and assistance. Action items will be identified to OG/OGV Chief as soon as possible.

7.2.6.1. (Added) OG/OGV Process Owners (trends monitor, SII monitor, etc.) will extract all applicable data to support their assigned functions as directed by 18 OG/OGV policy.

7.2.6.2. (Added) The 18 OG/OGV Chief will determine the data and recommendations to be forwarded to 18 OG/CC for oversight and/or action.

7.2.7. (Added) Stan/Eval Board.

7.2.7.1. (Added) The 18 OG/OGV is OPR for the semiannual Stan/Eval Board (SEB). The board will be scheduled as early as possible after the end of the half. Meeting timing will depend on the availability of major participants. Mandatory members of the board are: 18 WG/CC/SEF, 18 OG/CC, 18 OG/OGV, 18 OSS/CC/OSA, 18 SVS/SVBC (Aero Club), 12 FS/CC/CCV, 33 RQS/CC/CCV, 44 FS/CC/CCV, 67 FS/CC/CCV, 623 ACF/CC/CCV, 909 ARS/CC/CCV, 961 AACS/CC/CCV. If the 18 WG/CC is unable to attend, his designated representative may conduct the board, or reschedule as necessary. The following are encouraged to attend: 18 WG/CV, 18 OG/CDs, all squadron DOs, and all other evaluators.

7.2.7.2. (Added) 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.

7.2.7.3. (Added) OG/OGV will compile all squadron monthly report data into a single comprehensive report in preparation for the SEB, IAW AFI 11-202, Vol 2. 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.

7.3. (Added) **Squadron Stan/Eval Organization.** The following responsibilities are in addition to those in AFI 11-202, Vol 2.

7.3.1. (Added) The squadron commander is responsible for the following: Establish a squadron Stan/Eval function (CCV) and designate a chief of Stan/Eval (CCV Chief). Provide a suitable facility and access to a small computer with e-mail capability for the Stan/Eval function. Designate administrative personnel to support the Stan/Eval function. Provide overall guidance and direction to CCV as specified in AFI 11-202, Vol 2.

7.3.2. (Added) The Chief (CCV) is responsible for the following: Administer aircrew flight and EP evaluations (if FE qualified). 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 testing is accomplished by assigned aircrews (N/A F-15). Manage the squadron Go/No-Go and AF Form 847 programs. Support OG/OGV programs and maintain a CCV continuity book IAW OG/OGV requirements. The CCV will forward a copy of squadron SIIs to OG/OGV and advise OG/OGV when squadron SIIs have been closed.

7.3.3. (Added) All permanently assigned (non-additional duty) squadron Stan/Eval FEs will report directly to and be rated by the CCV Chief. In the 909 ARS, the senior boom operator FE may rate junior boom operator FEs. 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 necessarily report directly to the SQ/CC or the CCV Chief. IAW AFI 11-202, Vol 2, PACAF Supplement 1, paragraph 3.5.3.1, the 33 RQS is authorized the FE manning increase.

#### 7.3.4. (Added) FE Upgrade Procedures.

7.3.4.1. (Added) Squadron FEs will be certified by the OG/CC in writing (attachment 1). The upgrade checklist (attachment 2) includes provisions for a squadron-level syllabus if directed by SQ/CC. If used, the squadron-level syllabus will augment OG/OGV requirements and in no case replace these requirements. F-15 FE upgrades should be conducted by an 18 OG/OGV F-15 FE or an FE from a different F-15 squadron. Instructors with previous FE experience are not required to monitor an FE performing an evaluation during a simulator session or flight.

7.3.4.2. (Added) When the FE candidate completes all upgrade requirements and is certified by the OG/CC, the CCV will annotate FE qualification on the Letter of Authorizations/Qualifications (Letter of Xs) and ensure the new FE is awarded the proper AFSC. File the certification letter signed by the OG/CC and the completed upgrade checklist in the candidate's training folder.

#### 7.3.5. (Added) Flight Crew Information File (FCIF).

7.3.5.1. (Added) The CCV Chief will appoint in writing an FCIF monitor and alternate to manage the FCIF library. The FCIF Monitor and alternate will be assigned to the Stan/Eval Section.

7.3.5.2. (Added) All crewmembers will accomplish an annual review of the FCIF Volume I, Parts A, B, C1, and C2 in the month of January. The FCIF Monitor will ensure all crewmembers document annual review on the PACAF Form 329 with the entry "Annual Review."

7.3.5.3. (Added) The FCIF Volume I, Current Read File, will be organized as follows:

7.3.5.3.1. (Added) Volume I, Part A. OG/OGV will provide each squadron with an FCIF Library Table of Contents listing quarterly. It will reflect the minimum contents of the unit's FCIF library. Squadrons may request changes to FCIF contents through the following MS-Mailbox, "18 OG/OGV - FCIF." Part A will contain notices of flight publication changes and will be considered Go/No-Go items documented on the reverse side of the PACAF Form 329. The CCV Chief will be the OPR and will publish a quarterly index, filing one copy in Volume 1, Part A and forwarding one copy to 18 OG/OGV.

7.3.5.3.2. (Added) Volume I, Part B. This section includes information of a critical nature that requires immediate dissemination to aircrews. These items will be considered Go/No-Go information and will use the same numbering system as Part A. The OPR for inputs to Part B is 18 OG/OGV. Squadrons may submit proposals for inputs to 18 OG/OGV in draft form. Final approval authority for inputs is the 18 OG/CC or his designated representative.

7.3.5.3.3. (Added) Volume I, Part C. This section contains flight-related information not part of the "Go/No-Go" system and will use a control numbering system similar to Part B. Part C will be further divided into Section 1 and Section 2.

7.3.5.3.3.1. (Added) Section C1 will contain information approved by the 18 OG/CC or his designated representative. The index and distribution system for the Section C1 FCIF will be identical to the Part B FCIF.

7.3.5.3.3.2. (Added) Section C2 will contain information approved by the SQ/CC. The SQ/CC may grant approval authority for C2 items to SQ/DO and/or CCV Chief. The CCV will be the OPR and publish an index at least quarterly.

7.3.5.4. (Added) 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.

7.3.6. (Added) Go/No-Go System. 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. 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 developing a system to ensure off-station aircrews are provided FCIF information to satisfy Go/No-Go status before their next takeoff. The CCV will conduct monthly spot checks to verify compliance. Any findings of noncompliance require immediate notification to appropriate supervisor, operations officer, and SQ/CC.

