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OPR: 305 OG/OGV (Maj Mark J. MacDonald)

Certified by: 305 OG/OGV
(Maj Mark J. MacDonald)

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AFI 11-202V2, 17 June 2002 is supplemented as follows: This supplement identifies 305th/514th Operations Group (OG) Stan/Eval policies, procedures, and implements unit responsibilities established in AFI 11-202V2/AMCSUP1, *Aircrew Standardization/Evaluation Program*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

The release of AFI 11-202V2/AMCSUP1 identified specific items and numbering for the local chapter. This revision aligns the McGuire AFB Supplement to the AMC Supplement. Paragraphs **9.5. (Added)**, **9.8. (Added)** and **9.11. (Added)** contain additions to the pre-existing McGuire AFB supplement.

9.2. (Added) **Purpose.** The purpose of this supplement is to identify 305th/514th Operations Group (OG) Stan/Eval policies, procedures, and implements unit responsibilities established in AFI 11-202V2 and AFI 11-202V2/AMCSUP1. Specific responsibilities are defined herein for OG/OGV flight examiners and OG subordinate unit flight examiners. Stan/Eval personnel will be thoroughly familiar with and responsible for the contents of this chapter.

9.3. (Added) **Applicability.** This chapter implements the 305th/514th Operations Group Standardization/Evaluation (Stan/Eval) programs and is applicable to all units assigned to or attached for flying duties within the 305th/514th Air Mobility Wings. MDS specific evaluation criteria are incorporated into respective AFI 11-2MDS-Specific V2 local procedures chapters. Specific 514th guidance, if different, will be in italics.

9.3.1. (Added) **Waiver Authority:** OG/CC is the waiver authority for the requirements originating in this publication. Requests for waivers will be coordinated through Stan/Eval channels.

9.3.2. (Added) Recommendations for Changes: Recommendations for improvement or correction should be submitted to 305 OG/OGV or 514 OG/OGV (as applicable) via electronic AF Form 847, **Recommendation for Change of Publication**, from the squadron Stan/Eval sections (DOV). See paragraph **9.10.2. (Added)** of this instruction for the AF Form 847 process program.

9.3.3. (Added) Group-Specific Attachments: Operations Group-specific information can be found in **Attachment 7 (Added)** (305 OG) and **Attachment 8 (Added)** (514 OG). These attachments serve as capstone documents for the implementation and layout of local programs and processes that support the standardization and evaluation functions.

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

9.4.1. (Added) Flight Examiner Upgrade Program. The Operations Group Commander and Squadron commanders identify and certify experienced instructors for flight examiner status. Prior to certification as a flight examiner, candidates will accomplish the following:

9.4.1.1. (Added) Complete an in-house examiner orientation covering applicable processes for the respective organization. Stan/Eval Administration program guides should detail the orientation for that echelon.

9.4.1.2. (Added) All non-prior flight examiners should observe at least one qualification/instrument and/or mission flight evaluation (as applicable). Non-prior KC-10 examiners will also observe a simulator evaluation being administered. The simulator evaluation should cover the basics of device control.

9.4.1.3. (Added) Be certified as a flight examiner in their designated crew position once the above requisites are completed. Squadron Commanders will certify squadron flight examiners. Operations Group commander will certify OG-level flight examiners.

9.4.2. (Added) Detailed Local Internal Organization. The 305 OG/OGV is established under the OG/CC.

9.4.2.1. (Added) Group Stan/Eval. The 305 OG/OGV is responsible to the 305 OG/CC, 305 AMW/CC, 21 AF, and HQ AMC for standardization and evaluation expertise. The OG/OGV consists of the OG/OGV division and the stan/eval functions of the OG subordinate units. The 514 OG/OGV is responsible to the 514 OG/CC, 514 AMW/CC, 22 AF, and AFRC.

9.4.2.2. (Added) OG/OGV flight examiners will ensure wing standardization by conducting squadron staff assistance visits (SAVs) and augmenting squadron flight evaluations.

9.4.2.3. (Added) The Chief, OG/OGV will be the rater on officer and enlisted performance reports for all OGV assigned flight examiners.

9.4.3. (Added) Manning: OGV manning baseline is one evaluator per crew position per weapon system/function applicable to the group. Selected evaluators should hold all of the possible qualifications for their respective functions. If that is not possible, refer to guidance in applicable parent instructions/regulations for special considerations in topics such as pyramid evaluations. Due to squadron manning and tasking constraints within crew positions, one additional evaluator per crew position may be attached (on-loan) to OGV at the discretion of the OG/CC. Squadron DOV manning is at the discretion of the squadron commander.

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

9.5.1. (Added) Additional training follow-up. Squadron Review and Certification (R&C) Boards are tasked with following the progress of aircrew members placed in training status due to failure to meet established standards.

9.5.1.1. (Added) If individual has failed to requalify within 1 month (*or first Unit Training Assembly [UTA] for 514 AMW, which ever is greater*) after the disqualifying event, the R&C Board should determine the adequacy of training and successful progress while completing requalification requirements.

9.5.1.2. (Added) If individual has failed to requalify by the last day of the second month (*last day of third month for 514 AMW units IAW AFI 11-202V2*), a second R&C Board should convene to determine the appropriate action such as retraining/requalification, Flying Evaluation Board, airman reclassification, etc. Any additional training beyond the training due date must be approved by the wing or group commander. The squadron commander will counsel the individual before an FEB or reclassification action is initiated.

9.5.2. (Added) N/N Evaluation Program and Goals. All examiners may administer no-notice evaluations. Use the following guidance for no-notice evaluations:

9.5.2.1. (Added) OGV will participate in the process as scheduling permits for quality control. OGV no-notice evaluations will count toward squadron minimum numbers, depending on examinee's squadron affiliation. If the OG/CC specifies a minimum quota for OGV N/N evaluations, document the requirement in the program/process guide and report the numbers at the quarterly SEB.

9.5.2.2. (Added) Each squadron Stan/Eval will conduct sufficient no-notice evaluations to meet the 305 OG minimum of 20% of available, qualified aircrew members. (*The 514 OG minimum will be determined by the 514 OG/CC but will be no less than the AMC-directed minimum of 15%*). Scheduling of evaluations should be coordinated with OG/CC, SQ/CC, DO or DOV as applicable.

9.5.2.2.1. (Added) Squadron flight examiners may only conduct no-notice evaluations on personnel within their assigned squadron unless specifically requested by squadron CC/DO. OG flight examiners may conduct no-notice evaluations on MDS/crew position counterparts from any squadron within their OG provided the no-notice evaluation is outside the individual's eligibility period.

9.5.2.3. (Added) If the minimum activity is not observed IAW AFI 11-202V2, (maintenance, weather, etc.) the evaluator will terminate the no-notice and depart without debriefing, critiquing, or discussing the terminated sortie with the evaluatee(s). An AF Form 8, **Certificate of Aircrew Qualification**, will not be generated, nor will the terminated no-notice count toward the individual's maximum of one no-notice per calendar year. The flight examiner may give the examinee informal feedback.

