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Flying Operations

CT-43 AIRCREW EVALUATION CRITERIA



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This volume implements AFD 11-2, *Aircraft Rules and Procedures*. It establishes evaluation criteria for the operation of CT-43 aircraft to safely and successfully accomplish worldwide mobility missions. This instruction provides CT-43 commanders, flight examiners, instructors, and aircrews with procedures as well as evaluation criteria and tolerances to be used during flight evaluations according to AFI 11-202 Volume 2, *Aircrew Standardization/Evaluation Program*, and appropriate MAJCOM supplements. It applies to all commanders and aircrew assigned or attached to all flying activities of commands operating these aircraft. It does not apply to the Air National Guard or Air Force Reserve Command. 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. See Attachment 1 for a glossary of references and supporting information applicable to this AFI.

The privacy act of 1974 affects 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 prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.

This document is new and must be completely reviewed. Significant text has been adopted from the following rescinded/obsolete field publications and forms: AFI 11-408/AMC Sup 1, Multi-Command Form 51, and MCI 11-221.

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Chapter 1

GENERAL INFORMATION

1.1. Overview. Specific areas for evaluation are prescribed in this AFI to ensure an accurate assessment of the proficiency and capabilities of aircrews. Evaluators will use this AFI when conducting aircrew evaluations; instructors will use it when preparing aircrews for qualification.

1.2. Applicability. This AFI applies to aircrews and planners at all levels concerned with the operations of the CT-43 aircraft. Copies should be available to all crewmembers operating the CT-43 aircraft.

1.3. Terms Explained:

1.3.1. "Will" indicates a mandatory requirement.

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

1.3.3. "May" indicates an acceptable or suggested means of accomplishment.

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

1.4. Deviations and Waivers:

1.4.1. Do not deviate from the policies and guidance in this AFI under normal circumstances, except for safety reasons, when necessary to protect the crew or aircraft from a situation not covered by this AFI, and when immediate action is required. Report deviations or exceptions without waiver through channels to the MAJCOM standardization/evaluation (stan/eval) function who in turn, will notify the lead command for follow-on action, if necessary.

1.4.2. Waiver authority for the contents of this document is the MAJCOM DO (AFI 11-202, Volume 2.) MAJCOM DOs will forward a copy of approved long-term waivers to this AFI to the lead command for follow-on action, if required.

1.5. Supplements and Local Procedures. Each user MAJCOM may supplement this AFI according to AFPD 11-2. However, supplement information should be limited to unique requirements. MAJCOMs may specify unique evaluation items in their appropriate supplement. (Units will use Chapter 4 of this AFI.) Supplements and local procedures will *not* be less restrictive than the provisions of this AFI or appropriate flight manual.

1.5.1. Supplement Coordination Process. Forward supplements approved by the MAJCOM DO (along with a completed AF Form 673, **Request to Issue Publication**) to the lead command (HQ AETC/DO) for review. HQ AETC/DO will provide a recommendation and forward the package to HQ USAF/XOO for approval (AFPD 11-2). When supplements are published, notify or send a final copy to HQ USAF/XOOT and the lead command (HQ AETC/DOF). **NOTE:** If appropriate, request and/or include approved long-term waivers to this AFI (including approval authority, date, and expiration date) in the MAJCOM supplement package.

1.5.2. Local Procedures Coordination. Units will send a copy of their proposed local procedures to Chapter 4 (supplement) to the appropriate number Air Force (NAF) as 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 NAF, if applicable.

1.6. Availability of this AFI. Unit commanders will provide access to this AFI for 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 AETC/DOF according to AFI 11-215, *Flight Manual Program (FMP)*, and the MAJCOM supplements thereto.

1.8. Evaluations. This AFI establishes standardized instrument (INSTM), qualification (QUAL), mission (MSN), and instructor (INSTR) evaluation criteria. It also establishes the areas and subareas necessary for the successful completion of evaluations and indicates which required areas and subareas will be considered critical and/or noncritical.

1.9. Evaluation Requirements. Evaluations will be accomplished concurrently, when practical. CT-43 aircrews will complete the following evaluations every 17 months according to AFI 11-202, Volume 2, and the appropriate MAJCOM supplement:

1.9.1. Instrument (INSTM) Evaluation. CT-43 pilots will successfully complete a periodic INSTM evaluation (including the requisite instrument refresher course and open-book written instrument examination according to AFMAN 11-210, *Instrument Refresher Course (IRC) Program*) and a flight evaluation.

1.9.2. Qualification (QUAL) Evaluation. CT-43 crewmembers will successfully complete a periodic QUAL evaluation (including the requisite open-book, closed-book, recall items, and emergency procedures evaluation (EPE), and a flight evaluation.

1.9.3. Mission (MSN) Evaluations:

1.9.3.1. Aircraft commanders (AC) will accomplish an initial mission pilot (MP) MSN evaluation before being placed in command of a CT-43 mission. The initial MSN evaluation will consist of a minimum of two legs conducted on an operational mission. Subsequent instructor pilot (IP) or MP MSN evaluations may be accomplished in conjunction with INSTM or QUAL evaluation on a local training sortie. Initial and periodic first pilot (FP) or mission commander (MC) evaluations should be accomplished in conjunction with INSTM or QUAL evaluations (for example, INSTM, QUAL, MSN) on a local training sortie.

1.9.3.2. Flight attendants will accomplish an MSN evaluation in conjunction with the QUAL evaluation on a CT-43 operational mission.

1.9.4. Instructor (INSTR) Evaluations. To initially qualify as an instructor in the CT-43, crewmembers will successfully complete an initial INSTR qualification course and evaluation. Subsequently, aircrew members designated as instructors will be evaluated on their ability to instruct during all periodic evaluations.

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

1.9.6. Flight Attendant Difference Training. Prior instructor flight attendants from other mission design series (MDS) may be upgraded directly to instructor status on the CT-43A at the discretion of the squadron operations officer. Prior mission qualified flight attendants (MT) from other MDSs may be upgraded directly to MT on the CT-43A upon completion of a QUAL or MSN evaluation.

1.9.7. Emergency Procedures Evaluations (EPE). Evaluate an aircrew member's knowledge of emergency procedures and systems knowledge for all QUAL evaluations per AFI 11-202, Volume 2, and as follows:

1.9.7.1. Units will develop and periodically maintain a list of EPE program requirements (topics, special interest, etc.). The EPE will include areas commensurate with the examinee's graduated training or as specified in AFI 11-202, Volume 2, and its MAJCOM supplement.

1.9.7.2. Examinees may use publications that are normally available in flight. The examinee must be able to recite all recall 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 reevaluation have been completed. Examinees receiving an overall EPE grade of unqualified because of unsatisfactory recall items will not be permitted to fly in their aircrew position until a successful reevaluation is accomplished. Additional training will be accomplished according to AFI 11-202, Volume 2.

1.9.8. Evaluation Prefixes. Use evaluation prefixes in AFI 11-202, Volume 2, for AF Form 8, **Certificate of Aircrew Qualification**, and AF Form 942, **Record of Evaluation**. On AF Form 8, identify unique mission-type evaluation descriptions in the Comments Section, using "Examiner's Remarks: A. Mission Description," as a first entry.