7.3.6.1. (Added) The following items are mandatory:

7.3.6.1.1. (Added) FCIF Vol 1, Part A and Part B.

7.3.6.1.2. (Added) Annual Flight Physical.

7.3.6.1.3. (Added) Physiological Training.

7.3.6.1.4. (Added) Duty Not Including Flying (DNIF) Status. Squadrons will develop a method to prevent DNIF crew members (including those DNIF from immunizations, dental work, etc.) from flying.

7.3.6.1.5. (Added) Boldface/Critical Action Procedures (CAPs) Testing.

7.3.6.1.6. (Added) (F-15/HH-60) Situational Emergency Procedures Training (SEPT). If the member does not accomplish by the last day of each month, he will be in the red until he completes a SEPT. For example, if a member fails to complete a SEPT in March, he is in the red starting 1 April until complete. SEPTs completed within 5 calendar days of the end of the month will count for the next month requirement. F-15 squadrons will use the 18 OG/OGV-generated SEPT card to display SEPT currencies. In no case will an "EP of the day" during mass/flight briefing count as a SEPT (Exception: HH-60 "selected crew" completing SEPT with an instructor). F-15: Accomplishment of an EPE (simulator) may count as a SEPT if accomplished with an IP or SIM IP.

7.3.6.2. (Added) The SQ/CC may elect to designate Part C1 and C2 items as Go/No-Go. If this option is used, C1/C2 columns will be added to PACAF Form 329 and crewmembers who do not accomplish will be grounded, without exception.

7.3.6.3. (Added) The PACAF Form 329 will be used to record crewmember acknowledgment and completion of FCIF Part A, FCIF Part B, and monthly Boldface/CAPS exam. Columns for Part C1 and C2 will be added if para 7.3.6.2 option is used. An optional column for SEPT may be added.

7.3.6.4. (Added) Verification of individual Go/No-Go items may be assigned to other squadron agencies (i.e., Ops Specialists, USOF) by the SQ/CC. If this option is used, CCV Chief is still the primary OPR for process management and process documentation is required, i.e., squadron continuity book.

7.3.7. (Added) Stan/Eval Monthly Reports.

7.3.7.1. (Added) Purpose. Monthly reporting provides critical data to 18 OG/OGV 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.

7.3.7.2. (Added) The CCV will generate monthly reports certified by the CCV Chief. The 623 ACF will submit quarterly reports. The report will be submitted in entirety to SQ/CC, SQ/DO and 18 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 18 OG/OGV is NLT 5 duty days after the end of each month.**

7.3.7.3. (Added) Format for the cover page is mandated in attachment 8. Entries not applicable, not in compliance, or attached will be indicated as such following each topic heading. CCV has the option of transcribing the data to each cover page topic heading or referring to attachments to each topic in any usable format (AF Form 8 Manager reports, locally developed spreadsheets, etc.). 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.

7.3.8. (Added) Flight Publications/AF Form 847. Initial issue of aircrew publications will be conducted by squadron FMCOs. Currency of individual flying publications is the responsibility of the crewmember. Suggested changes to publications are encouraged and should be submitted via AF Form 847. See para 7.8.2.

7.3.9. (Added) The CCV Chief will assign in writing a briefing room officer/NCO. Duties will be to maintain squadron briefing rooms as functional to aircrew needs and in compliance with directives. Refer to attachment 10. IAW with PACAFI 36-2201, 18 WG Sup 1, *Simulator Training Management*, the 18 OG/OGV will designate an OPR for maintenance of F-15 publications within the simulator complex. The 67 FS is the OPR for F-15 simulator publications and briefing room upkeep. The 18 OSS/OSOF is the OPR for the F-15 simulator program and will submit annually the F-15 required publications index to 18 OG/OGV for review. Required F-15 simulator publications will be ordered under the 18 OG/OGV Technical Order Distribution Sub-Account (TODS).

7.3.10. (Added) Continuity Books. The CCV Chiefs will ensure all Stan/Eval processes and functions are detailed in a CCV continuity book. Separately maintained continuity books (i.e., pubs program, flight manuals, etc.) are acceptable but will be referenced in the main continuity book. Content emphasis will be placed on usability, accuracy with governing directives, and currency. The 18 OG/OGV will be the OCR to ensure standardization and program crossflow.

#### 7.4. (Added) **Flight Evaluation Folders & Certificate of Aircrew Qualification Procedures:**

7.4.1. (Added) Flight Evaluation Folders (FEF).

7.4.1.1. (Added) Individual FEFs will be maintained IAW AFI 11-202, Vol 2. The CCV Chief will be the OPR for FEFs of all assigned and attached personnel. See attachment 6 for AF Form 942 completion instructions (N/A HQ PACAF DOTV/IG). F-15 FEs will log and sign for completion of simulator and flight evaluations on the appropriate 18 WG Forms (18 WG Form 41, **Instrument EPE Card**, 18 WG Form 42, **Instrument Evaluation Card**, 18 WG Form 43, **Mission EPE Card**, and 18 WG Form 44, **Mission Evaluation Card**). These forms will act as temporary certifications until the final AF Form 8 is filed in the FEF.

7.4.1.2. (Added) If an individual wants to fly with an 18 WG organization, and does not have an FEF maintained by an 18 WG organization, the individual will bring a copy of their AF Form 942, AF Form 8 (for most recent qualification and mission evaluation, if required), AF Form 1042, AF Form 702, and interfly approval (if required).

7.4.2. (Added) AF Form 8 Routing and Filing. The CCV Chief will be the OPR for AF Form 8 completion. Forms will be accomplished IAW AFI 11-202, Vol 2, and local procedures.

7.4.2.1. (Added) Completed AF Form 8 will be reviewed by 18 OG/OGV prior to routing for signatures. Squadrons will put "18 OG/OGV \_\_\_\_\_" at the end of the AF Form 8 text under "Additional Reviews." OG/OGV will document the review by initialing. The 18 OG/OGV reviewer does not have authority to "nonconcur" with a AF Form 8 and will initial the review as a certification of proper format. However, if any discrepancies in accuracy or content are noted and unresolved, they will be brought to the attention of the 18 OG/OGV Chief for action.

7.4.2.2. (Added) The AF Form 8 will be completed and filed in the individual's FEF NLT 60 days from the "Date Completed" block. Do not withhold filing an AF Form 8 while awaiting additional training.

