BY ORDER OF THE COMMANDER,
436TH AIRLIFT WING

AIR FORCE INSTRUCTION 11-202, VOLUME 2

DOVER AIR FORCE BASE
Supplement 1

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Flying Operations

AIRCREW STANDARDIZATION/ EVALUATIONS PROGRAM ORGANIZATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 11-202 V2, 17 June 2002, is supplemented as follows:

NOTE: This supplement will be distributed to HQ AMC/21 AF OPRs, as applicable. In addition, it should not be less restrictive than the provisions of this or any other instructions without prior authorization from the appropriate HQ AMC/21 AF OPR.

9.1. **Purpose.** The 436/512 OG Aircrew Standardization/Evaluation Program provides quality control for the aircrew force and provides commanders of the airlift squadrons with meaningful indicators reflecting the effectiveness of aircrew training. It ensures C-5 aircrews are capable of performing their mission across the spectrum from routine operations to surviving in a hostile environment.

9.1.1. (Added) Objectives.

9.1.1.1. (Added) Standardize 436/512 OG aircrew operational procedures for C-5 employment.

9.1.1.2. (Added) Ensure standardization of aircrew evaluations IAW AFI 11-202V2 and AFI 11-2C-5V2.

9.1.1.3. (Added) Ensure compliance with HQ USAF, AMC, NAF, local operational, training, and administrative flying directives.

9.1.1.4. (Added) Establish, track and update standardization/evaluation programs as directed by HQ USAF, AFI 11-202V2, and 436/512 AW commanders.

9.1.2. (Added) Recommended Changes. Aircrew members are encouraged to submit changes to this supplement using the AF Form 847, **Recommendation for Change of Publication**, program.

9.2. (Added) **Applicability.** This supplement establishes, defines, and implements the 436/512 OG Standardization/ Evaluation (Stan/Eval) Program. It applies to all C-5 aircrew members assigned/attached to the 436/512 AW. 436/512 OG specific items in this supplement are identified by the organization in the paragraph heading. Absence of the organization in the paragraph heading indicates applicability to both organizations.

9.3. (Added) **Standardization/Evaluation Organization and Manning.**

9.3.1. (Added) Flight examiner upgrade program. Examiner upgrades will utilize 436 OSS/OST Examiner Training Program, IAW AFI 11-2C-5V1. Program details are listed in the OST Training Continuity folder.

9.3.2. (Added) Commanders will monitor and manage the flight examiner/line-assigned ratio. Generally, crew-members assigned outside the squadron stan/eval office should not hold flight examiner qualification. IAW para.3.2.3.3 and AFI 11-2C-5V2, OG/CC with notification to HQ AMC/DO (512 OG: HQ AFRC/DO, para. 3.2.3.4 & 3.3.3.3.) is the approval authority for attached personnel to remain flight examiners. Squadron commanders shall forward a letter for 436/512 OG/CC signature and include the individual's name, SSN, and reason for the deviation. Special mission qualification (SOLL II) flight examiner availability is an example for granting such an approval.

9.3.2.1. (Added) (436 OG) Current and projected squadron flight examiner manning will be forwarded to OGV by the 5th day of each new calendar quarter, or after a personnel change. The data will be used on quarterly Stan/Eval Boards (SEBs).

9.3.2.2. (Added) (512 OG) Semiannually (Jan and Jul), or after a personnel change, submit a squadron DOV manning letter to 512 OGV. Each manning letter will be a new, complete listing of all crew positions, indicating the primary and secondary examiners. Include the letter with the 1 Jan and 1 Jul trends analysis information.

9.3.3. (Added) OGV Manning. OGV should be manned with the most qualified and experienced flight examiners.

9.3.3.1. (Added) (436 OG) OGV flight examiners will be selected from the squadrons' stan/eval or by PCS through coordination with the MAJCOM. Each squadron commander and DOV office will be notified of OGV's replacement requirements. The notification will request the names of qualified flight examiners with a minimum of 6 months squadron stan/eval experience and recommendation of the squadron commander. Following a review of the individual's records, OGV will interview qualified applicants. The chief of OGV and the OGV crew position counterpart will conduct interviews. The Chief of OGV and the OG/CC will determine and select the best overall candidate and notify the squadrons.