1.10. Grading Policies:

1.10.1. The overall qualification level awarded an evaluation is based on performance during both the flight phase and the ground phase. 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 for that evaluation and demonstrate the ability to operate the aircraft and/or equipment safely and effectively during all phases of an evaluation.

1.10.3. The grading criteria in this AFI will be used to grade areas and subareas accomplished during an evaluation as follows:

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

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

1.10.4. When an in-flight evaluation of a required area is not possible, the area may be verbally evaluated. Flight examiners will make every effort to evaluate all required areas in flight before resorting to this provision. See the appropriate chapter in this AFI for areas prohibited from verbal evaluation.

1.10.5. Grading criteria tolerances assume smooth air and stable aircraft conditions. Minor momentary deviations are acceptable if the examinee applies prompt corrective action and such deviations do not jeopardize flight safety. Consider cumulative deviations when determining the overall grade as follows:

1.10.5.1. (*Pilots only*) Deviations incurred while employing visual obstacle avoidance procedures will be considered momentary deviations. If the flight manual recommends a specific airspeed 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. CT-43 flight examiners will use the grading criteria in this AFI 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 they may deny the use of systems not affecting safety of flight.

1.11. Grading System. Use AFI 11-202, Volume 2.

1.12. Unsatisfactory Performance. Unsatisfactory performance in any critical area or subarea will result in a qualification level of "Q-3." Unsatisfactory performance in a noncritical area or subarea will result in no higher than a qualification level "Q-2."

1.13. Conduct of Evaluations:

1.13.1. Flight examiners will prebrief the examinee on the conduct, purpose, and requirements of the evaluation and all applicable evaluation criteria. Flight examiners will then evaluate the examinee in each graded area or subarea. Flight examiners should not evaluate personnel they have primarily trained or recommended for upgrade evaluation or those who render their effectiveness and performance reports.

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

1.13.3. Flight examiners will note discrepancies and deviations from prescribed tolerances and performance criteria during the evaluation. They will compare the examinee's performance with the tolerances provided in the grading criteria and assign an appropriate grade for each area as follows:

1.13.3.1. An evaluation will not be changed to a training mission to avoid documenting standard 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 11-202, Volume 2; and this AFI will be the determining factors in assigning an overall grade. The flight examiner will thoroughly critique all aspects of the flight. During the critique, he or she will review the examinee's overall rating, specific deviations, area and 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 done on the same flight. When done, the examinee must be informed of when the additional training begins and ends. **EXCEPTION:** Completing additional training on the same flight is acceptable when, in the evaluator's judgement, unique situations presenting valuable training opportunities exist (for example, thun-

derstorm avoidance, crosswind landings) while minimizing the effect of completing the evaluation. This option requires utmost discretion and judicious application by the flight examiner.

1.13.3.4. When evaluations are graded "unqualified," the flight examiner will debrief the examinee's squadron commander, operations officer and, if available, flight commander or chief.

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

1.14. Use of AF Form 3862, Flight Evaluation:

1.14.1. To create a flight evaluation worksheet, each unit (normally the operations group deputy commander) will use AF Form 3862 as a starting point. The unit will then overprint the form with a specific evaluation. See Attachments 2 and 3 for examples of worksheets for CT-43 Pilot Flight Evaluation and Flight Attendant Flight Evaluation, respectively.

1.14.2. Copy each title, number, and area text (in the order illustrated). Add shading to the appropriate blocks and include local evaluation areas, as required. Each crew position form must mirror the appropriate crew position example. Units may add special interest items and/or local evaluation requirements.

1.14.3. Use the worksheet in flight to ensure all required areas are evaluated. Record positive and negative trend information and the aircrew member's performance.

1.14.4. File the worksheet (or a draft copy of AF Form 8) as a temporary record of the evaluation. Maintain the temporary record until the finished AF Form 8 is added. Then discard it.

1.15. Aircrew Testing. Formal training unit end-of-course examinations may be credited toward written examination requirements if 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. In addition to specific requirements in AFI 11-202, Volume 2, the following information applies:

1.15.1. Open-Book Examination. Conduct an open-book examination consisting of a minimum of 60 (maximum 100) questions. The FA examination will consist of a minimum of 30 (maximum 50) questions.

1.15.2. Closed-Book Examination. Conduct a closed-book examination consisting of a minimum of 20 (maximum 30) questions from the master question file (MQF).

1.15.3. Instrument Examination. (*Pilots only*) See AFI 11-202, Volume 2, requirements.

1.16. Equivalent T-43 Model Aircraft. Models of the T-43 (that is, the CT-43) are considered equivalent (same MDS) for the purposes of aircrew member qualification and evaluation requirements.

1.17. Senior Officer Requirements. See AFI 11-202, Volume 1, *Aircrew Training*.

Chapter 2

PILOT EVALUATIONS

Section 2A—Overview

2.1. General. This chapter standardizes initial, periodic, and requalification evaluations, including requirements for pilot INSTM, QUAL, MSN, and INSTR evaluations. (Also see paragraphs 1.9 and 1.14 and Attachment 2 of this AFI.)

Section 2B—Types of Evaluations

2.2. INSTM, QUAL, and MSN Evaluations (for Initial, Periodic, and Requalification Evaluations). Conduct CT-43 INSTM evaluations including circling approach and PAR approach (if available) concurrently with the QUAL evaluation. As a minimum, include the following required areas:

- 2.2.1. All items under paragraph 2.9, GENERAL.
- 2.2.2. All items under paragraph 2.10, QUALIFICATION/MISSION.
- 2.2.3. All items under paragraph 2.11, INSTRUMENT.

2.3. Dual-Seat Qualification. Evaluate first pilots (FP) and above on at least one instrument approach and landing in both left and right seats.

2.4. Evaluator Notes:

- 2.4.1. Evaluate pilots in a random selection of abnormal and emergency procedures and recall items.
- 2.4.2. Evaluate ACs and above on single-engine approach and missed approach.
- 2.4.3. Evaluate all pilots in abort procedures and engine failure takeoff continued (EFTOC).
- 2.4.4. Evaluate ACs and above while they are accomplishing a sampling of emergency procedures in each seat.
- 2.4.5. Ensure copilots occupy the right seat for evaluations.

2.5. INSTR Evaluation. Flight examiners will place particular emphasis on the examinee's ability to recognize student difficulties and provide timely, effective corrective action. As a minimum, the examinee must be able to demonstrate and instruct a variety of instrument/visual approaches as follows:

- 2.5.1. Conduct INIT or requalification INSTR evaluations with a qualified pilot occupying the other seat. The examinee will normally occupy the right seat. As a minimum, include the following required areas: (**NOTE:** Pilots desiring to realign the INSTM, QUAL, and MSN evaluation during the initial INSTR evaluation must also demonstrate all required areas and subareas shown under paragraph 2.11, INSTRUMENT, and complete all required written examinations within the allotted time.)
 - 2.5.1.1. All items under paragraph 2.9, GENERAL.
 - 2.5.1.2. All items under paragraph 2.10, QUALIFICATION/MISSION.
 - 2.5.1.3. All items under paragraph 2.12, INSTRUCTOR.

