

**BY ORDER OF THE COMMANDER  
944TH FIGHTER WING**

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



**944TH FIGHTER WING  
Supplement 1**

**24 DECEMBER 2003**

**Flying Operations**

**AIRCREW STANDARDIZATION/EVALUATION  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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The OPR for this supplement is 944 OG/OGV (Maj B. Silkey). This supplement implements and extends guidance of Air Force Instruction (AFI) 11-202V2, 17 June 2002. This supplement describes 944th Fighter Wing (FW) procedures to be used in conjunction with the basic instruction. It applies to all assigned and attached pilots of the 302d Fighter Squadron (FS)/944 FW and any guest pilot who flies with the 302 FS/944 FW.

**SUMMARY OF REVISIONS**

**This publication is substantially revised and must be completely reviewed.** Revisions include reformatting of the supplement; incorporation of evaluation profiles; standardization of letter of Xs; clarification of the exam and trend program; clarification of Air Force (AF) Form 847, **Recommendation for Change of Publication**, program; explanation of publications distribution; addition of local area brief requirements; clarification of who will administer flight evaluations; redefined Go/No-Go items and documentation; incorporation of formal course evaluation procedures; incorporation of a rear cockpit evaluation for formal course instructors; and local instruction for upgrading pilots.

3.2.2. Chief of Standardization/Evaluation (OG/OGV) maintains a website on the 944 FW limited access website. This website contains pertinent Standardization/Evaluation (STAN/EVAL) information. Users should familiarize themselves with the contents of the website in order to obtain current information that may not be transmitted through the defense messaging system (DMS).

3.2.2.1. OG/OGV will review all AF Forms 8, **Certificate of Aircrew Qualification**, prior to release for signatures.

3.2.2.2.1. (Added) Annual review of Flight Examiner Folders (FEF) will be accomplished each January. A Flight Eval Schedule Report will be generated from the 10AF Standard STAN/EVAL Program and used to compare the expiration dates contained in 10AF Standard STAN/EVAL Program with those in individual FEFs. Results will be documented in the next Standardization/Evaluation Board (SEB) minutes.

3.2.2.2.2. (Added) The OGV will maintain a FEF divided into four sections to effectively manage the FEF and ensure FEFs with identified errors are isolated until corrected.

3.2.2.2.2.1. (Added) Section A, Incoming Folders. This section will contain the FEFs undergoing review of newly assigned permanent party members.

3.2.2.2.2.1.1. (Added) New FEFs will be reviewed by OG/OGV, FS/CC/Director of Operations (DO), and the assigned flight commander to establish individual qualifications. Initial review will be documented using the 944 OGV Initial Review Sheet.

3.2.2.2.2.2. (Added) Section B, Incomplete Folders. This will contain the FEFs (permanent party/student) that are incomplete, incorrect, awaiting additional training or awaiting a completed AF Form 8. Subject folders will remain in this section until all discrepancies are corrected.

3.2.2.2.2.3. (Added) Section C, Current Folders. This section will contain complete permanent party folders.

3.2.2.2.2.4. (Added) Section D, Trainee FEFs. If applicable, this section will contain all FEFs of assigned students who do not have an AF Form 8 outstanding.

3.2.2.2.2.5. (Added) Each FEF must have a Privacy Act of 1974 statement located on the front cover. Example: "This FEF contains privacy act information and is to be used for official use only in accordance with (IAW) AFI 33-332, *Air Force Privacy Act Program*."

3.2.2.4.4. The trend program of the 944 OG consists of identifying, reporting and tracking aircrew performance. Performance anomalies are reported at the SEB and tracked as monitor and or trends. Negative anomalies are assigned an office of primary responsibility (OPR), remedial action and tracked until remedied.

3.2.2.4.4.1. (Added) Monitor areas are discrepancies of more than 10% but less than 25% (minimum sample size of five). A monitor area which occurs in successive halves will be identified as a trend.

3.2.2.4.4.2. (Added) Trends are discrepancies of 25% or more (minimum sample size of five) and will be primarily identified through evaluations, written examinations, student non-progression grade sheets and trend daily mission discrepancies.

3.2.2.6.1. (Added) SEBs will normally be scheduled for the Unit Training Assembly (UTA) of the month following the half-year covered (e.g., January and July). If this is not possible due to deployments or other scheduling conflicts, the SEB will be scheduled at the earliest available UTA. The OGV will publish the time and proposed agenda of the SEB no later than one week prior to the SEB.

3.2.2.6.2. (Added) The SEB will be chaired by the OG/CC and will consist of: OSF/CC, OG/OGV, FW/SE, FS/CC/DO/DOK/Intelligence (IN)/Training Officer (DOT)/Scheduling Officer (DOS), all unit Flight Examiners (FE), and a recorder.

3.2.2.6.3. (Added) Compiled Cockpit/Crew Resource Management and range foul information will be presented at the SEB.

3.2.2.6.4. (Added) OG/CC will assign OPRs and an Estimated Completion Date (ECD) for all SEB action items. OPRs will provide OGV written notification of their completion/status of action items by assigned ECD (normally the next half SEB). Action items that remain open will be assigned a new ECD and both the OPR and OGV will accomplish follow-up. The OG/CC will approve the minutes and release them for distribution to 10 AF/DOV and post them on the 944 OGV website. SEB minutes will be for-

warded to 10AF/DOV using the 10AF/DOV SEB template. A copy will be forwarded to 19AF/DOV for review. Pertinent portions of the SEB minutes, including any trends, will be briefed at the next UTA.

3.2.2.8. Pilot flight manuals and publications distribution will be IAW the following:

3.2.2.8.1. (Added) The FS will establish a Technical Order (T.O.) distribution account (primary/alternate) for required T.O. publications. The T.O. distribution office will determine the total requirement from the number of assigned and attached pilots, briefing rooms, guest flying publications and the Flight Crew Information File (FCIF) file. Each pilot will maintain the following publications:

3.2.2.8.1.1. (Added) Permanent Party. The -1 and -34 Checklist and the Hellion In-flight Guide.