7.4.2.3. (Added) The CCV will maintain any computer database information for individuals who have PCS'd for at least 6 months after PCS.

7.4.3. (Added) The AF Form 8 will be completed IAW the 18 OG/OGV AF Form 8 Guide. Boldface/CAPs grades (N/A F-15) will be recorded as a combined entry with the closed book grade. If a closed book exam is not applicable, requisite Boldface/CAPs will be recorded as a separate entry. For crew positions that do not clearly indicate the crew position in the "Examinee Identification" block (i.e. mission crewmembers on the E-3), ensure that the crew position is stated in the "Comments" section. The CCV Chief will consult OG/OGV for guidance concerning any evaluations that do not conform to examples shown. Use attachment 7 to determine reviewing and approving officers.

7.4.4. (Added) Additional training. FEs will document additional training requirements using attachment 3. Squadron DOT will notify CCV in writing when training has been completed. This date will be typed on the examinee's AF Form 8.

#### 7.5. (Added) **Flight Evaluations:**

7.5.1. (Added) No-Notice Evaluation Program. The 18 OG goal is to administer 15 percent of eligible checkrides as no-notice, proportionally distributed among crew positions. Initial and requalification evaluations are not eligible for no-notice rates. No-notice evaluations will be directed or approved by the OG/CC, SQ/CC. The SQ/CCV Chief will be the focal point for all no-notice evaluations and monitor the rate, candidates, and distribution among crew positions. Any 18 OG crewmember can expect a no-notice flight evaluation on any sortie, on or off station, day or night.

7.5.2. (Added) FE objectivity evaluations. The 18 OG/OGV goal is to conduct a minimum of two FE objectivity evaluations per semiannual period per MDS. Priority will be given to new flight evaluators.

7.5.3. (Added) Conduct of Evaluations.

7.5.3.1. (Added) Flight Evaluation Administration.

7.5.3.1.1. (Added) Timing of evaluations. The 18 OG/CC policy is to complete all requisites no later than the fourth month of eligibility and flight evaluations no later than the fifth month. Evaluation events, which exceed these goals, will be reported to OG/OGV during monthly reporting. If an individual fails to complete an evaluation by the sixth month for any reason, the 18 OG/CC and the 18 OG/OGV Chief will be notified. Additionally, the circumstances surrounding the occurrence will be explained on the AF Form 8 (if applicable), in the Flight Examiner Remarks section.

7.5.3.1.2. (Added) Scheduling of evaluations. Each individual crewmember is ultimately responsible to ensure that their evaluation requisites are completed. The CCV Chief will ensure an adequate means of notification is available and provided to the individual, the scheduling function, and appropriate squadron supervisors.

7.5.3.1.3. (Added) Scheduling 18 OG/OGV FEs. Squadron schedulers will coordinate with 18 OG/OGV no later than close of business Thursday for the following week. The F-15 squadrons should attempt to schedule at least 20 percent of simulator and flight evaluations with 18 OG/OGV FEs, the OG/CC, or FEs from other squadrons.

7.5.3.1.4. (Added) All syllabus sorties and requisites should be completed prior to the flight check. F-15 FEs should not fly as instructors in the Air Combat Training (ACT) phase of Mission Qualification Training (MQT) or IP upgrade training. Initial F-15 IP evaluations should be conducted by the 18 OG/OGV F-15 FE or the examinee's SQ/CC. HH-60 "Rec and Check" exceptions allowed by the grading volume are approved. FEs normally should not fly as instructors for an individual's pre-check flight, if applicable.

7.5.3.1.5. (Added) FEs will not administer evaluations to their supervisor(s). The prospective AF Form 8 reviewing officer may approve exceptions. SQ/CC evaluations should be conducted by an 18 OG/OGV FE or 18 OG/CC but may be conducted by a squadron FE without Reviewing Officer approval.

7.5.3.1.6. (Added) Evaluation Profiles. Profiles will incorporate all appropriate requirements set in the applicable grading criteria and will reflect current tactics and unit tasking. Examinees will coordinate their profile designs with their FEs to ensure compliance with current tactics and unit tasking(s).

7.5.3.1.7. (Added) Briefing/Debriefing. FEs will conduct a detailed checkride briefing and debriefing using 18 OG/OGV MDS specific FE guides. Following the flight, the FE will conduct a formal debriefing and critique with the examinee and examinee's supervisor (SQ/CC or SQ/DO preferred).

7.5.3.2. (Added) Simulation Evaluation. EPE/Air Crew Training Device (ATD) Evaluations. Simulator evaluations may follow the profile outlined in the applicable MDS grading volume or 18 OG/OGV-approved FE Guide.

7.5.3.2.1. (Added) Emergency Procedure Evaluations (EPE) will be conducted in the simulator (N/A HH-60). If unable to conduct the EPE in the simulator, the FE will administer a verbal evaluation. Verbal evaluations will be documented on the AF Form 8 Ground Phase section with "EPE (verbal)."

F-15 verbal evaluations should be conducted in the Weapons and Tactics Trainer (WTT) if able.

7.5.3.2.2. (Added) (E-3) Pilot and Flight Engineer simulator EPE will be conducted at Tinker AFB, OK.

#### 7.6. (Added) **Examinations/Testing:**

7.6.1. (Added) Unit testing will be IAW AFI 11-202, Vol 2/PACAF Sup 1. The 18 OG/OGV MDS Element Chief is OCR for test development. CCV is OPR for test development and management. The 18 OG/OGV F-15 Element Chief will develop local questions to supplement the MQF.

7.6.2. (Added) Open Book Question Sources/Procedures. Sources for each MDS are found in attachment 4. Crewmembers will use their personal publications for open book testing. F-15 pilots may use the testing publications provided by CCV. CCV will provide publications, which are not issued to the crewmembers. The 12 FS is OPR for all F-15 open book testing (40 questions minimum).

7.6.3. (Added) Closed Book Question Sources/Procedures. PACAF MQFs (if available) will be used to develop tests. Exceptions require approval from 18 OG/OGV Chief. The CCV Chiefs should supplement PACAF MQFs with locally developed questions. The CCV will publish closed book testing sources in a manner readily available to all aircrew. MQFs may be distributed to aircrew if desired. The 12 FS is OPR for all F-15 closed book testing (40 questions min.)