2.5.2. Periodic INSTR evaluations will be administered in conjunction with required QUAL evaluations. Instructors will perform all required areas and subareas to include (as a minimum) the following required areas:

2.5.2.1. All items under paragraph 2.9, GENERAL.

2.5.2.2. All items under paragraph 2.10, QUALIFICATION/MISSION.

2.5.2.3. All items under paragraph 2.11, INSTRUMENT.

2.5.2.4. All items under paragraph 2.12, INSTRUCTOR.

2.6. Emergency Procedures Evaluation (EPE). The EPE should cover a cross section of aircraft systems such as bleed air, fuel and oil, electrical, engines, avionics, and hydraulics. Examinees should be able to demonstrate an understanding of aircraft systems beyond the actual steps required for an emergency procedure. All recall items will be covered.

2.7. MSN Evaluation. This evaluation, formerly called "OME," will consist of at least two mission legs, an instrument approach, and a landing. See paragraph 1.9.3 for further guidance.

2.8. Additional Information:

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

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

Section 2C—Pilot Grading Criteria

2.9. GENERAL:

2.9.1. Area 1, Directives and Publications:

2.9.1.1. 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.

2.9.1.2. Q-. Unsure of some directives, but could locate information in appropriate publications. Publications were current, but improperly posted.

2.9.1.3. U. Unaware of established procedures and/or could not locate them in the appropriate publication in a timely manner. Publications were not current.

2.9.2. Area 2, Mission Preparation/Planning/Performance:

2.9.2.1. Q. Checked all factors applicable to flight, such as weather, NOTAMS, alternate airfields, airfield suitability, fuel requirements, charts, etc. High level of knowledge of performance capabilities and operating data. Evaluate the data intended for use during takeoff and landing after final adjustments and corrections have been made as follows:

2.9.2.1.1. Vr, Vrot, Vco, Vco+15, Cleanup Height: +/-3 KIAS

2.9.2.1.2. EPR setting: +/-0.3%.

2.9.2.1.3. Runway available, minimum runway length and critical field length (CFL): +/-500 feet and suitable for takeoff.

2.9.2.1.4. Landing immediately after takeoff: +/-3 KIAS and +/-500 feet and suitable for landing.

2.9.2.2. Q- Made minor errors or omissions in checking all factors that could have detracted from mission effectiveness. Had marginal knowledge of performance capabilities and/or operating data. Performance calculations exceeded Q limits, but did not exceed the following:

2.9.2.2.1. Vr, Vrot, Vco, Vco+15, cleanup height: +/-3 KIAS.

2.9.2.2.2. EPR setting: +/-0.3%.

2.9.2.2.3. Runway available, minimum runway length, and CFL: +/-500 feet and suitable for takeoff.

2.9.2.2.4. Landing immediately after takeoff: +/-3 KIAS and +/-500 feet and suitable for landing.

2.9.2.3. U. Made major errors or omissions that would have prevented a safe or effective mission. Had a unsatisfactory knowledge of performance capabilities and/or operating data. Performance calculations exceeded Q- limits.

2.9.3. Area 3, Use of Checklist:

2.9.3.1. Q. Consistently used and called for the correct checklist and gave the correct response at the appropriate time throughout the mission.

2.9.3.2. Q- Checklist responses were untimely and/or crewmember required continual prompting for correct response.

2.9.3.3. 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.

2.9.4. Area 4, Safety Consciousness (Critical):

2.9.4.1. Q. Aware of and complied with all safety factors required for safe aircraft operation and mission accomplishment.

2.9.4.2. Q- Not applicable.

2.9.4.3. 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.

2.9.5. Area 5, Judgment/Compliance (Critical):

2.9.5.1. 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.

2.9.5.2. Q- Not applicable.

2.9.5.3. 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, which could have jeopardized safety or mission success.

2.9.6. Area 6, Crew Coordination/Crew Resource Management (CRM):

2.9.6.1. Q. Effectively coordinated with other aircrew members throughout the assigned mission. Demonstrated operational knowledge of other crewmember's duties and responsibilities. Practiced CRM skills developed during CRM and associated aircrew training programs.

2.9.6.2. 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.

2.9.6.3. U. Poor crew coordination or unsatisfactory knowledge of other crewmembers' duties and responsibilities negatively affected mission accomplishment or safety of flight.

2.9.7. Area 7, Communications Procedures:

2.9.7.1. Q. Made radio and interphone transmissions concise with proper terminology. Complied with and acknowledged all required instructions. Was able to load and operate secure radio systems (for example, mode 4) successfully.

2.9.7.2. Q-. Slow in initiating or missed several required radio calls. Transmissions contained extraneous matter, were not in proper sequence, or used nonstandard terminology. Loading and operating of secure radio systems were in error, but did not effect the mission.

2.9.7.3. U. Jeopardized mission accomplishment. Omitted numerous radio calls.

2.9.8. Area 8, Life Support Systems/Egress:

2.9.8.1. Q. Displayed a 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 or pulleys.

2.9.8.2. 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.

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

2.9.9. Area 9, Knowledge/Completion of Forms:

2.9.9.1. Q. All required forms and/or flight plans were complete, accurate, readable, accomplished on time, and in accordance with applicable directives. Related an accurate debrief of significant events to applicable agencies (intel, maintenance, etc.).

2.9.9.2. 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.

2.9.9.3. U. Did not accomplish required forms and/or flight plans. Omitted or incorrectly reported significant information due to major errors, omissions, and/or deviations.

2.9.10. Area 10, Airmanship/Situational Awareness:

2.9.10.1. 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.

2.9.10.2. 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.

2.9.10.3. 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. See Figure 2.1 for general pilot tolerances for this area.

Figure 2.1. General Pilot Tolerances (Qualification).

Use the following criteria as general pilot tolerances for airspeed, altitude, and heading or course (notes 1 and 2):

Q: Airspeed: +10/-5 KIAS, altitude: +/-100 feet, and heading or course: +/-5 degrees.

Q-. Exceed Q criteria, but does not exceed airspeed: +15/-5 knots, altitude: +/-200 feet, and heading or course: +/-10 degrees.

U: Exceeds Q- criteria.

NOTES:

1. Airspeed tolerances apply when a specific airspeed has been assigned by ATC or prescribed in the flight manual. Airspeed "minus" tolerances are based on minimum maneuvering speed for aircraft configuration.

2. Add 50 feet (when practical) and 2 degrees to "all engines operating" criteria for "operations with an engine out" criteria.

2.10.1. Area 11, Ground Operations/Taxi:

2.10.1.1. Q. Established and adhered to station, start engine, taxi, and take off time to assure thorough preflight, check of personal equipment, crew or passenger briefings, etc. Accurately determined readiness of aircraft for flight. Completed all system preflight and postflight inspections according to flight manual; AFI 11-218, *Aircraft Operations and Movement on the Ground*; and local procedures.

2.10.1.2. Q-. Same as Q except for minor procedural deviations that did not detract from mission effectiveness.

2.10.1.3. U. Crew errors directly contributed to a late takeoff, which degraded the mission. Failed to accurately determine readiness for flight. Failed to preflight or postflight a critical component or could not conduct a satisfactory preflight or postflight inspection.