9.3.3.2. (Added) Due to the special mission requirements of the 436 AW, additional on-loan manning in OGV may be authorized by MAJCOM/DO (IAW AFI 11-202V2 para. 3.2.3).

9.3.3.3. (Added) (512 OG) 512 OG/CC will select personnel to fill 512 OGV positions. Additional flight examiner positions are at the discretion of the OG/CC.

9.4. (Added) **Control of Evaluations.**

9.4.1. (Added) Additional training follow-up. When additional training is recommended, the chief of squadron DOV (or designated DOV representative) will review the AF Form 8, **Certificate of Aircrew Qualification**, to ensure proper documentation of appropriate training areas. Once additional training is completed, the chief of squadron DOV (or designated DOV representative) will review the AF Form 8 for proper completion/documentation and inform squadron commanders that additional training is complete. (IAW AFI 11-202V2 para. 5.2.12.2).

9.4.2. (Added) No-notice (N/N) evaluation program and goals. The OG commander's no-notice evaluation goal is for a minimum of 15 percent of each crew position to receive a no-notice evaluation each cal-

endar year. All no-notice evaluations will incorporate evaluation of applicable AMC Special Interest Items and 436/512 OG emphasis items.

9.4.2.1. (Added) Prior to administering a no-notice flight evaluation, the flight examiner should reference the crewmember's flight evaluation folder or SEMS-Pro to ensure the crewmember is not in the eligibility zone for their periodic QUAL, AR, SOLL II or Airdrop evaluation (Exception: commander-directed evaluations). Crewmembers should receive no more than one no-notice or spot evaluation in a calendar year (per specific qualification).

9.4.2.2. (Added) Squadron commanders will establish their own no-notice program. Report results of squadron no-notice evaluations quarterly at the 436 OGV (SEB) and semi-annually at the 512 OGV (SEB). Evaluations conducted by OGV flight examiners are credited toward squadron goals. Do not credit spot evaluations toward the commander's no-notice goal (exception: no-notice SPOT evaluations).

9.4.2.3. (Added) (512 OGV) Squadron commanders will certify all No-Notice AF Forms 8.

9.4.2.4. (Added) OGV flight examiners may administer no-notice or spot evaluations to any personnel assigned/attached to their respective wing. In addition, no-notice evaluations may be conducted on any mission (see AFI 11-289 for Phoenix Banner exceptions) for which the flight examiner has the proper clearances (i.e., diplomatically cleared or visa) and qualification as a flight examiner (SOLL II, airdrop, air refueling). The squadron commander or acting squadron commander should be notified before a member of their squadron receives a no-notice evaluation on a mission originating at Dover. (512 OG) Evaluators should coordinate with the respective section supervisor prior to a no-notice evaluation for missions originating at Dover. Missions off-station do not require notification.

9.4.2.5. (Added) Flight examiners may conduct no-notice evaluations in the simulator after coordination with Flight Safety Services Inc. and the respective squadron/section.

9.4.2.6. (Added) 436 AW flight examiners will not administer evaluations to their 512 OG counterparts or reserve crewmembers unless requested by 512 OG/CC.

9.4.2.7. (Added) 512 AW flight examiners will not administer evaluations to their 436 OG counterparts or active duty crewmembers unless requested by 436 OG/CC.

9.5. (Added) **Trends.**

9.5.1. (Added) The Trend Analysis Program (TAP) is used to identify both positive and negative trends during flight evaluations, open/closed book examinations, and supplementary evaluations. The primary purpose of the TAP is to identify areas requiring attention, monitoring, or correction. Squadrons may trend additional areas and will include findings along with SEB inputs.

9.5.2. (Added) Trend Collection.

9.5.2.1. (Added) Flight Evaluations. The examiner will comment on all AMC Special Interest Items and 436/512 OGV trends/emphasis areas. Examiners will make comments on all items that result in a "Q-", "U" or exceptionally qualified grade. (Trend grade of 5, 3, 2, or 1.) OGV will use SEMS Pro trend information to collect trend data using 10 percent as a threshold.

9.5.2.2. (Added) Aircrew Tests. Squadron DOVs will record all aircrew exam results on the 436 OGV Test Analysis Worksheet. All test results will be reviewed to identify bad questions. Closed book exams will be reviewed to identify trends. (436 OG) All worksheets will be included with SEB inputs by the 5th day of the new quarter. (512 OGV) All test data will be sent to 512 OGV seven days prior to the SEB.