3.2.2.8.1.2. (Added) Students. The -1 and -34 Flight Manual; -1 and -34 Checklist; Hellion In-flight Guide; Luke Air Force Base (LAFB) Instruction 13-203, *Airfield Operations and Base Flying Procedures*; AFI 11-2F-16V3, *F-16 Operations Procedures*; AFTTP 3-3V5 (CD-ROM), *Combat Aircraft Fundamentals*; and the Block 25/32 F-16 master question file (MQF). Students will receive these publications from the 56 FW T.O. distribution office. The 944 OGV office will distribute to the students a Hellion In-Flight Guide, AFI 11-2F-16V3/944 FW Supplement, F-16 Operations Procedures, and the 944 FW Local Area Procedures MQF.

3.2.2.8.2. (Added) OGV will review all publications annually. This should be done during the January UTA.

3.2.2.9.3.1. (Added) OGV will assist the originator in completing an AF Form 847 using the AFRC Electronic 847 Management Program and accomplish preliminary review for accuracy and content.

3.2.2.9.3.2. (Added) OGV will forward approved AF Form 847 submissions via electronic format IAW AFI 11-202V2, Attachment 5, and AFI 11-215, *Flight Manuals Program (FMP)*.

3.2.2.9.3.3. (Added) OGV will maintain a log showing the status of each AF Form 847 submitted and track status until final disposition. The OGV will include the status of the AF Form 847 program in the SEB minutes.

3.2.2.9.3.4. (Added) Retain copies of approved AF Forms 847 until the recommended change is incorporated into the appropriate publication. Retain disapproved AF Forms 847 for one year.

3.2.2.12. (Added) The OGV Chief administers the flight examiner upgrade program.

3.2.3. The 944 FW STAN/EVAL function is centralized under the Operations Group (OG) Commander (CC) and managed by the OG/OGV. The 302 FS and OG STAN/EVAL programs are combined under the 944 OG/OGV. The 944 OG/OGV will report directly to, and be rated by, the 944 OG/CC. All other squadron, group and wing STAN/EVAL personnel will report to the OG/OGV on evaluation and STAN/EVAL matters.

3.3.1.5.1. (Added) The Squadron Letter of "X"s will contain the following information: Column 1, will be sequential numbering of listed names; Column 2, Pilot names in alphabetical order; Column 3, pilot rank; Column 4, pilot mission status; Column 5, squadron flight assignment; Column 6, pilot weather category; Column 7, Flight Lead certification; Column 8, Instructor Pilot (IP) certification; Column 9, Flight Examiner certification; Column 10, Mission CC certification; Column 11, Supervisor of Flying (SOF); Column 12, Maverick certification; Column 13, Targeting Pod certification; Column 14, Night Vision Goggle qualification; Column 15, Combat Search and Rescue; Column 16, Functional Check Flight; Column 17, Forward Air Controller (Airborne). Letter of Xs will include annotations for individuals in train-

ing or levels of qualification. The FS/DOT will insure the Letter of "X"'s is current and will post a current copy at the operations desk and on the 944 FW website.

4.2.1. When a FE vacancy exists, FS/CC will submit a list of highly qualified IPs to the OG/CC for selection.

4.2.1.1. (Added) Selected pilots will complete items 1-6 of the FE Upgrade Checklist (**Attachment 9 (Added)**) prior to certification.

4.2.1.1.1. (Added) For FE candidates who were previously F-16 qualified examiners, the Chief of OGV will determine what items of the FE Upgrade Checklist must be accomplished. As a minimum, these individuals will complete the interview with the OG/CC and review the listed publications prior to certification.

4.2.1.1.2. (Added) The upgrading FE exam is a 15-question exam with a minimum passing score of 85%. This exam consists of questions from AFI 11-202V2, AFI 11-202V2/944 FW Supplement and AFI 11-2F-16V2, *F-16 Aircrew Evaluation Criteria*.

4.2.1.1.3. (Added) Prior to certification, upgrading FEs must monitor both an Emergency Procedures Evaluations (EPE) and flight evaluation being administered by any certified FE.

4.2.1.1.4. (Added) An FE's first EPE and flight evaluation must be monitored by any certified FE, and documented as an FE Objectivity Evaluation.

4.2.1.1.5. (Added) Document the first EPE and flight evaluation on an AF Form 8 by placing "SPOT" in the ground and/or flight phase of the AF Form 8 and explaining in mission description block that this was an FE objectivity evaluation.

4.2.5. The OG/CC will certify the upgrade by signing the FE Upgrade Checklist, reflecting the individual's status as an FE. A copy of the completed checklist will be provided to DOT and maintained in the individual's Training Folder. DOT will identify the new flight examiner on the letter of "X"'s and notify flight records of the change from IP to Evaluator Pilot (EP). An AF Form 4324, **Aviation Resource Management System Worksheet** will be completed by flight records. When a pilot is removed from Flight Examiner status, the OG/CC will sign the de-certified block on the FE Upgrade Checklist. DOT will update the letter of "X"'s, and notify flight records. An AF Form 4324 will be completed by flight records. The checklist will be maintained in the training folder as documentation that the pilot was a previously certified flight examiner.

4.3.5.1. (Added) The FE will debrief the FS/CC, FS/DO or FS/Assistant DO on all evaluation results.

4.3.5.2. (Added) The FE will refer to AFI 11-2F16V2 and the 944 OG/OGV FE Guide for required briefing items and suggested profiles. The FE may ask pertinent questions extracted from flight manual, weapons delivery manual or other appropriate directives and manuals to evaluate required tasks not adequately evaluated in flight. Additionally, the FE may evaluate situational emergencies and aircraft general knowledge during the brief or debrief.

5.2.1.2. Permanent party pilots will attend the Instrument Refresher Course (IRC) annually. The IRC will be scheduled during the first quarter of the calendar year. FS/DOT will log attendance for the course. For pilots who missed the course, they must make it up by reviewing the IRC CBIT CD-ROM. A one hour discussion will then be led by an IRC instructor.

