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Flying Operations

EC-137D AIRCREW EVALUATION CRITERIA



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 11-2, *Aircraft Rules and Procedures*, and AFD 11-4, *Aviation Service*. It establishes the Aircrew Standardization/Evaluation (Stan/Eval) program that supports AF objectives and is applicable to all EC-137 units and aircrews. It is not applicable to the Air Force Reserve Command or Air National Guard.

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SUMMARY OF REVISIONS

This interim change (IC) 2001-1 corrects the pilot evaluation types in paragraph **4.1.2.** and **4.1.2.3.** See the last attachment of the publication, IC 2001-1, for the complete IC. A bar (|) indicates revision from the previous edition.

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1. Objectives. The Aircrew Standardization and Evaluation Program is the commander's tool to validate mission readiness and the effectiveness of unit flying, to include documentation of individual aircrew member qualifications and capabilities.

1.1. General . This instruction establishes requirements for all EC-137 aircrew flight evaluations and outlines aircrew standardization/evaluation (stan/eval) grading criteria. Conduct all evaluations in accordance with (IAW) the provisions of Air Force Instruction (AFI) 11-202, Volume 2, *Aircrew Standardization/Evaluation Program* and applicable supplements.

1.2. Applicability. This instruction applies to all EC-137 flying units and aircrews.

1.3. Distribution. This instruction is distributed to EC-137 units through Air Force publication distribution channels. The office of primary responsibility (OPR) upon specific request and justification makes distribution outside Air Force.

1.4. Revisions. Personnel are encouraged to submit proposed changes IAW AFI 11-215, *Flight Manuals Program (FMP)*, to applicable MAJCOM. Use AF Form 847, **Recommendation for Change of Publication** for comments and suggested improvements.

1.5. Waivers. Submit requests for waivers to this instruction through stan/eval channels to MAJCOM. Post all waivers to this instruction in the individual's flight evaluation folder (FEF) IAW AFI 202, Volume 2 and applicable supplements.

1.6. Supplements: Units are encouraged to supplement this instruction with standard evaluation profiles that best fit the unit's mission, equipment, and location. Units below MAJCOM level will forward one copy of each supplement to their MAJCOM OPR for post-publication review.

1.7. Key Words and Definitions.

1.7.1. "Will" and "must" indicate a mandatory requirement.

1.7.2. "Should" indicates a recommended procedure that is required if practical.

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

1.8. Instructor Certified Events. These are events that require certification of training by an instructor. Document certification on the AF Form 1381, **USAF Certification of Aircrew Training**, and file in the individual's FEF IAW AFI 202, Volume 2. The AF Form 1381 is a source document and will not be removed from the FEF. The squadron commander, stan/eval assigned personnel, or the instructor completing the training will sign the AF Form 1381. After an AF Form 1381 is completely filled in, start a new form and place the most current on top. Refer to AFI 11-2EC-137, Vol. 1, *EC-137 Aircrew Training* for a current listing of instructor certified events.

1.9. Flight Evaluation Worksheets. Units will overprint AF Form 3862, **Aircrew Evaluation Worksheet**, to use as an evaluation worksheet. Submit revised overprints to AF Form 3862 to AFSOC DOV for review.

1.10. Flight Examiner Role. The flight examiner should not occupy a primary crew position during evaluations to ensure the most comprehensive evaluation. However, if conditions warrant, the flight examiner may occupy a primary crew position during an evaluation.

1.10.1. Prior to the flight, the flight examiner will explain the purpose of the evaluation and how it will be conducted. The evaluatee will accomplish all mission planning. MAJCOM flight examiners (and unit flight examiners as determined locally) will be furnished a copy of necessary charts, flight logs, and any additional items they deem necessary.

1.10.2. The flight examiner will thoroughly critique all aspects of the flight. During the critique, the flight examiner will review the evaluatee's overall rating, specific deviations, area grades assigned (if other than qualified), and any required additional training.

1.10.3. Standards and performance parameters are contained in this instruction.

1.10.4. The evaluator will base tolerances for in-flight parameters on conditions of smooth air and a stable aircraft. Do not consider momentary deviations from tolerances, provided the examinee applies prompt corrective action and such deviations do not jeopardize flying safety. The evaluator will consider cumulative deviations when determining the overall grade.

1.10.5. All evaluations will follow the guidelines set in AFI 11-202, Volume 2 and applicable supplements. Evaluator judgment will be the determining factor in arriving at the overall grade.

2. Grading Systems.

NOTE: Safety consciousness, boldface emergency procedures, judgment, and all instructor areas/subareas are considered critical for all crewmembers. If one of these subareas is graded U, then the overall grade for the evaluation will be Q-3.

2.1. Overall Qualification Levels.

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

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

2.1.1.2. In the judgment of the flight examiner, none of the discrepancies preclude awarding of an overall Qualification Level 1.

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

2.1.1.4. Refer to the tables in section 4. of this instruction for basic qualification, mission, and instructor criteria for sub-area ratings of Qualified for respective crew positions.

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

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

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

2.1.3. Qualification Level 3 (Q-3, Unqualified). The aircrew member demonstrated an unacceptable level of safety, judgment, performance or knowledge. An overall "Q-3" can be awarded if, in the judgment of the flight examiner, there is justification based on performance in one or several areas/subareas.

2.2. Area/Subarea Grades.

2.2.1. Q (Qualified). 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.

2.2.2. Q- (Qualified). 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. Minor deviations from established standards that did not jeopardize mission accomplishment or flight safety.

2.2.3. U (Unqualified). Assign a “U” area grade for any breach of flight discipline or deviations from prescribed procedures that adversely affected mission accomplishment or compromised flight safety.

3. Aircrew Written Examinations.

3.1. Testing. Provide examinations IAW AFI 11-202 Volume 2, applicable supplements and section 4 of this instruction.

3.1.1. Combined Testing. The Flight Attendant (FA) and Communications Systems Operator (CSO) crew positions require a combined qualification/mission examination. Examinations will consist of at least 40 closed and 40 open book questions with equal emphasis on qualification and mission areas. Annotate “Open Book” or “Closed Book” examination on the AF Form 8, **Certificate of Aircrew Qualification**.

4. Evaluations.

NOTE: Conduct flight evaluations using the specific crew position profiles below. Apply criteria using paragraph 4.7. and Table 1. through Table 25. For all mission evaluations, evaluators will ensure that the profile includes adequate events to thoroughly measure knowledge of specific employment procedures to include current special interest items. Crew Resource Management (CRM) skills will be evaluated on all evaluations. Include the six CRM skills areas: Mission Planning/Debriefing, Situational Awareness, Crew Coordination/Flight Integrity, Communication, Risk Management/Decision Making, and Task Management. See AFI 11-290, Cockpit/Crew Resource Management Training Program.

4.1. Pilot Evaluations - Requirements. Pilot flight evaluations are divided into positions, types and categories as defined below. All AF Forms 8 will indicate the applicable crew position, type(s), and category (ies) of the administered evaluation.

4.1.1. Crew Positions: The crew position is either Pilot, Co-pilot, or Instructor Pilot.

4.1.1.1. Co-pilots: Copilots will be evaluated to the same subarea standards as pilots, except crew coordination will not include duties and responsibilities expected of an aircraft commander. These standards are outlined in Table 1. through Table 4.

