



FAIRCHILD AIR FORCE BASE

Supplement 1

24 OCTOBER 2003

Flying Operations

**AIRCREW STANDARDIZATION/EVALUATION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 92 OG/OGV (Lt Col Keith P. Ross)
Supersedes AFI11-202, Volume 2, FAFBSUP1,
16 November 1998

Certified by: 92 OG/CC (Colonel Diane R. Hull)
Pages: 18
Distribution: F

AFI 11-202, Volume 2, dated 17 June 2002 and AFI 11-202, Volume 2 AMC Sup 1, dated 18 June 2002 is supplemented as follows: This supplement establishes local stan/eval procedures for the 92d Operations Group (92 OG) IAW AFI 11-202, Volume 2, paragraph 3.2.2.11. and chapter 9. This supplement applies to all KC-135 aircrew members assigned or attached to the 92 OG. This supplement is not applicable to Air Force Reserve Component (AFRC) or Air National Guard (ANG) except for those individuals attached to the 92 OG for flying purposes. Submit suggested improvements to this supplement on AF Form 847, **Recommendation for Change of Publication**, to 92d Operations Group Aircrew Standardization/ Evaluation (92 OG/OGV), 101 W. Arnold Avenue, Fairchild AFB WA 99011. Unless otherwise specified, the 92d Operations Group Commander (92 OG/CC) is the waiver authority for this supplement. Place this supplement behind AFI 11-202, Volume 2 and AFI 11-202, Volume 2 AMCSUP1. The Privacy Act of 1974 affects this instruction. The Privacy Act System Number F011 AF XO A, Aviation Resource Management System (ARMS), covers required information. The authority for maintenance of ARMS is Title 37 U.S.C. 301a (Incentive Pay), Public Law 92-204, Section 715 (Appropriations Act for 1973), Public Laws 93-570 (Appropriations Act for 1974), 93-294 (Aviation Career Incentive Act of 1974), and Executive Order 9397. Records disposition: Ensure all records created by this supplement are maintained and disposed of IAW AFMAN 37-139, *Records Disposition Schedule*. See **Attachment 1** for a glossary of references and supporting documentation.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

The paragraphs in this supplement are numbered differently than in the superseded supplement. The previous supplement was published as Chapter 7 of AFI 11-202, Volume 2. Changes to the parent AFI now place local procedures in Chapter 9. All references to AFI 11-408 have been removed. The following is a synopsis of changes in this revision: Deletes paragraphs concerning purpose, applicability and recommended changes (old paragraphs 7.1 and 7.2) and places required information in the purpose statement

above; removed information regarding operations group standardization/evaluation (OGV) evaluators and special mission qualifications and clarified guidance concerning lack of evaluator navigator position in OGV (old paragraph 7.3.2.3.); designates air refueling squadron directors of operations (ARS/DOs) as AF Form 8, **Certificate of Aircrew Qualification**, reviewing officers and tasks squadron commanders to appoint alternate reviewing officers in the event the ARS/DO is not a flight examiner (old paragraphs 7.3.3.1.1. and 7.6.1.4.2.); deletes attachments containing recommended flight evaluation profiles (old paragraph 7.4.7 and old attachments K-M); directs the use of SEMSPro freeware stan/eval management software program for collecting and analyzing trend data (old paragraph 7.3.3.1.4.5.); changes the minimum sample size for trend identification to eight evaluations (old paragraph 7.3.3.1.4.5.5.); lowers objective trend threshold from 50 percent to 25 percent of evaluations and removes objective threshold for areas of concern (old paragraph 7.3.3.1.4.5.6.); deletes requirement for squadrons to send trend reports to OGV (old paragraph 7.3.3.1.4.5.7.); deletes requirement for OGV to send trend memoranda to 92d Operations Support Squadron Aircrew Training Flight (92 OSS/OST); deletes recommended processes for correcting negative trends (old paragraph 7.3.3.1.4.5.9.); changes implementation of the Flight Crew Information File system (old paragraphs 7.3.3.1.7. and 7.6.3.); deleted requirement to generate an AF Form 8 for substandard performance on a no-notice (N/N) test (old paragraph 7.3.3.1.10.1.); established goal for no-notice ground testing as 50 percent of available crewmembers per calendar year (old paragraph 7.3.3.1.10.1.); deleted all reference to Fairchild AFB WA standard mission brief testing (old paragraph 7.3.3.10.2. and all sub-paragraphs); changed process for distributing technical orders (T.O.s) and associated directives (ADs) (old paragraphs 7.3.3.1.11. and 7.3.4.9.); removed requirement for flight examiner's squadron to track evaluations administered to crewmembers from another squadron (old paragraph 7.3.4.10.1.); deleted memorandum of certification (old Attachment A); established requirement for squadrons to maintain and update a flight examiner roster (old paragraph 7.3.5.2. and 7.3.5.3.); deleted references to special interest areas (old paragraph 7.4.1.2.1.); deleted requirement to use SPOT evaluations to evaluate aircraft commander touch and go certification (old paragraph 7.4.3.5.); established no-notice (N/N) flight evaluation goal of 15 percent of available crewmembers per calendar year (old paragraph 7.4.4.3.3.1.); clarified exemptions from eligibility for N/N flight evaluations and included exceptions (old paragraphs 7.4.4.3.3.2. and 7.4.4.3.3.3.); deleted suggested criteria for N/N flight evaluation sortie profiles (old paragraph 7.4.4.3.3.8.); deleted recommended emergency procedures evaluation (EPE) topics (old paragraph 7.4.6.5.1.1.); deleted requirement to include EPE topic on AF Form 8 (old paragraph 7.4.6.5.4.); deleted guidance concerning "doubled-up" ground requisite test scores (old paragraph 7.5.3.1.); deleted guidelines for squadron testing areas (old paragraph 7.5.3.4.1.); removed all reference to MC Forms 5X; deleted requirement for squadrons to maintain physical copies of the FCIF library (old paragraph 7.6.3.1.); changed home station and deployed FCIF dissemination process (old paragraph 7.6.3.1. and all sub-paragraphs); changed local guidance concerning contents of the FCIF library (old paragraph 7.6.3.3. and all sub-paragraphs); changed local go/no-go procedures (old paragraph 7.6.4. and all sub-paragraphs).