5.2.1.3.1. (Added) For scheduled mission evaluations, the FE or OGV will give the examinee the scenario and Air Tasking Order (ATO). The ATO will simulate anticipated unit AEF tasking, incorporating a

possible real world Area of Responsibility (AOR), Commander Objectives, threats, targets, communications procedures, and available munitions. No-Notice evaluations do not require an ATO. For all mission evaluations, FS/DOS will schedule munitions, configurations, airspace, controlling agencies, and adversaries to support the mission. Dissimilar adversaries are desired for all A/A Mission Evaluations.

5.2.1.3.2. (Added) FS/IN will brief the Intel scenario during the flight brief. The examinee will coordinate with FS/IN at least one day prior. Real world threat scenarios will be created and modified for each mission to support the ATO.

5.2.1.3.3. (Added) A squadron Weapons Officer and the Electronic Warfare Officer (FS/DOK) will support each mission evaluation when available. The examinee will coordinate with FS/DOK at least one day prior to confirm ordnance, fuse settings, attacks, DMPI's, target photos, mission planning resources, threat countermeasures, and tactics. All A/G mission evaluations will utilize actual or simulated Precision Guided Munition (PGM) attacks. Mission checks that are approved to be flown in conjunction with formal student training will be planned in accordance with the associated syllabus and its training objectives.

5.2.2. The instrument (INSTM) and qualification (QUAL) evaluations will be combined (INSTM/QUAL). Initial (INIT) instructor (INSTR) evaluations may be combined with a mission (MSN) evaluation (INIT INSTR/MSN).

5.2.3.6. (Added) The OG goal is to ensure a quality force through an equitable sampling of no-notice evaluations. As a minimum, the OG goal for no-notice evaluations will be 10% of all evaluations, evenly distributed between mission and instrument profiles. All no-notice evaluations will be coordinated through the FS/CC or FS/DO.

5.2.3.6.1. (Added) The no-notice evaluation program will not be used as a scheduling tool and no-notice evaluations should be accomplished prior to the sixth month of eligibility.

5.2.3.6.2. (Added) The OGV will track no-notice evaluations to ensure compliance with the no-notice program. The status will be reported during the SEB.

5.2.3.6.3. (Added) No-notice mission evaluations that do not have an ATO will stress possible real world tasking, and will utilize FS/IN and FS/DOK during mission planning, if able.

5.2.3.6.4. (Added) A no-notice evaluation may be used to monitor the progress of any pilot who receives an area grade of unqualified or an overall Q-3 on an evaluation. The goal is to administer the no-notice evaluation within six months of the completion of any additional training or successful completion of the failed evaluation. Designate these evaluations as SPOT IAW AFI 11-202V2.

5.2.5. The INSTM/QUAL evaluation profile is defined in **Attachment 7 (Added)**. The MSN evaluation profiles are defined in **Attachment 8 (Added)**. The FE will discuss the profile when contacted by the examinee.

5.2.5.1. (Added) For all INSTM/QUAL evaluations, the examinee will brief the mission covering ground procedures, emergency procedures/considerations and maneuvering capabilities/restrictions. In order to meet RAP tasking requirements, INSTM/QUAL evaluations may be administered on any compatible training mission. The examinee will fly to published minimums if in visual meteorological conditions. As a minimum, area work on INIT INSTR/QUAL (student) evaluations should include close, route, tactical formation/maneuvering, cross under, rejoin and an aerobatic maneuver.

5.2.5.2. (Added) Mission evaluations normally will not be conducted with formal student training, but will evaluate Combat Mission Ready status. Waiver authority is FS/CC or FS/DO. Syllabus compliance,

flight lead management, instructor technique, effective student critique, and flying proficiency will be emphasized on all instructor evaluations (with or without formal students).

5.2.5.3. (Added) Initial mission evaluations will be flown as an A/G scenario to a tactics range. Following the INIT MSN, evaluation profiles should alternate between A/G and A/A scenarios. OGV will track this using the 10 AF STAN/EVAL program.

5.2.5.4. (Added) INIT INSTR flight evaluations will be scheduled as an A/G mission profile. Minimum scheduled flight size is a four-ship. Depending on the flight's composition and training requirements, the FE may fly in any position within the flight provided accurate observation of instructor performance is maintained.

5.2.5.5. (Added) The rear cockpit (RCP) landing qualification is a requisite for the INSTM/QUAL evaluation and will be documented by recording "SPOT" as the first entry in the flight phase block on the AF Form 8 (INSTM/QUAL will be recorded in subsequent blocks under flight phase). The expiration date will be computed from completion of the flight phase of the INSTM/QUAL evaluation and not from completion of the rear cockpit landing qualification. Normally, the RCP landing qualification will be accomplished on a separate sortie. The evaluation may be accomplished on any sortie with a FE occupying the front seat of a D-model aircraft. The RCP landing requisite will include an overhead and a simulated flameout (SFO). A landing and/or touch-and-go is required on all RCP landing qualification evaluations.

5.2.6.2.1. (Added) The OGV will coordinate with FS/DOS to schedule all evaluations. Examinees will contact the FE prior to the scheduled event, normally the day prior.

5.2.6.2.2. (Added) On the first working day of each week, OGV will document all completed evaluations and requisites from the previous week. This will be updated into the STAN/EVAL computer program. OGV will then send a Flight Evaluations/Requisites memorandum to the FS/DO, FS/DOT, and FS/DOS identifying all remaining evaluations and requisites for each month. This will be used by squadron operations as a guide for scheduling evaluations and requisite requirements.

5.2.7.1. OGV is responsible for developing a program to track flight evaluations and requisite completion.

5.2.7.1.1. (Added) OGV will use the 10AF STAN/EVAL computer program to track the zones of each pilot. At the beginning of each month, OGV will send a notification letter to each pilot entering a zone. The letter will identify the upcoming evaluation type and the requisites. It provides guidance and instructions for completing the requisites.

5.2.7.1.2. (Added) OGV will create working evaluation folders for each evaluation and place them in a wall file in the STAN/EVAL office. The folders will contain all requirements on the front cover and will be checked off when accomplished. The folders will be color-coded by type of evaluation and separated by month of eligibility. Student folders will be placed in a separate file. A copy of the Flight Evaluations/Requisites memorandum will be framed next to the wall file as a one page document of evaluations and requisites remaining.

