

**BY THE ORDER OF THE
INSTALLATION COMMANDER**

AIR FORCE INSTRUCTION 11-408



**375 AW
Supplement 1
6 DECEMBER 1999**

Flying Operations

**AIRCREW STANDARDIZATION/EVALUATION
PROGRAM ORGANIZATION AND
ADMINISTRATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Capt Diego M. Wendt)
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AFI 11-408/AMC1, 15 January 1996, is supplemented as follows: This supplement sets procedures for all Aircrew Standardization/Evaluation (Stan/Eval) Programs of the 375 AW and the 932 AW. This supplement applies to both active duty and US Air Force Reserve/Associate Airlift and Aeromedical Evacuation Units. The Privacy Act of 1974 applies to this supplement. The Privacy Act System Number F060 AF A, Air Force Operations Resource Management Systems (AFORMS) covers required information. The authority for maintenance of the system is 37 U.S.C. 301a, Public Law 92-204, Section 715, Public Laws 93-570 and 93-294. The extension of the paragraph number after “7” indicates the paragraph that is being supplemented.

7.1. Objective. This supplement establishes guidelines for all 375 AW and 932 AW Airlift Missions. It outlines the 375 AW and 932 AW Standardization and Evaluation Program. The program must ensure compliance with training and administrative flying directives, while providing accurate indicators of aircrew proficiency and their ability to perform their flying duties safely. NOTE: To eliminate potential misunderstandings the following definitions apply:

7.1.1. (Added) (AW1). Squadron. Delineates responsibility at the squadron level.

7.1.2. (Added) (AW1). Unit. Delineates responsibilities at the unit level, i.e., each squadron and geographically separated unit (GSU).

7.1.6.1. (Added) (AW1) . Recommended Changes. Send suggested improvements to this supplement on an AF Form 847, Recommendation for Change of Publication, to 375 OG/OGV, 433 Hangar Rd, Room 227, Scott AFB IL 62225-5029.

7.3.1.4. Unit Testing Program. Due to a lack of suitable testing facilities at the respective Operations Groups, testing will be conducted at the unit level. Each unit 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. (See NOTE at the end of the paragraph). All examinees will be given a 375 OG/OGV Question Critique, prior to taking any written exam. Any questions identified as a problem will be reviewed by the unit and forwarded to 375 OG/OGV as soon as practical. (932 AW Elements). Any questions identified as a problem will be reviewed by the unit and forwarded to the 932 OG/OGV. The 932 OG/OGV will forward all questions identified as problems to 375 OG/OGV. In addition, each flying unit will provide a quarterly summary of written exams to the OGV using **Attachment 2** and **Attachment 3** of this supplement. Any written exam trends will be documented in the Stan/Eval Board (SEB) Minutes. NOTE: As a minimum, unit written procedures will encompass the following restrictions:

7.3.1.4.1. (Added) (AW1). Test Location. Defines a primary and alternate testing location.

7.3.1.4.2. (Added) (AW1). Security Procedures. All tests (completed and in progress) will be kept under lock and key.

7.3.1.4.3. (Added) (AW1). Test Administration. Tests will be administered IAW AFI 11-202, Volume 2, Aircrew Standardization/Evaluation Program, Chapter 5. The 15 AF and 375 OGV will update tests annually and distribute them to units NLT 1 Jan of the new year. (The 375 OSS/OST is the OPR for the IRC Test and will distribute the test through 375 OGV.)

7.3.1.4.4. (Added) (AW1). Failed Testing Procedures. Procedures are IAW AFI 11-202, Volume 2, Chapter 5. Examinees will be given 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. Notify the unit CC/DO and 375 OGV of any failed test within 1 working day of the event.

7.3.1.5. Debrief Attendance. Unit commanders should attend as many evaluation debriefs as practical. An evaluator may still debrief the examinee if meeting with the commander is not practical due to location or nonduty day. In such cases, a second debrief may be accomplished summarizing the checkride details with the commander present. Record the commander's attendance on the AF Form 8, Certificate of Aircrew Qualification, IAW para **7.6.1.4.**, this supplement. The unit DO, Chief Nurse, or immediate supervisor may attend if the commander is not available.

7.3.3.2.1.5. (AMC1). For the purpose of pyramid evaluations, 375 AW C-21 flights are not considered "detachments" and are subordinate to their respective squadrons. Therefore, GSU commanders and senior examiners will be evaluated by examiners from the squadron level. 375 OG examiners will evaluate Squadron Commanders/Operations Officers and senior examiners at the squadron level (457 AS and 458 AS).

