

**BY ORDER OF THE INSTALLATION
COMMANDER**

AIR FORCE INSTRUCTION 11-202 VOLUME 2



**MACDILL AIR FORCE BASE
Supplement 1**

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Flying Operations

**AIRCREW STANDARDIZATION/EVALUATION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 11-202, Volume 2, 17 June 2002, is supplemented as follows. It implements AFD 11-2, *Aircraft Rules and Procedures*, and establishes the aircrew standardization and evaluation program for the 6th Air Mobility Wing (6 AMW) assigned aircraft supporting Air Force objectives. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Specific responsibilities are defined herein for the 6th Operations Group Standardization and Evaluation (6 OG/OGV) flight examiners and 6 OG subordinate unit flight examiners. Squadron Stan/Evals (SQ/DOVs) submit recommended changes to 6 OG/OGV on an AF Form 847, **Recommendation for Change of Publication**. To ensure compliance with these directives, the Chief of 6 OG/OGV will review this chapter annually or whenever a change is published to AFI 11-202V2, the MAJCOM supplement, or applicable AFI 11-2 Mission Design Series (MDS)-Specific, Volume 2, *Aircrew Evaluation Criteria*.

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 that all records created by this supplement are maintained and disposed of in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

9.1. **Unit Supplement.** This supplement will be distributed to 21 AF/DOV. This supplement should not duplicate and will not be less restrictive than the provisions of this or any other publication without prior

authorization from the appropriate MAJCOM/NAF office of primary responsibility (OPR). Specific items should include, but not be limited to, the following:

9.2. (Added) **Purpose.** This supplement establishes Standardization/Evaluation procedures for the 6 AMW. Information already addressed in AFI 11-202V2, AMC Sup 1 INT will not be repeated in this supplement.

9.3. (Added) **Applicability.** This supplement applies to all aircrews assigned/attached to the 6 AMW. Waivers to this supplement will be coordinated through the 6 OG/OGV.

9.3.1. (Added) 6 OG/OGV Policy Letter Program. This is an OGV program that provides an easy reference guide to assist SQ/DOVs with day-to-day business. 6 OG/OGV will provide all OGV policy letters to SQ/DOVs. SQ/DOVs will maintain these letters in their Stan/Eval section.

9.4. (Added) Stan/Eval Organization/Manning.

9.4.1. (Added) Flight Examiner (FE) Upgrade Program.

9.4.1.1. (Added) Evaluator Selection. FEs will be selected from the unit's most experienced and qualified instructors. Instructors may receive a recommendation for FE upgrade from their supervisor, Flight/CC, or SQ/DO. FEs will be selected for upgrade by their SQ/CC. The 6 OG/CC, or designated representative, will review recommendations during the next Stan/Eval Board (SEB) for either approval or disapproval. The 6 OG/CC, 91st Air Refueling Squadron Commander (91 ARS/CC), and the 310th Airlift Squadron Commander (310 AS/CC) are the final authority for selecting FE candidates for 6 OG/OGV and squadron FEs, respectively.

9.4.1.2. (Added) Evaluator Indoctrination Program. Once selected, evaluator candidates will receive standardization and evaluation indoctrination to include the following:

9.4.1.2.1. (Added) Evaluator candidates will review (self-study) AFI 11-202V2, AMC Sup 1 INT, this supplement, AFI 11-2 *MDS*, Vol 2, and other applicable directives, supplements, and tech orders for their MDS/specialty.

9.4.1.2.2. (Added) Complete evaluator CBTs (only required for new AMC evaluators).

9.4.1.2.3. (Added) Observe the briefing, flight, debriefing, and a critique of a flight evaluation (first time FE only). Administer a supervised EPE and flight evaluation as an absolute minimum (all 6 AMW FEs).

9.4.1.2.4. (Added) Receive certification during the squadron's Review and Certification (R&C) Board. 6 OG/CC will certify OGV evaluators through/during an interview process.

9.4.1.3. (Added) Documentation. Provide an R&C letter signed by the OG/CC or SQ/CC certifying the upgrade to evaluator status to 6 OG/OGV. Electronic copy approved.

9.4.1.4. (Added) Pyramid Evaluations. Each SQ/DOV section notifies the 6 OG/OGV when a crewmember under the pyramid evaluation system enters the evaluation eligibility period and when testing is complete. SQ/DOVs will coordinate with the 6 OG/OGV to schedule these evaluations. OGV will administer initial instructor evaluations and will administer evaluations to all attached crewmembers. Waiver authority is 6 OG/OGV.

9.4.2. (Added) Manning.

9.4.2.1. (Added) 6 OG. The 6 OG/OGV is manned in accordance with AFI 11-202V2. Additional personnel may be provided to the OGV office for administrative support. 6 OG/OGV flight examiners will coor-

dinate with their respective squadron's aircraft scheduler for flight examiner scheduling. 6 OG/CC designates the Chief of OGV as the final authority for the schedule of all 6 OG/OGV evaluators.

9.4.2.2. (Added) 91 ARS. As a minimum, 91 ARS/DOV consists of those individuals as listed on their UMD. The squadron will have adequate STAN/EVAL personnel to accomplish squadron STAN/EVAL functions.

9.4.2.3. (Added) 310 AS. As a minimum, 310 AS/DOV consists of those individuals as listed on their UMD. The squadron will have adequate STAN/EVAL personnel to accomplish squadron STAN/EVAL functions.

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

9.5.1. (Added) Additional Training Follow-Up. The Chief, SQ/DOV, will assign a primary evaluator to monitor additional training for individuals receiving a Q-2 or Q-3 on any evaluation. This ensures required additional training is completed, documented, and annotated on the AF Form 8, **Certificate of Aircrew Qualification**. In addition to notifying individual SQ/CCs, SQ/DOVs will also notify 6 OG/OGV if an aircrew member exceeds the allotted time for completion of additional training.

9.5.2. (Added) No-Notice Evaluation Program and Goals.

9.5.2.1. (Added) Purpose. The no-notice evaluation program is an additional tool to assess the performance of individual crewmembers, allowing the commander to measure the unit's mission capabilities and effectiveness of unit training programs.

9.5.2.2. (Added) Goal. The 6 OG/OGV, 91 ARS/DOV, and 310 AS/DOV will collectively sample a minimum of 15 percent of available qualified crewmembers, by crew position, in the calendar year. All assigned or attached crewmembers are eligible for no-notice evaluations.

9.5.2.3. (Added) 6 OG/CC or CD approves no-notice evaluations administered by 6 OG/OGV flight examiners. SQ/CCs approve their respective squadron level no-notice evaluations.

9.5.2.4. (Added) 6 OG/OGV periodically administers no-notice written and flight evaluations to squadron and attached personnel. 6 OG/OGV will notify squadron commanders or operations officers in advance of no-notice evaluations. Members may receive both a no-notice written and flight evaluation within the same calendar year. All no-notice flight evaluations will include a 30-question (Master Question File (MQF)) closed book examination and Boldface/Critical Action Procedures (CAP) as applicable. This test must be completed within 5 working days of the flight activity. Crewmembers may receive more than one written no-notice test within a calendar year.

9.5.2.4.1. (Added) Follow guidance in accordance with AFI 11-202V2, para 6.4.7., when the individual fails to pass a written no-notice examination. An instructor of like specialty will debrief individual and provide corrective training. The individual will be placed on supervised status until successful completion of testing in the event of failure.

9.5.2.4.2. (Added) Annotate failure and the corrective actions on AF Form 8 if the written evaluation was in conjunction with a no-notice flight evaluation.

9.6. (Added) **Trends.** The Trend Analysis Program provides commanders knowledge of developing trends that could adversely affect the squadron's training and operational capabilities, insight into the positive performance of individuals and crews in order to reward and perpetuate exemplary performance, and provide feedback to the squadron DOT on the efficiency of their training programs.

9.6.1. (Added) The trend program is governed by AFI 11-202V2, and AFI 11-202V2, AMC 1.

9.6.2. (Added) Squadron Stan/Eval will track EPEs, flight evaluation sub areas, supplemental evaluations, periodic testing, and written examination (to include failed examinations) trends on a quarterly basis. Separate closed/open book trends from IRC trends. Trend data is gathered via periodic evaluations using AF Form 3862, **Aircrew Evaluation Worksheet**, or by the use of squadron developed tracking sheets during instructor training sorties and simulators. Squadron DOVs will complete a memorandum for record (MFR), detailing the previous quarter's trends, with corrective actions and an OPR for each area. Include comments taken for an item in the MFR when the sample size does not meet the minimum number specified below. This MFR will be forwarded to 6 OG/OGV no later than 5 duty days after the close-out of the quarter. At the end of each period, 6 OG/OGV will analyze the data and determine if any group-wide trends exist. All trends data (including trends common to all unit aircraft) will be presented to the 6 OG/CC during the SEB. It is then forwarded to 21 AF/DOV in the SEB minutes.

