

**14 MAY 2002**



**Command Policy**

**AIRCREW PERFORMANCE EVALUATION,  
STAFF ASSISTANCE VISIT AND INSPECTION  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 90-2, *Inspector General--The Inspection System*, AFI 11-202, Volume 1, *Aircrew Training*, Volume 2, *Aircrew Standardization/Evaluation Program*, Volume 3, *General Flight Rules*, AFI 11-301, *Aircrew Life Support (ALS) Program*, and AFMC supplements within Air Force Materiel Command. It provides guidance and procedures for AFMC Flight Operations inspection activities. This instruction applies to all Flight Test Centers, Air Logistics Centers, squadrons, Air Force Reserve units under AFMC operational control, and detachments conducting flying operations. Submit recommendations for changes to this instruction by AF Form 847, **Recommendation for Change of Publication**, to AFMC/DOV. The waiver authority for the requirements in this instruction is the Chief, Standardization/Evaluation Division, Directorate of Operations. Submit waiver requests in writing via memorandum or electronic mail to [afmc/dov@eglin.af.mil](mailto:afmc/dov@eglin.af.mil).

### **SUMMARY OF REVISIONS**

This revision incorporates several changes to the AFMC Flight Operations Inspection Program. It defines Aircrew Performance Evaluations (APE), Staff Assistance Visits (SAV), and Operations Inspection requirements and criteria. It clarifies aircrew testing requirements. It also updates several references and source documents.

### **1. Overview.**

1.1. AFMC/DOV is tasked by AFMC/CC through AFMC/DO to conduct inspections, evaluations and SAVs on units that conduct flying operations and parachute jump operations. AFMC/DOV will evaluate each unit approximately once every 24 months and conduct staff assistance visits every 12 months. Compliance verification with USAF, AFMC and unit guidance is one objective of this program with the additional and more critical objective to evaluate aircrew and jumper performance in the conduct of their mission.

1.2. AFMC/IG inspects AFMC units for compliance of nonflying activities. All flying related records are considered within the scope of AFMC/DOV inspections and evaluations. All AFMC flying units and Air Force Reserve units under AFMC Operational Control (OPCON) are subject to the provisions of this instruction.

1.3. The two main and frequently used elements of this program consist of a SAV and the APE. Inspections are the third element of the program. Inspections of any or all operations areas will be tasked by exception when it is determined to be necessary.

1.4. There are six major operations areas that are covered by this instruction; aircrew performance, jumper performance, flight operations, flying training, standardization-evaluation, and life support. Additionally HARM offices assigned in AFMC will be offered staff assistance by AFMC/DOO on an annual cycle. Each of these is addressed within the elements of this program.

## 2. Staff Assistance Visits.

2.1. Units will be assigned a three-month "window" for schedule planning of the annual SAV. This information is available on the AFMC/DOV website. AFMC/DOV will coordinate with units to determine the scope and operations areas to be reviewed during the SAV.

2.2. For the operations areas of flight operations, training, Stan/Eval, life support, and HARM/SARM, a SAV is required in each area at least every two years. SAV results will be documented with a letter report to the unit from the SAV team chief. The SAV will not assign grades and formal responses to the report are not required. Checklists for compliance in various operations areas are available on the AFMC/DOV website.

2.3. The field unit receiving the SAV funds SAV team travel/TDY costs. The SAV area and subarea structure is listed below for information.

2.4. The flight operations area is divided into five subareas:

2.4.1. Management: Manning, facilities, directives/supplements, waiver currency.

2.4.2. Supervision: Supervisor of flying, Director of Flight Operations (DFO)/commander involvement, go/no-go program.

2.4.3. Flight Operations: Documentation, flight test, flight ops, parachuting.

2.4.4. Test and Evaluation: Planning, execution, reporting.

2.4.5. Contractor Operations: Government Flight Representative (GFR).

2.5. The training area is divided into five subareas:

2.5.1. Management: Manning, facilities, directives/supplements, waiver currency.

2.5.2. Documentation: Training folders,

2.5.3. Qualification training: aircraft, mission, and upgrade.

2.5.4. Continuation training: Instrument refresher course, Crew/cockpit resource management, proficiency/currency, deficiency reporting.

2.5.5. AFORMS/: Individual training summaries, master training profile lists, training profile assignment lists, on-the-job training (OJT), plans AF Forms 623, **Individual Training Record**.