9.5.2.4. (Added) Ops Group program procedures/program guidance are incorporated in this publication.

9.5.3. (Added) Pyramid Evaluation Process. OG/OGV will maintain a list of senior evaluators and their eligibility periods, at both group and squadron level, for evaluation purposes. Those positions subject to pyramid rules are outlined in parent instructions/regulations.

9.5.3.1. (Added) Squadron DOV will contact their OG/OGV counterparts for a pyramid evaluation at the beginning of the in-phase period and again, if not complete, within 30 days prior to the expiration date. OG/OGV will contact their NAF/DOV counterparts for a pyramid evaluation at the beginning of the in-phase period and again, if not complete, within 30 days prior to the expiration date.

9.5.3.2. (Added) OG/CC may designate a secondary examiner at the group level to conduct pyramid evaluations if primary evaluators are not available.

9.5.3.3. (Added) The 21 AF is waiver authority for wing-level pyramid evaluations if secondary evaluators cannot be found. Squadron pyramid evaluation waivers for squadron evaluators will originate and be approved by OGV. Each pyramid evaluator is responsible for granting a waiver for the pyramid evaluation he is tasked with.

9.6. (Added) **Trends.**

9.6.1. (Added) Evaluations. Squadron DOVs will compile trend data from SEMSPRO and submit to OGV on a time schedule commensurate with the SEB notifications.

9.6.1.1. (Added) Significant trends will be briefed to the OG/CC. A 'trend' is defined as a statistically significant discrepancy rate of 25% (33% for 514 OG) in any area, or a change in the discrepancy rate that, in the opinion of OG Stan/Eval, indicates an adverse trend. Any area of concern, no matter how identified, will be addressed by the Stan/Eval Board. In addition, the squadron Chief of DOV will provide OG/OGV with any additional trend items identified by any means. As a goal, each evaluator should strive for a minimum of four comments on the appropriate AF Form 3862, **Aircrew Evaluation Worksheet**, per evaluation (good and bad) to ensure an adequate database for quarterly trend analysis. OG/OGV will analyze the deficiencies and determine if any trend(s) exist. If any trend is identified, corrective action will be identified and implemented.

9.6.1.2. (Added) Trends. SEMSPRO will serve as the primary means of collecting trend information from evaluations. Squadrons will ensure trend entries for all administered evaluations is compiled and forwarded to 305 OG/OGV by the end of each quarter (514 OG: *semiannually*).

9.6.2. (Added) Test Questions. Trend information on test questions will be reported quarterly (514 OG: *semiannually*) and evaluated by each crew position in OG/OGV for any problem areas. Significant trends will be reported in the SEB. Refer to the appropriate Trend Program/process for additional guidance.

9.6.3. (Added) Ground Training Evaluations. Ground training evaluation data will be compiled for the past year to identify any trends. Trend information resulting from ground training evaluations will be reported at the SEB and assigned a POC to correct any negative trends.

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

9.7.1. (Added) The SEB will be the primary method of transfer and discussion of information concerning standardization and evaluation topics. Additional guidance on management of the SEB is provided in the SEB Program guide.

9.7.2. (Added) Squadrons will forward a complete list of all assigned evaluators and their respective qualification(s) and evaluation(s) expiration dates. Suspense date will be established by OGV.

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

9.8.1. (Added) Open book question sources. Questions for open book qualification examinations will be drawn from 305 OG/OGV Secure Question Banks.

9.8.1.1. (Added) SQBs are developed by each Test Manager. 305 OG/OGV will forward a copy of each MDS SQB, per crew position, to 21 AF/DOV annually, or as they are changed. Each Test Manager creates, maintains, and secures their respective SQB, answer key, and question references both electronically and in paper format. Test Managers will review their SQB annually and after any pertinent publications change. A portion of each open book examination will include questions pertaining to each mission qualification for which the aircrew member maintains qualification, including tanker/receiver air refueling, instructor, etc.

9.8.1.2. (Added) 514 OGV. SQBs are also developed by each AE test manager at 514 OG/OGV and are used to construct open book examinations. Each test manager creates, maintains, and secures their respective SQB, answer key, and question references both electronically and in paper format. AE test managers will review their SQB annually and after any pertinent publications change. A portion of each open book examination will include questions pertaining to each mission for which the aircrew member maintains qualification, certification, and instructor material. A minimum of 5 questions regarding each qualified and certified aircraft will be incorporated into periodic open book examinations for AECMs that hold multiple aircraft qualifications and/or certifications IAW AFI 11-2AE V2, Aeromedical Evacuation Aircrew Evaluation Criteria. See Process 12 located at the 514 OG/OGV office for further guidance.

9.8.2. (Added) Closed book question sources, for other than MQF (if applicable). Questions for closed book qualification examinations will be drawn from applicable 21 AF/DOV Master Question Files (MQFs).

9.8.2.1. (Added) Master Question File (MQF). Master Question Files are produced by 21 AF/DOV and are used to construct closed book examinations. The 305 OG/OGV prints and distributes initial copies of MQFs to all 305th assigned squadrons, and a single copy of each MQF to the 514 OG/OGV, *who will then reproduce them and distribute to 514th assigned squadrons.*

9.8.2.2. (Added) MQF Review/Revision Procedures. Squadron DOV personnel will forward recommended corrections to MQFs to their respective 305th OG/OGV Test Manager during data preparation prior to each Stan/Eval Board (SEB). The 305 OG/OGV Test Managers will evaluate this data to determine whether a recommendation will be made to 21AF/DOV to modify or delete the question from the MQF. If made, such a recommendation would be forwarded to 21AF/DOV via the SEB minutes.

9.8.3. (Added) Periodic Testing Program. Supplemental testing may be conducted in addition to requisite exams. The exams may be either open or closed book. Provide OG/OGV with a copy of the supplemental exam. Squadron commanders and OG/OGV will be provided with examination results. The minimum passing grade is 85 percent.

9.8.3.1. (Added) Ramifications/administrative action for failed supplemental exams will be at the discretion of the commander of the echelon originating the exam.

9.8.3.2. (Added) Flight Surgeon Procedures. The 305 OG/OGV will develop and distribute periodic Flight Surgeon examinations to lower echelons and the 514 OG. Tests will be administered IAW weapon system-specific requirements at the squadron level. Refer to the testing program/process guide for additional group-specific guidance.

9.8.4. (Added) Exams will be reviewed annually for accuracy and after any changes in the source documents. All paper versions of tests will be changed out annually IAW the AFI or when a revision is required because of publication changes. OGV will recall the old exams and release new exams when changes are required. In the event a question/answer is determined to be inaccurate, OGV may strike that question from the exam without invalidating the entire exam. The number of questions that may be deleted from a given examination without invalidating the entire exam will be at the discretion of the Chief, OG/OGV (provided the number of accurate questions remains above the prescribed minimum). Specific procedures and timing for reviews will be spelled out in the testing program/process guide.

