

**BY ORDER OF THE 375TH  
AIRLIFT WING COMMANDER**



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

**SCOTT AIR FORCE BASE  
Supplement 1**

**15 JULY 2003**

**Flying Operations**

**AIRCREW STANDARDIZATION/EVALUATION  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 11-202, Volume 2, Aircrew Standardization/Evaluation Program, 17 June 2002, is supplemented as follows:**

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

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

This supplement defines local Standardization/Evaluation (Stan/Eval) Programs for all 375 AW and 932 AW Stan/Eval offices; applies to active duty and U.S. Air Force Reserve/Associate Units. The Chief, 375th Operations Group (OG), Stan/Eval, 375 OG/OGV, has overall responsibility for administration of this supplement.

9.1. **Local Procedures Supplement to AFI 11-202V2, Aircrew Standardization/Evaluation Program, 17 June 2002**. This supplement will be distributed to HQ AMC, 15 AF, and 4 AF offices of primary responsibility (OPR), as applicable. In addition, it should not be less restrictive than the provisions of this or any other instructions without prior authorization from the appropriate HQ AMC/15 AF OPR. The 375 OG/OGV in coordination with 932 OG/OGV, if applicable, will review this supplement annually or within 60 days of publication of an AMC supplement to the basic publication. Send comments and suggested improvements to this supplement on AF Form 847, **Recommendation for Change of Publication**, to 375 OG/OGV, 858 Buchanan Street, Scott AFB IL 62225-5117, or Email to: <mailto:375og-ogv@scott.af.mil>. The Commander, 375 OG/CC, has overall responsibility and waiver authority for this supplement.

9.2. (Added) **Purpose.** The 375/932 OG Aircrew Stan/Eval Program provides quality control for the aircrew force and provides commanders with meaningful indicators reflecting the effectiveness of aircrew training. The program ensures C-21 and C-9 aircrews are capable of performing their mission.

9.2.1. (Added) Objectives.

9.2.1.1. (Added) Standardize 375/932 OG aircrew operational procedures for C-9/C-21 employment.

9.2.1.2. (Added) Ensure standardization of aircrew evaluations IAW AFI 11-202V2 and AFI 11-2 Mission Design Series (MDS)V2 .

9.2.1.3. (Added) Ensure compliance with HQ USAF, AMC, NAF, local operational, training, and administrative flying directives.

9.2.1.4. (Added) Establish, track, and update Stan/Eval programs as directed by HQ USAF, AFI 11-202V2, and 375/932 AW commanders.

9.2.2. (Added) Recommended Changes. Aircrew members are encouraged to submit changes to this supplement using AF Form 847.

9.3. (Added) **Applicability.** This supplement establishes, defines, and implements the 375/932 OG Stan/Eval Program; applies to all C-9A, C-21A, and Aeromedical Evacuation (AE) aircrew members assigned or attached to the 375/932 AW. The 375/932 OG specific items in this supplement are identified by the organization in the paragraph heading or by parenthesis in the paragraph. For the purposes of this supplement “unit” applies to squadron and airlift flight unless stated otherwise.

9.3.1. (Added) Waiver authority for items originating in this supplement is the respective 375/932 OG/CC. Coordinate requests for waivers through Stan/Eval channels.

#### 9.4. Stan/Eval Organization and Manning.

9.4.1. (Added) Commanders at each level identify and certify experienced instructors for flight examiner status. Prior to selection of examiner, certification candidates will accomplish the following:

9.4.1.1. (Added) Conduct evaluator upgrade IAW the 375 OG Evaluator Upgrade Guide and the 375 OG Employment Training Plan (ETP).

9.4.1.1.1. (Added) (932 AW) Conduct evaluator training IAW 932 OG Evaluator Upgrade Guide and the 932 OG ETP.

9.4.1.2. (Added) Individuals selected by commanders for evaluator upgrade will review applicable directives and supplements and discuss these directives with the unit Chief of Stan/Eval or designated representative. The Chief of Stan/Eval should discuss philosophy regarding Q-1, Q-2, Q-3, and exceptionally qualified evaluation performance and procedures for conducting evaluations. The individual should also receive instruction on unit guidelines for the proper process of completing AF Form 8, **Certificate of Aircrew Qualification**, AF Form 942, **Record of Evaluation**, AF Form 1381, **USAF Certification of Aircrew Training**, and AF Form 3862, **Aircrew Evaluation Worksheet**. The AF Form 847 process will also be discussed.