9.4. **Standardization/Evaluation Organization/Manning.** 92 OG/OGV consists of a chief, a chief pilot, a stan/eval liaison officer (SELO) and a chief boom. ARS/CCV manning will be IAW the unit manning document.

9.4.1. **Flight Examiner Upgrade Program.** Squadrons will conduct an R&C for all squadron flight examiners. Squadron commanders will report any changes to their examiner roster to 92 OG/OGV as soon as they occur. Individuals attaining flight examiner status in an AMC aircraft for the first time and current flight examiners transferring in from another base will also attend an interview with the 92 OG/CC prior

to performing flight examiner duties. Prior to certification, flight examiner candidates will complete a checkout program consisting of the following:

9.4.1.1. (Added) Read the 15th AF Flight Evaluation Guide (holdover effective until replaced by Headquarters Air Mobility Command Standardization/Evaluation (HQ AMC/A3V) guidance), AFI 11-202v2 and AFI 11-2KC-135v2 *C/KC-135 Aircrew Evaluation Criteria* and applicable supplements.

9.4.1.2. (Added) Accomplish the flight examiner computer based training (CBT) program.

9.4.1.3. (Added) Observe an evaluation given by a like specialty.

9.4.1.4. (Added) Receive a briefing and interview with the OGV flight examiner of like specialty.

9.4.1.5. (Added) Receive an interview with the 92 OG/CC or 92 OG/CD.

9.4.2. (Added) The Chief, 92d Operations Group Aircrew Standardization/Evaluation is the designated senior evaluator pilot for the operations group. The OGV Chief Pilot is the secondary senior evaluator pilot for the operations group and will accomplish required evaluations should the chief be unavailable. The Chief of OGV will evaluate the OGV Chief Pilot. The OGV Examiner Boom Operator is the operations group senior evaluator boom operator. 92 OG/OGV does not have an examiner navigator position. Since all 92 OG navigators are attached to the 96 ARS for flying purposes, 96 ARS/CC will designate a squadron senior evaluator navigator. Due to the lack of representation for that crew position at the next higher level of the pyramid (OGV), that individual will receive annual evaluations from Headquarters Air Mobility Command Standardization/Evaluation (HQ AMC/A3V).

9.5. Control of Evaluations.

9.5.1. Additional Training Follow-up. IAW 15 AF/21 AF memorandum dated 1 Mar 96 (revised due to new AFI references, holdover effective until replaced by HQ AMC/A3V guidance) and AFI 11-2KC-135, Vol. 1, *C/KC-135 Aircrew Training*, appendix 3, paragraphs A.3.1.1. and A.3.1.1.1., use the following procedures to document corrective action or additional training following evaluations that cannot be cleared during the debrief.

9.5.1.1. (Added) If a training folder is initiated, the flight examiner will enter comments pertinent to the training deficiency on AF Form 4023, **Aircrew Training Progress Report**, or the training guide and on the AF Form 8. Upon completion of training, transfer the AF Form 4025, **Aircrew Summary/Close-out Report**, to the Flight Evaluation Folder (FEF), Tab 2. Disposition of the training folder will be IAW AFI 11-2KC135, Vol. 1.

9.5.1.2. (Added) If the training/actions required are limited and the training folder requirement is waived by the unit operations officer, the instructor's or flight examiner's remarks will be placed on the back of the AF Form 8 to document who conducted the additional training and what was accomplished. Format for additional training comments on an AF Form 8 may be found in the 92 OG AF Form 8 Continuity Guide.

9.5.2. No-notice (N/N) Evaluation Program and Goals. N/N flight evaluation goals are listed in **Table 9.1. (Added)** N/N results will be presented during the stan/eval board (SEB) meeting. When determining the number of crewmembers to be evaluated, apply the target rate to the lesser of authorized positions or basic qualified personnel actually assigned and attached to the squadron. Do not include non-wing assigned crewmembers (i.e. expeditionary mobility task force (EMTF) or tanker/airlift control element (TALCE) personnel) attached to a squadron in these numbers. Round numerical goal to the nearest whole number as long as that number meets or exceeds the AMC 15 percent goal. N/N evaluations given by

OGV assigned flight examiners (Chief, OGV, Chief Pilot and Chief Boom) may count toward the squadrons' goals. The squadron rate is a minimum target; squadron commanders may direct a higher goal if they desire.

Table 9.1. (Added) No-Notice Flight Evaluation Goals.

Type Evaluation	Yearly Goal per Crew Specialty
Squadron No-Notice Flight	15%
OGV Assigned Flight Examiner No-Notice Flight	One per air refueling squadron

9.5.2.1. (Added) The following individuals are exempt from squadron and routine OGV N/N ground testing and N/N flight evaluations, do not count in the no-notice eligibility numbers for the squadron to which they are assigned/attached, and will not be reported in no-notice goal reporting: 92 ARW/CC and CV; 92 OG/CC and CD; 92 OG/OGV (all); 92 OSS/CC and DO; 92/93/96/97 ARS/CC and DO. The OG/CC may direct N/N evaluations/examinations of any OG assigned/attached aircrew; HQ AMC may administer N/N evaluations/examinations to any 92 ARW crewmember. Squadrons should not normally consider individuals eligible for a no-notice flight evaluation if they are in their 6-month eligibility zone for their annual evaluation, have completed their annual flight evaluation within the previous 3 months, or are receiving formal (upgrade or corrective) training. Individuals flying in supervised status to regain currency will not be evaluated on those events in which they are non-current. **NOTE:** These exemptions do not apply to commander directed and/or HQ AMC conducted no-notice evaluations.