5.2.7.1.3. (Added) The OGV goal is to have all requisites completed by the end of the third month of the zone. At the beginning of the fourth month, individuals with requisites remaining will be highlighted in "Yellow" on the Go/No-Go program. At the beginning of the fifth month, their name will be written on the Operations Flying Schedule board with the specific requisites remaining. At the beginning of the sixth month, the pilot will appear in "Red" on the squadron Go/No Go computer, and the pilot will not be permitted to fly until all non-flying requisites are completed.

5.2.12.2. The FE will document required additional training on the 944 OGV Temp AF Form 8 worksheet, **Temporary Flight Evaluation Certificate**. The FE will coordinate with FS/DOS to ensure additional training is completed within the required period.

5.2.13.3. Examinees with restrictions will be placed on supervised status and be identified in the Go/No Go computer program with a yellow [SUPER] by their name. Remove this label when a successful evaluation is completed.

5.2.15. If an evaluation is delinquent, the examinee will be placed on supervised status and be identified in the Go/No-Go computer program with a yellow [SUPER] by their name. Instructors with delinquent evaluations will not perform instructor duties. Remove from supervised status upon completion of the evaluation.

5.2.16.4. For a failed evaluation, FE will document on the 944OGV Temp Form 8 worksheet each area graded "U" and define additional training required. Examinee will be placed on supervised status and be identified in the Go/No Go computer program with a yellow [SUPER] by their name. Remove this label upon a successful recheck by the examinee.

5.3.3.1. (Added) During EPE, all critical action procedures (CAP) in AFI 11-2F-16V3, Attachment 3, will be evaluated. At least two emergency procedures per phase will also be evaluated. The EPE profiles are located in the 944 OG/OGV FE Guide. The profiles may be tailored as desired by the FE.

5.3.3.2. (Added) EPEs will be conducted in an Multi Task Trainer (MTT). If the MTT is unavailable, the evaluation may be accomplished in any training device or via tabletop format.

5.3.3.3. (Added) Upon completion of an EPE, the FE will complete and sign the 944 OGV FE Evaluation Card Worksheet, **Flight Evaluation Checklist**, noting any discrepancies, additional training, and flight restrictions. Return the completed form to OGV.

5.4. **Supplementary Evaluations.** The Supplementary Evaluation (Supp Eval) Program will examine the effectiveness of unit operational procedures, training programs, and FE quality of force as directed by the 944 OG/CC. 944OG/OGV will develop and maintain Supplementary Evaluation checklists as required, issue OG/CC-assigned evaluators with checklists and instructions for performing supplementary evaluations. OGV will compile Supp Eval results and will document results and recommendations for OG/CC action within OG/CC established suspense.

5.4.1. OGV will maintain supplementary evaluation reports on file for a minimum of one year.

6.3.1. OGV is responsible for requisite and unit periodic exams. All exams (requisite and periodic) will be administered by OGV through any FE or the STAN/EVAL administrative assistant. Exams will only be administered in a controlled environment. The closed book and CAP's exam must be completed in one testing session.

6.3.1.1. (Added) OGV will notify pilots by letter upon entering their evaluation zone, to include their requisite requirements. The OGV will provide the following (when applicable): instrument test study guide, EPE study guide, mission evaluation study guide and instrument evaluation study guide. If a pilot received an out-of-the zone evaluation, OGV will notify the individual by letter of the requirements to complete the evaluation.

6.3.1.2. (Added) OGV will track completion of all requisites by date and score for all permanent party, student and assigned flight surgeons.

6.3.4. OGV identifies source document changes and updates all exams within 30 days via pen and ink change, deletion or entire test revision. All exams are reviewed for accuracy during the month of January to fulfill the annual requirement. LOCKHEED is the IRC program manager and will submit IRC exam revisions to OGV for review.

6.4.1. The requisite instrument exam for permanent party pilots will consist of 50 questions from AFMAN 11-217V1, *Instrument Flight Procedures*, AFI 11-202V3, General Flight Rules, the Flight Information Publication, and AFH 11-203V1, Weather for Aircrews. Formal course students will take the IRC exam during the IRC class as part of their syllabus training.

6.4.5.1. The open book exam will contain 50 questions randomly generated from the following source documents: -1, -34, AFI 11-2F16V3, AFI 13-212V1/LAFB Supplement, *Weapons Ranges*, AFMAN 11-217V1, and the Hellion In-flight Guide. Required publications for the open book exam are available at OGV.

6.4.5.2. The closed book exam will contain 25 questions for permanent party pilots, and 50 questions for students. This questions will be taken from the F-16C MQF and the 944 FW Local Area Procedures MQF.

6.4.5.2.2. The local procedures MQF is maintained by OGV.

6.4.7.1. For a failed requisite exam, the examinee must complete a successful retest prior to flying. The pilot's name will be highlighted in "Red" on the Go/No-Go program, and the pilot will not be permitted to fly until the re-test is successfully completed.

6.5. **Unit Periodic Examinations (optional).** A periodic exam will be given to permanent party pilots during the January and July UTA. If scheduling conflicts prevent this, the test will be administered at the next available UTA. The periodic exam consists of 25 closed book questions. The test will evaluate a cross-section of general knowledge, tactical/threat knowledge, and/or operational procedures.

6.5.1. (Added) Permanent party pilots unable to complete the exam during the UTA (TDY, leave, etc.) are required to take the exam by the next UTA. A pilot will be highlighted in "Yellow" on the Go/No-Go program until the test is completed. If not completed by the next UTA, the pilot will be put into a "Red" status on the Go/No-Go program, and will not be permitted to fly until the test is completed. Minimum passing score for the periodic exam is 85%. The OGV will administer the exam and document the results for trending.

6.5.2. (Added) Upon failure of a periodic exam, the examinee must complete a successful retest prior to flying. The pilot's name will be highlighted in "Red" on the Go/No-Go program, and the pilot will not be permitted to fly until the re-test is successfully completed.