2.6. The Stan/Eval area is divided into seven subareas:

2.6.1. Management: Manning, facilities, directives/supplements, waiver currency, self-inspection, oversight, and Stan/Eval board.

2.6.2. Flight Manual Program: Flight manual control officer, 847 program, and modification flight manuals.

2.6.3. Documentation: Flight evaluation folders (FEF), AF Forms 1381, **USAF Certification of Aircrew Training**, Master question files/exam reviews.

2.6.4. Evaluation/examination administration: Periodic testing, requisite testing, and MQF administration.

2.6.5. Trend analysis: Evaluations, examinations, and corrective action.

2.6.6. Multiple qualification program: Forms 80 review, annual review.

2.6.7. FCIF Program: Read file, currency/applicability, administration, and FCIF library.

2.7. The life support area is divided into five subareas.

2.7.1. Management: Manning, facilities, directives/supplements, waiver currency, quality assurance, supply.

2.7.2. Equipment maintenance: In-shop, flightline, and fabrication/egress.

2.7.3. Training documentation and performance/execution

2.7.3.1. OJT for life support technicians

2.7.3.2. Aircrew egress/survival training.

2.7.4. Documentation.

2.7.5. Publication library.

2.8. The HARM/SARM is divided into five areas.

2.8.1. Management: Manning, facilities, directives/supplements, self-inspection.

2.8.2. Supervision: Commander involvement, user-identifications, window security levels, PDS interface, and ADPE management.

2.8.3. Documentation: Flight record folders, jump record folders, flight pay, AFTO Forms 781, **AFORMS Aircrew/Mission Flight Data Document**, AF Forms 1042, **Medical Recommendation for Flying or Special Operational Duty Log**, AF Forms 702, **Individual Physiological Training Record**, AF Forms 142, aeronautical orders, military pay orders, OFDA credit.

2.8.4. Execution: Inputs, record reviews, audits, in/out processing, customer service, HORIS report audit list, Ops management suspense list.

2.8.5. Training: OJT, training plans, AF Forms 623.

### 3. Aircrew Performance Evaluations/Jumper Performance Evaluations.

3.1. APE and Jumper Performance Evaluations (JPE) are the key tool to evaluate the performance of aircrew and jumpers accomplishing the unit assigned mission. All AFMC flying organizations and Air Force Reserve units under AFMC operational control are subject to APE/JPE.

3.2. Units will be evaluated during in a vulnerability window of 12-30 months and on an approximate 24-month average cycle. Individual unit evaluations will be scheduled based on past performance with stronger performance trending toward the 30-month cycle. Units will be given little to no-notice of commencement of APE/JPEs. The Chief of AFMC/DOV will provide formal notification to the supervision of the unit by any communications means available or necessary. Notification will occur NLT the day prior to the start of an evaluation.

3.3. The three evaluation subareas of APE/JPEs are testing, publications, and aircrew/jumper evaluations. The exams, publications checks, and EPEs that occur during a visit may be recorded and used as requisites for a subsequent instrument or qualification evaluation, provided all other requisites are completed within the guidelines established in AFI 11-202 Vol 2. Initiation of an APE/JPE will typically flow from testing and publications review on the first day to aircrew and jumper evaluations on subsequent days until the AFMC/DOV specific evaluation quantity objectives have been met. APE/JPE team travel/TDY costs are funded by AFMC/DO.

3.4. The aircrew or jumper performance area is divided into three subareas.

3.4.1. Testing: MQF, Non-MQF aircraft knowledge, flight regulations, egress, CAPS/Boldface.

3.4.2. Publications: Individual flight publications, checklists, in-flight guides.

3.4.3. Evaluations: Qualification, Instrument, Spot, Instructor, Mission

3.5. Testing. Testing is required for all qualified aircrew members who are not TDY, DNIF to quarters, on emergency/planned leave, or participating in an actual test mission. At least 90 percent of available aircrew must test for the unit to complete the APE/JPE testing evaluation with a rating of excellent or higher. Aircrew testing will begin shortly after the in-brief. All aircrew members must test unless excused from the evaluation by the Team Chief. Contractor aircrews will test in their respective crew position/aircraft specialty, or IAW procedures established and coordinated with the GFR. All aircrew members who are multiple qualified must complete tests for each aircraft in which they are qualified. In addition to test questions all aircrew members whose aircraft has BOLDFACE/CAPS will complete a written examination on those items. In addition to pilots and navigators, for purposes of this instruction, qualified is defined as: "performs mission/test duties regularly as a flight test engineer, flight surgeon, or safety observer."