7.3.3.3.4.5. (Added) (AW1). Trends Management Program. All 375 AW flying units will forward a copy of the 375/932 OG/OGV Flight Evaluation Log and the Evaluation Summary (see **Attachment 1**) to the 375 OG/OGV Office NLT 5 working days after the end of the quarter. The Flight Evaluation Log will be filled according to crew position (e.g., Pilot, Flight Nurse, AE Technician). "Trends" are 25 percent or more of any single area/subarea (i.e., 11., 16.e., etc.) graded Q- or worse, which occurred on more than one checkride in the previous 6 months. If trends are noted, give intended corrective actions. Summarize quarterly totals of Emergency Procedure Evaluations (EPE) and Flight Evaluations by crew position and type of evaluation, as well as progress toward achieving no-notice requirements on the log's backside. If more than one page is required for the quarterly period, record this information on the back of the last page. The C-9 Formal School will maintain separate logs for the assigned/attached instructors and students.

7.3.3.3.4.5.1. (Added) (932 AW Elements). All 932 AW units will forward a copy of the 375/932 OG/OGV Flight Evaluation Log and the Evaluation Summary (see [Attachment 1](#)) to the 932 OG/OGV NLT Sunday of the first UTA of the quarter. The 932 OG/OGV will forward courtesy copies of all Trends Information to the 375 OG/OGV for cross-tell purposes.

7.3.3.3.6.1. (Added) (AMC1). Stan/Eval Board (SEB). The 375 AW SEB meetings will be held quarterly, and they will be chaired by the 375 OG/CC. Each unit stan/eval chief or designated representative must attend; unit commander and/or operations officer, other stan/eval, training, and safety representatives are encouraged to attend. Normally, SEBs will convene the third Wednesday of the first month of the quarter, allowing time for the analysis and compilation of the previous quarter's trend information.

7.3.3.3.6.1.1. (Added) (932 AW Elements). The 932 AW SEB Meetings will meet at least semi-annually and will be chaired by the 932 OG/CC. Normally, SEBs will convene in February and August 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.

7.3.3.3.6.2. (Added) (AMC1). Required Routine Documentation Inputs to 375 OG/OGV. Each 375 AW unit will supply the following documents to 375 OG/OGV according to the schedules cited in the tables below.

Figure 1 Quarterly SEB Inputs (NLT 5 working days past end of quarter)

PROGRAM	DOCUMENT	ATCH	REFERENCE
Trends Management	Flight Evaluation Log	1	7.3.3.3.4.5. (Added)
Flight Evaluation Log	Flight Evaluation Log	1	7.3.3.3.4.5. (Added)
Evaluation Summary	Evaluation Summary	1	7.3.3.3.4.5. (Added)
No-Notice Program	Evaluation Summary	1	7.4.3.6.7.
CC's Observation Program	Flight Evaluation Log	1	375 AW Sup 1 to AFI 11-2C-MDS Specific, Vol 3
Flight Examiner Manning	Flt Examiner Manning Table	1	7.3.5.1.
Written Exam Summary	Written Exam Quarterly Summary	2 or 3	7.3.1.4.
MEGP Letter	MEGP Authorization Memorandum	6	7.7.11.3.

Figure 2 R & C Board Inputs (Submit following an R & C Board)

DOCUMENT	REFERENCE
Copy of Form 8 (N/A if event did not generate a Form 8)	7.3.5.7.3.1.
Copy of R & C Minutes	7.3.5.7.3.1.
AFORMs Individual Flying History Summary	7.3.5.7.3.1.

7.3.5.1. Stan/Eval Organization/Manning. Each flying unit is authorized at least one examiner per aircraft-type designated as chief and as many additional examiners as authorized based on total number of aircrews that are assigned to the unit. The C-9 Formal School may appoint as many student-only examiners as necessary to accomplish their mission. These examiners will not be assigned outside the formal school. NOTE: Each flying unit will submit a current listing and a 6-month projection of evaluator gains and losses with SEB inputs each quarter using the 375 OGV Flight Examiner Manning Table, **Attachment 1**, this supplement.

7.3.5.1.1. (Added) (932 AW Elements). Squadron and OG programs will be consolidated at the Operations Group level. Manning at the OG level will include one examiner per crew position as chief. Each flying unit will designate one examiner per crew position as senior flight examiner for pyramid evaluation purposes. Additional squadron level flight examiners will be appointed as authorized and directed by the squadron CC.

7.3.5.7.3.1. (AMC1). Aircrew Member Review and Certification (R & C) Board Procedures. The squadron/flight/formal school is the level for all R & C proceedings. At the conclusion of the R & C Board (including those for commander-directed downgrades), forward an information copy of the

R & C Board proceedings to 375 OG/OGV. The information copies of R & C Board proceedings will include R & C Board minutes, along with a copy of the completed AF Form 8 and an up-to-date AFORMS Individual Flying History Summary for each individual (AFORMs history not required for AECMs). For pilots, ensure the date of the R & C Board matches the final approving officer's review date on the AF Form 8 (Exception: IPs returning from formal training will have the AF Form 8 completed in its entirety, thus, the date of the R & C Board does not have to match). Maintain R & C Board Minutes for 2 years following the proceedings. NOTE: The squadron may prepare an AMC Form 500, Certificate of Achievement, to forward to the respective crewmember.

