

1 JULY 2000



Flying Operations

C-9 AIRCREW EVALUATION CRITERIA

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at: <http://afpubs.hq.af.mil>.

OPR: HQ AMC/DOVF
(Maj John Prideaux)

Certified by: HQ USAF/XOO
(Maj Gen Michael S. Kudlacz)

Pages: 46
Distribution: F

This volume implements AFD 11-2, *Aircraft Rules and Procedures*. It establishes evaluation criteria for the operation of C-9A aircraft to safely and successfully accomplish their worldwide mobility missions. It is used in conjunction with AFI 11-202V2, *Aircrew Standardization/ Evaluation Program*, and the appropriate MAJCOM supplement. 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. This instruction does not apply to Air National Guard (ANG). This instruction is applicable to active duty and Air Force Reserve Command (AFRC) units.

The Privacy Act of 1974 applies to certain information gathered pursuant to this instruction. The Privacy Act System Number F011 AF XO A, Air Force Operations Resource Management Systems (AFORMS) covers required information. The Paperwork Reduction Act of 1974 as amended in 1996 affects this instruction. Maintain and dispose of records created as a result of processes described in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.

This document is new and must be completely reviewed.

Chapter 1—GENERAL INFORMATION	4
1.1. General	4
1.2. Applicability	4
1.3. Key Words and Definitions	4
1.4. Deviations and Waivers	4
1.5. Supplements and Local Procedures	4
1.6. Requisition and Distribution Procedures	5
1.7. Improvement Recommendations	5
1.8. Evaluations	5

- 1.9. Evaluation Requirements 5
- 1.10. Grading Policies 6
- 1.11. Grading System 7
- 1.12. Unsatisfactory Performance 8
- 1.13. Conduct of Evaluations 9
- 1.14. Use of AF Form 3862, Aircrew Evaluation Worksheet 10
- 1.15. Aircrew Testing 10
- 1.16. Equivalent C-9 Model Aircraft 10
- 1.17. Typical C-9 Evaluation Profile(s) 11
- 1.18. Senior Officer Requirements 11
- 1.19. Multiple Qualification(s) 11

Chapter 2—PILOT EVALUATIONS 12

- 2.1. General 12
- 2.2. Instrument Evaluations 12
- 2.3. Qualification/Mission Evaluations (Initial, Periodic, Requalification) 12
- 2.4. Additional Mission Evaluation 12
- 2.5. Instructor Evaluation (Initial, Periodic, or Requalification) 12
- 2.6. Emergency Procedures Evaluation (EPE) 13
- 2.7. Additional Information 13
- 2.8. Pilot Grading Criteria 13
- 2.9. General 13
- 2.10. Qualification/Mission 15

- Table 2.1. General Pilot Tolerances 15

- 2.11. Instrument 18

- Table 2.2. General Pilot Instrument Tolerances 18

- 2.12. Instructor 21

- 2.13. Enroute (Initial Aircraft Commanders Only) 21

- 2.14. Unit 23

Chapter 3—COMMUNICATION SYSTEMS OPERATOR (CSO) EVALUATIONS 24

- 3.1. General 24

- 3.2. Qualification/Mission Evaluations 24

AFI11-2C-9V2 1 JULY 2000	3
3.3. Instructor Evaluations	25
3.4. Emergency Procedures Evaluations (EPE)	25
3.5. Communication System Operator Grading Criteria	25
3.6. General	25
3.7. Qualification/Mission	27
3.8. Instructor	29
3.9. Unit	29
Chapter 4—FLIGHT ATTENDANT EVALUATIONS	30
4.1. General	30
4.2. Qualification/Mission Evaluations	30
4.3. Instructor Evaluations (Initial, Periodic, or Requalification)	31
4.4. Emergency Procedures Evaluations (EPE)	31
4.5. Additional Information	31
4.6. Flight Attendant Criteria	31
4.7. General	31
4.8. Qualification/Mission	33
4.9. Instructor	36
4.10. Unit	37
Chapter 5—LOCAL C-9 PROCEDURES	38
5.1. General	38
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	39
Attachment 2—PILOT EVALUATION WORKSHEET EXAMPLE	41
Attachment 3—CSO EVALUATION WORKSHEET EXAMPLE	43
Attachment 4—FLIGHT ATTENDANT EVALUATION WORKSHEET EXAMPLE	45

Chapter 1

GENERAL INFORMATION

1.1. General. This instruction provides 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 may use this AFI when preparing aircrews for qualification.

1.2. Applicability. This AFI is applicable to individuals operating the C-9A 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., which 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, passengers and patients, or aircraft from a situation not covered by this AFI and immediate action is required. Report deviations or exceptions without waiver through channels to MAJCOM 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, which in turn, delegates MAJCOM/DO as waiver authority according to AFI 11-202V2, and the appropriate MAJCOM supplement.

1.4.2. MAJCOM/DOs 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. Each user MAJCOM may supplement this AFI according to AFD 11-2, *Aircraft Rules and Procedures*. Limit supplement information to unique requirements only. MAJCOMs may specify unique evaluation items in their appropriate supplement (units use **Chapter 5**). 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 MAJCOM/DO-approved supplements, 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). Use the following OPR's address: HQ AMC/DOV, 402 Scott Dr., Unit 3A1, Scott AFB IL, 62225-5302. When supplements are published, send 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 appropriate MAJCOM supplement.

1.5.3. Local Procedures Coordination. Units send a copy of **Chapter 5** to the appropriate NAF (if applicable) for coordination and approval. If a NAF is not applicable, the unit will send a copy to the parent MAJCOM/DO for coordination and approval. When local procedures are published, notify or send a final copy to lead command, parent MAJCOM, and appropriate NAF, if applicable.