7.6.4. (Added) Periodic Testing Program. Each MDS within the 18 OG will accomplish periodic testing for all crew positions (except pararescue) during the second and fourth quarters (calendar year). The 44 FS is the OPR for all F-15 periodic testing. All periodic tests will be a minimum of 25 questions (IAW PACAF Sup 1, para 5.9.2.). The CCV will administer all periodic exams. In addition to the unit MQF, if used, questions for periodic tests will be drawn from previous trend questions, current FCIFs, other areas of special interest, etc. No more than 50 percent of the questions will come from the MQF. Questions drawn from the MQF will be closed book. All crewmembers must complete periodic testing prior to the end of the period. At least 25 percent of the periodic test questions will be replaced each semiannual period. Crewmembers will not fly until testing is successfully completed. Crewmembers failing a periodic exam (minimum of 85 percent) will not fly until achieving a passing score. The CCV will notify appropriate squadron supervisors of test failures IAW attachment 3. Retests will be taken on an alternate exam after a suitable study period determined by SQ/CC. Completion of the periodic exam will also serve as certification that a semiannual review of individual flight publications was accomplished IAW AFI 11-215, *Flight Manual Program*. The CCV will establish written policy which ensures individual publications are reviewed prior to releasing the periodic exam score.

7.6.5. (Added) Instrument Refresher Course (IRC) Program. The OPR for F-15 IRC Program is 18 OSS/OSOF to include test development. For other squadrons, aircrew training sections are responsible for the IRC Program. Test development may be assigned to the Training Section or CCV at the discretion of SQ/CC. Training will administer IRC tests if not administered by the IRC instructor immediately following the class.

7.6.6. (Added) F-15 Quarterly Testing. CCV will administer a quarterly test during the first and third calendar quarters to all pilots. This test will be a minimum of 25 questions and emphasize previous trend questions, items of seasonal interest, recent changes to flight publications, etc. Test will be critiqued to 100 percent. The 44 FS is OPR for all F-15 quarterly testing. Group or higher headquarters testing may satisfy the quarterly testing requirement at the discretion of the CCV Chief.

7.6.7. (Added) (N/A F-15) The 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. The CCV will inform appropriate supervisor and DO of any testing failures using attachment 3. Any crewmember who 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 (waiverable by SQ/CC). The CCV Chief will establish written policy for grading monthly Boldface/CAPS exams. Grading may be delegated, if necessary, to other than squadron FEs as follows: Non-FE eligible graders are limited to the duty USOF, instructors, and flight commanders or higher supervisors (provided a verbatim Boldface/CAPS grading sheet is used). Graders will be briefed by CCV Chief on the importance of Boldface/CAPS and correct grading procedures. Graders will compare exams to a pre-printed answer key for verbatim answers. If any entry is not verbatim, the crewmember will be considered grounded until the exam is graded by a pilot FE (or HH-60 FE engineer for 33 RQS) for final determination. Completed exams will be forwarded to CCV for subsequent review and quality control.

7.6.8. (Added) The CCV Chief will appoint in writing a primary and alternate testing officer or NCO. Exam development, management, administration, and review procedures will be established in writing by CCV. All CCV developed tests will be coordinated/reviewed by the respective 18 OG/OGV MDS Element Chief prior to administration. All Stan/Eval tests will be administered and graded only by FE-qualified members. Exceptions: Personnel assigned to CCV and designated by CCV Chief may administer and grade exams using an answer key. Disputed questions will be resolved by a FE. Instrument Refresher Course exams may be administered and graded by the IRC instructor if the exam is administered immediately following the course.

7.6.9. (Added) CCV will maintain tests, secure question banks (SQB), and answer keys in a secure location and provide copies of all materials to 18 OG/OGV. Completed test answer sheets will be securely filed and retained until the AF Form 8 is completed. When no longer needed, answer sheets will be destroyed.

7.6.10. (Added) Exam Review. Open/Closed book exams will be reviewed annually to correct any changes in source documentation. This review will be documented. Qualification exams will be re-written every calendar half. The MQFs and SQBs used to generate qualification exams will be reviewed annually and to correct changes in source documentation. This review will be documented. Units have the option of using computer software to generate unique tests for each individual tested. When exams are rewritten, the most recently rescinded exam of each type and version will be maintained on file. Older versions may be destroyed.

7.6.11. (Added) Failure of any examination will be reported immediately IAW attachment 3.

#### 7.7. (Added) **Trends Program:**

7.7.1. (Added) The CCV Chief will appoint a trends officer/NCO to manage the squadron trends program. The trends officer or NCO will ensure all discrepancies from flight evaluations, emergency procedures evaluations, and written examinations are recorded and tracked using standardized forms or (if available) a computerized trend database.

7.7.2. (Added) A trend is defined as:

7.7.2.1. (Added) 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: For sample sizes less than 20, three or more evaluations with discrepancies in the same area constitutes a trend. Multiple discrepancies by the same individual in the same area are counted as a single discrepancy for trends analysis purposes.

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

7.7.2.3. (Added) The CCV Chief must use caution to ensure a small sample size does not inappropriately generate a trend. If this occurs, the 18 OG/OGV Chief will make the determination taking into account similar-area discrepancies from other squadrons. Data collection is a continuous process, and trend analysis will normally be conducted on a floating 3-month look-back basis. The floating 3-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 2 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 of October, November, and December's data.

7.7.3. (Added) Trends identified will be forwarded to 18 OG/OGV via monthly reporting unless more timely action is required. Squadrons will work with the group trends monitor 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, or SEB. The status of each trend will be reported at the SEB until rescinded. For trends developing early in the semiannual period, the 18 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.

7.7.4. (Added) Feedback provided by general crew members, squadron supervisors, instructors, and evaluators on day-to-day missions, instructional sorties, ground training sessions, and evaluations may identify and correct weak areas before they become formal Stan/Eval trends. Squadron operations officers will continually evaluate feedback received to highlight any trends or weak areas using similar criteria. Any trended weak areas identified in this manner will be forwarded to CCV for analysis and possible inclusion in the Stan/Eval trends program.