9.8.5. (Added) Squadron DOV will normally administer requisite testing. Test results will be maintained IAW group-specific Testing Program guidance. Forward outdated or inaccurate questions to 305 OG/OGV. Squadrons will provide a testing room that allows adequate privacy for individual testing. Individ-

ual will be proctored at all times. Tests will be graded prior to next flight. Individuals who fail a written examination or Boldface/Critical Action Procedures (CAP) will be placed in supervisory status until successful accomplishment. The retake will not be administered on the same day as the failure without OG/OGV concurrence. Individuals are required to take an alternate version of the failed exam (N/A Boldface/CAP) within one week of failure. Each squadron will establish a policy to complete requisites IAW AFI 11-202 V2 paragraph 3.3.2.2. and 6.4.4.2.

9.8.6. (Added) OG/OGV will develop, maintain, and distribute all requisite exams. Squadrons may assist in the development of the exams when requested by OG/OGV. All tests will be safeguarded and treated as controlled items. Each unit will be provided one (1) copy of each applicable exam. Additional copies may be requested from OGV.

9.8.7. (Added) Individuals are required to complete closed book examinations without interruption. If the individual has to depart prior to completion of the exam, all unanswered questions will be graded incorrect. Boldface/CAP will be evaluated through a written examination as a requisite to all periodic Qualification Closed Book exams. Boldface/CAPs will either be grade Q or U in the Qualification Ground Phase block on the Form 8. The minimum passing grade for a Boldface/CAPs exam is Q1 (100%). Aircrew members failing a Boldface/CAPs exam will not fly as crewmembers until a successful reexamination is accomplished. Failure of prerequisites is annotated with both scores (i.e. 80/85, U/Q) and assigned a minimum overall grade of 3/1 in accordance with 21 AF/DOV and AMC/DOV verbal guidance.

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

9.9.1. (Added) All OG/OGV personnel who attend any ground-training event should complete a survey form IAW the special evaluation program. The program may also identify additional evaluators from lower echelons. The training evaluations (critiques) results and suggested improvements will be summarized during the SEB.

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

9.10.1. (Added) Control and Distribution. Chief OG/OGV will appoint, by letter, an Officer/NCO assigned to OG/OGV the additional duty of flight manuals control.

NOTE: During this ever-changing transition to a paperless Air Force, use current ordering programs/procedures for ordering AFIs, AMCIs, T.O.s, Forms, etc. Reproduction of forms, AFIs, AMCIs, MCIs, etc. are IAW current Information Management directives and local operating policies.

9.10.1.1. (Added) OG/OGV manuals control officer or designated manuals control representative (MCR) will establish quantity requirements for OG/OGV, submit requisitions and distribute IAW AFI 11-202V2, AFI 11-215, *Flight Manuals Program (FMP)* and AFI 11-2MDS-Specific V2 series. The squadron MCR will handle forms and manuals not in the FCIF.

9.10.1.2. (Added) The OG/OGV technical order distribution officers/NCOs are responsible for identifying, ordering, and distributing to the squadrons those T.O.s found in FCIF Volume IV, according to T.O. 00-5-2, *Tech Order Distribution System*.

9.10.1.3. (Added) The OG/OGV flight manuals control officer/NCO will establish a procedure for required pickup and distribution of publications from OG/OGV. Establish procedures to ensure rapid distribution and control of publications to squadrons after they have been released for distribution by FCIF. OG/OGV will develop a process guide/continuity book outlining OG/OGV manuals procedures to include the use of AFEPL/AMCEPL or the current program.

9.10.1.4. (Added) Maintain a list of publications and quantity required for each squadron. OG/OGV may use ATOMS 2000 (or any update to ATOMS), or written list to up-date requirements and control distribution within their accounts.

9.10.2. (Added) AF Form 847, **Control Log**, Program. The AF 847 program is monitored by OG/OGV. Squadron Stan/Eval will submit all changes to publications to OG/OGV for processing through 21 AF.

9.10.2.1. (Added) Applicability. OG/OGV is the OPR for tracking and establishing the AF Form 847 program within the OG. Any person identifying a need for changes to any flight manual, regulation/instructions will prepare and submit an AF Form 847 through their respective stan/eval function.

9.10.2.2. (Added) AF Form 847s are submitted electronically. Paper copies are no longer accepted. OGV will assign and control all AF Form 847 submissions via "Unit Numbers." The following Unit Number format should be used; OG + Year + Sequence Number (305 OG 00-01). Do not include the office symbol, (i.e. 305 OG/OGV). If the originator of an AF Form 847 is at the squadron level and the squadron has a DOV office, coordination should be through the squadron DOV. However, the first level of endorsement on the back of the AF form 847 will always be the OGV Chief (IAW AFI 11-215, Attachment 3). Subsequent endorsement levels are for NAF, MAJCOM, and Flight Manuals Manager (FMM).

9.10.2.3. (Added) Responsibilities. The chief OG/OGV is/will:

9.10.2.3.1. (Added) Be the final approving authority for all AF Form 847s submitted to 21 AF.

9.10.2.3.2. (Added) Appoint by letter an AF Form 847 Primary and at least one (no more than two) alternate AF Form 847 POCs to send and receive AF Form 847-email traffic. Electronic AF Form 847s will only be accepted by 21 AF/DOV from those designated as POCs by the OG/OGV chief. All return AF Form 847 e-mail traffic will be sent to these individuals. Since electronically submitted AF Form 847s are electronically signed, this process is necessary to ensure AF Form 847s are properly coordinated at the unit level and forwarded to 21 AF by appropriate personnel.

9.10.2.3.3. (Added) OG/OGV will develop and submit a list of editorial suggestions and typographical errors to flight manuals that do not affect operational readiness. Forward the list to 21 AF semi-annually for consideration at FMRCs.

9.10.2.3.4. (Added) All AF Form 847s submitted will be processed in accordance with this chapter, AFI 11-215AMCSUP 1. A copy of all submitted AF Form 847s will be maintained at each level of endorsement. The copy may be electronic, paper, or both.

9.10.2.3.5. (Added) Program Execution. The OG/OGV AF Form 847 primary POC will receive all AF Form 847s submitted to OG/OGV. The POC will:

9.10.2.3.5.1. (Added) Ensure proper documentation IAW this chapter, AFI 11-215, and AFI 11-215/AMCSUP 1.

9.10.2.3.5.2. (Added) Critically review and evaluate each AF Form 847 to ensure duplicates are not forwarded. Determine if the AF Form 847 requires routine or emergency reporting. Make necessary recommendations to the Chief OG/OGV for concurrence or non-concurrence.