9.6.3. (Added) Trend Analysis. A trend is reported if 33 percent or more missed the same test question or were downgraded in the same sub area. Nav, FE, CSO, and FA will identify a trend based on a minimum of two individuals. All other crew positions will identify a trend based on a minimum of 4 individuals.

9.6.3.1. (Added) OPR/OCR. SQ/DOVs will be the OPR for 6 OG trends. Squadron DOTs will be the Office of Collateral Responsibility (OCR) for 6 OG trends. OPRs and OCRs will have one quarter to correct negative trends. SQ/DOVs, SQ/DOTs, and/or 6 OSS/OST will coordinate on appropriate corrective action and report on the actions taken during the SEB. The OPR/OCR will submit to 6 OG/OGV, in letter format, corrective action taken and report status during the SEB until closed. 6 OG/OGV personnel will become the OPR of the trend if the trend continues past two quarters. Evaluators will also discuss trend areas to determine if they are EPE topics for next quarter's evaluations.

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

9.7.1. (Added) Timing of the SEB. The SEB will convene during the first month following the closeout of a quarter. 6 OG/ OGV SEB POC will notify SQ/DOVs electronically approximately 30 days prior to the actual SEB date.

9.7.1.1. (Added) SQ/DOVs will complete the 6 OG/OGV SEB inputs worksheet at the end of each quarter. Forward the completed form to 6 OG/OGV in electronic format (when available) no later than 5 duty days after the closeout of the quarter.

9.7.2. (Added) SEB Members. The SEB is chaired by the 6 OG/CC or his designated representative. The following personnel will attend SEB if available: 6 OG/CC/CD/OGV and each squadron CC/DO/DOV/DOT/SE. The reason any FE cannot attend the SEB will be documented and forwarded to 6 OG/OGV prior to the SEB. 6 AMW/SE may also attend the SEB if desired.

9.7.3. (Added) Topics for Discussion. Normal SEB topics include manning, evaluations, examinations, trends, waivers, and other areas as outlined in AFI 11-202V2, Attachment 3. 6 OG/OGV will include inputs from the 6 OG/CC, 91 ARS/DOV, and 310 AS/DOV as "New Business" in the SEB.

9.7.4. (Added) SEB Minutes. 6 OG/OGV will forward a copy of the SEB minutes to 6 OG/CC/CD, 91 CC/DO/ DOV/DOT, 310 CC/DO/DOV/DOT, and 21 AF/DOV electronically via e-mail.

9.7.5. (Added) Review and Certification (R&C) Board. Squadrons maintain and administer this program. In the case of aircrew members who fail to meet established standards in their aircrew position, the 6 OG/CC must approve any recommendation for additional training beyond the additional training due date.

9.8. (Added) **Unit Testing Program.** Squadrons will maintain and administer requisite open/closed book and IRC examinations for each crew position. 6 OG/OGV will update tests using the NAF-provided MQF and locally generated Secure Question Bank (SQB). SQ/DOV personnel have the authority to grant credit for disputed test questions. Notify 6 OG/OGV of test question errors or discrepancies. Squadrons will grade all completed requisite and/or Boldface/CAPs exams prior to the aircrew member's next flight. SQ/DOVs will grade the completed requisite and/or Boldface/CAPs exams immediately upon completion and notify the respective squadron scheduling prior to the aircrew member's next flight by any available means when the crewmember does not receive a passing score.

9.8.1. (Added) Open Book Exam. The open book examination will be administered before the initial flight evaluation and as a requisite to periodic flight evaluations. The open book examination will consist of 80-100 questions from the issued and/or applicable publications/instructions for each specific MDS. A minimum of 20 instructor (scenario-based) questions will be added to the Open Book test for instructors and instructor candidates. The total number of questions will not exceed 100 questions.

9.8.2. (Added) Closed-Book Exam. The closed book examinations will be administered before the initial flight evaluation and as a requisite to periodic flight evaluations. The closed book exam will consist of a minimum of 30 questions derived from the 21 AF/DOV MQF. Pilots will complete a Boldface/CAP exam in conjunction with the closed book examination, if applicable.

9.8.2.1. (Added) Flight Surgeon Exam. Administered on a 17-month basis and consists of 30 questions. The minimum passing score is 85 percent. Flight surgeon MQF-type study guides are provided and updated by 6 OG/OGV. Exam completion dates are maintained in ARMS (event identifier Q002).

9.8.3. (Added) Periodic Testing Program. As a minimum, periodic testing will be administered by SQ/DOVs semiannually (January-June and July-December) to all crew positions. The test should evaluate additional knowledge beyond the scope of requisite testing and should be developed with a specific objective in mind (e.g., preparation for an upcoming inspection or deployment, to test knowledge in a specific area, or to evaluate trend problem areas). If an examinee fails to accomplish the examination within the six-month period, the SQ/DO will be notified and the individual will be "grounded" until completion of the examination. Each squadron will document the periodic testing requirement for all aircrew via ARMS. SQ/DOVs will notify 6 OG/OGV of any trends.

9.8.3.1. (Added) Procedures for Failed Examinations (Periodic Tests). If an examinee scores below 85 percent (100 percent for Boldface/CAPs), respective SQ/DO and flight commander or supervisor will be notified immediately. The individual will not fly, except under the supervision of an instructor, until successful completion of testing. The examinee will not be allowed to retest (different examination) until completing additional training or afforded adequate self-study assigned by the SQ/DO. 6 OG/OGV, respective SQ/DO, and the resource manager will be notified when the retest is completed successfully. Failed examinations and dates will be tracked by the squadron and incorporated into the SEB for trend analysis.

9.8.4. (Added) Instrument Examination. Administered as part of the instrument qualification examination. Consists of a minimum of 50 questions taken from the IRC homepage maintained by AFFSA.

9.8.5. (Added) Emergency Procedures Evaluation (EPE). Administered as part of the qualification examination. EPEs will consist of at least one boldface/CAPs (if applicable) and one non-boldface EP per phase of flight (i.e., start/taxi, takeoff, cruise, and landing), aircraft systems knowledge/ops limits, and general knowledge (related to the type of evaluation). EPEs may be conducted using a "crew concept," but with no more than two examinees at one time. All EPEs will be of sufficient length to ensure adequate

coverage of applicable material. EPEs will be briefed, debriefed, and graded as a separate event. Do not accomplish the EPE in-flight when the examinee is a required crewmember unless specifically allowed in AFI 11-2 *MDS-Specific*, Volume 2. EPE scenarios may include safety-mishap related incidents.

9.8.5.1. (Added) EPE Topics. The following is a recommended list of EPE topics to be administered during the checkride process. The EPE should be scenario based to the maximum extent possible.

9.8.5.1.1. (Added) ALL crewmembers:

Table 9.1. (Added) EPE Topics.

Special Interest Items (Local/21AF/AMC)
Trends
Emergency Equipment
Emergency Egress
Crash Landing
Ditching
Smoke and Fumes
Bailout (KC-135)

9.8.5.1.2. (Added) Pilot/Flight Engineer:

Engine Start Malfunctions
Engine Fire on the Ground
Engine Fire/Failure During Flight
Engine Failure Takeoff Continued
Landing Without Left/Right Hydraulic System Pressure
Pneumatics Problems
Electrical Malfunctions
Land Gear/Brake Malfunctions
Abnormal Malfunctions

9.8.5.1.3. (Added) Navigator:

Alternate Gear/Flap Lowering
Alternate Boom Hoist
Hot Brakes
Hazardous Weather Avoidance
Passenger Egress

9.8.5.1.4. (Added) Boom Operator:

Pressure Air Refueling
Manual Boom Latching
Passenger Egress
Aircraft Life Support Equipment
Hazardous Cargo Jettison
Cargo Loading
Alternate Gear/Flap Lowering

9.8.5.1.5. (Added) Communications System Operator:

Fire
Electrical Malfunctions
Passenger Egress

9.8.5.1.6. (Added) Flight Attendant:

Passenger Egress
Decompression
Fuselage Fire
Fire

9.8.6. (Added) Boldface/CAP Examination. Administered as part of a qualification or no-notice evaluation, if applicable.

9.8.7. (Added) Failure to pass. An instructor of like specialty will debrief the individual. For periodic exams, refer to paragraph **9.8.3.1. (Added)** above. For all requisite and/or Boldface/CAPs exams, follow guidance in accordance with AFI 11-202V2.