9.5.2.2. (Added) Squadron stan/eval offices will publish monthly memoranda listing crewmembers eligible for N/N flight evaluations using criteria listed above. The memos should be completed by the first duty day of each month and posted in the applicable squadron readily accessible to crewmembers. Send a courtesy copy to 92 OG/OGV.

9.5.2.3. (Added) Flight examiners should "join" the crew and inform the evaluatee of the N/N evaluation no earlier than normal crew show time and no later than the crew's departure from base operations to the aircraft for the flight. OGV assigned flight examiners will notify the appropriate squadron commander in advance of impending N/N evaluations.

9.5.2.4. (Added) The examiner will administer the appropriate N/N ground test (and boldface/critical actions procedure (CAPs), if applicable) for all N/N flight evaluations by the end of the second normal duty day after the flight or before the evaluatee's next scheduled flight or alert tour, whichever occurs first. The test counts towards the squadron's N/N ground testing program goals. (See paragraph 9.8.3. of this supplement for further guidance on no-notice ground testing goals and procedures.) If the evaluatee has already taken a N/N test during the same calendar year another test is not required. Annotate the N/N closed book (and boldface/CAPs, if applicable) grade(s) on the AF Form 8.

9.5.2.5. (Added) OGV may administer N/N evaluations during en route off-station missions (channels, coronets, business efforts, etc) with 92 OG/CC approval. N/N evaluations at deployed employment locations require deployed OG/CC (or equivalent) approval.

9.6. **Trends.** The trends program recognizes patterns of behavior, positive and negative, and recommends/ initiates changes to training programs and/or directives to promote positive trends and eliminate negative trends. Items considered worthy of attention but that do not qualify for trend status are disig-

nated “areas of concern.” Determine and track areas of concern in the same fashion as trends and upgrade them to trend status as appropriate.

9.6.1. (Added) Flight examiners obtain trend data from objective as well as subjective data. OGV personnel will compile all trend data to determine 92 OG trends and areas of concern.

9.6.1.1. (Added) OGV processes objective trend data from evaluations via SEMS Pro, a commercial off-the-shelf (COTS) stan/eval management system program. Squadrons will enter trend data from all evaluations into SEMS Pro. Positive or negative comments of greater than 25% on a single item create a trend. Prior to identifying an item as a trend, the item should be observed on at least eight evaluations.

9.6.1.2. (Added) Obtain subjective data from a variety of sources including supplementary evaluations, instructor supervised sorties, instructor/flight examiner meetings, safety or training days, aircrew testing, safety reports and 92 OSS/OST and/or senior leadership observations. Report subjective data for trends/areas of concern to OGV quarterly by the first Thursday of the first month of the quarter for the previous quarter (i.e. report data for Jan-Mar by the first Thursday of April).

9.6.2. (Added) 92 OSS/OST should normally be the OPR for 92 OG trends and areas of concern. Offices of collateral responsibility (OCRs) will be assigned as required. OPRs and OCRs should correct negative trends within one quarter. OGV and OST should coordinate appropriate corrective action prior to the next SEB meeting and present proposed actions to the SEB. The OPR/OCRs will submit actual corrective actions taken to the 92 OG/OGV in a memorandum for record. OGV will evaluate crew performance in the trend area to assess the effectiveness of training. OGV will report trends to the 92 OG/CC and HQ AMC/A3VK quarterly via the SEB meeting and SEB minutes respectively. OGV will also publish trends in the FCIF, Flight Crew Bulletin (FCB) and Crossflow newsletter. The SEB may close a trend when it does not appear as a trend for two consecutive quarters. The SEB may close an area of concern when it does not appear for one quarter.

9.7. Stan/Eval Board.

9.7.1. (Added) The SEB consists of 92 OG/CC/CD/OGV, 92 OSS/CC/OST, and 92/93/96/97 ARS/CC/CCV. If SEB members cannot attend a SEB meeting a suitable replacement should represent them. All available flight examiners should attend. OGV encourages squadron directors of operations and training personnel to attend as well.

9.7.2. (Added) OGV will normally schedule and conduct SEB meetings on the second Thursday of January, April, July and October in conjunction with the 92 OG Training Review Panel. Submit any recommended/requested agenda items to OGV by the end of the calendar quarter.

9.8. **Unit Testing Program.** OGV is the OPR for exam rewrites, reviews, and updates. OGV maintains a currency log for all exams showing source document reviews and question updates. OGV will verify any suspect question or answer and edit as necessary. OGV will update the appropriate exam currency log and any applicable computer test banks if an exam question, answer or reference is changed. Reference the OGV test program manager continuity book for specific administration. OGV creates all open book, closed book, IRC and difference exams (with the exception of squadron no-notice ground tests) and distributes them to the ARSs for administration. Each ARS provides a stan/eval testing area. Use missed question logs to identify any common training area/knowledge weaknesses and for trend analysis. Flight surgeons may take their required closed book examination at any ARS/CCV or OGV. Accomplishment of the test and the score will be recorded in the stan/eval function’s test log.

9.8.1. Open Book Question Sources. Basic open book examinations consist of no less than 60 questions taken from the applicable secure question banks (SQBs). There will be an additional 20 questions for instructors and up to 20 questions available for crews holding additional qualifications or certifications. See **Attachment 8 (Added)** for open book question sources.

