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Supersedes AFI 11-202, Volume 2, AMCS1,
18 June 2002

Pages: 31

Distribution: F

AFI 11-202, Volume 2, 17 June 2002, *Aircrew Standardization/Evaluation Program*, is supplemented as follows: This supplement is AMC/ANG/AFRC approved and applies to AMC-gained CONUS-based AFRC mobility units. This publication applies to the Air National Guard (ANG). Send waiver requests through DOV channels to HQ AMC/A37V, 402 Scott Drive Unit 3A1, Scott AFB IL 62225-5302. For ANG and AFRC units, send waiver requests through channels to ANG/XOO or HQ AFRC/DOV, as appropriate, for follow-on coordination with HQ AMC/A37V. Approved waivers are issued for a maximum of 1-year from the effective date or until this publication is revised, whichever occurs first. File a copy of approved waivers with this instruction and send "info copy" to gaining NAF/DOV, if appropriate.

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SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

It incorporates the new AMC organizational structure and the assumption by HQ AMC/A37V of those responsibilities historically performed by 15th and 21st AF (paragraph **2.4.1.**). It clarifies guidance for the administration of Aircrew Standardization/Evaluation Visits (ASEV) and establishes overall grading criteria (paragraph **2.5.2.1.**), clarifies AF IMT 8 (paragraph **7.3.6.3.**), 942 (paragraph **7.4.5.2.**), and 1381 (**Attachment 7 (Added)**) documentation, and establishes AMC/A3 as approval authority for unit supplements (paragraph **2.3.4.**). It gives commanders discretion in determining no-notice goal if the unit has less than five crewmembers in a given position (paragraph **5.2.3.3.1.1. (Added)**). It establishes guidelines for the use of electronic FCIF libraries (paragraph **8.1.1.**) and also corrects typographical and reference errors in the previous AMC Supplement, dated 18 Jun 2002.

2.3.1.1. Aircrew Standardization/Evaluation Division (HQ AMC/A37V) is designated by the Director of Operations (HQ AMC/A3) for the overall management of AMC and AMC-gained ANG and AFRC mobility unit standardization and evaluation programs.

2.3.1.2. HQ AMC and HQ AFRC flight examiners will maintain flying proficiency (evaluator status) and should maintain full mission ready status. They should also be qualified or certified in as many special missions as possible. Special missions include low altitude air refueling (LAAR), receiver air refueling (AR), special-operations low-level II (SOLL II), airdrop, prime nuclear airlift force (PNAF), Special Operations Air Refueling (SOAR), etc. HQ AMC/HQ AFRC flight examiners are not required to maintain special mission currency according to AFI 11-202, Volume 1, *Aircrew Training*, and the appropriate AFI 11-2MDS-Specific Volume 1; but they should have initial qualification in the specific special mission and participate as an examiner or observer on at least one special mission every 6-months.

2.3.2.2. C-130J evaluation criteria is located in the C-130J CONOPS, ANNEX B.

2.3.2.4. AMC/A37V will maintain FCIF status listing on the AMC Stan/Eval website at: <https://private.amc.af.mil/a3/a3v/>.

2.3.2.6. AMC/A37V will coordinate, build, maintain, and distribute one common MQF for each aircrew position of each MDS for closed book qualification examinations. AMC/A37V may delegate this responsibility to units without HQ AMC MDS representation, but will grant final approval of all MQFs. AMC/A37V will also review OG-generated aircrew open book tests. Aeromedical Evacuation Crewmember (AECM) MQFs may be consolidated into a single document. AMC/A37V will make MQFs available via the internet or will provide copies of the MQF to user-MAJCOMs upon request.

2.3.2.12. Flight Observation and Evaluation Program. At the direction of HQ AMC/A3 or A37V, AMC/A3 personnel may observe AMC missions and provide feedback to AMC/A3 on the status and capability of the mobility system. AMC/A3 personnel may observe any TACC directed (AMC and AMC gained) mission of any MDS.

2.3.2.13. (Added) HQ AMC flight examiners are the primary evaluators of aircrew performance in the mobility system. HQ AMC/A37V personnel administer pyramid, no-notice (N/N), and other evaluations to mobility forces performing mobility missions in execution by the TACC or as directed by AMC/A3. HQ AFRC/DOV flight examiners may administer evaluations to AFRC mobility forces. This may include SPOT evaluations. The following requirements apply:

2.3.2.13.1. (Added) Aircraft commander and crewmembers must be notified prior to entering crew rest (NA for N/N evaluations).

2.3.2.13.2. (Added) AMC/A37V evaluators may perform a SPOT evaluation on any MDS. HQ AFRC/DOV evaluators may perform a SPOT evaluation on any AFRC MDS. For SPOT evaluations in a MDS or crew position in which the evaluator is not qualified, the evaluation is restricted to the areas listed under GENERAL in the respective AFI 11-2MDS Vol 2.

2.3.2.13.3. (Added) AFRC flying AMC missions - appropriate AFRC NAF/DO (4 AF or 22 AF) prior notification and concurrence for both SPOT and no-notice evaluations.

2.3.2.13.4. (Added) ANG flying AMC missions - ANG/XO and unit commander coordination/approval is required.

2.3.2.13.5. (Added) AETC flying AMC missions – 19 AF notification and unit commander concurrence.

2.3.2.13.6. (Added) User-command - Appropriate MAJCOM/DO (or as specified) concurrence.

NOTE: AMC/A37V may comply with notification requirement by "blanket" notification message with appropriate prior coordination and approval. Notification message should specify time, exercise, deployments, etc., for duration of the evaluation window.

2.3.2.14. (Added) Act as final operational approving authority for computer flight planning, TOLD, NAVAIDs, and weight and balance software, and develop aircraft specific fuel planning pamphlets when not provided in aircraft technical orders.

2.3.2.15. (Added) Act as 24-hour on-call waiver authority for operational procedures according to the appropriate AFI 11-2MDS-Specific Volume 3, Operations Procedures, Chapter 4, Waiver Protocol.

2.3.2.16. (Added) Manage the Command's aircrew Special Interest Item (SII) Program using inputs from, but not limited to, aircrew trends received from units.

2.3.4. This supplement establishes HQ AMC/A3 Standardization/Evaluation (Stan/Eval) Program to support AMC aircrew objectives. It applies to commanders, operations supervisors, aircrews assigned or attached to AMC for flying, and aircrew performing Stan/Eval duties aboard AMC or AMC-gained aircraft. For specific evaluation criteria for qualification on a particular mobility mission design series (MDS) or aircrew specialty, see the appropriate AFI 11-2MDS-Specific Volume 2. Units will supplement this instruction according to Chapter 9. Unit supplements will be forwarded through AMC/A37V to AMC/A3 for approval. AFRC units coordinate with applicable AFRC NAF/DOV in turn to HQ AFRC/DOV prior to submitting to AMC/A37V. Send proposed change to this instruction on AF IMT 847, **Recommendation for Change of Publication**, according to AFI 11-215, *Flight Manuals Program (FMP)* and AMC Supplement 1.

2.4.1. HQ AMC/A37V assumes responsibility for functions in paragraph 2.4. AFRC NAF/DOV personnel do not complete pyramid evaluations or conduct AFRC Aircrew Stan/Eval Visits (ASEV), unless requested by HQ AMC/A37V. AFRC NAF/DOV evaluators may conduct a SPOT evaluation on any AFRC MDS. For SPOT evaluations in a MDS or crew position in which the evaluator is not qualified, the evaluation is restricted to the areas listed under GENERAL in the respective AFI 11-2MDS Vol 2.

2.4.2.6. Pyramid Evaluation Program. HQ AMC/A37V will implement a pyramid evaluation system. Senior OG/OGV evaluators (including AFRC and ANG) or equivalent will receive a pyramid evaluation from AMC/A37V to satisfy the 17-month periodic qualification requirement. Units without MDS representation at AMC/A37V do not receive AMC/A37V flight evaluations unless directed by AMC/A3. When HQ AMC flight examiners are not available to administer pyramid evaluations to AMC-gained AFRC evaluators, HQ AFRC/NAF/DOV will provide a flight examiner for the evaluation prior to a wing level flight examiner being scheduled to administer the evaluation.

2.4.2.6.1. (Added) If there is no specific aircrew or aircraft representation at the pyramid level, then the next higher level is responsible. The senior evaluators for specific aircraft and missions receive evaluations from any appropriately qualified examiners when there are no qualified examiners in the pyramid above them.

2.4.2.6.2. (Added) Units will submit request for pyramid waiver through appropriate channels, i.e. OGV through OG/CC to AMC/A37V for approval. AMC-gained AFRC units will coordinate through OG/CC to the appropriate AFRC/NAF/DOV then to HQ AFRC/DOV and to AMC/A37V in turn for approval. If approved, AMC/A37V will provide the unit with a "Pyramid Evaluation Waiver" MFR. File the MFR in the waiver section of the individual's FEF.

EXCEPTION: Pyramid evaluation is not required for aircrew undergoing aircraft conversion, difference training on aircraft or for students completing formal qualification and training programs according to AFI 11-2MDS-Specific Volume 1.

2.4.2.6.3. (Added) Units may align Stan/Eval crewmembers' qualification expiration dates to allow all crew positions eligible for their pyramid evaluations to complete the checkride at the same time.

2.4.2.6.4. (Added) AMC/A37V may perform a staff assistance visit (SAV) in conjunction with pyramid evaluations when specifically requested by the unit.

2.4.2.7. At the direction of the AFRC/NAF/DO, NAF/DOV personnel may observe AFRC unit missions and provide feedback to AFRC/NAF/DOV or AMC/A37V, as appropriate.

2.4.2.11. (Added) AMC/A37V will consolidate and analyze data from aircrew trends by MDS, crew position, and AF Form 3862, **Aircrew Evaluation Worksheet**, area. Provide an electronic copy (.doc file) of trend information to HQ AMC/A37V (and HQ AFRC/DOV for AFRC units) semi-annually for consideration to be incorporated in the command's aircrew SII Program. Along with the trend information, OGV will include any problems requiring HQ AMC assistance and a list of open AF IMTs 847 being coordinated above the wing level.