4.1.1.2. Pilot: Pilots are evaluated to the specific standards outlined in Table 1. through Table 4.

4.1.1.3. Instructor: Instructor pilots must meet criteria as outlined in paragraph 4.3. and Table 5. of this instruction.

4.1.2. Evaluation Types: Pilot evaluation types are: Instrument, Qualification, and In-flight Refueling (MSN (A/R)).

NOTE 1: The requirement for a pilot mission evaluation is waived IAW AFI 11-202V2, para. 4.3.3.

NOTE 2: To promote efficient use of flying resources, the recurring instrument and qualification flight evaluations may be combined.

4.1.2.1. Instrument: Instrument evaluations will include subareas listed as "General" (**Table 1.**) and "Instrument" (**Table 3.**). All initial and requalification evaluations will include an instrument evaluation. The instrument examination is a requisite (pre-requisite for initial evaluations). Complete the Instrument Refresher Course (IRC) prior to taking the instrument examination.

4.1.2.2. Qualification: Qualification evaluations will include subareas listed under "General" (**Table 1.**) and "Qualification" (**Table 2.**). Qualification Open and Closed Book examinations (or Formal School End of Course examinations), Boldface examinations, and EPE are requisites (prerequisites for initial evaluations).

4.1.2.3. In-flight Refueling: An in-flight refueling evaluation is a one-time evaluation, provided qualification is maintained. Pilots must demonstrate the ability to accomplish a sustained fuel transfer. Except for breakaway, evaluate emergency procedures verbally. Include subareas listed under "General" **Table 1.** and **Table 4.** for the EC-137. Document an In-flight Refueling evaluation as a "MSN (A/R)" evaluation on the flight phase block of the AF Form 8. There are no requisites for an In-flight Refueling evaluation.

4.2. Non-rated Aircrew Member Evaluation Requirements. Non-rated aircrew flight evaluations are divided into crew position, types and categories as defined below. All AF Forms 8 will indicate the applicable crew position, type(s), and category (ies).

4.2.1. Crew positions: Non-rated crew positions are Flight Engineer, Flight Attendant, Communications System Operator, and Instructor.

4.2.1.1. Flight Engineer (FE): FEs are evaluated to the standards in **Table 6.** through **Table 12.**

4.2.1.2. Flight Attendant (FA): FAs are evaluated to the standards in **Table 13.** through **Table 21.**

4.2.1.3. Communications System Operator (CSO): CSOs are evaluated to the standards in **Table 22.** through **Table 25.**

4.2.1.4. Instructor: Instructors and evaluators must meet the criteria as outlined in paragraph **4.3.** and applicable "Instructor" Table for each crew position.

4.2.2. Evaluation Types: Non-rated evaluation types are Qualification and Mission. **Note:** The requirement for a flight engineer mission evaluation is waived IAW AFI 11-202V2, para. 4.3.3.

4.2.2.1. Qualification (Basic Proficiency): All non-rated aircrew members require an initial qualification evaluation. For qualification evaluations, Qualification Open and Closed Book examinations, Boldface examination, and an EPE are prerequisites for initial and requalification evaluations.

4.2.2.1.1. Initial/Requalification (FE): Administer the evaluation on a mission that requires the examinee to operate aircraft systems, accomplish all normal checklists, and perform flight engineer duties. Evaluate the examinee's knowledge of all Boldface/Critical Action Procedures (CAPS) and emergency procedures evaluations (EPE). The in-flight refueling portion of the evaluation may be verbally evaluated, and will include knowledge of checklists and emergency procedures.

4.2.2.1.2. Recurring (FE): Conduct the evaluation on a mission that requires the examinee to operate aircraft systems, accomplish normal checklists, and perform other assigned duties.

4.2.2.2. Mission: CSOs and FAs are required an initial and recurring mission evaluation. Mission evaluations may be administered concurrently with the qualification evaluation. Requalification evaluations will be administered as required to regain qualification. Open and Closed Book and an EPE are requisites (prerequisites for initial).

4.2.2.2.1. Mission (CSO):

4.2.2.2.1.1. Initial/Requalification: Administer the evaluation so the examinee demonstrates knowledge and proficiency in premission planning, preflight, in-flight, and postflight duties. As a minimum, the examinee will demonstrate: keying and use of each secure voice system installed, maintain positive control of all classified communications material, send and receive messages using Data Terminal Software, as well as establishing and maintaining communications with controlling agencies in accordance with mission tasking.

4.2.2.2.1.2. Recurring. Administer evaluations on a mission where the examinee can demonstrate capabilities listed in paragraph [4.2.2.2.1.1](#).

4.2.2.2.2. Mission (FA):

4.2.2.2.2.1. Initial/Requalification: Administer the evaluation so the examinee demonstrates knowledge and proficiency in all phases of the mission. As a minimum, the examinee will demonstrate normal preflight and postflight duties, care of the passengers and DVs, food preparation and service.

4.2.2.2.2.2. Recurring. Administer evaluations on a mission where the examinee can demonstrate capabilities listed in paragraph [4.2.2.2.2.1](#).

4.3. Instructor Evaluation Requirements.

4.3.1. Instructor candidates must be qualified in all subareas they will instruct and are expected to meet the standards outlined in applicable crew position instructor table. Instructor candidates will be evaluated on instructor performance during a representative sample of maneuvers. Instructors should have a solid understanding of systems, procedures, and techniques.

4.3.2. The flight examiner should not act as student. The flight examiner may act as student during maneuvers that are considered high risk.

4.3.3. Instructor pilot candidates must demonstrate each type of landing applicable to the aircraft from the instructor position and their instructional ability during a representative sample of emergency and instrument procedures, mission maneuvers, and all special missions they will instruct.

Pilots must be aircraft commander qualified in a special mission (e.g., in-flight refueling) prior to an instructor qualification/certification in that mission.

4.3.4. For non-rated crewmembers, accomplish the initial instructor evaluation on a mission that permits accomplishment of all required instructor subareas.

4.3.5. Instructor evaluations will be IAW AFI 202V2.

4.3.6. A requalification instructor evaluation is required if a previously qualified instructor is non-current in the specific MDS aircraft for more than 6 months. The requalification instructor evaluation may be combined with the basic qualification evaluation. Document the AF Form 8 IAW AFI 11-202 Volume 2 and applicable supplements.

4.4. Flight Examiners: The evaluator crew position is a certification, not a qualification. Refer to MAJCOM supplements to AFI 11-202, Volume 2 for specific guidance.

4.4.1. Evaluators must meet the same criteria as instructors. Additionally, they must have an expert knowledge of all applicable instructions and should set exemplary standards during evaluations.

4.4.2. Evaluators will be trained and certified IAW AFI 11-202, Volume 2 (including MAJCOM supplements). Evaluators must be instructor qualified in a given event prior to acting as an evaluator in that event. Certified evaluators who subsequently add special mission instructor or other instructor qualifications (e.g., in-flight refueling) are automatically certified to evaluate these new qualifications.

4.5. Multiple Qualification Evaluation Requirements . For AFSOC units, refer to AFI 11-202, Volume 2, AFSOC Supplement 1 for crew positions, evaluation requirements, and approval authority for multiple qualifications.