6.6. **Flight Surgeon Examinations.** Flight surgeons will complete a 25-question closed-book exam prior to flying in wing aircraft. All missed questions will be corrected to 100%. The flight surgeon exam covers emergency procedures, cockpit switchology, life support/egress procedures and equipment. The OGV will track the 17-month flight surgeon exam requirement.

7.3.5.8.3. Place the following on the reverse side of the AF Form 8.

7.3.5.8.3.1. (Added) A. Mission Description. Synopsis of the missions will include: examinee's position in the flight (e.g., number three of a four-ship), participation in planning, briefing, debriefing, instruction, etc., as well as, a chronological description of mission events. Also, include the supervisor who attended the debriefing or who was debriefed on the mission results. For INSTM/QUAL evaluations, give the types of approaches flown, the location and mission accomplished during area delays (e.g., BFM, SA). For

MSN evaluations, include the mission elements and the types of events accomplished. For A/G weapons scores assessed by Airborne Video Tape Recorder (AVTR) only, annotate the appropriate passes with an asterisk (\*) and add “\*AVTR assessed” below.

7.3.5.8.3.2. (Added) B. Discrepancies. If there are no flight or EPE discrepancies enter “None.” Sub-paragraphs for the EPE and flight are not required. Use the following guidelines for documenting discrepancies: For multiple sorties or EPEs, list them as (First EPE) and (Second EPE) or (First Sortie) and (Second Sortie) as appropriate. List all discrepancies. Enter the area number, area title, grade, debriefed (if appropriate), sub-area (if applicable) and specific deviation(s). Ensure the correct area is given for a discrepancy and the grade awarded is in agreement with AFI 11-2F-16V2, Chapter 3.

7.3.5.8.3.3. (Added) C. Recommended Additional Training. If paragraph C is not used and paragraph D is used, annotate “C. Recommended Additional Training. None.”

7.3.5.8.3.4. (Added) D. Additional Comments. Use this area to comment on specific areas of performance (e.g., examinee's briefing and in-flight instruction were commendable). If no comments are warranted do not put this paragraph on the AF Form 8.

7.3.5.8.3.5. (Added) Additional Reviews. This section will include a review by the OG/CC and FW/CC of all permanent party pilots. If the OG/CC or FW/CC appears as the FE, reviewing or final approving officer, there is no requirement for the respective individual to additionally review.

7.3.6.2.1.1. (Added) If the OG/CC is the FE for either the FS/CC or FS/DO, the FW/CC will approve.

7.3.6.2.5. (Added) AF Forms 8 for all assigned and attached pilots will be reviewed by the FS/DO and approved by the FS/CC.

7.3.7.1. The FE will complete and sign the 944 OGV FE Evaluation Card Worksheet and 944 OGV Temp AF Form 8 Worksheet immediately following the flight evaluation. The FE will document discrepancies, applicable restrictions and additional training IAW AFI 11-202V2. Assign an overall grade if all requisites are completed. The FE who administered the flight evaluation will assign the overall grade upon completion of all requisites. When filled in, the 944 OGV Temp AF Form 8 Worksheet is the temporary Flight Evaluation Certificate and will be placed in the individual's FEF and updated as requisites are completed. A copy will be maintained in working evaluation folders and student grade books.

7.3.7.2. The FE will use the applicable 944 OGV FE Evaluation Card Worksheet (INSTM/QUAL or MSN) for annotation of evaluated items.

8.1.1. OGV is the OPR for the FCIF Functional Publications Library Index (Pubs Index) and the Current FCIF Read File. The 302 FS will use the Pubs Index to determine current required publications.

8.1.3. FCIF will include Volume V, Flight Safety Information.

8.1.3.2. All FCIFs will be posted in the applicable section of Volume 1. The OGV will notify the squadron when a new FCIF exists. The OGV will ensure all FCIF entries are posted prior to the first flight of the FCIF implementation date.

8.1.3.2.1. (Added) Volume I will contain as a minimum in order:

8.1.3.2.1.1. (Added) Part A: FCIF Monitor Appointment Letter; FCIF Procedures Letter (OPR: OGV); Maintenance of Volume V of the FCIF (OPR: FW/SE); Index (all material contained in all FCIF Volumes) (OPR: OGV); 10 AF Current FCIF Index. Part B: Current Part B FCIF Read File (current FCIFs) and Go/

No-Go Guidance. Part B (1): Rescinded Part B FCIF Index (rescinded FCIFs on file at OGV). Part B (2): Headquarters and Local Flying Related Special Interest Items.

8.1.3.2.1.2. (Added) Part C: Current Part C FCIF Read File General Information (current operational and mission guidance of a non-safety of flight nature) and OG Read File. Part C (1): Rescinded Part C FCIF Index (rescinded FCIFs on file at OGV).

8.1.3.2.1.3. (Added) The following statement will be included as the last paragraph of each item: "This is an FCIF item and will be maintained in Volume I, applicable Part B or C, until incorporated in (applicable directive) or rescinded (as appropriate)." Identify an OPR and a suspense/review date. OGV will publish a Current FCIF Index Part B or C with each new FCIF. If the item has been incorporated in other regulations or is no longer valid, OGV will rescind the item on the Current FCIF Part B or C.

8.2.2. The AFRC Go/No-Go computer program will be used to track aircrew status in lieu of Air Education and Training Command (AETC) Form 1138. The pilot's name will be highlighted in "Yellow" when placed in supervised status or a training deficiency exists that does not require remedy before flight. The pilot's name will be highlighted in "Red" when a requirement exists that must be remedied before flight. The Go/No Go program will be maintained by Aviation Resource Management (ARM) personnel.

8.2.2.1. (Added) Prior to a flight briefing, pilots will check their status on the Go/No-Go computer program to ensure their name is not highlighted in "Red", indicating a "No-Go" condition. Flight leads will confirm the status and currency of all flight members. The Operations Supervisor (Top 3) or SOF has the primary responsibility for ensuring pilots have currency for all missions and that no pilot flies "in the red" or under supervised status without an instructor. ARM personnel will not issue a tail number to any pilot "in the red."