2.10.2. Area 12, Takeoff:

2.10.2.1. Q. Maintained smooth, positive aircraft control throughout the takeoff. Performed the takeoff according to the flight manual and as published or directed.

2.10.2.2. Q- Made minor deviations from published procedures without affecting safety of flight. Control was rough or erratic. Hesitant in application of procedures or corrections.

2.10.2.3. U. Takeoff was potentially dangerous. Exceeded aircraft or systems limitations. Failed to establish proper climb attitude. Excessive deviation from intended flightpath. Violated flight manual procedures. Exceed Q- criteria.

2.10.3. Area 13, Radar Operations/Weather Avoidance/Windshear:

2.10.3.1. Q. Effectively demonstrated procedures for operating weather radar. Updated weather radar and 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 windshear avoidance directives.

2.10.3.2. Q- Minor deviations observed when operating weather radar. Did not update radar or weather analysis during worsening weather conditions. Limited knowledge of windshear detection and avoidance equipment. Complied with all weather separation and windshear avoidance directives.

2.10.3.3. U. Unable to demonstrate proper use of weather radar. Failed to update radar or weather analysis during the mission. Displayed unsatisfactory knowledge of windshear detection and avoidance equipment. Failed to comply with weather separation or windshear avoidance directives, which could have jeopardized safety or mission success.

2.10.4. Area 14, Fuel Conservation:

2.10.4.1. Q. Possessed a high level of knowledge of all applicable aircraft publications and other governing directives and understood how to apply both to enhance fuel conservation. Successfully applied fuel conservation procedures in all areas of the mission.

2.10.4.2. Q- Possessed some knowledge of applicable aircraft publications and other governing directives and understood how to apply both to enhance fuel conservation. Successfully applied some fuel conservation procedures, but failed to apply fuel conservation procedures in all areas of the mission.

2.10.4.3. U. Unaware of fuel conservation procedures. Failed to apply any fuel conservation procedures in any area of the mission.

2.10.5. Area 15, VFR Pattern:

2.10.5.1. Q. Performed traffic pattern and turn to final or final approach according to published procedures. Aircraft control was smooth and positive. Constantly cleared area of intended flight.

2.10.5.2. Q- Performed traffic pattern and turn to final or final approach with minor deviations to procedures as published or directed. Aircraft control was safe, but not consistently smooth and positive. Over shot or under shot final approach, but was able to intercept normal glide path. Adequately cleared area of intended flight.

2.10.5.3. U. Did not perform traffic pattern and/or turn to final or final approach according to published procedures. Displayed erratic aircraft control. Did not clear area of intended flight.

2.10.6. Area 16, Landings. This area includes Subarea 16A, Full Flap; Subarea 16B, Partial Flap; Subarea 16C, Touch/Stop and Go; and Subarea 16D, Right Seat. Specific items to evaluate include

threshold altitude or airspeed, runway alignment, flare, touchdown, and crosswind landings. Airspeed tolerances apply to computed threshold speed.

2.10.6.1. Q. Performed landings as published or directed according to the flight manual and met the following criteria:

2.10.6.1.1. Airspeed: +5/-0 KIAS.

2.10.6.1.2. Touchdown zone: 1,000 to 2,000 feet.

2.10.6.1.3. Center line: +/-15 feet left or right.

2.10.6.1.4. TCH: +25/-0 feet.

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

2.10.6.2.1. Airspeed: +10/-5 KIAS.

2.10.6.2.2. Touchdown zone: Threshold to 3,000 feet.

2.10.6.2.3. Center line: +/-25 feet left or right.

2.10.6.2.4. TCH: +50/-0 feet.

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

2.10.7. Area 17, Landing Roll/Braking/Reverse Thrust:

2.10.7.1. Q. Performed as published/directed according to flight manual. Braking action and reverse thrust actuation prompt and smooth.

2.10.7.2. Q-. Performed landings with minor deviation to procedures as published or directed. Braking action and reverse thrust actuation unnecessarily delayed or not smooth.

2.10.7.3. U. Landing not performed as published or directed. Braking or reverse thrust actuated prior to touchdown. Exceeded Q- criteria.

2.10.8. Area 18, All Engine Go-Around:

2.10.8.1. Q. Initiated and performed go-around promptly and according to flight manual and directives. Applied smooth control inputs. Acquired and maintained a positive climb and met the Q criteria in Figure 2.1.

2.10.8.2. Q-. Slow or hesitant to initiate go-around. Slightly overcontrolled the aircraft. Minor deviations did not affect mission accomplishment or compromise safety. Exceeded Q criteria in Figure 2.1.

2.10.8.3. U. Did not initiate go-around when appropriate or directed. Major deviations or misapplication of procedures could have led to an unsafe condition. Exceeded Q- criteria in Figure 2.1.

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

2.10.9.1. 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.

2.10.9.2. Q-. Minor deviations in aircraft control allowed the aircraft to occasionally fly uncoordinated flight.

2.10.9.3. 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.

2.10.10. Area 20, Engine-Out Go-Around:

2.10.10.1. Q. Performed all required procedures according to the flight manual and directives. Applied smooth, positive, and coordinated control inputs. Rudder and aileron inputs were in the correct direction.

2.10.10.2. Q-. Procedural errors were made that did not affect safety. Aircraft control was not consistently smooth and positive. Rudder and aileron inputs were in the correct direction, but some were over or under control.

2.10.10.3. U. Rudder and/or aileron inputs were incorrect. Exceeded Q- criteria.

2.10.11. Area 21, Emergency Recall Steps (Critical):

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

2.10.11.2. Q-. Not applicable.

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

2.10.12. Area 22, Other Emergency Procedures:

2.10.12.1. Q. Operated within prescribed limits and correctly diagnosed problems. Performed or explained proper corrective action for each type of malfunction. Effectively used available aids.

2.10.12.2. Q-. Operated within prescribed limits, but was to analyze problems or apply proper corrective actions. Did not effectively use and/or experienced delays, omissions, or deviations in use of checklist and/or available aids.

2.10.12.3. U. Exceeded limitations. Unable or failed to analyze problem or take proper corrective action. Did not use checklist and/or available aids.

2.10.13. Area 23, Systems Operations/Knowledge/Limitations:

2.10.13.1. Q. Demonstrated or explained a complete knowledge of aircraft systems operations or limitations and proper procedural use of systems without reference to flight manual or available aids.

2.10.13.2. Q-. Marginal knowledge of aircraft systems operations and limitations in some areas. Used individual technique instead of established procedure and was unaware of the difference. Occasionally referred to flight manual or available aids.

2.10.13.3. U. Unsatisfactory systems knowledge. Unable to demonstrate or explain the procedures for aircraft systems operations without reference to flight manual or available aids.

2.11. Area III, Instrument. See Figure 2.2 for general pilot tolerances for this area.

2.11.1. Area 26, Instrument Departure/SID:

2.11.1.1. Q. Complied with all restrictions or controlling agency instructions. Made all required reports. Applied course or heading corrections promptly. Demonstrated smooth, positive control.