9.8.8. (Added) Exam Review and Update Procedures. To correct exams, complete a test critique sheet and forward electronically to 6 OG/OGV. SQB questions are addressed locally by 6 OG/OGV.

9.9. (Added) **Supplementary Evaluation Program.** The purpose of this Stan/Eval program is to provide objective feedback on identified areas of aircrew performance, training, or support. Program administration is maintained by 6 OG/OGV. Quarterly supplemental evaluation topics will be presented at the quarterly SEB. All 6 OG flight instructors may perform ground Supp/Evals. SQ/CCs will approve individuals administering in-flight Supp/Evals. Instructor qualification is desired but not required for in-flight Supp/Evals.

9.9.1. (Added) In-flight Supplementary Evaluation Procedures. In-flight supplementary evaluations normally cover a specific topic for a finite period. Examples of in-flight supplementary evaluations are: flight discipline, flight leadership, noise abatement, communication discipline, cockpit/crew resource management (CRM), and evaluation trends. When performing a Supp/Eval in an aircraft not qualified, log crew position in accordance with AFI 11-401, *Flight Management*. If qualified, log crew position as it is indi-

cated on the flight orders. Normally, crewmembers will log "other" time while administering Supp/Evals. Flight Examiners administering Supp/Evals in their primary aircraft may log "evaluator" time when administering a Supp/Eval concurrently with a checkride. In accordance with AFI 11-401, instructor pilots not in the seat may log "instructor" time only if they are performing legitimate instructor duties in conjunction with the Supp/Eval. Combat/O-1 time may be logged only when performing primary duties (including evaluator or instructor time) on primary assigned aircraft, not when logging "other" time.

9.9.2. (Added) Ground Supplemental Evaluation Procedures. To the maximum extent possible, instructors within the 6 OG should conduct supplemental evaluations when attending ground training provided by 6 OG sections. Supplemental evaluations should also be performed on training offered/administered by agencies outside the 6 OG (to include civilian contractor). Results will be forwarded to the 6 OG/CC via 6 OG/OGV for appropriate actions.

9.9.3. (Added) Documentation. Individuals administering a supplemental evaluation will complete a Supplemental Evaluation Worksheet, and submit this to their respective DOV, OG or SQ/CC, and action agency if necessary. OG/CC or SQ/CCs will determine recommendations and suspense dates for completion of corrective action if warranted. DOVs will forward trends and totals to OGV to be documented in the SEB. Retain a 2 year history of all supplementary evaluation reports.

9.10. (Added) **Aircrew Flight Manuals Program.** SQ/DOVs are the OPR for flight manual control, distribution, and maintaining the associated master aircraft flight manual library. Each squadron will maintain an adequate stock of required publications and technical orders (T.O.). Squadrons will establish procedures to ensure rapid distribution of publications to flight crews upon release. Squadrons will ensure crewmembers are briefed and comply with squadron developed publications accountability procedures. All aircrew issued Flight Manuals and publications (and/or updates) will be released by Flight Crew Information File (FCIF). A list of current issued and carried aircrew publications is maintained by 6 OG/OGV and is distributed electronically to SQ/DOVs.

9.10.1. (Added) Control and Distribution. 6 OG/OGV will release flight manuals changes in the FCIF immediately. Squadron commanders will appoint one person to the additional duty of flight manuals control. A copy of the appointment letter will be forwarded and kept on file at 6 OG/OGV. The Group Technical Order Distribution Officer (TODO) is responsible for identifying and ordering EC-135N and KC-135R T.O.s in the FCIF library and EC-135N and KC-135R T.O.s required for individual aircrew members. 310 AS/DOV currently performs this same function for C-37A manuals. The OG/TODO will assume C-37A duties at an appropriate time in the future. SQ/DOVs are responsible for distribution to assigned and attached crewmembers.

9.10.2. (Added) AF Form 847 Program. All 6 AMW aircrew members are encouraged to submit AF Forms 847. The originator will research the proposal and submit a draft copy to their SQ/DOV. SQ/DOVs will record all AF Forms 847. SQ/DOV Chiefs will review and sign the 1st Endorsement block prior to electronically forwarding to 6 OG/OGV. 6 OG/OGV will review and assign a group control number. The Chief of 6 OG/OGV will sign to approve or disapprove AF Forms 847. 6 OG/OGV will electronically submit approved forms to higher headquarters and file the original for reference. Status of pending AF Forms 847 will be briefed to 6 OG/CC at the quarterly SEB.

9.10.2.1. (Added) C-37A specific procedures. C-37A crewmembers will submit G-V publication specific change recommendations to 310 AS/DOV electronically. Chief, 310 AS/DOV will then forward to the applicable OGV representative. The OGV C-37A pilot or flight engineer will then submit the change request electronically to the Supervisor, Flight Crew Publications, Gulfstream Aerospace. The OGV

Form 847 Program POC will assign a group control number. C-37A specific manuals require compliance with paragraph **9.10.2. (Added)** above.

9.10.3. (Added) Annual Review. 6 OG/OGV will conduct an annual review of applicable flight manual publications in accordance with T.O. 00-5-1, *Air Force Technical Order System*, and T.O. 00-5-2, *Technical Order Distribution System*.

9.11. (Added) **Squadron/Detachment/Flight Program.**

9.11.1. (Added) Flight Evaluation Folders (FEF). Refer to FEF process guide for detailed FEF guidance. The squadron FEF monitor will:

9.11.1.1. (Added) Create an FEF for each assigned or attached squadron crewmember.

9.11.1.2. (Added) Ensure the FEF (controlled item) is handled only by OGV or DOV personnel. The FEF folders will be kept in a locked cabinet.

9.11.1.3. (Added) Check FEFs periodically to ensure each crewmember has a personal FEF on file and that their flight evaluation currency does not expire.

9.11.1.4. (Added) Document discrepancies during annual review on a memo for record (MFR) in accordance with AFI 11-202V2/AMC Sup 1 INT.

9.11.1.5. (Added) Squadrons will define when to conduct the annual review in their process guide (i.e., birth month, specific months, etc.).

9.11.1.6. (Added) If maintained, electronic media will be affixed to the inside front cover of the FEF.

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

9.11.2.1. (Added) 6 OGV Responsibilities. The 6 OG/OGV is the OPR for the 6 OG FCIF Program. Staff agencies desiring to insert information into the FCIF will submit the information to OGV for coordination and distribution. Information from sources outside of HQ AMC/DOV, 21 AF/DOV, or 6 OG/OGV will be approved by the 6 OG/ CC/CD or designated representative. Entries will be limited to those that have a direct bearing on immediate flight requirements. OGV personnel will supply an FCIF index, which details required items for each volume. OGV personnel will keep a master copy and log of FCIF material. The following procedures will be used to disseminate FCIF material:

9.11.2.1.1. (Added) FCIFs will be sent to each SQ/DOV via E-mail. (**NOTE:** If deployed, reference paragraph **9.11.2.3. (Added)**)

9.11.2.2. (Added) Squadron Responsibilities. SQ/DOVs will:

9.11.2.2.1. (Added) Assign an AMC Form 396, **FCIF Currency Record**, to each assigned and attached aircrew member in the squadron.

9.11.2.2.2. (Added) Post FCIFs in Volume 1, Part B with the most recent FCIF on top.

9.11.2.2.3. (Added) Ensure FCIF book only contains 6 OG/OGV approved items.

9.11.2.2.4. (Added) Post the updated FCIF Index in Volume 1, Part A.

9.11.2.2.5. (Added) Once all steps have been completed, notify the 6 OG/OGV via e-mail (include date/time) that the FCIF has been posted. FCIFs should be posted NLT COB if received during normal duty hours.

9.11.2.2.6. (Added) Create and maintain Theater Indoctrination Folders in accordance with AFI 11-202V2, AMC 1, as appropriate.

9.11.2.2.7. (Added) Create and maintain FCIF volumes II through V in accordance with AFI 11-202V2, and AFI 11-202V2, AMC 1. (**NOTE:** Squadron commanders may institute a “read file” to disseminate other important information to their crew force. Keep read file separate from FCIF.)

9.11.2.3. (Added) Deployed/TDY FCIF Procedures.