4.6. Verbal Evaluation of Subareas. Applicable evaluation tables in Section 4. show the subareas that need to be evaluated for specific evaluations. Make every effort to evaluate all subareas through actual performance. When this is not possible, evaluate the subareas verbally. The unit chief of stan/eval and the flight examiner decide if the evaluation is complete. For pilot evaluations, do not verbally evaluate takeoff, approaches (including SCAs) and landings.

4.7. Emergency Procedures Evaluations . For EPE contents, refer to applicable crewmember grading criteria in the tables in section 4. of this regulation. All aircrew members are responsible for understanding and applying proper emergency action procedures applicable to their crew position. EPEs may be performed in-flight, in an ATD, or verbally. The flight examiner will assign an overall EPE/ATD grade (1, 2, or 3) in the Qualification Ground Phase block of the AF Form 8, regardless whether all or a portion of the EPE was performed in-flight.

NOTE: The following tables identify criteria for an evaluation to be considered Q-1.

Table 1. “General” EC-137 Pilot Evaluation Criteria for Sub-Area Ratings of “Q”.

GENERAL	CRITERIA
1. Knowledge of Directives	Thoroughly familiar with all publications issued for the crew position plus Flight Information Publication (FLIP) documents. Answer any question with reference to applicable publications. Know performance limitations, warnings, operating procedures, and operational prohibitions. For mission profiles, be thoroughly familiar with all applicable employment publications.
2. Mission Preparation/Planning	Prepare for flight with all required documentation and briefings required by AFIs. Be familiar with military and civilian NOTAM, weather, and flight plan procedures. Understand and interpret TOLD data and weight and balance information. Prepare navigation logs, charts and “frag” sheets appropriate for scheduled mission.
3. Use of checklist	Call for and execute all required checklists in accordance with Operating Manual and operations instructions.
4. Safety Consciousness/Judgment	Only “Q” or “U” will be awarded. Make decisions regarding performance of tasks so as to provide best chance of efficient mission accomplishment without undue risk to aircraft or crew.
5. Crew Coordination/Crew Resource Management (CRM)	Effectively coordinate with other crewmembers throughout the assigned mission. Demonstrate operational knowledge of other crewmember duties and responsibilities. Effectively applied CRM skills throughout the mission.
6. Briefings	Coordinate all mission information into concise briefings to include weather, tasking, defensive maneuvers, support missions (include air refueling information), emergency procedures, training requirements, and Risk Management Matrix review.
7. Communications Procedures	Communicate using concise, professional radio discipline while ensuring all required communications are made to ATC and command and control agencies. Be familiar with required communications procedures for any airspace used on the mission. Understand standard ATC directions and execute them accordingly.
8. Knowledge/Completion of Forms	Demonstrate working knowledge of the type and location of information contained in the aircraft maintenance forms. Insert clear, concise, and unclassified write-ups in a manner that accurately depicts the malfunctions/problems encountered during the mission. Write-ups should include mode of operation, equipment indications, and effect on equipment performance.
9. Currency of Publications	All required publications are current and posted.
10. Situational Awareness	Maintain situational awareness and execute mission so as to avoid unnecessary risk. Instructors and evaluators should maintain situational awareness of the other pilots actions and performance.
11. Aircraft Control	Fly IAW appropriate T.O. and AFIs.

Table 2. "Qualification" EC-137 Pilot Evaluation Criteria for Sub-Area Ratings of "Q".

QUALIFICATION	CRITERIA
12. Engine Start	Perform engine start IAW Operating Manual procedures.
13. Taxi	Safe taxi operations clearing obstacles by required distances. Follow standard marshaling signals.
14. Takeoff	Smooth, controlled aircraft movement. Meet parameters outlined in AFI 11-2EC-137, Vol. 3 or as briefed for specific maneuvers. Fly primarily with reference to outside view, rather than instruments.
15. VFR Pattern/Landing	Fly IAW appropriate T.O. and AFIs.
16. Landings (Normal, partial and full flap)	Fly IAW appropriate T.O. and AFIs.
17. Engine-Out/Rudder-Out GA	Fly IAW appropriate T.O. and AFIs.
18. Boldface Emergency Procedures	Only "Q" or "U" will be awarded. Requires reciting proper actions in correct sequence, not necessarily a verbatim response. Must be able to recognize, discuss and take to a logical conclusion selected emergency procedures (both BOLDFACE and Non-BOLDFACE emergency procedures).
19. Other Emergency Procedures	Recognize abnormal aircraft operation and react appropriately to effect safe, timely termination of emergency condition in accordance with directives. Instructors must know required parameters for initiating maneuvers and must ensure there is no confusion between real and simulated problems.
20. System Knowledge/Limitations	Can analyze facts and principles and draw conclusions about the operations of systems on the aircraft.

Table 3. “Instrument” EC-137 Pilot Evaluation Criteria for Sub-Area Ratings of “Q”.

INSTRUMENT (Note 1)	CRITERIA
21. Instrument Departure	Follow required course and maintain constant positive climb in excess of published climb gradient. Level at and maintain required altitude +/- 200 feet. On vectors, heading should be +/- 5 degrees. Using course guidance, should maintain +/- 5 degrees (until within 1 NM of NAVAID).
22. Enroute Navigation/Use of NAVAIDs	Maintain position awareness using available NAVAIDs and on-board equipment. Maintain safe separation from terrain and restricted airspace as required. Ensure NAVAIDs are correctly identified after tuning. Use NAVAIDs required for course guidance in accordance with directives. Navigate as required by mission and ATC directly or along published routes.
23. Descent/Holding/Arrival	Enter and execute holding IAW directives and ATC clearance. Complete appropriate checklist(s) IAW Operating Manual and AFIs.
24. Precision Approach (ILS or PAR) (Note 2)	Maintain controlled, stable approach without excessive oscillations through course or glide slope. Arrive stabilized at decision height within 1 dot of course and glide slope or no more than “slightly” off PAR course and glide slope.
25. Non-Precision Approaches (Any two of the following: NDB, ASR, VOR/TACAN, LOC)	Maintain controlled, stable approach without excessive oscillations through course. Arrive stabilized at minimum descent altitude within 1 dot of course or no more than “slightly” off course prior to missed approach point.
26. Circling Approach	Maintain controlled, stable approach without excessive oscillations through course. Arrive stabilized at minimum descent altitude and maintain circling airspeed or approach speed, whichever is higher.
27. Missed Approach	Execute appropriate procedures without hesitation at missed approach point or when required by ATC or directives. Immediately establish climb IAW criteria in #21 [Instrument Departure/SID] and Operating Manual.

NOTE 1: All instrument maneuvers should be performed solely by reference to instruments rather than outside visual cues.

EXCEPTION: Takeoffs should transition to instruments below 100 feet, and landings should transition to outside references at or above approach minimums.

NOTE 2: Do not evaluate a PAR as only precision approach when the non-precision approach evaluated is the ASR, and visa-versa.

Table 4. “In-flight Refueling” EC-137 Evaluation Criteria for Sub-Area Ratings of “Q”.