9.4.1.3. (Added) Unit commanders will emphasize their philosophy toward Q-1, Q-2, Q-3, and exceptionally qualified to the upgrading evaluator in the selection process and during the Review and Certification Board.

9.4.1.3.1. (Added) An “Exceptional Evaluation” includes performance in the ground and flight phase.

9.4.2. (Added) The 375 OG/OGV is responsible to 375 OG/CC, 375 AW/CC, 15 AF, and HQ AMC for Stan/Eval expertise. The 375 OG/OGV consists of the 375 OG/OGV division and the Stan/Eval functions of OG subordinate units. The 932 OG/OGV is responsible to the 932 OG/CC, 932 AW/CC, 4 AF, 15 AF, and HQ AFRC.

9.4.2.1. (Added) 375 OG/OGV manning IAW AFI 11-202V2. The Chief of Stan/Eval, will rate all officer and enlisted personnel assigned to 375 OG/OGV. (932 AW) 932 OG/CC will rate all officer and enlisted personnel assigned to 932 OG/OGV.

9.4.2.2. (Added) The 375 OG/OGV evaluators ensure wing standardization by conducting unit staff assistance visits and augmenting unit flight evaluations.

9.4.3. (Added) Unit manning. Commanders will monitor and manage the evaluator/line-assigned ratio. Squadrons should normally have 3-4 evaluators, while airlift flights should have 2-3. In addition, units should assign a Stan/Eval Liaison Officer to assist evaluators in Stan/Eval administration. (932 AW) Commanders will determine the evaluator/line assigned ratio.

9.4.3.1. (Added) Crewmembers assigned outside the unit should not hold evaluator qualification. In accordance with AFI 11-202V2, 375 OG/CC (with notification to HQ AMC/DO) is the approval authority for attached personnel to remain evaluators. Squadron commanders will forward a letter to 375/932 OG/CC for signature through 375 OG/OGV, and include the individual's name, SSN, and reason for the deviation.

9.4.3.3. (932 AW) Forward current and projected unit evaluator manning, along with Standardization/Evaluation Board (SEB) data, to 932 OG/OGV by the 5th day of each new calendar quarter, or after a personnel change.

9.4.3.4. (Added) Combat Crew Training School (CCTS) manning. The CCTS will normally have 2-3 flight examiners. The CCTS may appoint as many student-only examiners as necessary to accomplish their mission.

9.4.3.5. (Added) (932 AW) Stan/Eval manning.

9.5. (Added) **Control of Evaluations.** Unit evaluators may only give evaluations to members of their unit unless specifically authorized by the unit commander or operations officer of the crewmember being evaluated.

9.5.1. (Added) Additional Training. When additional training is recommended, the chief of the DOV unit (or designated DOV representative) will review the AF Form 8 ensuring proper documentation of appropriate training areas. Additional training should be completed in a timely manner, preferably within 2 weeks of the original evaluation (375 OG only), but not later than as directed in AFI 11-202V2. Once additional training is completed, the chief of the DOV unit (or designated DOV representative) will review the AF Form 8 for proper completion/documentation and inform the unit commander that additional training is complete prior to reevaluation (if required).

9.5.1.1. (Added) Report flight evaluations graded Q-3 to the appropriate OG/OGV for review NLT the end of the next duty day (N/A for CCTS) with a copy of the AF Form 8 (or draft) detailing subareas graded Q-/U and the examiners recommended additional training. The OG/OGV will review the AF Form 8 to ensure the comments and additional training reflects the grade. The OG/OGV may make recommended changes, but it is ultimately up to the evaluator giving the evaluation and the unit commander to determine the appropriateness of the training.

9.5.1.2. (Added) If the commander deems it necessary, a review board may be held to determine additional training requirements. The board composition is at the discretion of the commander, but at a minimum, should have the commander, evaluator, and the training officer. The operations officer should attend if available. Document the review board results with written minutes.

9.5.1.3. (Added) Units should not hesitate to contact 375 OG/OGV for guidance following any evaluation that requires additional training, regardless of the overall qualification level.

9.5.2. (Added) Notice-Notice (N/N) Evaluation Program and Goals.

9.5.2.1. (Added) (375 AW) The commander's no-notice evaluation goal is for a minimum of 15 percent of each crew position to receive a no-notice evaluation each calendar year. All no-notice evaluations will incorporate evaluation of applicable AMC, 15 AF, and 375 OG special interest areas. The DOV chiefs ensure an equitable distribution of N/N flight evaluations among crew positions. At least 50 percent of all N/N evaluations should be en route evaluations (*Exception*: CCTS). No-notice evaluations given by 375 OG/OGV evaluators may count toward a unit's N/N rate.