9.8.2. Closed Book Question Sources. Closed book tests are 20 questions long and come from the applicable master question file (MQF). For closed book difference tests, if less than 20 questions exist directly relating to the difference material, add randomly selected questions from the basic MQF to reach 20 questions.

9.8.3. Periodic/No-notice Testing Program. OGV and ARS/CCVs may conduct periodic testing for all aircrew to evaluate additional knowledge beyond the scope of requisite exams. The no-notice ground testing program may be combined with the periodic testing program.

9.8.3.1. (Added) OGV and ARS/CCVs will conduct no-notice ground testing of assigned and attached aircrew members. The 92 OG goal is 50% of eligible crewmembers per calendar year. Do not count aircrew members from other bases that are attached to 92 ARW for flying (i.e. EMTF or TALCE) in goal calculations. OGV reports progress toward the annual goal and any test failures to the SEB. Any individual assigned to OGV can administer tests to any crewmember regardless of aircrew specialty.

9.8.3.2. (Added) No-notice ground tests consist of 20-30 closed book test questions taken from the applicable MQF. Appropriate crew positions will also be tested on boldface/CAPs. Use FAFB Form 133, **KC-135R Boldface**, to administer the boldface/CAPs exam. Squadron commanders will determine the appropriate course of action in the event of a failed no-notice ground test not administered in conjunction with a no-notice flight evaluation.

9.9. **Supplementary Evaluation Program.** Squadron and OG assigned flight examiners may evaluate other activities in the operations group as deemed appropriate by the OG and squadron commanders (i.e. life support training, flight line driver's training, weather support, etc). Squadron examiners should inform OGV in advance of their intent to accomplish a supplementary evaluation for tracking purposes. Squadrons will report supplementary evaluation programs to OGV to determine if a similar effort should be made across the OG for standardization. Squadrons will report supplementary evaluation results to OGV via memorandum for inclusion in the next SEB meeting.

9.10. **Aircrew Flight Manuals Program.** 92 OG/OGV is the operations group POC for T.O.s and flying ADs contained in the FCIF library.

9.10.1. Control and Distribution. OGV will announce changes/releases to T.O.s or ADs required for flight IAW AFI 11-2KC-135V3 *C/KC-135 Operations Procedures* via FCIF. OGV will update the T.O. publications checker and FCIF library listing on the 92 OG Stan/Eval web page after all applicable changes.

9.10.1.1. (Added) Squadrons will maintain a vertical file folder for each assigned/attached crewmember in base operations for T.O. distribution. OGV will distribute T.O. changes via those folders. Crewmembers acknowledge receipt of T.O.s by initialing the AMC Form 396, **FCIF Currency Record** to document review of the corresponding FCIF item.

9.10.2. AF Form 847, **Recommendation for Change of Publication Program.** After logging receipt of the AF Form 847 and assigning a control number, OGV will give a completed copy of the form to the submitting individual. OGV will track the status of outstanding AF Forms 847 and direct disposition as applicable.

9.10.3. Annual Review. Each crewmember will perform an annual review (page count) of their flight manuals and ensure they maintain the proper associated directives. Upon completion of this review, aircrew members will log Flight Manuals Review (XFMR) on a ground Mission Accomplishment Report (MAR).

9.11. Squadron/Detachment/Flight Program.

9.11.1. Flight Evaluation Folders (FEFs). Squadrons will maintain FEFs for all locally assigned and attached crewmembers. Crewmembers assigned to HQ 15 EMTF or HQ AMC and attached to 92 OG units for flying have their FEFs maintained at the respective HQ level stan/eval function.

9.11.1.1. (Added) Include the crewmember's basic crew position (Pilot, Nav or Boom) on the FEF label.

9.11.1.2. (Added) MAJCOM instructions for completing the AF Form 1381, **USAF Certificate of Aircrew Training**, are supplemented by Attachment 7 of this directive.

9.11.1.3. (Added) Units will track annual reviews via SEMSPro and with an entry on the AF Form 942, **Record of Evaluation**.

9.11.1.4. (Added) Document minor FEF discrepancies in an FEF review log book maintained with squadron FEFs. The record of minor discrepancies for each FEF will be retained for as long as the squadron maintains that FEF.

9.11.1.5. (Added) Prior to issuing an individual their FEF to hand-carry in conjunction with a permanent change of station make copies of all records contained in the FEF. Retain these records for one month after the individual's report-no-later-than date or until the gaining stan/eval function confirms receipt of the FEF, whichever occurs first, then destroy.

9.11.1.6. (Added) File a 3.5-inch floppy disk at the back of Section 1 of the FEF with exported crewmember data from SEMSPro. Label the disk with the individual's name and the last four digits of their SSAN. Update the crewmember information contained on the disk after each update to the AF Form 1381 or AF Form 942, after the addition/change of any AF Form(s) 8, and prior to PCS departure.

9.11.2. Flight Crew Information File (FCIF). 92 OG/OGV is the OPR for the 92 OG FCIF Program. Hard copies of the FCIF library will be maintained at OGV and base operations. Electronic copies of Volume I, Parts B and C are posted on the 92 OG stan/eval web page. In the absence of the OGV Chief, the Chief Pilot may approve information for inclusion in the FCIF.

9.11.2.1. (Added) Home Station FCIF Dissemination Process: Send new FCIFs via email to all crewmembers and post on the stan/eval web site. OGV will place a hard copy in the appropriate binders at base operations and the OGV office.