9.11.2.3.1. (Added) Deployment to a Location with an Established Expeditionary Squadron. If 6 AMW crews are deployed to a location where a 6 AMW unit is not the “lead unit”, they will utilize the FCIF file of the expeditionary unit. If 6 AMW units are the “lead unit” at the deployed location, the expeditionary SQ/CC will designate an FCIF monitor. This individual will maintain the expeditionary squadron’s FCIF file in accordance with AFI 11-202V2 and the appropriate MAJCOM/Theater supplement. The FCIF monitor will contact their SQ/DOV (or 6OG/OGV, if necessary) by any available means, and arrange for FCIFs to be included, by any available means, in the expeditionary FCIF. In the event that crews are “deployed” from a deployed location, it will be at the discretion of the deployed FCIF monitor and deployed operations officer whether FCIF material will be relayed to crews away from the primary deployed location.

9.11.2.3.2. (Added) Deployment to a Location without an Established Expeditionary Squadron. If 6 AMW crews are deployed to a location where a 6 AMW unit is not the “lead unit”, they will utilize the FCIF file of the expeditionary unit when it is established. If 6 AMW crews are deployed to a location without an established expeditionary squadron, where 6 AMW is the “lead unit”, the deployed SQ/CC will designate an FCIF monitor prior to departing home station. The squadron FCIF monitor will build a “deployed FCIF” binder, and include an adequate number of AMC Forms 396 for the deploying members. Upon arrival at the deployed location, the squadron FCIF monitor will establish connectivity with their SQ/DOV (or 6 OG/OGV, if necessary) by any available means, and arrange for FCIFs to be included, by any available means, in the “deployed FCIF” binder. In the event that crews are “deployed” from a deployed location, it will be at the discretion of the deployed FCIF monitor and deployed operations officer whether FCIF material will be relayed to crews away from the primary deployed location.

9.11.2.3.3. (Added) Temporary duty (TDY) less than 30 days in duration does not require a “deployed FCIF” binder. SQ/DOVs (or 6OG/OGV, if necessary) will provide FCIFs, by any available means, to TDY aircraft commanders that request an FCIF update. Aircraft commanders are also reminded that they may receive FCIF message traffic updates from enroute C2 when away from home station.

9.11.3. (Added) Go/No-Go procedures. The aircrew Go/No-Go program ensures safe and efficient flight operations through the systematic review of individual qualifications prior to conducting flight operations.

9.11.3.1. (Added) 6 OG/OGV will ensure the flying squadrons maintain an effective Go/No-Go program. Individual SQ/DOs are responsible for their squadron’s program. 6 OG/OGV oversight will normally occur each time 6 OG/ OGV participates in flight operations with the squadron. Chief, 6 OG/OGV will periodically review the squadron programs for AFI 11-202V2 compliance.

9.11.3.2. (Added) As an absolute minimum, all individuals will meet the requirements of AFI 11-202V2 prior to conducting flight operations in the 6 AMW. Each squadron program will ensure AFI 11-202V2 requirements are checked as close to the scheduled departure time as possible. This does not preclude checking some events the day or days prior to the scheduled flight. Procedures must be in place to ensure only those individuals capable of safe and efficient flight operations perform crew duties.

9.11.3.3. (Added) Schedulers and flight management personnel are responsible for the daily administration of Go/No-Go procedures. The status of aircrew member currencies will be documented on the mission set up sheets, if applicable. A current Mission Accomplishment Report (MAR) may be used instead. Additionally, aircraft commanders will ensure that all crewmembers have completed the AMC Form 396 and/or annotated as such on the flight authorization orders, as applicable.

9.11.3.4. (Added) SQ DO/ADO and Operations Supervisors will ensure any information critical to flying safety is forwarded to TDY aircrews in a timely manner. Units will coordinate with controlling agencies to contact crews and forward necessary information.

9.11.3.5. (Added) 6 OG Waiver Request Process. See [Attachment 9 \(Added\)](#).

9.11.3.6. (Added) Aircrew Letter of Certification/Xs. See [Attachment 10 \(Added\)](#).

9.11.4. (Added) Completion/documentation of flight evaluation requisites.

9.11.4.1. (Added) Aircrew members should complete all checkride requisites (to include cargo check for Boom Operators) in the first two months of their eligibility period. Complete the check ride before the end of the 4th month (non-located crewmembers are not included in these goals). Exceptions are allowed on a case-by-case basis. The SQ/CC or the designated representative is the approval authority for exceptions. In no case will requisite completion exceed the limits set in AFI 11-202V2.

9.11.4.2. (Added) Notification Letter. SQ/DOVs will notify each individual aircrew member when entering the 6-month eligibility window. This should be accomplished in the month preceding the evaluation eligibility period. SQ/DOVs will initiate the scheduling of check rides.

9.11.4.3. (Added) Flight Attendant Evaluations (C-37A and EC-135N). Accomplish evaluations in accordance with AFI 11-202V2, and AFI 11-2SAM, V2, *Special Air Missions (SAM) Aircrew Evaluation Criteria*.

9.11.4.3.1. (Added) Flight Attendant (FA) Dual-Qual Evaluations. This paragraph assumes the FA is already qualified in an aircraft when attempting to become dual-qualified.

9.11.4.3.2. (Added) INIT QUAL to the same flight duty qualification.

9.11.4.3.2.1. (Added) Accomplish closed book test requisites and an EPE for both aircraft.

9.11.4.3.2.2. (Added) Accomplish open book test requisites for aircraft being evaluated in.

9.11.4.3.2.3. (Added) Perform flight evaluation in aircraft being evaluated in.

NOTE: This evaluation satisfies the requirements for all aircraft, and it will realign the QUAL expiration dates for all aircraft. Annotate that the evaluation satisfies the requirements for all aircraft in the mission description section (first or last sentence) of AF Form 8.

9.11.4.3.3. (Added) INIT QUAL to a lower flight duty qualification.

9.11.4.3.3.1. (Added) Accomplish INIT QUAL/MSN evaluation for the aircraft being evaluated in.

9.11.4.3.3.2. (Added) Accomplish closed book test requisite for the aircraft being evaluated in.

9.11.4.3.3.3. (Added) Accomplish closed book test requisite for the aircraft being evaluated in.

NOTE: This evaluation does not satisfy the requirements for both aircraft, and it will not establish any new QUAL expiration dates. N/A will be entered for qual expiration date.

9.11.4.3.4. (Added) INIT QUAL to a higher flight duty qualification.

9.11.4.3.4.1. (Added) Accomplish closed book test requisites and an EPE for both aircraft.

9.11.4.3.4.2. (Added) Accomplish open book test requisites for aircraft being evaluated in.

9.11.4.3.4.3. (Added) Perform flight evaluation in aircraft being evaluated in.

NOTE: This evaluation satisfies the requirements for both aircraft, and it will realign the QUAL/MSN expiration dates for both aircraft. Annotate that the evaluation satisfies the requirements for both aircraft in the mission description section (first or last sentence) of AF Form 8.

9.11.4.3.5. (Added) Recurring QUAL/MSN with same flight duty qualification on both aircraft.

9.11.4.3.5.1. (Added) Accomplish closed book test requisites and an EPE for both aircraft.

9.11.4.3.5.2. (Added) Accomplish open book test requisites for aircraft being evaluated in.

9.11.4.3.5.3. (Added) Perform flight evaluation in aircraft being evaluated in.

NOTE: This evaluation satisfies the requirements for both aircraft, and the QUAL expiration date will apply to both aircraft. Annotate that the evaluation satisfies the requirements for both aircraft in the mission description section (first or last sentence) of AF Form 8.

9.11.4.3.6. (Added) Recurring QUAL/MSN with two different flight duty qualifications: Ensure crew position corresponds with aircraft qualifying in. Annotate accordingly in the mission description section (first or last sentence) section of AF Form 8.

9.11.4.3.6.1. (Added) Accomplish closed book test requisites and an EPE for both aircraft.

9.11.4.3.6.2. (Added) Accomplish open book test requisites for aircraft with the highest flight duty qualification.

9.11.4.3.6.3. (Added) Perform flight evaluation on aircraft with the highest flight duty qualification.

NOTE: This evaluation satisfies the requirements for both aircraft, and the QUAL expiration date will apply to both aircraft. Annotate that the evaluation satisfies the requirements for both aircraft in mission description section (first or last sentence) of AF Form 8.

9.11.4.4. (Added) Communication Systems Operator (CSO) (C-37A and EC-135N). Accomplish evaluations in accordance with AFI 11-202V2, and AFI 11-2SAM V2.

9.11.4.4.1. (Added) Communication Systems Operator (CSO) Dual-Qual Evaluations. This paragraph assumes the CSO is already qualified in an aircraft when attempting to become dual-qualified.

9.11.4.4.2. (Added) INIT QUAL to the same flight duty qualification.

9.11.4.4.2.1. (Added) Accomplish closed book test requisites and an EPE for both aircraft.