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 HQ AMC/DOV, 402 Scott Drive Unit 3A1, Scott AFB IL, 62225-5302 according to AFI 11-215, *Flight Manual Procedures*, and MAJCOM 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-9A aircrews will complete the following evaluations at 17-month frequency according to AFI 11-202V2, and the appropriate MAJCOM supplement:

1.9.1. Instrument (INSTM) Evaluation. All C-9 qualified pilots will successfully complete a periodic instrument evaluation including 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-9A crew members will successfully complete a periodic qualification evaluation including the requisite open-book, closed-book, Boldface written examinations, EPE, and a flight evaluation.

1.9.3. Mission (MSN) Evaluations. All C-9A crew members will complete a mission evaluation. C-9A crewmembers complete all tasks required in the performance of normal operations or training sortie upon successfully completing a QUAL/MSN evaluation. **EXCEPTION:** Aircraft commanders will accomplish an initial mission pilot (MP) mission evaluation before being placed in command of a C-9 mission. The initial mission evaluation will consist of a minimum of two legs conducted on an operational (air evacuation/OSA) mission. Subsequent periodic IP/MP mission evaluations are accomplished in conjunction with INSTM/QUAL evaluation (i.e., INSTM/QUAL/MSN) and may be accomplished on a local training sortie. Initial and periodic FP/MC evaluations are accomplished in conjunction with INSTM/QUAL evaluations (i.e., INSTM/QUAL/MSN) on a local training sortie. All flight mechanics, communication system operators and flight attendants will accomplish mission evaluations in conjunction with the QUAL evaluation on a C-9A aeromedical/OSA mission.

1.9.4. Instructor (INSTR) Evaluations. To initially qualify as an instructor in the C-9A, crew members will successfully complete the appropriate initial instructor qualification course and evaluation (see AFI 11-2C-9V1, *C-9 Aircrew Training*, for course requirements). Crew members will not nor-

mally 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. Crew members requesting to re-align their initial instructor evaluation with the periodic INSTM/QUAL/MSN evaluation, see 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 MAJCOM supplement or as specified in this AFI. See AFI 11-202V2 for options available to convert a SPOT evaluation to QUAL/MSN to meet a periodic evaluation requirement.

1.9.6. Requalification (RQ). Use the prefix RQ when the evaluation is remedy for 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.

1.9.7.1. Unit will develop and periodically maintain a list of EPE program requirements (topics, special interest, etc.) in [Chapter 5](#). The EPE will include areas commensurate with the examinee's graduated training (e.g., initial, line, instructor or evaluator) or as specified in AFI 11-202V2 and MAJCOM 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**.

1.9.8.1. Identify unique mission-type evaluation descriptions, (e.g., enroute, etc.) on AF Form 8, Examiner's Remarks, A. Mission Description (as a first entry).

1.9.8.2. Difference/Conversion Evaluations (See AFI 11-202V1, *Aircrew Training*). The phrase "difference" describes evaluation of one or more areas to meet qualification requirements in the same MDS aircraft. Normally, a difference evaluation will include only the areas that are different or new between aircraft models, systems, or operations in which a crewmember is not previously qualified to operate. The phrase "conversion" describes multiple qualification in another MDS aircraft. See crewmember's chapters for difference evaluation requirements.

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/subarea 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 or evaluated in an ATD. Flight examiners will make every effort to evaluate all required areas in-flight before resorting to this provision.

1.10.5. Grading criteria tolerances 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. Consider cumulative deviations when determining the overall grade.

1.10.5.1. For pilots only, deviations incurred while employing visual obstacle avoidance procedures will be 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. C-9A flight examiners will use the grading criteria in this instruction to assist in determining proper grades, not to replace flight examiner judgment.

1.10.6. Flight examiners will not intentionally fail any equipment during flight evaluations, but may deny the use of systems not affecting safety of flight.

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/subarea 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 more 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 the 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. 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 areas’ title and shading of Q- block on AF Form 3862, **Aircrew Evaluation Worksheet** (see examples at [Attachment 2](#), [Attachment 3](#), or [Attachment 4](#)).

1.12. Unsatisfactory Performance. *NOTE:* This paragraph is 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/subarea 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, 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 evaluate the examinee in each graded area/subarea.

1.13.1.1. Flight examiners should not evaluate personnel they have primarily trained, recommended for upgrade evaluation, or who render their effectiveness/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, etc.) exist. This option requires utmost flight examiner discretion and judicious application. When used, the examinee must be informed of when the additional 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, Aircrew Evaluation Worksheet. Units (normally OGV) will overprint AF Form 3862, using the examples at [Attachment 2](#), [Attachment 3](#), or [Attachment 4](#) to use as an evaluation worksheet. Copy each title, area number and text (in the order illustrated), and shading to the appropriate blocks. 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 Flight Evaluation Folder (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. Formal training unit end-of-course (EOC) examinations may be credited toward written examination requirements provided they are administered as part of a formal syllabus and a passing score of 85 percent is attained. Individuals who do not receive a passing score of 85 percent will be required to complete the unit's open and closed book examinations.

1.15.2. Open Book Exam (Open Book). Conduct an open book exam consisting of a minimum 60 (maximum 100) questions. Flight Attendant (FA) and Communication System Operator (CS) examination will consist of minimum 30 (maximum 50) questions. See crew member chapters for additional testing requirements.