2.11.1.2. Q-. Made minor deviations in navigation occurred during departure. Slow to comply with controlling agency instructions or unsure of reporting requirements. Slow to apply course or heading corrections. Aircraft control was not consistently smooth and positive.

2.11.1.3. U. Failed to comply with published or directed departure or controlling agency instructions. Accepted an inaccurate clearance. Aircraft control was erratic.

Figure 2.2. General Pilot Tolerances (Instrument).

Use the following criteria as general tolerances for airspeed, level-off altitude, and heading/course with all engines operating (notes 1 and 2):

Q: Airspeed: +10/-5 KIAS, level-off Altitude: +/-100 feet, and heading or course: +/-5 degrees.

Q-: Exceeds Q criteria, but does not exceed: airspeed: +15/-5, level-off altitude: +/-200 feet, and heading or course: +/-10 degrees.

U: Exceeds Q- criteria.

NOTES:

1. Airspeed tolerances apply when a specific airspeed has been assigned by ATC or prescribed in the flight manual. Airspeed "minus" tolerances are based on minimum maneuvering speed for aircraft configuration.

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

2.11.2. Area 27, En Route Navigation/FMS:

2.11.2.1. Q. Demonstrated 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 as follows:

2.11.2.1.1. Fix-to-Fix: +/-3 NM.

2.11.2.1.2. TACANVOR-DME Arc: +/-2 NM.

2.11.2.2. Q-. Made minor errors in procedures or 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:

2.11.2.2.1. Fix-to-Fix: +/-5 NM.

2.11.2.2.2. TACAN/VOR-DME Arc: +/-4 NM.

2.11.2.3. U. Made major errors in procedures or 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.

2.11.3. Area 28, Holding:

2.11.3.1. Q. Performed entry and holding according to published procedures and directives.

2.11.3.2. Q-. Performed entry and holding procedures with minor deviations. Exceeded Q criteria but does not exceed airspeed: +15/-5 knots, altitude: +/-200 feet, and heading or course: +/-10 degrees.

2.11.3.3. U. Holding was not according to flight manual, directives, or published procedures. Exceeded Q- criteria.

2.11.4. Area 29, Use of NAVAIDs:

2.11.4.1. Q. Ensured NAVAIDs were properly tuned, identified, and monitored.

2.11.4.2. Q-. Had some deviations in tuning, identifying, and monitoring NAVAIDs.

2.11.4.3. U. Did not ensure NAVAIDs were tuned, identified, and monitored.

2.11.5. Area 30, Descent/Arrival:

2.11.5.1. Q. Performed descent as directed. Complied with all flight manual, controlled-issued, or STAR restrictions in a proficient manner. Accomplished all required checks.

2.11.5.2. Q-. Performed descent as directed with minor deviations that did not compromise mission safety. Slow to accomplish required checks.

2.11.5.3. U. Performed descent with major deviations. Did not accomplish required checks. Made erratic corrections. Exceeded flight manual limitations.

2.11.6. Area 31, Precision Approaches. These approaches include PAR and instrument landing system (ILS). Use the following criteria as general tolerances for airspeed, altitude, heading, glide slope, and azimuth:

2.11.6.1. Q:

2.11.6.1.1. Airspeed: +10/-5 KIAS.

2.11.6.1.2. Altitude: Initiated missed approach at decision height +50/-0 feet.

2.11.6.1.3. Heading: +/-5 degrees of controller's instructions (PAR).

2.11.6.1.4. Glide slope: Within one dot (ILS).

2.11.6.1.5. Azimuth: Within one dot (ILS).

2.11.6.2. Q-. Exceeds Q- criteria, but does not exceed:

2.11.6.2.1. Airspeed: +15/-5.

2.11.6.2.2. Altitude: Initiated missed approach at decision height +100/-0 feet.

2.11.6.2.3. Heading: +/-10 degrees of controller's instructions (PAR).

2.11.6.2.4. Glide Slope: Within one dot low, two dots high (ILS).

2.11.6.2.5. Azimuth: Within two dots (ILS).

2.11.6.3. U. Exceeds Q- criteria.

NOTE: Airspeed tolerances are based on computed approach speed. Add 5 KIAS, 50 feet (when practical), and 2 degrees to all engines operating criteria for operations with an engine out criteria.

2.11.7. Subarea 31A, PAR:

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

2.11.7.2. 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 glidepath. Exceeded Q criteria.

2.11.7.3. U. Approach not according to flight manual, directives, or published procedures. Made 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 glidepath control. Exceeded Q- criteria.

2.11.8. Subarea 31B, ILS:

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

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

2.11.8.3. U. Approach was not according to flight manual, directives, or published procedures. Made erratic corrections. Did not comply with decision height and/or position at decision height would not have permitted a safe landing. Exceeded Q- criteria.

2.11.9. Area 32, Nonprecision Approaches. This area includes nondirectional beacon (NDB), localizer or VOR, airport surveillance radar (ASR), TACAN, and Global Positioning System (GPS). Use the following description and criteria as general tolerances for airspeed, altitude at minimum descent altitude (MDA), heading, course, timing, and distance with all engines operating:

2.11.9.1. Q. Approach was according to published procedures. Used appropriate descent rate to arrive at MDA at or before vertical descent point (VDP). Position would have permitted a safe landing. Smooth and timely response to controller's instructions ASR.

2.11.9.1.1. Airspeed: +10/-5 KIAS.

2.11.9.1.2. MDA: +100/-0 feet.

2.11.9.1.3. Course: +/-5 degrees at MAP (NDB, VOR, TAC), less than one dot deflection (localizer [LOC], GPS).

2.11.9.1.4. Timing: Compute or adjusted timing to determine MAP within 20 seconds (when required).

2.11.9.1.5. Distance: Determined MAP within +/-0.5 miles.

2.11.9.2. 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 did not exceed:

2.11.9.2.1. Airspeed: +15/-5.

2.11.9.2.2. MDA: +150/-50 feet.

2.11.9.2.3. Course: +/-10 degrees at MAP (NDB, VOR, TAC), less than one dot deflection (LOC, GPS).

2.11.9.2.4. Timing: Computed or adjusted timing to determine MAP within 30 seconds (when required).

2.11.9.2.5. Distance: Determined MAP within +/-0.5 miles.

2.11.9.3. U. Approach not according to 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: Airspeed tolerances are based on computed approach speed. Add 5 KIAS, 50 feet (when practical), and 2 degrees to all engines operating criteria for operations with an engine-out criteria.

2.11.10. Area 33, Circling Approach:

2.11.10.1. 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 glidepath or execute a normal landing.

2.11.10.2. Q- Properly identified 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 excessive bank angles or maneuvering.

2.11.10.3. 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 glidepath or landing. Exceeded Q- criteria.

2.11.11. Area 34, Missed Approach:

2.11.11.1. Q. Executed missed approach according to published procedures. Complied with controller's instructions. Applied smooth control inputs.

2.11.11.2. Q- Executed missed approach with minor deviations to published procedures. Slow to comply with controller's instructions. Slightly overcontrolled aircraft.