NOTE: This reporting requirement is exempt from licensing in accordance with AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

2.4.3.1. (Added) AFRC/NAF flight examiners will maintain flying proficiency (evaluator status) and should maintain full mission ready status. They should also be qualified or certified in as many special missions as possible. Special missions include low altitude air refueling (LAAR), receiver air refueling (AR), special-operations low-level II (SOLL II), airdrop, prime nuclear airlift force (PNAF), Special Operations Air Refueling (SOAR), etc. HQ AMC/HQ AFRC flight examiners are not required to maintain special mission currency according to AFI 11-202, Volume 1, *Aircrew Training*, and the appropriate AFI 11-2MDS-Specific Volume 1; but they should have initial qualification in the specific special mission and participate as an examiner or observer on at least one special mission every 6-months.

2.5.2.1. Aircrew Standardization/Evaluation Visit (ASEV):

2.5.2.1.1. (Added) Purpose. ASEV teams validate unit Stan/Eval and training processes and ensure standardization among flying units. ASEV is a process-oriented administrative review of Stan/Eval and training programs, aircrew testing, and in-flight evaluation of instructors, flight examiners, and other selected crewmembers. The ASEV is the principal AMC/A3 assessment tool in evaluating unit Stan/Eval programs within the chain-of-command according to AFI 11-202, Volume 2. Evaluations will be administered by HQ AMC flight examiners or designated ASEV augmentees qualified in the applicable aircraft and crew position.

2.5.2.1.1.1. (Added) HQ AMC ASEV team may request augmentee support from units or user-commands. The AFRC NAF/DOVs (4 AF and 22 AF) should augment teams for ASEV on their respective AFRC units, and may be asked to augment any ASEV team. AFRC augmentee support will be coordinated through HQ AFRC/DOV.

2.5.2.1.1.2. (Added) Units without aircrew/MDS representation at AMC/A37V will receive an administrative ASEV when directed by the AMC/A3.

2.5.2.1.2. (Added) ASEV Testing. ASEV team will administer a closed book examination to all available personnel, in the grade of O-5 and below, who are current and qualified to fly unsupervised in unit aircraft. All aircrew attached at the wing or below will test. Test individuals who are dual MDS aircraft qualified in only their primary aircraft. The ASEV examinations may be used to satisfy recurring closed book testing requirements for flight evaluations.

2.5.2.1.2.1. (Added) ASEV Tests will be derived from a minimum of 85% MQF questions, with the balance coming from Flight Publications, Safety/Operational Supplements, FCIFs, and local directives.

2.5.2.1.2.2. (Added) ASEV tests have minimum passing scores according to requirements for closed book examinations in AFI 11-202, Volume 2. Crewmembers failing ASEV closed book tests will be placed in supervised status until successful completion of unit closed book exams.

2.5.2.1.2.2.1. (Added) The ASEV team will report the names of individuals tested and their scores to the unit commander. The final ASEV report will list the range of test scores and the average test score.

2.5.2.1.2.2.2. (Added) The ASEV team chief may elect to send the ASEV test after formal ASEV notification but before arrival of the ASEV team. The unit will identify a "trusted agent" to control the ASEV test content and conduct unit testing, or as specified by ASEV team chief.

2.5.2.1.3. (Added) Primary ASEV Flight Evaluations. HQ AMC flight examiners will administer in-flight evaluations to senior OG (or equivalent) Stan/Eval personnel for each of the unit's assigned mission or design aircraft.

2.5.2.1.3.1. (Added) Do not extend the senior Stan/Eval crewmember's evaluation expiration date to allow evaluation during the ASEV.

2.5.2.1.3.2. (Added) If any senior Stan/Eval crewmembers are scheduled to change within 3 months following ASEV, administer evaluations to designated replacements.

2.5.2.1.3.3. (Added) Pyramid evaluations received within 6 months before the start of an ASEV will count towards the ASEV in-flight evaluation requirements.

2.5.2.1.3.4. (Added) ASEV Simulator Evaluations. HQ AMC flight examiners may evaluate crew members in the applicable training device (if available). The evaluation will include all activity required for a Simulator evaluation.

2.5.2.1.3.5. (Added) For KC-10 senior boom operator, use Boom Operator Trainer (SIM/BOT). In addition, a KC-10 CCTS instructor crew will be administered a SIM/BOT evaluation. Credit each SIM/BOT evaluation for one flight evaluation.

2.5.2.1.4. (Added) Secondary ASEV Flight Evaluations:

2.5.2.1.4.1. (Added) HQ AMC flight examiners will administer flight evaluations to instructors (preferably performing instructor duties) or flight examiners (preferably performing flight examiner or instructor duties). Additionally, ASEV team members may administer evaluations to any crewmember that is current and qualified to fly in unit aircraft and is on the flying schedule. Complete an AF IMT 8, **Certificate of Aircrew Qualification**, for all ASEV evaluations. The total number of evaluations will be at the discretion of the ASEV team chief.

2.5.2.1.4.2. (Added) Credit may be taken for ASEV evaluations on local and off-station SPOT evaluations administered by HQ AMC flight examiners on AMC-directed deployment, re-deployment, airlift, AR, Joint Airborne/Air Transportability Training (JA/ATT), JOSAC, operational and local training mis-

sions within 75 days of the designated start date of the ASEV (75 – 90 days prior with OG/CC approval). OG/CC approval is required when conducting local or JA/ATT evaluations before the scheduled ASEV for ANG and AFRC mobility units.

2.5.2.1.5. (Added) ASEV Requirements:

2.5.2.1.5.1. (Added) ASEV Scheduling/Notification. AMC ASEV teams will normally visit units (including associate reserve units), approximately every 30 months (45 months for Unit Equipped [UE] ANG and AFRC units). Initial planning dates for projected unit ASEV are scheduled and published semi-annually in AMC/IG's consolidated command's inspection target scheduling message. Official unit ASEV notification will be dispatched to the unit 90 days before scheduled visit. Notification message will include types of missions to be scheduled, ASEV team composition, transportation requirements, special interest items, and other details of the visit. Unit scheduling conflicts should be reported to AMC/A37VI for resolution. ASEV scheduling conflicts, changes, and schedule alignments are normally made during the semi-annual scheduling conferences with representation from AMC/A37V, ANG/XO, and AFRC/DOV. Command inspections are coordinated with TACC.

2.5.2.1.5.2. (Added) Flight evaluations should represent a cross section of the unit's operational mission. Instructors may be asked to demonstrate maneuvers to help assess instructor ability. All crewmembers may be asked to accomplish specific tasks or maneuvers for their crew qualification to assess proficiency.

2.5.2.1.5.3. (Added) ASEV teams will complete all AF IMTs 8 for in-flight evaluations before departure. At the unit commander's discretion, and with ASEV evaluator's approval, evaluations administered by ASEV flight examiners may be credited toward periodic evaluation requirements. This request must be made prior to the start of the evaluation. Complete remaining ground items within 2 months (AFRC and ANG units may use entire eligibility period for the accomplishment of requisites) but not later than the end of the eligibility period.

2.5.2.1.6. (Added) ASEV Grading. A unit-level overall ASEV grade will be awarded. At the conclusion of the visit, the ASEV team chief will provide feedback (oral or written) to the unit commander and staff. In addition, AMC/A3 or designated representative will release an ASEV written report following review/endorsement. ASEV teams will identify those areas not in compliance with current guidelines and include as "required improvements". Units will report corrective action to AMC/A37V within 90 days after receiving the final report. This report will be in the form of an official memorandum signed by the unit's operations group commander to AMC/A37V. It will provide specifics on what corrective action was taken to resolve each of the "required improvements" to bring each of the designated areas into compliance.

2.5.2.1.7. (Added) ASEV Programs. All unit Stan/Eval, Training, Tactics and Aircrew Resource Management System programs are subject to inspection. The AMC/A37V ASEV Standards Guide provides additional information and guidance on specific programs subject to assessment by the ASEV team. Individual programs will be awarded a grade using the following scale:

2.5.2.1.7.1. (Added) Outstanding: Program exceeds all requirements with no significant discrepancies noted.

2.5.2.1.7.2. (Added) Excellent: Program exceeds most requirements with few deviations noted.

2.5.2.1.7.3. (Added) Satisfactory: Program meets requirements with some deviations noted.

2.5.2.1.7.4. (Added) Marginal: Program meets most requirements with significant discrepancies noted.

2.5.2.1.7.5. (Added) Unsatisfactory: Major discrepancies noted that degrade program effectiveness.

2.5.2.1.8. (Added) ASEV Results. AMC/A37V will forward a copy of applicable ANG or AFRC unit ASEV reports (RCS: AMC-DOV(AR) 9404, ASEV Report) to ANG/XOO or AFRC/DOV. Unit ASEV Reports are available on the AMC/A37V website.

NOTE: (RCS: AMC-DOV(AR) 9404, ASEV Report) is designated emergency status code D for licensing according to AFI 33-324. Immediately discontinue reporting data requirements during emergency conditions. When activated, do not send the ASEV report in message format.

2.5.3.3. (Added) AMC/A37V or appropriate AFRC NAF/DOV (4 AF or 22 AF) may conduct Staff Assistance Visits (SAV) only when formally requested by a unit. SAVs may include any Stan/Eval or training related area the unit requests.

2.5.3.4. (Added) Reports generated by a SAV will be informal (internal use only).

2.5.4. Prior coordination for an informal visit is not required. If the purpose of visit is other than continuation training or pyramid evals, HHQ evaluators will informally in/out-brief with the OG/CC. Reports, if generated, will be informal (for internal use only).

3.2.1.3. OG/CC may consolidate unit aircrew testing facilities to simplify test administration.

3.2.1.7. (Added) OG/CC, through OG/OGV, will establish the unit's baseline N/N evaluation program.

3.2.1.8. (Added) For non-located OG units with different MDS aircraft, the OG/CC will determine the basing location for each MDS/OG evaluator.

3.2.1.9. (Added) Wing and OG/CCs receive their evaluations from any appropriately qualified flight examiner.

3.2.2.4.1. Include the following areas in trend analysis (if available): open/closed book examination program, evaluations, supplementary evaluation program, supervisory observations, and ATS contractor feedback.