9.5.2.2. (Added) (375 AW) The 375 OG/OGV N/N evaluations should focus on instructor and evaluator pilots, but will sample all crew positions. AFI 11-202V2 states that crewmembers will not receive more than one N/N evaluation per calendar year, except as directed by their commander. Due to the majority of 375 AW C-21 pilots being assigned to geographically separated units (GSU), the 375 OG/CC directs that 375 OG/OGV C-21 evaluators may N/N any crew position regardless of evaluation eligibility or previous SPOT or N/N evaluations.

9.5.2.3. (Added) The 375 OG/OGV evaluators need not meet a specific N/N rate due to the majority of pilots being assigned at GSUs.

9.5.2.4. (Added) The 375 OG/OGV evaluators will make a comment on the AF Form 8 that the N/N evaluation was a 375 OG/CC-directed organizational evaluation.

9.5.3. (Added) (932 AW) The goal of the 932 AW units is to sample a minimum of 15 percent of the qualified crewmembers across the calendar year. The 932 OG/OGV maintains a group-level program independent of the units. The 932 OG/OGV evaluators N/N evaluations sample all crew positions and are normally coordinated with the unit. Evaluation conducted by 932 OGV evaluators may count in the unit's N/N rate when acting in coordination with and on behalf of the unit Stan/Eval.

9.5.4. (Added) See specific AFI 11-2MDSV2 supplement for evaluation profiles.

9.5.5. (Added) Pyramid Evaluations. In accordance with AFI 11-202V2/AMC1, 375 OG/OGV evaluators and above will evaluate squadron commanders and operations officers, airlift flight commanders, and chief/NCOIC squadron/DOV. The 375 OG/OGV evaluators may also evaluate anyone below the squadron level in the pyramid.

9.5.5.1. (Added) The senior squadron flight examiner or above will evaluate the airlift flight senior flight examiner.

9.5.5.2. (Added) Airlift flight operations officers may be evaluated by the airlift flight senior evaluator

9.5.5.3. (Added) An overview of pyramid evaluators and reviewers is outlined in the 375 OG FEF and AF Form 8 Guide.

9.5.5.4. (Added) Crewmembers requiring a pyramid evaluation will contact the appropriate Stan/Eval office when entering in phase for an evaluation. The unit DOV is responsible for tracking commander and operations officer pyramid evaluation requirements. If the evaluation is not complete 30 days prior to the end of phase, DOV, in coordination with the crewmember, will schedule the evaluation with an appropriate evaluator.

9.5.5.5. (Added) The 375 OG/OGV evaluators will coordinate with the appropriate 15 AF, 4 AF, or HQ AMC evaluator (as applicable) when coming into phase for an evaluation. If the evaluation is not completed 30 days prior to the end of phase, contact the appropriate evaluator to schedule the evaluation.

9.5.5.6. (Added) The 15 AF is the pyramid waiver authority for 375 OG/OGV evaluators and the 375 OG/CC is the waiver authority for pyramid evaluations below the wing level.

9.5.6. (Added) Units will establish a process for conducting evaluations IAW AFI 11-202V2 and supplements and AFI 11-2MDSV2 and supplements. This process will ensure the required ground and flight training is completed prior to the evaluation (e.g., an FP upgrade would need CC or DO signature showing the FP training was complete or additional ground training is complete before a recheck). This paragraph does not apply to the requisite testing required for recurring evaluations. Requisite testing is accomplished IAW AFI 11-2MDSV2.

9.5.6.1. (Added) Evaluations Briefings. A thorough prebrief and debrief are vital components in the evaluation process. The examiner will brief the examinee on the conduct, purpose, and expectation during the flight. **NOTE:** Reference AFI 11-2MDS-Specific V2 for evaluation criteria, supplement for evaluation profiles, and the 375 OG Evaluator Guide.

9.5.6.2. (Added) The commander or operations officer should attend all debriefs during normal duty hours. For evaluations completed after duty hours, the evaluator may back brief the commander or operations officer the following duty day.

9.5.6.2.1. (Added) The commander or operations officer will always be debriefed for unqualified performance.

9.6. (Added) **Trends.** Evaluators will log trend information following all evaluations using AF Form 3862 and IAW 375 OG SEB Guide. Log items graded Q- or U- and any items considered outstanding.

