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AFI 11-202, Volume 2, 17 June 2002, is supplemented as follows: This supplement applies to all aircrew members assigned or attached to the 100th Operations Group for flying. Submit recommended improvements to this supplement to 100 OG/OGV on an AF Form 847, **Recommendation for Change of Publication**. Unless otherwise specified in this supplement, 100 OG/CC is the waiver authority for this supplement. Maintain and dispose of records created by prescribed processes in accordance with Air Force Manual 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This supplement revises guidance on Areas of Interest (paragraph 3.2.2.4.4.2.1. (Added)), procedures for completing evaluation documentation (paragraph 3.3.2.7.1. (Added)), no-notice evaluation goals and program (paragraphs 5.2.3.3.3.1. (Added), 5.2.3.3.3.3.1. (Added) and 5.2.3.3.3.4. (Added)), annual examination and evaluation goals and program (paragraphs 5.2.5.1.2. (Added)-5.2.6.2. and 5.2.7.1.), the supplemental evaluations program (paragraph 5.4.3.1. (Added)), local testing times and procedures (paragraphs 6.3.1.1. (Added)-6.3.1.1.1. (Added)), quarterly test validation procedures (6.3.1.1.4. (Added)), procedures for failed examinations or Boldface or CAPS (paragraph 6.3.1.1.7. (Added) Added), documentation of Boldface or CAPS (paragraph 6.4.4.2. Added), responsibility of instrument exams (paragraph 6.4.5.3.), updated FEF review procedures (paragraph 7.5.4.2. Added), deletion of paragraph 7.5.5.3., FCIF card procedures (paragraph 8.1.3.2.6. (Added) Added), additional Go or No-Go procedures (paragraph 8.2.2.1. (Added)) and the routing for a failed no-notice evaluation (Attachment 10 (Added)). (A bar (|) indicates revision from the previous edition).

3.2.2.4. Unit Trend Program. The purpose of the 100 OG Trend Program is to recognize positive and negative trends and recommend or initiate changes to training programs and directives. The goals are to identify and correct negative trends in order to correct deficiencies in training programs and to annotate positive trends in order to apply the benefits from successful training techniques.

3.2.2.4.4.1. (Added) Trend information will be compiled from all flight and cargo evaluations and written examinations. Evaluators will complete trend data on all flight evaluations. SEFEs must deliver data sheets to the SELOs or input all applicable trend data to the electronic database as soon as possible following completion of the evaluation. Ratings are assigned in accordance with AFI 11-2KC-135 Volume 2, *C/KC-135 Aircrew Evaluation Criteria*, and the AF Form 3862, **Aircrew Evaluation Worksheet**. Comments are required for any ratings of A, C, or D and any rating of less than a Q on an area of interest. Trend information from written exams will be tracked in accordance with paragraph **6.3.1.1.3. (Added)** of this supplement.

3.2.2.4.4.2. (Added)) The minimum sample size to constitute a trend is four. A positive trend is indicated when 34 percent or more of the individuals graded in any area received a grade of A on the AF Form 3862. Similarly, a negative trend is indicated when 34 percent or more of the individuals graded in any area received a grade of C or D.

3.2.2.4.4.2.1. (Added) Area of Interest (Weak Area) Definition. At OG/CC discretion, but usually when 26-33 percent of the individuals graded in the area receive a negative comment on the AF Form 3862, or as directed by the OG/CC or 351ARS/CC.

3.2.2.4.4.3. (Added) Written Examinations Trends. A negative trend is indicated when the pass rate for a given question on a requisite test averages less than 85 percent.

3.2.2.4.4.4. (Added) Documentation and Tracking:

3.2.2.4.4.4.1. (Added) Quarterly Trends Report. DOV will compile and forward a quarterly trends report, to include areas of interest, to OGV using the statistical data and evaluator comments. This report will use and present data from the previous two quarters for all aircrew positions on all evaluations.

3.2.2.4.4.4.2. (Added) The OGV office will brief newly identified trends and areas of interest at the quarterly Stan/Eval Board (SEB). The SEB will recommend corrective action and assign an OPR/OCR and suspense, if required OGV will send a memorandum to the identified OPR identifying trends, and, or, interest items and any SEB recommendations, to include suspense's. OPRs should take corrective action on negative trends within one quarter.

3.2.2.4.4.4.3. (Added) OGV will determine the status of any previous trends (OPEN or CLOSED). A trend will be closed when the item does not appear as a trend for two consecutive quarters. An Area of Interest will be closed when the item does not appear as an Area of Interest the next quarter.

3.2.2.6.1. (Added) OGV Responsibilities. The SEB will be scheduled quarterly, within 30 days after the end of the quarter period. Required attendees who are unable to attend the SEB should notify OGV as far in advance as possible. Reasons for absences must be explained in the SEB minutes.