3.2.2.4.4. Report trends to AMC/A37V and appropriate AFRC NAF/DOV (4AF or 22AF) quarterly (AFRC and ANG units semi-annually) in SEB minutes.

3.2.2.5. Document overall supplementary evaluation program in unit supplement to this instruction.

3.2.2.6.1. (Added) SEB – General. The Stan/Eval Board (SEB) summarizes the unit's Stan/Eval program and provides a forum for the review and resolution of aircrew related issues. Any area or item of concern, no matter how identified, should be addressed by the board.

3.2.2.6.2. (Added) SEB – Requirements. OG/OGV will establish an SEB. OGV should include non co-located squadron and detachments in the board proceedings. Squadron and detachments not co-located with their OG may conduct their own board or provide representation to the unit's SEB. Board minutes from non co-located squadron and detachment SEBs should be forwarded to the unit for inclusion in the unit's SEB.

3.2.2.6.2.1. (Added) Convene the SEB after the end of each calendar quarter (in January, April, July, and October). AFRC and ANG units may convene the SEB after the end of the calendar semi-annual period (in January and July).

3.2.2.6.3. (Added) Unit commander chairs the SEB and determines its composition. Board members should include representatives from Stan/Eval, training, operations, safety, and other areas as determined by the commander (e.g., ATS contractors).

3.2.2.6.4. (Added) Discuss items and prepare minutes IAW AFI 11-202V2 and:

3.2.2.6.4.1. (Added) Identify trends by MDS, crew position, and AF Form 3862 area.

3.2.2.6.4.2. (Added) Add new item to the end of the "Summary" section: "Report results from any Higher Headquarters (HHQ) Observation missions."

3.2.2.6.5. (Added) Identify recommendations beyond the authority of the unit commander in the board minutes and send to AMC/A37V and appropriate AFRC NAF/DOV (4AF or 22AF).

3.2.2.6.6. (Added) The Chief, OGV is responsible for preparation of the agenda, notifying attendees, and preparing the SEB minutes. SEB minutes will be signed or endorsed by OG/CC. Units will maintain at least a 30 month (4-year UE AFRC and ANG) history of their SEB minutes. Send a copy of the unit's SEB minutes to HQ AMC/A37V. Additionally, AFRC units send a copy to appropriate AFRC NAF (4 AF or 22 AF) and to HQ AFRC/DOV. Electronic copies are preferred. SEB minutes are due to AMC/A37V no later than 30 days following the SEB reporting period.

NOTE: SEB minutes are exempt from reporting requirements and licensing according to AFI 33-324.

3.2.2.9.4. (Added) Chief, OGV is final approval authority at unit level for AF IMTs 847.

3.2.2.11. The purpose of the unit supplement is to document processes by which units implement the requirements of this instruction. Supplements will not duplicate and will not be less restrictive than the provisions of this or any other publication without prior authorization from AMC/A37V. Unit supplements will be written IAW AFI 33-360, Volume 1, *Publications Management Program*, and forwarded through AMC/A37V to AMC/A3 for final approval. Supplements should include, but not be limited to, the following: Stan/eval organization/manning, Flight Examiner certification program, N/N evaluation program/goals, trends program, stan/eval board program, aircrew examination program to include open/closed book question sources and periodic testing program, supplementary evaluation program, flight manuals program, AF IMT 847 program, FEF maintenance, FCIF program, go/no go procedures, completion/documentation of flight evaluation requisites, AF IMT 8 completion/routing/filing to include additional training follow up and reviewing/approving officials, AF IMT 1381 procedures and applicable certifications, and R & C board procedures.

3.2.2.12. (Added) Review hazard reports and aircraft mishap reports and take corrective action, when required.

3.2.2.13. (Added) Pyramid evaluation program requirements. Send a list of senior evaluators by crew position, qualifications (including special qualifications), and evaluation expiration dates to the respective AMC/A37V MDS chief (and appropriate AFRC NAF/DOV for AFRC units). Send an update when change in personnel or qualification occur. Forward pyramid evaluation waiver requests, through OG/CC, to AMC/A37V no later than 30 days before evaluation expiration date.

3.2.2.14. (Added) OG/OGV will maintain a record of all evaluations administered by assigned flight examiners. Record the following minimum information: date of evaluation, flight examiner's name and rank, examinee's name and rank, type of evaluation, and qualification level awarded. Each aircraft type will have a separate record. Maintain a two-year history.

3.2.2.15. (Added) Flight examiners should be qualified in as many special mission qualifications as possible for which the OG has a mission responsibility. For special missions in which the OG/OGV does not maintain qualification, the Chief, OGV will select an examiner to perform pyramid evaluations.

3.2.2.16. (Added) Flight Examiners qualifying in special missions such as AR, SOLL II, etc., are flight examiners in those missions once upgrade is complete.

3.2.2.17. (Added) OG examiners will evaluate:

3.2.2.17.1. (Added) Senior evaluators at the next lower level, and may evaluate squadron and detachment crewmembers. OG/CCs or equivalent may designate a secondary senior evaluator to administer pyramid evaluations in the absence (DNIF, TDY, etc.) of the senior evaluator.

3.2.2.17.2. (Added) Squadron commanders and operations officers.

3.2.2.17.3. (Added) Associate OG squadron commanders and operations officers when the associate OG does not have a Stan/Eval function.

3.2.2.17.4. (Added) Senior evaluators assigned to reserve associate OG/OGV (squadron DOV where no associate OG/OGV exists) if HQ AMC, HQ AFRC, or AFRC NAF flight examiners are not available.

3.2.2.17.5. (Added) Subordinate detachment commanders and senior evaluator counterparts.

3.2.2.17.6. (Added) AMC Combat Crew Training School (CCTS) assigned instructors who are co-located with operational units.

3.2.3.3. Forward a copy of the OG/CC designation letter, with justification, through AMC/A37V, to the AMC/A3. AFRC units send courtesy copy to applicable NAF/DOV who will forward to AFRC/DOV.

3.2.3.5. (Added) Designate, if desired, a Stan/Eval Liaison Officer (SELO) at the OGV level to assist in Stan/Eval duties.

3.3.2.8. (Added) Maintain a record of all evaluations administered by assigned flight examiners. Record the following minimum information: date of evaluation, flight examiner's name and rank, examinee's name and rank, type of evaluation, and qualification level. Each aircraft type will have a separate record. Maintain a two-year history. For AFRC, the records may be consolidated under paragraph [3.2.2.14. \(Added\)](#) to satisfy this requirement.

3.3.2.9. (Added) Manage the squadron N/N evaluation program.

3.3.2.10. (Added) Conduct Review and Certification (R&C) Boards. AFRC and ANG units may conduct R&C board at group or wing level.

3.3.2.10.1. (Added) R&C Board - General. Commanders will ensure aircrew members achieve and maintain only the highest standards and professional qualifications required to execute the mission. R&C Board certifies crewmembers have completed all training requirements and successfully completed all required flight evaluations.

3.3.2.10.2. (Added) R&C Board – Requirements. Squadron or detachment commanders will convene aircrew R&C Boards. Organizational differences may limit AFRC and ANG units from full compliance with the requirements of this section. Follow the overall policy and intent, and list details in **Chapter 9**.

3.3.2.10.2.1. (Added) An R&C Board is required for initial upgrade or re-qualification to aircraft commander, all instructor upgrades, and all flight examiner upgrades. Other crewmembers need not meet an R&C Board and are formally qualified by signature of final approving officer on the AF IMT 8 or certified by signature of certifying official on AF IMT 1381, **USAF Certification of Aircrew Training**. Pilots initially qualifying to aircraft commander or re-qualifying to aircraft commander due to non-currency more than 12 months, will be certified at home station before serving "in command" unsupervised. Crewmembers other than pilots may perform primary crew duties (unsupervised) before return to home station,

if the initial or re-qualification evaluation is successfully completed and the flight examiner annotates one copy of the flight authorization with "initial or re-qualification complete, date, and signature" next to crew member's name. The flight examiner may then depart the crew. Normally, complete all administrative actions before flight in the new crew qualification.

3.3.2.10.2.2. (Added) Review adequacy of training at 1- and 2-month points of an aircrew member's re-qualification progress or when crewmembers fail to meet established standards and are placed in training status. (R&C Board optional at commander's discretion.)

3.3.2.10.2.3. (Added) Review all circumstances for possible downgrade when it is suspected an individual should no longer serve in the current crew position due to substandard performance. Commander directed downgrade procedures will be according to this supplement. (R&C Board optional at commander discretion.)

3.3.2.10.2.4. (Added) R&C Board action is not required for: commanders and vice/deputy commanders at wing, group, and squadron level, NAF/CC, active duty advisors to AFRC and ANG units, flight examiners assigned to MAJCOM, NAF, and OG, and individuals who are re-qualifying or upgrading to a position in which they were current and qualified during the previous 12 months.

3.3.2.10.2.5. (Added) Units maintain a two-year history of all R&C board minutes.

NOTE: R&C Board Minutes are exempt from reporting requirements and licensing according to AFI 33-324.

3.3.2.10.3. (Added) R&C Board - Procedures:

3.3.2.10.3.1. (Added) Conduct R&C Board at the squadron or detachment level (AFRC and ANG units may conduct R&C board at group or wing level). Wing and group review, certification, and interview procedures are at the discretion of the local commander.

3.3.2.10.3.2. (Added) R&C Board - Composition. Commanders should preside at all R&C Boards. AFRC Squadron/DO may preside in the commander's absence, and the commander will review R&C Board actions. Composition of R&C Board is at the discretion of the commander and should include representatives from training, safety, operations, and Stan/Eval.

3.3.2.10.3.3. (Added) The board president interviews aircrew members meeting the R&C Board for certification. Board members brief pertinent aspects of the unit's mission including special items of emphasis.

NOTE: Active duty units - Any wing or group review, certification, or interview process above the squadron or detachment is in addition to the squadron or detachment process. AF IMT 8 for personnel (receiving local training and evaluation) or AF IMT 1381 certification (if required) will be completed and signed (final approval block) by the squadron or detachment commander (board president).