1.15.3. Closed Book Exam (Closed Book). The closed book examination should normally be administered before the initial (see EOC examination above) flight evaluation and subsequently with periodic flight evaluations. The close book exam will consist of a minimum 20 questions derived from the Master Question File (MQF). Complete a Boldface exam in conjunction with the close book exam, if applicable. See crew member chapters for additional testing requirements.

1.15.4. Initial Instructor Open Book Exam. See EOC examination above.

1.15.5. Instrument Exam. Pilots only, see AFI 11-202V2 requirements.

1.15.6. Flight Attendant (FA) or Communication Systems Operators (CSO) Qualified 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. Equivalent C-9 Model Aircraft. All models of the C-9 (i.e. C-9A/C) are considered equivalent (same MDS) for the purposes of aircrew member qualification and evaluation standards. 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.

1.17. Typical C-9 Evaluation Profile(s). The unit will determine the evaluation profile (s) suitable for in-flight evaluations with unit OG/OGV approval (approval of the unit's flying schedule satisfies this requirement).

1.18. Senior Officer Requirements. See AFI 11-202V1, *Aircrew Training*.

1.19. Multiple Qualification(s). Approval authority for multiple qualification in two different MDS aircraft (e.g., C-20A, C-9, C-37A) is according to AFI 11-202V1, *Aircrew Training*, and the appropriate MAJCOM Supplement (also referred to as conversion). When required and MAJCOM approved:

1.19.1. Pilots according to the appropriate MDS aircraft's AFI 11-2MDS Volume 1 and Volume 2 requirements.

1.19.2. For Communication Systems Operations (CSO) or Flight Attendant (FA) see [Chapter 3](#) or [Chapter 4](#), respectively.

Chapter 2

PILOT EVALUATIONS

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

2.2. Instrument Evaluations. Conduct C-9 instrument evaluations including circling approach and PAR approach (if available) concurrently with the qualification evaluation.

2.3. Qualification/Mission Evaluations (Initial, Periodic, Requalification). Dual log the mission evaluation with qualification/re-qualification requirements. Include all areas under GENERAL, QUALIFICATION/MISSION, and INSTRUMENT.

2.3.1. Evaluator Notes.

2.3.1.1. Dual-Seat Qualification. Evaluate dual-seat qualified aircraft commanders on at least one instrument approach and landing in both left and right seats.

2.3.1.2. Evaluate pilots in a random selection of abnormal and emergency procedures and Bold-face.

2.3.1.3. Evaluate aircraft commanders (AC) and above on single-engine approach and missed approach.

2.3.1.4. Evaluate all pilots in abort procedures and EFTOC.

2.3.1.5. Evaluate copilots only when sitting in the right seat.

2.4. Additional Mission Evaluation.

2.4.1. Enroute Evaluation. All initial and requalification aircraft commanders will receive a one-time enroute evaluation. The enroute evaluation will consist of at least two mission legs, an instrument approach, and landing. The enroute may be flown in CONUS or theater, but must have a different departure and arrival base. Colonel (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".

2.5. Instructor Evaluation (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. As a minimum, demonstrate and instruct a variety of instrument/visual approaches. Conduct initial or requalification instructor evaluations with a qualified pilot occupying the other seat. The examinee will normally occupy the right seat.

2.5.1. Include (as a minimum) all areas under GENERAL, QUALIFICATION/MISSION, and INSTRUCTOR.

NOTE: Pilots who desire to realign their periodic INSTM/QUAL/MSN evaluation expiration date during the initial (or requalification) instructor evaluation must also demonstrate all required areas/subareas in "INSTRUMENT" and written examinations.

2.5.2. Periodic instructor evaluations will be administered in conjunction with qualification/ instrument evaluations and require all areas/subareas in GENERAL, QUALIFICATION/MISSION, INSTRUMENT, and INSTRUCTOR.

2.6. Emergency Procedures Evaluation (EPE). Units determine EPE pilot requirements. Conduct the EPE normally on the ground before the in-flight portion of evaluation. Use one-on-one discussions, an ATD, or on-aircraft evaluation methods to conduct the EPE. The EPE should cover a cross section of aircraft systems such as bleed air, fuel/oil, electrical, engines, avionics, and hydraulics. Examinees 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 may also include emergency egress, life support equipment, and FCIF and/or special interest identified EPE topics.

2.7. Additional Information.

2.7.1. Evaluators may conduct an evaluation when scheduled as primary aircrew members.

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

2.8. Pilot Grading Criteria.

2.9. 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/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 performance data intended for use during takeoff/landing after final adjustments and corrections have been made:
V1, Vr, V2, flap retract, slat retract, Vmm: +/-3 KIAS
N1 setting: +/-0.3%
Critical Field Length (CFL): +/-500 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:
V1, Vr, V2, flap retract, slat retract, Vmm: +/-5 KIAS
N1 setting: +/-0.6%
Critical Field Length (CFL): +/-800 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. Attempted to operate the 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**, 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.
- 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 communications procedures. Makes radio and interphone transmissions concise with proper terminology. Complied with and acknowledged all required instructions including 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.
- 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.

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 such as doors, windows, hatches, slide rafts, and escape ropes/pulleys.
- Q- Limited knowledge of location and use of life support systems and equipment. Unsure of the proper operating procedures used to operate some of the 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 the 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 (intelligence, 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.

2.10. Qualification/Mission. Use the criteria in [Table 2.1.](#) as general tolerances for airspeed, altitude, and heading/course.

Table 2.1. General Pilot Tolerances.

