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SECRETARY OF THE AIR FORCE**

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Flying Operations

C-20 AIRCREW EVALUATION CRITERIA



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This volume implements AFD 11-2, *Aircraft Rules and Procedures*. It establishes evaluation criteria for the operation of USAFE C-20A aircraft. This allows qualified crewmembers to safely and successfully accomplish their worldwide Operational Support Airlift (OSA) mission. It is used in conjunction with AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, and the appropriate USAFE supplement. This instruction is not applicable to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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This document is new and must be completely reviewed.

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Chapter 1

GENERAL INFORMATION

1.1. General. This instruction provides USAFE C-20A flight examiners and aircrews with procedures and evaluation criteria/tolerances to be used during flight evaluations according to AFI 11-202V2, *Aircrew Standardization/Evaluation Program*. Specific areas for evaluation are prescribed to ensure an accurate assessment of the proficiency and capabilities of aircrews. Evaluators use this AFI when conducting aircrew evaluations. Instructors use this AFI when preparing aircrews for qualification.

1.2. Applicability. This AFI is applicable to USAFE C-20A aircrews at all management levels concerned with the operation of the C-20A aircraft. Copies should be available to all aircrew members.

1.3. Key Words and Definitions.

1.3.1. “Will” and “Shall” indicate a mandatory requirement.

1.3.2. “Should” is normally used to indicate a preferred, but not mandatory, method of accomplishment.

1.3.3. “May” indicates an acceptable or suggested means of accomplishment.

1.3.4. “Note” indicates operating procedures, techniques, etc., that are considered essential to emphasize.

1.4. Deviations and Waivers. Do not deviate from the policies and guidance in this AFI under normal circumstances, except for safety or when necessary to protect the crew or aircraft from a situation not covered by this AFI and immediate action is required. Report all deviations or exceptions without waiver through channels to USAFE standardization/evaluation function who in turn, notifies lead command for follow-on action, if necessary.

1.4.1. Waiver authority for the contents of this document is lead command, who delegates USAFE/DO as waiver authority according to AFI 11-202V2, and USAFE supplement.

1.4.2. USAFE/DO forward a copy of approved long-term waivers to this instruction to lead command for follow-on action, if required.

1.5. Supplements and Local Procedures. This AFI is a basic directive. USAFE may supplement this AFI according to AFD 11-2, *Aircraft Rules and Procedures*. Limit supplement information to unique requirements only (units use [chapter 6](#)). Supplements and local procedures will not be less restrictive than the provisions of this AFI or the appropriate flight manual.

1.5.1. Supplement Coordination Process. Forward USAFE/DO-approved supplement, with attached AF Form 673, **Request to Issue Publication**, to lead command (HQ AMC/DO) for review. HQ AMC/DO will provide a recommendation and forward to HQ USAF/XOOT for approval (according to AFD 11-2, *Aircraft Rules and Procedures*). Use the following OPR's address: HQ AMC/DOV, 402 Scott Dr., Unit 3A1, Scott AFB IL, 62225-5302. When supplements are published, provide a final copy to HQ USAF/XOOT and lead command (HQ AMC/DOV).

1.5.2. If necessary, request and include approved long-term waivers to this AFI (including, approval authority, date, and expiration date) in the USAFE supplement.

1.5.3. Local Procedures Coordination. Units send a copy of **chapter 6** through the appropriate channels for coordination and approval to USAFE/DOV. When local procedures are published, notify or send a final copy to lead command.

1.6. Requisition and Distribution Procedures. Unit commanders should provide copies to aircrew members and associated support personnel.

1.7. Improvement Recommendations. Send comments and suggested improvements to this instruction on AF Form 847, **Recommendation for Change of Publication**, through channels to USAFE/DOV, who will approve and forward to HQ AMC/DOV, 402 Scott Drive Unit 3A1, Scott AFB IL, 62225-5302 according to AFI 11-215, *Flight Manual Procedures*, and USAFE Supplement.

1.8. Evaluations. This instruction establishes standardized instrument, qualification, mission, and instructor evaluation criteria. It also establishes the areas/subareas necessary for the successful completion of evaluations, and which required areas/subareas will be considered critical and/or non-critical.

1.9. Evaluation Requirements. Accomplish evaluations concurrently, whenever practical. Crew Resource Management (CRM) skills will be evaluated on all evaluations. C-20A aircrews will complete the following evaluations at 17-month frequency according to AFI 11-202V2, and the appropriate USAFE supplement.

1.9.1. Instrument (INSTM) Evaluation. All C-20A pilots will successfully complete a periodic instrument evaluation including the requisite instrument refresher course (IRC), open book written instrument examination according to AFMAN 11-210, *Instrument Refresher Course Program*, and a flight evaluation.

1.9.2. Qualification (QUAL) Evaluation. All C-20A crew members will successfully complete a periodic qualification evaluation including the requisite open-book, closed-book, Boldface written examinations (CRITICAL action items) if required, EPE, and a flight evaluation.

1.9.3. Mission (MSN) Evaluations. All C-20A crew members will complete a mission evaluation. See the appropriate crew member chapters for mission evaluation specifics. C-20A pilots complete all tasks required in the performance of normal operations and training sorties upon successfully completing a QUAL/MSN evaluation. **EXCEPTION:** Aircraft commanders will accomplish an additional initial mission pilot (MP) mission evaluation before being placed in command of a C-20A mission. The initial mission evaluation (called enroute evaluation) will consist of a minimum of four legs conducted on an operational OSA mission. The mission will include at least two legs with a DV and a minimum of one RON. Subsequent IP/MP/FP/MC mission evaluations may be accomplished in conjunction with INSTM/QUAL evaluations e.g., INSTM/QUAL/MSN and may be accomplished on a local training sortie.

1.9.4. Instructor (INSTR) Evaluations. To initially qualify as an instructor in the C-20A, crew members will successfully complete an initial instructor qualification course and evaluation (see AFI 11-2C-20V1, *C-20 Aircrew Training*, for course requirements). Crew members will not normally receive their initial instructor evaluation in conjunction with periodic INSTM/QUAL/MSN evaluations; however, subsequent evaluations may be combined, and instructors will be evaluated on their ability to instruct during all periodic evaluations. All instructors should reference Technical Orders,

publications and directives to aid effectiveness of student briefings/critiques. Refer to the specific aircrew chapter for requirements.

1.9.5. SPOT Evaluations. A SPOT evaluation is an evaluation not intended to satisfy the requirements of a periodic (i.e., INSTM, QUAL, MSN, or INSTR) evaluation. SPOT evaluations have no specific requisites or requirements unless specified in the crew member specific chapters or USAFE supplement. See AFI 11-202V2 for options available to convert a SPOT evaluation to meet requirements of a periodic evaluation.

1.9.6. Requalification (RQ). Use the prefix RQ when the evaluation is remedy for a loss of qualification.

1.9.7. Emergency Procedures Evaluations (EPE). See AFI 11-202V2 and the following: Evaluate an aircrew member's knowledge of emergency procedures and systems knowledge for all qualification evaluations. Refer to the specific aircrew chapter for requirements and the following:

1.9.7.1. Unit will develop and periodically maintain a list of EPE program requirements (topics, special interest, etc.) in **chapter 6**. The EPE will include areas commensurate with the examinee's graduated training (e.g., initial, line, instructor, evaluator) or as specified in AFI 11-202V2 and USAFE Supplement.

1.9.7.2. Examinees may use publications that are normally available in-flight. The examinee must be able to recite all Boldface items from memory and provide the initial steps of selected emergency procedures that would not allow time for reference.

1.9.7.3. Examinees receiving an overall EPE grade of unqualified will be placed in supervised status until recommended additional training and re-evaluation are completed. Examinees receiving an overall EPE grade of unqualified because of unsatisfactory Boldface procedures will not be permitted to fly in their aircrew position until a successful re-evaluation is accomplished. Accomplish additional training IAW AFI 11-202V2.

1.9.8. Evaluation Prefixes. Use AFI 11-202V2 evaluation prefixes for AF Form 8, **Certificate of Aircrew Qualification**, and AF Form 942, **Record of Evaluation**. Identify unique mission-type evaluation descriptions, (e.g., enroute, etc.) on AF Form 8, "Examiner's Remarks, A. Mission Description (as the first entry) as specified in the crew member specific chapters.

1.10. Grading Policies.

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

1.10.2. To receive a qualified grade on an evaluation, the aircrew member must satisfy the criteria set forth for that evaluation and demonstrate ability to operate the aircraft and/or equipment safely and effectively during all phases of an evaluation.

1.10.3. Use the grading criteria in this instruction to grade areas/subareas accomplished during an evaluation.

1.10.3.1. The flight examiner must grade the areas/subareas listed as "required" in the general and specific evaluation sections of this instruction.

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

1.10.4. When in-flight evaluation of a required area is not possible; the area may be verbally evaluated. Flight examiners will make every effort to evaluate all required areas/subareas in-flight, simulator or static training tools before resorting to this provision, to include scheduling an evaluation completion sortie. When used, the evaluator will identify the area or items within the area that were verbally evaluated on AF Form 8 as an examiner remark (following the mission description).

1.10.5. Consider cumulative deviations when determining the overall grade. Grading criteria tolerances (pilots) assume smooth air and stable aircraft conditions. Minor momentary deviations are acceptable, provided the examinee applies prompt corrective action and such deviations do not jeopardize flight safety.

1.10.5.1. For pilots only, deviations incurred while employing the visual obstacle avoidance procedures are considered momentary deviations. If the flight manual recommends a specific air-speed range for performance of a maneuver, the flight examiner will apply the grading criteria to the upper and lower limits of that range.

1.10.5.2. Under no circumstances will a flight examiner allow the aircraft to slow to below V_{mc} or exceed aircraft limitations specified in the flight manual, regardless of tolerances listed for specific areas.

1.10.6. Flight examiners will use the grading criteria in this instruction as guidelines to assist in determining proper grades, not to replace flight examiners' judgment.

1.11. Grading System.

NOTE: This paragraph is for reference only and duplicates information in AFI 11-202V2 to allow the evaluator a single source instruction to conduct the evaluation. When a conflict occurs, use AFI 11-202V2.

1.11.1. Overall Qualification Levels.

1.11.1.1. Qualification Level 1 (Q-1). The aircrew member demonstrated desired performance and knowledge of procedures, equipment, and directives within tolerances specified in this instruction. Qualification Level 1 will be awarded when no discrepancies were noted and may be awarded when discrepancies are noted if:

1.11.1.1.1. The discrepancies resulted in no lower than a "Q-" grade being given in any area(s)/subarea(s).

1.11.1.1.2. In the judgment of the flight examiner, none of the discrepancies preclude awarding of an overall Q-1.

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

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

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

1.11.1.2.2. A non-critical area/sub area grade of “U” was awarded.

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

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

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

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

1.11.1.4. The flight examiner will indicate all appropriate restriction(s) and additional training on AF Form 8, **Certificate of Aircrew Qualification**.

1.11.2. Area/Subarea Grades. Areas/subareas will have a two-level (Q/U) or three-level (Q/Q-/U) grading system. The overall area grade will be the lowest of any subarea grade awarded.

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

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

1.11.2.3. Assign a “U” area grade for any breach of flight discipline, performance outside allowable parameters or deviations from prescribed procedures/tolerances that adversely affected mission accomplishment or compromised flight safety. An examinee receiving an area grade of “U” normally requires additional training. When, in the judgment of the flight examiner, additional training will not constructively improve examinee’s performance, it is not required. In this case, the flight examiner must thoroughly debrief the examinee.

1.11.3. Boldface. Grade Boldface either “Q” or “U”.

1.11.4. Critical Areas. Critical areas require adequate accomplishment by the aircrew member in order to successfully achieve the mission objectives. If an aircrew member receives an unqualified grade in any critical area, the overall grade for the evaluation will also be unqualified. Critical areas are identified by “(Critical)” in the area title and shading of Q- block on AF Form 3862, **Flight Evaluation Worksheet**, see examples at [attachment 2](#), [attachment 3](#), [attachment 4](#), or [attachment 5](#).

1.12. Unsatisfactory Performance.

NOTE: This paragraph for reference only and duplicates information in AFI 11-202V2, allowing the evaluator a single-source instruction for critical phases of the evaluation. When a conflict occurs, use AFI 11-202V2.

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

1.12.2. Immediately correct breaches of flying safety or flight discipline. When an examinee jeopardizes safety of flight, the evaluator may assume the duties of that aircrew member. This does not

mean the flight examiner must assume the examinee's position any time unsatisfactory performance is observed.

1.12.3. Assign a qualification level of "Q-3" for unsatisfactory performance in any critical area/sub-area or if the flight examiner assumes the examinee's duties.

1.12.4. Immediately notify the examinee's squadron commander/operations officer and flight commander/chief, if available, when less than Q-1 performance is observed.

1.12.5. Unsatisfactory performance in a non-critical area/subarea will result in no higher than a qualification level "Q-2".

1.12.6. Flight examiners observing unsatisfactory performance by a crewmember other than the examinee (including one in a different crew position) will comply with the requirements in AFI 11-202V2.

1.13. Conduct of Evaluations.

1.13.1. Flight examiners will pre-brief the examinee on the conduct, purpose, requirements of the evaluation, and all applicable evaluation criteria. Flight examiners will then evaluate the examinee in each graded area/subarea.

1.13.1.1. Flight examiners will normally not evaluate personnel they have primarily trained, recommended for upgrade evaluation, or who render their performance reports.

1.13.2. Unless otherwise specified, flight examiners may conduct the evaluation in any crew position/seat which will best enable the flight examiner to observe the examinee's performance.

1.13.3. Note discrepancies and deviations from prescribed tolerances and performance criteria during the evaluation. Compare the examinee's performance with the tolerances provided in the grading criteria and assign an appropriate grade for each area.

1.13.3.1. An evaluation will not be changed to a training mission to avoid documenting substandard performance, nor will a training mission be changed to an evaluation.