9.11.4.4.2.2. (Added) Accomplish open book test requisites for aircraft being evaluated in.

9.11.4.4.2.3. (Added) Perform flight evaluation in aircraft being evaluated in.

NOTE: This evaluation satisfies the requirements for both aircraft, and it will realign the QUAL/MSN expiration dates for both aircraft. Annotate that the evaluation satisfies the requirements for both aircraft in the mission description (first or last sentence) section of AF Form 8.

9.11.4.4.3. (Added) INIT QUAL to a lower flight duty qualification.

9.11.4.4.3.1. (Added) Accomplish INIT QUAL/MSN evaluation for the aircraft being evaluated in.

NOTE: This evaluation does not satisfy the requirements for both aircraft, and it will not establish any new QUAL/MSN expiration dates. N/A will be entered for qual expiration date.

9.11.4.4.4. (Added) Initial QUAL to a higher flight duty qualification.

9.11.4.4.4.1. (Added) Accomplish closed book test requisites and an EPE for both aircraft.

9.11.4.4.4.2. (Added) Accomplish open book test requisites for aircraft being evaluated in.

9.11.4.4.4.3. (Added) Perform flight evaluation in aircraft being evaluated in.

NOTE: This evaluation satisfies the requirements for both aircraft, and it will realign the QUAL expiration dates for both aircraft. Annotate that the evaluation satisfies the requirements for both aircraft in the mission description (first or last sentence) section of AF Form 8.

9.11.4.4.5. (Added) Recurring QUAL/MSN with same flight duty qualification on both aircraft.

9.11.4.4.5.1. (Added) Accomplish closed book test requisites and an EPE for both aircraft.

9.11.4.4.5.2. (Added) Accomplish open book test requisites for aircraft being evaluated in.

9.11.4.4.5.3. (Added) Perform flight evaluation in aircraft being evaluated in.

NOTE: This evaluation satisfies the requirements for both aircraft, and the QUAL/MSN expiration date will apply to both aircraft. Annotate that the evaluation satisfies the requirements for both aircraft in the mission description (first or last sentence) section of AF Form 8.

9.11.4.4.6. (Added) Recurring QUAL/MSN with two different flight duty qualifications. Ensure crew position corresponds with aircraft qualifying in. Annotate accordingly in remarks section of AF Form 8.

9.11.4.4.6.1. (Added) Accomplish closed book test requisites and an EPE for both aircraft.

9.11.4.4.6.2. (Added) Accomplish open book test requisites for aircraft with the highest flight duty qualification.

9.11.4.4.6.3. (Added) Perform flight evaluation on aircraft with the highest flight duty qualification.

NOTE: This evaluation satisfies the requirements for both aircraft, and the QUAL expiration date will apply to both aircraft. Annotate that the evaluation satisfies the requirements for both aircraft in the mission description (first or last sentence) section of AF Form 8.

9.11.5. (Added) AF Form 8 routing and filing to include reviewing and approving officials.

9.11.5.1. (Added) Routing and filing. Every effort will be made to expedite the completion and routing of the AF Form 8. SQ/DOVs initiate the routing sequence for signatures. This entire process should be completed within 30 days.

9.11.5.2. (Added) Review and Quality Control of the AF Form 8. The AF Form 8 will be completed in accordance with AFI 11-202V2/AMC Sup 1 and this supplement. The SEMS Pro program should be used by SQ/DOVs for Stan/Eval management purposes and AF Form 8 completion. Type upper and lower case letters in each block as per the examples in AFI 11-202V2 or as directed in this supplement. AF Forms 8 generated by other units will not be altered to adhere to 6 OG/OGV standards.

9.11.5.2.1. (Added) 6 OG/OGV will review any AF Form 8 graded Q2 or Q3. SQ/DOVs will forward Q3 AF Forms 8 to OGV within five duty days. Additionally, 6 OG/OGV will monitor the AF Form 8 and FEF process by spot-checking random FEFs quarterly. This may be accomplished formally during SAVs or any other time through unit visits or SEMS Pro access. At unit request, OGV will review any Form 8.

9.11.5.2.2. (Added) Stan/Eval Responsibilities. SQ/DOVs will conduct all reviews using the current HQ 15/21 Air Force ASEV Standards Guide. Discrepancies will be documented in accordance with AFI 11-202V2.

9.11.5.3. (Added) Form 8 Format. The following is provided to standardize AF Forms 8 within the 6 OG:

9.11.5.3.1. (Added) DATE: Center date in the block.

9.11.5.3.2. (Added) NAME: Last name, first name, middle initial, left justified on the bottom line of the block.

9.11.5.3.3. (Added) GRADE: Centered on the bottom line of the block. Use the following abbreviations in this block: Gen, Lt Gen, Maj Gen, Brig Gen, Col, Lt Col, Maj, Capt, 1Lt, 2Lt, CMSgt, SMSgt, MSgt, TSgt, SSgt, SrA, A1C, Amn, and AB.

9.11.5.3.4. (Added) SSAN: Centered on the bottom line of the block (XXX-XX-XXXX).

9.11.5.3.5. (Added) ORGANIZATION AND LOCATION: Left justified on the bottom line of the block (i.e., 91 ARS, MacDill AFB, FL or 310 AS, MacDill AFB, FL).

9.11.5.3.6. (Added) ACFT/CREW POSITION: Centered on the bottom line of the block. (Aircraft choices will normally be one of the following: C-37A, KC-135R, EC-135N. The crew position will normally be one of the following:

9.11.5.3.6.1. (Added) Pilots: MC, FP, MP, IP, EP.

9.11.5.3.6.2. (Added) Navigators: MN, IN, EN.

9.11.5.3.6.3. (Added) Boom Operators: MB, IB, EB.

9.11.5.3.6.4. (Added) Flight Engineers: FF, MF, IF, EF.

9.11.5.3.6.5. (Added) CSOs: MK, IK, EK.

9.11.5.3.6.6. (Added) FA: FT, MT, IT, ET.

9.11.5.3.7. (Added) ELIGIBILITY PERIOD: Use the Table A9.1. below: The eligibility period or N/A will be centered on the bottom line of the block.

Table 9.2. (Added) Eligibility Period.

MONTH LAST EVALUATION OF THIS TYPE EXPIRED	ELIGIBILITY PERIOD
Jan	Aug XX-Jan XX
Feb	Sep XX-Feb XX
Mar	Oct XX-Mar XX
Apr	Nov XX-Apr XX
May	Dec XX-May XX
Jun	Jan-Jun XX
Jul	Feb-Jul XX
Aug	Mar-Aug XX
Sep	Apr-Sep XX
Oct	May-Oct XX
Nov	Jun-Nov XX
Dec	Jul-Dec XX

9.11.5.3.8. (Added) GROUND PHASE: Make an entry for each requisite in the examination/check block from Table A9.2. and in the order shown below. Make one entry for both the closed book test and Bold-face/CAPs examination if requisites exceed available lines. The 310 AS is authorized to use aircraft type prior to Open/Closed Book/EPE entry, i.e., C-37A Closed Book, in the examination/check block. The examination/check block will be left justified on the bottom line of the block. The Date and Grade blocks will be centered on the bottom line of the blocks.

Table 9.3. (Added) AF Form 8 Ground Phase.

EXAMINATION/CHECK	DATE	GRADE
Open Book	5 Dec 02	99
Closed Book	6 Dec 02	100
EPE	1 Jan 03	1
Boldface	25 Dec 02	Q
Instrument	2 Dec 02	98

9.11.5.3.9. (Added) FLIGHT PHASE: Variations authorized (see common 6 AMW examples below.). NOTE: For evaluations where a single mission consists of multiple flights over one or more days, a single line entry with the inclusive dates of the flights will be used.

Table 9.4. (Added) AF Form 8 Flight Phase.

MISSION/CHECK	DATE
INSTM/QUAL/MSN	1 Mar 03
N/N SPOT	27 - 29 May 03
INIT INSTR	29 Jun 03
QUAL/MSN	08 - 14 Jul 03
RQ QUAL/MSN	1 Jan 04

9.11.5.3.10. (Added) QUALIFICATION LEVEL: Center the qualification level on the bottom line of each block.

9.11.5.3.11. (Added) EXPIRATION DATE OF QUALIFICATION: Enter the date and year in the block using **Table 9.4. (Added)** The Date or “N/A” will be centered on the bottom line of the block.

Table 9.5. (Added) Expiration Date of Qualification.