NOTE 1: Use the following criteria as general tolerances for airspeed, altitude, and heading/course:	
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 2: 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 3: 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 pre-flight/post-flight inspections according to flight manual, 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 takeoff 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.

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 windshear detection and avoidance equipment. Used all available sources to determine if and/or to what degree severe weather conditions exist. Complied with all weather separation and wind-shear avoidance procedures.
- Q- Minor deviations observed when operating weather radar. Did not update radar/weather analysis during worsening weather conditions. Limited knowledge of windshear detection and avoidance equipment.
- U Unable to demonstrate proper use of weather radar. Failed to update radar/weather analysis during the mission. Displayed unsatisfactory knowledge of windshear detection and avoidance equipment. Failed to comply with weather separation or windshear avoidance directives that may have jeopardized safety or mission success.

Area 14, Fuel Planning/Conservation.

- Q Possessed a high level of knowledge of all applicable aircraft publications and directives and understood how to apply both to enhance fuel conservation and fuel planning. Successfully applied fuel conservation procedures in all areas of the mission.
- Q- Possessed some knowledge of applicable aircraft publications and directives and understood how to apply both to enhance fuel conservation and fuel planning. Successfully applied some fuel conservation procedures, but failed to apply fuel conservation procedures in all areas of the mission.
- U Unaware of fuel conservation procedures. Unable to fuel plan. Failed to apply fuel conservation procedures in the mission.

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. Includes subareas: 16A, Full Flap; 16B, Partial Flap; 16C, Engine Out; 16D, Touch and Go; and 16E, Right Seat.

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

NOTE 2: Airspeed tolerances apply to computed threshold speed.

NOTE 3: Add 5 KIAS, 50 feet (when practical), and 2 degrees to all engines operating criteria for operations with an engine out.

- Q Performed landings as published/directed IAW flight manual and met the following criteria:
Airspeed: +5/-0 KIAS
Touchdown zone: 1,000-2,000 feet
Centerline: +/-15 feet left or right
TCH: +25/-0 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: Threshold-1,000 feet or 2,000-3,000 feet

Centerline: +/-25 feet left or right

TCH: +50/-0 feet

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

Area 17, Landing Roll/Braking/Reverse Thrust.

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

Area 18, All Engine Go-Around (GA). Not required if Engine-out GA (Area 20) is evaluated. Apply **Table 2.1.**, NOTE 3 tolerances. FP and above only.

- 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. FP and above only.

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 engine out condition. Maintained criteria in **Table 2.1.** (NOTE 3).
- Q- Minor deviations in aircraft control allowed the aircraft to occasionally fly uncoordinated flight. Momentarily deviated from criteria in **Table 2.1.** (NOTE 3).
- U Aircraft was not properly trimmed. Aircraft control was erratic and consistently resulted in uncoordinated flight. Maneuvering the aircraft with regard to the engine out condition was potentially unsafe. Exceeded Q- criteria in **Table 2.1.** (apply NOTE 3).

Area 20, Engine Out GA/Engine Fail Takeoff Continued. FP and above only.

- 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.
- 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.
- U Rudder and/or aileron inputs were incorrect.

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. Effectively used available aircrew aids.
- 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 available aircrew aids.
- U Attempted to exceed limitations. Unable or failed to analyze problem or take proper corrective action. Did not use checklists or available aids effectively.

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.

- 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.

2.11. Instrument. Use the following criteria in [Table 2.2.](#) as general tolerances for airspeed, level-off altitude, and heading/course with all engines operating:

Table 2.2. General Pilot Instrument Tolerances.

- 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.

- 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, En Route 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 by more than the following:
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. Exceeded Q criteria but not (see instrument tolerances).
- U** Holding was not IAW flight manual, directives, or published procedures. Exceeded Q- criteria.

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, controlled-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
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. If available, else verbally evaluate.

- 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.
- 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 course/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. Use criteria in subarea 30B and requirements in AFI 11-2C-9V3, *C-9 Operations Procedures*, Chapter 6.

Area 31, Non-Precision Approaches. Includes subareas: 31A, NDB; 31B, Localizer/Back Course (BC) LOC; 31C, ASR; 31D, TACAN; 31E, VOR; and 31F, GPS approaches. 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 controller's 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: Compute/adjusted timing to determine MAP within 20 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
MDA: +150/-50 feet
Course: +/-10 degrees at MAP (NDB, VOR, TACAN), more than one dot but less than two dot deflection (LOC, GPS)
Timing: Compute/adjusted timing to determine MAP within 30 seconds (when required).
Distance: Determined MAP within +/-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 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.

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 identify aircraft category for the approach and remained within the lateral limits for that category. Slow to comply with controller's instructions. Attained runway alignment, but occasionally required erratic 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.

2.12. 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 and corrected potentially unsafe maneuvers/situations.
- U Unable to effectively communicate or provide timely feedback to the student. Gave instruction that was unsafe or contradicted published directives. Did not provide corrective action when necessary. Did not plan ahead or anticipate student problems. Did not identify an unsafe maneuvers/situations in a timely manner. Made no attempt to instruct.

Area 35, Demonstrations of Maneuvers (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.

Area 36, 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 were 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.

2.13. Enroute (Initial Aircraft Commanders Only).

Area 37, 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 38, 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 39, 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 which 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 40, En Route 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 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 member's 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.

Area 45, Approach & Landing. One each required, use appropriate Area tolerances.

2.14. Unit. Units will include MAJCOM-specific and local evaluation areas in **Chapter 5**. In addition, include the MAJCOM and local areas on AF Form 3862 (see paragraph **1.14**).