1.13.3.2. The judgment of the flight examiner, guidance provided in AFI 11-202V2, and this instruction will be the determining factors in assigning an overall grade. The flight examiner will thoroughly critique all aspects of the flight. During the critique, the flight examiner will review the examinee's overall rating, specific deviations, area/subarea grades assigned, and any additional training required.

1.13.3.3. In the event of unsatisfactory performance, the flight examiner will determine additional training requirements. Normally, additional training should not be accomplished on the same flight.

EXCEPTION: Additional training on the same flight is allowed when unique situations presenting valuable training opportunities (e.g., thunderstorm avoidance, crosswind landings, TOLD, phone patches, meal preparation, etc.) exist. This option requires utmost flight examiner discretion and judicious application. When used, the examinee must be informed of when the training begins and ends.

1.13.3.4. When evaluations are less than Q-1 performance, the flight examiner will debrief the examinee and examinee's commander (supervisor). Notify the squadron commander/ operations officer and flight commander/chief, if available.

1.13.4. Rechecks will normally be administered by a flight examiner other than the one who administered the original evaluation.

1.14. Use of AF Form 3862, Flight Evaluation Worksheet. Units (normally OGV) will overprint AF Form 3862, using the examples at [attachment 2](#) through [attachment 5](#) to use as an evaluation worksheet. Copy each title, number, and area text (in the order illustrated), and shading to the appropriate blocks, and include local evaluation areas, as required. Units may add special interest items and/or local evaluation requirements. In-flight, use the worksheet to ensure all required areas are evaluated. Record positive and negative trend information and aircrew member's performance. File the worksheet or draft copy of the AF Form 8 in the aircrew member's FEF immediately after the flight evaluation as a temporary record of the evaluation results. Maintain until the finished AF Form 8 is added to the FEF, then discard.

1.15. Aircrew Testing. See specific testing requirements in AFI 11-202V2 and include the following:

1.15.1. Open-Book Exam (Open Book). The open-book examination should normally be administered before initial flight evaluation and subsequently with periodic flight evaluations. The open-book examination will consist of 60-100 questions for pilots and flight mechanics. The open-book examination will consist of 30-50 questions for communication system operators and flight attendants. The examination questions will come from a Secure Question Bank (SQB) created and managed by each OGV. A portion of the open-book examination administered to flight instructors will include instructor (scenario-based) questions. A separate (unique) INSTR open book examination is not required for periodic evaluations.

1.15.2. Initial Instructor Open-Book Exam (INIT INSTR Open-Book). Administer an initial instructor open book one time before the initial instructor flight evaluation. The instructor open-book examination is requisite for INIT and RQ INSTR flight evaluations only. The examination will have a minimum of 20 questions from directives including AFMAN 36-2236, *Guidebook for Air Force Instructors*, AFI 11-2C-20V1, V2, and V3 (including USAFE supplements) and other common flight or instructor related sources. The exam should include scenario-driven instructor related questions.

1.15.3. Closed-Book Exam (Closed-Book). The close-book examinations should normally be administered before the initial flight evaluation and subsequently with periodic flight evaluations. The closed-book exam will consist of a minimum 20 questions derived from the Master Question File (MQF). Complete a Boldface exam in conjunction with the closed-book exam.

1.15.4. Instrument Exam. Pilots see AFI 11-202V2 requirements.

1.15.5. Flight Attendant (FA) or Communication Systems Operators (CSO) Qualified/Aircraft Certification Trained in Multiple Aircraft. Open-book examinations will include questions relating to additional aircraft (conversion training IAW AFI 11-202V1) on which the examinee maintains qualification status. Include a minimum of five questions incorporated into periodic open book examination.

1.16. Typical C-20A Evaluation Profile(s). The squadron will determine the evaluation profile suitable for evaluation with unit OG/OGV approval (approval of flying schedule may satisfy this requirement). The profile will be sufficient to meet all applicable areas/subareas identified in the specific aircrew chapters, minimizing verbal area/subarea evaluations.

1.17. Senior Officer Requirements. See AFI 11-202V1, *Aircrew Training* and AFI 11-2C-20V1, C-20 *Aircrew Training*.

1.18. Multiple Qualification(s). Approval authority for multiple qualification, also called “conversion” in two different MDS aircraft (e.g., C-20A and C-9A) is according to AFI 11-202V1, *Aircrew Training*, and the appropriate MAJCOM Supplement. When required and MAJCOM approved:

1.18.1. Pilots complete requirements according to the appropriate MDS aircraft’s AFI 11-2MDS Volume 1 and Volume 2.

1.18.2. Flight Attendant (FA) and Communication Systems Operations (CSO) see [chapter 4](#) or [chapter 5](#).

Chapter 2

PILOT EVALUATIONS

2.1. General. This chapter standardizes initial, periodic, and requalification evaluations, including requirements for instrument, qualification, mission, and instructor evaluations.

2.2. Instrument Evaluations. Conduct C-20A instrument evaluations concurrently with the qualification evaluation.

2.2.1. The examinee will accomplish at least one NDB approach and should fly a full procedure NDB, if available.

2.2.2. Evaluator may verbally evaluate VFR pattern, enroute navigation, holding, PAR approach and circling areas after consideration of proficiency and only if not available during the flight. For “Initial” evaluations: If unable to accomplish all items in flight, consideration should be for a second flight vs. verbal evaluation.

2.2.3. Pilots require one instrument approach and landing from the right seat for dual-seat qualification.

2.3. Qualification/Mission Evaluations (Initial, Periodic, and Requalification). Dual log mission evaluation with qualification/requalification requirements.

2.3.1. All areas in GENERAL, QUALIFICATION/MISSION, INSTRUMENT, INSTRUCTOR (if applicable), and UNIT (if applicable).

2.3.2. Additional Mission Evaluation.

2.3.2.1. Enroute Evaluation: Initial and requalification aircraft commanders will receive a (one-time) enroute evaluation. The enroute evaluation will consist of a minimum of four legs conducted on an operational OSA mission. The mission will include at least two legs with a DV and a minimum of one RON. O-6 or higher incumbents of wing, OG, and HQ flying positions do not require en route mission evaluation unless flying “in command.” Annotate AF Form 8 as SPOT evaluation (do not include an expiration date) and add remarks, “Enroute-Qualified”.

2.4. Instructor Evaluations (Initial, Periodic, and Requalification). Flight examiners will place particular emphasis on the examinee’s ability to recognize student difficulties and provide timely, effective corrective action. This may be accomplished by the instructor pilot examinee administering a proficiency sortie. As a minimum, demonstrate and instruct a variety of instrument/visual approaches. During initial instructor, complete a minimum of 3 landings with emphasis on touch and go procedures. Conduct initial or requalification instructor evaluations with a qualified pilot occupying the other seat. The examinee will normally occupy the right seat (right seat is mandatory for initial evaluation).

2.4.1. Include all areas under GENERAL, QUALIFICATION/MISSION, INSTRUCTOR, and UNIT (if applicable).

NOTE: Pilots who desire to realign their QUALIFICATION/MISSION evaluation (expiration date) during the initial (or requalification) instructor evaluation must also demonstrate all required areas/subareas and written examinations.

2.4.2. Periodic instructor evaluations are administered in conjunction with qualification/instrument evaluations and require all areas/subareas including GENERAL, INSTRUMENT, QUALIFICATION/MISSION, INSTRUCTOR, and UNIT (if applicable).

2.5. Emergency Procedures Evaluations (EPE). Unit determines EPE requirements. Conduct the EPE normally as a ground evaluation before in-flight evaluation (accomplish 1-3 days prior to flight for initial qualification/upgrade). Use one-on-one discussions and/or on-aircraft evaluation methods to conduct the EPE. The EPE should cover a cross section of aircraft systems and the examinee should be able to demonstrate an understanding of aircraft systems in emergency scenarios. Include situations during takeoff/climb-out, cruise and approach to landing phases. The EPE will also include emergency egress, life support equipment, and FCIF and/or special interest identified EPE topics.

2.6. Additional Information.

2.6.1. Evaluator pilots may conduct an evaluation(s) when scheduled as primary aircrew members.

2.6.2. Instructor and flight examiner pilots receiving periodic evaluations may be evaluated in either seat, but are not required to be evaluated in both.

2.7. Pilot Grading Criteria.

2.8. General.

Area 1, Directives and Publications.

- Q Possessed a high level of knowledge of all applicable aircraft publications and procedures and understood how to apply both to enhance mission accomplishment. Publications were current and properly posted. Checked FCIF/Safety Read File/Squadron Read File/etc.
- Q- Unsure of some directives but could locate information in appropriate publications. Publications were current but improperly posted.
- U Unaware of established procedures and/or could not locate them in the appropriate publication in a timely manner. Publications were not current. Failed to check FCIF/Safety Read File/Squadron Read File/etc.

Area 2, Mission Preparation/Planning/Performance.

- Q Checked all factors applicable to flight such as: weather, NOTAMs, alternate airfields, airfield suitability, fuel requirements, charts, etc. Displayed a high level of knowledge of performance capabilities and operating data. Evaluate the data intended for use during takeoff/landing after final adjustments and corrections have been made:
V1, Vr, V2, Vfs, Vse: +/-3 KIAS
EPR setting: +/-0.15
Takeoff/Landing Distance: +/-300 feet and suitable for takeoff/landing
Landing speeds: +/-3 KIAS

- Q- Made minor errors or omissions in checking all factors that could have detracted from mission effectiveness. Marginal knowledge of performance capabilities and/or operating data. Performance calculations exceeded Q limits but did not exceed:
VI, Vr, V2, Vfs, Vse: +/-5 KIAS
EPR setting: +/-0.20
Takeoff/Landing Distance: +/- 500 feet and suitable for takeoff/landing
Landing speeds: +/-5 KIAS
- U Made major errors or omissions, which would have prevented a safe or effective mission. Unsatisfactory knowledge of performance capabilities and/or operating data. Performance calculations exceeded Q- limits.

Area 3, Use of Checklists.

- Q Consistently used and called for the correct checklist and gave the correct response at the appropriate time throughout the mission.
- Q- Checklist responses were untimely and/or crewmember required continual prompting for correct response.
- U Used or called for incorrect checklist or consistently omitted checklist items. Unable to identify the correct checklist to use for a given situation. Did not complete checklist prior to event.

Area 4, Safety Consciousness (Critical).

- Q Aware of, and complied with all safety factors required for safe aircraft operation and mission accomplishment.
- U Not aware of or did not comply with, all safety factors required for safe aircraft operation or mission accomplishment. Operated/attempted to operate aircraft in a dangerous manner.

Area 5, Judgment/Compliance (Critical).

- Q Prepared and completed mission in compliance with existing regulations and directives. Demonstrated knowledge of operating procedures and restrictions and where to find them in the correct publications.
- U Unaware of established procedures and/or could not locate them in the appropriate publication in a timely manner. Failed to comply with a procedure that could have jeopardized safety or mission success.

Area 6, Crew Coordination/Crew Resource Management (CRM). See AFI 11-290, *Cockpit/Crew Resource Management Training Program*, and use AF Form 4031, **CRM Skills Criteria Training/Evaluation, form as a reference.**

- Q Effectively coordinated with other aircrew members throughout the assigned mission. Demonstrated operational knowledge of other crew members' duties and responsibilities. Effectively applied CRM skills throughout the mission.
- Q- Crew coordination adequate to accomplish mission. Demonstrated limited knowledge of other crewmembers' duties and responsibilities. Displayed an inability to use CRM skills during normal operations that did not adversely affect the mission.
- U Poor crew coordination or unsatisfactory knowledge of other crewmembers' duties and responsibilities negatively affected mission accomplishment or safety of flight.

Area 7, Communication Procedures.

- Q Complete knowledge of, and compliance with, correct communications procedures. Made radio and interphone transmissions concise with proper terminology. Complied with and acknowledged all required instructions. Ensured successful operation of the IFF/SIF Mode 4.
- Q- Occasional deviations from procedures that required re-transmissions or resetting codes. Slow in initiating or missed several required radio calls. Transmissions contained extraneous matter, were not in proper sequence, or used non-standard terminology. Difficulty configuring/coding IFF/SIF Mode 4 without mission impact (CSO not available).
- U Incorrect procedures or poor performance caused confusion and jeopardized mission accomplishment. Omitted numerous radio calls. Unable to configure/code IFF/SIF including Mode 4 with direct impact on mission success (CSO not available).

Area 8, Life Support Systems/Egress.

- Q Displayed thorough knowledge of location and use of life support systems and equipment. Demonstrated and emphasized the proper operating procedures used to operate aircraft egress devices.
- Q- Limited knowledge of location and use of life support systems and equipment. Unsure of the proper operating procedures used to operate aircraft egress devices.
- U Displayed unsatisfactory knowledge of location and use of life support systems and equipment. Unable to properly operate aircraft egress devices or egress aircraft.

Area 9, Knowledge/Completion of Forms.

- Q All required forms and/or flight plans were complete, accurate, readable, accomplished on time and IAW applicable directives. Related an accurate debrief of significant events to applicable agencies (Intel, Maintenance, etc.).
- Q- Minor errors on forms and/or flight plans did not affect conduct of the mission. Incorrectly or incompletely reported some information due to minor errors, omissions, and/or deviations.
- U Did not accomplish required forms and/or flight plans. Omitted or incorrectly reported significant information due to major errors, omissions, and/or deviations.

Area 10, Airmanship/Situational Awareness.

- Q Executed the assigned mission in a timely, efficient manner. Demonstrated strict professional flight and crew discipline throughout all phases of flight. Conducted the flight with a sense of understanding and comprehension.
- Q- Untimely or inappropriate decisions degraded or prevented accomplishment of a portion of the mission. Resources were not always effectively used to the point that specific mission objectives were not achieved.
- U Decisions, or lack thereof, resulted in failure to accomplish the assigned mission. Failed to exhibit strict flight and crew discipline.

2.9. Qualification/Mission. Use the criteria as general tolerances for airspeed, altitude, and heading/course in **Table 2.1**.

Table 2.1. General Pilot Tolerances.