#### 7.8. (Added) **Aircrew Flight Manuals Program:**

7.8.1. (Added) Control and Distribution. The 18 OG/OGV Chief will appoint in writing a Technical Order Distribution Sub-Account (TODS) Manager. The TODS will maintain an account with the 18 OG Technical Order Distribution Office (TODO) to ensure distribution of required TOs to 18 OG/OGV. The requirements and distribution records, and AFTO Forms 110 for the TODS account will be maintained by the servicing TODA, IAW T.O. 00-5-2 and T.O. 00-5-2-2. The 18 OSS/SIM Program Manager is the OPR for F-15 and KC-135 simulator T.O.s. A separate account will be maintained under the 18 OG TODO for the simulators.

7.8.1.1. (Added) The CCV Chief will appoint in writing a Flight Manuals Control Officer/NCO (FMCO/FMCNCO) to serve as OPR for squadron flight manuals and technical order accounts. The FMCO/FMCNCO will establish a squadron technical order account with the 18 OG/TODA or a subaccount with an already established squadron TODA.

7.8.1.2. (Added) Requirements for publications other than technical orders will be made through the Customer Account Representative (CAR). The CCV Chief will appoint in writing an FCIF publications monitor to interface with the squadron CAR and fill FCIF and aircrew publications requirements. The 18 OSS is responsible to maintain required publications for the simulator.

7.8.2. (Added) AF Form 847 Program. OG/OGV will serve as the OPR. The CCV Chiefs will solicit and assist in preparing AF Forms 847. OG/OGV will accomplish the final review, submission to PACAF, and tracking. Units will maintain copies of their initiated AF Form 847 until incorporated or 1 year after disapproval. See AFI 11-215 for additional guidance. Attachment 5 contains an example AF Form 847. Squadrons will submit an AF Form 847 to 18 OG/OGV for processing via monthly reporting or between reporting cycles if desired.

7.8.3. (Added) Annual Review. Semiannual reviews directed by AFI 11-215 will fulfill this requirement (see para 7.6.4.). The intent of the semiannual review is to ensure all crewmembers have been issued all required publications. Verification of correct posting is an annual requirement that should be accomplished prior to administering open book testing.

7.8.4. (Added) In-flight Guides. OG/OGV is the OPR for in-flight guides. All in-flight guides will be approved for flight use by the 18 OG/CC.

7.9. (Added) **Deployed Procedures:** The 33 RQS/Det 1 Stan/Eval Programs. Det 1/CC will establish and maintain the programs listed in this paragraph. Stan/Eval programs not listed here will be the responsibility of 33 RQS CCV Chief.

7.9.1. (Added) FCIF Volume I. Det 1 will maintain an 18 OG Volume I and a local Det 1-only Volume I, Part B, C1, and C2.

7.9.1.1. (Added) The 18 OG Volume 1 will be identical to 33 RQS Volume 1 and labeled "18 OG Volume 1." Det 1/CC e-mail address will be included on all Volume 1 correspondence for distribution and tracking of Part A and C2 items, and Part B and C1 items (OPR: 33 RQS/CCV).

7.9.1.2. (Added) The Det 1-only Volume 1 will consist of a separate binder labeled "33 RQS/Det 1 Volume 1." Contents will consist of: 51 OG Part B and C1 FCIF items. Det 1/CC will review all 51 OG Part B and C1 items to determine applicability to MDS, mission, and local environment. Det 1/CC is authorized to discard FCIFs not applicable or duplicate of 18 OG FCIFs unless prohibited by local agreements. Disposition will be annotated on the index.

7.9.1.3. (Added) Det 1 Part C2 FCIF items. Det 1/CC may use this section to publish local FCIFs for deployed aircrew review.

7.9.2. (Added) FCIF Volumes II, III, IV, V, and VI. Det 1 will maintain an FCIF library with the same minimum contents as 33 RQS. Additional publications required for the theater of operation will be identified to 18 OG/OGV for inclusion in the FCIF master publications list as applicable to Det 1. Det 1/CC will ensure a CAR is designated to fill library requirements.

7.9.3. (Added) Go/No-Go Program. Det 1 will maintain PACAF Forms 329 (FCIF cards) and a Go/No-Go Program as described in this supplement. The FCIF cards will have a column added for 51 OG Part B FCIF sign-off. Responsibility for the various aspects of the Go/No-Go Program are as follows: FCIF Vol 1 items - Det 1/CC; Annual flight physical and physiological training - 33 RQS/DO (ensures members are not deployed if events will become overdue); DNIF status - Det 1/CC; and Monthly Boldface/SEPT - Det 1/CC.

7.9.4. (Added) Aircrew Testing. If a 33 RQS FE is not deployed, Det 1/CC may administer and grade boldface and periodic exams regardless of crew qualification. Det 1/CC may maintain and administer requisite aircrew tests if FE qualified. If this option is used, 33 RQS/CCV will be OPR for testing management and maintenance. Results will be forwarded to 33 RQS/CCV for tracking/trend analysis.

7.10. (Added) **Forms Prescribed.** 18 WG Form 41, **Instrument EPE Card**, 18 WG Form 42, **Instrument Evaluation Card**, 18 WG Form 43, **Mission EPE Card**, and 18 WG Form 44, **Mission Evaluation Card**.

Attachment 1 (Added)

FE/SEE UPGRADE NOMINATION LETTER

Date

MEMORANDUM FOR RECORD

FROM: (SQ)/CC

SUBJECT: Flight Examiner (FE) Nomination

1.     Name     is entered into the FE/SEE Upgrade Program in the following crew position:           .

2. Total flying hours:          Total MDS hours:          MDS I/E hours:                 

Previous FE MDS: Y/N

3. The FE candidate will complete the FE Program as indicated on the attached checklist. Return the completed checklist and this letter for final certification.

NAME, Lt Col, USAF

Commander

Attachment:

Upgrade Checklist



**Attachment 2 (Added)**

**FE UPGRADE CHECKLIST**

Upgrading FE: Name \_\_\_\_\_ Rank \_\_\_\_\_ Sq \_\_\_\_\_

Supervising FE: Name \_\_\_\_\_ Rank \_\_\_\_\_ Sq \_\_\_\_\_

This checklist is completed after candidate is entered into evaluator upgrade by the squadron commander. The FE upgrade checklist will be initialed and dated by the supervising evaluator. It will not be accomplished by the upgrading flight examiner.

**Init**                      **Date**

\_\_\_\_\_ Issue the following publications.