7.3.5.7.3.1.1. (Added) (932 AW Elements). The 932 OG squadrons will conduct R & C Boards. The 932 OG/OGV examiners will attend R & C Boards. The R & C Board proceedings will be documented and retained at the squadron level IAW para **7.3.5.7.3.1**.

7.3.5.7.4. (AMC1). R & C Board Actions--Aircrew Member Fails to Meet Standards. Decertifications for cause require R & C Board action. Document decertifications for cause on the AF 1381, USAF Certification of Aircrew Training, and use the R & C Board Minutes as the source document.

7.3.6.2. Flight Examiner Upgrade Procedures and Program. Each unit will establish written procedures governing the upgrade to flight examiner. Individuals chosen for FE upgrade will receive a briefing on the following directives as a minimum: AFI 11-401, Flight Management, AFI 11-202, Volume 2, AFI 11-2-MDS Specific, Volume 2, AFI 11-408/AMC1 (Holdover), and all applicable supplements. They should also be briefed on the philosophy regarding Q-1, Q-2, and Q-3 performance, as well as the procedures for conducting a flight evaluation. Additionally, they should receive instructions on the individual unit's guidelines for operating as a flight examiner and the proper method of completing the AF Form 8, AF Form 847, and AF Form 942, Record of Evaluation. Pilot evaluators will receive additional instructions on the MC Form 51 (AF Form 3862), Pilot Flight Evaluation. AECM evaluators will receive instructions on the AF Form 3862, AECM Qualification Evaluation. Place the AF Form 1381 permanently in the examiner's FEF (R&C Board Minutes or a Memorandum for Record will serve as the source document in Tab 1 beneath the AF Form 1381). Units will comply with para 7.A3.2.1 of this supplement. NOTE: 375 AW C-21 units will use **Attachment 3** to AFI 11-2C-21, Volume 3, C-21 Operations Procedures, to doc-

ument the upgrade process. The completed worksheet will serve as the source document to be placed under Tab 1, beneath the AF Form 1381.

7.4.2. Notify Unit/CC, Sq/CC and OG/OGV of any evaluation, except formal school student evaluations, graded Q-3. Comply with para **7.4.8.1.4.**, this supplement.

7.4.3.1.5.2. (AMC1). Category II ILS. (C-9 pilot only). Initial left-seat CAT II qualification requires demonstration of approaches to a missed approach and a landing. Automatic and manual approaches should be demonstrated. Recurring evaluations require one approach to either a missed approach or landing, but the examinee must demonstrate the ability to execute an approach to minimums while remaining within allowable limits. Copilot qualification will be IAW AFI 11-2C-9A, Volume 1, C-9 Aircrew Training.

7.4.3.1.8. (Added) (AW1). PAR Unavailability. Initial qualification (C-9 Formal School) students not PAR-trained or evaluated in the aircraft will have the appropriate remark made in the Comments Section of their AF Form 8. (Example: "Restriction: PAR training/evaluation not accomplished at formal school. Captain America is restricted from performing unsupervised PAR approaches until trained by the gaining unit.") Additional training by the gaining unit will be IAW para 4.9., AFI 11-408 (but not necessarily IAW para **7.4.9.1. (Added)** of this supplement), and it may be accomplished on operational missions. With patients and/or passengers on board, this training may not be accomplished in weather below nonprecision back-up approach minimums (ceiling and visibility) and in no case less than 3 miles visibility. Instructor pilots will monitor a back-up approach if available. If a back-up approach is not available, non-PAR qualified pilots may not fly PAR approaches in weather conditions below 1,500 feet-3 miles. NOTE: Do not clear the examinee on the AF Form 8 until proficiency is demonstrated.

7.4.3.3.7.1.1. (Added) (AMC1) (AW1). En Route (C-9, C-21). Evaluation will consist of at least two mission legs, with a different arrival and departure base, one instrument approach, and a landing. En route evaluations for initial aircraft commanders (nonprior qualified tanker/transport) must be at least 2 days in duration and include an off-station RON. (For C-21 evaluations, the unit commander may waive the 2-day mission and RON requirement.)

7.4.3.4. Instructor Evaluations. Initial instructor evaluations do not normally realign the examinee's 17-month qualification phase period. Pilots intending to have an initial instructor evaluation count as a QUAL/INSTM check must adhere to the following requirements: All required testing must be accomplished before departing home unit; testing results must be documented and signed off by unit DOV and hand carried to the formal school for recording; unit CC/DO approval required; formal school CC/DO approval required; pilots intending to do so must understand that receiving a Q-3 for the QUAL/INSTM portion of the instructor's checkride results in an unqualified status, and retraining will take place at the home unit.