3.2.2.12. (Added) Develop Emergency Procedures Evaluation (EPE) profiles for each aircrew specialty and disseminate to DOV for implementation. Ensure EPEs are reviewed quarterly, and updated annually

3.3.2.2. Refer to paragraph **6.3.1.1. (Added)** for local testing procedures.

3.3.2.4. The trend program is developed and administered by OGV. DOV will assist in data collection, analysis and reporting.

3.3.2.5.1. (Added) Maintain a list of editorial suggestions, administrative errors or omissions to flight manuals and regulations that do not have a safety or operational impact. Summarize the contents of this list in a quarterly report to OGV.

3.3.2.5.2. (Added) Actively promote the AF Form 847 program. DOV will periodically brief the program during ARS "training days." Ensure procedures for proper completion of the AF Forms 847 are available to aircrew members in either paper or electronic format.

3.3.2.6.1. (Added) DOV will appoint, by MFR, a primary and alternate TODA manager, from within DOV, to be responsible for the ARS flight publications program and ensure compliance with the unit FCIF program. Forward a copy of this MFR to OGV.

3.3.2.6.2. (Added) TODA Manager Responsibilities. Squadron TODA managers will establish written procedures governing the control and distribution of flight publications (to include changes and interim safety, and, or, operational supplements). As a minimum, these procedures will outline personnel accountability requirements as part of the control and distribution process. TODA managers will maintain these procedures in a TODA Continuity Book. In addition, TODA managers will establish quantity requirements and submit requisitions to OGV as required.

3.3.2.7.1. (Added)) AF Form 8 Completion Timing. SEFEs will complete a draft AF Form 8, **Certificate of Aircrew Qualification**, immediately following the flight evaluation. The draft AF Form 8 will be filed in the members FEF until completion of the form. SELOs will prepare the AF Form 8 for routing. SEFEs or SELOs will perform a quality check of AF Forms 8 using locally produced checklists. SELOs will ensure the AF Form 8 is completed as expeditiously as possible and routed following completion of the last event required by the evaluation.

3.3.2.7.2. (Added) Route the AF Form 8 under a distinctive cover to ensure prompt and proper handling.

3.3.2.7.3. (Added) Normal routing will be as follows: Evaluator (for review and signature), Additional SEFE Review, 100 OG/OGV (for review), Reviewing Officer (for review and signature), Approving Officer (for review and signature), Evaluatee (for review and signature), 100 OSS/CC (for review, if evaluatee is assigned to the 100 OSS), 100 OG/CC (for review and initial).

3.3.2.8. (Added) Maintain the Letter of Certification X's. Forward an updated Letter of Certification monthly to: OG/CC/CD/OGV, ARS/CC/DO/DOS/SARM.

3.3.2.8.1. (Added) The Letter of Certification will be used to indicate special qualifications and authorizations. As a minimum, the following qualifications and certifications will be indicated:

3.3.2.8.1.1. (Added) All crew positions: Aircrew qualification status (e.g. FP, MP, IN, EB, etc.), EMCON 3/4, T-Model, Pax Monitor, MPRS Familiarization and MPRS Qualification (N/A Navigators), FCF (N/A copilots).

3.3.2.8.1.2. (Added) Pilots: Red Baron, Cell Lead, Golf, Touch & Go Phase 1 and Phase 2.

3.3.2.8.1.3. (Added) Copilots: Experienced, Left Seat Qualified, Entered PUP training.

3.3.2.8.1.4. (Added) Boom Operators: All applicable refueling categories.

3.3.2.9. (Added) If a squadron commander directs a supp/eval to obtain feedback on aircrew performance and training or to examine effectiveness of unit operational procedures, the supp/eval will be conducted under the OGV Supplemental Evaluation program.

3.3.2.10. (Added) Provide SEB inputs to OGV according to Attachment 2 of the basic regulation. DOV will update and forward the SEB slide presentation to OGV.

4.2.5.1. (Added) Unit Standardization/Evaluation Flight Examiner (SEFE) Upgrade Procedures. Before performing duties as a SEFE, candidates will complete SEFE training and certification in accordance with

the SEFE Training and Certification Letter **Attachment 7 (Added)**). Once the letter is complete, the SEFE must deliver the original version to OGV; OGV will ensure copies are sent to DOV and SARM.

4.2.5.2. (Added) Unit Standardization, and, or, Evaluation Flight Examiner (SEFE) Downgrade Procedures. Document evaluator downgrades in a MFR signed by the ARS/CC (DOV SEFEs only) or the OG/CC (all others). Include the circumstances leading to downgrade. The MFR will also include, if required, requirements to be completed prior to returning to evaluator status. File downgrade MFRs in the OGV Continuity Book and maintain them for six months. Forward a copy of the downgrade MFR to DOV and SARM. If the downgrade is due to a Permanent Change of Station (PCS), a MFR need not be accomplished.