9.6.1. (Added) Significant trends will be briefed to 375 OG/CC during the SEB (or earlier if warranted). A “trend” is defined as a statistically significant discrepancy rate of 15 percent (25 percent for 932 OG) in any area, or a change in the discrepancy rate that in the opinion of OGV indicates an adverse trend in the previous 6 months. Evaluators will use AF Forms 3862 to log trend items IAW the 375 OGV SEB Guide.

9.6.1.1. (Added) Forward trend data to 375 OG/OGV IAW the 375 OG/OGV SEB Guide. The 375 OG/OGV will brief trends during the SEB and assign an OPR to track the trend.

9.6.1.2. (Added) Informal Trends/Training Emphasis Items. Informal Trends/Training Emphasis items are identified at the unit level as areas IPs and EPs note during local training flights, evaluations or missions that do not fall into the formal trend category, but appear to be an area where extra attention is warranted. (375 AW) Units that are “tracking” areas locally will forward this to 375 OG/OGV with SEB data. The 375 OG/OGV will compile this information across all the units. If an area is appearing in more than one unit, 375 OG/OGV will discuss issue during the SEB.

9.7. (Added) **SEB.**

9.7.1. (Added) (375 AW) The SEB provides a forum for the review and resolution of aircrew-related Stan/Eval issues. The SEBs will be held on a quarterly basis and chaired by the 375 OG/CC or designated representative. Normally the SEB is held in conjunction with the quarterly 375 OG Commanders’ Conference. If a commanders’ conference is not scheduled within the first 5 weeks following the end of the quarter, an SEB will be scheduled.

9.7.1.1. (Added) (375 AW) Attendance is required for all available commanders, operations officers, and evaluators. The GSU attendance is determined by the make up of the commanders' conference. 375 AW Flight Safety, along with training officers and a representative from the 932 AW, are encouraged to attend.

9.7.2. (Added) (375 AW) Process. Prior to the end of the quarter, 375 OG/OGV will distribute a copy of the 375 OG/OGV SEB input spreadsheet either via Email or the 375 OG/OGV webpage. The spreadsheet is due back to 375 OG/OGV by the 5th duty day of January, April, July, and October of each year or as required by 375 OG/OGV.

9.7.3. (Added) (932 AW ). The 932 AW SEB meetings will meet at least semiannually and will be chaired by the 932 OG/CC. Normally, SEBs will convene in January and July to allow analysis and compilation of the previous quarters trend information. Whenever feasible, meeting times will be communicated to the 375 OG/OGV as invited guests.

9.8. (Added) **Unit Testing Program.** The overall objective of the group-testing program is to evaluate the level of aircrew knowledge of aircraft systems, operations, and to stimulate aircrew for further study. The 375 OG/OGV generates requisite examinations by using secure question banks and master question files. New examinations will be coordinated with the 932 OG/OGV for distribution to the 932 AW units. Units are responsible for safeguarding their respective copies of the exams and destroying superseded tests. Conduct requisite testing IAW AFI 11-202V2 and AFI 11-2 MDS-Specific V2. Tests are normally administered by 375 OG/OGV for 375 OG squadrons located at Scott AFB except for the C-21A squadron.

9.8.1. (Added) The 375 OG/OGV will develop a Secure Question Bank (SQB) that serves as the source for open book examinations. The 375 OG/OGV draws questions from sources IAW AFI 11-202V2.

9.8.1.1. (Added) The Secure Question Bank (SQB) is the responsibility of the 375 OG/OGV. The 375 OG/OGV is the OPR for written exams. All units will assist 375 OG/OGV in developing new questions, when necessary, and assist in identifying bad/outdated questions. The SQBs for each crew position will be under the direct control of the designated test manager or evaluator for the crew position.

9.8.2. (Added) Closed book exam questions will come from MDS specific Master Question File (MQF). Questions selected for the exam will sample aircrew systems knowledge and information required for safe flight and mission accomplishment.

9.8.3. (Added) Instrument test (pilots only). The 375 OG/OGV will develop an instrument test using the Air Force Flight Standards Agency instrument MQF. In addition, the instrument test will also include questions specific to the aircraft flown coming out of the flight manual and AFI 11-2MDSV3, *Flying Operations*.

9.8.4. (Added) Periodic tests. (*NOTE:* Not applicable to CCTS.) Unit evaluators should administer periodic testing, preferably monthly, to monitor the crewmember's knowledge level and trends.

9.8.4.1. (Added) Pilot testing should focus on, but is not limited to, aircraft systems, emergency procedures, local and MAJCOM directives, fuel savings, seasonal flying topics, special interest items and previously identified trend areas. The AECM testing should focus on, but is not limited to, nursing considerations, aircraft systems, emergency procedures, emergency equipment, special interest items and previously identified trend areas.