Chapter 3

COMMUNICATION SYSTEMS OPERATOR (CSO) EVALUATIONS

3.1. General. This chapter standardizes initial, periodic, and re-qualification evaluations, including requirements for qualification, mission, difference, and instructor evaluation.

3.2. Qualification/Mission Evaluations. Evaluate the following:

3.2.1. Initial: Conduct an initial QUALIFICATION and initial MISSION evaluations on two flight/missions and document on separate AF Forms 8. **NOTE:** The unit commander may approve conducting the evaluations on a single flight/mission (one AF Form 8) for MK (1st CSO) qualification based on the individual's performance.

3.2.1.1. Conduct the initial QUALIFICATION on operational or training mission. Include all areas under GENERAL and QUALIFICATION/MISSION and requisite exams. Upon successful completion, the initial QUALIFICATION evaluation (first AF Form 8) will indicate a crew position as FK (2nd CSO) and clearance for unsupervised aircrew duties.

3.2.1.2. Conduct an additional MISSION evaluation on an operational mission under actual conditions. Include all areas under GENERAL and QUALIFICATION/MISSION. The evaluator will apply criteria to a broader, more in-depth knowledge basis. Upon successful completion, the evaluation (second AF Form 8) will indicate a crew position as MK (1st CSO). Requisite exams are not required for this evaluation.

3.2.1.3. The expiration date for the two evaluations (initial QUALIFICATION/MISSION and additional MISSION) will be based on the successful completion of the first QUALIFICATION/MISSION evaluation.

3.2.2. Periodic: Conduct a periodic QUALIFICATION/MISSION evaluation. Include all areas under GENERAL and QUALIFICATION/MISSION for MK (1st CSO). Complete the evaluation on one mission, if possible. Use separate line entry if more than one flight is necessary to complete evaluation according to AFI 11-202V2. Qualification expiration date is based on earliest flight.

3.2.2.1. Conduct all mission evaluations under actual conditions.

3.2.2.2. Difference: See paragraph 1.16. Aircraft of the same series (C-9A/C) are combined into a single periodic evaluation. Use a single AF Form 8 by adding a separate line entry to illustrate each flight evaluation. When combined, the expiration date is based on the QUALIFICATION/MISSION evaluation in the CSO's primary aircraft (add representative questions from different MDS aircraft to the requisite Open and Closed Book exams). Verbally evaluate all aircraft differences. On AF Form 8, annotate "Aircraft" with the model in which the in flight evaluation was administered, Crew Position as "MK", and add the appropriate MDS descriptions in the remarks (e.g., "C-9A, C-9C-Qualified," etc.).

3.2.3. Conversion: See paragraph 1.19.

3.2.3.1. CSOs, with MAJCOM approval, may obtain additional qualification in MDS-aircraft (conversion) with a designated crew complement for the CSO position (e.g. primary C-9A and additional qualification in C-20A, etc.). The conversion evaluation is only available to CSOs who

are qualified (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-20A-Qualified," etc.).

3.2.3.1.1. Initial:

3.2.3.1.1.1. All areas in GENERAL, QUALIFICATION/MISSION areas 10, 11, 12 (appropriate subareas), 13, and 15. Include INSTRUCTOR (if applicable), and UNIT (if applicable).

3.2.3.1.1.2. Requisites: minimum 10-question Open Book and 5-question Closed Book or as specified in [Chapter 5](#).

3.2.3.1.2. Periodic:

3.2.3.1.2.1. After QUAL/MSN in primary aircraft, conduct a QUAL/MSN evaluation in the additional MDS-aircraft. Include all areas in GENERAL, QUALIFICATION/MISSION areas 11, 12, 13 (appropriate subareas, if required), and 16, INSTRUCTOR (if applicable), and UNIT (if applicable).

3.2.3.1.2.2. Requisites: Include open/close book questions according to paragraph [1.15.6.](#)

3.3. Instructor Evaluations. Flight Examiners will place particular emphasis on the examinee's ability to recognize student difficulties and provide timely, effective corrective action. Initial instructor CSO evaluations will include instructing a qualified CSO. Initial instructor evaluations will include all areas under GENERAL, QUALIFICATION/MISSION, and INSTRUCTOR.

NOTE: Aircrew members desiring to realign the qualification evaluation during the initial instructor evaluation must "demonstrate" all areas and complete requisite written examinations.

3.4. Emergency Procedures Evaluations (EPE). Units will determine CSO EPE requirements.

3.5. Communication System Operator Grading Criteria.

3.6. 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.

- Q- Same as above except for minor deviations or omissions which would not impair mission effectiveness. Did not fully comply with local directives.
- U Did not order or incorrectly prepared classified communications kit. Failed to comply with local directives.

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 omission, deviation, or error, which detracted from the overall efficient conduct of the mission. Performance was the minimum acceptable.
- 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 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*, as a reference.

- Q Effectively coordinated with other aircrew members throughout the assigned mission. Demonstrated operational knowledge of other crew members' duties and responsibilities. Practiced CRM skills developed during CRM and associated aircrew training programs.
- Q- Crew coordination adequate to accomplish mission. Demonstrated limited knowledge of other crewmembers' duties and responsibilities. Displayed an inability to practice 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. Makes 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 such as doors, windows, hatches, slide rafts, and escape ropes/pulleys.
- Q- Limited knowledge of location and use of life support systems and equipment. Unsure of the proper operating procedures used to operate some of the aircraft egress devices.
- U Displayed unsatisfactory knowledge of location and use of life support systems and equipment. Unable to properly operate aircraft egress devices.