IN-FLIGHT REFUELING	CRITERIA
28. Mission Planning	Prepare for flight with all required documentation and briefings required by AFIs. Be familiar with military and civilian NOTAM, weather, and flight plan procedures. Prepare navigation logs, charts and “frag” sheets appropriate for scheduled mission. Coordinate all mission information into concise briefings to include weather and tasking (including air refueling tanker information), emergency procedures, training requirements, and Risk Management Matrix review.
29. Air Refueling Systems	Can analyze facts and principles and draw conclusions about the operations of air refueling systems on the aircraft.
30. Air Refueling Procedures	Perform AR operations IAW all applicable directives.
31. Rendezvous	Comply with procedures specified in Operating Manual.
32. Closure	Comply with procedures specified in Operating Manual.
33. Contact/Fuel Transfer	Must demonstrate the ability to accomplish a sustained fuel transfer. Maintain 10 minutes of contact time with no more than two inadvertent disconnects after initial contact.
34. Breakaway	Comply with procedures specified in Operating Manual.
35. Emergency Procedures	Except for breakaway, evaluate emergency procedures verbally.

Table 5. “Instructor” EC-137 Evaluation Criteria for Sub-Area Ratings of “Q”.

INSTRUCTOR	CRITERIA
36. Instructional Abilities	Demonstrate a complete understanding of all required publications, technical orders, and governing directives. Ensure student understands all requirements and is thoroughly prepared to perform all tasks for mission accomplishment. Demonstrate ability to thoroughly and professionally conduct required training. Explain procedures and techniques in a clear, logical manner. Review requirements/records and then accomplish required training in a professional, orderly manner IAW the syllabus of instruction. Communicate procedures and techniques in a logical, understandable format, both on the ground and in-flight. Explain why common restrictions and procedures exist. Correctly analyze student abilities, making timely inputs as required to enhance training without adversely affecting student’s accomplishment of required duties. Ensure instruction does not overly restrict accomplishment of other mission requirements. Continuously evaluate the student and focus training as required. Do not allow the student to exceed aircraft or regulatory limits. Only “Q” or “U” will be awarded.
37. Demonstration of Maneuvers	Demonstrate maneuvers or tasks consistent with criteria listed directives/instructions for a given maneuver or task. Communicate how the maneuver or task is accomplished to meet desired parameters. Only “Q” or “U” will be awarded.
38. Critique	Communicate significant errors and outstanding accomplishments verbally and in writing (if required for training records). Provide a professional atmosphere conducive to learning. Communicate to the student the overall training sortie grade (if required) and what is expected of the student to improve Complete all required forms. Only “Q” or “U” will be awarded.

Table 6. "General" EC-137 Engineer Evaluation Criteria for Sub-Area Ratings of "Q".

GENERAL	CRITERIA
1. Knowledge of Directives	Thoroughly familiar with all publications issued for the crew position. Answer any question with reference to applicable publications. Know performance limitations, warnings, operating procedures, and operational prohibitions.
2. Crew Coordination/Crew Resource Management (CRM)	Effectively coordinate with other crewmembers throughout the assigned mission. Demonstrate operational knowledge of other crewmember duties and responsibilities. Effectively applied CRM skills throughout the mission.
3. Use of checklist	Execute all required checklists in accordance with Operating Manual and operations instructions.
4. Safety Consciousness	Only "Q" or "U" will be awarded. Maintain situational awareness and execute mission so as to avoid unnecessary risk. Instructors and evaluators should maintain situational awareness of the other engineers actions and performance.
5. Judgment	Only "Q" or "U" will be awarded. Demonstrate sound and logical thought process to accomplish mission.
6. Anti-Hijacking Procedures	Be familiar with procedures of covert communications (verbal/non-verbal), delay actions, and positive detainment for anti hijacking situations.
7. Identifying/Reporting Discrepancies	Identify malfunctioning systems or components and write clear, concise, and unclassified write-ups in a manner that accurately depicts the malfunctions/problems encountered during the mission. Write-ups should include mode of operation, equipment indications, and effect on equipment performance.
8. Knowledge/Use of Performance Data	Be familiar with aircraft performance requirements and effect of varying conditions on aircraft operations though out the mission. Demonstrate use of the applicable performance manuals.
9. Ground Support Equipment	Identify and if necessary operate ground support equipment.
10. Refuel/Defuel	Be familiar with refuel and defuel procedures and requirements.
11. Use of MEL	Identify malfunctioning systems or components. Be familiar with MEL procedures and requirements.

Table 7. “Preparation for Flight” EC-137 Engineer Evaluation Criteria for Sub-Area Ratings of “Q”.

PREPARATION FOR FLIGHT	CRITERIA
12. Mission Prerequisites/ Planning	Be familiar with and accomplish all mission prerequisites and planning.
13. Professional Equipment	Maintain appropriate professional equipment IAW all appropriate T.O.'s and AFI's
14. Aircraft Forms	Demonstrate working knowledge of the type and location of information contained in the aircraft forms.
15. Currency of Publications	All required publications are current and posted.
16. Exterior Safety Inspection	Complete appropriate checklist(s) IAW Operating Manual and AFIs
17. Cockpit Safety Inspection	Complete appropriate checklist(s) IAW Operating Manual and AFIs
18. Preliminary Cockpit Preparation	Complete appropriate checklist(s) IAW Operating Manual and AFIs
19. Exterior Inspection	Complete appropriate checklist(s) IAW Operating Manual and AFIs
20. TOLD Card	Complete a TOLD card in accordance with applicable performance manual and be familiar with terms and definitions associated with the card.
21. Aircraft Preparation	Be able to communicate the aircraft status and ability to accomplish the mission to the aircraft commander.

Table 8. "Flight Phase" EC-137 Engineer Evaluation Criteria for Sub-Area Ratings of "Q".

FLIGHT PHASE	CRITERIA
22. Before Starting/Starting Engines	Complete appropriate checklist(s) and perform engine start IAW Operating Manual procedures.
23. After Start	Complete appropriate checklist(s) IAW Operating Manual and AFIs
24. Before Takeoff	Complete appropriate checklist(s) IAW Operating Manual and AFIs.
25. Takeoff	Monitor takeoff and take appropriate coordinated action in response to any abnormal condition. Complete appropriate checklist(s) IAW Operating Manual and AFIs.
26. Climb	Monitor aircraft systems and performance though out the climb and be familiar with types of climb out profiles. Recognize and take appropriate coordinated action in response to any abnormal condition.
27. Cruise	Monitor and operate aircraft systems though out the cruise segment. Recognize and take appropriate coordinated action in response to any abnormal condition.
28. Descent/Landing	Complete appropriate checklist(s) IAW Operating Manual and AFIs and be familiar with types of descent and landings.
29. After Landing/Engine Shutdown	Complete appropriate checklist(s) IAW Operating Manual and AFIs and monitor engine shutdown IAW Operating Manual.
30. Departure /Approach Monitoring	Be familiar with terminal area procedures and requirements. Backup pilots on approach and departure procedures.

Table 9. Emergency Procedures" EC-137 Engineer Evaluation Criteria for Sub-Area Ratings of "Q".

EMERGENCY PROCES- DURES	CRITERIA
31. Boldface Emergency Procedures	Only "Q" or "U" will be awarded. Requires reciting proper actions in correct sequence, not necessarily a verbatim response.
32. Ground Emergencies (required through ground evaluation)	Recognize abnormal aircraft operation and react appropriately to effect safe, timely termination of emergency condition in accordance with Operating Manual and directives.
33. Takeoff Emergencies (required through ground evaluation)	Recognize abnormal aircraft operation and react appropriately to effect safe, timely termination of emergency condition in accordance with Operating Manual and directives.
34. In-flight Emergencies (required through ground evaluation)	Recognize abnormal aircraft operation and react appropriately to effect safe, timely termination of emergency condition in accordance with Operating Manual and directives.
35. Landing Emergencies (required through ground evaluation)	Recognize abnormal aircraft operation and react appropriately to effect safe, timely termination of emergency condition in accordance with Operating Manual and directives.