3.5.1. Testing/BOLDFACE failures will be reported to the flying unit commander immediately. Testing scores and averages will be briefed to the unit during the formal out-brief. Aircrews who fail the MQF testing portion or BOLDFACE/CAPS will be grounded immediately and re-evaluated prior to the next flight. An unqualified (3) AF Form 8, **Certificate of Aircrew Qualification**, will be completed and placed in the aircrew member's FEF.

3.5.2. For rated Officers (Pilots, WSOs, Navigators), tests will be 40 questions; 20 derived from aircraft specific MQFs, 20 questions written by HQ AFMC/DOV. The 10 questions will be derived from aircraft specific flight manual covering notes, warnings, cautions; operations limits; normal and emergency procedures; and 10 questions derived from the following flight/instrument instructions, and other applicable guidance:

3.5.2.1. AFI 11-202 Vol 3, *General Flight Rules*.

3.5.2.2. AFI 11-2 FT Vol 3, *AFMC Flight Test Operations Procedures*.

3.5.2.3. AFMAN 11-217, *Instrument Flight Procedures*.

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

3.5.2.5. AFH 11-203, *Weather for Aircrews*.

3.5.2.6. APAM 11-216, *Air Navigation*.

3.5.3. For career enlisted aviator primary aircrew tests will be 30 questions; 20 questions derived from the aircraft specific MQF, and 10 questions written by HQ AFMC/DOV. The 10 questions will be derived from aircraft specific flight manual covering notes, warnings, cautions; operations limits; normal and emergency procedures.

3.5.4. For career enlisted aviator and rated mission aircrew (CSO, FA, ABM, ASO, MCC, etc) tests will be 20 questions derived from the aircraft specific MQF.

3.5.5. For all mission support aircrews qualified in ejection seat equipped aircraft, tests will be 20 questions derived from the aircraft specific egress MQF.

3.5.6. The MQF portion of the tests administered during an inspection will qualify as the closed book portion of the instrument/qualification recurring evaluation requisites. At the unit commander's discretion, they may also count as a weekly test to be used as part of the go/no-go process.

3.6. Publications. Each primary aircrew member's personal publications (Flight Manual, Checklists, In-flight Guides) will be inspected for completeness and currency. At least 90 percent of available aircrew publications must be inspected for the unit to complete the publication portion of the APE/JPE with a rating of excellent or higher. The quantity of personal publications varies from aircraft to aircraft; however, expect all personal technical orders, checklists, and in-flight guides to be inspected. For units that maintain individual aircrew technical order publications using electronic means each individuals "storage" media (typically CD-ROM) will be provided for publications evaluation. Assigned aircrew may be asked to demonstrate use of the CD-ROM/Electronic Technical Order in an appropriate viewing device, such as a desktop computer or Electronic T.O. viewer and knowledge of outstanding supplements and/or operating procedures.. Normally the publications checks occur early in the APE/JPE to allow all publications to be returned to aircrews as soon as possible.

3.7. Evaluations. Flight and ground evaluations will be administered during each evaluation visit. The number of evaluations given is based on aircrew/aircraft availability. While no minimum number of evaluations is required, it is desired to evaluate the unit supervision, unit chief of Stan/Eval, and other unit aircrew with a goal of 30% of the assigned/attached aircrew receiving an evaluation.

3.7.1. Instrument, qualification and spot checks will be given, including spot checks given by an inspector who is not qualified in the aircraft. SEFE objectivity checks will be given to evaluate SEFE compliance and judgement when performing the evaluator role.

3.7.2. Ground evaluations (EPE) will also be administered to evaluate aircrew knowledge of emergency procedures, general knowledge, and CRM principles. This EPE will cover as a minimum all boldface/CAPS (if applicable), knowledge of aircraft systems, plus various emergency situations which could occur during the performance of the unit's primary mission.

3.7.3. Flight evaluations accomplished during APE/JPE will documented with AF Forms 8's. Units being evaluated will accomplish all AF Forms 8 with the following exception. AFMC/DOV evaluators administering SPOT evaluations will prepare the AF Form 8 on the unit examinee. The

unit's process for logging, preparing, and tracking unit prepared AF Forms 8 will be observed as part of the formal unit evaluation.