<u>All</u> FE Guide	<u>33 RQS, 961 AACs &amp; 909 ARS</u> AFI 11-202, Vol 2 & supplements AFI 11-215 and supplements AFI 11-2MDS-specific grading volume
------------------------	---

\_\_\_\_\_ Candidate understands AFI 11-401, AFI 11-215, 18 WGI 13-201 and Applicable supplements.

Brief the following:

- \_\_\_\_\_ Evaluation Procedures (FE Guide)
- \_\_\_\_\_ AF Form 8 (Documentation Procedures)
- \_\_\_\_\_ Trend Analysis Program (Including SIIs)
- \_\_\_\_\_ Examination Procedures (Testing)
- \_\_\_\_\_ Conduct tour of squadron Stan/Eval offices
- \_\_\_\_\_ Conduct tour of 18 OG/OGV Stan/Eval offices

Perform the following:

- \_\_\_\_\_ Demonstrate to FE candidate how to administer a simulator evaluation (if applicable).\*
- \_\_\_\_\_ Demonstrate to FE candidate how to administer a flight evaluation.\*
- \_\_\_\_\_ Monitor candidate administering a simulator evaluation (if applicable).\*
- \_\_\_\_\_ Monitor candidate administering a flight evaluation.

The Instructor FE maintains overall responsibility for the check ride and will sign the AF Form 8. Use PACAF FE Objectivity grading criteria when observing candidates performance.

Document:

- \_\_\_\_\_      \_\_\_\_\_ Submit letter (showing completion of upgrade training) to 18 OG/CC for certification.
- \_\_\_\_\_      \_\_\_\_\_ Forward copy of certification letter and this checklist to ORC.
- \_\_\_\_\_      \_\_\_\_\_ Include copy of certification letter and this checklist to 18 OG/OGV in monthly report.

\* NOTE: Not required for individuals with prior FE experience.

Attachment 3 (Added)

RESTRICTIONS/CORRECTIVE ACTION LETTER

DATE

MEMORANDUM FOR (UNIT)/CC/DO/DOT/DOS  
(SUPERVISOR)  
(MEMBER)

FROM: (SQ)/CCV

SUBJECT: Crewmember Restrictions/Corrective Action Required

1. This is to inform you that \_\_\_\_\_ 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 Due:

4. Reverse side lists discrepancies and additional training requirements on all addressee copies except DOS. Flight commander/supervisor will notify CCV in writing when corrective action is completed. A copy of this letter will be posted in the individual's FEF and training folder/gradebook until closed.

Flight Examiner

1st Ind, Supervisory Review

(DATE)

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 4 (Added)**

**OPEN BOOK TEST QUESTION SOURCES**

All Aircrew:

Current FCIF.

18 WGI 13-201.

Other regulations, manuals, instructions at discretion of CCV Chief.

F-15 Sources:

T.O. 1F-15C-1, *Flight Manual*.

T.O. 1F-15C-34-1-3, *Air-to-Air Weapons Delivery*.

T.O. 1-1C-1-25, *Air Refueling Procedures*.

AFI 11-2F15V3, *Pilot Operational Procedures*.

AFI 11-2F15V3/18 WG Sup 1, *Pilot Operational Procedures*.

AFI 11-214, *Aircrew and Weapons Director Procedures for Air Operations*.

AFI 11-202, Vol 3, *General Flight Rules*.

AFI 11-202, Vol 3/PACAF Sup 1, *General Flight Rules*.

KC-135 Sources:

All Crew Positions:

T.O. 1-1C-1, *Basic Flight Crew Air Refueling Manual*.

T.O. 1-1C-1-3, *KC-135 Air Refueling Manual*.

T.O. 1C-135(K)R-1, *Flight Manual*.

AFI 11-202, Vol 3, *General Flight Rules*.

AFI 11-202, Vol 3/PACAF Sup 1, *General Flight Rules*.

AFI 11-401, *Flight Management*.

AFI 11-401/PACAF Sup 1, *Flight Management*.

MCI 11-235, *C/KC-135 Operations*.

Pilot:

T.O. 1C-135(K)R-1-1, *Performance Manual*.

T.O. 1C-135(K)R-1-2, *Avionics Repositioning Program Partial Flight Manual*.

T.O. 1C-135-1-1-1, *Fuel Savings Advisory*.

Navigator:

AFM 51-12 Vol I (AFH 11-203), *Weather for Aircrews*.

AFM 51-12 Vol II (AFH 11-203), *Weather for Aircrews*.

AFM 51-40 (AFPAM 11-216), *Air Navigation*.

Boom Operator:

T.O. 1C-135(K)A-9, *Cargo Loading Instructions*.

HH-60 Sources:

T.O. 1H-60(U)A-1, *Flight Manual*.

AFI 11-2HH60G Vol 3, *Flying Operations*.

MCI 11-HH60G Vol 5, *Fundamentals – HH60G Helicopter*.

AFI 11-202, Vol 3, *General Flight Rules*.

AFI 11-202, Vol 3/PACAF Sup 1, *General Flight Rules*.

E-3 Sources:

Flight Crew (All):

T.O. 1E-3A-1, *Flight Manual*.

AFI 11-E3, Vol 3, *E-3 Operating Procedures - Aircrew*.

Pilot:

T.O. 1E-3A-1-1, *Performance Data*.

T.O. 1-1C-1-27, *E-3 Refueling Procedures*.

AFI 11-202, Vol 3, *General Flight Rules*.

AFI 11-202, Vol 3/PACAF Sup 1, *General Flight Rules*.

AFI 11-401, *Flight Management*.

AFI 11-401/PACAF Sup 1, *Flight Management*.

Navigator:

T.O. 1-1C-27, *E-3 Air Refueling Procedures*.

AFI 11-202, Vol 3, *General Flight Rules*.

AFI 11-202, Vol 3/PACAF Sup 1, *General Flight Rules*.

AFI 11-401, *Flight Management*.

AFI 11-401/PACAF Sup 1, *Flight Management*.

Flight Engineer:

T.O. 1E-3A-1-1, *Performance Data*.

T.O. 1E-3A-2-7, *Ground Handling - Service and Airframe*.

AIRCREW AID.

Mission Crew (All):

T.O. 1E-3A-43-1-1, *Flight Manual*.

AFI 11-2E3 Vol 3, *E-3 Operating Procedures - Aircrew.*

552 ACWHB 55-1, *E-3 Positional Handbook.*

AFI 11-401, *Flight Management.*

AFI 11-401/PACAF Sup 1, *Flight Management.*

Mission Crew Commander: No additional regulations required.