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 (Safety, 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, 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.

3.7. Qualification/Mission.**Area 11, Equipment Inspection and Preflight Procedures.**

- Q Checked AFTO Form 781, **AFORMS Aircrew/Mission Flight Data Document**. 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 12, 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 13, Equipment System Knowledge.**Subarea 13A, 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 13B, 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 13C, 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 13D, 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 related systems.
- U Unsatisfactory knowledge computer and fax components, equipment limitations, and functions. Inadequate knowledge of procedures for applicable related systems.

Subarea 13E, 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 13F, INMARSAT Equipment.

- 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.

Area 14, Equipment/Systems Operation.

- 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 15, 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 16, 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 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 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 debriefing. Area security check/COMSEC checklist not performed.

3.8. Instructor.**Area 17, 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 18, 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 19, Student Briefing/Critique (Critical).

- Q Briefings were well organized, accurate, and thorough. Reviewed students' 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 were marginal or non-existent. Did not review the 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.

3.9. Unit. Units will include MAJCOM-specific and local evaluation areas in [Chapter 5](#). In addition, include the MAJCOM and local areas on AF Form 3862 (see paragraph [1.14](#)).

Chapter 4

FLIGHT ATTENDANT EVALUATIONS

4.1. General. This chapter standardizes initial, periodic, and re-qualification evaluations, including requirements for qualification, mission, difference and instructor evaluations.

4.2. Qualification/Mission Evaluations.

4.2.1. Overview: 86th AW Flight Attendants (FA) combine an initial QUALIFICATION and MISSION evaluation during a SAM mission. The evaluation leads to unsupervised, 2nd FA (FT) in the C-9C. A follow-on evaluation upgrades the 2nd FA (FT) to 1st FA (MT). **NOTE:** The squadron commander may approve an evaluation on a single flight/mission to MT (1st FA) qualification (bypass FT, 2nd FA). If this option is used, evaluate all area and subareas.

4.2.1.1. Initial. Conduct the initial qualification evaluation on operational or training mission. Include all areas under GENERAL and QUALIFICATION/ MISSION and requisite exams. For FA (MT) include areas identified as “MT only”. Upon successful completion of the evaluation, indicate a crew position as FT (2nd FA)--clearance for unsupervised aircrew duties.

4.2.1.2. Base the expiration date of qualification on the successful completion of the initial 2nd FA (FT) QUALIFICATION/ MISSION evaluation.

4.2.1.3. 2nd FA (FT) upgrade to 1st FA (MT). Conduct a QUALIFICATION/MISSION evaluation on an operational mission. Include all areas under GENERAL and QUALIFICATION/MISSION (including areas designated MT only) and requisites. Upon successful completion of the evaluation, indicate a crew position as MT (1st FA). Include a expiration date.

4.2.2. Periodic: Conduct a periodic QUALIFICATION/MISSION evaluation. Include all areas under GENERAL and QUALIFICATION/MISSION including areas designated MT only for MT (1st FA). Complete the evaluation on one mission, if possible. Use separate line entry if more than one flight is necessary to complete evaluation according to AFI 11-202V2. Qualification expiration date is based on earliest flight.

4.2.3. Multiple Qualification. (Conversion/Difference).

4.2.3.1. Difference: Flight Attendants may require a certification to perform in-flight duties on same series aircraft. See paragraph 1.16. for additional information.

4.2.3.2. Conversion: See paragraph 1.19. Flight Attendants may obtain additional qualification in MDS-aircraft with a designated crew complement for the Flight Attendant position (e.g. primary C-9C and conversion qualified in C-20A, etc.). Approval authority is MAJCOM/DO according to AFI 11-202V1, paragraph 2.6. and paragraph 2.7. Multiple qualification is only available to Flight Attendants previously qualified in their primary aircraft. Complete an initial evaluation on each aircraft. Annotate a separate AF Form 8 as INITIAL/QUALIFICATION/MISSION evaluation (in the flight phase). Annotate the Crew Position as “MT” and add the appropriate MDS description remarks (e.g., “C-32A-Qualified).

4.2.3.2.1. Initial: Complete all areas under “GENERAL, QUALIFICATION/MISSION.

4.2.3.2.1.1. Requisites: minimum 10-question Open Book and 5-question Closed Book or as specified in **Chapter 5**. Complete a EPE.

4.2.3.2.2. Periodic: Complete a periodic QUALIFICATION/MISSION evaluation in each aircraft multiple qualified. Requisites: Include open/close book examination questions according to paragraph **1.15.5**. Complete a EPE.

4.2.3.2.3. Units specify requirements in **Chapter 5**.

4.3. 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 initial or requalification instructor evaluations while instructing a qualified Flight Attendant.

4.3.1. Initial instructor evaluations include all areas under GENERAL, and INSTRUCTOR.

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 under QUALIFICATION/MISSION, and complete requisite.

4.3.2. Periodic instructor evaluations will be administered in conjunction with qualification/mission evaluations and require all areas/subareas in GENERAL, QUALIFICATION/MISSION, and INSTRUCTOR.

4.4. Emergency Procedures Evaluations (EPE). Evaluate an aircrew member's knowledge of emergency procedures and systems knowledge during the initial, requalification and periodic evaluations.

4.5. Additional Information.

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

4.6. Flight Attendant Criteria.

4.7. General.

Area 1, Directives and Publications.

Subarea 1A, Knowledge.

MT (1st FA).

- Q** Demonstrated/explained procedures for making contact with flight crew 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.

FT (2nd FA).