3.8. APE/JPE Ratings. The APE/JPE overall rating is derived from combining unit performance in the three sub-areas of testing, publications, and evaluations. These three are weighted by the Chief of AFMC/DOV based on his judgement and specific objective criteria contained in AFMC/DOV OI 11-1. The aircrew and jumper performance during evaluations is the first priority, followed by testing and lastly publications. The grade assigned will follow the five-tier narrative grades of: Outstanding, Excellent, Satisfactory, Marginal, and Unsatisfactory.

3.9. Outstanding Performers. Commendable and top aircrew/jumper performers will be identified by name during the evaluation. Selection is based on overall individual performance as well as observed contribution to the unit mission in the operations areas. When possible, a digital photograph of commendable or top performers may be included in the out-brief, and their names included in the final report.

#### **4. Inspection Criteria.**

4.1. Units will be formally inspected in any or all operations areas when directed by the Chief of AFMC/DOV. The desire is that requirements for formal inspections will be minimal and be invoked only when significant compliance or performance issues are in question. Examples of significant compliance issues would be repeated incidences of aircrew "stepping in the red," checkrides expiring, incomplete training documentation, Life Support equipment not in compliance, or other significant findings or issues as determined by the Chief of AFMC/DOV.

4.1.1. AFMC/DOV will notify a unit 90 days prior to commencement of a formal flight operations inspection to allow for corrective actions and preparation by the unit. Inspections will assess the unit compliance with USAF, AFMC and unit guidance in the areas outlined in the SAV portion of this guidance.

4.1.2. Additionally, an APE/JPE will be conducted. A formal report will be generated to document findings and area grades will be assigned in the operations areas inspected. Inspection team costs are AFMC/DO funded.

4.2. Operations. The following subareas are subject to formal inspections:

4.2.1. Management. Manning should be kept at authorized levels. Facilities should be adequate to support the mission. Prescribed directives/must be current. Waiver currency should be monitored IAW prescribed directives.

4.2.2. Supervision. The supervisor of flying should be actively involved in the execution of the unit mission. The unit should have unit DFO/commander involvement. The unit must have an effective go/no-go program.

4.2.3. Flight Operations. The unit must keep proper documentation of flights. Flight test should be performed IAW prescribed directives. Flight operations should be monitored for safety of flight issues. Parachuting must be reviewed for authorization.

4.2.4. Test And Evaluation. The planning phase should be accomplished thoroughly and in compliance with prescribed directives. Monitor the execution process for safety and accurate documentation. The reporting phase should go through proper channels and evaluated at the appropriate level.

4.2.5. Contractor Operations. GFRs should be reviewed for compliance IAW prescribed directives.

4.2.6. Primary instructions providing guidance are: AFI 11-202 Vol 3, AFI 11-2FT Vol 3, AFI 11-401, Flight Management, AFI 99-101, *Developmental Test and Evaluation*, AFI 91-202, *The US Air Force Mishap Prevention Program*, AFJI 10-220, *Contractor Procedures*, and supplements.

4.3. Stan/Eval. The following subareas are subject to formal inspections:

4.3.1. Management. Manning and facilities will be adequate, with a reliable method of disseminating information. Inspectors are looking for evidence of commander involvement in all aspects of the program. Directives and supplements will be current and waivers posted. Self-inspection findings/fixes will be documented. Stan/Eval boards will be held and properly documented.

4.3.2. Flight Manuals. A knowledgeable Flight Manuals Control Officer will supervise the flight manual program. Tracking and disposition of AF Forms 847 for both technical orders and modification flight manuals will be readily available. While some aircraft are more likely to have an 847 submitted, an active 847 program for any aircraft is an indicator of an aggressive program. Modification flight manuals, if maintained, will be current, reviewed, and follow the format of the parent flight manual.

4.3.3. Documentation. Documentation primarily involves flight evaluation folders. Specific guidance for completing these forms can be found in AFI 11-202, Volumes 1 and 2. Attention to detail, adequately describing the evaluation flights, and maintenance of the AF Form 942, **Record of Evaluation**, are critical items in the FEF.

4.3.4. Eval/Exam Administration. Eval/exam administration concerns periodic testing, requisite testing, local MQF composition, and reviews. Locally generated MQFs should contain the proper number of questions from each subject required by AFI and AFMC guidance. Eval/exam results must be reported and discrepancies discussed at the SEB.