9.10.2.3.5.3. (Added) Assign OG control numbers on those AF Form 847s initiated at squadron and OG levels. Maintain AMC Form 104, **AF Form 847 Control Log**, for tracking submitted forms by their sequence number. *(514 OG will forward a copy of all applicable AF Form 847s to 305 OGV for reference).*

9.10.2.4. (Added) OG/OGV will update the status of the outstanding AF Form 847s during the SEB.

9.10.2.5. (Added) Squadron DOV and OG/OGV will ensure AF Form 847s are not submitted in conjunction with AF Form 1000, **IDEA Application**.

9.10.3. (Added) Annual Review. OG/OGV and squadrons will annually review manuals and regulations/instructions for correctness and accuracy. Procedures/timing for this review will be included in the unit process guide.

9.10.4. (Added) Flight Publications. Unit Commanders will appoint, by letter to OG/OGV an Officer/NCO assigned to the additional duty of Consolidated Manuals Control Office.

9.10.4.1. (Added) Squadron MCR will establish quantity requirements, submit requisitions to OG/OGV Consolidated Manuals Control Office and distribute IAW AFI 11-202V2, AFI 11-215 and AFI 11-2MDS-Specific V2 series. The squadron MCR will handle forms and manuals not in the FCIF.

9.10.4.2. (Added) Squadron MCR responsibilities are to establish quantity requirement, submit requisition to OG/OGV Consolidated Manuals Control Office and distribute T.O.s found in FCIF Volume IV, according to the squadron distribution listing.

9.10.4.3. (Added) Squadron MCRs will distribute to assigned and attached personnel. CMO will collect publications from all aircrew members prior to PCS to a different weapon system. Ensure crewmembers process in and out of the CMO to include signing for receipt of individual publications.

9.10.4.4. (Added) Responsibilities. Squadron Manuals Control Representative will:

9.10.4.4.1. (Added) Brief each new crewmember on the FCIF process, initiate AMC Form 42, **Publications Control Record** (*or suitable 514 OG substitute*) and AMC Form 396, **FCIF Currency Record**. New crewmembers will bring their AMC Form 42 to the Consolidated Manuals Control Office for issue of publications and T.O.s.

9.10.4.4.2. (Added) Establish a routine for required pickup and distribution of publications from OG/OGV. Establish procedures to ensure rapid distribution and control of publications to flight crews after they have been released for distribution by OG/OGV. All squadrons will develop a process guide/continuity book outlining squadron manuals procedures to include the use of AFEPL/AMCEPL or the current procedures.

9.10.4.4.3. (Added) Maintain a list of publications and quantity required for each aircrew position, DOV reference library (if used), Trip kits, and FCIF library. Squadrons may use ATOMS 2000 or written list to update requirements with OG/OGV to control distribution within their accounts.

9.10.5. (Added) Mission Kits.

9.10.5.1. (Added) 305 OG/OGV is responsible for supplementing AFI 11-2XXX (MDS specific) volume 3, mission kit listing, as necessary. Supplemental information will be published in the Flight Crew Bulletins (FCB) mission kit index.

9.10.5.2. (Added) Mission Kit Index. 305 OG/OGV will send Technical Order, AFI, and form changes to squadron Stan/Eval for the mission kits. Distribution will be made IAW this program.

9.10.5.3. (Added) Squadrons are responsible for maintaining their mission kits as outlined in this process and 11-2XXX (MDS specific) Volume 3, AFI 11-202, and/or the FCBs. The 305 OG/CMO will provide squadrons with initial issue publications. Squadrons are responsible for ordering replacements through the 305 OG/CMO. T.O.s will be provided by 305 OG/CMO. The squadron will post all changes, inventory

and replenish needed items in the kits before/after each mission. The type container to hold the kit is at the squadron's discretion.

9.10.5.3.1. (Added) Forms required for mission kits will be downloaded from the LAN, CD-ROM, or Internet. Forms will be the most updated version and reproduced by the squadrons at DAPS. Copies that are illegible will not be used.

9.10.5.3.2. (Added) Use AFI 11-2XXX (MDS specific) Volume 3 and/or the FCBs to check/inventory the mission kits. The mission kit index is also available on the OG/OGV Website.

9.11. (Added) **Squadron Stan/Eval Will Maintain a Readily Accessible FCIF Library.**

9.11.1. (Added) Squadron Stan/Eval will ensure each new crewmember is briefed on the Flight Crew Information File and an individual AMC Form 396 is initiated IAW the FCIF Program.

9.11.2. (Added) Squadrons will ensure individuals process through the CMO for annual review of publications. Individual annual publication reviews may be accomplished at the CMO or at any location as desired by the individual by downloading a publications checker off the OG/OGV website. Individuals will report to the CMO to update AFORMS and the AMC Form 396 with publication review dates.

9.11.3. (Added) Each squadron will develop a distribution list so that they know their own breakdown of distribution of technical orders within their organization. Develop the list based on organizational requirements. Squadron Stan/Eval will conduct an annual review of squadron publications. When a technical order, change or supplement is released, the squadron will pick it up at OG/OGV, and ensure copies are issued/posted.

9.11.4. (Added) Squadrons must ensure they update OG/OGV on their T.O./publication requirements. A list of requirements will be sent to OG/OGV semiannually or as required to keep the program updated. This will be accomplished in writing.

9.11.5. (Added) The requirements will be based on the following:

- * Number of crewmembers
- * FCIF
- * Trip Kits
- * Squadron Stan/Eval library
- * Reference library (Test room)
- * Plus 10% for inventory

This is a continuous updating process as the squadron gains and loses crewmembers.

9.11.6. (Added) Squadrons are responsible for ordering/down-loading/printing their required forms as per section 4 of this process.

9.11.7. (Added) The squadrons will pick-up distribution daily at OG/OGV. Distribute released publications to crewmembers, trip kits, FCIF library, etc. and post the FCIF release.

9.11.8. (Added) Squadrons are responsible for maintaining their mission kits as outlined in section 7 of this process.

9.11.9. (Added) Squadrons will provide on-loan CMO manning as per section 2 of this program.

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

9.12.1. (Added) Flight Evaluation Folders. The 305/514 OG/OGV flight evaluation folder (FEF) programs are divided into several distinct processes. They contain the procedures for maintaining the Flight Evaluation Folder, AF Form 942, **Record of Evaluation**, AF Form 1381, **USAF Certification of Aircrew Training**, AF Form 4025, **Aircrew Summary/Close-Out Report**, and AF Form 8. This program also includes information on the Standardization and Evaluation Management System Program (SEM-SPro) and Standardization and Evaluation (Stan/Eval) Network Drive access. Refer to the appropriate program/process guide.