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Q | <i>Airspeed: +10/-5 KIAS</i> <i>Altitude: +/-100 feet</i> <i>Heading/Course: +/-5 degrees</i> |
| Q- | Exceeds Q criteria but does not exceed: <i>Airspeed: +15/-5 KIAS</i> <i>Altitude: +/-200 feet</i> <i>Heading/Course: +/-10 degrees</i> |
| U | Exceeds Q- criteria. |
| NOTE 1: Airspeed tolerances apply when a specific airspeed has been assigned by Air Traffic Control or prescribed in the flight manual. Airspeed “minus” tolerances are based on minimum maneuvering speed for aircraft configuration. | |
| NOTE 2: Add 50 feet (when practical) and 2 degrees to “all engines operating” criteria for “operations with an engine out” criteria. | |

Area 11, Ground Operations/Taxi.

- Q Established and adhered to station, start engine, taxi, and take-off time to assure thorough preflight, check of personal equipment, crew/passenger briefings, etc. Accurately determined readiness of aircraft for flight. Completed all systems preflight/post-flight inspections IAW flight manual. Conducted taxi operations according to AFI 11-218, *Aircraft Operations and Movement on the Ground*, and local procedures.
- Q- Same as above except for minor procedural deviations that did not detract from mission effectiveness.
- U Crew errors directly contributed to a late takeoff that degraded the mission. Failed to accurately determine readiness for flight. Failed to preflight/post-flight a critical component or could not conduct a satisfactory preflight/post-flight inspection.

Area 12, Takeoff.

- Q Maintained smooth, positive aircraft control throughout the takeoff. Performed the take-off IAW flight manual and as published/directed.
- Q- Minor deviations from published procedures without affecting safety of flight. Control was rough or erratic. Hesitant in application of procedures/corrections.
- U Takeoff was potentially dangerous. Exceeded aircraft/systems limitations. Failed to establish proper climb attitude. Excessive deviation from intended flight path. Violated flight manual procedures. Exceeded Q- criteria.

Area 13, Radar Operations/Weather Avoidance/Windshear.

- Q Effectively demonstrated procedures for operating weather radar. Updated weather radar/analysis throughout the mission. Highly knowledgeable of conditions leading to windshear, and windshear recognition and recovery procedures. Used all available sources to determine if, and/or to what degree, severe weather conditions exist. Complied with all weather separation and windshear avoidance directives.
- Q- Minor deviations observed when operating weather radar. Did not update radar/weather analysis during worsening weather conditions. Limited knowledge of conditions leading to windshear, and windshear recognition and recovery procedures. Complied with all weather separation and windshear avoidance directives.

- U Unable to demonstrate proper use of weather radar. Failed to update radar/weather analysis during the mission. Displayed unsatisfactory knowledge of conditions leading to windshear, and windshear recognition and recovery procedures. Failed to comply with weather separation or windshear avoidance directives that could have jeopardized safety or mission success.

Area 14, Fuel Planning/Conservation.

- Q Possessed a high level of knowledge of all applicable aircraft publications and other governing directives and understood critical situations requiring precise fuel planning.
- Q- Possessed some knowledge of applicable aircraft publications and other governing directives, however fuel planning was not precise or was incomplete.
- U Unaware of fuel planning procedures. Failed to apply adequate fuel planning.

Area 15, VFR Pattern.

- Q Performed traffic pattern and turn to final/final approach IAW published procedures. Aircraft control was smooth and positive. Constantly cleared area of intended flight.
- Q- Performed traffic pattern and turn to final/final approach with minor deviations to procedures as published/directed. Aircraft control was safe but not consistently smooth and positive. Over/under shot final approach, but was able to intercept normal glide path. Adequately cleared area of intended flight.
- U Did not perform traffic pattern and/or turn to final/final approach IAW published procedures. Displayed erratic aircraft control. Did not clear area of intended flight.

Area 16, Landings. Evaluate the following Subareas:

- Subarea 16A Full Flap (39)**
- Subarea 16B Partial Flap (10 and/or 20)**
- Subarea 16C No-Flap**
- Subarea 16D Engine-Out**
- Subarea 16E Touch and Go**
- Subarea 16F Right Seat (CP, AC, and Initial IP)**

NOTE 1: Specific items to evaluate include threshold altitude/airspeed, runway alignment, flare, touchdown, and landing aircraft/runway alignment.

NOTE 2: Airspeed tolerances apply to computed TOLD speeds.

NOTE 3: Add +5 KIAS to tolerances for simulated engine-out operations.

NOTE 4: For minimum run landings (if evaluated), evaluate the examinee's ability to touchdown in the first 500 feet of runway. (AC and above only)

- Q Performed landings as published/directed IAW flight manual and met the following criteria:
 - Airspeed: +5/-0 KIAS*
 - Touchdown zone: 800-2000 feet (within the first 750 feet of runway for min. run landings)*
 - Centerline: +/-15 feet left or right*
 - TCH: +25/-5 feet*

- Q- Performed landings with minor deviation to procedures as published/directed. Landed in a slight crab. Exceeded Q criteria but not the following:

Airspeed: +10/-5 KIAS

Touchdown zone: 500-3000 feet (within the first 1000 feet for min, run landings)

Centerline: +/-25 feet left or right

TCH: +50/-10 feet

- U Landing not performed as published/directed. Exceeded Q- criteria.

Area 17, Landing Roll, Braking, and Reverse Thrust (if used).

- Q Performed as published/directed IAW flight manual. Braking action and reverse thrust actuation (if used) was prompt and smooth.
- Q- Performed landings with minor deviation to procedures as published/directed. Braking action and reverse thrust actuation (if used) unnecessarily delayed or not smooth.
- U Landing not performed as published/directed. Braking or reverse thrust (if used) excessively delayed or actuated prior to touchdown. Exceeded Q- criteria.

Area 18, All Engine Go-Around (GA). Not required if Engine-out GA (Area 20) is evaluated.

- Q Initiated and performed go-around promptly and IAW flight manual and directives. Applied smooth control inputs. Acquired and maintained a positive climb.
- Q- Slow or hesitant to initiate go-around. Slightly over controlled the aircraft. Minor deviations did not affect mission accomplishment or compromise safety.
- U Did not initiate go-around when appropriate or directed. Major deviations or misapplication of procedures could have led to an unsafe condition.

Area 19, Engine-Out Operations. *NOTE:* Use approach criteria for the type of approach being flown and the following:

- Q Proper control inputs were used to correct asymmetric condition. Aircraft was properly trimmed. Proper consideration was given to maneuvering the aircraft with regard to the "dead" engine.
- Q- Minor deviations in aircraft control allowed the aircraft to occasionally fly uncoordinated flight.
- U Aircraft was not properly trimmed. Aircraft control was erratic and consistently resulted in uncoordinated flight. Maneuvering the aircraft with regard to the "dead" engine was potentially unsafe.

Area 20, Engine-Out GA.

- Q Performed all required procedures IAW the flight manual and directives. Applied smooth, positive, and coordinated control inputs. Rudder and aileron inputs were in correct direction. Airspeed no less than Vref +10 and no greater than Vref +20 until 1500 AGL. Course and heading +/- 10 degrees.
- Q- Procedural errors were made which did not affect safety. Aircraft control was not consistently smooth and positive. Rudder and aileron inputs were in correct direction but some over/under control. Airspeed no less than Vref +5 and no greater than Vref +25 until 1500 AGL. Course and heading +/- 15 degrees.
- U Rudder and/or aileron inputs were incorrect resulting in sustained uncoordinated flight.

Area 21, Boldface Emergency Procedures (Critical).

- Q Correct, immediate responses. Maintained aircraft control. Coordinated proper crew actions.

- U Incorrect sequence, unsatisfactory response, or unsatisfactory performance of corrective actions.

Area 22, Other Observed Emergency Procedures.

- Q Operated within prescribed limits and correctly diagnosed problems. Performed/ explained proper corrective action for each type of malfunction/emergency. Effectively used available aids, checklists, and technical support agencies.
- Q- Operated within prescribed limits but slow to analyze problems or apply proper corrective actions. Did not effectively use and/or experienced delays, omissions, or deviations in use of checklist and/or available aids.
- U Exceeded limitations. Unable or failed to analyze problem or take proper corrective action. Did not use checklist and/or available aids.

Area 23, Systems Operations/Knowledge/Limitations.

- Q Demonstrated/explained a complete knowledge of aircraft systems operations/limitations and proper procedural use of systems.
- Q- Marginal knowledge of aircraft systems operations and limitations in some areas. Used individual technique instead of established procedure and was unaware of differences.
- U Unsatisfactory systems knowledge. Unable to demonstrate/explain the procedures for aircraft systems operations.

Area 24, Tactical Maneuvers (TAA/D), if observed/applicable.

- Q Performed maneuver IAW published procedures. Aircraft control was smooth and positive. Constantly cleared area of intended flight.
- Q- Performed maneuver with minor deviations to published procedures. Aircraft control was safe but not consistently smooth and positive. Adequately cleared area of intended flight.
- U Did not perform maneuver IAW published procedures. Displayed erratic aircraft control. Did not clear area of intended flight. Exceeded Q- criteria.

2.10. Instrument. Use the following criteria as general tolerances for airspeed, level-off altitude, and heading/course with all engines operating:

- Q *Airspeed: +10/-5 KIAS*
Level-off Altitude: +/-100 feet
Heading/Course: +/-5 degrees
- Q- *Exceeds Q criteria but does not exceed:*
Airspeed: +15/-5 KIAS
Level-off Altitude: +/-200 feet
Heading/Course: +/-10 degrees
- U Exceeds Q- criteria.

NOTE 1: Airspeed tolerances apply when a specific airspeed has been assigned by Air Traffic Control or prescribed in the flight manual. Airspeed “minus” tolerances are based on minimum maneuvering speed for aircraft configuration.

NOTE 2: Add 5 KIAS, 50 feet (when practical), and 2 degrees to all engines operating criteria for operations with an engine out criteria.

Area 25, Instrument Departure/SID/Departure Procedure.

- Q Complied with all restrictions or controlling agency instructions. Made all required reports. Applied course/heading corrections promptly. Demonstrated smooth, positive control.
- Q- Minor deviations in navigation occurred during departure. Slow to comply with controlling agency instructions or unsure of reporting requirements. Slow to apply course/heading corrections. Aircraft control was not consistently smooth and positive.
- U Failed to comply with published/directed departure or controlling agency instructions. Accepted an inaccurate clearance. Aircraft control was erratic.

Area 26, Enroute Navigation/INS/FMS, as applicable.

- Q Satisfactory capability to navigate using all available means. Used appropriate navigation procedures. Complied with clearance instructions. Aware of position at all times. Remained within the confines of assigned airspace.
Fix-to-Fix: +/-3 NM
TACAN/VOR-DME Arc: +/-2 NM
- Q- Minor errors in procedures/use of navigation equipment. Slow to comply with clearance instructions. Had some difficulty in establishing exact position and course. Slow to adjust for deviations in time and course. Exceeded Q criteria but not:
Fix-to-Fix: +/-5 NM
TACAN/VOR-DME Arc: +/-4 NM
- U Major errors in procedures/use of navigation equipment. Could not establish position. Failed to recognize checkpoints or adjust for deviations in time and course. Did not remain within the confines of assigned airspace. Exceeded Q- criteria.

Area 27, Holding.

- Q Performed entry and holding IAW published procedures and directives.
- Q- Performed entry and holding procedures with minor deviations.
- U Holding was not IAW flight manual, directives, or published procedures.

Area 28, Use of NAVAIDS.

- Q Ensured NAVAIDS were properly tuned, identified, and monitored.
- Q- Some deviations in tuning, identifying, and monitoring NAVAIDS.
- U Did not ensure NAVAIDS were tuned, identified, and monitored.

Area 29, Descent/Arrival.

- Q Performed descent as directed. Complied with all flight manual, controller-issued, or STAR restrictions in a proficient manner. Accomplished all required checks.
- Q- Performed descent as directed with minor deviations that did not compromise mission safety. Slow to accomplish required checks.
- U Performed descent with major deviations. Did not accomplish required checks. Erratic corrections. Exceeded flight manual limitations.

Area 30, Precision Approaches. Includes subareas PAR, ILS, and CAT II ILS (one ILS required, CAT II if qualified). Use the following criteria as general tolerances for airspeed, altitude, heading, glide slope, and azimuth.

Q *Airspeed: +10/-5 KIAS
Altitude: Initiated missed approach at decision height +50/-0 feet
Heading: +/-5 degrees of controller's instructions (PAR)
Glide Slope: Within one dot (ILS)
Azimuth: Within one dot (ILS)*

Q- *Exceeds Q criteria but does not exceed:
Airspeed: +15/-5 KIAS
Altitude: Initiated missed approach at decision height +100/-0 feet
Heading: +/-10 degrees of controller's instructions (PAR)
Glide Slope: Within one dot low, two dots high (ILS)
Azimuth: Within two dots (ILS)*

U Exceeds Q- criteria.

NOTE 1: Airspeed tolerances are based on computed approach speed.

NOTE 2: Add 5 KIAS, 50 feet (when practical), and 2 degrees to all engines operating criteria for operations with an engine-out criteria.

Subarea 30A, PAR.

Q Approach was IAW published procedures. Smooth and timely response to controller's instructions. Established initial glide path and maintained with only minor deviations. Complied with decision height. Position would have permitted a safe landing. Elevation did not consistently exceed slightly above or slightly below glide path.

Q- Performed approach with minor deviations. Slow to respond to controller's instructions and make corrections. Improper glide path control. Complied with decision height. Position would have permitted a safe landing. Elevation did not exceed well above or well below glide path. Exceeded Q criteria.

U Approach not IAW flight manual, directives, or published procedures. Erratic corrections. Did not respond to controller's instructions. Did not comply with decision height and/or position would not have permitted a safe landing. Erratic glide path control. Exceeded Q- criteria.

Subarea 30B, ILS.

Q Approach was IAW published procedures. Smooth and timely corrections to azimuth and glide slope. Complied with decision height. Position would have permitted a safe landing. Maintained glide path with only minor deviations.