9.11.2.2. (Added) Deployed FCIF Dissemination Process: before departure on any deployment scheduled to last more than 30 days, the lead unit operations officer will designate a deployed FCIF monitor, normally a squadron stan/eval member. Prior to departure the deployed FCIF monitor will create a FCIF binder consisting of Volume I, Part B. If they are able, the designated FCIF monitor will provide 92 OG/OGV with inclusive dates of deployment and contact information (e-mail and/or fax/voice phone numbers) for their deployed location. If unable prior to departure the deployed FCIF monitor will provide the above information to OGV as soon as possible after deployment. If an OGV function exists at the deployed location, and that function receives/disseminates AMC FCIF items, the deployed FCIF monitor may request that 92 OG/OGV no longer forward AMC FCIF items. 92 OG/OGV will continue to forward locally generated FCIF items. The deployed FCIF monitor will maintain the deployed FCIF binder. This

deployed FCIF information will supplement any local theater FCIF/read file. 92 OSS Combat Crew Communications (92 OSS/OSAC) will include the most recent FCB in all Flight Information Publication (FLIP) kits so its information is accessible on all sorties.

9.11.2.3. (Added) Operations officers or deployed FCIF monitors will develop a system to ensure that crewmembers review the deployed FCIF as well as any theater FCIF/read file. Use an AMC Form 396 if available. If records/logs are not kept for each individual, aircraft commanders must acknowledge FCIF review and brief all crewmembers on all applicable FCIF items. Part B FCIF items must be reviewed before flight.

9.11.2.4. (Added) If a deployment is split to more than one primary location, make deployed FCIF binders available at each location. Short trips from the primary deployed location(s) need not be supported with separate FCIF binders. The deployed FCIF monitor and operations officer will ensure crews operating away from the primary deployed location(s) receive FCIF items.

9.11.2.5. (Added) Temporary duty assignments of less than 30 days duration do not require a deployed FCIF binder. Crews may obtain FCIF information from AMC command and control agencies while operating in the en route system. OGV will also relay pertinent FCIFs to the crew(s) via Fairchild e-mail addresses. Aircraft commanders will attempt to review applicable local FCIF information at their operating locations.

9.11.2.6. (Added) Local FCIF Volume III requirements. In addition to required MAJCOM directives, Volume III of the FCIF will contain the publications listed in **Table 9.2. (Added)**

Table 9.2. (Added) Local FCIF Volume III requirements.

AFPAM 11-216	<i>Air Navigation</i>
AMCH 11-214	<i>AMC Aircrew Hazardous Materials Handbook</i>
FAFBI 10-101	<i>Alert Planning Factors and Procedures</i>
FAFBI 10-102	<i>Strip Alert Procedures</i>
FAFBI 11-107	<i>Aviation Fuel (AVPOL) Program</i>
FAFBI 11-201	<i>Silent Warrior Procedures</i>
FAFBI 11-204 (When published)	<i>Planning and Scheduling Aircrew and Aircraft Usage</i>
FAFBI 13-200	<i>Flightline Vehicle Control and Driving Program</i>
FAFBI 13-201	<i>Base Airfield Operations Instruction</i>
92 OG OI 10-9	<i>Flight Supervision</i>
92 OG OI 11-209	<i>KC-135 Flyover Instructions</i>

9.11.3. Go/No-go Procedures. The signature of the authenticating official on the AMC Form 41, **Flight Authorization**, indicates all items in paragraph 8.2.1. have been verified with the exception of FCIF currency. The aircraft commander's initials on the AMC Form 396 certify currency on FCIF items.

9.11.4. Completion/Documentation of Flight Evaluation Requisites. All flight examiners will use the procedures outlined in the 92 OG FEF/Form 8 Guide to complete/document evaluations. Flight examiners will complete an AF Form 3862, **Aircrew Evaluation Worksheet** for all flight evaluations.

9.11.4.1. (Added) Squadron stan/eval will notify each individual aircrew member when they enter their periodic evaluation eligibility period by memorandum no later than the first day of their evaluation eligibility period.

9.11.4.2. (Added) The operations group goal is to have all ground phase requisites completed by the end of the third month of eligibility and flight phase requisites completed by the end of the fifth month. OGV reports status of these goals to the SEB. Do not include non-located attached crewmembers (TALCE, EMTF, etc) in the goal calculations reported to the SEB.

9.11.4.3. (Added) Crewmembers that fail to achieve a passing score on a requisite boldface/CAPs examination will not perform aircrew duties until they successfully retest. They may review the material and retest immediately; the boldface/CAPs score on the AF Form 8 will read "U/Q."

9.11.4.4. (Added) Initial instructor evaluations conducted within the OG that do not realign the recurring qualification evaluation will include the instructor portion of the local open book examination, a closed book exam, boldface/CAPs (if applicable) and an EPE.

9.11.4.5. (Added) The evaluation pre-brief will include the specific type of evaluation (annual, requalification, spot, no-notice spot, etc.) and answer any questions regarding the required evaluation profile. Flight examiners will debrief the crewmember(s) on all evaluations in a timely manner, usually the next duty day. If available, invite the examinees' squadron commander, director of operations, flight commander, training flight representative and chief boom (if applicable) to attend the debrief. One or more members of the squadron leadership should attend all debriefings. Document any supervisory attendance on the AF Form 8. When requested, OGV personnel will attend debriefings, if available.

9.11.4.6. (Added) Use a signed copy of the AF Form 3862 as the temporary qualification certificate.

9.11.5. AF Form 8 Routing and Filing Procedures. See the 15 AF/DOV Form 8 continuity guide (hold-over effective until replaced by HQ AMC/A3V guidance) as supplemented by 92 OG/OGV for specific guidance on completing/processing AF Forms 8.

9.11.5.1. (Added) Squadron directors of operations are the reviewing officers for their respective squadrons. If the ARS/DO is not a flight examiner, the squadron commander will designate an alternate reviewing officer. The Chief, 92 OG/OGV is the reviewing officer for the OG/CC.