4.3.5. Reference the Flight Evaluation Checklist included in **Attachment 9 (Added)** when giving evaluations. Document the evaluatee's performance in sufficient detail to accurately reconstruct the flight for grading and debrief purposes. Locally generated or personal evaluation worksheets are allowed. Debrief the evaluatee in a timely manner. Notify the appropriate squadron CC/DO (or other designated squadron representatives) and the supervisor of the time and location of the debriefing. For Q-1 performance, supervisory attendance is not mandatory, but highly encouraged. For less than Q-1 performance, the flight examiner will debrief the examinee and examinee's commander and supervisor.

4.3.7. The squadron DO or CC will notify squadron scheduling of any appropriate restrictions.

4.4.2. Senior FE Upgrade Procedures. Before performing duties as an evaluator, NAF/CC and OG/CC will complete Senior FE training and certification in accordance with the Senior FE Training and Certification Letter **Attachment 8 (Added)**). Once the letter is complete, the Senior FE must deliver the original version to OGV; OGV will ensure copies are sent to DOV and SARM.

5.2.3.3. Examinees will receive no prior notice when scheduled for a no-notice flight evaluation. The flight examiner will contact the individual no earlier than the show time on the day of the flight and pre-brief the evaluation.

5.2.3.3.3. (Added) Unit No-Notice Program. OGV will develop and provide oversight for a no-notice evaluation program and DOV will administer the program. DOV will provide OGV with a list of flight, publications, testing and cargo no-notice candidates quarterly.

5.2.3.3.3.1. (Added)) The goal for the no-notice program is for 10% of each crew position (pilot, copilot, navigator, boom operator) to accomplish a minimum of one of each of the following events annually: flight, publications check, test, and cargo (boom operators only). No-notice goals for the calendar year will be established by taking 10% of the qualified aircrews for each position as of 1 January of each year and rounding down to a whole number.

5.2.3.3.3.2. (Added) DOV will notify the aircrew member's squadron commander prior to administering the no-notice event. If the member is not in the 100 OSS or 351 ARS, DOV will notify the member's supervisor prior to the event.

5.2.3.3.3.3. (Added)) No-Notice Flight Evaluations. Normally target aircrew members who are outside of their six-month eligibility zone with at least three months time on station and two months since their last evaluation. No-notice evaluations will not normally be accomplished on any individual more than once per calendar year.

5.2.3.3.3.3.1. (Added) DOV evaluators will normally accomplish all no-notice flight evaluations. OGV evaluators may provide augmentation to support no-notice flight evaluation goals.

5.2.3.3.3.2. (Added) No-Notice flight evaluations should include evaluation of designated “Special Interest Items” and a publications check of publications required for flight.

5.2.3.3.3.4. (Added)) No-Notice Publications Checks. DOV will administer no-notice publications checks. Evaluatees will provide DOV their required flight publications as soon as practical upon notification. Crewmembers failing a no-notice publications check will be placed in supervised status until a successful re-check is accomplished.

5.2.3.3.3.5. (Added) No-Notice Testing. Evaluatees will accomplish the no-notice test immediately upon notification, unless extenuating circumstances preclude immediate testing (as determined by the OGV/DOV representative). Crewmembers failing a no-notice examination will be placed in supervised status until a successful re-test is accomplished. The re-test must be accomplished by the end of the second duty day following the date of the initial failure, allowing ample time for the individual to study before the re-test.

5.2.3.3.3.6. (Added) No-Notice EPEs. Normally target aircrew members who are in their eligibility zone. Examinees will accomplish the no-notice EPE immediately upon notification, unless extenuating circumstances preclude immediate evaluation (as determined by the OGV/DOV representative). Crewmembers failing a no-notice EPE will be placed in supervised status until a successful reevaluation is accomplished.

5.2.3.3.3.7. (Added) No-Notice Documentation.

5.2.3.3.3.7.1. (Added) Document failed no-notice publication checks and no-notice testing in a Memorandum for Record (see **Attachment 10 (Added)**). A copy of this memo will be forwarded to the aircrew member’s squadron commander, operations officer and flight commander. When the re-check is successfully accomplished, annotate the completion date on the bottom of the memo and file it in the No-Notice Continuity Book. No-notice program managers will retain these MFRs for one year.

5.2.3.3.3.7.2. (Added) Evaluators will document all no-notice activity in the LAN-based No-Notice spreadsheet on the DOV drive or the DOV No-Notice Evaluations Continuity Book if the electronic log is unavailable. On a quarterly basis, DOV will send a memorandum to OGV listing all completed no-notice activity by aircrew position.