2.11.11.3. U. Did not execute missed approach according to the flight manual, directives, or published procedures. Did not comply with controller's instructions. Deviation or misapplications of procedures could have led to an unsafe condition. Exceeded Q- criteria.

2.12. INSTRUCTOR:**2.12.1. Area 35, Instructor Ability (Critical):**

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

2.12.1.2. Q-. Not applicable.

2.12.1.3. 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 or situations in a timely manner. Made no attempt to instruct.

2.12.2. Subarea 35A, Demonstration of Maneuvers (Critical):

2.12.2.1. Q. Effectively demonstrated procedures and techniques. Had a thorough knowledge of applicable aircraft systems, procedures, publications, and directives.

2.12.2.2. Q-. Not applicable.

2.12.2.3. U. Did not demonstrate correct procedure or techniques. Had insufficient depth of knowledge about applicable aircraft systems, procedures, and/or proper source material.

2.12.3. Subarea 35B, Student Briefing/Critique (Critical):

2.12.3.1. 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. Prebriefed the student's next mission, if required.

2.12.3.2. Q-. Not applicable.

2.12.3.3. U. Briefings were marginal or nonexistent. Did not review student's past performance. Failed to adequately critique student or analyze the mission. Training grade did not reflect actual performance of student. Overlooked or omitted major discrepancies. Performed an incomplete prebriefing of student's next mission (if required).

2.13. OTHER:**2.13.1. Area 36, Tactical Maneuvers:**

2.13.1.1. Q. Performed maneuver according to published procedures. Aircraft control was smooth and positive. Constantly cleared area of intended flight.

2.13.1.2. 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.

2.13.1.3. U. Did not perform maneuver according to published procedures. Displayed erratic aircraft control. Did not clear area of intended flight. Exceeded Q- criteria.

Chapter 3

FLIGHT ATTENDANT EVALUATIONS

Section 3A—Overview

3.1. General. This chapter standardizes initial, periodic, and requalification evaluations, including requirements for QUAL, MSN, and INSTR evaluations. (Also see paragraphs 1.9 and 1.14 and Attachment 3 of this AFI.)

Section 3B—Types of Evaluations

3.2. QUAL and MSN Evaluations:

3.2.1. As a minimum, initial and requalification evaluations will include the following required areas:

3.2.1.1. All items under paragraph 3.6, GENERAL.

3.2.1.2. All items under paragraph 3.7, QUALIFICATION/MISSION.

3.2.2. Initial QUAL and MSN evaluations will be documented on AF Form 8. Upon successful completion of the initial QUAL and MSN evaluation, the first AF Form 8 will indicate the crew position as "FB."

3.2.3. Periodic flight evaluations will include both a QUAL and MSN evaluation. Use a single line entry under flight phase indicating "QUAL/MSN" and date. Use separate line entries if more than one flight is necessary to complete the evaluation. As a minimum, periodic evaluations will include the following required areas:

3.2.3.1. All items under paragraph 3.6, GENERAL.

3.2.3.2. All items under paragraph 3.7, QUALIFICATION/MISSION.

NOTE: MSN evaluations will only be administered under actual conditions.

3.3. INSTR Evaluations. Flight examiners will place particular emphasis on the examinee's ability to recognize student difficulties and provide timely, effective corrective action.

3.3.1. Initial INSTR evaluations will include instructing a qualified flight attendant. As a minimum, initial INSTR evaluations will also include the following required areas:

3.3.1.1. All items under paragraph 3.6, GENERAL.

3.3.1.2. All items under paragraph 3.7, QUALIFICATION/MISSION.

3.3.1.3. All items under paragraph 3.8, INSTRUCTOR.

NOTE: Aircrew members desiring to realign the QUAL evaluation during the initial INSTR evaluation must demonstrate all items under paragraph 3.7, QUALIFICATION/MISSION, and complete required written examinations.

3.3.2. Periodic INSTR evaluations will be administered in conjunction with QUAL and MSN evaluations and will include (as a minimum) the following required areas:

3.3.2.1. All items under paragraph 3.6, GENERAL.

3.3.2.2. All items under paragraph 3.7, QUALIFICATION/MISSION.

3.3.2.3. All items under paragraph 3.8, INSTRUCTOR.

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

3.5. Additional Information. Flight attendant flight examiners will not conduct evaluations when scheduled as primary aircrew members.

Section 3C—Flight Attendant Evaluation Criteria

3.6. GENERAL:

3.6.1. Area 1, Directives and Publications: (*NOTE:* For subareas, see paragraphs 3.6.2 and 3.6.3.)

3.6.2. Subarea 1A, Knowledge (Mission Qualified Flight Attendant [MT] and First Flight Attendant [FT]):

3.6.2.1. Q. Possessed a high level of knowledge of all applicable aircraft publications and procedures and understood how to apply both to enhance mission accomplishment.

3.6.2.2. Q-. Unsure of some directives but could locate information in appropriate publications.

3.6.2.3. U. Unaware of established procedures and/or could not locate them in the appropriate publication in a timely manner.

3.6.3. Subarea 1B, Currency (MT and FT):

3.6.3.1. Q. Possessed all personal and professional equipment and publications. Maintained equipment in serviceable condition and publications were current and properly posted.

3.6.3.2. Q-. Possessed all personal and professional equipment and publications. Equipment was not in serviceable condition. Publications were current (but improperly posted), but would not have jeopardized mission accomplishment.

3.6.3.3. U. Did not possess all personal and professional equipment or did not maintain equipment in serviceable condition. Publications were not current and could have jeopardized mission accomplishment.

3.6.4. Area 2, Crew Coordination/Management (MT and FT): (*NOTE:* For subarea, see paragraph 3.6.5.)

3.6.5. Subarea 2A, Crew Coordination (MT and FT):

3.6.5.1. Q. Effectively coordinated with other aircrew members throughout the assigned mission. Demonstrated operational knowledge of other crewmembers' duties and responsibilities.

3.6.5.2. Q-. Crew coordination was adequate to accomplish mission. Demonstrated limited knowledge of other crewmembers' duties and responsibilities.

3.6.5.3. U. Poor crew coordination or unsatisfactory knowledge of other crewmembers' duties and responsibilities negatively affected mission accomplishment or safety of flight.

3.6.6. Area 3, Use of Checklist (MT and FT):

3.6.6.1. Q. Procedures and checklist items required by flight manual and applicable directives were accomplished in a thorough and proficient manner.

3.6.6.2. Q-. Procedures and checklist items required by flight manuals and applicable directives were accomplished with omissions, deviations, or errors, which detracted from the overall efficient conduct of the mission. Performance was the minimum acceptable.

3.6.6.3. U. Procedures or checklist items required by flight manual and applicable directives were accomplished with omissions, deviations, or errors that or could adversely affect the successful accomplishment of the mission or task.

3.6.7. Area 4, Judgment/Compliance (MT and FT, Critical):

3.6.7.1. 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.

3.6.7.2. Q-. Not applicable.

3.6.7.3. 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.

3.6.8. Area 5, Safety Consciousness (MT and FT, Critical):

3.6.8.1. Q. Aware of and complied with all safety factors required for safe aircraft operation and mission accomplishment.