FLIGHT EVALUATION COMPLETED	EXPIRATION DATE
JAN	JUN + 1 YEAR
FEB	JUL + 1 YEAR
MAR	AUG + 1 YEAR
APR	SEP + 1 YEAR
MAY	OCT + 1 YEAR
JUN	NOV + 1 YEAR
JUL	DEC + 1 YEAR
AUG	JAN + 2 YEARS
SEP	FEB + 2 YEARS
OCT	MAR + 2 YEARS
NOV	APR + 2 YEARS
DEC	MAY + 2 YEARS

9.11.5.3.12. (Added) RESTRICTION: If the “YES” block has an “X”, then comments are mandatory on the front side of the AF Form 8. Evaluations graded Q-2 may include restrictions at the discretion of the evaluator.

9.11.5.3.13. (Added) ADDITIONAL TRAINING:

9.11.5.3.13.1. (Added) DUE DATES: The Date or “N/A” will be left justified on the bottom line of the block.

9.11.5.3.13.2. (Added) DATE ADDITIONAL TRAINING COMPLETED: May be written in ink in the block. The date(s) or “N/A” will be left justified on the bottom line of the block.

9.11.5.3.14. (Added) COMMENTS: In accordance with AFI 11-202V2/AMC Sup 1 INT and AFI 11-2MDS Specific requirements. Left justified. Note: “EXAMINER’S REMARKS” will be ALL CAPS.

9.11.5.3.14.1. (Added) Subparagraph “A. Mission Description:” Inclusive dates for evaluations scheduled over more than one day will be documented above under the FLIGHT PHASE DATE block. If the evaluation is commander-directed, the first sentence will read in ALL CAPS, “THIS WAS A (6 OG, 91 ARS, 310 AS/CC) COMMANDER-DIRECTED EVALUATION”. Include instructor ground briefing topic(s) and areas of inflight instructor “demonstrations.”

9.11.5.3.14.2. (Added) Subparagraph “B. Discrepancies.”: If there are no discrepancies, type “B. Discrepancies: None.”

9.11.5.3.14.3. (Added) Subparagraph “C. Recommended Additional Training.”: If additional training is needed, follow the format in the examples of AFI 11-202V2. Annotate additional training complete using the following format: "Additional training completed by (Name), (Rank), (Qual)/(Initial in ink)".

9.11.5.3.14.4. (Added) “Reviewing Officer’s Remarks.” Entry is required for a Q-2/3. Left justified. Remarks should be typed. Reviewing Officers will initial the end of the write-up. Leave blank if no remarks.

9.11.5.3.14.5. (Added) “Approving Officer’s Remarks.” Entry is required for a Q-2/3. Remarks should be typed. Approving Officers will initial the end of the write-up. Leave blank if no remarks.

9.11.5.3.14.6. (Added) “Additional Reviews.” Entry is required for a Q-2/3. Remarks should be typed. This remark will only be used when the 6 OG/CC, if desired, performs a review for Q-3s. 6 OG/CC will sign this entry. Leave blank if no remarks.

9.11.5.3.15. (Added) CERTIFICATION: Type first name, middle initial, and last name on the top line of the block and left justified. A comma follows the last letter of the last name. Type rank on the bottom line and left justified. Type the organization assigned to and the office symbol on the middle line of the block and centered.

9.11.5.3.16. (Added) DATE and TYPED NAME AND GRADE OF EXAMINEE. Sign and date the day the examinee signed the form. First name, middle initial, and last name will be left justified in the block in lower case. The last name will be followed by a comma (,) then the rank.

9.11.5.3.17. (Added) Exceptionally Qualified (EQ) Evaluations. Evaluators will use their judgment when awarding EQs to crewmembers. As a minimum, examinees will have no flight phase discrepancies and demonstrate exceptional skill and knowledge in all phases of the evaluation. The squadron will draft congratulatory letters (**Attachment 8 (Added)**) and submit them to the 6 AMW/CCS for signature. The AF Form 8 will not accompany this letter.

9.11.5.4. (Added) AF Form 942, **Record of Evaluation**. SQ/DOVs may make a one-line entry for initial and annual reviews. Annual is defined as once every 12 months. Within the preceding 90 days of a HHQ ASEV, SQ/DOVs may make a one-line entry for a supplemental review. Supplemental review is not required if the annual review falls in that same 90 day window.

9.11.5.5. (Added) A list of certifications for standardizing inputs on AF Form 1381, **USAF Certification of Air Crew Training**, is at **Attachment 7 (Added)**.

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

AFI 11-202, Volume 2, AMC 1, *Aircrew Standardization/Evaluation Program*

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

11-2SAM Volume 2, *Special Air Missions (SAM) Aircrew Evaluation Criteria*

T.O. 00-5-1, *Air Force Technical Order System*

T.O. 00-5-2, *Technical Order Distribution System*

Attachment 7 (Added)

**AF FORM 1381 EVENTS, CERTIFYING OFFICIALS,
& SOURCE DOCUMENTS/REFERENCES**

A7.1. (Added) AF Forms 1381, **USAF Certification of Aircrew Training**, certifications, source documents, and certifying official examples for 6 AMW crewmembers. SQ/DOVs should use the following list of certifications to standardize inputs on the AF Form 1381. This memorandum is not meant to exclude additional certifications.

NOTE: References listed below include specific paragraph and table references. DOVs are directed to follow the format outlined in AFI 11-202V2, AMC SUP1, **Table A7.1. (Added)**, which documents references on the AF Form 1381 with the regulation/message **title** only.

Table A7.1. (Added) AF Form 1381 Events, Certifying Officials, & Source Documents/References.

EVENT	CERTIFYING OFFICIAL(S)	SOURCE DOC/REFERENCE
KC-135 Pilots:		
Conventional/Mobility Certification	WG/CC, OG/CC, designated rep	1522/AFI 11-2KC-135V1, A2.9, Table 3.1 AMCI 10-450 V4, 2.1
SIOP Certification	WG/CC, OG/CC, designated rep	1522/AFI 11-2KC-135V1, A2.9 AMCI 10-450 V4, 2.1
Copilot Mission Qualification Training (MQT)	SQ/CC	AF4025/AFI 11-2KC-135V1, 3.1
Pilot Mission Qualification Training (MQT)	SQ/CC	AF4025/AFI 11-2KC-135V1, 3.1
KC-135 Instructor Pilot	SQ/CC	AF4025/ AFI 11-2KC-135V1, 5.4.2.8.3
Touch and Go Landings (Phase I)	SQ/CC	AF4025/AFI 11-2KC-135V1, 5.6.6.1, A2.9
Touch and Go Landings (Phase II)	SQ/CC	AF4025/AFI 11-2KC-135V1, 5.6.6.2.2, A2.9
Formation Lead	SQ/CC	AF4025/AFI 11-2KC-135V1, 5.6.5.1, A2.9 AFI 11-202V2/AMC Sup 1, Table A7.1
KC-135 Evaluator Pilot	OG/CC, SQ/CC	MFR/AFI 11-202V2/AMC Sup 1, Table A7.1
Flight Examiner De-certification due to...	OG/CC, SQ/CC	MFR/AFI 11-202V2/AMC Sup 1, Table A7.1
EMCON 3/4 Certification	SQ/CC	AF4025/AFI 11-2KC-135V1, 5.6.4.1, A2.9
Q-14 Pacer CRAG Block 30 Certification	SQ/CC	AF4025AFI 11-2KC-135V1, 2.5.8.3
Golf Heavy Receivers (KC-10, C-5, C-17, or B-2)	SQ/CC	AF4025/AFI 11-2KC-135V1, A2.9
Difference Certification (KC-135T)	SQ/CC	AF4025/LTR/AFI 11-2KC-135V1, A2.9 AFI 11-2KC-135V1, A2.2
Experienced Copilot	SQ/CC	MFR/AFI 11-2KC-135V1, Atch 1