Q- Performed approach with minor deviations. Slow to make corrections. Slow to comply with decision height. Position would have permitted a safe landing. Improper glide path control.

U Approach not IAW flight manual, directives, or published procedures. Erratic corrections. Did not comply with decision height and/or position at decision height would not have permitted a safe landing. Exceeded Q- criteria.

Subarea 30C, CAT II ILS (Reference T.O. 1C-20A-1, AFI 11-2C-20V1 and AFI 11-2C-20V3.)

Q Approach was IAW published procedures. Smooth and timely corrections to azimuth and glide slope. Complied with decision height. Position would have permitted a safe landing. Maintained glide path with only minor deviations.

Q- Performed approach with minor deviations. Slow to make corrections. Slow to comply with decision height. Position would have permitted a safe landing. Improper glide path control.

- U Approach not IAW flight manual, directives, or published procedures. Erratic corrections. Did not comply with decision height and/or position at decision height would not have permitted a safe landing. Exceeded Q- criteria

Area 31, Non-Precision Approaches. Includes five Subareas.

Subarea 31A NDB
Subarea 31B LOCALIZER/BACK COURSE LOC/VOR
Subarea 31C ASR
Subarea 31D TACAN
Subarea 31E GPS

NOTE 1: Evaluate NDB and one other subarea as a minimum.

NOTE 2: Use the following description and criteria as general tolerances for airspeed, altitude at MDA, heading, course, timing, and distance with all engines operating.

- Q Approach was IAW published procedures. Used appropriate descent rate to arrive at MDA at or before VDP. Position would have permitted a safe landing. Smooth and timely response to controllers instructions (ASR).

Airspeed: +10/-5 KIAS

MDA: +100/-0 feet

Course: +/-5 degrees at MAP (NDB, VOR, TACAN), less than one dot deflection (LOC, GPS)

Timing: Computed/adjusted timing to determine MAP within 10 seconds (when required).

Distance: Determined MAP within +/-0.5 Miles

- Q- Performed approach with minor deviations. Arrived at MDA at or before the MAP, but past the VDP. Position would have permitted a safe landing. Slow to respond to controller's instructions and make corrections (ASR). Exceeded Q criteria but does not exceed:

Airspeed: +15/-5 KIAS

MDA: +150/-50 feet

Course: +/-10 degrees at MAP (NDB, VOR, TACAN), more than one dot but less than two dot deflection (LOC, GPS) (Reference AFMAN 11-217 ICAO tolerances)

Timing: Computed/adjusted timing to determine MAP within 20 seconds (when required).

Distance: Determined MAP within +1/-0.5 Miles

- U Approach not IAW published procedures. Maintained steady-state flight below the MDA, even though the -50 foot limit was not exceeded. Position would not have permitted a safe landing. Failed to compute or adjust timing to determine MAP (when required). Exceeded Q- criteria.

NOTE 3: Airspeed tolerances are based on computed approach speed.

NOTE 4: Add 5 KIAS, 50 feet (when practical), and 2 degrees to all engines operating criteria for operations with an engine-out criteria.

Area 32, Circling Approach.

- Q Properly identified aircraft category for the approach and remained within the lateral limits for that category. Complied with controller's instructions. Attained runway alignment without excessive bank angles. Did not descend from the MDA until in a position to place the aircraft on a normal glide path or execute a normal landing.

- Q- Slow to comply with controller's instructions. Attained runway alignment but occasionally required excessive bank angles or maneuvering.
- U Did not properly identify aircraft category or exceeded the lateral limits of circling airspace. Did not comply with controller's instructions. Excessive maneuvering to attain runway alignment was potentially unsafe. Descended from the MDA before the aircraft was in a position for a normal glide path or landing. Exceeded Q- criteria.

Area 33, Missed Approach.

- Q Executed missed approach IAW published procedures. Complied with controller's instructions. Applied smooth control inputs.
- Q- Executed missed approach with minor deviations to published procedures. Slow to comply with controller's instructions. Slightly over controlled the aircraft.
- U Did not execute missed approach IAW flight manual, directives, or published procedures. Did not comply with controller's instructions. Deviation or misapplications of procedures could have led to an unsafe condition. Exceeded Q- criteria.

2.11. Instructor.

Area 34, Instructor Ability (Critical).

- Q Demonstrated the ability to communicate effectively. Provided appropriate guidance when necessary. Planned ahead and made timely decisions. Identified/corrected potentially unsafe maneuvers/situations.
- U Unable to effectively communicate or provide timely feedback to the student. Did not provide corrective action when necessary. Did not plan ahead or anticipate student problems. Did not identify unsafe maneuvers/situations in a timely manner. Made no attempt to instruct.

Subarea 34A, Instructor Demonstration (Critical).

- Q Effectively demonstrated correct procedures, systems operation, or flight maneuvers. Thorough knowledge of applicable aircraft systems, procedures, publications, and directives.
- U Ineffective or incorrect demonstration of procedures, systems operation, or flight maneuvers. Insufficient depth of knowledge about applicable aircraft systems, procedures, and/or proper source material.

Subarea 34B, Student Briefing/Critique (Critical).

- Q Briefings were well organized, accurate, and thorough. Reviewed student's present level of training and defined mission events to be performed. During the critique, demonstrated an effective ability to reconstruct the flight, offer mission analysis, and provide guidance where appropriate. Training grade reflected the actual performance of the student relative to the standard. Pre-briefed the student's next mission, if required.
- U Briefings was marginal or non-existent. Did not review students past performance. Failed to adequately critique student or analyze the mission. Training grade did not reflect actual performance of student. Overlooked or omitted major discrepancies. Incomplete pre-briefing of student's next mission, if required.

2.12. Initial Enroute (Aircraft Commanders Only).

Area 35, Aircraft Commander Responsibilities.

- Q Was thoroughly aware of aircraft commander's responsibilities and performed them adequately to allow for mission accomplishment without major discrepancies.
- Q- Was somewhat familiar with aircraft commander responsibilities. Some problems arose which could have been avoided with better leadership/planning but mission accomplishment was unaffected.
- U Was unsure of aircraft commander responsibilities and would have hindered the accomplishment of the mission if evaluator did not intervene.

Area 36, Flight Progress.

- Q Kept mission on-time to the best of the aircrew's capabilities. Timely notification to required agencies of departure and arrival information and maintenance discrepancies.
- Q- Minor deviation(s) in itinerary caused by insufficient management. Notification to required agencies of departure and arrival information and maintenance discrepancies were sometimes late.
- U Mission was delayed or degraded due to insufficient management by the evaluatee. Notification to required agencies of departure and arrival information and maintenance discrepancies were not accomplished.

Area 37, Passenger Contact.

- Q Worked closely with the passenger contact to ensure accurate itinerary details and passenger requirements.
- Q- Was slow to interact with passenger contact with led to minor itinerary problems. Did not adversely affect mission accomplishment.
- U Did not interact with the passenger contact. Led to miscommunications between aircrew and party, which hampered mission accomplishment.

Area 38, Enroute Procedures.

- Q Accurately planned and performed enroute portion of mission to include compliance with ATC and diplomatic requirements.
- Q- Planning of enroute portion of mission was not always complete. In flight performance was adequate and no ATC or diplomatic requirements were violated.
- U Enroute planning was inadequate. Violated ATC instructions or diplomatic requirements.

Area 39, Descent/Arrival.

- Q Performed descent/arrival procedures IAW published procedures. Identified and executed applicable STAR and/or ATC routings with little deviation. Timely planned descent rates to meet all required altitude restrictions.
- Q- Performed descent/arrival procedures IAW published procedures with only minor deviations. Was slow to identify and execute applicable STAR and/or ATC routings. Was slow to identify required descent rates to meet required altitude restrictions, but met all altitude restrictions.
- U Failed to perform descent/arrival procedures IAW published procedures. Failed to identify and execute applicable STAR and/or ATC routings. Major deviations of published/instructed routings. Failed to plan and meet required altitude restrictions during descent (if applicable).

Area 40, Approach and Landing. One each required, use appropriate area tolerances above.

Area 41, Post Flight/RON Procedures.

- Q Accomplished required checklists and ensured required aircraft servicing was completed. Managed crew to ensure their location and departure times were always known.
- Q- Slow to complete required checklists or ensure required aircraft servicing was completed. Was sometimes unaware of crew members' location during crew rest. Was slow to set an adequate hotel departure time and pass information to the crew.
- U Did not accomplish the required checklists and aircraft was not properly serviced. Unaware of crew members' location during crew rests. Inadequate hotel departure times were set. Communication to crew during crew rest was inadequate.

Area 42, Aircraft Security.

- Q Ensured security requirements were met IAW appropriate directives.
- Q- Was sometimes unaware of security requirements, but ensured they were met when researched.
- U Was unaware of security requirements, which led to evaluator intervention to ensure they were met.

Area 43, Block Time Procedures.

- Q Was knowledgeable of block time procedures and set realistic times. Block times (when mission dictates) were within five minutes when conditions beyond the examinee's control were favorable (i.e. ATC re-routings, weather).
- Q- Was somewhat knowledgeable of block time procedures and set realistic times. Block times (when mission dictates) were within ten minutes when conditions beyond the examinee's control were favorable.
- U Was not knowledgeable of block time procedures and set unrealistic times. Block times (when mission dictates) were not within ten minutes even when conditions beyond the examinee's control were favorable.

Area 44, Diplomatic Clearances.

- Q Obtained or requested all required diplomatic clearances and followed up as necessary.
- Q- Obtained or requested all required diplomatic clearances and failed to follow up as necessary. Omission could have delayed the mission.
- U Failed to request necessary clearances and delayed the mission.

2.13. Unit . Units will include USAFE-specific and local evaluation areas in [chapter 6](#). In addition, include USAFE and local unit areas on AF Form 3862 (see paragraph 1.14).

Chapter 3

FLIGHT MECHANIC (FM) EVALUATIONS

3.1. General. This chapter standardizes initial, periodic and requalification evaluations, including requirements for qualification, mission, and instructor evaluations for USAFE assigned flight mechanics until converted to Flight Engineer position.

3.2. Qualification/Mission Evaluations (Initial, Periodic, and Requalification.) Dual log the mission evaluation with qualification/requalification requirements.

3.2.1. Evaluate all areas under GENERAL, QUALIFICATION/MISSION, INSTRUCTOR (if applicable), and UNIT (if applicable). Conduct the initial evaluation on an operational mission with multiple legs and a minimum of one RON. Include all areas under GENERAL and QUALIFICATION/MISSION and requisite exams. Upon successful completion of the evaluation indicate a crew position as MAZ and clearance for unsupervised aircrew duties.

NOTE: Periodic evaluations may be administered on any type of mission and should include a minimum of one RON if possible.

3.3. Instructor Evaluations (Initial, Periodic, and Requalification). Flight examiners will place particular emphasis on the examinee's ability to recognize student difficulties and provide timely, effective corrective action. Conduct instructor evaluations while instructing any FM or the examiner if a "student" is not available. For all instructor evaluations include the following:

3.3.1. All areas under GENERAL, QUALIFICATION/MISSION, INSTRUCTOR, and UNIT (if applicable).

NOTE: Flight mechanics who desire to realign their QUALIFICATION/MISSION evaluation (expiration date) during the initial (or requalification) instructor evaluation must also demonstrate all areas/sub-areas and complete all written examinations.

3.4. Emergency Procedures Evaluations (EPE). Unit determines EPE requirements. Conduct the EPE normally as a ground evaluation before in-flight evaluation (accomplish 1-3 days prior to flight for initial qualification/upgrade). Use one-on-one discussions and/or on-aircraft evaluation methods to conduct the EPE. The EPE should cover a cross section of aircraft systems and the examinee should be able to demonstrate an understanding of aircraft systems in emergency scenarios. Include situations during takeoff/climb-out, cruise and approach to landing phases. The EPE will also include emergency egress, life support equipment, and FCIF and/or special interest identified EPE topics.

3.5. Additional Information.

3.5.1. Flight mechanic evaluators will not conduct an evaluation when scheduled as a primary crew member.

3.6. Flight Mechanic Evaluation Criteria.

3.7. General.

Area 1, Directives and Publications.

- Q Possessed a high level of knowledge of all applicable aircraft publications and procedures and understood how to apply both to enhance mission accomplishment. Publications were current and properly posted.
- Q- Unsure of some directives but could locate information in appropriate publications. Publications were current but improperly posted.
- U Unaware of established procedures and/or could not locate them in the appropriate publication in a timely manner. Publications were not current.

Area 2, Mission Preparation. Includes subareas, Personal and Professional Equipment, Mission Policies and Procedures, and Performance Data.**Subarea 2A, Personal and Professional Equipment.**

- Q Possessed all personal/professional equipment and publications. Maintained equipment in serviceable condition.
- Q- Possessed most personal/professional equipment and publications. Missing items did not jeopardize mission/flight safety.
- U Failed to possess all personal/professional equipment or to maintain equipment in serviceable condition and mission/flight safety was jeopardized.

Subarea 2B, Mission Policies and Procedures.

- Q Possessed a high level of knowledge of all applicable aircraft publications and procedures and understood how to apply both to enhance mission accomplishment. Publications were current and properly posted. Checked FCIF/Safety Read File/Squadron Read File/etc.
- Q- Unsure of some directives but could locate information in appropriate publications. Publications were current but improperly posted.
- U Unaware of established procedures and/or could not locate them in the appropriate publication in a timely manner. Publications were not current. Failed to check FCIF/Safety Read File/Squadron Read File/etc.

Subarea 2C, Performance Data.

- Q TOLD Card computations were error free. Displays a high knowledge of calculating Performance Data and all factors that affect Performance Data. Evaluate the data intended for use during takeoff/landing after final adjustments and corrections have been made:
V1, Vr, V2, Vfs, Vse: +/-3 KIAS
EPR setting: +/-0.15
Takeoff/Landing Distance: +/-300 feet and suitable for takeoff/landing
Landing speeds: +/-3 KIAS
- Q- TOLD Card computations reflected minor deviations which did not detract from mission effectiveness. Incomplete knowledge of Performance Data or all factors that affect Performance Data. Performance calculations exceeded Q limits but did not exceed:
V1, Vr, V2, Vfs, Vse: +/-5 KIAS
EPR setting: +/-0.20
Takeoff/Landing Distance: +/- 500 feet and suitable for takeoff/landing
Landing speeds: +/-5 KIAS
- U TOLD Card computations reflected major errors which could preclude safe/effective mission accomplishment. Unsatisfactory Knowledge of Performance Data. Performance calculations exceeded Q- limits.