3.6.8.2. Q-. Not applicable.

3.6.8.3. 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.

3.6.9. Area 6, First Aid (MT and FT):

3.6.9.1. Q. Aware of and complied with all first aid procedures. Knew location of first aid equipment.

3.6.9.2. Q-. Not aware of or did not comply with some first aid procedures. Knowledge was the minimum acceptable.

3.6.9.3. U. Not aware of or did not comply with all first aid procedures. Did not know of location of first aid equipment.

3.6.10. Area 7, Forms Knowledge/Completion (MT and FT):

3.6.10.1. Q. Read and initialed for all items in FCIF. Completed or obtained all applicable forms. Complied with local directives.

3.6.10.2. Q-. Same as Q criteria except for minor deviations or omissions that would not impair mission effectiveness. Did not fully comply with local directives.

3.6.10.3. U. FCIF was not reviewed or initialed. Failed to attend required briefings. Failed to obtain or complete all applicable forms or made major errors or omissions. Did not obtain adequate mission information. Failed to comply with local directives.

3.7. QUALIFICATION/MISSION:

3.7.1. Area 8, Mission Coordination: (*NOTE:* For subareas, see paragraphs 3.7.2 through 3.7.4.)

3.7.2. Subarea 8A, Menu Planning:**3.7.2.1. MT:**

3.7.2.1.1. Q. Coordinated menus with the passenger point of contact and the AC in an efficient manner. Menus were properly selected to suit allotted flight times or special requests by distinguished visitors (DV).

3.7.2.1.2. Q-. Same as Q criteria except for minor deviations or omissions that did not detract from satisfactory mission accomplishment.

3.7.2.1.3. U. Made major errors or omissions that prevented or would have prevented effective mission accomplishment.

3.7.2.2. FT:

3.7.2.2.1. Q. Coordinated all applicable phases of mission planning requirements in an efficient manner. Had all needed forms and supplies to complete the mission.

3.7.2.2.2. Q-. Made minor deviations or omissions from Q criteria that did not detract from satisfactory mission accomplishment.

3.7.2.2.3. U. Made major errors or omissions that would prevent effective mission accomplishment.

3.7.3. Subarea 8B, Shopping/Catering (MT):

3.7.3.1. Q. All food items were purchased in proper quantities.

3.7.3.2. Q-. Some items were not purchased, but did or would not affect the overall accomplishment of the meal.

3.7.3.3. U. Food items were missing or over bought that did or could have affected the meal service.

3.7.4. Subarea 8C, Special Request (MT and FT):

3.7.4.1. Q. Special request items were procured as requested by the DV's point of contact.

3.7.4.2. 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.

3.7.4.3. U. Special request items were not procured and no further steps were taken to inform the DV.

3.7.5. Area 9, Aircraft Supplies (MT and FT): (*NOTE:* For subarea, see paragraph 3.7.6.)

3.7.5.1. Q. All required supplies were obtained, loaded, and stored according to applicable directives. Obtained all needed forms and supplies to complete the mission.

3.7.5.2. Q-. Some supplies were not obtained or properly loaded or stored, but this did not impact mission accomplishment.

3.7.5.3. U. Items were not obtained, properly loaded, or stored. This impacted, or could have impacted, mission accomplishment.

3.7.6. Subarea 9A, Comfort Items (MT and FT).

3.7.6.1. Q. Demonstrated knowledge to plan for and acquire items needed for mission accomplishment.

3.7.6.2. Q-. Had limited quantities of comfort items available. Required in additional training or debrief.

3.7.6.3. U. Unsatisfactory knowledge of comfort items. Items not available for mission resulting in adverse mission accomplishment.

3.7.7. Area 10, Aircraft Systems Knowledge Operations (MT and FT): (*NOTE:* For subarea, see paragraph 3.7.8.)

3.7.7.1. Q. Demonstrated a thorough knowledge of aircraft systems. No deviations or errors noted.

3.7.7.2. Q-. Same as Q criteria except for minor deviations or errors that did not or would not impact the mission or safety.

3.7.7.3. U. Did not demonstrate adequate knowledge of aircraft systems.

3.7.8. Subarea 10A, Doors/Exits (MT and FT):

3.7.8.1. Q. Demonstrated or explained the operation and emergency use of all doors and exits. Was able to explain FA responsibilities for normal use and emergency situations. Was knowledgeable on cautions and warnings associated with each exit.

3.7.8.2. Q-. Had limited operational knowledge of doors and exits. Able to open and close in proper manner. Able to locate information in a timely manner on proper operation and procedures. Required additional training or debrief.

3.7.8.3. U. Had unsatisfactory knowledge of operation on doors and exits. Unable to operate in a safe manner and/or locate information to properly operate doors and exits. Could not explain emergency use of exits in emergency situations.

3.7.9. Area 11, Emergency Equipment Location/Use (MT and FT):

3.7.9.1. Q. Demonstrate in-depth knowledge of use and location of all emergency equipment. Knowledgeable to explain how to remove all equipment from securing brackets.

3.7.9.2. Q-. Had limited knowledge of use and location of all emergency equipment. Unsure of some operating procedures. Required additional training or debrief.

3.7.9.3. U. Had unsatisfactory knowledge of equipment and equipment location that jeopardizes safety of passengers and crew.

3.7.10. Area 12, Emergency Egress (MT and FT): (*NOTE:* For subareas, see paragraphs 3.7.11 and 3.7.12.)**3.7.11. Subarea 12A, Crash Landing/Ground Evacuation (MT and FT, Critical):**

3.7.11.1. Q. Demonstrated or explained knowledge of all crash landing or ground evacuation procedures for both FA positions.

3.7.11.2. Q-. Not applicable.

3.7.11.3. U. Had unsatisfactory knowledge of crash landing and ground evacuation procedures.

3.7.12. Subarea 12B, Ditching Procedures (MT and FT, Critical):

3.7.12.1. Q. Demonstrated or explained knowledge of ditching procedures for both flight attendant positions.

3.7.12.2. Q-. Not applicable.

3.7.12.3. U. Had unsatisfactory knowledge of ditching procedures.

3.7.13. Area 13, Loss of Cabin Pressurization (MT and FT, Critical):

3.7.13.1. Q. Demonstrated or explained knowledge of all loss of cabin pressurization procedures for every flight attendant position.

3.7.13.2. Q-. Not applicable.

3.7.13.3. U. Had unsatisfactory knowledge of Ditching procedures.

3.7.14. Area 14, Aircraft Fire (MT and FT): (*NOTE:* For subareas, see paragraphs 3.7.15 and 3.7.16.)

3.7.15. Subarea 14A, Fuselage Fire (MT and FT, Critical):

3.7.15.1. Q. Demonstrated or explained knowledge of all fuselage fire procedures for both FA positions.

3.7.15.2. Q-. Not applicable.

3.7.15.3. U. Had unsatisfactory knowledge of fuselage fire procedures.

3.7.16. Subarea 14B, Smoke/Fume Elimination (MT and FT):

3.7.16.1. Q. Demonstrated or explained knowledge of all smoke and fume elimination procedures for both FA positions.

3.7.16.2. Q-. Made minor deviations to procedures that do not jeopardize safety.

3.7.16.3. U. Had unsatisfactory knowledge of smoke and fume elimination procedures which could jeopardize safety of flight.