7.4.3.6.6. (Added) (AMC1). Flight Examiner Special Interest Items (SIIs) will be documented in the SEB Minutes and listed in the 375 AW Flight Crew Bulletin. They will be updated by the 375 OG/OGV as required. (932 OG) The 932 OG will identify, when appropriate, SIIs applicable only to the 932 OG. These SIIs will be documented in the SEB Minutes and forwarded to the 375 OGV for inclusion in the 375 AW Flight Crew Bulletin.

7.4.3.6.7. (AMC1). No-Notice Evaluation Program and Goals. The No-Notice Program is designed to provide commanders a sampling of daily aircrew performance which will ensure compliance with governing directives and determine the overall effectiveness of the unit training programs. The no-notice rate goal for all 375 AW flying units is to sample a minimum of 15 percent of the qualified crewmembers. The total number of no-notice evaluations, along with the no-notice rate, will be reported quarterly. The DOV

chiefs will ensure an equitable distribution of no-notice flight evaluations among the crew positions. Candidates should be selected at random from those crewmembers meeting the criteria outlined in paragraphs 4.3.6.3. and 4.3.6.4. of AFI 11-408/AMC1. At least 50 percent of all no-notice evaluations should be en route evaluations (Exception: C-9 Formal School). At the flight examiner's discretion, all or part of a no-notice evaluation may satisfy a required evaluation if the examinee subsequently completes all remaining subareas and written examinations by the end of the second month (2 UTAs for Reserve units) following the flight evaluation. (NOTE: For further guidance on accomplishing the requirements of a QUAL/INSTM eval following a SPOT given as a no-notice check, refer to para **7.6.1.3.5. (Added)**, this supplement.) The No-Notice Program does not preclude commanders from directing additional spot evaluations. Commander-directed spot evaluations are not limited. The 375 OG/OGV personnel will also conduct no-notice and spot evaluations. Evaluations conducted by the 375 OG/OGV will not be counted in the squadron's no-notice rate, unless acting in coordination with the squadron Stan/Eval. The goal of the 375 OG/OGV is to evaluate 15 percent of unit instructors and evaluators across the 375 OG per calendar year. Annotate totals on the Flight Evaluation Summary (**Attachment 1**).

7.4.3.6.7.1. (Added) (932 AW Elements) The goal of the 932 AW units is to sample a minimum of 15 percent of the qualified crewmembers. OG/OGV no-notice evaluations will be coordinated and integrated with the squadron no-notice programs and included in the appropriate squadron statistics.

7.4.5.3.1.1. (Added) (AW1). Pilot Emergency Procedure Evaluations (EPE). The EPEs will be conducted on all Qual/Instm evaluations. Questions and situations will be drawn from emergency/abnormal procedures and should include SIIs if applicable. Conduct EPEs verbally. Applicable grade possibilities for AF Form 8 Ground Phase documentation are: "1," "3," or "3/1."

7.4.5.3.1.2. (Added) (AW1). Air Evac Crew Member's (AECM) Emergency Procedure Evaluation. Guidance is contained in AFI 11-2AE, Vol 2, Aeromedical Evacuation Aircrew Criteria, para 1.9.5. and detailed in AFI 11-2AE, Vol 2, Chapter 3. Normally, EPEs should be accomplished before flight, if possible. An incorrect response to a Boldface/Critical Action Procedure during an EPE requires an unqualified (U) grade for this particular ground-phase portion of the evaluation. But it does not necessarily result in an overall Qualification Level 3. At the flight examiner's discretion, the incorrect Boldface/CAP response may be verbally debriefed to a "Q" Level at the time of the evaluation, or the flight examiner may specify additional training required. If the EPE was accomplished during the flight phase, make a note of it in Examiner's Remarks on the AF Form 8. The 375 AES Stan/Eval will develop and maintain procedures to conduct EPEs for attached fliers.

7.4.5.3.2. Boldface/Critical Action Procedures. Boldface/Critical Action Procedures are evaluated IAW AFI 11-202, Vol 2, para 5.5., by written examination as a requisite for all periodic qualification evaluations. Minimum passing grade for Boldface/CAPs Exams is 100 percent. In all cases, applicable grade possibilities for AF Form 8 Ground Phase documentation are: "U," "Q," or "U/Q." In cases graded other than "Q," make an appropriate entry in the "Comments" Section of the AF Form 8. If the aircrew member fails the Boldface/CAPs Exam, the examinee will not fly until a successful reevaluation is accomplished (per AFI 11-202, Vol 2, para 4.6.5.6). Comply with para **7.6.1.3.1.**, this supplement. "Boldface" is synonymous with "critical action procedures."