9.5.3. (Added) Processing. Trend analysis is subjective in nature and will consist of a thorough review of all SEMS- Pro trend sheets and aircrew testing results. Trends will be documented on SEB slides and in SEB minutes. All trend data will be maintained in OGV for 1 year. Those items not necessarily associated with trends, but still of a recurring nature, will be identified as emphasis items during the SEB.

9.5.3.1. (Added) Trend Reporting. All trend analysis, as compiled by OGV, will be briefed and discussed at the quarterly/semi-annual SEB, including recommendations and corrective action for negative trends. An OPR will be assigned by OGV, and a suspense will be established. All negative trends identified at the SEB will remain "open" and briefed by the OPR at the next SEB to determine action taken to correct the negative trend.

9.6. (Added) **Stan/Eval Board (SEB).**

9.6.1. (Added) (436 OG) The SEB provides a forum for the review and resolution of aircrew related stan/eval issues. SEBs will be held on a quarterly basis and chaired by the 436 OG/CC or designated representative.

9.6.1.1. (Added) All available flight examiners, squadron commanders and operations officers should attend the quarterly SEB. Instructors are encouraged to attend.

9.6.1.2. (Added) Process. Prior to the end of the quarter, OGV will pass an instruction booklet and disk to each squadron's DOV. The disk will contain information from the last SEB, to be updated by the squadron DOV. The booklet and disk are due back to OGV by the 5th of January, April, July, and October of each year.

9.6.2. (Added) (512 OG) The SEB provides a forum for the review and resolution of aircrew related issues. The 512 OGV will convene a SEB on a semi-annual basis and will report trends to NAF semiannually. A data worksheet will be E-mailed with the SEB schedule announcement.

9.6.2.1. (Added) Attendance at the 512 OG SEB is required for the squadron CC, DO, section supervisors and senior DOV flight examiners for the squadron hosting the SEB, or their designated alternate. The off-UTA squadron will be represented by the DO, section supervisors and squadron DOV at a minimum, or their designated alternate. All other available flight examiners and instructors are encouraged to attend.

9.6.3. (Added) Trend items identified in the SEB will be forwarded to OST and squadron training. Training can then be focused on trend items and discussed in the next TRP. Previous trend items will be reported in the next SEB creating a SEB/TRP cycle.

9.7. (Added) **Unit Testing Program.**

9.7.1. (Added) Open Book Question Sources. 436 OGV will develop a Secure Question Bank (SQB) that will serve as the source for the open book examinations. Questions will be drawn from those sources listed in para. 6.4.5.1. and will not be distributed to aircrews.

9.7.1.1. (Added) (SQBs) are the responsibility of the 436 OGV. 436 OGV is OPR for all Dover written exams. 3 AS/DOV, 9 AS/DOV, 326 AS/DOV and 709 AS/DOV will assist 436 OGV in developing new questions, when necessary, and identifying bad/outdated questions. SQBs for each crew position will be under the direct control of the designated test manager or flight examiner for the crew position. Units will complete the OGV Test Analysis form and submit the results quarterly with the SEB inputs. 436 OGV will provide a copy of the SQB to the NAF annually.

9.7.1.2. (Added) The open book exam shall consist of sections that will encompass all types of crew qualifications. Individuals will take the test appropriate to their crew qualifications when they enter their qual-

ification evaluation phase. Initial/requalifying examinees will complete the end of course evaluation as applicable for their new crew qualification prior to receiving the evaluation. No specific open book test will be administered for enroute evaluations. The minimum passing score is 85 percent for all tests.

9.7.2. (Added) Closed Book Question Sources. OGV will develop a closed book examination for each crew position using the 15/21AF MQF. Corrections to the MQF should be sent to OGV, who will forward them to the 21AF/DOV OPR quarterly.

9.7.3. (Added) Bold Face Exam. A Bold Face examination, consisting of all critical action procedures for that crew position, will be administered during the closed book examination.

9.7.4. (Added) Instrument Exam. Open book exam, consisting of 50 questions, will be generated by OGV IAW AFMAN 11-210. All pilots/navigators should take the instrument exam in the same phase period as the open and closed book exam after completion of the Instrument Refresher Course (IRC).

9.7.5. (Added) Flight Surgeon Exam. Flight surgeons will complete a closed book examination every 17 months. Squadron DOVs will administer the exams and document the results. Flight surgeon exams are kept in squadron DOVs.