Table 10. "System Knowledge" EC-137 Engineer Evaluation Criteria for Sub-Area Ratings of "Q".

SYSTEM KNOWLEDGE/OPS	CRITERIA
36. Engine	Knowledge of basic engine systems and the ramifications of component failure. Recognize common indications of component failure or pending failure. Know normal, abnormal, and emergency limitations and apply knowledge to determine if aircraft can safely fly given mission without various system components functioning.
37. Fuel	Knowledge of basic fuel systems and the ramifications of component failure. Recognize common indications of component failure or pending failure. Know normal, abnormal, and emergency limitations and apply knowledge to determine if aircraft can safely fly given mission without various system components functioning.
38. Electrical	Knowledge of basic electrical systems and the ramifications of component failure. Recognize common indications of component failure or pending failure. Know normal, abnormal, and emergency limitations and apply knowledge to determine if aircraft can safely fly given mission without various system components functioning.
39. Hydraulic	Knowledge of basic hydraulic systems and the ramifications of component failure. Recognize common indications of component failure or pending failure. Know normal, abnormal, and emergency limitations and apply knowledge to determine if aircraft can safely fly given mission without various system components functioning.
40. Flight Controls/Flaps/Speedbrakes	Knowledge of basic flight controls and flap systems and the ramifications of component failure. Recognize common indications of component failure or pending failure. Know normal, abnormal, and emergency limitations and apply knowledge to determine if aircraft can safely fly given mission without various system components functioning.
41. Landing Gear/Brakes/Steering	Knowledge of basic landing gear, brakes, and steering systems and the ramifications of component failure. Recognize common indications of component failure or pending failure. Know normal, abnormal, and emergency limitations and apply knowledge to determine if aircraft can safely fly given mission without various system components functioning.
42. Fire Detection/Extinguishing	Knowledge of fire detection and extinguishing systems and the ramifications of component failure. Recognize common indications of component failure or pending failure. Know normal, abnormal, and emergency limitations and apply knowledge to determine if aircraft can safely fly given mission without various system components functioning.

SYSTEM KNOWLEDGE/OPS	CRITERIA
43. Pneumatic/Bleed Air	Knowledge of basic pneumatic and bleed air systems and the ramifications of component failure. Recognize common indications of component failure or pending failure. Know normal, abnormal, and emergency limitations and apply knowledge to determine if aircraft can safely fly given mission without various system components functioning.
44. Environmental/Air Conditioning	Knowledge of basic environmental and air conditioning systems and the ramifications of component failure. Recognize common indications of component failure or pending failure. Know normal, abnormal, and emergency limitations and apply knowledge to determine if aircraft can safely fly given mission without various system components functioning.
45. Pressurization/ Depressurization	Knowledge of basic pressurization systems and the ramifications of component failure. Recognize common indications of component failure or pending failure. Know normal, abnormal, and emergency limitations and apply knowledge to determine if aircraft can safely fly given mission without various system components functioning.
46. Anti-icing	Knowledge of basic anti -ice systems and the ramifications of component failure. Recognize common indications of component failure or pending failure. Know normal, abnormal, and emergency limitations and apply knowledge to determine if aircraft can safely fly given mission without various system components functioning.
47. Lighting	Knowledge of basic lighting systems and the ramifications of component failure. Recognize common indications of component failure or pending failure. Know normal, abnormal, and emergency limitations and apply knowledge to determine if aircraft can safely fly given mission without various system components functioning.
48. Oxygen	Knowledge of basic oxygen systems and the ramifications of component failure. Recognize common indications of component failure or pending failure. Know normal, abnormal, and emergency limitations and apply knowledge to determine if aircraft can safely fly given mission without various system components functioning.
49. APU	Knowledge of basic Auxiliary Power Unit (APU) systems and the ramifications of component failure. Recognize common indications of component failure or pending failure. Know normal, abnormal, and emergency limitations and apply knowledge to determine if aircraft can safely fly given mission without various system components functioning.

SYSTEM KNOWLEDGE/OPS	CRITERIA
50. Doors/Hatches/Airstairs	Knowledge of aircraft doors, hatches, and airstairs and the ramifications of component failure. Recognize common indications of component failure or pending failure. Know normal, abnormal, and emergency limitations and apply knowledge to determine if aircraft can safely fly given mission without various system components functioning.
51. Windows/Windshields	Knowledge of basic windows and windshield systems and the ramifications of component failure. Recognize common indications of component failure or pending failure. Know normal, abnormal, and emergency limitations and apply knowledge to determine if aircraft can safely fly given mission without various system components functioning.
52. Radio/Radar	Knowledge of basic radio, and radar systems and the ramifications of component failure. Recognize common indications of component failure or pending failure. Know normal, abnormal, and emergency limitations and apply knowledge to determine if aircraft can safely fly given mission without various system components functioning.
53. Navigation	Knowledge of basic navigational systems and the ramifications of component failure. Recognize common indications of component failure or pending failure. Determine if aircraft can safely fly given mission without various system components functioning.
54. Voice Recorder	Knowledge of the basic voice recorder and the ramifications of component failure. Recognize common indications of component failure or pending failure. Know normal, abnormal, and emergency limitations and apply knowledge to determine if aircraft can safely fly given mission without various system components functioning.
55. IFF/Transponder	Knowledge of the basic IFF/Transponder systems and the ramifications of component failure. Recognize common indications of component failure or pending failure. Know normal, abnormal, and emergency limitations and apply knowledge to determine if aircraft can safely fly given mission without various system components functioning.
56. Communication	Knowledge of the communications systems and the ramifications of component failure. Recognize common indications of component failure or pending failure. Know normal, abnormal, and emergency limitations and apply knowledge to determine if aircraft can safely fly given mission without various system components functioning.
57. Ground Proximity Warning System (GPWS)	Knowledge of the GPWS and the ramifications of component failure. Recognize common indications of component failure or pending failure. Know normal, abnormal, and emergency limitations and apply knowledge to determine if aircraft can safely fly given mission without various system components functioning.

SYSTEM KNOWLEDGE/OPS	CRITERIA
58. In-flight Refueling	Knowledge of basic in-flight refueling systems and the ramifications of component failure. Recognize common indications of component failure or pending failure. Know normal, abnormal, and emergency limitations and apply knowledge to determine if aircraft can safely fly given mission without various system components functioning.

Table 11. "Post Flight" EC-137 Engineer Evaluation Criteria for Sub-Area Ratings of "Q".

POST FLIGHT	CRITERIA
59. Visual Inspection/Securing	Complete appropriate inspections IAW appropriate Operating Manual and AFI's.
60. Knowledge/Completion of Forms	Complete appropriate forms IAW current directives. Demonstrate working knowledge of the type and location of information contained in the aircraft forms.

Table 12. "Instructor" EC-137 Engineer Evaluation Criteria for Sub-Area Ratings of "Q".