8.2.2.2. (Added) For deployed operations, the Go/No-Go computer program will be maintained on the operations laptop computer. ARM personnel will ensure that prior to a deployment the most recent changes are input into the deployed Go/No-Go computer program. When a new FCIF item is received at home station, the SOF and or OGV will bring the information to the attention of the deployed crews in the fastest means available for inclusion in the deployed Go/No-Go computer program. Pilots on cross country flights will be informed of any relevant FCIF items as soon as possible by the most logical means available.

8.2.2.3. (Added) An initial review of the complete FCIF is required prior to an individual's first flight in the unit or after an absence of 90 days or more. Pilots will be highlighted in "Red" on the Go/No Go program until completing an FCIF review. All visiting pilots not in the Go/No-Go computer program must review the complete FCIF Part B prior to receiving a tail number. Completion of this will be documented on the Visiting Pilot Checklist ([Attachment 10 \(Added\)](#)). Upon completion, the checklist will be kept on file by ARM personnel until the visitor departs.

8.2.2.4. (Added) OGV will be responsible for posting and monitoring the following areas in the Go/No-Go computer program: FCIF, publications, CAPs, periodic tests, evaluations, and requisites. The FS/DOT will be responsible for posting and monitoring the following areas: Situational Emergency Procedure Training (SEPT), UTA training, ground training, and flying currencies. The FS/DOL will be responsible for egress/hanging harness, land, water, and local area survival training, and life support equipment currencies. The FS/DOO will be responsible for pilot physicals, altitude chamber, flying currencies, and duty not to include flying restrictions.

8.2.2.5. (Added) Pilots will inform the SOF, Top 3, or ARM when completing the "No Go" task.

8.2.2.6. (Added) The monthly/weekly CAPs (Go/No-Go) accomplishment will be IAW AFI 11-2F-16V3, Attachment 3. The CAPs will be verified by the SOF or Top 3 before removing a pilot from the red status. In the event of failed CAPs, the pilot will accomplish a make-up CAPs prior to flying. Additional training is at the discretion of the SOF or Top 3. The back of the CAPs sheet will include OGV supplemental exams, are correctable to 100%, and will be completed by all student pilots. The OGV supplemental exam is not a Go/No-Go item nor required when performing written CAPs towards an evaluation.

8.2.2.7. (Added) Notification of flying publication modifications will be via FCIF and will include an implementation date. Upon receipt of the FCIF, OGV will make the appropriate entry in the Go/No-Go computer. On the implementation date, the publication modification will become a Go/No-Go item and pilots will be placed into red status until cleared.

8.2.2.8. (Added) If evaluation requisites are not completed by the first day of the sixth month of the evaluation zone, the pilot's name will be highlighted in red and the pilot will not fly until the requisites are completed and the Go/No-Go program updated.

8.2.2.9. (Added) The SEPT (Go/No-Go) will be accomplished IAW AFI 11-2F-16V1, *F-16 Aircrew Training* and this supplement, and tracked by FS/DOT. Monthly SEPTs will be a coordinated effort between the 56 OGV and 944 OGV. The 944 OGV will provide a SEPT scenario to the 56 OGV in accordance with the Luke AFB SEPT schedule. The SEPT will be administered at each UTA in flight sized discussions. Emphasis will be placed on actual emergencies, aircraft systems malfunctions, and safety of flight issues that have recently occurred. In addition, emergency procedure scenarios will be presented as a review of critical action, checklist, and local procedures.

8.2.2.9.1. (Added) Monthly SEPT scenarios will be approved by the FS/CC.

8.2.2.9.2. (Added) Missed SEPTs will be completed in the MTT by the end of the month. DOT will take attendance at the SEPT, place absent individuals in "Yellow" status on the Go/No-Go program, and provide a list of pilots requiring SEPTs in the MTT to FS/DOS. If not completed by the end of the month, the pilot's name will be highlighted in "Red" and will not fly until the SEPT is completed.

8.2.2.9.3. (Added) Student SEPTs will be accomplished in a Unit Training Device (UTD), Weapons System Trainer (WST), or MTT.

8.2.2.9.4. (Added) A copy of the monthly SEPT will be placed at the Operations desk, in the MTT, and in the OGV SEPT book. Copies will be retained for one year.

8.2.2.10. (Added) Prior to flying, pilots deployed to Luke will complete a visiting pilot checklist (**Attachment 10 (Added)**). The local area brief, avionics differences, engine differences, and emergency procedures MTT will be completed by any permanent party IP. The SOF will keep the checklist on file for the duration of the pilot's visit.

8.4. (Added) **STAN/EVAL Continuity Book.** OGV will establish and maintain a STAN/EVAL continuity book. The first seven sections will be IAW the following paragraphs.

8.4.1. (Added) Section I - Letter of additional duties designating unit standardization officer.

8.4.2. (Added) Section II - STAN/EVAL job description.

8.4.3. (Added) Section III - Letter designating FEs, and applicable OGV Memos for Record.

8.4.4. (Added) Section IV - Appropriate STAN/EVAL operating instructions.

8.4.5. (Added) Section V - SEB Minutes. Minutes of previous four boards.

8.4.6. (Added) Section VI - Unit inspection checklists.

8.4.7. (Added) Section VII - FE meeting minutes (previous two meetings).

8.5. (Added) **Briefing Room Requirements.** FS briefing room and navigation planning room requirements:

8.5.1. (Added) FS briefing rooms will include the items listed in [Attachment 11 \(Added\)](#) . All briefing rooms will be standardized.

8.5.2. (Added) The Mission Planning Room charts will be current or state on the chart that it has not been updated with a “chart not chummed” statement. Any additional items will be current (publications, displayed charts, etc.) or include statements as appropriate. The squadron will maintain sufficient quantities of planning materials for current syllabus training requirements. Minimum items are:

8.5.2.1. (Added) Flight Information Publication Planning - GP through AP/1B.

8.5.2.2. (Added) Chart Updating Manual documents and current supplements.

8.5.2.3. (Added) 56th Range Management Office Military Training Route briefing guide.

8.5.2.4. (Added) Range photo books.

8.5.2.5. (Added) One set High-IFR books and charts.