9.7.6. (Added) Failed Exams. For failure of any exam, notify OGV and comply with para. 6.4.7. OGV will provide a new test version for re-examination using "alternate" version exams maintained in OGV. Questions are chosen from the appropriate test banks.

9.7.7. (Added) Administration. Squadron stan/eval offices will grade all requisite and/or boldface exams immediately upon completion and prior to crewmember's next flight. Comply with **9.7.6. (Added)** for any failed exams. Squadron DOVs retain all test results until the draft AF Form 8 (signed by the examiner) is filed in the FEF. All tests will be reviewed for accuracy on 1 January each year and after each change in source documentation. 436 OGV will develop and control the applicable examinations for each crew position.

9.7.8. (Added) Security. Stan/Eval personnel will maintain positive control of all testing material.

9.8. (Added) **Supplementary Evaluation Program.**

9.8.1. (Added) The supplementary evaluation program is used to determine the effectiveness of certain flying-related programs that are not evaluated through other means. They include, but are not limited to, the IRC, aircrew continuation training, life support processes, and any other program affecting crewmembers. The results of these evaluations will be discussed at the SEB and published in the SEB minutes. As a minimum, 436 OGV flight examiners should evaluate each training program during his/her recurring attendance. The 436 OG/OGV OPR will monitor the program with the goal of evaluating each area annually. (512 OG) The 512 OGV will forward all supplementary evaluations accomplished by its examiners to 436 OGV for inclusion in their SEB.

9.9. (Added) **Aircrew Flight Manuals Program.**

9.9.1. (Added) Control and distribution. The Manuals Control Program is fully described in the OGV Flight Manuals Program continuity book and OG OI 11-4. All publications contained in the FCIF file will be released by 436 OGV through an FCIF upon formal release by the publication OPR. The FCIF will specify how the publication will be distributed (i.e., V-file or pick-up at Manuals Control). Squadron DOV personnel may pick up copies for review prior to release.

9.9.2. (Added) AF Form 847 Program. 436/512 OGV is the OPR for their respective AF Form 847 programs. The 436 OGV will appoint a primary and alternate office monitor with a cover letter placed in the

847 continuity book. (436 OG) Each squadron DOV should have a copy of OGV OI 11-2; it establishes procedures for processing and tracking AF Forms 847. The 512 OG 847 program is consolidated at the 512 OGV level.

9.9.3. (Added) Annual review. Flight manual checks are required semiannually as outlined in OG OI 11-4. Accomplishment of this review is documented on an AF Form 1522, **ARMS Additional Training Accomplishment Report**, input into ARMS and is verified during each crewmember's FEF review.

9.9.4. (Added) (512 OG) OGV will assume the responsibility of establishing a manuals control program for coordinating with 436 OGV, the number of manuals required and distribution of required publications. 512 OSF will maintain physical control of the publication inventory. Additionally, the 512 OGV will maintain a complete FCIF file for use by both squadrons in lieu of an individual squadron file.

9.10. (Added) **Stan/Eval Programs.**

9.10.1. (Added) Flight Evaluation Folders (FEF)

9.10.1.1. (Added) Units will review the FEF for all newly assigned aircrew members to establish a date in ARMS and SEMSPro. Subsequent FEF reviews will be accomplished the month following the individual's birth month and logged on ARMS. Also log initial and subsequent FEF reviews on the AF Form 942, **Record of Evaluation**. Conduct FEF reviews using the HQ 15/21 Air Force Stan/Eval Flight Evaluation Folder/HARMS Worksheet. Squadron DOVs will crosscheck flight hour history and flying currency with squadron ARMS/CAASS products.

9.10.1.2. (Added) Mission evaluations will have an abbreviation of the evaluation received in the "Type Evaluation" column of the AF Form 942. The abbreviation will be in parenthesis after the "MSN" statement. Example: MSN (AR) listed in **Table 9.1. (Added)**

Table 9.1. (Added) Mission Evaluations.