9.8.4.2. (Added) In all cases, develop test questions in unit. Do not take questions from the MQF, except in the case of ASEV preparation tests. Open and closed book tests should be given, but not necessarily for each topic covered. Keep compiled test results with the Stan/Eval unit. Results are not required to be

reported to the respective 375 OG/OGV, unless the unit believes a “trend” is developing. Criteria for and handling of failed exams are at the discretion of each unit.

9.8.5. (Added) (375 AW) Flight Surgeon Test. The 375 OG/OGV conducts flight surgeon testing. The GSUs with attached flight surgeons will provide the test at the unit level. Maintain test results at the GSU. The 375 OG/OGV maintains test scores in the testing log.

9.8.5.1. (Added) (932 AW) Flight Surgeon Test. Flight surgeons attached to the 932 AW will test with the 73 AS/DOV. The 73 AS/DOV will maintain the test score results.

9.8.5.2. (Added) (375 AW) The GSUs may develop their own flight surgeon test IAW AFI 11-202V2.

9.8.6. (Added) The GSUs will be forwarded the applicable open/closed book test annually. Each GSU will publish and maintain a written testing policy. Items included in this should be, but are not limited to, test location and security procedures, test administration procedures, and failed test procedures. Requisites should be completed prior to the evaluation.

9.8.6.1. (Added) Give all examinees a 375 OG/OGV Question Critique prior to taking exams. The DOV unit will review any critiqued questions and forward comments to 375 OG/OGV.

9.8.7. (Added) Senior Officer Testing. The 375 OG/OGV will provide a senior officer test book for each unit. This book will contain tests specifically designed for senior officers. The 375 OG/OGV will include an instrument, open book, closed book, and bold-face exam.

9.8.8. (Added) Failed Requisite Test. A failed requisite test is an automatic Q-3 for the evaluation (see 375 OG FEF/Form 8 Guide for documentation).

9.8.8.1. (Added) If an examinee scores below 85 or 100 percent for Boldface/CAPs, 375 OG/OGV, or DOV unit will notify the respective SQ/CC, DO, and/or DOV immediately of failed exam ensuring the individual is not scheduled to fly until successful completion of the exam.

9.8.8.2. (Added) Give examinees a minimum of 24 hours to reaccomplish a failed written test. Examiner’s discretion is authorized regarding failed Boldface/CAPs testing. If the examinee concurs, Boldface/Caps retesting is not subject to the 24-hour minimum; however, examinees must successfully pass the test before flying.

9.9. (Added) **(375 AW) Supplementary Evaluation Program.** The supplementary evaluation program is used to determine the effectiveness of certain flying-related programs that are not evaluated through other means. Quarterly, in conjunction with the SEB, the 375 OG/CC has the option to establish an area for evaluation. When established, 375 OG/OGV will develop a detailed checklist for use by instructors and evaluators to evaluate the designated area. Results will be reported at the following SEB.

9.10. (Added) **Aircrew Flight Manual Program.**

9.10.1. (Added) The 375 OG/OGV will establish one OG level evaluator to lead the 375 OG Technical Order Distribution Office (TODO). The 375 OG/OGV TODO is responsible for identifying and ordering TO in the FCIF Volume IV and TOs required for individual crewmembers.

9.10.1.1. (Added) Unit commanders will establish a Technical Order Distribution Account (TODA), normally manned by the unit SELO, under the OGV TODO.

9.10.1.2. (Added) See AFI 11-215\_ScottAFBSup 1 (Chapter 11) for guidance on the Flight Manual Program control and distribution.

9.10.2. (Added) AF Form 847 Process. All 375/932 AW aircrew members are encouraged to submit AF Forms 847. Units will establish an AF Form 847 process IAW AFI 11-202V2 and AFI 11-215.

9.10.2.1. (Added) The originator will research the proposal and submit a draft copy to their unit DOV. The unit DOV will log all AF Forms 847. Squadron DOV chiefs will review and sign the 1st Endorsement block prior to electronically forwarding to 375/932 OG/OGV. The 375/932 OG/OGV will review and assign a group control number. The Chief, 375/932 OG/OGV, or designated representative will sign to approve or disapprove AF Forms 847. The 375 OG/OGV will electronically submit approved forms to 15 AF/DOV and file the original for reference. The 932 OG/OGV will electronically submit approved forms to 15 AF and 4 AF, as appropriate, and file the original for reference. Current and outstanding AF Forms 847 will be briefed during the quarterly SEB.