Area 3, Use of Checklists.

- Q Procedures and checklist items required by flight manual and applicable directives were accomplished in a thorough and proficient manner without omission. Consistently used the correct checklist and insured the correct response at the appropriate time throughout the mission.
- Q- Procedures and checklist items required by flight manuals and applicable directives were accomplished with omissions, deviations, or errors, which distracted from the overall efficient conduct of the mission. Required continual prompting to run/complete checklists once called for by the pilot.
- U Procedures and checklist items required by flight manuals and applicable directives were accomplished with omissions, deviations, or errors which did or could have adversely affected the successful accomplishment of the mission or task. Used incorrect checklist or consistently omitted checklist items. Unable to identify the correct checklist to use for a given situation. Did not complete checklist prior to event.

Area 4, Safety Consciousness (Critical).

- Q Aware of and complied with all safety factors required for safe aircraft operation and mission accomplishment.
- U Not aware of or did not comply with all safety factors required for safe aircraft operation or mission accomplishment. Operated aircraft in a dangerous manner.

Area 5, Judgment/Compliance (Critical).

- Q Prepared and completed mission in compliance with existing regulations and directives. Demonstrated knowledge of operating procedures and restrictions and where to find them in the correct publications.
- U Unaware of established procedures and/or could not locate them in the appropriate publication in a timely manner. Failed to comply with a procedure that could have jeopardized safety or mission success.

Area 6, Crew Coordination/Crew Resource Management (CRM). See AFI 11-290, *Cockpit/Crew Resource Management Training Program*, and use AF Form 4031 CRM Skills Criteria Training/Evaluation, form as a reference.

- Q Effectively coordinated with other aircrew members throughout the assigned mission. Demonstrated operational knowledge of other crew members' duties and responsibilities. Effectively applied CRM skills throughout the mission.
- Q- Crew coordination adequate to accomplish mission. Demonstrated limited knowledge of other crewmembers' duties and responsibilities. Displayed an inability to use CRM skills during normal operations that did not adversely affect the mission.
- U Poor crew coordination or unsatisfactory knowledge of other crewmembers' duties and responsibilities negatively affected mission accomplishment or safety of flight.

Area 7, Communication Procedures.

- Q Complete knowledge of, and compliance with, correct communication procedures. Made radio and interphone transmissions concise and with proper terminology. Consistently backed up pilots for all ATC calls. Demonstrated satisfactory use of communication equipment: UHF, VHF, HF, and SATCOM (if applicable) radios.
- Q- Occasional deviation or omissions from required procedures, calls or acknowledgments. Occasional backup for ATC calls. Limited knowledge of communication equipment.

- U Incorrect procedures or poor performance caused confusion. Did not back up pilots for ATC calls. Displayed poor operational knowledge of communication equipment.

Area 8, Life Support Systems/Egress.

- Q Displayed thorough knowledge of location and use of life support systems and equipment. Demonstrated and emphasized the proper operating procedures used to operate aircraft egress devices.
- Q- Limited knowledge of location and use of life support systems and equipment. Unsure of the proper operating procedures used to operate aircraft egress devices.
- U Displayed unsatisfactory knowledge of location and use of life support systems and equipment. Unable to properly operate aircraft egress devices or egress aircraft.

Area 9, Knowledge/Completion of Forms.

- Q All required forms were complete, accurate, readable, accomplished on time and IAW applicable directives. Related an accurate debrief of significant events to applicable agencies (intelligence, maintenance, etc.).
- Q- Minor errors on forms did not affect conduct of the mission. Incorrectly or incompletely reported some information due to minor errors, omissions, and/or deviations.
- U Did not accomplish required forms. Omitted or incorrectly reported significant information to applicable agencies due to major errors, omissions, and/or deviations.

Area 10, Airmanship/Situational Awareness.

- Q Executed the assigned mission in a timely, efficient manner. Demonstrated strict professional flight and crew discipline throughout all phases of flight. Conducted the flight with a sense of understanding and comprehension.
- Q- Untimely or inappropriate decisions degraded or prevented accomplishment of a portion of the mission. Resources were not always effectively used to the point that specific mission objectives were not achieved.
- U Decisions, or lack thereof, resulted in failure to accomplish the assigned mission. Failed to exhibit strict flight and crew discipline.

3.8. Qualification/Mission.

Area 11, Preflight. Includes subareas Preflight Inspection and Weight and Balance.

Subarea 11A. Preflight Inspection.

- Q Efficiently completed a preflight inspection, determined aircraft status and adhered to all established procedures. Proper coordination with maintenance and crew when required. Ensured readiness of aircraft for flight.
- Q- Minor deviations from established procedures, which would not affect completion of the mission or compromise safety.
- U Failed or unable to determine status of aircraft. Unfamiliar with established procedures. Failed or unable to use reference materials. Errors, omissions or deviations directly contributed to a late takeoff or detracted from safety or mission effectiveness.

Subarea 11B, Weight and Balance.

- Q Correctly computed aircraft takeoff weight and trim setting.
- Q- Weight and or trim computations contained minor errors; excessive time to accomplish.
- U Deviated from established procedures. Takeoff weight exceeded 500 lbs in error. Trim setting exceeded 0.5 in error.

Area 12, Ground Operations/Taxi.

NOTE: Evaluate taxi operations by an Examiner Pilot according to AFI 11-218, *Aircraft Operation and Movement on the Ground*, and USAFE supplement, upon career field conversion to flight engineer (FE) if approved.

- Q Timely completion of all checklists and procedures from Cockpit Preparation through Before Take-Off and After Landing through Leaving Aircraft without omissions. Conducted taxi operations according to AFI 11-218, *Aircraft Operations and Movement on the Ground*, and local procedures.
- Q- Same as above except for minor procedural deviations that did not detract from safety or mission effectiveness.
- U Errors directly contributed to a late takeoff that degraded the mission. Failed to complete checklists and procedures in a timely manner. Omitted major checklist items, which detracted from safety.

Area 13, In-Flight Monitoring (Takeoff/Climb/Cruise/Descent/Approach/Landing).

- Q Monitored engines and systems for normal operating parameters. Actively engaged in scanning for traffic conflicts. Familiar with sterile cockpit procedures and radio phraseology. Informed pilot of malfunctions/abnormalities.
- Q- Did not closely monitor engines and systems for normal operating parameters. Did not closely scan for traffic conflicts. Limited knowledge of sterile cockpit procedures and radio phraseology.
- U Did not monitor engines and systems for normal operating parameters. Did not scan for traffic conflicts. Unfamiliar with sterile cockpit procedures and radio phraseology.

Area 14, After Landing/Postmission.

- Q Thoroughly familiar with all inspection, security and servicing procedures. Accurately determined and annotated aircraft status. Used available technical orders to troubleshoot/repair or coordinate repair of maintenance discrepancies.
- Q- Limited knowledge of requirements; made minor deviations not affecting safety.
- U Inadequate knowledge of requirements/directives/technical orders. Unsafe servicing requirements. Did not use available technical orders to troubleshoot, repair or coordinate repair of maintenance discrepancies.

Area 15, Systems Knowledge/Operation. Evaluate the following subareas:

- Subarea 15A** Engines
- Subarea 15B** Oxygen
- Subarea 15C** Fuel
- Subarea 15D** Hydraulic
- Subarea 15E** Flight Controls/Surfaces/Autopilot
- Subarea 15F** Landing Gear/Brakes/Steering
- Subarea 15G** Doors/Exits
- Subarea 15H** Pneumatic/Bleed Air
- Subarea 15I** Pressurization/Depressurization/Air Conditioning
- Subarea 15J** Anti-ice/De-ice
- Subarea 15K** Windows/Windshields
- Subarea 15L** Electrical/Lighting
- Subarea 15M** Fire Detection/Extinguishing
- Subarea 15N** Communication (COMM)/Navigation (Nav)/Emergency Locator Transmitter (ELT)/Data Recorders/Weather Radar
- Subarea 15O** APU

Subarea 15P INS/GPS/FMS/TCAS

- Q** Fully knowledgeable of system component location; able to identify basic system functions and limitations. Analyzed simulated or actual malfunctions and applied proper maintenance action; fully determined status of related systems.
- Q-** Limited knowledge of system component location; minor deviations in determining basic system functions, limitations or applying maintenance actions; adequately determined status of related systems.
- U** Inadequate knowledge of system component locations. Unable to determine basic system functions and limitations. Unable/failed to analyze simulated or actual malfunctions or applied improper maintenance action. Could not determine status of related systems.

Subarea 15Q, Engine Run. See AFI 11-218, *Aircraft Operations and Movement on the Ground*, requirements and the following:

- Q** Satisfactory knowledge of engine run procedures. Completed engine run IAW flight manual and local directives.
- Q-** Incomplete knowledge of engine run procedures. Hesitant to complete engine run, requiring input from the aircraft commander.
- U** Did not monitor engine/systems indicators. Did not complete engine run IAW flight manual and/or local directives. Did not comply with aircraft commander's briefing.

Area 16, Boldface Emergency Procedures (Critical).

- Q** Correct, immediate responses. Coordinated proper crew actions.
- U** Incorrect sequence, unsatisfactory response, or unsatisfactory performance of corrective actions.

Area 17, Other Observed Emergency Procedures.

- Q** Operated within prescribed limits and correctly diagnosed problems. Performed/explained proper corrective action for each type of malfunction/emergency. Effectively used available aids, checklists, and technical support agencies.
- Q-** Operated within prescribed limits but slow to analyze problems or apply proper corrective actions. Did not effectively use and/or experienced delays, omissions, or deviations in use of checklist and/or available aids.
- U** Exceeded limitations. Unable or failed to analyze problem or take proper corrective action. Did not use checklist and/or available aids.

Area 18, Weapon Procedures.

- Q** Familiar with all applicable arming requirements, weapon issue and storage procedures and directives; safely handled and stored weapon.
- Q-** Limited knowledge of applicable arming requirements, weapon issue and storage procedures and directives; made minor errors in weapon handling or storage not affecting the safety of the mission.
- U** Inadequate knowledge of applicable arming requirements, weapon issue and storage procedures and directives; handled or stored a weapon.

3.9. Instructor.**Area 19, Instructor Ability (Critical).**

- Q** Demonstrated the ability to communicate effectively. Provided appropriate guidance when necessary. Planned ahead and made timely decisions. Identified and corrected potentially unsafe situations.

- U Unable to effectively communicate or provide timely feedback to the student. Did not provide corrective action when necessary. Did not plan ahead or anticipate student problems. Did not identify unsafe situations in a timely manner. Made no attempt to instruct.

Area 20, Instructor Demonstration (Critical).

- Q Effectively demonstrated procedures. Demonstrated thorough knowledge of applicable aircraft systems, procedures, publications, and instructions.
- U Did not demonstrate procedures. Insufficient depth of knowledge of applicable aircraft systems, procedures, and/or proper source material.

Area 21, Student Briefing/Critique (Critical).

- Q Briefings were well organized, accurate, and thorough. Reviewed student's present level of training and defined mission events to be performed. During the critique, demonstrated an effective ability to re-construct the flight, offer mission analysis, and provide guidance where appropriate. Training grade reflected the actual performance of the student relative to the standard. Pre-briefed the student's next mission, if required.
- U Briefings were marginal or non-existent. Did not review the student's past performance. Failed to adequately critique the student or analyze the mission. Training grade did not reflect actual performance. Overlooked or omitted major discrepancies. Incomplete pre-briefing of student's next mission, if required.

3.10. Unit . Units will include USAFE-specific and local evaluation areas in **chapter 6**. In addition, include the USAFE and local areas on AF Form 3862 (see paragraph 1.14).

Chapter 4

COMMUNICATION SYSTEMS OPERATOR (CSO) EVALUATIONS

4.1. General. This chapter standardizes initial, periodic, and requalification evaluations, including requirements for qualification, mission, conversion, and instructor evaluation.

4.2. Qualification/Mission Evaluations. (Initial, Periodic, and Requalification). Dual log the mission evaluation with qualification/requalification requirements.

4.2.1. All areas in GENERAL, QUALIFICATION/MISSION, INSTRUCTOR (if applicable), and UNIT (if applicable). Conduct the initial QUALIFICATION on an operational mission with a minimum of one RON and multiple legs with a DV/VIP. The initial evaluation will be on an aircraft modified with the LST-5E UHF SATCOM with DATA and FAX capability (5 to 6 total flight hours minimum). Include all areas under GENERAL and QUALIFICATION/MISSION and requisite examinations. Upon successful completion, the initial QUALIFICATION evaluation will indicate a crew position as MK and clearance for unsupervised aircrew duties.

NOTE: Periodic evaluations should be administered on an operational mission, if available, and should include 4 total flight hours and one RON, if available.

4.2.2. Multiple Qualification (Conversion).

4.2.2.1. CSOs, with approval, may obtain additional qualification in MDS-aircraft (conversion) with a designated crew complement for the CSO position (e.g. primary C-20A and conversion qualified in C-9A, etc.) The evaluation is only available to CSOs with prior qualification (MK) in their primary aircraft. Annotate the evaluation on AF Form 8 as a QUAL/MSN evaluation (in the flight phase) and include an expiration date. Annotate the Crew Position as "MK" and add the appropriate MDS description remarks (e.g., "C-9A-Qualified, etc.).

4.2.2.1.1. Initial:

4.2.2.1.1.1. All areas in GENERAL, QUALIFICATION/MISSION, INSTRUCTOR (if applicable), and UNIT (if applicable).

4.2.2.1.1.2. Requisites: Minimum 10-question Open Book and 5-question Close Book examination or as specified in units chapter 6.