3.3.2.10.4. (Added) R&C Board Actions - Aircrew Member Fails to Meet Standards. R&C Board actions for aircrew members who fail to meet established standards in their aircrew position and are placed in a training status are as follows:

3.3.2.10.4.1. (Added) If the aircrew member has not re-qualified within one month (or first Unit Training Assembly [UTA] for AFRC units, whichever is greater) after the disqualifying event, the squadron and detachment R&C board should convene to determine the adequacy of training and successful progress while completing re-qualification requirements.

3.3.2.10.4.2. (Added) For individuals not re-qualified by the last day of the second month (AFRC and ANG third month IAW AFI 11-202 Volume 2), the squadron/detachment should convene a second R&C Board to determine appropriate action (e.g., recommend re-training/re-qualification, Flying Evaluation Board [FEB] according to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, airman re-classification, etc.). Any recommendation for additional training beyond the additional training due date (see AFI 11-202 Volume 2) must be approved by the individual's wing or group commander.

3.3.2.10.4.3. (Added) Before initiating FEB or airman reclassification action, the SQ/CC will counsel the crew member recommended for removal from flying status.

3.3.3.2. Squadron stan/eval manning will be consistent with the squadron's Unit Manning Document. (AFRC, ANG see para. 4.2.6.)

3.3.3.3. Forward a copy of the OG/CC approval letter, with justification, through AMC/A37V, to the AMC/A3. AFRC units send courtesy copy to applicable NAF/DOV who will forward to AFRC/DOV.

3.3.3.4. (Added) Special mission qualifications for which the squadron has mission responsibility will be represented by a minimum of one flight examiner per applicable crew position. Squadron evaluators will be evaluated by the senior squadron evaluator or higher.

4.2.4. Complete an AF IMT 1381 entry according to **Attachment 7 (Added)**. (Not required if already flight examiner certified at the squadron level.) Include remarks indicating flight examiner certification or de-certification, as appropriate. Report change of status during SEB.

4.2.5. Complete an AF IMT 1381 entry according to **Attachment 7 (Added)**. Include remarks indicating flight examiner certification or de-certification, as appropriate. Report change of status during SEB.

4.2.6.3. (Added) For AFRC and ANG units, one alternate flight examiner may be designated to administer flight evaluations in the absence of the senior evaluator.

4.2.6.4. (Added) Associate AFRC units establish an OG Stan/Eval under the OG/CC or equivalent. The duties and responsibilities associated with active duty OG Stan/Eval apply except active duty Stan/Eval manage common areas for both active and associate wings, e.g., Flight Crew Information File (FCIF), Flight Crew Bulletin (FCB), and requisite examinations. This does not preclude the Associate OGV from managing Reserve-unique FCIFs or developing examinations to meet unit requirements.

4.2.6.5. (Added) All Air Technician/Active Guard Reserve (AT/AGR) and Air Reserve Technicians (ART) may be flight examiner qualified. ART personnel should occupy senior evaluator positions. For all aircrew positions, when a non-technician fills a Stan/Eval Unit Manning Document (UMD) position, units may assign a technician in that crew position to the Stan/Eval division. In this case, the technician will assume the duties of the senior evaluator for that crew position and may administer all evaluations.

4.2.6.6. (Added) AFRC OG flight examiners may evaluate aircrew counterparts in both their OG and host active duty OG.

4.3.4. Unit-level flight examiners will only administer SPOT evaluations within their respective MDS and crew position unless directed by OG/CC.

4.3.6.1. (Added) The flight examiner normally does not assume the examinee's position for unsatisfactory performance. If warranted, the flight examiner may assume the duties of that crew member, if current and qualified. Advise the crew and assume full responsibility for the crew position for the rest of the mission leg. In the mobility system, evaluators will notify the mission execution authority immediately and

coordinate follow-on action (replacement, if required). The evaluator should be prepared to continue follow-on missions if directed by the execution authority.

4.3.6.2. (Added) If, in the examiner's judgment, the examinee can continue safely (under supervision) the flight examiner should not assume the examinee's duties.

4.3.6.3. (Added) Flight examiners performing in-flight duties and not qualified and current for the crew position in which unsatisfactory performance is observed (non-specialty) will inform the aircraft commander immediately.

4.3.7. When a flight examiner observes less than Qualification Level "Q-1" performance from any crewmember not being evaluated, the flight examiner will consult with appropriate qualified personnel and (through the Chief, OGV) will complete a follow-on recommendation for appropriate action to the unit commander (e.g., commander directed downgrade, follow-on N/N evaluation, additional training, etc.). The unit commander will determine the final course-of-action in accordance with "commander-directed downgrade" procedures.

4.3.8. Active duty and Reserve OG/OGV flight examiners may evaluate aircrew counterparts in both their OG and their Associate OG. Squadron or Detachment Flight examiners may give evaluations outside their unit, with the approval of the examinee's squadron commander.

4.3.9. Formal Training Units (FTU)/CCTS evaluators may evaluate AMC and AMC-gained aircrew members at formal schools or as augmentees to ASEVs.

4.3.10. (Added) For en route evaluations, flight examiner pilots may, at their discretion, serve as an augmented crewmember during evaluations, but should not occupy a pilot seat for takeoff and landing.

5.2.1.4.4. (Added) The flight evaluator will determine the evaluatee's seat position (normally right seat) for the initial instructor pilot evaluation and will include a minimum of one approach and landing.

5.2.1.5. SPOT Evaluations. Examinee must receive notification before entering pre-mission or pre-departure crew rest. The unit's (90-day prior) ASEV notification message satisfies this requirement. Crewmembers should not receive more than one SPOT evaluation per calendar year. **EXCEPTION:** As directed by the commander, or as directed by AMC/A37V to meet ASEV evaluation requirements.

5.2.2. If in-flight evaluations (e.g. QUAL and MSN) cannot be completed within the same calendar month, use a separate AF IMT 8 with a separate expiration date or as specified in AFI 11-2MDS-Specific Volume 2.

5.2.3.3.1.1. (Added) N/N In-flight Evaluation Program. Each level of command (SQ/OG/AMC) will execute a N/N program. Develop the N/N program as an assessment tool for overall unit readiness and to provide indicators for appraisal and re-focusing unit training programs. OG and SQ levels will develop and publish a program to sample a combined minimum goal of 15% of available (qualified to perform aircrew duties) crewmembers (by crew position) annually. If a unit has less than five crewmembers in a given crew position, N/N goal is at the commander's discretion.

5.2.3.3.1.2. (Added) Crewmembers will not receive more than one N/N evaluation per calendar year except as directed by their commander. This restriction does not affect HQ AMC or AFRC/NAF evaluators conducting N/N evaluations in the mobility system or SPOT evaluations in conjunction with unit ASEV requirements. Evaluators in the mobility system may conduct only one N/N evaluation per crewmember (maximum) per mission.

5.2.3.3.1.3. (Added) Avoid administering N/N evaluations within the eligibility period unless commander directed.

5.2.3.3.1.4. (Added) For mobility aircrews, as a minimum, all N/N evaluations will include items designated under "General" as defined in the appropriate aircrew member's chapter of the AFI 11-2MDS-Specific Volume 2. Evaluate other areas, as appropriate.

5.2.3.3.1.5. (Added) Evaluators will use items from the special interest program to target and assess specific areas during all N/N evaluations. Areas designated "special interest" are normally identified by higher headquarters message. OG and squadron may also designate areas. Squadron and OG will provide feedback on special interest areas through the SEB. Squadron, OG, and HQ AMC will develop a process to inform evaluators on the requirements of the special interest program.

5.2.3.3.1.6. (Added) Detail the unit's N/N program (including N/N rate goal) in the unit supplement.

5.2.3.3.2. Before the start of a N/N evaluation and with the concurrence of the evaluator, the examinee may request that items accomplished during the evaluation be credited toward a periodic evaluation. Do not add on missions (flights) to complete the requirements for a periodic evaluation unless the group/squadron commander concurs with the aircrew member's desire to realign the evaluation expiration date and approves the additional flight time requirements.

5.2.4.1. Publications Check. Each aircrew member, while performing aircrew duties, is responsible for assigned publications according to the appropriate AFI 11-2MDS-Specific Volume 3.

NOTE: This publication check (by the evaluator) will not fulfill the annual publication check requirement according to AFI 11-215, AMC Supplement 1, *Flight Manuals Program*.

5.2.8. Do not verbally evaluate takeoffs, instrument approaches, landings, or cargo loads unless specified in the AFI 11-2MDS-Specific Volume 2.

5.2.10.4.3.3. (Added) Any requisite examination resulting in a failure to meet the minimum passing grade IAW para. 6.4.4.1. will result in an overall Q-3. After successful re-examination IAW para. 6.4.7., the overall qualification level may be annotated as "3/1" in the qualified block on the AF IMT 8 (and AF IMT 942, **Record of Evaluation**).

5.2.12.2.1. Initial qualification examinees will not fly as a qualified crewmember until additional training is complete.

5.2.12.2.4. INTERIM WAIVER. AMC currently uses Section I of the FEF for all MFRs, but the Basic AFI requires unit examiners to file those MFR that directly relate to Forms/ IMTs 8 in Section II. In order to conform to AF/XO guidelines and minimize impact on AMC units, AF/XOO approved an interim waiver allowing phased compliance. Unit examiners will bring Flight Evaluation Folders into compliance during the next evaluation of each aircrew member. Authority: HQ AF/XOO Memo, Dated 2 Apr 2002, Expiration: 30 Apr 2005

5.2.12.2.4.1. (Added) Instructors, flight examiners, or authorized Aircrew Training System (ATS) contractor instructor personnel administer additional training.

5.2.12.2.4.2. (Added) If additional training is not completed by due date, the aircrew member will fly in supervised status.

5.2.12.2.4.3. (Added) An instructor or flight examiner graded Q-2 on any evaluation will not perform instructor or examiner duties until the Q-2 is cleared. Flight examiners will clear instructor Q-2s. Flight examiner Q-2s should be cleared according to the pyramid evaluation system.