- 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. Maintains 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 but would not have jeopardized mission accomplishment.
- U Fails to possess all personal/professional equipment or to maintain equipment in serviceable condition. Publications were not current and could have jeopardized mission accomplishment.

Area 2, Crew Coordination/Crew Resource Management (CRM)(1st FA and 2nd FA). 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. Practiced CRM skills developed during CRM and associated aircrew training programs.
- Q- Crew coordination adequate to accomplish mission. Demonstrated limited knowledge of other crewmembers' duties and responsibilities. Displayed an inability to practice 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 Checklist.

- 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 omission, deviation, or error, which detracted from the overall efficient conduct of the mission. Performance was the minimum acceptable.
- 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 aircraft 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 or did not comply with some First Aid procedures. Knowledge was the minimum acceptable.
- U Not aware of or did not comply with all First Aid procedures. Did not know of First Aid equipment location.

Area 7, Knowledge/Completion of Forms.

- Q** Read and initialed for all items in FCIF. Completed/obtained all applicable forms. Complied with all local directives.
- Q-** Same as above except for minor deviations or omissions which would not impair mission effectiveness. Did not fully comply with local directives.
- U** FCIF was not reviewed or initialed. Failed to attend required briefings. 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.

4.8. Qualification/Mission.**Area 8, Mission Coordination.****Sub Area 8A, Menu Planning/Mission Planning.****MT (1st FA)**

- Q** Demonstrated/explained procedures for making contact with flight crew 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.

FT (2nd FA)

- Q** Coordinated all applicable phases of mission planning requirements in an efficient manner. Had all needed forms/supplies to complete the mission.
- Q-** Minor deviations/omissions from above which did not detract from satisfactory mission accomplishment.
- U** Major errors/omissions that would preclude effective mission accomplishment.

Subarea 8B, Shopping/Catering. MT (1st FA)

- Q** Demonstrated/explained procedures for catering. Able to coordinate with crew members for shopping requirements at home station and during RONs. Menus/shopping list prepared in advance of shopping. Completed shopping requirements in a timely manor.
- 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 8C, Special Request. MT (1st FA)

- 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 8D, 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

Sub Area 8E, Supervisory Ability.

- Q Effectively coordinated with other aircrew members throughout the assigned mission. Demonstrated operational knowledge of other crewmembers duties and responsibilities. Offered assistance to Flight Attendants as needed.
- Q- Crew coordination adequate to accomplish mission. Demonstrated limited knowledge of other crewmembers duties and responsibilities. Showed a lack of situational awareness in the accomplishment of mission tasks.
- U Poor crew coordination or unsatisfactory knowledge of other crewmember duties and responsibilities negatively affected mission accomplishment or safety of flight. Unwilling to freely assist other flight attendants with mission tasks.

Area 8F, Professional Equipment.

- Q Demonstrated/Knowledgeable of required professional equipment. Equipment on-hand and operational.
- Q- Knowledgeable of professional equipment. Some equipment not on hand or operational.
- U- Unsatisfactory knowledge of professional equipment. Some equipment not on hand or operational.

Area 9, 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 (over) estimated mission requirements. Supplies were not obtained or properly loaded or stored, without mission impact. Limited knowledge of requirements or quantities of comfort items without little or no 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.

Area 10, Aircraft Systems Knowledge Operations.**Subarea 10A, 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 10B, Doors/Exits.

- Q Demonstrated/explained the operation and emergency use of all doors and exits. Was 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 explain emergency use of exits in emergency situations.
- U Unsatisfactory knowledge of operation on doors and exits.

Area 11, Emergency Equipment Location and Use.

- Q Demonstrate in-depth knowledge of use and location of all emergency equipment. Knowledgeable to explain how to remove all equipment from securing brackets.
- Q- Limited knowledge of use and location of all emergency equipment. Unsure of some operating procedures. Result additional training/debrief.
- U Unsatisfactory knowledge of equipment and equipment location that jeopardizes safety of passengers and crew.

Area 12, Emergency Egress.**Subarea 12A, Crash Landing/Ground Evacuation (Critical).**

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

Subarea 12B, Ditching Procedures (Critical).

- Q Demonstrated or explained knowledge of all Ditching procedures for all Flight Attendant positions.
- U Unsatisfactory knowledge of Ditching procedures.

Area 13, Loss of Cabin Pressurization (Critical).

- Q Demonstrated or explained knowledge of all loss of cabin pressurization procedures, for all Flight Attendant positions.
- U Unsatisfactory knowledge of loss of cabin pressurization procedures.

Area 14, Aircraft Fire.**Subarea 14A, Fuselage Fire (Critical).**

- Q Demonstrated or explained knowledge of all fuselage fire procedures, for all Flight Attendant positions.
- U Unsatisfactory knowledge of Fuselage fire procedures.

Subarea 14B, Smoke/Fumes Elimination (Critical).

- Q Demonstrated or explained knowledge of all smoke and fumes elimination procedures, for all Flight Attendant positions.
- Q- Minor deviations to procedures that do not jeopardize safety.
- U Unsatisfactory knowledge of smoke and fumes elimination procedures. Jeopardized safety of flight.

Area 15, Anti-Hijacking/Bomb Threat.

- Q Knowledgeable and can explain local directives and procedures for anti hijacking and bomb threats. Is knowledgeable of duress code.
- Q- Limited in knowledge of local procedures but can obtain answers in a timely manner. Unsure of current duress code.
- U Unsatisfactory knowledge of procedures and is unable to obtain answers in a timely manner. Could jeopardize safety of flight.

Area 16, Pre-Flight Inspection.