4.2.2.1.2. Periodic:

4.2.2.1.2.1. Complete a evaluation in additional MDS-aircraft. Evaluate all areas in GENERAL, QUALIFICATION/MISSION, INSTRUCTOR (if applicable), and UNIT (if applicable).

4.2.2.1.2.2. Requisites: See paragraph 1.15.5 or as specified in units **chapter 6**.

4.3. Instructor Evaluations (Initial, Periodic and Requalification). Flight examiners will place particular emphasis on the examinee's ability to recognize student difficulties and provide timely, effective corrective action. Conduct the evaluation on an operational mission with a minimum of one leg with the DV/VIP and a total of 2-hour flight time. Conduct instructor evaluations while instructing any CSO or the examiner if a "student" is not available. For all instructor evaluations include the following:

4.3.1. All areas under GENERAL, QUALIFICATION/MISSION, INSTRUCTOR and UNIT (if applicable).

NOTE: CSO's desiring to realign their QUALIFICATION/MISSION evaluation (expiration date) during the initial (or requalification) instructor evaluation must demonstrate all areas and complete requisite written examinations.

4.4. Emergency Procedures Evaluations (EPE). Unit determines EPE requirements. Conduct the EPE normally as a ground evaluation before in-flight evaluation (accomplish 1-3 days prior to flight for initial qualification/upgrade). Use one-on-one discussions and/or on-aircraft evaluation methods to conduct the EPE. The EPE should cover a cross section of aircraft systems and the examinee should be able to demonstrate an understanding of aircraft systems in emergency scenarios. Include situations during takeoff/climb-out, cruise and approach to landing phases. The EPE will also include emergency egress, life support equipment, and FCIF and/or special interest identified EPE topics.

4.5. Additional Information.

4.5.1. Communication systems operator evaluator will not conduct an evaluation when scheduled as a primary crew member.

4.6. Communication System Operator Grading Criteria.

4.7. General.

Area 1, Directives and Publications.

- Q Possessed a high level of knowledge of all applicable aircraft publications and procedures and understood how to apply both to enhance mission accomplishment. Publications were current and properly posted.
- Q- Unsure of some directives but could locate information in appropriate publications. Publications were current but improperly posted.
- U Unaware of established procedures and/or could not locate them in the appropriate publication in a timely manner. Publications were not current.

Area 2, Mission Preparation.

- Q Checked communications requirements and publications in accordance with established procedures and directives. Ordered and prepared classified communications kit and obtained all necessary documents and forms. Complied with local directives. Accomplished additional mission coordination/taskings as directed by the aircraft commander, if applicable. Checked FCIF/Safety Read File/Squadron Read File/etc.
- Q- Same as above except for minor deviations or omissions which would not impair mission effectiveness. Did not fully comply with local directives or taskings from the aircraft commander.
- U Did not order or incorrectly prepared classified communications kit. Failed to comply with local directives. Failed to accomplish assigned taskings from the aircraft commander. Failed to check FCIF/Safety Read File/Squadron Read File/etc.

Area 3, Use of Checklists.

- Q Procedures and checklist items required by flight manual and applicable directives were accomplished in a thorough and proficient manner.
- Q- Procedures and checklist items required by flight manuals and applicable directives were accomplished with omissions, deviations, or errors, which detracted from the overall efficient conduct of the mission.
- U Procedures or checklist items required by flight manual and applicable directives were accomplished with omissions, deviations, or errors, which did, or could adversely affect the successful accomplishment of the mission or task.

Area 4, Safety Consciousness (Critical).

- Q Aware of and complied with all safety factors required for safe aircraft operation and mission accomplishment.
- U Not aware of or did not comply with all safety factors required for safe aircraft operation or mission accomplishment. Operated systems in a dangerous manner.

Area 5, Judgment/Compliance (Critical).

- Q Prepared and completed mission in compliance with existing regulations and directives. Demonstrated knowledge of operating procedures and restrictions and where to find them in the correct publications.
- U Unaware of established procedures and/or could not locate them in the appropriate publication in a timely manner. Failed to comply with a procedure that could have jeopardized safety or mission success.

Area 6, Crew Coordination/Crew Resource Management (CRM). See AFI 11-290, *Cockpit/Crew Resource Management Training Program*, and use AF Form 4031, **CRM Skills Criteria Training/Evaluation, form as a reference.**

- Q Effectively coordinated with other aircrew members throughout the assigned mission. Demonstrated operational knowledge of other crew members' duties and responsibilities. Effectively applied CRM skills throughout the mission.
- Q- Crew coordination adequate to accomplish mission. Demonstrated limited knowledge of other crewmembers' duties and responsibilities. Displayed an inability to use CRM skill during normal operations that did not adversely affect the mission.
- U Poor crew coordination or unsatisfactory knowledge of other crewmember duties and responsibilities negatively affected mission accomplishment or safety of flight.

Area 7, Communication Procedures.

- Q Complete knowledge of, and compliance with, correct communication procedures. Made radio and interphone transmissions concise with proper terminology.
- Q- Occasional deviation or omissions from required procedures, calls or acknowledgments.
- U Incorrect procedures or poor performance caused confusion. Did not call or acknowledge interphone transmissions with mission impact. Displayed poor operational knowledge of communication equipment.

Area 8, Life Support Systems/Egress.

- Q Displayed thorough knowledge of location and use of life support systems and equipment. Demonstrated and emphasized the proper operating procedures used to operate aircraft egress devices.
- Q- Limited knowledge of location and use of life support systems and equipment. Unsure of the proper operating procedures used to operate aircraft egress devices.

- U Displayed unsatisfactory knowledge of location and use of life support systems and equipment. Unable to properly operate aircraft egress devices or egress aircraft.

Area 9, Knowledge/Completion of Forms.

- Q All required forms were complete, accurate, readable, accomplished on time and IAW applicable directives. Related an accurate debrief of significant events to applicable agencies (INTEL, Maintenance, etc.)
- Q- Minor errors on forms that did not affect conduct of the mission. Incorrectly or incompletely reported some information due to minor errors, omissions, and/or deviations.
- U Did not accomplish required forms. Omitted or incorrectly reported significant information due to major errors, omissions, and/or deviations.

Area 10, Anti-hijacking/Security Procedures.

- Q Demonstrated thorough knowledge of general anti-hijacking and security procedures. Demonstrated thorough knowledge of communications required in the event of a hijacking.
- Q- Demonstrated limited knowledge of general anti-hijacking and security procedures. Demonstrated limited knowledge of communications required in the event of a hijacking.
- U Unsatisfactory knowledge of general anti-hijacking and security procedures. Demonstrated unsatisfactory knowledge of communications required in the event of a hijacking.

Area 11, Airmanship/Situational Awareness.

- Q Executed the assigned mission in a timely, efficient manner. Demonstrated strict professional flight and crew discipline throughout all phases of flight. Conducted the flight with a sense of understanding and comprehension.
- Q- Untimely or inappropriate decisions degraded or prevented accomplishment of a portion of the mission. Resources were not always effectively used to the point that specific mission objectives were not achieved.
- U Decisions, or lack thereof, resulted in failure to accomplish the assigned mission. Failed to exhibit strict flight and crew discipline.

4.8. Qualification/Mission.**Area 12, Equipment Inspection and Preflight Procedures.**

- Q Checked AFTO Form 781. Correctly and efficiently determined equipment status. Accomplished required inspections in a proficient manner as outlined in applicable manuals, checklists, or directives. No omissions or deviations noted.
- Q- Slow to determine equipment status from information contained in AFTO Form 781. Minor deviations or omissions from applicable manuals, checklists, or directives.
- U Major deviations from checklist sequence. Failed to check AFTO Form 781. Could not determine equipment status. Did not accomplish required inspections as prescribed in applicable manuals, checklists, or directives.

Area 13, Emergency Procedures - General (Critical).

- Q Demonstrated thorough knowledge of emergency procedures/equipment. Properly diagnosed emergency. Thoroughly familiar with additional emergency duties. Coordinated with other crew members without delay.

- U Unsatisfactory knowledge of emergency procedures/equipment. Misunderstood additional emergency duties. Improperly or ineffectively coordinated with other crew members causing delays or confusion, which did or could have compounded the situation.

Area 14, Equipment System Knowledge.

Subarea 14A, HF Equipment.

- Q Satisfactory knowledge of HF communication components, functions, and limitations. Properly demonstrated management and operation of HF communications systems. Adequately determined status of related systems.
- Q- Incomplete knowledge of HF communication components, functions, and limitations. Minor deviations in management or operation of HF communications systems. Adequately determined status of related systems.
- U Unsatisfactory knowledge HF communications systems, equipment limitations, and functions. Inadequate knowledge of procedures for applicable related systems.

Subarea 14B, UHF Equipment.

- Q Satisfactory knowledge of UHF communication components, functions, and limitations. Properly demonstrated management and operation of UHF communications systems. Adequately determined status of related systems.
- Q- Incomplete knowledge of UHF communication components, functions, and limitations. Minor deviations in management or operation of UHF communications systems. Adequately determined status of related systems.
- U Unsatisfactory knowledge UHF communications systems, equipment limitations, and functions. Inadequate knowledge of procedures for applicable related systems.

Subarea 14C, SATCOM Equipment.

- Q Satisfactory knowledge of SATCOM communication components, functions, and limitations. Properly demonstrated management and operation of SATCOM communications systems. Adequately determined status of related systems.
- Q- Incomplete knowledge of SATCOM communication components, functions, and limitations. Minor deviations in management or operation of SATCOM communications systems. Adequately determined status of related systems.
- U Unsatisfactory knowledge SATCOM communications systems, equipment limitations, and functions. Inadequate knowledge of procedures for applicable related systems.

Subarea 14D, Computer & Fax Equipment.

- Q Satisfactory knowledge of computer and fax components, functions, and limitations. Properly demonstrated management and operation of computer and fax components. Adequately determined status of related systems.
- Q- Incomplete knowledge of computer and fax components, functions, and limitations. Minor deviations in management or operation of computer and fax components. Adequately determined status of systems.
- U Unsatisfactory knowledge computer and fax components, equipment limitations, and functions. Inadequate knowledge of procedures for applicable related systems.

Subarea 14E, Crypto Equipment.

- Q Satisfactory knowledge of Crypto equipment, functions, and limitations. Properly demonstrated management and operation of Crypto equipment. Adequately determined status of related systems.
- Q- Incomplete knowledge of Crypto equipment, functions, and limitations. Minor deviations in management or operation of Crypto equipment. Adequately determined status of related systems.

U Unsatisfactory knowledge Crypto equipment, equipment limitations, and functions. Inadequate knowledge of procedures for applicable related systems.

Subarea 14F, INMARSAT Equipment (When/If Installed).

Q Satisfactory knowledge of INMARSAT equipment, functions, and limitations. Properly demonstrated management and operation of INMARSAT equipment. Adequately determined status of related systems.

Q- Incomplete knowledge of INMARSAT equipment, functions, and limitations. Minor deviations in management or operation of INMARSAT equipment. Adequately determined status of related systems.

U Unsatisfactory knowledge INMARSAT equipment, equipment limitations, and functions. Inadequate knowledge of procedures for applicable related systems.

Subarea 14G, VHF Radio Equipment.

Q Satisfactory knowledge of VHF radio equipment, functions and limitations. Properly demonstrated management and operation of VHF equipment. Adequately knowledge or related systems.

Q- Incomplete knowledge of VHF equipment, functions and limitations. Minor deviations in management or operation of VHF equipment. Limited knowledge of related systems.

U Unsatisfactory knowledge of VHF equipment, functions and limitations. Inadequate knowledge of related systems.

Area 14H, IFF Equipment (MODE 4).

Q Satisfactory knowledge of IFF equipment, operations, loading, functions, and zeroizing. Properly demonstrated management and operation of IFF equipment. Adequate knowledge of related systems.

Q- Incomplete knowledge of IFF equipment, functions and limitations. Minor deviations in management or operation of IFF equipment. Limited knowledge of related systems.

U Unsatisfactory knowledge of IFF equipment, functions and limitations. Inadequate knowledge of related systems.

Area 14I, Interphone Systems.

Q Satisfactory knowledge of Interphone Systems, equipment, operations. Properly demonstrate operation of Interphone System. Adequate knowledge of related systems.

Q- Incomplete knowledge of Interphone Systems equipment, operations. Minor deviations in operations of Interphone System. Limited knowledge of related systems.

U Unsatisfactory knowledge of Interphone Systems, equipment, operations. Inadequate knowledge of related systems.

Area 15, General Operating Efficiency.

Q Demonstrated ability to properly configure and operate system for reception and transmission of information/ messages in accordance with applicable directives. Practiced good circuit discipline, maintained link continuity.

Q- Minor discrepancies in configuring or operating system. Incorrect operation causing slight delay in communications service to aircraft commander or DV/Staff.

U Did not properly configure or operate system. Major deviations or incorrect operation that caused significant delay in communications service.

Area 16, Communications Security (Critical).

Q Thoroughly familiar with communications security requirements and procedures. Demonstrated proper use and responsible handling of classified information and/or equipment. Continuous watch and protection given to classified materials.

- U Unsatisfactory knowledge of communications security requirement and procedures. Improper handling of classified information or equipment. Information left unattended or inappropriately protected.

Area 17, After Landing/Postmission.

- Q Satisfactory knowledge and performance of required procedures. Correctly determined condition and status of the equipment. Completed AFTO Form 781 and satisfactorily debriefed maintenance personnel/Intelligence as required. Accomplished thorough area security check/COMSEC checklist.
- Q- Incomplete knowledge of required procedures. Unsure of condition or status of the equipment. AFTO Form 781 entries and maintenance/intelligence debriefing were not concise or thorough.
- U Unsatisfactory knowledge of required procedures. Major deviations in procedures; could not determine condition of status of equipment. Inadequate completion of AFTO Form 781 and maintenance/Intelligence debriefing. Area security check/COMSEC checklist not performed.

4.9. Instructor.

Area 18, Instructor Ability (Critical).