9.12. (Added) **Squadron Review and Certification (R&C) Board Procedures.**

9.12.1. (Added) Squadron R&C boards should include representation from the squadron commander (board president), operations, training, standardization/evaluation and safety. The squadron commander may fill in for any representatives unable to attend.

9.12.2. (Added) The overall board format includes a review of the adequacy of training (without the candidate present) and a certification of the candidate (with the candidate present). If a training folder was accomplished, the applicable agency (92 OSS/OST or squadron training flight) should deliver the completed folder to the commander no later than the day prior to the scheduled board. The squadron stan/eval function should deliver the FEF to the commander no later than the day prior to the scheduled board.

9.12.3. (Added) The candidate should be afforded the opportunity to provide feedback on training received.

9.12.4. (Added) The squadron stan/eval section will record meeting minutes for all squadron R&C boards. Squadrons will forward a copy of the minutes to OGV and retain the original for two years. Squadron stan/eval should prepare an AMC Form 46, **AFORMS Record of Upgrade (PA)** and an AF

Form 2096, **Classification/On-The-Job Training Action** (as appropriate) for the commander's signature and bring them to the R&C board meeting.

9.12.5. (Added) 92 OG assigned/attached crewmembers will not perform duties in the new qualification/certification until after their squadron review and certification (R&C).

9.12.6. (Added) For more specific guidance regarding scheduling and conducting R&C boards see the 92 OG/OGV Review and Certification Board continuity book.

9.13. (Added) **Mission Planning Materials.** 92 OG/OGV is the office of primary responsibility (OPR) for takeoff data and weight and balance computer programs. 92 OSS Employment and Tactics flight (92 OSS/OSK) is the OPR for mission planning computer programs.

A7.1.4. Permanent rescission of a previous certification requires an additional entry. If the loss of certification is temporary and the intent is for the crewmember to requalify for that certification, annotate that loss of certification with a memorandum for record (MFR) placed directly on top of the AF Form 1381; remove the memorandum when certification is regained. For example, should a commander wish to temporarily rescind a crewmember's SIOP certification pending corrective training after observed substandard performance, no AF Form 1381 entry is required. Accomplish a MFR including the effective date and reason for decertification. When the crewmember accomplishes corrective training as directed by the commander, and the commander wishes to reinstate the certification, remove and destroy the MFR.

A7.4. ARS/CCV will produce AF Form 1381 as necessary prior to R&C boards, when AF Form 4025 are filed or when notified by letter for qualifications/certifications not annotated on an AF Form 8. AF Form 1381 should be carried to R&C boards by ARS/CCV for SQ/CC signature. Verify certifications during annual FEF reviews by AFORMS and squadron Master Qualification Letters. **Table A7.2. (Added)** lists certifications applicable to 92 ARW crewmembers. Certification titles should be entered on the AF Form 1381 as depicted in the table. In the "Applicable Crew Position(s)" column, "P" stands for pilot (aircraft commander, instructor pilot and examiner pilot included), "C" stands for copilot, "N" stands for navigator (instructor and examiner navigator included) and "B" stands for boom operator (instructor and examiner boom operator included).

Table A7.2. (Added) AF Form 1381 Certifications.

CERTIFICATION TITLE	APPLICABLE CREW POSITION(S)	GOVERNING DIRECTIVE	SOURCE DOCUMENT	CERTIFYING OFFICIAL	NOTES
Q016-CONVENTIONAL/MOBILITY CERTIFICATION	P, C, N, B	AFI 11-2KC-135V1 IC2000-1 A2.9 17 July 2000	Certification memorandum	Cert Board Official	1, 2, 3
Q010- SIOP CERTIFICATION	P, C, N, B	AFI 11-2KC-135V1 IC2000-1 A2.9 17 July 2000	Certification memorandum	Cert Board Official	1, 2, 3
PASSENGER HANDLING	P, C, N	AFI 11-2KC-135V3 13.5.2.1. 1 December 1999	AF Form 4025	SQ/CC	2, 6
Q060- EMCON 3 CERTIFICATION	P, C, N, B	AFI11-2KC-135V1 IC2000-1 A2.9 17 July 2000	AF Form 4025	SQ/CC	2, 4, 6
Q070- EMCON 4 CERTIFICATION	P, C, N, B	AFI11-2KC-135V1 IC2000-1 A2.9 17 July 2000	AF Form 4025	SQ/CC	2, 4, 6
Q014- KC-135T DIFFERENCE CERTIFICATION	P, C	AFI11-2KC-135V1 IC2000-1 A2.9 17 July 2000	AF Form 4025	SQ/CC	2, 6
Q033- MULTI-POINT REFUELING SYSTEM (MPRS)	P, C, B	AFI11-2KC-135V1 IC2000-1 A2.9 17 July 2000	AF Form 4025	SQ/CC	
VFR ARRIVALS AND DEPARTURES	P	HQ AMC FCIF 01-09-07	AF Form 4025	SQ/CC	2
Q011- FORMATION LEAD CERTIFICATION	P	AFI11-2KC-135V1 IC2000-1 Table 3.2 17 July 2000	AF Form 4025	SQ/CC	2