9.12.1.1. (Added) Annual Review. An annual review will be conducted on each FEF IAW AFI 11-202V2, paragraph 7.5.4.2. Units may annotate FEF reviews on the AF Form 942, or they can be documented on an AF Form 1522, **ARMS Additional Training Accomplishment Report**, and turned into SARM for updating. If the AF Form 942 is used, make a one-line entry with the words "Annual Review" and the date. If any discrepancies are noted when conducting annual reviews, a permanent Memo For Record will be generated and filed in chronological order in Section II. (The following guidance applies only to 305 OG, and is N/A for 514 OG). Annual Reviews will not exceed 12 months from the date of the last review.

9.12.1.2. (Added) Due to the AF Host Aviation Resource Management Office (HARM) organization structure, the following forms will not be maintained in the FEF. Exception: If the individual is attached for flying but the FEF is maintained elsewhere, these documents are required: AF Form 1042, **Medical Qualification** and AF Form 702, **Physiological Training**.

9.12.1.3. (Added) AF Form 942. Refer to appropriate FEF program/process guide.

9.12.1.4. (Added) AF Form 1381 Entries. This is a permanent record of certifications and special qualifications not documented on an AF Form 8. Use the AF Form 1381, **USAF Certificate Of Aircrew Training**, as the primary source document to provide a current and historical record of each individual's certifications. Do not duplicate AF Form 8 qualifications on the AF Form 1381, except for aircraft commander, instructor and other certifications mandated by AMC. The 305 OG/OGV lists of certifications are maintained in the 305 OG/OGV Certification Program Guide (*514 OGV maintains certifications under the umbrella of the FEF process*). For additional AF Form 1381 information refer to the 305 OG/OGV FEF program guide under **Attachment 7 (Added)**.

9.12.1.4.1. (Added) If an event has been downgraded from a check ride to a certification (i.e. flight examiners), crewmembers who received an AF Form 8 check ride under the old 60-1 guidance do not require an annotation for this event on the AF Form 1381. The AF Form 8 in section II of the FEF is adequate documentation. If the AF Form 8 was purged because of old 60-1 guidance, the AF Form 942 are adequate documentation.

9.12.1.4.2. (Added) If the approving/certifying official is not specified in governing directives, one will be determined following the pyramid evaluation guidance contained in AFI 11-202 V2/AMCSUP1 (i.e. Sq/CC will certify squadron crewmembers, OG/CC will certify Sq/CC, etc.). 305 OG/OGV maintains a list of these certifications and approving/certifying officials in the 305 OG/OGV Certification Program Guide.

9.12.1.4.3. (Added) Enter AF Form 1381 certifications in chronological order; list from earliest to latest. When additional clarification is necessary, supporting documentation in the form of memos for record may be used. Place any memos for record directly behind the AF Form 1381 with the most recent on top.

9.12.1.5. (Added) AF Form 4025, **Summary Close Out Report**. The AF Form 4025 will be maintained in the training folder until after completion of training and then moved to the FEF behind Tab 2. See appropriate FEF program/process guide.

9.12.1.6. (Added) AF Form 8. Reference this supplement, paragraph **9.12.5. (Added)** for further guidance on the AF Form 8.

9.12.2. (Added) Flight Crew Information File. The FCIF program ensures safe and efficient flight operations through systematic posting of pertinent flight information and disseminating such information to applicable aircrews. These procedures apply collectively to the 305 OG and 514 OG.

9.12.2.1. (Added) OG/OGV maintains a master Flight Crew Information File (FCIF) according to AFI 11-202V2, and will provide an updated index to the squadrons as required.

9.12.2.2. (Added) Flying squadrons and CCTS are authorized by this chapter to maintain an active FCIF aircrew read file. Other organizations can be granted authorization at the discretion of OGV. Request procedures should be outlined in program/process guides.

9.12.2.3. (Added) Squadrons are prohibited from initiating and inserting items into the FCIF without OG/OGV concurrence. However, squadrons are encouraged to develop their own read files.

9.12.2.4. (Added) Responsibilities. The Chief OG/OGV is the OPR for establishing the aircrew FCIF programs. All FCIF related programs will be managed by OGV and unit level program/process guides. Specifically, OG/OGV will:

9.12.2.4.1. (Added) Publish FCIF items as required per AFI 11-202V2, AFI 11-202V2/AMCSUP1 and applicable local directives. FCIF items will remain posted until rescinded, removed after an expiration/withdrawal date or incorporated into the Flight Crew Bulletin (FCB) or other appropriate publication. OG/OGV will distribute FCIFs and Special Interest Guides to all appropriate agencies.

9.12.2.4.2. (Added) Ensure items are posted such that the most recent item directly follows the index. The FCIF indexes will be updated as necessary to reflect the current contents of the FCIF binder.

9.12.2.4.3. (Added) Periodically review the effectiveness of each squadron's aircrew FCIF program to ensure compliance with AFI 11-202V2, AFI 11-202V2/AMCSUP1 and this chapter.

9.12.2.4.4. (Added) Quarterly review current FCIF information and incorporate into FCBs where applicable. Refer to OGV FCB Program Guide for further guidance.

9.12.2.5. (Added) The Chiefs, squadron Stan/Eval are the OPR for implementing their respective squadron program. Specifically, the Chief of each squadron Stan/Eval will:

9.12.2.5.1. (Added) Ensure an effective FCIF program is conducted in their respective squadron. Periodically review their squadron's FCIF program to ensure compliance with AFI 11-202V2, AFI 11-202V2/AMCSUP1 and this chapter.

9.12.2.5.2. (Added) Ensure each individual assigned or attached to their squadron for flight operations has an individual AMC Form 396. The AMC Form 396 is valid until full. Squadrons will prepare the AMC Form 396 with the individual's name, grade, and crew position. The AMC Form 396 will be filed alphabetically by crew position in a central location within each squadron. (*For AE units, unit can file AMC Form 396 alphabetically by squadron without regard to crew position.*)

9.12.3. (Added) Go/No-Go Procedures. Each squadron DOV will consolidate and oversee procedures for daily administration of a Go-No-Go program. The program will include interaction of squadron standardization, training, scheduling, flight management, safety, and the director of operations. DOV will ensure all appropriate mechanisms are in place and functioning for proper review of all mission launches.

9.12.3.1. (Added) Below is a list of basic items to include for consideration in the Go-/No-Go process:

9.12.3.1.1. (Added) Crew qualifications.

9.12.3.1.2. (Added) Crew certifications.

9.12.3.1.3. (Added) Operational Risk Management analysis (ORM).

9.12.3.1.4. (Added) Scheduling considerations and restrictions (i.e. crew rest, PMCR).

9.12.3.1.5. (Added) Currency/Mission Ready status.

9.12.3.1.6. (Added) Flight physical/DNIF/Chamber.

9.12.3.1.7. (Added) FCIF/Intel/Theater indoctrination Briefs.

9.12.3.1.8. (Added) Force Protection.