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

Area 17, 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 18, In-flight Procedures.**MT (1st FA).**

- 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. 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.

FT (2nd FA)

- Q General passenger service was efficient, professional and added to passenger comfort. Accomplished all cruise checklist items as necessary. All phases of passenger handling/safety carried out in accordance with mission requirements.
- Q- Same as above except for minor errors/omissions which did not detract from mission effectiveness or success.
- U Major errors or omissions that detracted from mission effectiveness or success. Did not follow prescribed directives/instruction.

Area 19, Customs Requirements.

- Q Satisfactory handling of custom requirements; did not cause additional or undue inconvenience to passengers or flight. Displayed satisfactory knowledge of proper form 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 20, 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.

4.9. Instructor.

Area 21, 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 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.

Area 22, 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 23, 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 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.

4.10. Unit. Units will include MAJCOM-specific and local evaluation areas in [Chapter 5](#). In addition, include the MAJCOM and local areas on AF Form 3862 (see paragraph [1.14](#)).

Chapter 5**LOCAL C-9 PROCEDURES**

5.1. 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-9AV1, *C-9 Aircrew Training*
AFI 11-2C-9AV3, *C-9 Operations Procedures*
AFI 11-2AEV2, *Aeromedical Evacuation Evaluation Criteria*
AFI 11-215, *Flight Manual Procedures*
AFI 11-218, *Aircraft Operations and Movement on the Ground*
AFI 11-290, *Cockpit/Crew Resource Management Training Program*
AFMAN 11-210, *Instrument Refresher Course Program*
AFMAN 36-2236, *Guidebook for Air Force Instructors*
AFMAN 37-139, *Records Disposition Schedule*

Abbreviations and Acronyms

ATC—Air Traffic Control
ATD—Aircrew Training Device
CSO—Communication Systems Operator
ELT—Emergency Locator Transmitter
EOC—End of Course
EPE—Emergency Procedures Evaluation
FA—Flight Attendant
FT—Qualified in Basic Weapon System (F) Flight Attendant (T)
FCIF—Flight Crew Information File
FK—Qualified In Basic Weapon System (F), Communications Systems Operator (K)
FEF—Flight Evaluation Folder
FMS—Flight Management System
GA—Go-Around
GPS—Global Positioning System
ILS—Instrument Landing System

INS—Inertial Navigation System

KIAS—Knots Indicated Airspeed

MT—Mission Qualified in Weapon System (M), Flight Attendant (T)

MK—Mission Qualified in Weapon System (M), Communication Systems Operator (K)

MQF—Master Question File

MDA—Minimum Descent Altitude

PAR—Precision Approach Radar

RON—Remain Overnight

RQ—Requalification

SID—Standard Instrument Departure

SQB—Secure Question Bank

TAA/D—Threat Avoidance Approach/Departure

TCH—Threshold Crossing Height

Attachment 2

PILOT EVALUATION WORKSHEET EXAMPLE

Figure A2.1. C-9 Pilot Evaluation Worksheet.

AREA/SUBAREAS	Q	O	U	T	REMARKS	AREA/SUBAREAS	Q	O	U	T	REMARKS
GENERAL	■	■	■	X		INSTRUMENT (Continued)	■	■	■	X	
1. Directives and Publications						31D. TACAN					
2. Msn Preparation/Planning/Performance						31E. VOR					
3. Use of Checklists						31F. GPS					
4. Safety Consciousness		■				32. Circling Approach					
5. Judgment/Compliance		■				33. Missed Approach					
6. Crew Coordination/CRM						INSTRUCTOR	■	■	■	X	
7. Communication Procedures						34. Instructor Ability		■			
8. Life Support Systems/Egress						35. Instructor Demonstration		■			
9. Knowledge/Completion of Forms						36. Student Briefing/Critique		■			
10. Airmanship/Situational Awareness						ENROUTE (Initial AC only)	■	■	■	X	
QUALIFICATION/MISSION	■	■	■	X		37. Aircraft Commander Responsibilities					
11. Ground Operations/Taxi						38. Flight Progress					
12. Takeoff						39. Passenger Contact					
13. Radar Ops/Wtr Avoidance/Windshear						40. Enroute Procedures					
14. Fuel Planning/Conservation						41. Post Flight/RON Procedures					
15. VFR Pattern						42. Aircraft Security					
16. Landings						43. Block Time Procedures					
16A. Full Flap						44. Diplomatic Clearances					
16B. Partial Flap						45. Approach and Landing					
16C. Engine Out						UNIT					
16D. Touch and Go											
16E. Right Seat (CP only)											
17. Ldg Roll/Braking/Reverse Thrust											
18. All Engine Go-Around (GA)											
19. Engine-Out Operations (FP & above)											
20. Engine-Out GA (FP & above)											
21. Boldface Emergency Procedures		■									
22. Other Observed Emerg. Procedures											
23. Systems Ops/Knowledge/Limitations											
24. Tactical Maneuvers (if observed)											
INSTRUMENT	■	■	■	X							
25. Instrument Departure/SID											
26. Enroute Navigation/FMS (if installed)											
27. Holding											
28. Use of NAVAIDS											
29. Descent/Arrival											
30. Precision Approach											
30A. PAR (if available, else verbal)											
30B. ILS											
30C. CAT II ILS											
31. Non-Precision Approach (min. two)											
31A. NDB											
31B. Localizer/BC											
31C. ASR											

Attachment 4

FLIGHT ATTENDANT EVALUATION WORKSHEET EXAMPLE

Figure A4.1. Flight Attendant Evaluation Worksheet.

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