4.3.5. Trends. The trend program should track discrepancies on evaluations, written examinations, weekly testing, EPE downgrades, and previous inspections. Evidence of corrective action when a trend is identified is an important part of the trend program. Trends, if existing, must be discussed at the SEB.

4.3.6. Multiple Qualification. For units with multiple qualified aircrews, correct AFMC Forms 80, **Multiple Qualification Request and Authorization**, must be maintained. Completing the approval form prior to the additional training, obtaining the proper signatures, and providing the proper justification for the dual/triple qualification is also very important. Periodic reviews and obtaining AFMC/DOV approval for expiring forms are required.

4.3.7. FCIF. The FCIF program involves the FCIF library, read file, AF, AFMC, wing, group, and squadron guidance, and go/no-go procedures. Required instructions must be current and properly posted. Any nonrequired instructions, if located in the library or unit offices, must also be complete and current. The go no-go program should provide a fail-safe procedure that will prevent an aircrew from flying without signing off and reading the latest guidance. If new FCIF cards are made prior to an inspection, the old cards will be kept for a minimum of one year. Units utilizing a computer based FCIF system must ensure the program will accomplish the same level of flight denial/approval as a paper system.

4.3.8. Primary instructions providing guidance are AFI 11-202, Vol 2, *Aircrew Standardization/Evaluation Program*, AFI 11-2FT Vol 2, *Flight Test Aircrew Evaluation Criteria*, and supplements.

4.4. Training. The following subareas are subject to formal inspections:

4.4.1. Management. The training function in the unit must reflect active management from the assigned training officer and squadron supervision. The training officer should actively forecast training requirements and track the status of all personnel in active training status. Supplements and waivers to command training policy should be managed by the training officer and this process should have a high level of commander involvement.

4.4.2. Documentation. All training documentation must be maintained in accordance with governing instructions. A key element of this area is the accountability of the training program. If required, waivers must be requested and approved at the appropriate level. Processes will be in place ensuring that the most current forms are used to document the training.

4.4.3. Qualification Training. The primary method of qualifying aircrew members is to attend formal training. The program is evaluated on the process in place to track qualification training to include a waiver process to conduct local training. The training officer will develop and submit training plans in accordance with governing directives for aircraft, missions, and aircrew members for which formal ETCA or AFMC prescribed training does not exist. Mission qualification should be completed within the required time limit and a process in place to update mission qualifications within the unit.

4.4.4. Continuation Training. Qualification/proficiency/currency is maintained by a continuation training program. All aspects of the this program are evaluated to include required MDS specific ground training sessions, the content of Instrument Refresher Course (IRC) and Cockpit Resource Management (CRM) implementation.. Main points include program content and involvement in day to day flying operations.

4.4.5. AFORMS/HARM/SARM. Individual training summaries should be given to the aircrew monthly. The master training profile lists must contain command AFORMS event identifiers that reflect required command proficiency training requirements. Proper profiles for each crew member should be reflected on training profile assignment lists. OJT, with established formal training plans, will be accomplished with the proper documentation on AF Forms 623.

4.4.6. Primary instructions providing guidance are: AFI 11-202, Vol 1, AFI 11-2FT, Vol 1, *Flight Test Aircrew Training*, AFI 11-401, AFI 11-404, *Centrifuge Training for High-G Aircrew*, AFI 11-410, *Personnel Parachute Operations*, AFI 11-412, *Aircrew Management*, and supplements.

4.5. Life Support. The following subareas are subject to formal inspections:

4.5.1. Management. This area will cover administration, manpower, appointment letters, memoranda of agreement, and programs that support supply discipline, explosive/ground safety, precision measurement equipment listing (PMEL), self-inspection, quality assurance, and all life support facilities. A check to include supporting manning documents, directives pertaining to the life support program to determine currency and accessibility. Minutes of safety briefings to ensure life support information is disseminated promptly; procedures and effectiveness of the local information distribution system to ensure emphasis is being placed on promptly sending messages and amended regulations to supporting agencies; quality assurance program in relation

to supporting unit mission are also inspected. Currency and validity of waivers, adequacy of life support facilities to meet the technical order environmental standards, and equipment availability to properly support the unit mission are evaluated.