9.12.3.1.9. (Added) Specific mission requirements.

9.12.3.2. (Added) Refer to unit program guide for additional guidance.

9.12.4. (Added) Completion/Documentation of Flight Evaluation Requisites. Evaluations will be conducted IAW AFI 11-202 V2, appropriate supplements and weapon system specific AFI 11-2MDS-Specific V2. If conflicting guidance is identified, contact OGV for resolution.

9.12.4.1. (Added) Initial qualification evaluations should be scheduled for daytime hours to the maximum extent possible.

9.12.4.2. (Added) Documentation. The AF Form 3862 will be used for documenting all aircrew evaluations. 305th and 514th OGs may use different overprints.

9.12.4.2.1. (Added) Flight examiners will ensure sufficient information is annotated on the evaluation worksheet to accurately recreate the flight and to easily determine the remaining events required to complete an evaluation. This ensures all required sub areas are evaluated and accurately reflect the examinee's performance. The evaluation worksheet further serves as the basis for mission debriefing and trend analysis. Squadron Stan/Eval will monitor flight evaluation accomplishment and requisite completion. The evaluation worksheet will be signed by the evaluator prior to filing in the FEF.

9.12.4.2.2. (Added) Specific entries will mirror those in the applicable AFI 11-2MDS-Specific V2 series regulation. Additional grading areas such as special interest items or local evaluation requirements are authorized entries, but will be coordinated with 305 OG/OGV prior to including them on the AF Form 3862 (*NA 514 OG*). Current AF Form 3862s with approved local entries are located on the 305 OGV web page and are maintained IAW the Evaluation Program guidance. Blank AF Form 3862 can be downloaded from the AF Forms website.

9.12.4.3. (Added) Grading Criteria. Specific grading criteria are outlined in AFI 11-2MDS-Specific V2. Adherence to these procedures and criteria provides an accurate assessment of the proficiency and capability of aircrews in the performance of their flying duties. Flight examiners will be thoroughly familiar with the prescribed grading criteria and use it when conducting evaluations. Use of these criteria will ensure standard and objective evaluations are administered to crewmembers.

9.12.4.3.1. (Added) The flight examiner will compare the examinee's performance with the tolerances provided in the grading criteria and will assign an appropriate grade for each sub area. In some cases, momentary deviations may be acceptable, however, cumulative deviations must be considered. The judgment of the flight examiner and the guidance contained in the grading criteria form the basis for the grade awarded for any flight evaluation. The examinee will be thoroughly critiqued with respect to all aspects of

the flight. During this critique, the flight examiner will review the examinee's overall rating, specific deviations, sub area(s), grade(s) assigned, and any additional training which the examinee will be required to complete.

9.12.4.3.2. (Added) All evaluations graded less than Q-1 (Q-2 or Q-3) will normally be reported to the examinee's commander and to any OGV representative within 24 hours. All units will forward to OG/OGV within three duty days (*by next UTA for AE Reserves*) a draft (unsigned) copy of any AF Form 8 graded less than Q-1 (including administrative downgrades) and EXCEPTIONALLY QUALIFIED. A signed copy, when completed, will be forwarded to 305 OGV. Note: If an evaluator has any question(s) about a particular evaluation before making their final decision, OGV is always available to offer assistance or guidance.

9.12.4.4. (Added) Evaluation Briefings. A thorough pre-brief and debrief are vital components in the evaluation process.

9.12.4.4.1. (Added) The flight examiner will brief the examinee on the conduct, purpose, tolerances and the grading of the flight. See AFI 11-2MDS-Specific V2 or OGV Evaluator Guide to assist examiners in preparing, administering, and critiquing evaluations.

9.12.4.4.2. (Added) The squadron commander, operations officer, or flight commander/flight supervisor should attend all debriefs. During normal duty hours, supervisory attendance is required for activity less than Q1 (*recommended for the 514 OG but not required*). After duty hours, debrief the supervisor within 24 hours or on next duty day. The Form 8 will be documented with supervisory attendance in Section A. In addition, all debriefings involving KC-10 initial qualifications/upgrades will include a like-specialty representative from CCTS (*N/A 514 OG*).

9.12.4.4.3. (Added) Squadron commanders or their designated representative will brief the OG/CC when any flight evaluation is graded unqualified.

9.12.5. (Added) AF Form 8 routing and filing to include reviewing and approving officials. Squadrons will develop a program that details the procedures to complete, review, file and ensure quality control of the AF Form 8.

9.12.5.1. (Added) AF Form 8s should normally be completed and signed within 21 calendar days from the completion of the evaluation, barring extended TDYs, contingencies, etc. (514 OG – 60 days) Additionally, 305 OGV and 514 OGV require a copy of AF Form 8s for any evaluation graded other than Q-1 (Q-2, Q-3, or "Exceptionally Qualified").

9.12.5.2. (Added) AF Form 8 Processing. The evaluator or Stan/Eval Liaison Officer (SELO) will complete the AF Form 8, check it for accuracy, and input data for Trends Analyses. Forward the Form 8 to the flight examiner, reviewing officer and final approving officer for dates and signatures. The examiner signs and dates the AF Form 8 first and the individual signs and dates last. .

9.12.5.3. (Added) AF Form 8 reviewing and approving officials. Normally, the reviewing official on the AF Form 8 is the DOV Chief, and the approving official is the Squadron Commander. For attached crewmembers, other than OGV personnel, the reviewing and final approving officers are the same as for squadron assigned personnel. For OGV personnel, the reviewing officer is the Chief of OGV, and the final approving officer is the OG/CC. Additional guidance is available in AFI 11-202V2/AMCSup1, paragraph 7.3.6.2.1. (*514 OG follow OG/CC policy letter*).

9.12.5.4. (Added) The Standardization and Evaluation Management System Program (SEMSPro) is a highly recommended tool to aid in the completion of the AF Form 8. Units will use SEMSPro tracker or

squadron-developed logs to track routing and completion of AF Forms 8. Detailed instructions on the SEMSPRO program can be found in the appropriate FEF Program/process guide. Network access/management issues are also addressed in the guide.

9.12.6. (Added) Certification. The aircrew certification program ensures safe and efficient flight operations through a systematic review of individual qualifications prior to conducting flight operations. This process includes a review of any crewmember not meeting minimum flying proficiency standards.

9.12.6.1. (Added) The respective Chief of Squadron Stan/Eval is responsible for defining a squadron certification program. Working in conjunction with squadron training, he/she will determine the scope of the squadron certification program, publish guidance detailing the program, oversee the certification process, and ensure proper documentation of all certifications.

9.12.6.2. (Added) The squadron certification program will include a list of certifications crewmembers can attain. This list will be maintained, reviewed, and updated periodically through coordination with training and will be referenced when accomplishing AF Form 1381 entries. OG/OGV will maintain a current list of potential certifications for each crew position. This list will be reviewed annually with OGT and updated to reflect new certifications and to remove certifications crewmembers can no longer attain. This will allow OGV coordination on all potential certifications.