5.2.13.2. Mission evaluations graded overall Q-3 will result in non-mission ready status in that mission only.

5.2.13.2.1. (Added) AFRC only. Downgrade to lower crew duty position. In those cases where failure of a flight evaluation results in downgrading to a lower crew duty qualification (that is, instructor pilot to aircraft commander, aircraft commander to first pilot, etc.), these individuals may perform duty in the lower position without supervision provided that this action was recommended by the flight evaluator and properly annotated on the AF IMT 8. Such individuals may not perform duty in crew duty positions from which they were downgraded until successful re-accomplishment of the examination/flight evaluation.

5.2.13.3.1. Qualification Evaluation. AECMs who Q-3 in one qualification aircraft will fly in supervised status in all aircraft until recheck in that aircraft is complete.

5.2.13.3.2. Only applies to the specific Q-3 mission.

5.2.13.3.3. Re-evaluation may be administered in the aircraft, verbally, or in an Aircrew Training Device (ATD) at the examiner's discretion.

5.2.13.3.4. (Added) AFRC only. Squadron commanders review the records of aircrew members who fail a flight evaluation. Document the commander's review in the individual's FEF. Squadron commander's signature in Section III of the AF IMT 8 satisfies this requirement.

5.2.13.3.4.1. (Added) AGR, ART, and Traditional Reservist (TR) aircrew members are disqualified or removed from aviation service when they indicate a repetitive pattern of failure and/or marginal performance according to AFI 11-402, as supplemented, and reassigned to a non-flying position or removed under the provisions of AFI 36-704, *Discipline and Adverse Actions*.

5.2.13.3.4.2. (Added) Civilian aircrew members are notified according to AFI 36-1001, *Managing the Civilian Performance Program*, when they fail to pass a qualification examination or flight evaluation. They may be removed from aviation service and reassigned to a non-flying position, or removed under the provisions of AFI 36-704 when they indicate a repetitive pattern of failure and/or marginal performance.

5.2.16.1. For O-6 and below, HQ AMC/A3 is approval authority according to AFI 11-202 Volume 1. Forward request through channels (Sq/CC, OG/CC, AMC/A37V, etc.). For AFRC, HQ AFRC/DO is approval authority. Refer to AFI 11-202 Vol 1, AFRC Sup 1 for procedures to request multiple qualification. For ANG, approval authority is ANG/XOOM. Multiple qualification of General Officers is IAW AFI 11-202 Volume 1. AMC/A37V AF Flight Nurse (FN) and Aeromedical Evacuation Technician (AET) examiners may maintain multiple qualifications in the C-17, C-130, KC-135 and C-141.

5.2.16.1.1. (Added) Approved crewmembers completing multiple qualifications see the appropriate AFI 11-2MDS-Specific Volume 1 for training requirements. Complete certification or evaluation according to the appropriate AFI 11-2MDS-Specific Volume 2. If an evaluation is not required (training and certification only), make an entry in the individual's FEF on AF IMT 1381.

6.4.2.3. (Added) Unless otherwise specified in the appropriate AFI 11-2MDS-Specific Volume 2, individuals qualified as crewmembers in more than one MDS aircraft must complete open and closed book exam for each aircraft.

6.4.5.1.1. (Added) If not specified in the appropriate AFI 11-2MDS-Specific Volume 2, Open book exam will be derived from the Secure Question Bank (SQB) for each crew position of each MDS. The OG/OGV will create and manage the Open book examination process. Open book questions will be drawn from appropriate information contained in FCIF Volumes I, II, III, and IV.

6.4.5.1.1.1. (Added) Crewmembers qualified to conduct ground taxi operations will be tested on their knowledge of marshaling signals IAW AFI 11-218, *Aircraft Operations and Movement on the Ground*. Units may administer a ground marshaling examination as part of the open book examination.

6.4.5.1.2. (Added) A portion of each open book exam will include questions pertaining to each mission qualification of the individual being tested. Include airdrop, AR, SOLL II, PNAF, cargo, instructor (scenario type), etc., as required.

6.4.5.2.1. If not specified in the appropriate AFI 11-2MDS-Specific Volume 2, mobility forces complete their closed book examination using a minimum of 20 questions from the MQF. When developing a closed book examination from the MQF, the unit should select questions to sample aircrew knowledge areas or correct potential trends.

6.4.5.2.1.1. HQ AMC/A37V will coordinate, build, maintain and distribute one common MQF for each crew position of each MDS. The MQF will contain at least 100 questions with periodic updates, as necessary. A comprehensive MQF is encouraged. MQF questions will be derived from the basic aircraft flight manual, performance manual, other applicable technical orders, AFI 11-2MDS-Specific Volume 3, AFTTP 3-1.1, AFTTP 3-1.2 and AFTTP 3-1/3 MDS Specific. AMC/A37V may delegate a portion or all of MQF development and maintenance requirements to specific active duty, ANG, or AFRC units; or a designated civilian contractor providing this service, but will maintain active supervision of MQF contents.

6.4.5.2.1.2. MQFs are available for download on the AMC/A37V website. The OG will distribute the MQF to all unit aircrew members.

6.4.5.2.1.2.2. OG Stan/Eval will forward corrections to AMC/A37V.

6.4.5.2.2. May be included in the SQB.

6.4.5.3. Exam requirements follow open book format and the exam is normally generated at the unit level. IRC program and Instrument Examination questions are available on Air Force Flight Standardization Agency (AFFSA) website, IRC Page:

https://wwwmil.andrews.af.mil/pages/AFFSA/xo/xof/xof_dir.htm.

6.4.5.3.1. (Added) All pilots and navigators (with flight instruments) should complete an instrument examination in the same period as their open and closed book exams.

6.4.5.3.2. (Added) The instrument examination may be completed outside the eligibility period, but will not exceed the crewmember's qualification expiration date (one exam per qual cycle).

6.4.5.3.3. (Added) Euro-NATO Joint Jet Pilot Training (ENJJPT) instrument examinations remain valid concurrent with the individual's initial qualification instrument evaluation. IRC or equivalent courseware may satisfy this requirement. Units will determine an internal process for managing ENJJPT instrument examination dates and scores. Incorporate the scores on the individual's first initial qualification AF IMT 8.

6.4.6.1. Examinations will consist of one question concerning each Bold Face/Critical Action Emergency Procedure applicable to an individual's specialty. Individuals qualified as crew members in more than one MDS aircraft must complete a Bold Face exam for each aircraft.

6.4.6.2. AMC policy is that Bold Face will be written as depicted in the flight manual (dash 1) aircrew checklists, to include the correct crew positions for the prescribed action. Unit commanders will ensure that crews are trained to this standard; however, we do not intend for examiners to quibble over punctuation or minor misspellings.

6.4.7.1. An initial qualification or requalification student who fails an Aircrew Training System (ATS) examination while attending FTU/CCTS training will retake the ATS exam and complete the appropriate open and closed book examinations before flight evaluations.

6.4.7.5. (Added) AFRC only. Squadron commanders review flying records of aircrew members who fail to take or pass a written standardization examination. Document this review describing the circumstances/actions to be taken and keep on file in the unit standardization/training section until corrective action is completed. R&C Board action will fulfill this requirement.

6.4.7.5.1. (Added) AGR, ART, and Traditional Reservist aircrew members are:

6.4.7.5.1.1. (Added) Notified in writing of unsatisfactory performance when they fail to pass a written examination. Notification includes the training program to be pursued to restore the individual's qualification.

6.4.7.5.1.2. (Added) Disqualified or removed from aviation service when they indicate a repetitive pattern of failure and/or marginal performance according to AFI 11-402, as supplemented, and reassigned to a non-flying position or removed under the provisions of AFI 36-704.

6.4.7.5.2. (Added) Civilian aircrew members are:

6.4.7.5.2.1. (Added) Notified according to AFI 36-1001 when they fail to pass a qualification examination or flight evaluation.

6.4.7.5.2.2. (Added) Removed from aviation service and reassigned to a non-flying position, or removed under the provisions of AFI 36-704 when they indicate a repetitive pattern of failure and/or marginal performance.

6.5. **Unit Periodic Examinations (optional). Ground N/N Exam.** Unit's Periodic Examination program may be combined with unit N/N program. Include program details in unit supplement.

6.5.1. (Added) An AF IMT 8 will not be generated simply for a failed periodic examination.

7.3.4.3.2. Enter the highest qualification reflecting the intention of the evaluation (e.g., IP, MP, MN, MF, MB, IH, IAM, etc.)

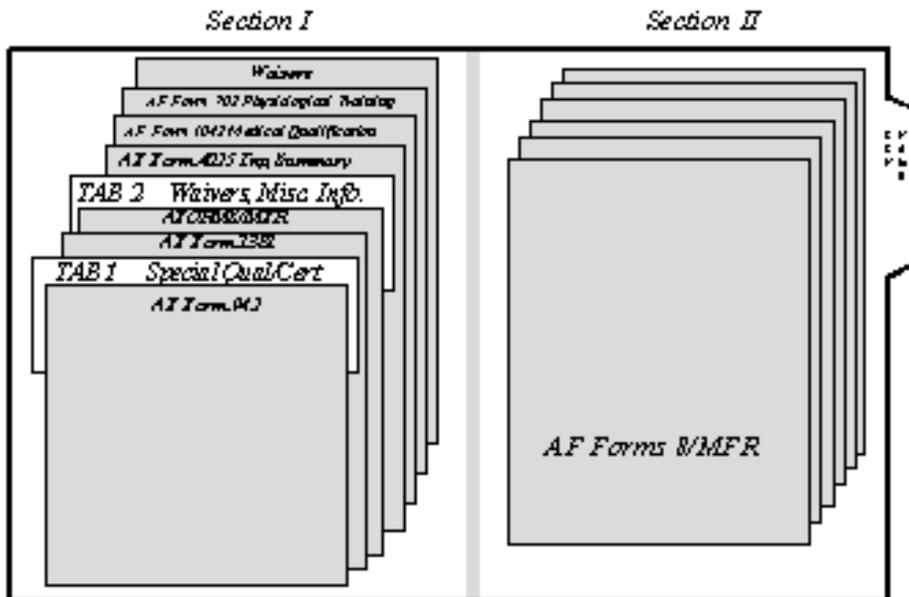
NOTE: Before a crewmember is officially designated "mission-ready," several add-on requirements are normally accomplished after in-flight evaluation (e.g., KC-10 phase II, En route, SIOP certification, etc.) The add-on requirement should not impact the intention of the evaluation (highest crew position entry). If a restriction is necessary, clarify in the examiner's remarks.