EVENT	CERTIFYING OFFICIAL(S)	SOURCE DOC/REFERENCE
Manual Gear/Manual Flap Operations	SQ/CC	AF4025/AFI 11-2KC135V3, MACD Sup 1, 10.3.2.3
Passenger Handling	SQ/CC	MFR/AFI 11-2KC-135V3, 13.5.2.1
VFR Arrivals and Departures	SQ/CC	MFR/HQ AMC/DOV FCIF 01-09-07, 4.
Spiral Up Departure	SQ/CC	MFR/HQ AMC/DOV FCIF 01-09-07, 4D
Random Steep Approach	SQ/CC	MFR/HQ AMC/DOV FCIF 01-09-07, 4D
MPRS Certification	SQ/CC	AF4025/AFI 11-2KC-135V1, 2.5.9.2
Special Mission and Operations Certification	SQ/CC	AF4025/AFI 11-2KC-135V1, 5.6.7.1, A2.9
LAAR Certification	OG/CC, SQ/CC	AF4025/AFI 11-2KC-135V1, 5.6.3.1, A2.9
Boom Operators:		
Conventional/Mobility Certification	WG/CC, OG/CC, designated rep	1522/AFI 11-2KC-135V1, A2.9, Table 3.1 AMCI 10-450 V4, 2.1
SIOP Certification	WG/CC, OG/CC, designated rep	1522/AFI 11-2KC-135V1, A2.9 AMCI 10-450 V4, 2.1
Boom Operator Mission Qualification (MQT)	SQ/CC	AF4025/AFI 11-2KC-135V1, A2.9
EMCON 3/4 Certification	SQ/CC	AF4025/AFI 11-2KC-135V1, 5.6.4.1, A2.9
KC-135 Instructor Boom	SQ/CC	AF4025/AFI 11-202V2/AMC Sup 1, Table A7.1
Difference Certification (KC-135T)	SQ/CC	AF4025/LTR/AFI 11-2KC-135V1, A2.9 AFI 11-2KC-135V1, A2.2
KC-135 Evaluator Boom	OG/CC, SQ/CC	MFR/AFI 11-202V2/AMC Sup 1, Table A7.1
Flight Examiner De-certification due to...	OG/CC, SQ/CC	MFR/AFI 11-202V2/AMC Sup 1, Table A7.1
BRAVO Probe Equipped Receivers	SQ/CC	AF4025/AFI 11-2KC-135V1, A2.9
CHARLIE Receptacle Equipped Fighters, Day	SQ/CC	AF4025/AFI 11-2KC-135V1, A2.9
CHARLIE Receptacle Equipped Fighters, Night	SQ/CC	AF4025/AFI 11-2KC-135V1, A2.9
GOLF Day Heavy Receivers (KC-10, C-5, C-17, or B-2)	SQ/CC	AF4025/AFI 11-2KC-135V1, A2.9
GOLF Night Heavy Receivers (KC-10, C-5, C-17, or B-2)	SQ/CC	AF4025/AFI 11-2KC-135V1, A2.9
Q-14 Pacer CRAG Block 30 Certification	SQ/CC	AF4025/AFI 11-2KC-135V1, 2.5.8.3
Difference Certification (EC-135)	SQ/CC	AFI 11-2KC-135V1, A2.9
MPRS Certification	SQ/CC	AF4025/AFI 11-2KC-135V1, 2.5.9.2

EVENT	CERTIFYING OFFICIAL(S)	SOURCE DOC/REFERENCE
Special Mission and Operations Certification	SQ/CC	AF4025/AFI 11-2KC-135V1, 5.6.7.1, A2.9
PACER CRAG Qualification	SQ/CC	AF4025/AFI 11-2KC-135V1, A2.9
C-37 Pilots:		
310 AS C-37A Initial Cadre	SQ/CC	MFR/Waiver IAW AFI 11-2SAMV1, 2.5.2 HQ/AMC/DOTA 30 Apr 01
C-37A Aircraft Commander	SQ/CC	MFR/ AFI 11-202V2/AMC Sup 1, 3.3.2.10.2.1
C-37A Instructor Pilot	SQ/CC	AF4025/AFI 11-202V2/AMC Sup 1, 3.3.2.10.2.1
C-37A Flight Examiner	OG/CC, SQ/CC	MFR/ AFI 11-202V2/AMC Sup 1, 3.3.2.10.2.1
Flight Examiner De-certification due to...	OG/CC, SQ/CC	MFR/AFI 11-202V2/AMC Sup 1, Table A7.1
EC-135 Pilots:		
EC-135N Difference Training	SQ/CC	AF4025/LTR/AFI 11-2KC-135V1, A2.9 AFI 11-2KC-135V1, A2.2
EC-135N Mission Commander	SQ/CC	MFR/AFI 11-2KC-135V3/MACD Sup 2, 10.2.3
EC-135N Instructor Pilot	SQ/CC	AF4025/ AFI 11-202V2/AMC Sup 1, 3.3.2.10.2.1
EC-135N Flight Examiner	OG/CC, SQ/CC	MFR/AFI 11-202V2/AMC Sup 1, 3.3.2.10.2.1
Flight Examiner De-certification due to...	OG/CC, SQ/CC	MFR/AFI 11-202V2/AMC Sup 1, Table A7.1
C-37/EC-135 Pilots:		
Guantanamo Bay NS, Cuba (MUGM) Runway 10 Landing Operations	IP/EP	1381/ASRR, Part 2
El Alto INTL/JFK INTL (SLLP), La Paz, Bolivia Airfield Certification	IP or SQ/CC	1381/ASSR, Part 2
Navigators:		
Conventional/Mobility Certification	WG/CC, OG/CC, designated rep	1522/AFI 11-2KC-135V1, A2.9, Table 3.1 AMCI 10-450 V4, 2.1
SIOP Certification	WG/CC, OG/CC, designated rep	1522/AFI 11-2KC-135V1, A2.9 AMCI 10-450 V4, 2.1

EVENT	CERTIFYING OFFICIAL(S)	SOURCE DOC/REFERENCE
EMCON 3/4 Certification	SQ/CC	AF4025/AFI 11-2KC-135V1, 5.6.4.1, A2.9
EC-135N Difference Training	SQ/CC	AF4025/LTR/AFI 11-2KC-135V1, A2.9 AFI 11-2KC-135V1, A2.2
KC-135R Instructor Navigator	SQ/CC	AF4025/ AFI 11-202V2/AMC Sup 1, 3.3.2.10.2.1
EC-135N Instructor Navigator	SQ/CC	AF4025/ AFI 11-202V2/AMC Sup 1, 3.3.2.10.2.1
KC-135R Flight Examiner	OG/CC, SQ/CC	MFR/ AFI 11-202V2/AMC Sup 1, 3.3.2.10.2.1
EC-135N Flight Examiner	OG/CC, SQ/CC	MFR/ AFI 11-202V2/AMC Sup 1, 3.3.2.10.2.1
EC-135N/KC-135R Flight Examiner	OG/CC, SQ/CC	MFR/ AFI 11-202V2/AMC Sup 1, 3.3.2.10.2.1
Flight Examiner De-certification due to...	OG/CC, SQ/CC	MFR/AFI 11-202V2/AMC Sup 1, Table A7.1
Passenger Handling	SQ/CC	MFR/AFI 11-2KC-135V3, 13.5.2.1
Flight Attendants:		
310 AS C-37A Initial Cadre	SQ/CC	MFR/Waiver IAW AFI 11-2SAMV1, 2.5.2 HQ/AMC/DOA 30 Apr 01
C-37A Difference Training IAW	SQ/CC	MFR/AFI 11-2SAM V1, 2.5.1
C-37A Instructor Flight Attendant	SQ/CC	AF4025/ AFI 11-202V2/AMC Sup 1, 3.3.2.10.2.1
EC-135N Instructor Flight Attendant	SQ/CC	AF4025/ AFI 11-202V2/AMC Sup 1, 3.3.2.10.2.1
C-37A Flight Examiner	OG/CC, SQ/CC	MFR/ AFI 11-202V2/AMC Sup 1, 3.3.2.10.2.1
EC-135N Flight Examiner	OG/CC, SQ/CC	MFR/ AFI 11-202V2/AMC Sup 1, 3.3.2.10.2.1
EC-135N/C-37A Flight Examiner	OG/CC, SQ/CC	MFR/ AFI 11-202V2/AMC Sup 1, 3.3.2.10.2.1
Flight Examiner De-certification due to...	OG/CC, SQ/CC	MFR/AFI 11-202V2/AMC Sup 1, Table A7.1
Communication System Operators:		
310 AS C-37A Initial Cadre	SQ/CC	MFR/Waiver IAW AFI 11-2SAMV1, 2.5.2 HQ/AMC/DOA 30 Apr 01