9.12.6.3. (Added) Review and Certification Boards are conducted at the squadron level.

9.12.6.4. (Added) OG/CC Interview. The 305 OG/CC interview allows new aircraft commanders an opportunity to personally meet their group commander, gain his/her perspective on pertinent issues, further their understanding of 305 OG operations, and resolve any questions they might have. This interview is for pilots gaining Aircraft Commander qualification for the first time in their respective aircraft, regardless of previous aircraft experience, and must be completed prior to designating that individual as Pilot in Command (PIC) for any flight. *(The reserve associate wing/group commander will perform 514 OG final certification for aircraft commanders and flight examiners. Pilots will not be designated PIC and flight examiners will not perform examiner duties until the certification is completed. Squadrons follow 514 OG administrative procedures for the certification process.)*

9.12.7. (Added) Theater Indoctrination: The purpose of the Theater Indoctrination program is to provide crewmembers with the most up-to-date planning tools on their travel locations. Refer to the OGV Oversight Program for additional guidance.

Attachment 7 (Added)**305 OGV CAPSTONE DOCUMENT FOR PROGRAMS**

A7.1. (Added) This Capstone document describes the structure and implementation of the key programs within the Stan/Eval function of the 305th Operations Group. It applies to the conduct of operations within the 305 OG/OGV and provides guidance to lower echelons on the implementation of the overall stan/eval function. From this, all affected units can identify and build programs and supporting processes related to the accomplishment of the 305 OG mission. Use this document as an attachment to the Stan/Eval Local Procedures Supplement.

A7.2. (Added) General . All process guides used in OGV will be developed using guidance in this document and Chapter 9 of AFI 11-202 Vol 2, *Aircrew Standardization/Evaluation Program*. 305 OG/OGV will work closely with the 514 OG to establish linked processes for mutual support and implementation of their programs. This guide consolidates the key programs outlined in formal instructions as well as those identified by OGV. From these programs will naturally flow supporting processes. This guide is an aid in the development and continuity documentation of those processes. Echelons below Ops Group level may supplement the OGV programs to better define their local processes.

A7.3. (Added) Guide Management.

A7.3.1. (Added) Program Development/Implementation: Each program defined in this guide will have a manager designated by the appropriate echelon chief. The program manager is responsible for the development and implementation of all processes supporting that program. These support processes will be identified in the program guide and fully developed in a process continuity guide. The manager is also responsible for assisting lower echelons in further supplementing/defining the process for their level. The echelon chief will review and approve all programs for their respective level.

A7.3.2. (Added) Review and Revision: The program manager will review the program guide and support process guides for content and currency at least annually. As a guide, use the anniversary date of the guide as the target review time frame. Annotate all reviews, updates and actions on a Review/Action Log. Maintain the log in the program guide. All Stan/Eval personnel should be familiar with each program and its support processes. Additional documented reviews are at the echelon chief's discretion.

A7.4. (Added) Key Programs. The 305 OG/OGV has identified 13 key program areas that support the standardization and evaluation function. The programs are functionally oriented and are derived from guidance in applicable higher echelon instructions. Squadrons and echelons below Ops Group level may supplement the current list of programs:

A7.4.1. (Added) Administration. The purpose of the administration program is to detail the day-to-day operations of the stan/eval office. It covers office policies, scheduling, division of duties, assignment of OPR to key programs, and other processes that support the Operations Group and echelon commanders.

A7.4.2. (Added) Evaluations. The Evaluation program outlines the standardization and conduct of aircrew recurring evaluations. It includes processes such as scenario development, check ride prebrief and debriefing, check ride data collection and support materials, and the logging and tracking of evaluations. The pyramid evaluation process is managed under this program. It is closely linked to the FEF and Trends programs.

A7.4.3. (Added) Special Evaluations. This program covers the implementation of the Group No-Notice and supplemental evaluations plans. Echelons with outline the criteria for identification of no-notice eval-

uation recipient. Establishment and conduct of supplemental evaluations will be outlined to include use of data collected. This program is closely linked to the Trends and SEB programs.

A7.4.4. (Added) Flight Evaluation Folders (FEF). The FEF program governs the collection and recording of qualification and certification data. It encompasses every aspect of a crewmembers' flight evaluation folder to include the generation of Form 8s, maintenance and care of the SEMSPro Program and Stan Eval Network Access Drive.

A7.4.5. (Added) Certifications: The Certification program is the foundation for identifying and tracking crewmember qualifications beyond the formal qualifications. It is a key link between the organization's training and standardization functions. The program includes the identification of local in addition to directed certifications, the process for Review and Certification of crewmembers by competent organizational authorities, and the rulebook for maintenance and tracking of those certifications. The program relies heavily on good communication and interaction with the organization training. It is closely linked to the FEF and Oversight programs.

A7.4.6. (Added) Trends: The trend program is a key indicator in the health of various processes within the stan/eval function. It guides the collection and analysis of data as well as the identification and implementation of corrective actions. This program extends beyond crewmember check ride issues. It encompasses analysis of Crosstell information for other unit inspections, Special Interest Item/Area from high echelons, written examination trends as well as flight evaluations. This program has ties to the SEB and Special Evaluations Programs

A7.4.7. (Added) Stan/Eval Board (SEB): The SEB program is the local implementation of the overlying directives. It describes coordination and execution of the board system. The SEB has critical linkage to nearly all programs in the stan/eval function.

A7.4.8. (Added) Testing: The Stan/Eval testing program implements guidance of the overlying directives. It encompasses the management of both the requisite examinations for crewmembers and the supplemental testing process. The program defines the test control, review cycle, error identification and trend collection. It feeds the Trend and SEB programs

A7.4.9. (Added) FCIF: The FCIF Program manages the processes associated with the aircrew FCIF library. This includes content and upkeep of the library itself, execution of the active FCIF Safety and Read Files as well as the Flight Crew Bulletin process. In conjunction with the Publications and Manuals program, it describes the posting and formatting of library publications. The publishing and administration of the active FCIF is also detailed with regard to format, duration and applicability rules and the periodic review of the file. This program is closely linked with the Publications and Manuals program.

A7.4.10. (Added) Publications/Manuals: The Publications and Manuals program outlines the management of processes dealing with aircrew publications and associated directives. It defines the Consolidated Manuals Office (CMO) process and provides for the acquisition of aircrew publications for both the 305th Operations Group and the 514th Operations Group as well as the responsibilities of lower echelons. Pubs/Manuals is also responsible for the content and guidance for use of the weapons system mission kits. It is closely linked to the FCIF program.

A7.4.11. (Added) Waivers/Authorizations: This program describes the OGV involvement in coordination of actions requiring special approvals. The purpose is to directly advise/support the OG/CC in the decision-making processes. It describes authority levels, routing and formatting for requests generated below group level. It also gives guidance on reference sources for lower echelon action officers.