7.3.4.4.5. (Added) Enter N/A for all evaluations given within an eligibility period, but not intended to satisfy a recurring requirement (e.g. SPOT, N/N SPOT, etc.)

7.3.5.8.3.1. (Added) Examiner's Remarks, Section A, Mission Description must include (as appropriate):

- 7.3.5.8.3.1.1. (Added) Specific mission evaluation performed (i.e., airdrop, ARP, PNAF, etc.).
- 7.3.5.8.3.1.2. (Added) Evaluations scheduled over more than one day will show inclusive dates.
- 7.3.5.8.3.1.3. (Added) Identify a commander-directed evaluation.
- 7.3.5.8.3.1.4. (Added) Show that two or more flight examiners were required for an evaluation (include the other flight examiner's name, grade, organization, and signature after their comments.)
- 7.3.5.8.3.1.5. (Added) Identify any area verbally evaluated.
- 7.3.5.8.3.1.6. (Added) List supervisory attendance.
- 7.3.5.8.3.1.7. (Added) Annotate reason for recheck or re-qualification.
- 7.3.5.8.3.1.8. (Added) Identify any requirements remaining to complete a required evaluation.
- 7.3.5.8.3.1.9. (Added) List qualification comments according to AFI 11-2MDS-Specific Volume 2.
- 7.3.5.8.3.2. (Added) Examiner's Remarks, Section C: Recommended Additional Training, must include (as appropriate):
- 7.3.5.8.3.2.1. (Added) Show any special requirement for re-evaluation.
- 7.3.5.8.3.2.2. (Added) Instructor/Evaluator completing training will document completion. Include name, rank, organization, and signature.
- 7.3.6.2.1. The final approving officer is the Sq/Det CC, OG/CC, Wing/CC, NAF/DO, or appropriate HQ AMC Division Chief, based on where the examinee is assigned/attached. The final approving officer for the Wing/CC is the OG/CC. The reviewing officer is a senior evaluator designated by the final approving officer. The final approving officer will be on active flying status (except for HQ AMC and AES). Additional reviews may be made as appropriate. Show additional reviews in the comments section of the AF IMTs 8. If crewmember certification board action is required, the final approving officer is the board president. AFRC and ANG unit AF IMTs 8 will be reviewed and approved as directed by the wing/group commander. AFRC Wing/CC certification, when required by AFI 11-202V1, AFRC Sup 1 will be documented in the R&C minutes.
- 7.3.6.3. Enter the unit and office symbol of assignment or attachment. (e.g. 2 ARS/DOV, 60 OG/CC, HQ AMC/A37V.)
- 7.3.9.3.3. Additional reviews are at the discretion of the unit commander.
- 7.4.5.2. Enter the unit to which the examiner is assigned or attached for flying. Exception: For all ASEV flight evaluations, enter HQ AMC.
- 7.4.6. This includes temporary duty in AETC to attend formal training courses.
- 7.5.2.1. See **Figure 7.1. (Added)**. Under the AF IMT 942, maintain the following tabs, as required. Use AMC IMT 457, **Flight Evaluation Folder Tabs**. Units must establish procedures for maintaining the FEF (e.g., AF IMT 1042, **Medical Recommendations for Flying or Special Operational Duty**) in the unit supplement.

Figure 7.1. (Added) FEF Format.



7.5.2.1.4. (Added) TAB 1--Special Mission Certifications. The AF IMT 1381, **USAF Certification of Aircrew Training**, is the basic source document to provide a current history of each individual's flying certifications. See [Attachment 7 \(Added\)](#) for completing AF IMT 1381. Include all certifications not annotated on AF IMT 8 (i.e., formation lead, SIOP certification, flight examiner, initial cadre, nuclear, and tactical certifications, etc.).

7.5.2.1.5. (Added) TAB 2--Training Summary, Waivers, and Miscellaneous Information. Under AF IMTs 4025, **Aircrew Summary/Closeout Report**, file waivers in chronological order with the most recent on top. Maintain waivers in excess of two years for the effective period of the waiver. File miscellaneous information (i.e., AF IMT 1042 and AF IMT 702, **Individual Physiological Training Record**, etc.) in Tab 2.

7.5.2.2. Units may insert an appropriate cover sheet to identify AF IMTs 8 previously reviewed by an ASEV team.

7.5.4.1. Document accomplishment with an "Initial Review" and date entry on the AF IMT 942.

7.5.4.2. Accomplish within 12 months of the initial or previous annual review. Document accomplishment with an "Annual Review" and date entry on the AF IMT 942. The initial review entry suffices for the annual review requirement.

8.1. **Flight Crew Information File.** Information published in the FCIF is approved and signed by OG/OGV or designated representative. The files will be readily accessible to the flight crew.

8.1.1. The unit will develop and maintain an FCIF Library. At unit's discretion, the FCIF library may be electronic, provided measures are in place to ensure currency of publications and unrestricted access by crewmembers. Units should prepare to support deployed forces with appropriate FCIF information. Units develop a deployment plan to successfully transfer or build a duplicate process to provide timely FCIF information to aircrews supporting deployed operations (i.e., Contingency, Business Effort, Staging, etc.)

Units must advise aircrews they may receive FCIF message traffic updates from enroute C2 when away from home station.

8.1.2. FCIF Volume 1, Part A will be the table of contents of the FCIF library and index of outstanding FCIF message traffic. Volume 1 will be maintained in hard copy and will reference the location of any electronic library contents.

8.1.3.2. Volume I organizes short-notice aircrew operational information into a four-part FCIF system. FCIFs must be clear, concise, and short and include a specific duration. Use sectional dividers or separate binders, as required to present the information in Parts A-D. Units develop an FCIF Volume 1 process to ensure aircrews review and acknowledge receipt of the appropriate information.

8.1.3.2.1. (Added) OG/OGV use the AMC IMT 446, **Flight Crew Information File**, to transfer, edit, and highlight new or revised material in volumes I through V, as well as higher HQ directed messages, guidance concerning safety, operations, etc. Do not delay posting FCIF Volume 1, Part B items for editing. OG/OGV will determine when materials will be removed from the FCIF. Maintain information as directed or until the information is incorporated in Part C (FCB) or appropriate aircrew directives.

8.1.3.2.2. (Added) **Part A: FCIF Index**. Administrative tool summarizing outstanding FCIF message and contents of the FCIF Library. The wing or group Stan/Eval office completes the FCIF index in January for each subordinate unit. Type the preparation date in the upper right-hand corner of the index. List all FCIFs that meet criteria for Volume I in the index. Publications included in the FCIF by subordinate units are added to the FCIF index by the unit. Wing publications not required in a subordinate unit's FCIF will be lined out on the subordinate unit's copy of the FCIF index. Include the location and instructions for accessing any electronic contents of the FCIF library.

8.1.3.2.3. (Added) **Part B: Current Read File**. FCIF information identified by the originator or local commanders (as required) that crewmembers must review before flight. Includes publication notices, advisories, and general (operational type) information. Active duty host units will coordinate FCIFs with their reserve associate units. Crewmembers will initial the AMC IMT 396, **FCIF Currency Record**, to document review of required FCIF items before the mission or flight.

8.1.3.2.3.1. (Added) HQ AMC is lead command for mobility and tanker aircraft. HQ AMC/A37V maintains Defense Messaging System (DMS) distribution lists. FCIF-type information will be coordinated (within time constraints) with user-command staffs. FCIF messages will have specific duration and MAJ-COM applicability.

8.1.3.2.4. (Added) **Part C: Flight Crew Bulletin (FCB)**. OG/OGV manages the FCB process to ensure vital information, not otherwise available to aircrews, is published and updated. The FCB provides aircrews with FCIF information as a general knowledge reference tool and ensures current information is available to aircrews away from home station. Review, publish, and consolidate FCBs quarterly beginning January of each year. Use HQ AMC/A37V website listing current or rescinded FCIF messages. As a minimum, the FCB should contain all outstanding (exceeding the unit's quarterly review) FCIFs. Active duty host units will coordinate FCBs with their reserve associate units. Host unit active duty FCBs are applicable to their reserve associate squadrons. Also see FCB requirements in the appropriate AFI 11-2MDS-Specific Volume 3, Chapter 6.

8.1.3.2.4.1. (Added) Distribute FCBs as follows: Copy to interested staff agencies, subordinate units and other units or personnel, as required. Include the latest copy in the FCIF. Include one copy in each unit mission kit. Units determine internal requirements (i.e. copy to all aircraft commanders, instructors, etc.). One electronic copy to AMC/A37V and appropriate AFRC NAF/DOV (4 AF or 22 AF).

8.1.3.2.4.2. (Added) Publish FCBs in the format shown in **Table 8.1. (Added)**, **Table 8.2. (Added)**, and **Table 8.3. (Added)**. The FCB is signed by the chief, OGV and approved by the OG/CC (or equivalent) and (if applicable) reserve associate OG/CC (or equivalent). A consolidated subject index may be used instead of the index shown in **Table 8.2. (Added)**. All items in the FCB cite the authority for inclusion, for example: Authority: HQ AMC/A37V 092230ZAP019 message FCIF #01-04-11.

Table 8.1. (Added) Flight Crew Bulletin Cover Letter (Example).

Unit Letterhead	
MEMORANDUM FORXX OG/CC	1 Dec 2001
FLIGHT CREWMEMBERS IN TURN	
FROM: XXX/OGV	
SUBJECT: Flight Crew Bulletin (FCB) Update--Oct - Dec 2001	
1. The FCB is published quarterly beginning January of each year. The update (Attachment 1) consolidates all current FCIF items from the last quarter. Aircrews refer to the latest FCB during local and overseas missions. POC is Maj XXXX, ext. 6-XXXX	
RECOMMENDATION: Approve FCB update for the quarter.	
JOHN M. DOE, Lt Col, USAF Chief, Aircrew Stan/Eval	
Attachment: FCB - Oct - Dec 2000	
1st Ind, XXOG/CC	2 Dec 2001
APPROVAL YES / NO	JIM X. MURRAY, Col, USAF Commander, XX Operations Group

Table 8.2. (Added) Flight Crew Bulletin Index (Example).