4.5.2. Equipment Maintenance. Ensure equipment maintenance and inspections are performed as prescribed in applicable directives. Operationally check and inspect a representative sample (minimum ten percent) of unit life support equipment to ensure proper function. Inspection of flight line operations to include safety adherence and compliance to applicable directives, and proper management of the composite tool kit program. Check supporting agencies to include all satellite facilities support agencies including avionics, egress, parachute, and survival equipment.

4.5.3. Training. This area will cover aircrew continuation and OJT. Ensure appropriate training is conducted, resources are provided, and facilities are available. Personnel will be checked for certification and qualification to perform tasks. Evaluations include hanging parachute harness training and water survival training, if applicable; classroom and OJT in using equipment; training outlines and training aids. Administer emergency procedure evaluation(s) of egress, to include hanging parachute harness descent, training to ensure aircrews are knowledgeable of established procedures. When the AFMC unit is a tenant, evaluate the host base program, including applicable agreements, to ensure adequate training is administered. Ensure on-the-job training complies with applicable directives. Administer a representative sample of task evaluations to ensure life support personnel are knowledgeable and maintain the highest standards.

4.5.4. Documentation. The team will inspect at least 30 percent of the life support records to ensure compliance with directives. This check will include equipment inspection cards, PMEL listing, supply folders and other computer products and paperwork. In addition, the unit must account for all life support records that are required to support the unit mission.

4.5.5. Publication Library. This area will cover the administration of technical orders, instructions, supplements, changes, operating instructions and related directives. Posting, filing, organization and currency will be checked.

4.5.6. Primary instructions providing guidance are: AFI 11-301, *Aircrew Life Support (ALS) Program*, AFI 11-302, C-130, C-141, KC-10, and C/KC-135, *Maintenance and Configuration Requirements for Aircrew and Aircraft Installed Life Support Equipment (LSE)*, AFI 16-1301, *USAF Survival, Evasion, Resistance Education (SERE) Program*, additional instructions and Technical Orders listed in AFI 11-301, Attachment 1, and supplements.

4.6. HARM/SARM. The following subareas are subject to formal inspections:

4.6.1. Management. Manning should be at authorized levels. Facilities will be adequate to support the mission. Prescribed directives/supplements must be current. Self-inspections should be performed as required.

4.6.2. Supervision. The unit commander will be involved in daily supervision. User-identifications should be issued IAW prescribed directives. Window security levels must be reviewed often for data base access by authorized users. The PDS interface will be reviewed for accuracy for information flowing into AFORMS. ADPE management should be monitored for computer maintenance and repair.

4.6.3. Documentation. Flight record folders and jump record folders should be reviewed for required source documents. Flight pay will be monitored for authorized receipt and accuracy.

AFTO Forms 781 must be reviewed for accuracy prior to input into AFORMS. AF Forms 1042 should be received in a timely manner. AF Forms 702, should be annotated with required training completion dates. AF Forms 142 should be updated during annual record reviews. Aeronautical orders will be published in a timely manner. Military pay orders will be reviewed for accuracy of pay entitlements. OFDA credit should be awarded properly.

4.6.4. Execution. Inputs and record reviews must be done in a timely manner. Audits will be performed prior to input and after output of data to/from AFORMS. In/out processing should be performed accurately on flight record folders. Quality customer service must be provided to all internal and external customers. The HORIS report audit list will be reviewed monthly for accuracy. Ops management suspense lists should be reviewed weekly for accuracy and corrections made in a timely manner.

4.6.5. Training. OJT should be performed, with established formal training plans, and proper documentation of required training on AF Forms 623.

4.6.6. Primary instructions providing guidance are: AFI 11-202 Vol 1, AFI 11-2FT, Vol 1, AFI 11-301, AFI 11-401, AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, AFI 11-403, *Aerospace Physiological Training Program*, AFI 11-404, AFI 11-410, AFI 11-412, DOD 7000.14-R Vol 7A, *Department of Defense Financial Management Regulation (Military Pay Policy and Procedures Active Duty and Reserve Pay)*, as supplemented.

## 5. Inspection Ratings.

5.1. Unit and area ratings are derived using objective and subjective means. This allows the inspection team chief to compensate and modify ratings based on relevant intangible factors. Ratings will be determined after considering the difficulty and magnitude of tasks for each individual unit. Overall unit/squadron ratings will be given using a five-tier scale.