9.10.2.2. (Added) 375 OG/OGV will log and track AF Forms 847 IAW the 375 OG/OGV continuity book.

9.10.2.3. (Added) 375/932 AW will not normally have a classified AF Form 847; however, if a unit needs to input a classified AF Form 847 it will be handled IAW AFI 11-215.

9.10.3. (Added) Flight Manual Annual Review. Flight manual checks are required annually. This review is documented on AF Form 1522 and put into the Aviation Resource Management System. Publication checks made by evaluators during an evaluation do not count toward this requirement.

9.11. (Added) **Stan/Eval Program.**

9.11.1. (Added) Flight Evaluation Folder (FEF). Refer to the 375 OG AF Form 8 and FEF Completion Guide for guidance on AF Forms 8, 942, and 1381 completion and maintenance of FEF.

9.11.1.1. (Added) AF Form 8. Attachment 3 and the 375 OG AF Form 8 & FEF Guide provide sample AF Forms 8. Evaluators will ensure they annotate supervisory attendance at the debrief on AF Form 8.

9.11.1.2. (Added) AF Form 942. Attachment 4 and the 375 OG AF Form 8 & FEF Completion Guide provide sample AF Forms 942 and completion guidance.

9.11.1.3. (Added) AF Form 1381. Attachment 7 and 375 OG AF Form 8 and FEF Completion Guide provide sample AF Forms 1381 and completion guidance. In addition the guide provides certifications for 375/932 AW crewmembers.

9.11.1.3.1. (Added) Decertifying a crewmember for cause requires Review & Certification Board action.

9.11.1.4. (Added) FEF Review. Units are required to do an initial review of the FEF upon assignment to the unit and subsequently do an annual review of the FEF. Units must develop a process ensuring annual review of FEF folders.

9.11.1.4.1. (Added) Refer to the 375 OG AF Form 8 and FEF Completion Guide for documenting the review on AF Form 942. Accomplish review using the 15/21 AF ASEV Guide FEF review worksheet. The worksheet may be found in the 375 OG AF Form 8 and FEF Completion Guide. Units may expand this guide as required.

9.11.1.4.2. (Added) Discrepancies. Document major and minor discrepancies IAW AFI 11-202V2 and 375 OG AF Form 8 and FEF Completion Guide.

9.11.2. (Added) Flight Crew Information File (FCIF). The 375 OG/OGV publishes FCIFs for the 375/932 OG. The 932 OG/OGV may forward 932 FCIFs only to 375 OG/OGV for publishing.

9.11.2.1. (Added) The 375 OG/OGV maintains a master FCIF according to AFI 11-202V2 and provides an updated index to the units as required. Units may tailor the FCIF list for their respective units by electronically lining through or electronically hiding the regulations that do not apply. For example C-21A units do not need to maintain AFI 11-2C9 series publications.

9.11.2.1.1. (Added) The 375 OG/OGV will review our master FCIF listing, in conjunction with the FCB, for updated publications. In addition, 375 OG/OGV will register on the AF Publications page “subscriptions” for updated AFIs. Units finding discrepancies between the 375 OG/OGV Master FCIF listing and a current regulation will notify 375 OG/OGV.

9.11.2.2. (Added) Flying units are authorized to maintain an active FCIF read file. The active FCIF read file for the 11 AS, 375 AES, and 932 OG is maintained at the crew reporting location in Bldg 505.

9.11.2.3. (Added) Units are prohibited from publishing/inserting FCIFs into the FCIF file. Units are encouraged to develop their own read files, but may not use the OGV FCIF process to track the read file.

9.11.2.4. (Added) The Chief of Stan/Eval is responsible for establishing the aircrew FCIF program.

9.11.2.4.1. (Added) The 375 OG/OGV will publish all AMC and 375/932 OG-directed FCIFs. In accordance with AFI 11-202V2 and AMC Supplement 1, the Chief of Stan/Eval or representative may sign AMC-directed FCIFs and brief the 375 OG/CC. The 375 OG/CC will sign 375 OG-directed FCIFs or AMC FCIF items that require 375 OG/CC guidance. The FCIF items will remain posted until rescinded or incorporated into the Flight Crew Bulletin (FCB).

9.11.2.4.2. (Added) Normally, 375 OG/OGV receives AMC FCIFs via the Defense Messaging System; however, to ensure receipt of all AMC FCIFs, 375 OG/OGV will periodically check the AMC FCIF web page for the latest FCIFs.