8.5.2.6. (Added) Master 1:100,000 chart showing all Goldwater Ranges.

8.5.2.7. (Added) Supply of 1:1,000,000, 1:500,000, and 1:50,000 charts showing all Goldwater Ranges.

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

AETC Form 1138, **Flight Crew Information File Record of Review**  
AF Form 8, **Certificate of Aircrew Qualification**  
AF Form 847, **Recommendation for Change of Publication**  
AF Form 942, **Record of Evaluation**  
AF Form 4324 **Aviation Resource Management System Worksheet**  
944 OGV Temp AF Form 8, **Temporary Flight Evaluation Certificate**  
AFH 11-203V1, *Weather for Aircrews*  
AFI 11-202V2/AETC Supplement, *Aircrew Standardization/Evaluation Program*  
AFI 11-202V3, *General Flight Rules*  
AFI 11-214, *Air Operations Rules and Procedures*  
AFI 11-215, *Flight Manuals Program (FMP)*  
AFI 11-215/AETC Supplement, *Flight Manuals Program (FMP)*  
AFI 11-2F-16V1, *F-16 Aircrew Training*  
AFI 11-2F-16V2, *F-16 Aircrew Evaluation Criteria*  
AFI 11-2F-16V3, *F-16 Operations Procedures*  
AFI 13-212V1/LAFB Supplement, *Weapons Ranges*  
AFI 33-332, *Air Force Privacy Act Program*  
AFMAN 11-217V1, *Instrument Flight Procedures*  
AFTTP 3-3V5 (CD-ROM), *Combat Aircraft Fundamentals*  
LAFBI 13-203, *Airfield Operations and Base Flying Procedures*  
944 FWI 11-402, *F-16 Flying and Ground Training for Pilots*

***Abbreviations and Acronyms***

**A/A**—Air-to-Air  
**A/G**—Air-to-Ground  
**ACC**—Air Combat Command  
**AETC**—Air Education and Training Command  
**AF**—Air Force  
**ARM**—Aviation Resource Management

**ATO**—Air Tasking Order  
**AVTR**—Airborne Video Tape Recorder  
**CAP**—Critical Action Procedures  
**CC**—Commander  
**DO**—Director of Operations  
**DOK**—Electronic Warfare Officer  
**DOS**—Scheduling Officer  
**DOT**—Training Officer  
**ECD**—Estimated Completion Date  
**EP**—Evaluator Pilot  
**EPE**—Emergency Procedures Evaluation  
**FCIF**—Flight Crew Information File  
**FE**—Flight Examiner  
**FEF**—Flight Examiner File  
**FS**—Fighter Squadron  
**FW**—Fighter Wing  
**IAW**—In Accordance With  
**IN**—Intelligence  
**INIT**—Initial  
**INSTM**—Instrument  
**INSTR**—Instructor  
**IP**—Instructor Pilot  
**IRC**—Instrument Refresher Course  
**LAFB**—Luke Air Force Base  
**MSN**—Mission  
**MQF**—Master Question File  
**MTT**—Multi Task Trainer  
**OG**—Operations Group  
**OGV**—Operations Group Standardization and Evaluation  
**OPR**—Office of Primary Responsibility  
**QUAL**—Qualification  
**RCP**—Rear Cockpit

**SEB**—Standardization/Evaluation Board

**SEPT**—Situational Emergency Procedure Training

**SFO**—Simulated Flameout

**SOF**—Supervisor of Flying

**SOSM**—Squadron Operations System Manager

**STAN/EVAL**—Standardization/Evaluation

**T.O.**—Technical Order

**UTA**—Unit Training Assembly

**VFR**—Visual Flight Rules

**Attachment 7 (Added)****INSTM/QUAL PROFILE**

**A7.1. (Added)** The INSTM/QUAL profile will enable the FE to evaluate all required items per AFI 11-2F-16V2, Chapter 2. For permanent party pilots, a strange field approach is desired but not required. Student INSTM/QUAL evaluation profiles will utilize a stereo flight plan, normally to the Gladden/Baghdad Military Operating Area IAW the applicable syllabus mission to include close, route and tactical formation and an aerobatic maneuver. A typical INSTM/QUAL profile will include the following:

A7.1.1. (Added) Brief.

A7.1.2. (Added) Takeoff (as required).

A7.1.3. (Added) Instrument Departure (SID).

A7.1.4. (Added) Enroute Navigation.

A7.1.5. (Added) Fix-to-Fix.

A7.1.6. (Added) Holding (optional).

A7.1.7. (Added) Instrument Penetration (strange field desired for IPs).

A7.1.8. (Added) TACAN Approach.

A7.1.9. (Added) PAR and/or ILS (strongly desired for students to accomplish both).

A7.1.10. (Added) Unusual Attitude Recoveries (F-16D only).

A7.1.11. (Added) Airwork/Advanced Handling/Tactical Maneuvering (for instructors, these events may be accomplished on maneuvers associated with any training mission).

A7.1.12. (Added) SFO.

A7.1.13. (Added) Visual Flight Rules (VFR) Pattern /Approach.

A7.1.14. (Added) Landing.

A7.1.15. (Added) Debrief.

**Attachment 8 (Added)****MSN PROFILE**

**A8.1. (Added)** The MSN profile will help the FE to evaluate all required items. Refer to AFI 11-2F-16V2, Chapter 2 for a complete listing. Examinees must coordinate with OGV for the applicable ATO and with FS/IN for a threat brief. Reference paragraph 4.3.3. A typical MSN profile will include the following:

- A8.1.1. (Added) Mission Planning.
- A8.1.2. (Added) Brief.
- A8.1.3. (Added) Pre-takeoff/Takeoff (as required).
- A8.1.4. (Added) Tactical Plan.
- A8.1.5. (Added) Tactical Navigation/Ingress.
- A8.1.6. (Added) Threat Reactions and EA/EP/AAMD.
- A8.1.7. (Added) Timing (A/G Only).
- A8.1.8. (Added) Intercept / Offensive Maneuvering (A/A Only).
- A8.1.9. (Added) Weapons Employment.
  - A8.1.9.1. (Added) A/G weapons employment may be AVTR assessed.
  - A8.1.9.2. (Added) A/A weapons employment must be planned.
- A8.1.10. (Added) Mutual Support.
- A8.1.11. (Added) Visual / Radar Lookout.
- A8.1.12. (Added) Egress.
- A8.1.13. (Added) In-Flight Report.
- A8.1.14. (Added) VFR Pattern /Approach.
- A8.1.15. (Added) Landing.
- A8.1.16. (Added) Debrief.