1 Dec 2001	
Flight Crew Bulletin (FCB) Oct - Dec 2001	
INDEX	
FCIF ID# (Paragraph or Page, as required)	Subject
1	Flying Safety Meeting Minutes
2	Army Communication Trailer

Table 8.3. (Added) Figure 8.3. Flight Crew Bulletin (Example).

Crew Position	ID#	Subject: Supporting Text
Aircraft		
ALL	1.	Flying Safety Meeting Minutes: Aircrew members who do not attend a monthly safety meeting must read their squadron's safety meeting minutes for that month. (436 AW/SE)
PILOTS LMS C-141	2.	<u>Army Communication Trailer</u> : The Army Communications 30,860 lbs., 560 inches long, 96 inches wide and 106 Trailer (V398/MSA-34) FSN 2330-00-157-3135, total weight inches high, was recently test loaded aboard a C-141 aircraft in conjunction with its airlift. Because of the trailer's critical dimensions, any future loading/airlift on a C-141 will not be attempted. All requests for loading shall be referred to HQ AMC/A37V for action. AUTHORITY: HQ AMC/A37V 052230Z Jan 00 message FCIF# 00-01-03)

8.1.3.2.5. (Added) **Part D: Theater Indoctrination Folders.** Define Theater Indoctrination Program in FCIF Volume 1, Part D. Develop folders for four geographic areas: 1. Asia, Pacific, Australia, and Indian Ocean. 2. Africa and Middle East. 3. Europe, Baltic, and Russia. 4. Caribbean, Central and South America. Units may elect to consolidate common Theater Information (e.g., deployment checklist in a fifth folder titled: General Deployment Information.) Tailor contents of the folders to the unit's mission. As a minimum, include Mission/Deployment Checklists, Airspace/Airfield Review, Theater Instrument Procedures, Organized Track System, Communication/Emergency Procedures, Border Clearance, Flight Planning, Special Military Operations, and other requirements, as necessary. (Optional for AFRC and ANG units.

8.1.3.3.1. (Added) **Volume II.** Contains Air Force/Joint/DOD/JCS directives and AMC supplements. As a minimum, include publications listed in **Table 8.4. (Added)**, appropriate AMC Supplements, and others as determined by the OG/CC in support of the unit's mission. A current listing is located on the AMC/A37V website. Directives listed in **Attachment 1** of the appropriate AFI 11-2MDS-Specific Volumes 1, 2, and 3, can be considered a source of additional references.

Table 8.4. (Added) FCIF Volume II Requirements.

AFTTP 3-3 MDS Specific	<i>Combat Aircraft Fundamentals (NOTES 1 and 7)</i>
AFPD 10-1	<i>Mission Directives</i>
AFPD 10-9	<i>Lead Operating Command Weapon Systems Management</i>
AFPD 10-21	<i>Air Mobility Lead Command Roles and Responsibilities</i>
AFI 10-245	<i>Air Force Antiterrorism (AT) Standards</i>
AFI 10-403	<i>Deployment Planning and Execution</i>
AFPD 11-2	<i>Aircraft Rules and Procedures</i>
AFPD 11-4	<i>Aviation Service</i>
AFPD 24-4	<i>Customs and Border Clearance</i>
AFMAN 10-206	<i>Operational Reporting</i>
AFI 11-2MDS-Specific, Volume 1	<i>Training</i>
AFI 11-2MDS-Specific, Volume 2	<i>Aircrew Evaluation Criteria</i>
AFI 11-2MDS-Specific, Volume 3	<i>Operations Procedures</i>
AFI 11-202, Volume 1	<i>Aircrew Training</i>
AFI 11-202, Volume 2	<i>Aircrew Standardization/Evaluation Program</i>
AFI 11-202, Volume 3	<i>General Flight Rules</i>
AFH 11-203, Vols 1 & 2	<i>Weather for Aircrews (NOTE 1)</i>
AFI 11-205	<i>Aircraft Cockpit and Formation Flight Signals (NOTE 1)</i>
AFI 11-207	<i>Flight Delivery of Fighter Aircraft (NOTE 1 and NOTE 3)</i>
AFI 11-209	<i>Air Force Aerial Events (NOTE 1)</i>
AFI 11-215	<i>Flight Manuals Program (FMP)</i>
AFMAN 11-217, Volumes 1 & 2	<i>Instrument Flight Procedures (NOTE 1)</i>
AFI 11-218	<i>Aircraft Operations and Movement on the Ground</i>
AFI 11-221	<i>Air Refueling Management (KC-10 and KC-135) (NOTE 1 and NOTE 3)</i>
AFI 11-222	<i>Tanker Activity Report (NOTE 1 and NOTE 3)</i>
AFI 11-230	<i>Instrument Procedures (NOTE 1)</i>
AFI 11-231	<i>Computed Air Release Point Procedures (NOTE 1 and NOTE 4)</i>
AFI 11-289	<i>Phoenix Banner, Silver, and Copper Operations (NOTE 1)</i>
AFI 11-290	<i>Cockpit/Crew Resource Management Training Program</i>

AFI 11-301, Volume 1	<i>Aircrew Life Support (ALS) Program</i>
AFI 11-401	<i>Aviation Management</i>
AFI 13-207	<i>Preventing and Resisting Aircraft Piracy (Hijacking)</i>
AFI 13-217	<i>Drop Zone and Landing Zone Operations (NOTE 1, NOTE 4, and NOTE 5)</i>
AFI 21-101	<i>Aerospace Equipment Maintenance Management (NOTE 1)</i>
AFI 24-201	<i>Cargo Movement (NOTE 1)</i>
AFMAN(I) 24-204	<i>Preparing Hazardous Materials For Military Air Shipments</i>
AFJI 24-210	<i>Packaging of Hazardous Materials (NOTE 1)</i>
AFI 24-401	<i>Customs—Europe</i>
AFI 24-402	<i>Customs—Pacific</i>
AFI 24-403	<i>Customs—Southern</i>
AFI 24-404	<i>Customs—Domestic</i>
AFI 24-405	<i>Department of Defense Foreign Clearance Guide</i>
AFI 31-101	<i>Air Force Installation Security Program</i>
AFJI 31-102	<i>Physical Security</i>
AFI 31-207	<i>Arming and Use of Force by Air Force Personnel</i>
AFI 31-401	<i>Information Security Program Management</i>
AFI 41-301	<i>Worldwide AE System (NOTE 6)</i>
AFI 41-309	<i>Aeromedical Evacuation Equipment Standards (NOTE 6)</i>
AFI 91-202	<i>The US Air Force Mishap Prevention Program</i>
AF DIR 41-317	<i>Compendium of Aeromedical Evacuation Terminology (NOTE 6)</i>
AFOSH Standard 127-100	<i>Aircraft Flight Line-Ground Operations and Activities</i>
ATP-56A	<i>NATO Air to Air Refueling document (NOTE 1 and NOTE 2)</i>

NOTES:

1. Items do not apply to AECM.
2. Available at WWW site: <http://www.raf.mod.uk/downloads/aar.html>.
3. Tanker (KC-135 and KC-10) units.
4. Airdrop (C-5, C-17, C-141, and C-130) units.
5. C-130 units.
6. AECM only.
7. C-5 (3-3.35B), C-17 (3-3.35A), C130 (3-3.25), KC-10 (3-3.22A), and KC-135 (3-3.22B) only, after publication release.

8.1.3.3.2. (Added) **Volume III.** Contains AMC and local directives. As a minimum, include publications in **Table 8.5. (Added)**, and others as determined by the OG/CC in support of the unit's mission. A current listing is located on the AMC/A37V website. Publications listed in **Attachment 1** of the appropriate AFI 11-2MDS-Specific Volume 1, 2, and 3, and other publications regarding Flight Planning, Training, PAX/ Cargo Handling, Refueling, Ground Servicing, Safety, Security, MEL/MESL (if not included in T.O. or AFI), PNAF, etc., can be considered a source of additional references.

8.1.3.3.3. (Added) **Volume IV.** Include assigned MDS Flight Manuals, Checklists, Air Refueling, Performance, Weight and Balance and other technical orders.

Table 8.5. (Added) FCIF Volume III Requirements.

AMCI 10-202, Volume 1	<i>AMC Command and Control Operations</i>
AMCI 10-202, Volume 2	<i>Command and Control (C2) Responsibilities and Procedures</i>
AMCI 10-202, Volume 6	<i>Mission Reliability Reporting System (MRRS)</i>
AMCPAM 10-210	<i>Stage Crew Management</i>
AMCI 11-206	<i>Mobility Force Management</i>
AMCI 11-207	<i>AMC Tactics Program (NOTE 1)</i>
AMCI 11-208	<i>Tanker/Airlift Operations</i>
AMCI 11-301	<i>Aircrew Life Support (ALS) Program</i>
AMCPAM 31-1	<i>The Air Mobility Command Arming Policy</i>
AMCI 31-104	<i>PHOENIX RAVEN Program (NOTE 1)</i>
AMCSP 164-50, Volumes 1	<i>Aeromedical Evacuation Training Standards (NOTE 2)</i>
AMCR 164-1	<i>Worldwide Aeromedical Evacuation (NOTE 2)</i>
	<i>AMC Border Clearance Guide</i>

NOTES:

1. Items do not apply to AECM.
2. AECM only.

8.2.2.1. (Added) AMC IMT 396, **FCIF Currency Record.** Use AMC IMT 396 to document aircrew member review of applicable FCIF information (AMC IMT 446). The unit aircrew Stan/Eval office will prepare an AF Form 396 for each assigned and attached aircrew member. At the beginning of each year add the new year before first FCIF entry. Update AF Form 396 if new material has been added since last review. Crewmembers enter the index number for the last item, initial, and date the AMC IMT 396. See FCIF requirements in the appropriate AFI 11-2MDS-Specific Volume 3, Chapter 6.