9.11.2.4.3. (Added) The 375 OG/OGV will Email all units (including deployed locations) advising a new FCIF is available. The 375 OG/OGV will post all FCIFs to the 375 OG/OGV website and ensure items are posted so the most recent item directly follows the index. The FCIF index will be updated, as required, to reflect the current contents of the FCIF binder.

9.11.2.4.4. (Added) The 375 OG/OGV will review the currency of all FCIFs quarterly in conjunction with FCB publication. The 375 OG/OGV will update the master FCIF log to reflect previous FCIFs either as hold (in FCIF), FCB (incorporated in FCB), or rescinded.

9.11.2.5. (Added) Flight Crew Bulletin. FCIF Vol I, Part C, contains the FCB. The Chief of Stan/Eval, is responsible for reviewing and publishing the FCB quarterly in coordination with the 932 OG. The FCB will include all FCIF items held over for an extended period of time. The 375 OG/OGV will post all special interest items/areas for AMC, 15 AF, 375/932 OG in the FCB.

9.11.2.6. (Added) Theater Indoctrination Folders. FCIF Vol 1, Part D, contains the Theater Indoctrination Folders. Units may keep the Theater Indoctrination Folders separate from the FCIF library, as long as the folders are accessible to crewmembers. If Theater Indoctrination Folders are not kept with the FCIF library, the publication officer will place a Memo for Record (MFR) in the Master FCIF Library, Part D, stating the location of the folders.

9.11.2.6.1. (Added) Contents of the Theater Indoctrination Folder will be IAW the 375 OG Employment Training Plan.

9.11.3. (Added) Go/No-Go procedures. Units will develop and maintain written procedures for processing AMC Form 41, **Flight Authorization**, and ensure crewmembers meet all requirements prior to flight.

At a minimum these procedures will require review of FCIFs, currencies, flight orders and OG-approved risk assessment matrix.

9.11.4. (Added) Completion/documentation of flight evaluation requisites. An evaluation is not complete until all ground and flight requisites are accomplished. Review the 375 OG AF Form 8 & FEF Guide for proper completion of AF Form 8.

9.11.5. (Added) AF Form 8 Routing and Filing. See **Table 9.1. (Added)**, Reviewing and Approving Officials, 375 OG AF Form 8, and FEF Guide for review and approval levels for evaluations. While the AF Form 8 is being routed for signature, maintain a draft AF Form 8 or AF Form 3862 signed by the evaluator in the FEF. This draft must clearly show the qualification level and any restrictions.

**Table 9.1. (Added) Reviewing and Approving Officials.**

EXAMINEE	MINIMUM EVALUATOR	REVIEWING OFFICER	FINAL APPROVING OFFICER
AW/CC	Unit Evaluator	Chief, OG/OGV	OG/CC
AW/CV	Unit Evaluator	Chief, OG/OGV	OG/CC
OG/CC	Unit Evaluator	Chief, OG/OGV	AW/CC or CV
OG/CD	Unit Evaluator	Chief, OG/OGV	OG/CC
OGV Chief	AMC/DOV	OG/CD or CC	OG/CC or AW/CC
OGV Evaluator	Chief, OG/OGV	Chief, OG/OGV	OG/CC or CD
SQ/CC	OGV Evaluator	Chief, OG/OGV	OG/CC or CD
SQ/DO	OGV Evaluator	Chief, OG/OGV	SQ/CC
SQ/DOV Chief	OGV Evaluator	Chief, OG/OGV	SQ/CC
SQ/DOV Evaluator	Chief, SQ/DOV	Chief, SQ/DOV	SQ/CC
SQ Crewmember	SQ Evaluator	Chief, SQ/DOV	SQ/CC
ALF/CC	OGV Evaluator	Chief, OGV	SQ/CC or OG/CD
ALF/DO	Chief, ALF/DOV	Chief, ALF/DOV	ALF/CC
ALF/DOV Chief	Chief, SQ/DOV	Chief, SQ/DOV	ALF/CC
ALF/DOV Evaluator	Chief, ALF/DOV	Chief, ALF/DOV	ALF/CC
ALF Crewmember	ALF Evaluator	Chief, ALF/DOV	ALF/CC
Attached General Off	Unit Evaluator	Chief, Unit/DOV	Unit/CC
Attached Crewmember	Unit Evaluator	Chief, Unit/DOV	Unit/CC
CCTS DOV Chief	OGV Evaluator	Chief, OG/OGV	OSS/CC
CCTS Instructors	CCTS Chief DOV	CCTS Chief DOV	OSS/CC

9.12. (Added) **Review and Certification Board (R&C) Process.** Conduct R&C Boards IAW AFI 11-202V2, Chapter 3.