7.4.8.1.4. Report Flight Evaluations graded Q-3 to the appropriate OG/OGV NLT the end of the next duty day (N/A for C-9 Formal School students). Provide the following information: Squadron/unit; crew qualification of individual evaluated; type and date of evaluation; subareas graded Q-2/Q-3; reason for downgrade; and the flight examiner's comments.

7.4.9.1. (Added) (AMC1). Additional Training Follow-Up. The unit stan/eval offices will ensure any additional training required following a Q-2 or Q-3 Evaluation is satisfactorily completed, prior to administering a reevaluation. This training should be accomplished in a timely manner, preferably within 2 weeks following the original evaluation. (Exception: 932 AW comply with para 4.9.1. of basic regulation AFI 11-408/AMC1.) Document the completion of additional training on the original AF Form 8, to include a signature block for the instructor/evaluator who supervised the training.

7.4.11.2.1. (Added) (AW1). Spot Evaluations. AFI 11-2AE, Vol 1, Aeromedical Evacuation (AE) Aircrew Training, para 3.7.2., states that the commander may optionally direct a SPOT evaluation for AECMs who are noncurrent for 2-6 months. Due to the nature of the 375th and 932d mission, all AECMs who are 2-6 months noncurrent will require a SPOT evaluation to regain currency. This SPOT evaluation will encompass all areas of the AF Form 3862.

7.4.12. Administrative Downgrade. Units will notify the appropriate OG/OGV of administrative downgrades.

7.5.3.1.3. (AMC). The 375 AW Form 200, C-9 Boldface/Ops Limits, will be used to routinely check aircrew member knowledge of boldface and operation limitations. The C-21 units will use the 375 OG/OGV Boldface/Ops Limits Form.

7.5.3.1.5. Requisite examinations will be generated by the 375 OG/OGV using secure question banks and master question files. New examinations will be coordinated with the 932 OG/OGV for distribution to the 932 AW squadrons. Units are responsible for safeguarding their respective copies of the exams, and they will destroy superseded tests. Comply with para 7.3.1.4., this supplement. (Exception: The 375 OSS/OSF may generate student only open and closed book exams. The closed book may be generated from the Master Question File (MQF); however, the exam is not required to be given to the student prior to taking. This procedure has been coordinated through HQ AMC/DOV.)

7.5.3.2.1.1. (AMC). Open book questions will include questions drawn from SAFBI 13-201, Airfield Operations and Air Traffic Control (ATC). (Does not apply to AECM Tests nor to non-Scott based flying units). NOTE: C-21 GSUs should include 2 or 3 locally generated questions from their associated Airfield Operations and Air Traffic Control directives by adding the questions to the test sent out by 375 OG/OGV.

7.5.3.2.1.2. (AMC). Formal Course Student Evaluations. The C-9 Formal School may develop and maintain its own test file for student testing. These tests will be updated as needed to reflect publication changes. The POC for these tests is the Formal School Chief, DOV. Instrument tests must be IAW AFMAN 11-210, Instrument Refresher Course (IRC) Program.

7.5.3.2.2.1. (Added) (AW1). The AECM Master Question File (MQF). The AES Stan/Eval will provide all aircrew members who are assigned and/or attached with the current MQF.

7.5.9. Unit Periodic Testing. (NOTE: Not applicable to C-9 Formal School.) Unit evaluators should administer periodic testing, preferably monthly, to monitor the crewmember's knowledge level and trends. As a guide, pilot testing should focus on, but is not limited to, aircraft systems, emergency procedures, local and MAJCOM directives, fuel savings, seasonal flying topics, and previously identified trend areas. The AECM testing should focus on, but is not limited to, nursing considerations, aircraft systems, emergency procedures, emergency equipment, and previously identified trend areas. In all cases, test questions will be generated in-unit, and they will not come from the MQF (Exception: ASEV preparation). Both open- and closed-book tests should be given, though not necessarily for each topic covered. Compiled test results will be kept with the squadron Stan/Eval. Results and/or trends need not be reported

to the respective OG/OGV. Criteria for and the handling of failed exams are at the discretion of each unit. The C-21 units will use the 375 OG/OGV monthly tests and plan.

7.6.1. (AW1). Refer to the 15 AF Form 8 Completion Guide for guidance in completing the AF Form 8. All completed evaluations will be entered on the 375/932 OG/OGV Flight Evaluation Log (See [Attachment 1](#).)

7.6.1.3.1. (AW1) (Added). Ground Phase. Enter the Boldface/CAPs grade as a separate line entry, i.e., Q, U, or U/Q IAW AFI 11-202, Vol 2, [Attachment 3](#).