CERTIFICATION TITLE	APPLICABLE CREW POSITION(S)	GOVERNING DIRECTIVE	SOURCE DOCUMENT	CERTIFYING OFFICIAL	NOTES
P053- SPIRAL UP DEPARTURE	P	AFI11-2KC-13 5V1 IC2000-1 Table 3.2 17 July 2000	AF Form 4025	SQ/CC	5
P064- RANDOM STEEP APPROACH	P	AFI11-2KC-13 5V1 IC2000-1 Table 3.2 17 July 2000	AF Form 4025	SQ/CC	5
AIRCRAFT COMMANDER	P	AFI11-202V2/ AMC1 3.3.2.10.2.1 18 June 2002	AF Form 4025	SQ/CC	2
Q050-AIRCRAFT COMMANDER TOUCH & GO LANDING CERTIFICATION	P	AFI11-2KC-13 5V3 9.3.3 1 December 1999	AF Form 4025	SQ/CC	
Q051- AIRCRAFT COMMANDER SUPERVISION OF COPILOT TOUCH & GO LANDINGS	P	AFI 11-2KC-135V3 9.3.3. 1 December 1999	AF Form 4025	SQ/CC	
INSTRUCTOR	P, C, N, B	AFI11-202V2/ AMC1 3.3.2.10.2.1 18 June 2002	AF Form 4025	SQ/CC	
FLIGHT EXAMINER	P, C, N, B	AFI11-202V2/ AMC1 3.3.2.10.2.1 18 June 2002	Memorandum	SQ/CC	
Q028- GOLF (DAY)	P, B	AFI11-2KC-13 5V1 IC2000-1 Table 3.2 17 July 2000	AF Form 4025	SQ/CC	2
Q029- GOLF (NIGHT)	B	AFI11-2KC-13 5V1 IC2000-1 Table 3.2 17 July 2000	AF Form 4025	SQ/CC	2

CERTIFICATION TITLE	APPLICABLE CREW POSITION(S)	GOVERNING DIRECTIVE	SOURCE DOCUMENT	CERTIFYING OFFICIAL	NOTES
Q022- CHARLIE (DAY)	B	AFI11-2KC-13 5V1 IC2000-1 Table 3.2 17 July 2000	AF Form 4025	SQ/CC	2
Q023- CHARLIE (NIGHT)	B	AFI11-2KC-13 5V1 IC2000-1 Table 3.2 17 July 2000	AF Form 4025	SQ/CC	2
Q021- BRAVO	B	AFI11-2KC-13 5V1 IC2000-1 Table 3.2 17 July 2000	AF Form 4025	SQ/CC	2
PRM APPROACH TRAINING	P, C	HQ AMC/A3V 02-12-15 18 Jan 2003	AF Form 4025	Instructor Pilot	2, 6

NOTES:

1. Certification board official is the wing commander, operations group commander or designated representative.
2. Normally accomplished in conjunction with mission qualification training (MQT).
3. If accomplished concurrently, USSTRATCOM OPLAN 8044 and conventional certification may be combined into one entry (Q010/Q016- SIOP/CONVENTIONAL CERTIFICATION).
4. If accomplished concurrently, EMCON 3 and EMCON 4 certification may be combined into one entry (Q060/Q070- EMCON 3/4 CERTIFICATION).
5. 92 OG/CC has determined that no 92 OG pilots will maintain certification in this maneuver. The certification item has been retained here to facilitate use should the OG/CC determine a requirement to certify pilots in this maneuver.
6. If this training was not accomplished during MQT an AF Form 1522, **ARMS Additional Training Accomplishment Report** signed by the instructor who conducted the training is an acceptable source document. Per 10 Jan 03 e-mail from HQ AMC/DOV, SQ/CC certification will suffice for this training regardless of whether the SQ/CC is an instructor pilot.

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

AFI 11-2KC-135 Volume 1, *C/KC-135 Aircrew Training*

AFI 11-2KC-135 Volume 2, *C/KC-135 Aircrew Evaluation Criteria*

AFI 11-2KC-135 Volume 3, *C/KC-135 Operations Procedures*

Abbreviations and Acronyms

ADs—Associated Directives

AFORMS—Air Force Operations Resource Management System

ARS—Air Refueling Squadron

CBT—Computer Based Training

CCV—Squadron Standardization/Evaluation

COTS—Commercial Off-the-Shelf

EMCON—Emissions Control Option

EMTF—Expeditionary Mobility Task Force

FCB—Flight Crew Bulletin

MAR—Mission Accomplishment Report

MFR—Memorandum for Record

MPRS—Multi-point Refueling System

MQT—Mission Qualification Training

OSAC—Operations Support Squadron Combat Crew Communications

OSK—Operations Support Squadron Employment and Tactics Flight

OST—Operations Support Squadron Aircrew Training Flight

POC—Point of Contact

R&C—Review and Certification

SEMSPRO—Standardization/Evaluation Management System Program

TALCE—Tanker/Airlift Control Element

T.O.s—Technical Orders

XFMR—Flight Manuals Review

Addresses

HQ AMC/A3VK

402 Scott Drive Unit 3A1

Scott AFB IL 62225-5302

92 OG/CC

1 East Bong Street

Suite 215

Fairchild AFB WA 99011

92 OSS/OSAC

901 West Boston Avenue, Ste 104

Fairchild AFB WA 99011

92 OSS/OST

101 West Arnold Street

Suite 113

Fairchild AFB WA 99011

92 OSS/OSK

701 South Taxiway G Road

Suite 124

Fairchild AFB WA 99011

92 ARS/CCV

901 West Arnold Street

Fairchild AFB WA 99011

93 ARS/CCV

600 South Hansell Avenue

Fairchild AFB WA 99011

96 ARS/CCV

800 South Hansell Avenue

Fairchild AFB WA 99011

97 ARS/CCV

701 West Arnold Street

Fairchild AFB WA 99011

Attachment 8 (Added)

OPEN BOOK TEST QUESTION SOURCE LISTING

A8.1. (Added) Open Book Test Question Sources. Questions for the requisite open book tests may be developed from any of the sources listed in **Table A8.1. (Added)**, **Table A8.2. (Added)** and **Table A8.3. (Added)**

Table A8.1. (Added) Pilot Open Book Test Question Sources.