8.2.2.1.1. (Added) Prior to each flight, aircraft commanders will ensure all crewmembers have initialed off the latest FCIF on AMC IMT 396.

8.2.2.2. (Added) Aircraft commander (or designated representative) will brief Additional Crew Members (ACM) according to AMCI 11-208, *Tanker/Airlift Operations*, on applicable FCIF and airfield threat and security items before flight.

10.1. AMC IMT 396, **FCIF Currency Record**, AMC IMT 446, **Flight Crew Information File**, AMC IMT 457, **Flight Evaluation Folder Tabs**, AF IMT 702, **Individual Physiological Training Record**, AF IMT 847, **Recommendation for Change of Publication**, AF IMT 1042, **Medical Recommendations for Flying or Special Operational Duty**, AF Form 3862, **Aircrew Evaluation Worksheet**, AF IMT 4025, **Aircrew Summary/Closeout Report**.

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

AFPD 10-21, *Air Mobility Lead Command Roles And Responsibilities*

AFI 11-218, *Aircraft Operation And Movement On The Ground*

AFI 11-2MDS Volume 1, *MDS Specific Aircrew Training*

AFI 11-2MDS Volume 2, *MDS Specific Aircrew Evaluation Criteria*

AFI 11-2MDS Volume 3, *MDS Specific Operations Procedures*

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFI 33-360, Volume 1, *Air Force Content Management Program--Publications*

AFI 36-704, *Discipline and Adverse Actions*

AFI 36-1001, *Managing the Civilian Performance Program*

AMCI 11-208, *Tanker/Airlift Operations*

Abbreviations and Acronyms

ACM—Additional Crew Member

ASEV—Aircrew Stan/Eval Visit

ATS—Aircrew Training System

ENJJPT—Euro-NATO Joint Jet Pilot Training

JA/ATT—Joint Airborne/Air Transportability Training

MAF—Mobility Air Force

SIOP—Single Integrated Operational Plan

UE—Unit Equipped

Terms

Flight Crew Bulletin (FCB)—Vital operational information held for an extended time in Volume I of the FCIF.

Flight Examiner—**EXCEPTION:** NAF/CCs, HQ AMC/A37V, and NAF/DOV examiners need not be current or qualified to give a SPOT or N/N SPOT Eval in aircraft other than their primary.

Higher Headquarters—Numbered Air Forces and above.

Prime Nuclear Airlift Force (PNAF)—Nuclear airlift qualified aircrews assigned to accomplish peacetime nuclear airlift missions.

Pyramid Evaluation Program—AMC and AMC-gained AFRC and ANG units will use the pyramid evaluation process. HQ AMC/A37V is the top of the pyramid, executes the pyramid evaluation program, and manages waiver authority. One individual crewmember per crew position at each level of Stan/Eval (including squadron or detachment) will be designated as the senior evaluator for pyramid evaluation purposes.

Review and Certification Board (R&C)—A board convened by the commander to certify aircrew members after upgrades, review adequacy of training, and consider administrative downgrade actions for cause.

Stan/Eval Board (SEB)—A unit board normally convened on a quarterly basis (calendar year cycle) to provide a forum for review and resolution of aircrew standardization, evaluation, and qualification issues and provide feedback to AMC/A37V on aircrew trend information, N/N accomplishment rates, and special interest item findings.

Unit—Usually used to mean operations group in this supplement.

Attachment 7 (Added)**INSTRUCTIONS FOR AF IMT 1381**

A7.1. (Added) The AF IMT 1381, **USAF Certification of Aircrew Training**, is the primary source document for listing aircrew certifications.

A7.1.1. (Added) Maintain the AF IMT 1381 in the FEF, Section I, directly below Tab 1.

A7.1.2. (Added) Typical source directives that may require an aircrew certification with AF IMT 1381 entry: AFI 11-202 Volume 2 /AMC1, *Aircrew Standardization/Evaluation Program*, AFI 11-2MDS-Specific Volume 1, *Aircrew Training*, and AFI 11-2MDS-Specific Volume 3, *MDS-Specific Operations Procedures*, CONOPS, HHQ messages, and local unit guidance, etc.

A7.1.3. (Added) Document initial certifications on AF IMT 1381. Document recurring certifications on AF IMT 1381 only if not tracked by ARMS. Do not use AF IMT 1381 to document one-time training/new equipment unless directed by HHQ. Normally, no additional supporting documentation is required in the FEF (see **A7.3. (Added)** for exceptions).

A7.1.3.1. (Added) Certification. The process of being certified for a specific event, MDS, position, or piece of equipment. Typically, certification requires satisfactorily completion of a course of study, demonstrated flight performance (if required), appropriate documentation, and the signature of the designated certifying official.

A7.1.3.2. (Added) Approving/Certifying Official. The person authorized by governing directives to approve or certify an aircrew member for a specific position or event. If the approving/certifying official is not specified by governing directives, then the unit will designate an appropriate official in writing, and detail the process in the unit supplement to this volume. An individual cannot certify himself/herself.

A7.1.3.3. (Added) If a certification is given with restrictions, state the restrictions on the AF IMT 1381. Use additional lines on the AF IMT 1381, as necessary.

A7.1.4. (Added) When a certification is rescinded, create an additional entry on the AF IMT 1381 to reflect the effective date of rescission. If the rescission is for cause, state "for cause" on the AF IMT 1381.

A7.2. (Added) Units may make pen and ink entries for minor corrections to the AF IMT 1381. For significant corrections which alter the certification's intent, make a new AF IMT 1381 entry.

A7.2.1. (Added) Units may use a computer-generated AF IMT 1381 to make new entries or corrections as long as cumulative entries are maintained.

A7.2.1.1. (Added) A computer-generated AF IMT 1381 must be signed by the most recent approving/certifying official. Indicate "signed" above the signature block for previous entries.

A7.2.1.1.1. (Added) A signature by the most recent approving/certifying official on a computer-generated AF IMT 1381 certifies:

A7.2.1.1.1.1. (Added) New or rescinded certification.

A7.2.1.1.1.2. (Added) All cumulative entries were maintained, that they were signed, or had proper documentation, or were carried forward from a previously signed computer-generated AF IMT 1381.

A7.3. (Added) When unusual circumstances require additional information for an AF IMT 1381 entry, use additional lines as necessary or add the statement, "(See MFR)"; add an MFR behind the AF IMT 1381 in reverse chronological order with the most recent on top.

A7.3.1. (Added) When the approving/certifying official is unable to sign the AF IMT 1381, file an MFR signed by the approving/certifying official behind the AF IMT 1381 and retain until a new AF IMT 1381 is generated.

A7.3.2. (Added) Remove obsolete documents as part of the FEF annual review and return to member.

A7.4. (Added) Provide instructions for the use of AF IMT 1381 and source documents in the unit supplement. Include a list of certifications applicable to the unit with appropriate source documents and designated certifying/approving officials.

Table A7.1. (Added) Example AF IMT 1381 Entries.

USAF CERTIFICATION OF AIRCREW TRAINING		
THIS IS TO CERTIFY THAT		
LAST NAME, FIRST, MIDDLE INITIAL, AND SSN		
TRAINING REQUIREMENT/ SUBJECT TITLE	DATE COMPLETED	CERTIFYING OFFICAL/ ORGANIZATION
XXXX equipment.	15 Apr 97	//Signed// Capt Sue Ellen Read 350 ARS, McConnell AFB, KS
Formation Lead	1 May 97	//Signed// Lt Col Michael A. Morris 350 ARS/CC, McConnell AFB, KS
KC-135 Instructor Pilot	1 Jun 97	//Signed// Lt Col Michael A. Morris 350 ARS/CC, McConnell AFB, KS
KC-135 Evaluator Pilot	12 Feb 98	//Signed// Col Jonathan T. Edwards 22 OG/CC, McConnell AFB, KS
Flight Examiner and Instructor De-certification due to local PCA to non-flying position (RPI 4)	20 Jul 98	Michael A. Morris Lt Col Michael A. Morris 350 ARS/CC, McConnell AFB, KS

NOTES:

1. Equipment Certification (15 Apr 97): If a HQ AMC MSG directs training and AF IMT 1381 documentation on the use of XXXX equipment, then use the following procedure. Following completion of required training, the course instructor, or designated certifying official, signs the AF IMT 1381 as the certifying official.

2. Formation Lead Certification (1 May 97): AFI 11-2MDS, Volume 1 directs SQ/CC certification. Following the completion of the MAJCOM approved training program, the SQ/CC signs the AF IMT 1381 as the designated certifying official.
3. Instructor Certification (1 Jun 97): The initial instructor flight evaluation is completed on 15 May 97. Both the AF IMT 8 and the AF IMT 942 reflect this qualification date. An R&C Board is convened on 1 Jun 97 to certify instructor status. As the designated certifying official, the SQ/CC signs the AF IMT 1381. The 1 Jun 97 certification date is entered on the AF IMT 1381. File the AF IMT 4025 under Tab 2 of the FEF. Use this same format for Aircraft Commander Certification.
4. Flight Examiner Certification (12 Feb 98): AFI 11-202, Volume 2 directs certification by the OG/CC or SQ/CC. Following completion of the MAJCOM approved flight examiner training program, an R&C Board is held on 12 Feb 98 to certify flight examiner status. In this example, the OG/CC signs the AF IMT 1381 as the designated certifying official.
5. Flight Examiner/Instructor De-certification (20 Jul 98): De-certification may be necessary for a variety of reasons including Permanent Change of Assignment (PCA) or Permanent Change of Station (PCS). In this example, a one-line entry is used for both flight examiner and instructor de-certification due to a PCS. The SQ/CC signs the AF IMT 1381 as the de-certifying official. Although de-certified by the unit, the individual's instructor qualification remains valid until the expiration date on his AF IMT 8 (Jan 99). Upon arrival at his next unit, an R&C Board and new commander re-certification on AF IMT 1381 are required to regain instructor and/or flight examiner status. Only the last block must be signed by the approving/certifying official on this computer-generated example form (see Paragraph [A7.2.1.1. \(Added\)](#))

MARK A. VOLCHEFF, Major General, USAF
Director of Operations