A7.4.12. (Added) Oversight: The Oversight program includes those processes that ensure compliance of lower echelons with regard to standardization and qualification issues. This includes the Functional Check Flight process, the mission generation Go-No-Go process and the Standardization/Evaluation Assistance Visit (SAV) process. The SAV and FCF processes are primarily the responsibility of the OGV. Execution of the Go-No-Go process is the primary responsibility of the squadron echelon. Guidance is given as a resource for the squadrons to build a process tuned to their needs.

A7.4.13. (Added) Support Functions: The Support Function Program captures under one umbrella the major processes that the stan/eval function uses to support the group mission. Each echelon should identify and describe the processes applicable to their echelon. The processes are not intended to give direction to lower echelons. However, if a particular process involves participation from a lower echelon, that involvement will be described. The lower echelon may also have the same process identified under their Support Functions Program. For example, RAMROD is an OGV-level process but the squadrons provide support to OGV in accomplishment of those duties. Other examples of Support Functions are EET, C-Check Acceptance, Web management, Recognition, etc.

Attachment 8 (Added)

514 OGV CAPSTONE DOCUMENT FOR PROGRAMS

A8.1. (Added) This Capstone document describes the structure and implementation of the key programs within the Stan/Eval function of the 514th Operations Group. It applies to the conduct of operations within the 514 OG/OGV and provides guidance to lower echelons on the implementation of the overall stan/eval function. From this, all affected units can identify and build programs and supporting processes related to the accomplishment of the 514 OG mission. Use this document as an attachment to the Stan/Eval Local Procedures Supplement.

A8.2. (Added) General. All process guides used in OGV will be developed using guidance in this document and Chapter 9 of AFI 11-202 V2. The 514 OG/OGV will work closely with the 305 OG to establish linked processes for mutual support and implementation of their processes. This guide consolidates the key processes outlined in formal instructions as well as those identified by OGV. From these programs will naturally flow supporting processes. This guide is an aid in the development and continuity documentation of those processes. Echelons below Ops Group level may supplement the OGV programs to better define their local processes.

A8.3. (Added) Guide Management.

A8.3.1. Program Development/Implementation: Each program defined in this guide will have a manager designated by the appropriate echelon chief. The program manager is responsible for the development and implementation of the process. Processes will be identified and fully developed in a process continuity guide. The manager is also responsible for assisting lower echelons in further supplementing/defining the process for their level. The echelon chief will review and approve all programs for their respective level.

A8.3.2. (Added) Review and Revision: The program manager will review the program guide and support process guides for content and currency at least annually. As a guide, use the anniversary date of the process as the target review time frame. Annotate all reviews, updates and actions on a Review/Action Log. Maintain the log in the process. All Stan/Eval personnel should be familiar with each process. Additional documented reviews are at the echelon chief's discretion.

A8.4. (Added) Key Programs. The 514 OG/OGV has identified 13 key process areas that support the standardization and evaluation function. The processes are functionally oriented and are derived from guidance in applicable higher echelon instructions. Squadrons and echelons below Ops Group level may supplement the current list of processes:

A8.4.1. (Added) Administration. The purpose of the administration process is to detail the day-to-day operations of the stan/eval office. It covers office policies, scheduling, division of duties, assignment of OPR to key programs, and other processes that support the Operations Group and echelon commanders. *514 OG process also includes supplementary evaluation program, MEGP issues, and attachment letters.*

A8.4.2. (Added) Stan/Eval Board. The SEB process is the local implementation of the overlying directives. It describes coordination and execution of the board system. The SEB has critical linkage to nearly all processes in the stan/eval function. *The 514 OG SEB also includes the 514 OG/OGV waiver log and EQ log.*

A8.4.3. (Added) R & C Board. The R&C Board is the process for Review and Certification of crewmembers by competent organizational authorities, and the rulebook for maintenance and tracking of those certifications. The process relies heavily on good communication and interaction with the training office.

A8.4.4. (Added) Flight Evaluation Folder Worksheet. The FEF worksheet process governs the collection and recording of qualification and certification data. It encompasses every aspect of a crewmembers' flight evaluation folder. *A current list of 514 OG certifications is maintained by this process.*

A8.4.5. (Added) AF Form 8. The AF Form 8 process includes generation of AF Forms 8, maintenance and care of the SEMSPRO program, and compliance with all applicable regulations to include the 305/514 AMW Form 8 Guide.

A8.4.6. (Added) Trend Analysis. The trend analysis process is a key indicator of the health of various processes within the stan/eval function. It guides collection and analysis of data as well as the identification and implementation of corrective actions. The process encompasses check rides, Cross tell information, Special Interest Items/Areas, written examinations and contractor (ATD) input. The process is tied to the SEB.

A8.4.7. (Added) No-Notice. This process covers the implementation and reporting of the Group no-notice evaluations. It is tied to the SEB.

A8.4.8. (Added) Flight Manuals. The Flight Manuals process outlines the management of aircrew publications and associated directives. It provides for the acquisition of aircrew publications for the 514th Operations Group as well as the responsibilities of lower echelons (squadrons). It is closely linked to the FCIF program.

A8.4.9. (Added) AF Form 847. The AF Form 847 process describes the formal feedback process to higher echelons for aircrews to identify weaknesses and suggestions for publications and manuals. The process outlines the coordination and routing requirements as well as sources for updates on status of submitted requests. The AF Form 847 processes have linkage to the Pubs/Manuals program and the SEB programs.

A8.4.10. (Added) Mission Kits. The mission kit process defines the scope, contents and responsibilities of all 514 OG mission kits. It is closely linked to Flight Manuals and the FCIF.

A8.4.11. (Added) FCIF. The FCIF Process manages the aircrew FCIF library. This includes content and upkeep of the library itself, execution of the active FCIF Safety and Read Files as well as the Flight Crew Bulletin process. In conjunction with the Publications and Manuals process, it describes the posting and formatting of library publications. The publishing and administration of the active FCIF is also detailed with regard to format, duration and applicability rules and the periodic review of the file. This process is closely linked with the Publications and Manuals process.

A8.4.12. (Added) Aircrew Testing: The Stan/Eval testing process implements guidance of the overlying directives. It encompasses the management of both the requisite examinations for crewmembers and the supplemental testing process. The process defines the test control, review cycle, error identification and trend collection. It feeds the Trend and SEB programs. *514 OG/OGV AE test managers develop open book exams for each AE unit.*

A8.4.13. (Added) Manning/Flight Examiner Qualification. The Flight Examiner process defines the upgrade requirements as well as the overall 514 OG flight examiner manning status. It is reported at the SEB.

JEFFREY G. FRANKLIN, Colonel USAF
Commander, 305th Operations Group