7.6.1.3.2. (Added) (AW1). Ground Phase. Per AFI 11-2C-(9 and 21) Vol 1, the Instrument Examination is a subset of the Instrument Refresher Course (i.e., IRC is not complete until instrument exam is successfully accomplished). Enter the following on the AF Forms 8 line for instrument requisites: (1) under examination/check, enter "IRC;" (2) under date, enter the date that successfully completes the entire event, i.e., the date of the examination itself (per AFMAN 11-210, the course precedes the test.); (3) under grade, enter the score per para 6.1.3. of the basic instruction. NOTE: The date of the IRC and all related exams should reflect the Checkride Completion Date in AFORMs to ensure proper currency alignment (i.e., if the checkride is the latest event to be accomplished then all checkride currency-related events should reflect that date--if the testing is accomplished after the checkride, then AFORMs should reflect the checkride date for all related events). Annotate the AF Form 8 with the actual completion dates of each event.

7.6.1.3.3. (Added) (AW1). Ground Phase. EPE Documentation. See paras [7.4.5.3.1.1. \(Added\)](#) or [7.4.5.3.1.2. \(Added\)](#), this supplement, for guidance.

7.6.1.3.4. (Added) (AW1). Ground Phase. Boldface/CAPs Documentation. See para [7.4.5.3.2.](#), this supplement, for guidance.

7.6.1.3.5. (Added) (AMC) (AW1). Flight Phase. SPOT checks qualifying as a QUAL/INSTM Check Procedures. Should an individual choose to complete all ground phase requirements following a SPOT check, so it will count as a QUAL/INSTM check and reestablish a new eligibility, unit DOVs will accomplish the following: After the SPOT eval accomplish the AF Form 8 with SPOT in the "Flight Phase" section and complete, to include the evaluator's signature. Place it in the right side of the FEF and maintain it as a file copy until the individual accomplishes the remaining ground phase items (SUSPENSE: Last day of the second month following the month of the flight evaluation). NOTE: Do not fill out the AF Form 942 until the AF Form 8 is finalized. On the day of the suspense, the AF Form 8 becomes final and the remaining signatures can be completed. If the examinee meets the suspense, then redo the AF Form 8 to reflect the flight phase as "QUAL/INSTM," with the appropriate completion date. The mission description in the "Remarks" section should adequately describe the mission to reflect that it was initially a SPOT check that subsequently fulfilled the requirements of a QUAL/INSTM check. NOTE: The above guidance applies to AECMs for QUAL/MSN checks.

7.6.1.4. (AMC1). Section A. Documentation. To indicate supervisory attendance at the evaluation debriefing, include the rank, name, and title of the supervisor (e.g., "Lt Col Wilkinson, 11 AS/CC, attended the debrief.").

7.6.1.5. Section III. The final approving officer for flyers attached to 375 AW/932 AW units will be the flying unit CC to whom the individual is attached to fly. When crewmember certification board action is required, the final approving officer will be the board president. For students at FTU/CCTS, the reviewing and approving official blocks are completed by the training MAJCOM conducting the evaluation.

7.6.3. FCIF. All AMC Forms 446, Flight Crew Information File, will be coordinated and distributed by the 375 OG/OGV. Only the respective OG/CC, CD, or designated representative may sign the AMC Form 446. Distribution of FCIFs will be electronic through the 375 OG website located at "<http://www.scott.af.mil/375aw/375og/375ogv/ogvhome.htm>" (932 AW) All AMC Forms 446 will be forwarded to the 375 OG/OGV for coordination and distribution. Any FCIF specific to 932 AW flying squadrons will state as part of the message the following statement: "This guidance applies to 932 AW flying units only." All FCIFs applicable to both AWs will be written and distributed by the 375 OG/ OGV.

7.6.3.7.5. Part E – Theater Indoctrination Folders. 375 AW units will standardize their theater indoctrination folders to include the following general volumes and separate subfolders:

Central/South American & Caribbean Theater

South American Operations

South American Trainer Profiles (separate folders for each profile)

Guantanamo Bay Operations

Canadian/Alaskan Theater

European Theater

Saudi Operations

Sondre Stromfjord Operations

Pacific Theater

7.6.3.7.5.1. The 375 AW units will ensure each theater indoctrination folder lists the following contents: Mission Deployment Checklist: Mobility training, personnel requirements to accomplish prior to departure.

Airspace/Airfield Review: Flip/FIR/UIR/ADIZ- procedures, airspace classifications, ASRR, and qualification videos (where videos can be located).

Border Clearance: FCG, customs, immigration, agriculture, insect and pest control, and dip clearances.

Flight Planning: CFP, 1801/175, weather, fuel reserves, and international notams.

Other Regulatory Information: Nav procedures, life support equipment, crew rest.

Local Information: C2 reporting, maint problems, billeting and transportation.