Type Evaluation	Left Seat	Right Seat	Other positions
Air Refueling	AR	AR	AR
Air Drop (LS or RS)	ADLS	ADRS	AD
SOLL II (LS or RS)	SOLS	SORS	SO
Map Navigator			MN
Radar Navigator			RN

9.10.1.2.1. (Added) All QUAL/MSN evaluations for loadmasters, flight engineers, and navigators and INSTM/QUAL/MSN evaluations for pilots will NOT have a description of the mission on the AF Form 942 since it is a basic aircraft mission qualification. Additionally, pilot initial or equal enroute evaluations are SPOT evaluations, not mission evaluations and will only be annotated as SPOT on the 942.

9.10.1.2.2. (Added) Computer generated AF Forms 942 (utilizing SemsPro software) are encouraged para. 7.4.7.

9.10.1.3. (Added) (512 OG) 512 OGV will review all FEFs of AF Forms 8 that are referenced in para. **9.10.5.3. (Added)** 512 OGV will provide feedback to squadron DOVs. Each position in OGV will maintain their own records in a continuity book located in their office.

9.10.1.4. (Added) Those attached to the 436/512 AW and whose FEF is not maintained at the same base as the individual's flight record (example: 21AF personnel who fly with 436 AW), a copy of their AF

Form 1042, **Medical Recommendations for Flying or Special Operational Duty Log** and AF Form 702, **Individual Physiological Training Record**, may be filed in Section 1, Tab 2, of their FEF.

9.10.1.5. (Added) File any MFRs directly related to AF Forms 8 in Section 2 of the FEF, IAW para. 7.5.2.2.

9.10.1.6. (Added) AF Form 1381, **USAF Certification of Aircrew Training**, certification information is outlined in para. **9.10.6.3. (Added)** and **Table 9.4. (Added)** AF Form 1381 procedures are outlined and detailed in AMC SUP1, **Attachment 7 (Added)**, HQ 15/21 Air Force Stan/Eval ASEV Standard Guide and HQ 15/21 Air Force Stan/Eval Flight Evaluation Folder/HARMS Worksheet.

9.10.2. (Added) Flight Crew Information File (FCIF).

9.10.2.1. (Added) 436 OGV is the OPR for FCIFs at Dover AFB. 436 OGV will provide a listing of all FCIFs as an attachment to the FCIF book. On this attachment, FCIFs will be designated as retain, rescind, or incorporate into the FCB. Squadrons will make the necessary changes to their FCIF file when the FCB is released. 436 OGV will review FCIFs on a quarterly basis during FCB preparation to ensure only current information is retained in the FCIF. 436 OGV will maintain a master file on all FCIF material. Any OGV member may sign locally generated FCIFs with OG/CC approval.

9.10.2.2. (Added) FCIF Library. Volume V of the FCIF library will contain flying safety meeting minutes and any pertinent safety information. The squadron DOV FCIF monitor will ensure currency of Volume V information.

9.10.3. (Added) Go/No-Go Procedures. Squadrons will establish a positive control system that ensures aircrew members have met all requirements and completed all grounding items before flight. Schedulers and operations officer/ADOs will check the following minimum requirements:

9.10.3.1. (Added) Review all crewmembers for qualification and sortie requirements.

9.10.3.2. (Added) Review mission-manning requirement.

9.10.3.3. (Added) Check all crewmembers' currency summary for grounding items.

9.10.3.4. (Added) (512 OG) All crewmembers' pay status, crew position and duty position will be verified.

9.10.3.5. (Added) Squadron operations will print current ARMS list for each crewmember.

9.10.3.6. (Added) All schedulers will sign off and check the CAASS set-up sheet for accuracy.

9.10.3.7. (Added) The Flight Order signing official will check individual currency, qualification & AMC Form 41, Aircrew Flight Orders, for completeness and accuracy.

9.10.3.8. (Added) Complete/review ORM Risk Assessment Matrix.

9.10.4. (Added) Completion/Documentation of Flight Evaluation Requisites. To insure prompt completion of requisites and scheduling of evaluations, the following applies:

9.10.4.1. (Added) (436 OG) Crewmembers should complete all requisites for periodic evaluations no later than the second month of eligibility and prior to accomplishment of the flight evaluation. All periodic evaluations should be accomplished no later than the fourth month of eligibility.

9.10.4.2. (Added) (512 OG) Senior Examiner Program. Supervisors and section chiefs (civilian and military) at squadron level will receive required evaluations from 512 OGV flight examiners or higher.

9.10.4.3. (Added) (436 OG) Squadron commanders will designate a senior flight examiner for each crew position in writing.