- Q Demonstrated the ability to communicate effectively. Provided appropriate guidance when necessary. Planned ahead and made timely decisions. Identified and corrected potentially unsafe situations.
- U Unable to effectively communicate or provide timely feedback to the student. Did not provide corrective action when necessary. Did not plan ahead or anticipate student problems. Did not identify unsafe situations in a timely manner. Made no attempt to instruct.

Area 19, Instructor Demonstration (Critical).

- Q Effectively demonstrated procedures and techniques. Thorough knowledge of applicable aircraft systems, procedures, publications, and directives.
- U Did not demonstrate correct procedure or techniques. Insufficient depth of knowledge about applicable aircraft systems, procedures, and/or proper source material.

Area 20, Student Briefing/Critique (Critical).

- Q Briefings were well organized, accurate, and thorough. Reviewed student's present level of training and defined mission events to be performed. Demonstrated the ability during the critique to reconstruct the flight, offer mission analysis, and provide guidance where appropriate. Training grade reflected the actual performance of the student relative to the standard. Pre-briefed the student's next mission, if required.
- U Briefings were marginal or non-existent. Did not review the student's past performance. Failed to adequately critique student or analyze the mission. Training grade did not reflect actual performance of student. Overlooked or omitted major discrepancies. Incomplete pre-briefing of student's next mission, if required.

4.10. Unit . Units will include USAFE-specific and local evaluation areas in **chapter 6**. In addition, include the USAFE and local areas on AF Form 3862 (see paragraph 1.14).

Chapter 5

FLIGHT ATTENDANT EVALUATIONS

5.1. General. This chapter standardizes initial, periodic, and requalification evaluations, including requirements for qualification, mission, conversion and instructor evaluations.

5.2. Qualification/Mission Evaluations (Initial, Periodic, and Requalification). Dual log the mission evaluation with qualification/requalification requirements.

5.2.1. Evaluate all areas in GENERAL, QUALIFICATION/MISSION, INSTRUCTOR (if applicable), and UNIT (if applicable). Conduct the initial evaluation on an operational mission. Include all areas under GENERAL and QUALIFICATION/ MISSION and requisite exams. Upon successful completion of the evaluation indicate a crew position as MT (also called 1st FA)--clearance for unsupervised aircrew duties.

NOTE: Periodic evaluations should be administered on an operational mission if available.

5.2.2. Multiple Qualification (Conversion).

5.2.2.1. Flight Attendants, with approval, may obtain additional qualification in MDS-aircraft with a designated crew complement for the Flight Attendant position (e.g. primary C-20A and conversion qualified in C-9A, etc.) Multiple qualification is only available to Flight Attendants who are qualified in their primary aircraft. Annotate the evaluation on AF Form 8 as a QUAL/MSN evaluation (in the flight phase) and include a expiration date. Annotate the Crew Position as "MT" and add the appropriate MDS description remarks (e.g., "C-9A-Qualified).

5.2.2.1.1. Initial:

5.2.2.1.1.1. All areas under GENERAL, QUALIFICATION/MISSION, INSTRUCTOR (if applicable), and UNIT (if applicable).

5.2.2.1.1.2. Requisites: minimum 10-question Open Book and 5-question Close Book or as specified in the unit's **chapter 6**.

5.2.2.1.2. Periodic:

5.2.2.1.2.1. After QUAL/MSN in primary aircraft, in the additional MDS-aircraft, evaluated all areas in GENERAL, QUALIFICATION/MISSION, INSTRUCTOR (if applicable), and UNIT (if applicable).

5.2.2.1.2.2. Requisites: Include open/close book examinations and EPE (according to paragraph 1.15.5).

5.3. Instructor Evaluations (Initial, Periodic, or Requalification). Flight examiners will place particular emphasis on the examinee's ability to recognize student difficulties and provide timely, effective corrective action. Conduct instructor evaluations while instructing any FA or the examiner if a "student" is not available. For all instructor evaluations include the following:

5.3.1. All areas under GENERAL, QUALIFICATION/MISSION, INSTRUCTOR and UNIT (if applicable).

NOTE: Flight Attendants who desire to realign their periodic QUALIFICATION/MISSION evaluation (expiration date) during their initial (or requalification) instructor evaluation must also demonstrate all required areas/subareas and complete written requisite examinations.

5.4. Emergency Procedures Evaluations (EPE). Unit determines EPE requirements. Conduct the EPE normally as a ground evaluation before in-flight evaluation (accomplish 1-3 days prior to flight for initial qualification/upgrade). Use one-on-one discussions and/or on-aircraft evaluation methods to conduct the EPE. The EPE should cover a cross section of aircraft systems and the examinee should be able to demonstrate an understanding of aircraft systems in emergency scenarios. Include situations during takeoff/climb-out, cruise and approach to landing phases. The EPE will also include emergency egress, life support equipment, and FCIF and/or special interest identified EPE topics.

5.5. Additional Information.

5.5.1. Flight Attendant flight examiners will not conduct evaluations when scheduled as primary aircrew members.

5.6. Flight Attendant Criteria.

5.7. General.

Area 1, Directives and Publications.

Subarea 1A, Knowledge.

- Q Possessed a high level of knowledge of all applicable aircraft publications and procedures and understood how to apply both to enhance mission accomplishment.
- Q- Unsure of some directives but could locate information in appropriate publications.
- U Unaware of established procedures and/or could not locate them in the appropriate publication in a timely manner.

Subarea 1B, Currency.

- Q Possessed all personal/professional equipment and publications. Maintained equipment in serviceable condition and publications were current and properly posted.
- Q- Possessed all personal/professional equipment and publications. Equipment was not in serviceable condition, publications were current but improperly posted.
- U Failed to possess all personal/professional equipment or to maintain equipment in serviceable condition. Publications were not current.

Area 2, Crew Coordination/Crew Resource Management (CRM). See AFI 11-290, *Cockpit/Crew Resource Management Training Program*, and use AF Form 4031, **CRM Skills Criteria Training/Evaluation**, form as a reference.

- Q Effectively coordinated with other aircrew members throughout the assigned mission. Demonstrated operational knowledge of other crew members' duties and responsibilities. Effectively applied CRM skills throughout the mission.
- Q- Crew coordination adequate to accomplish mission. Demonstrated limited knowledge of other crewmembers' duties and responsibilities. Displayed an inability to use CRM skill during normal operations that did not adversely affect the mission.
- U Poor crew coordination or unsatisfactory knowledge of other crewmember duties and responsibilities negatively affected mission accomplishment or safety of flight.

Area 3, Use of Checklists.

- Q Procedures and checklist items required by flight manual and applicable directives were accomplished in a thorough and proficient manner.
- Q- Procedures and checklist items required by flight manuals and applicable directives were accomplished with omissions, deviations, or errors, which detracted from the overall efficient conduct of the mission.
- U Procedures or checklist items required by flight manual and applicable directives were accomplished with omissions, deviations, or errors, which did, or could adversely affect the successful accomplishment of the mission or task.

Area 4, Judgment/Compliance (Critical).

- Q Prepared and completed mission in compliance with existing regulations and directives. Demonstrated knowledge of operating procedures and restrictions and where to find them in the correct publications.
- U Unaware of established procedures and/or could not locate them in the appropriate publication in a timely manner. Failed to comply with a procedure that could have jeopardized safety or mission success.

Area 5, Safety Consciousness (Critical).

- Q Aware of and complied with all safety factors required for safe aircraft operation and mission accomplishment.
- U Not aware of or did not comply with all safety factors required for safe aircraft operation or mission accomplishment. Operated systems or equipment in a dangerous manner.

Area 6, First Aid.

- Q Aware of and complied with all first aid procedures. Knew location of on-board First Aid equipment.
- Q- Not aware of some or did not comply with some First Aid procedures.
- U Not aware of or did not comply with First Aid procedures. Did not know of First Aid equipment location.

Area 7, Knowledge/Completion of Forms.

- Q Completed/obtained all applicable forms. Complied with all local directives. Checked FCIF/Safety Read File/Squadron Read File/etc.
- Q- Same as above except for minor deviations or omissions which would not impair mission effectiveness. Did not fully comply with local directives.
- U Failed to obtain/complete all applicable forms, or made major errors or omissions. Did not obtain adequate mission information. Failed to comply with local directives. Failed to check FCIF/Safety Read File/Squadron Read File/etc.

Area 8, Airmanship/Situational Awareness.

- Q Executed the assigned mission in a timely, efficient manner. Demonstrated strict professional flight and crew discipline throughout all phases of flight. Conducted the flight with a sense of understanding and comprehension.
- Q- Untimely or inappropriate decisions degraded or prevented accomplishment of a portion of the mission. Resources were not always effectively used to the point that specific mission objectives were not achieved.

- U Decisions, or lack thereof, resulted in failure to accomplish the assigned mission. Failed to exhibit strict flight and crew discipline.

5.8. Qualification/Mission.

Area 9, Mission Coordination.

Subarea 9A, Mission Planning/Menu Planning.

- Q Demonstrated/explained procedures for making contact with the aircraft commander and passenger point-of-contact (POC). Planned meals according to POC and flight times requirements. Presentation/quantity to meet mission requirements.
- Q- Limited knowledge in menu planning. Difficulty establishing contact establishing requirements. Minor deviations from POC requests. Poor presentation skills/Low quantity to meet mission requirements.
- U Unable to plan meals effectively. Unable to establish contact. Menu did not meet mission requirements.

Subarea 9B, Shopping/Catering.

- Q Demonstrated/explained procedures for catering. Able to coordinate with other flight attendants for shopping requirements at home station and during RON(s), if applicable. Menus/shopping lists prepared in advance of shopping. Completed shopping requirements in a timely manner.
- Q- Demonstrated limited knowledge in shopping preparation and failed to complete in a timely manner. Some items were not purchased, but did or would not affect the overall accomplishment of the meal.
- U Unable to shop for meal requirements effectively. Excessive over or under buying of items. Shopping requirements did not meet mission accomplishment with a direct negative affect on meal service.

Subarea 9C, Special Request.

- Q Demonstrated/explained the use of special request letters and forms for use during contact meeting. Demonstrated knowledge of correct bill requirement/annotations.
- Q- Some items were not procured, but proper steps were taken to inform the DV as to why request could not be filled. Alternative suggestions were made to the point of contact.
- U Failed to obtain special request items without notification to the contact. Did not use proper billing procedures leading to over/under billing the correct amount.

Subarea 9D, Meal Preparation.

- Q Demonstrated satisfactory knowledge of the proper care and use of food service equipment. Safety considerations and sanitation were observed through all phases of food preparation, service and clean-up.
- Q- Minor deviations/omissions that did not detract from mission effectiveness or success.
- U Major deviations/omissions that detracted from mission effectiveness or success. Did not follow sanitation requirements.

Area 10, Aircraft Supplies.

- Q Demonstrated knowledge of where to get supplies and provided adequate quantities for the planned mission. Necessary/required supplies were obtained, loaded, and stored correctly to complete the mission.
- Q- Under or over estimated mission requirements. Supplies were not obtained or properly loaded or stored, without mission impact.
- U Did not obtain required supplies. Stored items incorrectly that caused a direct mission impact. Missing items had a direct impact on the comfort for DV passengers.

Subarea 10A, Comfort Items.

- Q Demonstrated knowledge to plan for and acquire items needed for mission accomplishment.
- Q- Limited knowledge of requirements or quantities of comfort items without little or no mission impact.
- U Unsatisfactory knowledge of comfort items requirements. Direct impact on the comfort for DV passengers.

Area 11, Aircraft Systems Knowledge Operations.**Subarea 11A, Exterior.**

- Q Demonstrated aircraft safe distance requirements. Able to identify location of service panels.
- Q- Limited knowledge of aircraft safe distance requirements. Difficulty identifying service panel locations.
- U Crossed aircraft safe distance boundaries. Unable to identify critical service panel locations.

Subarea 11B, Doors/Exits.

- Q Demonstrated/explained the operation and emergency use of all doors and exits. Able to explain Flight Attendant's responsibilities for normal and emergency operations. Able to open and close correctly. Knowledgeable on associated caution and warnings with each exit.
- Q- Limited operational knowledge of doors and exits. Difficulty opening or closing doors and exits or explaining emergency use of exits in emergency situations.
- U Unsatisfactory knowledge of operation on doors and exits.

Area 12, Emergency Equipment Location and Use.

- Q Demonstrated in-depth knowledge of use and location of all emergency equipment. Explained how to remove all equipment from securing brackets.
- Q- Limited knowledge of use and location of all emergency equipment. Unsure of some operating procedures.
- U Unsatisfactory knowledge of use of and location of emergency equipment could have jeopardized safety of passengers and crew.

Area 13, Emergency Egress (Critical).**Subarea 13A, Crash Landing/Ground Evacuation.**

- Q Demonstrated or explained knowledge of all Crash Landing/Ground Evacuation procedures.
- U Unsatisfactory knowledge of Crash Landing/Ground Evacuation procedures.

Subarea 13B, Ditching Procedures (Critical).

- Q Demonstrated or explained knowledge of all Ditching procedures.
- U Unsatisfactory knowledge of Ditching procedures.

Area 14, Loss of Cabin Pressurization (Critical).

- Q Demonstrated or explained knowledge of all loss of cabin pressurization procedures.
- U Unsatisfactory knowledge of loss of cabin pressurization procedures.

Area 15, Aircraft Fire (Critical).**Subarea 15A, Fuselage Fire.**

- Q Demonstrated or explained knowledge of all fuselage fire procedures.
- U Unsatisfactory knowledge of fuselage fire procedures.

Sub Area 15B, Smoke/Fumes Elimination.

- Q Demonstrated or explained knowledge of all smoke and fumes elimination procedures.
- Q- Minor deviations to procedures that did not jeopardize safety.
- U Unsatisfactory knowledge of smoke and fumes elimination procedures could have jeopardized safety of flight.

Area 16, Anti-Hijacking/Bomb Threat.

- Q Explained local directives and procedures for anti-hijacking and bomb threats/knowledgeable of duress code.
- Q- Limited in knowledge of local procedures but found answers in a timely manner. Unsure of current duress code.
- U Unsatisfactory knowledge of procedures/unable to obtain answers in a timely manner which could have jeopardized safety of flight.