9.12.1. (Added) Composition. The individual being certified will not act as an R&C Board member.

9.12.1.1. (Added) If the unit commander is not available to act as the board president due to extended TDY (deployment, school, etc.), the acting commander presides over the R&C Board. If the R&C Board

is conducted by an “acting” commander, units will note the circumstances surrounding the extended TDY in the R&C Board minutes (e.g., Lt Col Smith, 458 AS/DO, acted as board president due to the commander being deployed). The R&C Board President will sign the R&C Board minutes, AF Form 1381, and AF Form 8 if required (same date on all). R&C Board minutes for an aircraft commander certification that did not include an AF Form 8 will include the name of the instructor recommending the individual for certification.

9.12.1.1. (Added) (932 AW) The squadron operations officer may serve as the Board President in the commander’s absence.

9.12.1.2. (Added) The airlift flight commanders needing certification will coordinate with the respective squadron commander to conduct the R&C Board via teleconference.

9.12.1.3. (Added) According to Chapter 3, squadron commanders and above do not require a R&C Board; squadron commanders will sign their own AF Forms 1381 once requisites are met. Squadrons may hold a Review Board to ensure all certification requisites are attained.

9.12.2. (Added) Following an R&C Board, the unit Stan/Eval will forward a copy of the R&C Board minutes, AF Form 8 (if required), and an aircrew flying history report (except AECM) for review by the Chief of Stan/Eval. This review ensures standardization across all units.

9.13. (Added) **(375 AW) Functional Check Flight (FCF).** Each unit (pilots only) will electronically send an FCF pilot appointment letter (using the 375 OG/OGV template) listing all qualified FCF pilots to 375 OG/OGV for 375 OG/CC signature. Update this letter annually or anytime there are changes. The 375 OG/OGV will forward the signed letter back to the unit to file in their continuity book.

9.13.1. (Added) The FCF pilot upgrade program is outlined in the 375 OG ETP. No pilot will fly in command of an FCF, unless the pilot completes the upgrade program. The 375 OG/CC signs the appointment letter, and the certification is recorded on AF Form 1381. Unit commander will sign the AF Form 1381 for FCF pilot certification.

9.14. (Added) **(375 AW) Mission-Essential Ground Personnel (MEGP).**

9.14.1.1. (Added) Blanket MEGP. Units will electronically send a MFR (using the 375 OG/OGV template) to 375 OG/OGV for 375 OG/CC signature requesting blanket MEGP approval for life support, maintenance quality assurance representative, contractor maintenance personnel and officers awaiting PCS training. Update this letter annually or as changes occur.

9.14.2. (Added) The 375 AW Command Chief Master Sergeant and the 375 OG First Sergeant are authorized MEGP status for the purpose of visiting GSUs with the commander.

9.14.2.1. (Added) AMCI 11-208, *Tanker/Airlift Operations*, lists other support personnel authorized MEGP status when performing unique duties directly associated with and essential to a particular mobility aircraft, aircrew or mission. These individuals and all other MEGP requests will be approved on a case-by-case basis under a separate letter. The 375 OG/OGV requires at least 2 duty days to work a request requiring 375 OG/CC signature and up to 10 duty days if the request requires the 375 AW Commander’s approval.

9.14.3. (Added) Units placing an individual on a mission using the blanket MEGP or individual letter approval must contact 375 OG/OGV with the individuals name and mission (call sign will suffice). 375 OG/OGV will log all MEGP flights; contact by phone or Email. The unit DOV is responsible for ensuring unit schedulers and supervisors are aware of this requirement.

9.15. (Added) **Forms Adopted.** AF Form 3862, **Aircrew Evaluation Worksheet**, AMC Form 41, **Flight Authorization.**

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 11-2C9, *C-9/Aircrew Operation Procedures*

AFI 11-2MDSV2/V3, *Mission Design Series – Specific (Aircraft Major Deployment System)*

AMCI 11-208, *Tanker Airlift Operation*

***Abbreviations and Acronyms***

**AE**—Aeromedical Evacuation

**ETP**—Employment Training Plan

**GSU**—Geographically Separated Unit

**MEGP**—Mission Essential Ground Personnel

**MFR**—Memorandum for Record

**R&C**—Review and Certification

**TODD**—Technical Order Distribution Office

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