T.O. 1-1C-1	<i>Basic Flight Crew Air Refueling Manual</i>
T.O. 1-1C-1-3	<i>Flight Manual KC-135 (Tanker) Flight Crew Air Refueling Manual Supplement III</i>
T.O. 1C-135(K)-1	<i>Reference Data, Flight Manual USAF Series KC-135D/E/R/T Aircraft [With TCTO 1433/1567]</i>
T.O. 1C-135(K)R(I)-1	<i>Inflight Data, Flight Manual USAF Series KC-135R/T Aircraft [With TCTO 1433]</i>
T.O. 1C-135(K)R-1-1	<i>Flight Manual, Performance Data Appendix 1, USAF Series KC-135R/T Aircraft</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, Volume 1	<i>Weather for Aircrews</i>
AFH 11-203, Volume 2	<i>Weather for Aircrews</i>
AFI 11-215	<i>Flight Manuals Program</i>
AFI 11-218	<i>Aircraft Operations and Movement on the Ground</i>
AFI 11-2KC-135, Volume 1	<i>C/KC-135 Aircrew Training</i>
AFI 11-2KC-135, Volume 2	<i>C/KC-135 Aircrew Evaluation Criteria</i>
AFI 11-2KC-135, Volume 3	<i>C/KC-135 Operations Procedures</i>
AFI 11-301, Volume 1	<i>Aircrew Life Support (ALS) Program</i>
AFI 11-401	<i>Flight Management</i>
AFI 13-207	<i>Preventing and Resisting Aircraft Piracy</i>
AFI 23-202	<i>Buying Petroleum Products, and Other Supplies and Services Off-Station</i>
AFMAN 24-204 (I)	<i>Preparing Hazardous Materials for Military Air Shipments</i>
AFMAN 36-2236	<i>Guidebook for Air Force Instructors</i>
AMCI 11-208	<i>Tanker/Airlift Operations</i>
AMCI 11-301	<i>Aircrew Life Support (ALS) Program</i>
FAFBI 13-201	<i>Base Airfield Operations Instruction</i>
DOD Flight Information Publication	<i>All planning documents</i>

Table A8.2. (Added) Navigator Open Book Test Question Sources.

T.O. 1-1C-1	<i>Basic Flight Crew Air Refueling Manual</i>
T.O. 1-1C-1-3	<i>Flight Manual KC-135 (Tanker) Flight Crew Air Refueling Manual Supplement III</i>
T.O. 1C-135(K)-1	<i>Reference Data, Flight Manual USAF Series KC-135D/E/R/T Aircraft [With TCTO 1433/1567]</i>
T.O. 1C-135(K)R(I)-1	<i>Inflight Data, Flight Manual USAF Series KC-135R/T Aircraft [With TCTO 1433]</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, Volume 1	<i>Weather for Aircrews</i>
AFH 11-203, Volume 2	<i>Weather for Aircrews</i>
AFI 11-215	<i>Flight Manuals Program</i>
AFPAM 11-216	<i>Air Navigation</i>
AFI 11-2KC-135, Volume 1	<i>C/KC-135 Aircrew Training</i>
AFI 11-2KC-135, Volume 2	<i>C/KC-135 Aircrew Evaluation Criteria</i>
AFI 11-2KC-135, Volume 3	<i>C/KC-135 Operations Procedures</i>
AFI 11-301, Volume 1	<i>Aircrew Life Support (ALS) Program</i>
AFI 11-401	<i>Flight Management</i>
AFMAN 36-2236	<i>Guidebook for Air Force Instructors</i>
AMCI 11-208	<i>Tanker/Airlift Operations</i>
AMCI 11-301	<i>Aircrew Life Support (ALS) Program</i>
FAFBI 13-201	<i>Base Airfield Operations Instruction</i>
DOD Flight Information Publication	<i>All planning documents</i>

Table A8.3. (Added) Boom Operator Open Book Test Question Sources.

T.O. 1-1C-1	<i>Basic Flight Crew Air Refueling Manual</i>
T.O. 1-1C-1-3	<i>Flight Manual KC-135 (Tanker) Flight Crew Air Refueling Manual Supplement III</i>
T.O. 1C-135(K)-1	<i>Reference Data, Flight Manual USAF Series KC-135D/E/R/T Aircraft [With TCTO 1433/1567]</i>
T.O. 1C-135(K)R(I)-1	<i>Inflight Data, Flight Manual USAF Series KC-135R/T Aircraft [With TCTO 1433]</i>
T.O. 1C-135(K)R-1-1	<i>Flight Manual, Performance Data Appendix 1, USAF Series KC-135R/T Aircraft</i>
T.O. 1C-135-9	<i>Cargo Loading Manual, USAF Series C-135 Aircraft</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>
AFI 11-215	<i>Flight Manuals Program</i>
AFI 11-2KC-135, Volume 1	<i>C/KC-135 Aircrew Training</i>
AFI 11-2KC-135, Volume 2	<i>C/KC-135 Aircrew Evaluation Criteria</i>
AFI 11-2KC-135, Volume 3	<i>C/KC-135 Operations Procedures</i>
AFI 11-301, Volume 1	<i>Aircrew Life Support (ALS) Program</i>
AFI 11-401	<i>Flight Management</i>
AFI 13-207	<i>Preventing and Resisting Aircraft Piracy</i>
AFMAN 24-204 (I)	<i>Preparing Hazardous Materials for Military Air Shipments</i>
AFMAN 36-2236	<i>Guidebook for Air Force Instructors</i>
AMCI 11-208	<i>Tanker/Airlift Operations</i>
AMCI 11-301	<i>Aircrew Life Support (ALS) Program</i>
AMCI 24-101, Volume 14	<i>Military Airlift-Passenger Service</i>
AMCI 24-101, Volume 15	<i>Military Airlift-Baggage Service</i>

ANTHONY M. MAUER, Colonel, USAF
Commander