5.1.1. Outstanding: Exceeds all requirements; A model for others to emulate.

5.1.2. Excellent: Met or exceeded requirements; No repeat discrepancies.

5.1.3. Satisfactory: Complied with intent; discrepancies did not impact unit mission effectiveness.

5.1.4. Marginal: Most requirements met; discrepancies degraded unit effectiveness.

5.1.5. Unsatisfactory: Did not comply with directives; unit mission impacts observed.

5.2. Ratings Criteria. The five adjective ratings are listed below.

5.2.1. Outstanding: at least half of the areas will be rated outstanding with no rating below excellent.

5.2.2. Excellent: at least half of the areas will be at least excellent, with no rating below satisfactory. APE/JPE performance must be rated at least excellent.

5.2.3. Satisfactory: at least half of the areas will be at least satisfactory, with no rating below marginal. APE/JPE performance must be rated satisfactory or higher.

5.2.4. Marginal: at least half of the areas will be at least marginal. APE/JPE performance must be rated marginal or higher.

5.2.5. Unsatisfactory: the overall rating will be unsatisfactory. If APE/JPE performance is rated unsatisfactory, the overall rating will be unsatisfactory.

5.2.6. Area grades are derived in a similar fashion where for a given proposed area rating at least half of subareas are at or above that rating and no single subarea is rated more than one rating level below the proposed area rating.

### 5.3. Inspection Findings

5.3.1. Inspection reports will contain specific finding comments aside from descriptive verbiage. Discrepancies are significant errors that demand attention or action to correct, actions or in-action that violate regulations, manuals, guidance, instructions, or violations of safety procedures. Some discrepancies may be corrected immediately; however, some may require revamping or implementation of specific programs to correct. All discrepancies, whether corrected on the spot, or requiring new or revised programs, must be answered in writing.

5.3.2. All findings will be specifically identified and discussed during the inspection. The area chief will debrief the unit program chief on the results of the inspection of the program. At this time, the inspector will identify discrepancies and outstanding performers. This process, called validation, ensures that units will know before the report is published what discrepancies exist. During the validation process program chiefs that should alibi any discrepancies they feel are not valid.

5.3.3. Commendable and top performers will be identified by name during the inspection. When possible, a digital photograph of commendable or top performers will be included in the out-brief, and their names included in the final report.

5.3.4. If a unit receives an overall unit grade of UNSATISFACTORY or MARGINAL, AFMC/DOV will return to the unit within 90 days to re-inspect the unsatisfactory or marginal areas. The intent of this supplementary inspection will be to verify that processes and procedures are in place to prevent the recurrence of these discrepancies.

5.3.5. Written answers to discrepancies must be forwarded to AFMC/DOV within 60 days of the inspection out-brief. Answers should outline the programs, written policies, and procedures instituted since the inspection that will prevent the discrepancy from reoccurring. Programs instituted by the unit prior to the inspection will also be outlined in the response if they are designed as corrective action to a deficiency exposed during the inspection.

## 6. SAV, APE/JPE and Inspection Support.

6.1. SAV Support. The Host unit will coordinate and provide the following, as applicable, 30 days prior to the start of a SAV.

6.1.1. A current personnel qualification roster (PQR), aircrew currency list, a listing of key personnel, and a unit organizational chart.

6.1.2. For Operational Support Squadrons that have a HARM office, provide a point of contact, listing of key personnel, and an organizational chart, if the HARM/SARM is to be visited.

6.1.3. Ground Transportation (motor pool, GSA motor pool, or rental vehicles; 1-2 depending on team size and composition). Billeting in order of preference: On base (team integrity mandatory), contract quarters off base, nonavailability.

6.1.4. Rooms team work center. Team work center should be large enough for inspectors to work.

6.1.5. Computer requirements are at least one desktop computer with access to a printer. Software needs will vary with release and purchase of new office software by USAF. The latest version of MS Office is required to write and publish the report. While LAN/Internet connections are not mandatory, they are strongly desired in order to facilitate references to HHQ instructions and policy. Access to a shredder is also required.

6.1.6. Telephone requirements are a minimum of two (2) class A DSN lines plus LAN/Internet if available.

6.2. Aircrew/Jumper Performance Evaluation Support. Due to the short/no-notice nature of APE/JPEs, the Host unit may be unable to coordinate and provide all of the support items desired. However, unit POCs should do everything possible to provide the following items.

6.2.1. A current PQR, aircrew currencies list, a listing of key personnel, weekly flying schedule and a unit organizational chart and Unit Mission Statement.