INSTRUCTOR	CRITERIA
61. Preparation For Flight	Only "Q" or "U" will be awarded. Review requirements/records and then be prepared to accomplish required training in a professional, orderly manner IAW the syllabus of instruction.
62. Mission Briefing	Only "Q" or "U" will be awarded. Be able to communicate the mission requirements. Ensure student understands all requirements and is thoroughly prepared to perform all tasks for mission accomplishment.
63. Instruction Abilities	Only "Q" or "U" will be awarded. Demonstrate ability to thoroughly and professionally conduct required training. Explain procedures and techniques in a clear, logical manner. Communicate procedures and techniques in a logical, understandable format, both on the ground and in-flight. Explain why common restrictions and procedures exist. Correctly analyze student abilities, making timely inputs as required to enhance training without adversely affecting student's accomplishment of required duties. Ensure instruction does not overly restrict accomplishment of other mission requirements. Continuously evaluate the student and focus training as required. Do not allow the student to exceed aircraft or regulatory limits.
64. Knowledge Of Publications and Procedures	Only "Q" or "U" will be awarded. Demonstrate a complete understanding of all required publications, technical orders, and governing directives.
65. Critique	Only "Q" or "U" will be awarded. Communicate significant errors and outstanding accomplishments verbally and in writing (if required for training records). Provide a professional atmosphere conducive to learning. Communicate to the student the overall training sortie grade (if required) and what is expected of the student to improve. Complete all required forms.
66. Forms Completion	Only "Q" or "U" will be awarded. Complete appropriate training forms IAW current directives. Demonstrate working knowledge of the type and location of information contained in the forms.

Table 13. “General” EC-137 Flight Attendant Evaluation Criteria for Sub-Area Ratings of “Q”.

GENERAL	CRITERIA
1. Knowledge of Directives and Publications	Thoroughly familiar with all publications issued for the crew position. Answer any question with reference to applicable publications. Know limitations, warnings, operating procedures, and operational prohibitions of all Flight Attendant – related publications. Demonstrate working knowledge of all applicable publications.
2. Currency of Publications	All required publications are current and posted.
3. Crew Coordination/Crew Resource Management (CRM)	Effectively coordinate with other crewmembers throughout the assigned mission. Demonstrate operational knowledge of other crewmember duties and responsibilities. Effectively applied CRM skills throughout the mission.
4. Supervisor Ability	Demonstrate ability to handle all aspects of passenger loading and transporting of passengers. Demonstrate the ability to supervise ground personnel, foreign nationals and embassy support.
5. Professional Equipment	Maintain appropriate professional equipment IAW all appropriate T.O.’s and AFI’s.
6. Judgement	Only “Q” or “U” will be awarded. Demonstrate sound and logical thought process to accomplish mission.
7. Safety Consciousness	Only “Q” or “U” will be awarded. Maintain situational awareness and execute mission so as to avoid unnecessary risk. Instructors and evaluators should maintain situational awareness of the other Flight Attendants actions and performance.
8. First Aid	Demonstrate knowledge of basic first aid.
9. Forms Knowledge and Completion	Demonstrate working knowledge of the type and location of information contained in the Flight Attendant-related forms.

Table 14. “Mission Preparation/Planning ” EC-137 Flight Attendant Evaluation Criteria for Sub-Area Ratings of “Q”.

MISSION PREPARATION/ PLANNING	CRITERIA
10. Mission Coordination	Demonstrate ability to coordinate with current operations, contact officer, and aircraft commander.
11. Menu Planning	Develop menus according to mission requirements.
12. Shopping/Catering	Demonstrate ability to procure mission meals.
13. Special Request	Demonstrate ability to procure special request items.
14. Aircraft Supplies	Demonstrate ability to up fleet aircraft with mission supplies.
15. Comfort Items	Demonstrate ability to procure comfort items for mission.
16. Flight Requirements	Demonstrate ability to procure mission required equipment.
17. Ground Equipment	Demonstrate ability to procure needed ground service equipment.

Table 15. "Aircraft Systems" EC-137 Flight Attendant Evaluation Criteria for Sub-Area Ratings of "Q".

AIRCRAFT SYSTEMS	CRITERIA
18. Exterior	Demonstrate working knowledge of exterior aircraft systems.
19. Interior	Demonstrate working knowledge of passenger compartment familiarization to include location and function of all switches and controls
20. Doors/Exits	Demonstrate ability to operate both doors and exits. Be knowledgeable of mechanics of both.
21. Seats/Tables/Bunks	Demonstrates working knowledge the operation and restrictions for each.
22. Lavatories	Demonstrate working knowledge of lavatories.
23. Galley	Demonstrate working knowledge of galley systems.
24. Communication Systems	Demonstrate working knowledge of communication systems.
25. Water System	Demonstrate working knowledge of water system
26. Oxygen System	Demonstrate working knowledge of oxygen system
27. Heating/Ventilation System	Demonstrate working knowledge of heating and ventilation system.
28. Lighting/Electrical System	Demonstrate working knowledge of lighting and electrical systems.

Table 16. “Emergency Procedures” EC-137 Flight Attendant Evaluation Criteria for Sub-Area Ratings of “Q”.

EMERGENCY PROCEDURES	CRITERIA
29. Bold Face	Only “Q” or “U” will be awarded. Demonstrate ability to recite bold face items.
30. Emergency Equipment	Demonstrate working knowledge of operation and location of emergency equipment.
31. Crash Landing/Ground Evacuation	Demonstrate working knowledge of operational procedures.
32. Ditching	Demonstrate working knowledge of life rafts, and emergency procedures. Know emergency procedures and responses to applicable situations.
33. Loss of Cabin Pressure	Recognize abnormal aircraft operation and react appropriately in accordance with directives.
34. Fuselage Fire	Recognize abnormal aircraft operation and react appropriately to effect safe, timely termination of emergency condition in accordance with directives.
35. Smoke/Fume Elimination	Recognize abnormal aircraft operation and react appropriately to effect safe, timely termination of emergency condition in accordance with directives.
36. Anti-Hijacking/Bomb Threat	Be thoroughly familiar with operational procedures.

NOTES:

All emergency procedures areas will be evaluated either Q-1 or Q-3.

Table 17. "Predeparture" EC-137 Flight Attendant Evaluation Criteria for Sub-Area Ratings of "Q".

PREDEPARTURE PROCEDURES	CRITERIA
37. Preflight	Preflight aircraft using the appropriate T.O. and checklists.
38. Loading/Securing/ Security	Demonstrate ability to load cargo bays, secure all passenger baggage both topside and below. Provide aircraft security while on the ground.
39. Equipment/Supplies	Ensure all equipment and supplies are onboard and properly stowed.
40. Baggage	Ensure all baggage is uploaded and accounted for.
41. Passenger Boarding	Ensure all passengers are boarded and comfortable.
42. Manifests/Security	Ensure all passenger manifests are complete and proper agencies are supplied with copies. Stow away check is completed.
43. Passenger Briefing	Passengers are instructed on egress procedures and use of aircraft equipment.

Table 18. "In-Flight Procedures" EC-137 Flight Attendant Evaluation Criteria for Sub-Area Ratings of "Q".