EVENT	CERTIFYING OFFICIAL(S)	SOURCE DOC/REFERENCE
C-37A Instructor	CSO SQ/CC	AF4025/ AFI 11-202V2/AMC Sup 1, 3.3.2.10.2.1
EC-135N Instructor	CSO SQ/CC	AF4025/ AFI 11-202V2/AMC Sup 1, 3.3.2.10.2.1
C-37A Flight Examiner	OG/CC, SQ/CC	MFR/ AFI 11-202V2/AMC Sup 1, 3.3.2.10.2.1
EC-135N Flight Examiner	OG/CC, SQ/CC	MFR/ AFI 11-202V2/AMC Sup 1, 3.3.2.10.2.1
EC-135N/C-37A Flight Examiner	OG/CC, SQ/CC	MFR/ AFI 11-202V2/AMC Sup 1, 3.3.2.10.2.1
Flight Examiner De-certification due to...	OG/CC, SQ/CC	MFR/AFI 11-202V2/AMC Sup 1, Table A7.1
Flight Engineers:		
310 AS C-37A Initial Cadre	SQ/CC	MFR/Waiver IAW AFI 11-2SAMV1, 2.5.2 HQ/AMC/DOTA 30 Apr 01
C-37A Instructor Flight Engineer	SQ/CC	AF4025/ AFI 11-202V2/AMC Sup 1, 3.3.2.10.2.1
C-37A Flight Examiner	OG/CC, SQ/CC	MFR/ AFI 11-202V2/AMC Sup 1, 3.3.2.10.2.1
Flight Examiner De-certification due to...	OG/CC, SQ/CC	MFR/AFI 11-202V2/AMC Sup 1, Table A7.1

Attachment 8 (Added)**SAMPLE EXCEPTIONALLY QUALIFIED LETTER****(6 OG/CC to SQ/CC)****(6 AMW LETTERHEAD)**

MEMORANDUM FOR (SQ)/CC

DATE

FROM: 6 OG/CC

SUBJECT: Letter of Congratulations

Allow me to congratulate (rank and name), (type of aircraft, crew position), for earning an "Exceptionally Qualified" rating on (his/her) flight evaluation. This outstanding performance exemplifies the type of effort and professionalism we are striving for in the 6th Operations Group and reflects not only on (rank and name), but also the (91st Air Refueling Squadron/310th Airlift Squadron) and its excellent training program. Well done!

ROBERT C. KANE, Colonel, USAF

Commander

SAMPLE EXCEPTIONALLY QUALIFIED LETTER**(6 AMW/CC to 6 OG/CC)****(6 AMW LETTERHEAD)**

MEMORANDUM FOR 6 OG/CC

DATE

FROM: 6 AMW/CC

SUBJECT: Letter of Congratulations

Please pass on my congratulations to (rank and name) for earning an "Exceptionally Qualified" rating on his/her (type evaluation) in the (aircraft). This rating is reserved for those who achieve a level of excellence well above the standard. His/Her professionalism and dedication are an example for the entire wing to emulate, and marks him/her as a key player for "Team MacDill." Thanks for the super effort and keep up the great work!

DAVID M. SNYDER, Colonel, USAF
Commander

Attachment 9 (Added)**6 OG WAIVER REQUEST PROCESS****OPR: Chief, 6 OG/OGV**

A9.1. (Added) This attachment establishes procedures for waiver request approval and documentation. It ensures the 6 OG/CC is informed of all actions requiring waivers to published guidance.

A9.2. (Added) The following process will be adhered to when requesting and documenting waivers for 6 AMW aircrew.

A9.2.1. (Added) During normal duty hours when a waiver is identified as required for mission accomplishment, the requester will normally forward specifics electronically to the OGV office email inbox (<mailto:6og.ogv@macdill.af.mil>).

A9.2.1.1. (Added) OGV personnel will review the request for validity. OGV will either forward the request with OGV recommendation to the 6 OG/CC or return the request for more information or reason for disapproval.

A9.2.1.2. (Added) If short notice waivers are required during non-duty hours, the requestor will notify the 6 OG/CC through appropriate C2 channels. Complete waiver documentation as soon as possible during normal duty hours.

A9.3. (Added) 6 OG/OGV will file all waiver request documentation in the 6 OG/OGV Waiver History Binder. All electronic requests will be saved on the OGV shared drive. Documents will be filed chronologically and assigned an OGV tracking number. This number will consist of the last two digits of the year followed by a “dash” and a sequential 3-digit number (e.g. 03-001). Permanent AMC or NAF level waivers will be maintained separately.

A9.4. (Added) Data is tracked by waiver type, airframe, and squadron for analysis. Quarterly waiver information will be included in the OG SEB minutes. Annually, the same process will be accomplished combining the entire calendar year.

A9.5. (Added) Waivers will be maintained for a minimum of 2 years.

WAIVER REQUEST WORKSHEET

MEMORANDUM FOR RECORD _____(date)

FROM:

SUBJECT: Waiver Request for Mission # _____.

- 1. Waiver requested for mission # _____.
- 2. OGV Waiver tracking number _____.
- 3. Waiver is requested for: (circle all that applies)

Crew Duty Day Waiver:

Airfield Restrictions at _____ (ICAO) for _____(nature of waiver);

PMCR:

Pre-Departure Crew Rest:

Other (explain) _____.

- 4. Waiver is requested by _____ (name and office symbol).
- 5. The 6 OG/CC was notified of this request on _____ (date and time).
- 6. Waiver requested through _____ (name and office symbol of waiver authority) on _____ (time and date of request).
- 7. Waiver was approved by _____ (name and office symbol) on _____ (date and time).
- 8. Specific instructions or restrictions accompanying waiver:

_____.

- 9. Attach mission itinerary if necessary.

_____ (NAME AND RANK)

_____ (Position or Title)

WAIVER REQUEST

_____ (Date) _____ (OGV Tracking #)

MEMORANDUM FOR: 6 OG/OGV

FROM: (Name and Office Symbol)

SUBJECT: Waiver Request (Type of Waiver)

- 1. Details and an explanation of the request. Who, What, Where, When, Why and How.
- 2. Results or mission impact if the waiver is not granted. Supply supporting documentation, i.e., ARMS Products, Schedule, etc.

//SIGNED//

_____(NAME, RANK, USAF)
 _____(Position or Title)

MEMORANDUM FOR: 6 OG/CC

FROM: 6 OG/OGV

SUBJECT: Waiver Recommendation

- 1. Upon review of this request, the 6 OG/OGV recommends Approval/Disapproval of this waiver request based on the established requirements in accordance with _____ (AFI/TO, page and para).

//SIGNED//

_____(NAME, RANK, USAF)
 _____(Position or Title)

6 OG/CC ACTION

Approved/Disapproved

//SIGNED//

 Commander, 6th Operations Group

Attachment 10 (Added)**AIRCREW LETTER OF CERTIFICATION/XS**

A10.1. (Added) The Aircrew Letter of Certification/Xs program ensures safe and efficient flight operations through the systematic review of individual qualifications prior to conducting flight operations.

A10.2. (Added) IF USED:

A10.2.1. (Added) The Chief of SQ/DOV is the OPR for defining each squadron Letter of Certification/Xs program. The chief of each SQ/DOV will:

A10.2.2. (Added) Ensure an effective Letter of Certification/Xs program is established for the purpose of conducting flight operations for all assigned and attached personnel. Use a "Certified" Letter of Xs as an aircrew qualification source document in the squadron Go/No-Go program (Aircrew Go/No-Go Procedures).

A10.2.3. (Added) Ensure an accurate Letter of Certification/Xs is maintained in a separate folder in front of the unit's flight evaluation folders. All letters of Xs outside the Stan/Eval office will be marked "working copy".

A10.2.4. (Added) Ensure the Letter of Certification/Xs posted in the SQ/DOV section is certified as "true and correct" by the squadron commander or operations officer whenever a new Letter of Certification/Xs is posted.

A10.2.5. (Added) As a minimum, annotate the following information in the letter of certification/Xs as applicable to the mission design series (MDS) and unit taskings: Instructor-certified crewmembers, flight examiner-certified crewmembers, formation lead certified pilots, FCF certified pilots and crewmembers, and aircraft for which CSOs and FAs are certified.

A10.2.6. (Added) Ensure a new Letter of Certification/Xs is posted within the first five working days of the month. Provide an electronic certified copy of the squadron Letter of Certification/Xs to 6 OG/OGV within two working days of squadron posting.

A10.2.7. (Added) Develop procedures to update the certified Letter of Certification/Xs when changes become necessary.

A10.2.8. (Added) Letter of Certification/Xs may be used to document administrative actions instead of an AF Form 8. This action should be reserved for temporary downgrades of 90 days or less. If an AF Form 8 is used for documentation of an administrative downgrade, documentation on the Letter of Certification/Xs is still required. The AF Form 1381 is the primary source document for listing aircrew certifications in accordance with 202V2A7.1. Any administrative action affecting certifications needs to be documented either by the AF Form 1381 or AF Form 8.

A10.2.9. (Added) Ensure superseded Letters of Certification/Xs remain on file for a minimum of one year in the SQ/DOV section.

DAVID M. SNYDER, Colonel, USAF
Commander