3.7.17. Area 15, Anti-Hijacking/Bomb Threat (MT and FT):

3.7.17.1. Q. Knowledgeable and could explain local directives and procedures for anti-hijacking and bomb threats. Knowledgeable of duress code and familiar with bomb threat checklist.

3.7.17.2. Q-. Limited in knowledge of local procedures, but could obtain answers in a timely manner. Unsure of current duress code.

3.7.17.3. U. Had unsatisfactory knowledge of procedures and was unable to obtain answers in a timely manner which could jeopardize safety of flight.

3.7.18. Area 16, Preflight Inspection (MT and FT):

3.7.18.1. Q. Thoroughly accomplished all preflight interior inspection and equipment check procedures as prescribed in applicable checklists.

3.7.18.2. Q-. Same Q criteria except for minor deviations and omissions and/or incomplete knowledge of amplified procedures, but did not delay aircraft or compromise safety.

3.7.18.3. U. Made major deviations or omissions. Did not accomplish required items in a timely manner.

3.7.19. Area 17, Predeparture Duties (MT and FT):

3.7.19.1. Q. Demonstrated satisfactory knowledge of passenger seating, baggage handling, and baggage and equipment securing. Demonstrated awareness of safety procedures while loading and seating passengers and hand-carried baggage. Had 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.

3.7.19.2. Q-. Made minor errors or omissions in the above tasks that did not detract from satisfactory mission accomplishment, compromise safety, or result in undue passenger inconvenience.

3.7.19.3. U. Made major errors or omissions or had inadequate knowledge that detracted from satisfactory mission accomplishment or compromised safety.

3.7.20. Area 18, In-Flight Procedures:

3.7.20.1. MT:

3.7.20.1.1. 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 cleanup. General passenger service was efficient, professional, and added to passenger comfort. All phases of passenger handling were carried out in accordance with mission requirements.

3.7.20.1.2. Q-. Same as Q criteria except for minor deviations or omissions that did not detract from mission effectiveness or success.

3.7.20.1.3. U. Made major deviations or omissions that detracted from mission effectiveness or success. Did not follow prescribed directives or instructions.

3.7.20.2. FT:

3.7.20.2.1. Q. General passenger service was efficient, professional, and added to passenger comfort. Accomplished all cruise checklist items as necessary. All phases of passenger handling and safety was carried out in accordance with mission requirements.

3.7.20.2.2. Q-. Same as Q criteria except for minor errors or omissions that did not detract from mission effectiveness or success.

3.7.20.2.3. U. Made major errors or omissions that detracted from mission effectiveness or success. Did not follow prescribed directives/instruction.

3.7.21. Area 19, Customs Requirements (MT and FT):

3.7.21.1. Q. Performed satisfactory handling of custom requirements. Did not cause additional or undue inconvenience to passengers or flight. Displayed satisfactory knowledge of proper forms completion. Complied with local directives and applicable instructions.

3.7.21.2. Q-. Same as Q criteria except for minor errors or omissions that did not detract from mission effectiveness.

3.7.21.3. U. Made major errors or omissions that detracted from mission effectiveness or success. Did not follow prescribed directives/instructions.

3.7.22. Area 20, After Landing/Postflight (MT and FT):

3.7.22.1. Q. Accomplished after landing or engine shutdown and postmission procedures as prescribed in applicable directives and checklists. Supervised off-loading of passengers and baggage according to mission requirements. Completed required cleaning, forms, and equipment status and coordinated necessary ground support.

3.7.22.2. Q-. Same as Q criteria except for minor errors or omissions that did not detract from mission effectiveness or compromised safety.

3.7.22.3. U. Make major errors or omissions that caused undue delay or confusion in off-loading passenger that detracted from mission effectiveness or compromised safety.

3.8. INSTRUCTOR:**3.8.1. Area 21, Instructor Ability (Critical):**

3.8.1.1. 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.

3.8.1.2. Q-. Not applicable.

3.8.1.3. 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 or situations in a timely manner. Made no attempt to instruct.

3.8.2. Area 22, Demonstration of Required Instructor Knowledge (Critical):

3.8.2.1. Q. Effectively demonstrated procedures and techniques. Thorough knowledge of applicable aircraft systems, procedures, publications, and directives.

3.8.2.2. Q-. Not applicable.

3.8.2.3. U. Did not demonstrate correct procedure or techniques. Had insufficient depth of knowledge about applicable aircraft systems, procedures, and/or proper source material.

3.8.3. Area 23, Student Briefing/Critique (Critical):

3.8.3.1. Q. Briefings were well-organized, accurate, and thorough. Reviewed student's present level of training and defined mission events to be performed. Showed excellent ability during the critique to reconstruct the flight, offer mission analysis, and provide guidance where appropriate. Training grade reflected actual performance of the student relative to the standard. Prebriefed the student's next mission, if required.

3.8.3.2. Q-. Not applicable.

3.8.3.3. U. Briefings were marginal or nonexistent. Did not review student's past performance. Failed to adequately critique student or analyze the mission. Training grade did not reflect actual performance of student. Overlooked or omitted major discrepancies. Performed incomplete prebriefing of student's next mission, if required.

Chapter 4

LOCAL CT-43 PROCEDURES

4.1. General.

ROBERT H. FOGLESONG, Lt General, USAF
DCS/Air & Space Operations

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

AFPD 11-2, *Aircraft Rules and Procedures*

AFI 11-202, Volume 1, *Aircrew Training*

AFI 11-202 Volume 2, *Aircrew Standardization/Evaluation Program*

AFMAN 11-210, *Instrument Refresher Course (IRC) Program*

AFI 11-215, *Flight Manual Program (FMP)*

AFI 11-218, *Aircraft Operations and Movement on the Ground*

Abbreviations and Acronyms

AC—aircraft commander

ASR—airport surveillance radar

ATD—aircrew training device

CFL—critical field length

CRM—crew resource management

DME—distance measuring equipment

DV—distinguished visitor

EFTOC—engine failure takeoff continued

EPE—emergency procedures evaluation

FCIF—flight crew information file

FEF—flight evaluation file

FMS—Flight Management System

FP—first pilot

FT—first flight attendant

GPS—Global Positioning System

ILS—instrument landing system

INSTM—instrument

INSTR—instructor (evaluation)

IP—instructor pilot

KIAS—knots indicated airspeed

LOC—localizer

MAP—missed approach point

MC—mission commander

MDA—minimum descent altitude

MDS—mission design series

MP—mission pilot

MT—mission qualified flight attendant

MQF—master question file

MSN—mission

NAVAID—navigational aid

NDB—nondirectional beacon

PAR—precision approach radar

QUAL—qualification

RQ—requalification

SID—standard instrument departure

STAR—standard terminal survival route

TACAN—tactical air navigation

TCH—threshold crossing height

VDP—vertical descent point

VFR—vertical flight rules

VOR—very high frequency (VHF) omnidirectional range