IN-FLIGHT PROCEDURES	CRITERIA
44. In-flight Service	Provide meal service to both passengers and crew.
45. Comfort/Special Care	Provide passengers with requested comfort items.
46. Cabin Service	Provide beverage service to both passengers and crew.
47. Courtesy/Professionalism	Demonstrate proper etiquette when dealing with passengers.
48. Meal Preparation	Demonstrate ability to prepare meals onboard aircraft.
49. Quality	Demonstrate ability to maintain the established standard.
50. Storage/Sanitation	Demonstrate ability to properly store items in-flight. Maintain sanitary standards.

Table 19. “Prelanding Procedures” EC-137 Flight Attendant Evaluation Criteria for Sub-Area Ratings of “Q”.

PRELANDING PROCEDURES	CRITERIA
51. Securing Equipment/Supplies	Demonstrate ability to properly secure equipment and supplies for landing.
52. Securing Cabin	Ensure passengers and baggage is properly secured for landing.

Table 20. “After Landing/Post Flight Procedures” EC-137 Flight Attendant Evaluation Criteria for Sub-Area Ratings of “Q”.

After Landing/Post Flight Procedures	CRITERIA
53. Customs Requirements.	Ensure all paperwork is completed and turned over to proper agencies.
54. Offloading Baggage	Ensure all baggage is offloaded and returned to passengers.
55. Equipment Status	Ensure all equipment is returned to proper location.
56. Aircraft Cleanliness	Ensure galley, lavatories, passenger cabins and aft cargo hold are clean. Trash and extra ice are removed. Aircraft is left mission ready.
57. Aircraft Security	Demonstrate ability to maintain aircraft security while offloading.
58. Secure Section/Equipment	Demonstrate ability to close up shop and return all borrowed equipment.

Table 21. "Instructor" EC-137 Flight Attendant Evaluation Criteria for Sub-Area Ratings of "Q".

INSTRUCTOR	CRITERIA
59. Preparation For Flight	Only "Q" or "U" will be awarded. Review requirements/records and then be prepared to accomplish required training in a professional, orderly manner IAW the syllabus of instruction.
60. Student Briefing	Only "Q" or "U" will be awarded. Be able to communicate the mission requirements. Ensure student understands all requirements and is thoroughly prepared to perform all tasks for mission accomplishment.
61. Instruction Abilities	Only "Q" or "U" will be awarded. Demonstrate ability to thoroughly and professionally conduct required training. Explain procedures and techniques in a clear, logical manner. Communicate procedures and techniques in a logical, understandable format, both on the ground and in-flight. Explain why common restrictions and procedures exist. Correctly analyze student abilities, making timely inputs as required to enhance training without adversely affecting student's accomplishment of required duties. Ensure instruction does not overly restrict accomplishment of other mission requirements. Continuously evaluate the student and focus training as required. Do not allow the student to exceed aircraft or regulatory limits.
62. Knowledge Of Publications and Procedures	Only "Q" or "U" will be awarded. Demonstrate a complete understanding of all required publications, technical orders, and governing directives.
63. Critique	Only "Q" or "U" will be awarded. Communicate significant errors and outstanding accomplishments verbally and in writing (if required for training records). Provide a professional atmosphere conducive to learning. Communicate to the student the overall training sortie grade (if required) and what is expected of the student to improve Complete all required forms.
64. Forms Completion	Only "Q" or "U" will be awarded. Complete appropriate training forms IAW current directives. Demonstrate working knowledge of the type and location of information contained in the forms.

Table 22. "General" EC-137 CSO Evaluation Criteria for Sub-Area Ratings of "Q".

GENERAL	CRITERIA
1. Knowledge of Directives	Thoroughly familiar with all publications issued for the crew position plus FLIP documents. Answer any question with reference to applicable publications. Know performance limitations, warnings, operating procedures, and operational prohibitions. For mission profiles, be thoroughly familiar with all applicable employment publications.
2. Publications Currency	All required publications are current and posted.
3. Protection of Classified/COMSEC Material	Maintain control of classified mission software and crypto. Knows procedures to obtain, store, and return classified material.
4. Authentication Procedures	Demonstrate knowledge of authentication procedures IAW applicable directives and Operating Manual.
5. Encode/Decode Procedures	Demonstrate working knowledge of requirements to encode/decode all pertinent mission information, which ensures mission accomplishment.
6. Knowledge of Voice/Data Keying Material	Demonstrate knowledge of how to load and manage all voice/data encryption equipment IAW applicable directives and Operating Manual.
7. Anti-Hijacking Procedures	Know procedures of covert communications (verbal/non-verbal) delay actions, and positive detainment for anti hijacking situations.
8. Safety Consciousness	Only "Q" or "U" will be awarded. Maintain situational awareness and execute mission so as to avoid unnecessary risk. Instructors and evaluators should maintain situational awareness of the other CSOs actions and performance.
9. Judgment	Only "Q" or "U" will be awarded. Make decisions regarding performance of tasks so as to provide best chance of mission accomplishment without undue risk to aircraft or crew.
10. Crew Coordination/Crew Resource Management (CRM)	Effectively coordinate with other crewmembers throughout the assigned mission. Demonstrate operational knowledge of other crewmember duties and responsibilities. Effectively applied CRM skills throughout the mission.
11. Emergency Equipment (Use and Location)	Demonstrate a complete knowledge of the number, location, and use of all emergency equipment.
12. Emergency Procedures	Demonstrate knowledge for recognizing an emergency situation, the appropriate emergency action to be taken, and the proper execution of emergency procedures.
13. Life Support	Preflight as required for the mission. Be familiar with the operation of all components.
14. Radio/Telephone (R/T) Procedures	Demonstrate knowledge of associated equipment and proper usage IAW applicable directives and T.O.s Operating Manual.

Table 23. "Preparation for Flight" EC-137 CSO Evaluation Criteria for Sub-Area Ratings of "Q".

PREPARATION FOR FLIGHT	CRITERIA
15. Mission Planning	Prepare for flight with all documentation required by AFIs
16. Communications Requirements	Communicate using concise, professional radio discipline while ensuring all required communications are made to command and control agencies. Be familiar with required communications procedures for any airspace used on the mission.
17. Professional Equipment	Ensure all professional equipment is preflighted and on-board the aircraft in order to achieve mission accomplishment.
18. Preflight Inspections	Complete all preflight inspections IAW applicable directives, checklists, and Operating Manual.

Table 24. "Flight Phase" EC-137 CSO Evaluation Criteria for Sub-Area Ratings of "Q".

Flight Phase	CRITERIA
19. Enroute Procedures	Perform command/control and ATC Communications.
20. Flight Following Procedures	Maintain continuous communications with appropriate mission command and control agencies, and other mission/support aircraft as necessary.
21. Communications Equipment Operations	Configure and operate secure voice, data systems, data-burst terminals (DBT), UHF/VHF/HF/PBX/STU-111R/Spectre, fax copier-scanner, IFF-SIF, and other computer/data devices as required.
22. Troubleshooting/Fault Isolation	Troubleshoot and repair/swap malfunctioning communications equipment in-flight and at locations where qualified ground maintenance personnel are not available. Communications equipment repair is limited to the scope of the appropriate aircraft technical order or equipment documentation.
23. Forms Completion	Provide a documented record of all pertinent events during the mission on the appropriate forms.
24. Postflight Procedures	Complete exterior inspection of aircraft. Zeroize all cryptographic devices and clear classified frequencies prior to leaving the aircraft.
25. Postflight Debriefings/Critiques	Attend all required debriefings and provide pertinent data and critiques that may improve mission effectiveness of future flights.