Area 17, Pre-Flight/Interior Inspection.

- Q Checked AFTO Form 781 and accurately determined FA equipment status. Thoroughly accomplished all preflight/interior inspection and equipment check procedures as prescribed in applicable checklists. Thoroughly accomplished crew, FA and professional equipment briefings.
- Q- Minor deviations/omissions and/or incomplete knowledge of amplified procedures and briefings, but did not delay aircraft or compromise safety.
- U Major deviations or omissions. Did not accomplish required items in a timely manner.

Area 18, Pre-Departure Duties.

- Q Demonstrated satisfactory knowledge of passenger seating, baggage handling, and baggage/equipment securing. Demonstrated awareness of safety procedures while loading and seating passengers and hand carried baggage. Satisfactory knowledge of correct procedures and/or use of manifests for identification of passengers and anti-hijacking procedures as specified in applicable regulations. Accomplished complete passenger briefing.
- Q- Minor errors/omissions, which did not detract from satisfactory mission accomplishment, safety or result in undue passenger inconveniences.
- U Major errors/omissions or inadequate knowledge that detracted from satisfactory mission accomplishment or compromised safety.

Area 19, In-Flight Procedures.

- Q Demonstrated satisfactory knowledge of the proper care and use of food service equipment. Safety considerations and sanitation were observed through all phases of food preparation, service and clean-up. General passenger service was efficient, professional and added to passenger comfort. Passenger billing handled efficiently, conveniently and did not interfere with other crew duties. All phases of passenger handling carried out in accordance with mission requirements.
- Q- Minor deviations/omissions that did not detract from mission effectiveness or success.
- U Major deviations/omissions that detracted from mission effectiveness or success. Did not follow prescribed directives/instructions.

Area 20, Customs Requirements.

- Q Satisfactory handling of custom requirements; did not cause additional or undue inconvenience to passengers or flight crew. Displayed satisfactory knowledge of proper form(s) completion. Complied with local directives and applicable instructions.

- Q- Minor errors/omissions that did not detract from mission effectiveness.
- U Major errors or omissions that detracted from mission effectiveness or success. Did not follow prescribed directives/instructions.

Area 21, After Landing/Post-Flight.

- Q Accomplished after landing/engine shutdown and post mission procedures as prescribed in applicable directives and checklists. Supervised the offloading of passengers and baggage according to mission requirements. Completed required cleaning, forms, equipment status, and coordinated necessary ground support.
- Q Minor errors or omissions that did not detract from mission effectiveness or compromised safety.
- U Major errors/omissions that caused undue delay or confusion in passenger offloading. Detracted from mission effectiveness or compromised safety.

5.9. Instructor.**Area 22, Instructor Ability (Critical).**

- Q Demonstrated the ability to communicate effectively. Provided appropriate guidance when necessary. Planned ahead and made timely decisions. Identified and corrected potentially unsafe situations.
- U Unable to effectively communicate or provide timely feedback to the student. Did not provide corrective action when necessary. Did not plan ahead or anticipate student problems. Did not identify unsafe situations in a timely manner. Made no attempt to instruct.

Area 23, Instructor Demonstration (Critical).

- Q Effectively demonstrated procedures and techniques. Thorough knowledge of applicable aircraft systems, procedures, publications, and directives.
- U Did not demonstrate correct procedure or techniques. Insufficient depth of knowledge about applicable aircraft systems, procedures, and/or proper source material.

Area 24, Student Briefing/Critique (Critical).

- Q Briefings were well organized, accurate, and thorough. Reviewed student's present level of training and defined mission events to be performed. Showed an excellent ability during the critique to reconstruct the flight, offer mission analysis, and provide guidance where appropriate. Training grade reflected the actual performance of the student relative to the standard. Pre-briefed the student's next mission, if required.
- U Briefings were marginal or non-existent. Did not review the student's past performance. Failed to adequately critique student or analyze the mission. Training grade did not reflect actual performance of student. Overlooked or omitted major discrepancies. Incomplete pre-briefing of student's next mission, if required.

5.10. Unit . Units will include USAFE-specific and local evaluation areas in [chapter 6](#). In addition, include the USAFE and local areas on AF Form 3862 (see paragraph 1.14).

Chapter 6**LOCAL PROCEDURES**

6.1. General. Use this chapter to define local evaluation criteria and local procedures, as required.

MARVIN R. ESMOND, Lt General, USAF
DCS, Air and Space Operations

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

AFPD 11-2, *Aircraft Rules and Procedures*
AFI 11-202V1, *Aircrew Training*
AFI 11-202V2, *Aircrew Standardization/Evaluation Program*
AFI 11-2C-20V1, *C-20 Aircrew Training*
AFI 11-2C-20V3, *C-20 Operations Procedures*
AFI 11-2AEV2, *Aeromedical Evacuation Aircrew Evaluation Criteria*
AFI 11-215, *Flight Manuals Program (FMP)*
AFI 11-218, *Aircraft Operation and Movement on the Ground*
AFI 11-290, *Cockpit/Crew Resource Management Training Program*
AFMAN 11-210, *Instrument Refresher Course Program*
AFMAN 11-217, V1 & V2, *Instrument Flight Procedures*
AFMAN 36-2236, *Guidebook for Air Force Instructors*
AFMAN 37-139, *Records Disposition Schedule*

Abbreviations and Acronyms

APU—Auxiliary Power Unit
ASR—Aircraft Surveillance Radar
ATC—Air Traffic Control
ATD—Aircrew Training Device
DV/VIP—Distinguished Visitor/Very Important Person
ELT—Emergency Locator Transmitter
EPE—Emergency Procedures Evaluation
FCIF—Flight Crew Information File
FEF—Flight Evaluation Folder
FMS—Flight Management System
GA—Go-Around
GPS—Global Positioning System
ILS—Instrument Landing System
INMARSAT—International Maritime Satellite

INS—Inertial Navigation System

KIAS—Knots Indicated Airspeed

MQF—Master Question File

MDA—Minimum Descent Altitude

OSA—Operational Support Airlift

PAR—Precision Approach Radar

RON—Remain Overnight

RQ—Requalification

SID—Standard Instrument Departure

SQB—Secure Question Bank

TAA/D—Threat Avoidance Approach/Departure

TCAS—Traffic Collision Avoidance System

VFR—Visual Flight Rules

Figure A3.1. Continued.

| | | | | | | | | | | |
|------------------------------------------------------------------------------------------------|----------|-----------|----------|----------|----------------|---------------------------------------------|----------------------|----------------------------------------------------|-------------------------------------------|-------------|
| AREA/SUBAREAS | Q | Q- | U | T | REMARKS | C-20A FLIGHT MECH. FLIGHT EVALUATION | | | DATE COMPLETED | |
| | | | | | | NAME (Last, First, MI) | GRADE | SSN | | |
| | | | | | | ORGANIZATION/LOCATION | ACFT/CREW PDS | ELIGIBILITY PERIOD | | |
| | | | | | | QUALIFICATION | | | | |
| | | | | | | GROUND PHASE | | | FLIGHT PHASE | |
| | | | | | | EXAM/CHECK | DATE | GRADE | MISSION/CHECK | DATE |
| | | | | | | | | | | |
| | | | | | | QUALIFICATION LEVEL | | | ADDITIONAL TRAINING | |
| | | | | | | QUALIFIED | UNQUALIFIED | RESTRICTION <i>(Explain in Comments)</i> | DUE DATE | |
| | | | | | | | | YES <input type="checkbox"/> | DATE ADDITIONAL TRAINING COMPLETED | |
| | | | | | | EXPIRATION DATE OF QUALIFICATION | | NO <input type="checkbox"/> | | |
| | | | | | | COMMENTS | | | | |
| | | | | | | | | | | |
| | | | | | | CERTIFICATION | | | | |
| | | | | | | PRINT NAME AND GRADE | | | ORGANIZATION | |
| | | | | | | 1. FLIGHT EXAMINER | | | | |
| | | | | | | 2. REVIEWING OFFICER | | | | |
| | | | | | | 3. FINAL APPROVING OFFICER | | | | |
| TREND ANALYSIS GUIDANCE (Note: T column is for Trend Information) | | | | | | | | | | |
| Grade each sub-area using the following guidelines: | | | | | | | | | | |
| A - Q awarded and the evaluator makes a positive comment during the post mission critique. | | | | | | | | | | |
| B - Q awarded and no other comment is warranted. | | | | | | | | | | |
| C - Q or Q- awarded and the evaluator makes negative comment during the post mission critique. | | | | | | | | | | |
| D - U action taken. | | | | | | | | | | |

Figure A4.1. Continued.

| AREA/SUBAREAS | Q | O- | U | T | REMARKS | C-20A CSO FLIGHT EVALUATION | | | DATE COMPLETED | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----|---|---|---------|------------------------------------|-------------|------------------------------|--------------------|------------------------------------|--|--|--|--|
| | | | | | | NAME (Last, First, MI) | | GRADE | SSN | | | | | |
| | | | | | | ORGANIZATION/LOCATION | | ACFT/CREW POS | ELIGIBILITY PERIOD | | | | | |
| | | | | | | QUALIFICATION | | | | | | | | |
| | | | | | | GROUND PHASE | | | | FLIGHT PHASE | | | | |
| | | | | | | EXAM/CHECK | DATE | GRADE | MISSION/CHECK | DATE | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | QUALIFICATION LEVEL | | RESTRICTION | | ADDITIONAL TRAINING | | | | |
| | | | | | | QUALIFIED | UNQUALIFIED | (Explain in Comments) | | DUE DATE | | | | |
| | | | | | | | | YES <input type="checkbox"/> | | DATE ADDITIONAL TRAINING COMPLETED | | | | |
| | | | | | | | | NO <input type="checkbox"/> | | | | | | |
| EXPIRATION DATE OF QUALIFICATION | | | | | | | | | | | | | | |
| COMMENTS | | | | | | | | | | | | | | |
| <p>TREND ANALYSIS GUIDANCE (Note: T column is for Trend Information)</p> <p>Grade each sub-area using the following guidelines:</p> <p>A - Q awarded and the evaluator makes a positive comment during the post mission critique.</p> <p>B - Q awarded and no other comment is warranted.</p> <p>C - Q or O- awarded and the evaluator makes negative comment during the post mission critique.</p> <p>D - U action taken.</p> | | | | | | CERTIFICATION | | | | | | | | |
| | | | | | | PRINT NAME AND GRADE | | | | ORGANIZATION | | | | |
| | | | | | | 1. FLIGHT EXAMINER | | | | | | | | |
| | | | | | | 2. REVIEWING OFFICER | | | | | | | | |
| 3. FINAL APPROVING OFFICER | | | | | | | | | | | | | | |

Attachment 5

EVALUATION WORKSHEET EXAMPLE

Figure A5.1. C-20A Flight Attendant Evaluation Worksheet.

| AREA/SUBAREAS | Q | Q | U | T | REMARKS | AREA/SUBAREAS | Q | Q | U | T | REMARKS |
|---------------------------------------|---|---|---|---|---------|---------------|---|---|---|---|---------|
| GENERAL | ■ | ■ | ■ | X | | | | | | | |
| 1. Directives and Publications | ■ | ■ | ■ | | | | | | | | |
| 1A. Knowledge | | | | | | | | | | | |
| 1B. Currency | | | | | | | | | | | |
| 2. Crew Coordination/CRM | | | | | | | | | | | |
| 3. Use of Checklists | | | | | | | | | | | |
| 4. Judgment/Compliance | | ■ | | | | | | | | | |
| 5. Safety Consciousness | | ■ | | | | | | | | | |
| 6. First Aid | | | | | | | | | | | |
| 7. Knowledge/Completion of Forms | | | | | | | | | | | |
| 8. Airmanship/Situational Awareness | | | | | | | | | | | |
| QUALIFICATION/MISSION | ■ | ■ | ■ | X | | | | | | | |
| 9. Mission Coordination | ■ | ■ | ■ | | | | | | | | |
| 9A. Mission Planning/Menu Planning | | | | | | | | | | | |
| 9B. Shopping/Catering | | | | | | | | | | | |
| 9C. Special Request | | | | | | | | | | | |
| 9D. Meal Preparation | | | | | | | | | | | |
| 10. Aircraft Supplies | | | | | | | | | | | |
| 10A. Comfort Items | | | | | | | | | | | |
| 11. Aircraft Sys Knowledge Operations | ■ | ■ | ■ | | | | | | | | |
| 11A. Exterior | | | | | | | | | | | |
| 11B. Doors/Exits | | | | | | | | | | | |
| 12. Emergency Equipment Location/Use | | | | | | | | | | | |
| 13. Emergency Egress | ■ | ■ | ■ | | | | | | | | |
| 13A. Crash Landing/Ground Evacuation | | ■ | | | | | | | | | |
| 13B. Ditching Procedures | | ■ | | | | | | | | | |
| 14. Loss of Cabin Pressurization | | ■ | | | | | | | | | |
| 15. Aircraft Fire | ■ | ■ | ■ | | | | | | | | |
| 15A. Fuselage Fire | | ■ | | | | | | | | | |
| 15B. Smoke/Fumes Elimination | | ■ | | | | | | | | | |
| 16. Anti-Hijacking/Bomb Threat | | | | | | | | | | | |
| 17. Pre-Flight/Interior Inspection | | | | | | | | | | | |
| 18. Pre-Departure Duties | | | | | | | | | | | |
| 19. In-Flight Procedures | | | | | | | | | | | |
| 20. Customs Requirements | | | | | | | | | | | |
| 21. After Landing/Post Flight | | | | | | | | | | | |
| INSTRUCTOR | ■ | ■ | ■ | X | | | | | | | |
| 22. Instructor Ability | | ■ | | | | | | | | | |
| 23. Instructor Demonstration | | ■ | | | | | | | | | |
| 24. Student Briefing/Critique | | ■ | | | | | | | | | |
| UNIT | ■ | ■ | ■ | X | | | | | | | |