After Actions Report: Summary of mission, to include items to aid in future missions.

7.6.3.7.5.2. The 375 AW units will submit mission reports following theater indoctrination missions to 375 OGV for posting on the website. Units will maintain copies of mission reports in their respective theater indoctrination folders. At their discretion, units are encouraged to use the sample mission report format (see [Attachment 7](#), this supplement).

7.6.4. Go-No Go Procedures. Units will develop and maintain written procedures for processing the AMC Form 41, Flight Authorization, and ensure crewmember meets all requirements prior to flight; as a minimum these procedures will require reviews of FCIFs, currencies, flight orders and the risk assessment matrix. Flight Authorizations will be checked using the local AFORMS database. The 375 AW units may use, at their discretion, [Attachment 5](#) to this supplement as a template to document Go-No Go Procedures.

7.7.10. Aircrew Flight Manuals Program. Comply with AFI 11-215, Flight Manuals Program (FMP).

7.7.10.1. Control and Distribution. The unit stan/eval personnel will forward one copy of the Manuals Control Officer/NCO's designation letter to the 375 OG/OGV. Maintain flight manuals IAW AFI 11-215.

7.7.11.2. Flight Publications/AF Forms 847. The unit stan/eval offices are responsible for processing AF Forms 847 originated within their units IAW AFI 11-215 and the AMC Supplement. Control numbers will be assigned by the respective OG/OGV in the following format: Units submitting the AF Forms 847 and the last two digits of the current year, hyphenated with a consecutive sequence number for AF Forms 847 originated by the group for the current year (e.g., 011-98-01 or 457-98-01). NOTE: Please contact the appropriate OGV via e-mail with the intended corrections before submitting an AF Form 847--this will preclude individuals from submitting corrections already in progress. The NAF will provide information copies of forms generated outside 375 OG.

7.7.11.3. The 375 AW units will submit an updated MEGP letter quarterly using **Attachment 6** of this supplement as a format. Submit the new letter, along with quarterly inputs.

7.7.12. (Added) (AW1). Functional Check Flights (FCF). Each unit (pilots only) will send a list of their FCF pilots to the 375 OG/OGV. This letter will be updated annually and any time there are changes to the list. As a minimum, these pilots will be instructor-qualified, and they should consist of the most experienced pilots in the squadron. Each pilot will complete an FCF Checkout Program IAW AFI 11-2-MDS Specific, Vol 3. Units will prepare and submit a Memorandum for Record for the OG/CC's signature listing FCF qualified pilots. No pilot will fly in command of a functional check flight, unless he/she has completed this program and has been identified, in writing, by the 375 OG/CC. Upon completion of the program, update the individual's AF Form 1381 in the FEF and place the corresponding 375 OG FCF checkout worksheet (For C-21s: **Attachment 2** of AFI 11-2C-21, Vol 3/375 AW1 – For C-9s: **Attachment 1** of AFI 11-2C-9, Vol 3/375 AW1) in Tab 1 as the source document.

7.7.13. (Added) (AW1). Formation Qualified Pilots. Wing Commander approval is required prior to flying in any formation flight involving 375 AW aircraft.

7.A.1. (Added) (AW1). Add the following to the end of the list of Abbreviations and Acronyms in **Attachment 1** of the instruction: UTA Unit Training Assembly.

7.A.3.2.1. (Added) (AMC). Flight Evaluation Folders (FEF). Flight Examiner Certification/Decertification. Upgrade to flight examiner does not require a flight evaluation, and therefore, is not an AF Form 8-generating event. As such, it is not documented on the AF Form 942. To reflect flight examiner's qualifications in the individual's FEF, record the upgrade to flight examiner on the AF Form 1381 and place it in Section 1, Tab 1, of the FEF (behind the AF Form 942). See **Attachment 4** of this supplement for a sample of AF Form 1381. Complete a source document (i.e., Memorandum for Record, R & C Board Minutes) for all examiners that will include remarks indicating certification or decertification. Place this record in the FEF Section I, Tab 1, behind the AF Form 1381. NOTE: 375 AW C-21 units will use **Attachment 3** of AFI 11-2C-21, Vol 3, to document Flight Examiner Certification. Maintain the AF Form 1381 as a permanent record in the FEF and document it as such on the form itself. Record flight examiner decertification for normal administrative purposes in the same manner and on the same AF Form 1381. Record downgrades for cause on the AF Form 8. Decertifications for cause, but not requiring an AF Form 8 action, should be cited by a Memorandum for Record or R & C Board Minutes as the source document.