Senior/Weapons Director: AFI 11-214, *Aircrew/Weapons Director Procedures for Air Operations.*

Airborne Surveillance Officer/Advanced Technician/Technician: No additional regulations required.

Airborne Radar Technician/Operator:

T.O. 1E-3A-43-2-93-1-2, *Radar Set AN/APY-1 Radar System.*

T.O. 1E-3A-43-2-93-2, *Interrogator System.*

T.O. 1E-3A-43-2-93-3-3, *Radar Set AN/APY-2 Fault Analysis.*

T.O. 1E-3A-43-2-93-3-15, *Radar Set AN/APY-2 Theory of Operations.*

Computer Display Maintenance Technician/Operator:

T.O. 1E-3A-43-3-1, *System Integration.*

T.O. 1E-3A-2-46-3, *Data Processing System.*

T.O. 1E-3A-2-46-3-1, *Data Processing System.*

T.O. 1E-3A-2-46-4, *Electronic Systems Test Set Group.*

T.O. 1E-3B-2-46-1, *Data Display Group.*

Communications Technician:

T.O. 1E-3A-2-23-2, *Communications System.*

T.O. 1E-3A-2-23-3, *Have Quick Communications System.*

T.O. 1E-3B-2-23-1, *Radio Set AN/ARC - 204.*

AFI 11-202, Vol 3, *General Flight Rules.*

AFI 11-202, Vol 3/PACAF Sup 1, *General Flight Rules.*

AFI 11-401, *Flight Management.*

AFI 11-401/PACAF Sup 1, *Flight Management.*

Communications Systems Operator:

AFI 11-202, Vol 3, *General Flight Rules.*

AFI 11-202, Vol 3/PACAF Sup 1, *General Flight Rules.*

AFI 11-401, *Flight Management.*

AFI 11-401/PACAF Sup 1, *Flight Management.*

ACP 121/US Sup 2, *Communications Instructions.*

ACP 125, *Radio Telephone Procedures.*

ACP 135, *Distress and Rescue Procedures.*

ICAO Document 7910.

General Planning FLIP.

Enroute Supplement FLIP.

Flight Information Handbook FLIP.

Enroute Charts FLIP.

Attachment 5 (Added)

EASY 847 WORKSHEET

The following is an example of how to fill out an AF Form 847. The unit number will be assigned and filled out by OG/OGV. Complete the rest of the information as completely as possible, ensuring that grammar is correct. Use block 8 to submit a change, and blocks 9 & 10 to add information.

<b>RECOMMENDATION FOR CHANGE OF PUBLICATION</b>			DATE 11 May 99	UNIT NUMBER (Leave Blank)
1. PUBLICATION NUMBER Reg. or T.O. Number	2. BASIC DATE 12 May 98	3. NEW/RECOMMENCE DATE 18 May 98		(Revised)
4. PAGE NUMBER Pg 21	5. MAJOR PARAGRAPH TITLE Engine Start Procedures			
6. SUB-PARAGRAPH TITLE 1.2.4.2 Ignition Sequence (Or N/A)			7. ITEM NUMBER N/A (if not applicable)	
8. <input checked="" type="checkbox"/> CHANGE <input type="checkbox"/> DELETE <input type="checkbox"/> TO BE CHANGED <input checked="" type="checkbox"/> PARAGRAPH <input type="checkbox"/> ITEM <input type="checkbox"/> FIGURE				
APPROVE 1.2.4.2.3 Turn key counter clockwise				
TO READ 1.2.4.2.3 Turn key clockwise (If not enough space, use: See Attachment, and paper clip changes to additional sheet of paper)				

Use the blocks 9 & 10 to add a new, sentence or paragraph, otherwise use N/A.

9. AFTER PRESENT <input checked="" type="checkbox"/> SENTENCE <input type="checkbox"/> ITEM
APPROVE: N/A (Use this to show where the sentence goes if it is a new paragraph ie: 1.2.4.2.2 Lean Out of Window and Call "CLEAR")
10. ADD NEW <input type="checkbox"/> PARAGRAPH <input type="checkbox"/> SENTENCE <input type="checkbox"/> ITEM <input type="checkbox"/> FIGURE
TO READ N/A (To add a new paragraph use this space)
11. REASON FOR RECOMMENDED CHANGE, ADDITION, OR DELETION (Include address of publication affected.) Turning key counter clockwise will not produce the desired effect of starting the engine. Changing the step to clockwise will accomplish the engine start.

State the reason for the change or addition in block 11, fill in your organization, name and rank as shown and sign the form at the bottom.

ORGANIZATION 18 Operational Support Squadron, Madona AB, Japan	
TYPED NAME AND GRADE OF ORIGINATOR Joe F. Shanellap, Capt	SIGNATURE Sign Here

AF FORM 847, JUL 86 (ZF-13) PREVIOUS EDITIONS WILL BE USED.

Attachment 6 (Added)

AF FORM 942 COMPLETION INSTRUCTIONS

The one-line entry denoting organizational assignment will appear as follows: (Note: Entries made prior to the effective date of this supplement need not be corrected).

RECORD OF EVALUATION				
NAME (Last First Middle Initial) Doe, John F.				
TYPE AIR-CRAFT	TYPE OF EVALUATION	DATE COMPLETED	QUALIFICATION LEVEL (COMMAND)	
	Assigned	44 FS	(PACAF)	

“Type of Evaluation” will be identical to the entry in the applicable AF Form 8 Flight Phase block. If the identical entry does not fit in the AF Form 942 block, it may be abbreviated in a manner which precludes any misinterpretation.

The squadron/flight commander must review each FEF prior to an individual’s first flight in theater and at least annually IAW AFI 11-202, Vol 2/PACAF Sup 1. The CCV Chief is responsible to ensure this requirement is complied with. Review will be annotated as follows:

RECORD OF EVALUATION				
NAME (Last First Middle Initial) Doe, John F.				
TYPE AIR-CRAFT	TYPE OF EVALUATION	DATE COMPLETED	QUALIFICATION LEVEL (COMMAND)	TYPE AIR-CRAFT
	Assigned	44 FS	(PACAF)	
Initial	Review	22 Jun 1996	(PACAF)	
Annual	Review	15 Jun 1997	(PACAF)	

When an AF Form 8 is filed in an individual's FEF, an FEF review must be accomplished. Posting the AF Form 8 and logging it on the AF Form 942 suffices for annotating completion of the required review.