9.10.5. (Added) AF Form 8 Routing and Filing.

9.10.5.1. (Added) All AF Forms 8 will be completed IAW AFI 11-202V2, Chapter 7 using SEMS-Pro software. 436/512 OGV is the local POC for all SEMS-Pro software issues. In order to standardize AF Forms 8, template and flight evaluation profile changes will only be made by OGV. Squadron DOVs may add/delete or modify crewmembers/flight examiner data in SEMS-Pro as necessary. Squadron DOVs may extract PCSing aircrew member's SEMS-Pro database to carry to their next base. Squadron DOVs will wait seven months before deleting members from the database after PCS/DOS from the unit. Squadron DOVs will perform a weekly backup of the squadron SEMS-Pro database. Use the 436/512 OGV approved version of SEMS-Pro.

9.10.5.2. (Added) Squadrons will keep a separate tracking log of all AF Form 8s. Following an evaluation, the evaluator will make an entry into the log to record the evaluation and begin the Form 8 tracking process. Squadron DOV personnel will ensure all post-evaluation items are completed, such as AF Form 1522 inputs, AF Form 46, etc. (436 OG) Flight Examiners will complete the trends analysis form included in the SEMS-Pro software for each evaluation. Place a (draft) AF Form 8 in the FEF until the signed AF Form 8 is posted.

9.10.5.3. (Added) Forward all Q2, Q3 and Exceptionally Qualified AF Forms 8 to 436/512 OGV for review. OGV will then forward the stamped and initialed AF Forms 8 to OG/CC for review. Upon completion of the OG/CC review, the AF Forms 8 will be returned to the squadron for posting in the individual's FEF. Additionally, the 512 OGV will perform a quality control review of all Q1 Forms 8. The squadron will deliver the AF Forms 8 to the 512 OGV office and place them in the folders on the desks of the OGV counterpart. 512 OGV will review the AF Form 8 for errors and initial if correct, then return to the squadron DOV for final processing or corrections.

9.10.5.4. (Added) Forward AF Forms 8 for all squadron commanders directed downgrades to OGV within 5 working days. Following the OGV review, OGV will forward the stamped and initialed AF Form 8 to OG/CC for review. Upon completion of the OG/CC review, the AF Forms 8 will be returned to the squadron for posting in the individual's FEF.

9.10.5.5. (Added) Squadron DOVs will forward waiver letters to the OG/CC for crewmembers requiring an extension to the training time after a failed evaluation. Format waiver requests IAW **Attachment 9 (Added)**.

9.10.5.6. (Added) (436 OG) Examiners will follow the protocols in **Table 9.2. (Added)** for administering evaluations to crewmembers under the senior examiner program.

Table 9.2. (Added) Pyramid Evaluation Table (436 OG).

EXAMINEE	RECOMMENDED EXAMINER	ALTERNATE EXAMINER
Flying SQ/CC/DO/Chief DOV	OGV	NAF/AMC
AW/OG/CC/CV/CD	Any Examiner	
OGV Chief	NAF	AMC
OGV Members	Senior OGV Examiner	NAF/AMC
Senior DOV Examiners	OGV	NAF/AMC
SQ/DOV	Senior DOV Examiner	OGV/NAF/AMC
All others	DOV/OGV	NAF/AMC

9.10.5.7. (Added) Documentation:

9.10.5.7.1. (Added) (436 OG) Review/approve any AF Form 8 written on crewmembers as listed in **Table 9.3. (Added)**

Table 9.3. (Added) Review/Approval AF Form 8 (436 OG).

EXAMINEE	REVIEWING OFFICE	FINAL APPROVING OFFICE
Flying SQ/CC/DO/Chief DOV	Chief OGV	OG/CC or CD
OGV Members	Chief OGV	OG/CC or CD
OG/CC	Chief OGV	AW/CC or CV
OG/CD	Chief OGV	OG/CC
AW/CC	Chief OGV	OG/CC
AW/CV	Chief OGV	AW/CC
All others	Chief, SQ/DOV or Asst	SQ/CC

9.10.5.7.2. (Added) (512 OG) Review/approve AF Forms 8 written on crewmembers (listed in **Table 9.4. (Added)**).