6.2.2. Ground Transportation (motor pool, GSA motor pool, or rental vehicles; 2-3 depending on team size and composition).

6.2.3. Rooms for in-brief, out-brief, aircrew testing, publications checks, and team work center. In/out-brief rooms should be capable of MS Office Powerpoint projection. The testing area should allow all unit personnel to test as a group in the same room. Team work center should be large enough for seven inspectors with work areas large enough to inspect all unit personal publications, unless a separate room is provided for publication inspections. If facilities are inadequate for testing and publications, the unit POC will coordinate with the AFMC/DOV POC to identify different shifts or locations for testing and publications inspections.

6.2.4. Computer requirements are at least one desktop computer with access to a printer. Software needs will vary with release and purchase of new office software by USAF. The latest version of MS Office is required to write and publish the report. While LAN/Internet connections are not mandatory, they are strongly desired in order to facilitate references to HHQ instructions and policy. Copier requirements are one copier (access only) with appropriate passwords if required. Access to a shredder is also required.

6.2.5. Telephone requirements are a minimum of two(2) class A DSN lines plus LAN/Internet if available Comprehensive in-brief from the DFO or his representative to be delivered immediately following the HQ AFMC/DOV in-brief.

6.3. Inspection Support. The Host unit will coordinate and provide the following, as applicable, 30 days prior to the start of a formal inspection.

6.3.1. A current PQR, aircrew currency list, a listing of key personnel, weekly flying schedule and a unit organizational chart.

6.3.2. For Operational Support Squadrons that have a HARM office, provide a point of contact, listing of key personnel, and an organizational chart.

6.3.3. Ground Transportation (motor pool, GSA motor pool, or rental vehicles; 3-6 depending on team size and composition). Billeting in order of preference: On base (team integrity mandatory), contract quarters off base, nonavailability.

6.3.4. Rooms for in-brief, out-brief, aircrew testing, publications checks, and team work center. In/out-brief rooms should be capable of MS Office Powerpoint projection. The testing area should allow all unit personnel to test as a group in the same room. Team work center should be large enough for seven inspectors with work areas large enough to inspect all unit personal publications, unless a separate room is provided for publication inspections. If facilities are inadequate for testing and publications, the unit POC will coordinate with the AFMC/DOV POC to identify different shifts or locations for testing and publications inspections.

6.3.5. Computer requirements are at least two (2) desktop computers with access to a printer. Software needs will vary with release and purchase of new office software by USAF. The latest version of MS Office is required to write and publish the report. While LAN/Internet connections are not mandatory, they are strongly desired in order to facilitate references to HHQ instructions and policy. Copier requirements are one copier (access only) with appropriate passwords if required. Access to a shredder is also required.

6.3.6. Telephone requirements are a minimum of two (2) class A DSN lines plus LAN/Internet if available. Comprehensive in-brief from the DFO or his representative to be delivered immediately following the HQ AFMC/DOV in-brief.

6.3.7. Operations Support Squadron (OSS) commander will prepare and deliver a short 5-10 minute briefing describing the unit mission.

6.3.8. Units with more than one squadron will have each squadron prepare a short (5-10 minute) briefing describing the squadron mission.

6.3.9. All FEFs and personal publications will be collected and delivered to the team work center. The HQ AFMC/DOV POC will coordinate with the training officer to specify when and where training folders will be delivered. Personal publications will be inspected immediately after the in-brief to facilitate the return of these items to the unit.

6.3.10. All documentation will be maintained in accordance with AFMAN 37-139, *Records Disposition Schedule*.

6.3.11. Arrival/Departure Support.

6.3.11.1. The unit POC is requested to be present at team arrival with access to ground transportation and billeting keys packaged and ready to distribute. HQ AFMC/DOV POC will coordinate with unit POCs to ensure dates and times of arrival and departure are known.

6.3.11.2. Upon arrival, the team will be met by the unit POC or his representative and issued transportation. The first days activities are normally scheduled as follows: AFMC/DOV In-brief, Unit In-brief, Aircrew Testing, Publication Checks, FEF reviews. Unit program inspections normally begin on day two with a brief (10 minute maximum) flying unit overview given by the flying unit commander or operations officer. Units with multiple flying units will normally be inspected on different days, with each day beginning with a brief overview of that flying unit's programs.

PERRY L. LAMY, Brig Gen, USAF  
Director of Operations