**Attachment 7 (Added)****REVIEWING/APPROVING OFFICERS**

<u>Examinee</u>	<u>Reviewing Officer</u>	<u>Approving Officer</u>
Squadron Assigned	Flight Commander	Squadron Commander
Flight Commander	Squadron Ops Officer	Squadron Commander
Attached Personnel	Squadron Ops Officer	Squadron Commander
Squadron Ops Officer (or CD)	Squadron Commander	Ops Group Commander
Commander, Det 1/33 RQS (or CD)	Squadron Commander	Ops Group Commander
Squadron Commander	Deputy Ops Group Commander	Ops Group Commander
Deputy Ops Group Commander	Attached Squadron Commander	Ops Group Commander
Ops Group Commander	Attached Squadron Commander	Wing Commander
Wing Commander	Attached Squadron Commander	Ops Group Commander
NAF Commander or higher	Ops Group Commander	Wing Commander

**Note 1:** For evaluations given by the squadron commander, the reviewing officer will be the examinee's supervisor, and the approving officer will be the 18 OG/CC or CD.

**Note 2:** The examiner who administered the evaluation will not be the reviewing or approving officer. 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 crew member assigned to the 18 OSS whose evaluation was given by the flying SQ/CC would be the squadron operations officer and group commander.

**Attachment 8 (Added)**

**MONTHLY REPORT COVER PAGE  
(SQUADRON)  
MONTH OF JANUARY 1999**

(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 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 Crew members did not initial AF Form 329.*

8. Letter of X's: (Attach most recent copy, include DEROS month and year for all evaluators)
9. Part A FCIFs Published: (Attach or summarize)
10. Part C2 FCIFs Published: (Attach or summarize)
11. FE Upgrades: *2 Pilots, See attachments.* (Attach completed upgrade sheets)

12. Response to Supplementary Evaluation Findings: (Attach)
13. Semiannual Qualification Test Rewrites: (N/A or C/W)
14. Annual Aircrew Test Reviews: (N/A or C/W)
15. Aircrew FCIF Annual Review (Jan): (N/A or C/W)
16. 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)

Attachment 9 (Added)

SQUADRON TREND ANALYSIS REPORT

<u>Testing</u>	Pilot	Nav	Eng	Boom	MCC	etc.
A. List how many tests were administered in the last three months.	5	1	2	7	2	
B. List question #'s missed & number of people that missed those questions.	#5, 2 #7, 5		#12, 1			

If A < 20, then use this rule;

If B is greater than 3...this area is a trend. (above shows Pilot test question #7 to be a trend)

If A > 20, then use this rule;

If A/B is greater than .15 (i.e. 15%), this area is a trend

<u>Flight/Simulator Evaluations</u>	Pilot	Nav	Eng	Boom	MCC	etc.
A. List how many check rides were administered in the last three months.	2	3	3	7	2	
B. List area #'s & number of people that got Q-, or U.	#1, 1 #3, 1	#4, 3 #26, 1	#12, 1 #12, 2	#6, 2	#7, 1	

If A < 20, then use this rule;

If B is greater than 3...this area is a trend. (above shows Navigator area #4 to be a trend)

If A > 20, then use this rule;

If A/B is greater than .15 (i.e. 15%), this area is a trend

**Attachment 10 (Added)****BRIEFING FACILITIES GUIDE****F-15 BRIEFING ROOMS:**

**\*\* Items not required in briefing rooms located outside the vault. (DACT briefing rooms)**

**Sliding Boards:** *Recommended order*

1. Cover to hide others, option to put squadron patch
2. AFI 11-214 Training Rules (18 OG/OGV supplied)
3. SPINS ladder board (squadron supplied)
4. Fill-Ins and ID board (squadron supplied)
5. WEZ & Rate/Radius board (OG supplied) \*\*
6. Tanker pictures board (OG supplied) \*\*

**Tables/Walls:****Airfield Diagram** (18 OG/OGV supplied)

Taxi Routes, Arm and De-arm Areas, Hot Brake Areas, Arresting Gear Locations

**Local Area and Airspace Chart**

Local Flying Areas, Restricted Areas, Mid-Air Collision/Hazard Areas, Alternate Airfields,  
Primary AAR Tracks, Controlled Bailout Area, Jettison Area

**Note: The tabletop should remain clear of all other displayed material.**

**Special Interest Items Prominently Displayed****In binders/on the shelf (by binders):****Book 1** (Briefing Book)

AFI 11-2F15, Vol 3, Briefing Guides *Attachments 2 through 13* (squadron supplied)

SII Briefing guide (Squadron supplied)

AFI 11-214/PACAF 1, Attachment 1, "Air-to-Air Training Rules Briefing Guide" (squadron supplied)

Current wing safety briefing program (i.e. EP of the day list)

**Book 2\*\*** (Prep & Reference Book)

Syllabus

TOLD data (squadron supplied)

AAI S1,S2 table (squadron supplied)

PFM/MSS CMD table (squadron supplied)

AFI 11-2F15, Vol 3, 18WG Sup 1 *green pages* OG standards (squadron supplied)

Classified wing standards (squadron supplied)

3-1 Shot and Kill criteria (squadron supplied)

**Book 3\*\***

Dash 1 (squadron supplied)

**On shelf:**

IFG Vol 1 (OG supplied)

IFG Vol 3 (OG supplied) \*\*

Dash 34 manual or checklist (squadron supplied) \*\*

Dash 25 manual or checklist (squadron supplied) \*\*

Approach plate and TCN when applicable (Squadron supplied)

**Supplies (squadron supplied):**

Markers

Straight edge

VSD

RWR

2 x Aircraft Sticks

8MM/VTR Machines (as required)

White Boards

**Optional Items:**

LOWAT Dive Recovery and Time to Impact Chart

Cockpit Pictures for Switch Settings

INTEL/Visual RECCE Pictures or Maps

**OTHER AIRCRAFT BRIEFING ROOMS**

As a minimum, the following mission planning materials will be available:

Airfield Diagram

IFR Departures

DoD FLIP Publications (as applicable)

Arrival Procedures

Charts (as applicable)

Special-Use Airspace

Special Interest Items Displayed

Briefing Book/Guide (containing necessary briefing information)

JAMES B. SMITH, Brigadier General, USAF  
Commander, 18th Wing