Table 9.4. (Added) Review/Approval AF Form 8 (512 OG)

EXAMINEE	REVIEWING OFFICE	FINAL APPROVING OFFICER
All WG/OG assigned	OGV Chief or Asst	OG/CC or CD
SQ CC/DO, DOV Chief	OGV Chief or Asst	OG/CC or CD
All others	SQ/DOV Chief or Asst	SQ/CC or DO

9.10.5.7.2.1. (Added) Exceptions (512 OG) When certification board action is required the wing/vice wing commander will be the “Final Approving Officer.”

9.10.5.8. (Added) (436 OG) Reference 436 OG AF Form 8 Guide for standardized samples and clarification.

9.10.6. (Added) Squadron Review and Certification (R&C) Boards.

9.10.6.1. (Added) (436 OG) R&C boards should convene on a monthly basis. Boards emphasize new responsibilities and formally recognize individuals for their achievements. R&C boards make recommen-

dations on crewmembers to include commander-directed downgrade, retraining, reclassification or Flight Evaluation Board action.

9.10.6.1.1. (Added) Squadrons will send a copy of R&C board minutes to OGV for review. Each squadron DOV will retain a copy for 2 years. Following squadron certification, all crewmembers are approved to perform those duties for which they are certified. Composition of the squadron R&C board should be:

9.10.6.1.1.1. (Added) Commander/Operations Officer.

9.10.6.1.1.2. (Added) Flight or Section Representative.

9.10.6.1.1.3. (Added) DOV Representative.

9.10.6.1.1.4. (Added) Training.

9.10.6.1.1.5. (Added) Safety.

9.10.6.1.1.6. (Added) Superintendents.

9.10.6.1.1.7. (Added) Other DOV representatives, as desired.

9.10.6.1.2. (Added) Wing/Operations Group CC Interviews. Operations group and wing commander interviews are accomplished to emphasize the importance of the aircraft commander, instructor, and flight examiner force.

9.10.6.1.2.1. (Added) Wing Interviews for Aircraft Commander (AC). The wing commander will interview all newly certified aircraft commanders. While this should be accomplished at the soonest opportunity, it is not a requirement prior to flying a mission. Wing interviews will be conducted on the first and third Thursdays at 1100 hrs. Each squadron DOV will forward a Wing Interview Crewmember Information Sheet (see **Attachment 7 (Added)**) to 436 OG/OGV. OGV will forward these sheets to the wing staff. Upon completion of the interview, the wing staff will return the sheet to OGV. The sheet will have a signature signifying completion of the interview. A wing interview is not required for an AC requalifying to that position in less than 12 months from the disqualifying date.

9.10.6.1.2.2. (Added) OG/CC Interviews for Instructors and Flight Examiners. Crewmembers upgraded to instructor or flight examiner in their respective crew position require a personal interview with 436 OG/CC after upgrade. While this should be accomplished at the soonest opportunity, it is not a requirement prior to flying a mission. OG/CC interviews will be conducted on the first and third Thursdays at 1100hrs. Each squadron Stan/Eval office will schedule this appointment directly with the 436 OG/CC secretary. Forward the following to OGV for review NLT 3 days prior to interview. OGV will forward documents to OG/CCE prior to interview.

9.10.6.1.2.2.1. (Added) Flight Evaluation Folder (FEF).

9.10.6.1.2.2.2. (Added) Wing Interview Crewmember Information Sheet (see **Attachment 7 (Added)**).

9.10.6.2. (Added) (512 OG) R&C Boards

9.10.6.2.1. (Added) Squadron R&C boards will be convened as directed by the 512 AW/CC. The 512 (AW/CC or designated representative) will certify all aircraft commander, instructor, and flight examiner candidates. Forward the following to 512 OGV NLT 5 working days prior to the R&C.

9.10.6.2.1.1. (Added) Cover Sheet.

9.10.6.2.1.2. (Added) Flight Evaluation Folder (FEF).

9.10.6.2.1.3. (Added) Wing Certification Board Crewmember Information (see **Attachment 8 (Added)**).

9.10.6.2.1.4. (Added) Training Program Outline for local upgrades.

9.10.6.2.2. (Added) The 512 AW/CC, 512 AW/CV, or 512 OG/CC will chair the 512 AW certification boards. If the 512 AW/CC or CV does not chair the R&C board, all initial Aircraft Commander, Instructor, or Flight Examiner candidates must have a personal interview with the 512 AW/CC or CV within 30 days of the R&C board.