POC _____ DSN _____

375 OG/OGV C-21 EVALUATION SUMMARY

Unit: _____ Period: _____

	MC				FP/ MP					IP		EP		OTHER EVALS
	SPO T	N/N	INIT	INTSTM/ QUAL	SPOT	N/N	INIT	INSTM/ QUAL	INIT MSN	INTSTM QUAL	N/N	INTST M QUAL	N/N	
EPE														
Q-1														
Q-2														
Q-3														
FLIGHT														
Q-1														
Q-2														
Q-3														
TOTAL FLT EVALS														

NO-NOTICE EVALUATION SUMMARY

N/N QTR	
N/N YTD	
YTD RATE(%)	
TOTAL AVAIL CREW MEMBERS	

375 & 932 OG/OGV AECM FLIGHT EVALUATION LOG

Unit _____ Period _____

Page ____ of ____

Crew	Type	Qual	Q-	Q2/Q3	Trng	Trng	Supv	AFORMS	Trends	Form 8			
Name	Qual	Eval	NN/ CD*	Date	FE Level	Items	Items	Due	Comp	Attn'd	Input	Posted	Filed

Corrective action:

CC observation rides (number for qtr/total for YTD) 1st Qtr: / 2nd Qtr: / 3rd Qtr: / 4th Qtr: / YTD percentage:

POC _____ DSN _____

375/932 OGV C-9 EVALUATION SUMMARY

UNIT _____ PERIOD _____

	MC				FP/ MP					IP		EP		OTHER EVALS
	SPO T	N/N	INIT	INTSTM/ QUAL	SPOT	N/N	INIT	INSTM/ QUAL	INIT MSN	INTSTM QUAL	N/N	INTST M QUAL	N/N	
PEPE														
Q-1														
Q-2														
Q-3														
FLIGHT														
Q-1														
Q-2														
Q-3														
TOTAL FLT EVALS														

375 & 932 OG/OGV

C-9 PILOT NO-NOTICE EVALUATION SUMMARY

	MC	FP/MP	IP	EP	N/N QTR	
Q-1					N/N YTD	
Q-2					YTD RATE(%)	
Q-3					TOTAL AVAIL CREWMEMBERS	

C-21 PILOT NO-NOTICE EVALUATION SUMMARY

	MC/ MCF	FP/MP	IP	EP	N/N QTR	
Q-1					N/N YTD	
Q-2					YTD RATE(%)	
Q-3					TOTAL AVAIL CREWMEMBERS	

AECM NO-NOTICE EVALUATION SUMMARY

	FN	INST FN	EH	AET	INST AET	EAM	N/N QTR	
Q-1							N/N YTD	
Q-2							YTD RATE(%)	
Q-3							TOTAL AVAIL CREW- MEMBERS	

PILOT OVERALL WRITTEN EXAM SUMMARY

OPEN BOOK	NUMBERS TESTED	OVERALL PASS/FAIL	OVERALL AVG SCORE
CLOSED BOOK	NUMBERS TESTED	OVERALL PASS/FAIL	OVERALL AVG SCORE
INSTRUMENT EXAM	NUMBERS TESTED	OVERALL PASS/FAIL	OVERALL AVG SCORE

Attachment 5

375 OG/OGV GO--NO-GO WORKSHEET

DATE: _____

AIRCRAFT COMMANDER: _____

The aircraft commander will ensure that the following items on this checklist have been accomplished prior to initialing the go/no-go block.

1. Flight orders are correct _____ (DOO)
2. Pilot currencies are reviewed _____ (DOS)
3. FCIF cards are signed off _____ (AC)

4. Risk Assessment Matrix

Baseline _____ (DOO)

Sortie 1 Score _____ (AC)

5. Flight Pubs Inventoried/Current _____ (AC)

GO/NO-GO _____

AC INITIALS

Return completed worksheet to Current Operations/Scheduler, prior to departure

Doe, Robert J. TSgt 123-45-6789
Deer, John H. SSgt 123-45-6789

Raytheon:

Doe, John C. 123-45-6789
Deer, John H. 123-45-6789

2. [Enter POC]

REQUESTING OFFICIAL, RANK, USAF
TITLE

1st Ind, 375 OG/CC

MEMORANDUM FOR 375 OG/OGV

Approved/Disapproved

COMMANDER'S NAME, Colonel, USAF
Commander, 375th Operations Group

Attachment 7

SAMPLE, THEATER INDOCTRINATION MISSION REPORT

A7.1. Please take the time to fill out this form letter. The information that you provide will benefit future missions. When completed turn in this form letter to the DOV Section.

A7.2. Dates of Trip:

A7.3. Theater

: _____.

A7.3.1. Mission Number:

A7.3.2. DV Supported (Name/Code):

A7.4. Crew:

A7.5. Was flight a mission or OST?

A7.6. Itinerary:

A7.7. List any particular notes about each station transited on the trip.

A7.8. List any significant problems or obstacles that occurred during the trip.

KAREN M. TORRES,, Colonel, USAF
Commander, 375th Operations Group