Attachment 9 (Added)

SAMPLE FE UPGRADE CHECKLIST

FE Candidate: \_\_\_\_\_

		Date	Initials
1. Obtain FE Package			
944 OG/OGV Policy Letter			
STAN/EVAL Duties List			
FE Briefing Guides			
2. Regulations Review			
AFI 11-202V2	Aircrew Standardization/Evaluation Program		
AFI 11-202V2/AETC SUP	Aircrew Standardization/Evaluation Program		
AFI 11-202 V2/944 FW SUP	Aircrew Standardization/Evaluation Program		
AFI 11-2F-16V2	Evaluation Criteria - Tactical Fighter/Attack/ Trainer/FAC		
AFI 11-215	Flight Manuals Program		
AFI 11-215/AETC SUP	Flight Manuals Program		
3. 944 OG/OGV SEFE Test	Score:		
4. Monitor an EPE	Administering FE: _____		
5. Monitor a Flight Evaluation	Administering FE: _____		
6. 944 OG/CC Briefing			
7. 944 OG/CC Certification Letter			
8. ARMS and Letter of "X"s Designation			
9. Administer EPE (SEFE Objectivity)			
10. Administer Evaluation (SEFE Objectivity)			

\_\_\_\_\_ is **certified** as a Flight Examiner. \_\_\_\_\_

944 OG/CC

\_\_\_\_\_ is **de-certified** as a Flight Examiner. \_\_\_\_\_

944 OG/CC

## Attachment 10 (Added)

## 302 FS VISITING PILOT CHECKLIST

Instructions: **SOF/SARM fill out this form prior to flight and have the visiting pilot sign it. Obtain the information from the individual or from the assigned unit. Keep this letter on file at the Duty Desk for the duration of the flyers visit. IAW AFI 11-202V2**

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_ DSN: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ DATE(s) OF FLIGHT: \_\_\_\_\_

SOSM Check Currency:	Initials	CURRENCIES
1. 1042:	_____	Date of Last Flight: _____
2. Egress / Chamber:	_____	ACBT Currency: _____
3. Inst / MR Check:	_____	Weapons Delivery Currency: _____

STAN/EVAL:	Initials
1. CAPS:	_____
2. Local Area Brief:	_____
3. FCIF:	_____
4. Block 32 Diff:	_____
5. Engine Diff:	_____

SOF NAME/RANK: \_\_\_\_\_ SOF Signature: \_\_\_\_\_

I have been briefed and I am current to Fly:

\_\_\_\_\_

Visiting Pilot Signature

**Attachment 11 (Added)****BRIEFING FACILITIES GUIDANCE**

**A11.1. (Added)** Flight briefing rooms will contain the items listed below. The squadron may substitute items on this list with a computer-based briefing system.

A11.1.1. (Added) Wall hangings, binders, or boards as follows:

A11.1.1.1. (Added) Basic Mission Objectives and Debrief Guide.

A11.1.1.2. (Added) Special Interest Item (SII) Board.

A11.1.1.3. (Added) Airfield diagram including:

A11.1.1.3.1. (Added) Taxi routes.

A11.1.1.3.2. (Added) Arm and de-arm areas.

A11.1.1.3.3. (Added) Hot brake and hydrazine areas.

A11.1.1.3.4. (Added) Arresting gear locations.

A11.1.1.4. (Added) Local tanker and Air-to-Air Refueling procedures (AFTTP 3-3V5 and -1 checklist may be used).

A11.1.1.4.1. (Added) Director lights (KC-135 or KC-10).

A11.1.1.4.2. (Added) Mandatory radio calls and visual signals.

A11.1.1.4.3. (Added) Emergency procedures.

A11.1.1.5. (Added) Goldwater Range charts - nuclear, conventional and pop patterns.

A11.1.2. (Added) Range entry procedures and holding patterns.

A11.1.3. (Added) VFR entries and traffic patterns for LUF and GBN.

A11.1.4. (Added) A/A and A/G training rules.

A11.1.5. (Added) Wall or table mounted local area map depicting:

A11.1.5.1. (Added) Local flying areas.

A11.1.5.2. (Added) Local diverts – GBN, NYL, DMA, TUS, PHX, Goodyear.

A11.1.5.3. (Added) AR-647, AR- 658, AR-603, AR-639, and AR-649.

A11.1.5.4. (Added) Controlled bailout area.

A11.1.5.5. (Added) Jettison area.

A11.1.5.6. (Added) (D)ACT Coordination Briefing Ladder.

A11.1.6. (Added) White board (or equivalent).

A11.1.7. (Added) Briefing book containing:

A11.1.7.1. (Added) Letter of X's.

A11.1.7.2. (Added) Squadron Standards.

A11.1.7.3. (Added) EP and Threat of the Mission/Day lists.

A11.1.7.4. (Added) Special Interest Items.

A11.1.7.5. (Added) 11-2F16V3 Briefing guides.

A11.1.8. (Added) Publications as follows:

A11.1.8.1. (Added) -1, -1 checklist, -34, -34 checklist and Hellion In-flight Guide.

A11.1.8.2. (Added) FIH, IFR Supp, H1/2, Vol 5 approaches.

A11.1.8.3. (Added) AFI 11-2F-16V3 and AFTTP 3-3V5, AFI 11-214, *Air Operations Rules and Procedures*, 944 FWI 11-402, *F-16 Flying and Ground Training for Pilots*.

A11.1.8.4. (Added) LAFBI 13-203 and AFI 13-212V1/ Annex A LAFB Supplement.

A11.1.8.5. (Added) Applicable syllabi.

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