9.10.6.3. (Added) Certifications. **Table 9.5. (Added)** represents current certifications and certifying officials requiring documentation on the AF Form 1381 (MFR requirements are outlined in AMCSUP1, A7.3):

Table 9.5. (Added) Certification & Certifying Official.

CREW POSITION	CERTIFICATION	AF FORM 4025 IN FEF	CERTIFYING OFFICIAL
All	Initial Examiner (AFI 11-2C-5V1, 5.5)	Yes	SQ/CC (436 OG) AW/CC (512 AW)
All	Examiner (Previously Qualified)	No	SQ/CC
All	Phoenix Banner/Silver/Copper (OG OI 11-4)	No	SQ/CC
All	Decertification (AFI 11-202V2 & AMCSUP1)	No	SQ/CC
All	Instructor (AFI 11-2C-5V1, 5.3.4)	Yes	SQ/CC (436 OG) AW/CC (512 AW)
Pilot	VFR Certification (HQ AMC Msg) TAA/D Maneuver (OG OI 11-4)	Yes	SQ/CC
Pilot	Aircraft Commander (AFI 11-2C-5V1, 5.3.3)	Yes	SQ/CC (436 OG) AW/CC (512 AW)
Pilot	SOLL II Jump seat	Yes	SQ/CC
Engineer	2nd Engineer	Yes	SQ/CC
Loadmaster	Hot Refuel	Yes	SQ/CC

9.10.6.3.1. (Added) Use the AF Form 4025, **Aircrew Summary/Close-Out Report**, to close out courses when a training folder was used. File the completed AF Form 4025 under Tab II of the Flight Evaluation Folder (FEF). For in-unit certification of training, complete a memo for the certifying official that documents satisfactory completion of training. Once the certifying official has completed the AF Form 1381, the memo can be returned to the individual for their records. The AF Form 1381 will then be filed in the FEF under section 1, directly below Tab 1. (512 OG) Examiners will meet a wing certification board and the AW/CC or CV will sign the AF Form 1381.

Attachment 7 (Added)

436 AW WING INTERVIEW
CREW MEMBER INFORMATION

1. NAME/RANK SQUADRON
2. UPGRADING TO
3. EXPERIENCE
    - YEARS OF SERVICE
    - AIRCRAFT FLOWN
    - TOTAL HOURS
    - C-5 HOURS
    - AT DOVER SINCE
    - PREVIOUS ASSIGNMENTS
4. PERSONAL INFORMATION
    - PRESENT ADDRESS
    - HOMETOWN
    - MARITAL STATUS
    - CHILDREN
5. PME
6. EDUCATION
7. AWARDS & DECORATIONS
8. ADDITIONAL DUTIES

Attachment 8 (Added)

512 AW CERTIFICATION BOARD
CREW MEMBER INFORMATION

1. NAME/RANK SQUADRON
2. UPGRADING TO
3. EXPERIENCE
    - YEARS OF SERVICE
    - YEARS IN CREW POSITION
    - AIRCRAFT FLOWN
    - TOTAL HOURS
    - C-5 HOURS
    - AT DOVER SINCE

Signature Block
Chief, 512th OGV

Attachment 9 (Added)

FAILED EVALUATION RETRAINING TIME LIMITS WAIVER LETTER

Date

MEMORANDUM FOR 436 OG/OGV
436 OG/CC

FROM: (Squadron CC)

SUBJECT: Waiver to Extend Training Time Limits for Failure to Pass a Flight Evaluation

1. Name, Rank, SSAN, Organization, crew position.
2. Total Flying Time/C-5 Time
3. Specific events leading up to extension (i.e., Date of Q-3, areas downgraded, training accomplished, and any breaks in training)
4. Requested mandatory completion date.
5. Specific action being accomplished to ensure completion of training by new completion date.
6. A copy of this letter will be kept in the member's training folder with the original remaining in Section II of the Flight Evaluation Folder IAW AFI 11-202V2, paragraph 7.5.2.2.2.
7. Note of this extension and reason(s) for extension will be summarized in the AF Form 4025 (if applicable).

Squadron Commander's Signature Block
Commander

Date

1st Ind, 436 OG/OGV

MEMORANDUM FOR 436 OG/CC

Concur/Nonconcur

Signature Block
Commander, 436th Operations Group

SCOTT E. WUESTHOFF, Colonel, USAF
Commander