Table 25. "Instructor" EC-137 CSO Evaluation Criteria for Sub-Area Ratings of "Q".

INSTRUCTOR	CRITERIA
26. Mission Planning	Only "Q" or "U" will be awarded. Review requirements/records and then be prepared to accomplish required training in a professional, orderly manner IAW the syllabus of instruction.
27. Instruction Abilities	Only "Q" or "U" will be awarded. Demonstrate ability to thoroughly and professionally conduct required training. Explain procedures and techniques in a clear, logical manner. Communicate procedures and techniques in a logical, understandable format, both on the ground and in-flight. Explain why common restrictions and procedures exist. Correctly analyze student abilities, making timely inputs as required to enhance training without adversely affecting student's accomplishment of required duties. Ensure instruction does not overly restrict accomplishment of other mission requirements. Continuously evaluate the student and focus training as required. Do not allow the student to exceed aircraft or regulatory limits.
28. Knowledge Of Publications and Procedures	Only "Q" or "U" will be awarded. Demonstrate a complete understanding of all required publications, technical orders, and governing directives.
29. Briefings/Critique	Only "Q" or "U" will be awarded. Be able to communicate the mission requirements. Ensure student understands all requirements and is thoroughly prepared to perform all tasks for mission accomplishment. Communicate significant errors and outstanding accomplishments verbally and in writing (if required for training records). Provide a professional atmosphere conducive to learning. Communicate to the student the overall training sortie grade (if required) and what is expected of the student to improve Complete all required forms.
30. Forms Completion	Only "Q" or "U" will be awarded. Complete appropriate training forms IAW current directives. Demonstrate working knowledge of the type and location of information contained in the forms.

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

AFPD 11-2, *Aircraft Rules and Procedures*

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

AFI 11-202 Volume 3, *General Flight Rules*

AFI 11-215, *Flight Manuals Procedures*

AFI 11-290, *Cockpit/Crew Resource Management Training Program*

AFI 11-2EC-137V1, *EC-137 Aircrew Training*

AFI 11-2EC-137V3, *EC-137 Operations Procedures*

Abbreviations and Acronyms

AC—Aircraft Commander

AFI—Air Force Instruction

AFSOC—Air Force Special Operations Command

AFSOIC—Air Force Special Operations Command Instruction

AFSOICR—Air Force Special Operations Command Regulation

ATC—Air Traffic Control

BAQ—Basic Aircraft Qualification

BMC—Basic Mission Capable

C2—Command and Control

CC—Commander

CRM—Cockpit/Crew Resource Management

CSO—Communications Systems Operator

EOC—End of Course

EP—Emergency Procedure

EPE—Emergency Procedures Evaluation

ERD—Evaluation Reference Date

ETA—Estimated Time of Arrival

ETD—Estimated Time of Departure

ETE—Estimated Time Enroute

ETIC—Estimated time in commission

FA—Flight Attendant (previously IPSS)
FCIF —Flight Crew Information File
FCIS—Flight Crew Information Summary
FEF—Flight Evaluation Folder
FLIP—Flight Information Publication
HQ AFSOC—Headquarters Air Force Special Operations Command
HQ AFSOC/DOV—Headquarters Air Force Special Operations Command Aircrew Stan/Eval
HQ USAF—Headquarters United States Air Force
IAW—In Accordance With
IFF/SIF—Identification, Friend or Foe/Selective Identification Feature
IFR—Instrument Flight Rules
IMC—Instrument Meteorological Conditions
IPSS—Inflight Passenger Service Specialist
IRC—Instrument Refresher Course
MAJCOM—Major command
MDS—Mission design series
MEL—Minimum Equipment Listing
OI—Operating instruction
OPR—Office of Primary Responsibility
PIC—Pilot In Command
SARSAT—Search And Rescue Satellite Aided Tracking
SATCOM—Satellite Communications
SCA—Self-Contained Approach
SID—Standard Instrument Departure
TOLD—Take Off and Landing Data
UNQ—Unqualified
VFR—Visual Flight Rules
VMC—Visual Meteorological Conditions

Terms

Additional Crewmember (ACM)—An individual possessing valid aeronautical orders who is required to perform in-flight duties and is assigned in addition to the normal aircrew complement required for a mission.

Air Force Special Operations Command—Major command of assignment for 2 SOF members.

Aircraft Qualified Aircrew Member—An aircrew member who has satisfactorily completed qualification training and evaluation in the basic aircrew position.

Communications Systems Operato—A non-rated aircrew member specially trained to operate aircraft communication systems.

Contingency Mission—A mission operated in direct support of an operation plan, operation order, disaster, or emergency.

Deviation —Performing an action not in sequence with current procedures, directives, or regulations. Performing action(s) out of sequence due to unusual or extenuating circumstances is not considered a deviation. In some cases, momentary deviations may be acceptable; however, cumulative momentary deviations will be considered in determining the overall qualification level.

EC-137D—Boeing 707-300 series airplane specifically modified to support USSOCOM and its subordinate commands.

Error—Departure from standard procedures. Performing wrong actions or recording incorrect information.

Major—Adversely affected use of equipment, or violated safety.

Minor—Did not detract from mission completion.

First FA—Qualified FA for all missions.

Flight Attendant (FA)—Crewmember specially trained in passenger handling and safety. Crew position previously named In-flight Passenger Service Specialist Flight Attendant.

In-flight Refueling—For the purpose of this instruction, airborne fuel onload (simulated or actual) by EC-137D receiver aircraft.

Inflight Passenger Service Specialist—Crewmember specially trained in passenger handling and safety. Crew position renamed to Flight Attendant.

Minimum Equipment Listing (MEL)—Listing of all equipment necessary for flight or dispatch.

Mission—The movement of the aircraft from a designated point of origin to a designated destination as defined and identified by an assigned mission identifier in the schedule, mission directive, operation order, operation plan, or fragmentary order.

Mission Qualified Aircrew Member—An aircrew member who has satisfactorily completed mission qualification and evaluation. FEs do not require mission evaluations.

Second FA—Qualified FA to augment first FA.

Self-Contained Approach (SCA).—An approach conducted using self-contained, onboard navigation systems.

Special Mission Evaluation—Training given in a specific mission area/task that requires a flight evaluation.

Attachment 2**IC 2001-1 TO AFI 11-2EC-137, VOLUME 2, EC-137D AIRCREW EVALUATION CRITERIA****15 March 2001****SUMMARY OF REVISIONS**

This interim change (IC) 2001-1 corrects the pilot evaluation types in paragraph **4.1.2.** and **4.1.2.3.** See the last attachment of the publication, IC 2001-1, for the complete IC. A bar (|) indicates revision from the previous edition.

4.1.2. Evaluation Types: Pilot evaluation types are: Instrument, Qualification, and In-flight Refueling (MSN (A/R)).

4.1.2.3. In-flight Refueling: An in-flight refueling evaluation is a one-time evaluation, provided qualification is maintained. Pilots must demonstrate the ability to accomplish a sustained fuel transfer. Except for breakaway, evaluate emergency procedures verbally. Include subareas listed under "General" **Table 1.** and **Table 4.** for the EC-137. Document an In-flight Refueling evaluation as a "MSN (A/R)" evaluation on the flight phase block of the AF Form 8. There are no requisites for an In-flight Refueling evaluation.