5.2.4.1.1. Required flight publications are as specified in the 100th Operations Group FCIF Library Volume 1, Part C (Squadron Read File).

5.2.4.1.1.1. (Added) Publications Check. A publications check will normally be completed prior to the aircrew member’s flight evaluation. Update the LAN-based Requisites spreadsheet on the DOV drive. If computer resources are unavailable document activity in the Evaluation Activity Logbook located in the ARS/DOV office.

5.2.4.2. As soon as the aircrew member requiring the IRC class enters their eligibility zone, DOV should ensure they are scheduled for the class beginning in the first month of eligibility. The class will be scheduled each month thereafter until completed. DOV will document class completion in the LAN-based Requisites spreadsheet on the DOV drive. If computer resources are unavailable document activity in the Evaluation Activity Logbook located in the ARS/DOV office.

5.2.5.1. (Added) Conduct of mission evaluations:

5.2.5.1.1. (Added) FE Responsibilities. Before beginning the evaluation, evaluators should review all required items for the successful completion of the type of evaluation administered. Use the SEFE Flight Evaluation Checklist **Attachment 9 (Added)** to ensure all applicable items are accomplished. Evaluators

or SELOs will update the LAN-based Requisites spreadsheet on the DOV drive and the Evaluation Activity Logbook located in the DOV office. This logbook is intended for tracking purposes only. The monthly "Periodic Flight Qualification Requisites" letter will be published using the LAN-based Requisites spreadsheet.

5.2.5.1.2. (Added)) Examinee Responsibilities. Individual aircrew members are responsible for completing their required testing and publications check requisites in accordance with paragraph 5.2.7. DOV will notify the appropriate squadron commander of aircrew members who have not completed their testing requisites by the end of their second month of eligibility. Aircrew members who have not completed testing requisites by the end of the second month should not be scheduled for a flight until testing requisites are complete, unless approved by the 351 ARS/DO.

5.2.6.2. The target for scheduled evaluations is not later than the fourth month of eligibility. DOV will track and schedule flight evaluations for all assigned and attached aircrew members. DOV will coordinate with the ARS flight scheduling office to select an appropriate check ride profile and to ensure sufficient time is scheduled to complete the evaluation.

5.2.6.2.1. (Added) SEFE pilots will not normally be scheduled as primary crewmembers during in-flight evaluations. However, evaluators may occupy one of the pilots seats during events requiring instructor pilot supervision (i.e. touch and go landings, 3 engine work). During initial qualification and re-qualification evaluations, a qualified instructor pilot will occupy one of the pilot's seats. DOV will coordinate scheduling SEFEs for all flight evaluations in accordance with the pyramid evaluation system described in paragraph 4.3.10 (Added-USAFE).

5.2.7. "Periodic Flight Qualification Requisites" Letter. DOV will publish a monthly requisite letter entitled, "Periodic Flight Qualification Requisites." The letter lists all individuals who are in their eligibility period and will indicate requisite accomplishment by individual. As a minimum, the letter will be emailed to the following individuals: 100 OG/CC/CD/OGV, ARS/CC/DO, 100 OSS/CC/DO, and individuals who are currently in their eligibility period (N/A for those who are complete).

5.2.7.1. The target for completing requisites is not later than the second month of eligibility. All requisite testing should normally be completed prior to the aircrew member being scheduled for their flight evaluation.

5.2.12.2.3. When additional training is assigned on the AF Form 8, the SEFE will send a memorandum (see **Attachment 11 (Added)**) to the appropriate squadron's commander and ARS/DOT with courtesy copies to ARS/DOV and the individual. The MFR will indicate the aircrew member's name, rank, discrepancies, appropriate restriction(s), recommended additional training, and required completion date. If the individual works outside of the 100 OG, the SEFE will address the MFR to the individual's supervisor and ARS/DOT along with the above-mentioned courtesy copies.

5.2.12.2.3.1. (Added) After completion of required training, a DOT representative will annotate the bottom portion of the Assignment of Additional Training Memorandum and return it to DOV. The MFR will be destroyed once the AF Form 8 has been properly annotated.

5.3.3. All EPEs will be conducted in accordance with AFI 11-2KC-135, Volume 2. The EPE should normally be conducted before the flight evaluation. The EPE may be conducted verbally or in a simulator, and, or, air-crew training device (ATD).

5.3.3.1. (Added) If the EPE will be accomplished after the flight evaluation, SEFEs will make every effort to schedule it the following duty day.

5.3.3.2. (Added) The evaluatee should bring all applicable technical orders, checklists, and associated directives required for flight to the EPE.

5.3.5. For Additional Training Procedures see paragraph 5.2.12.2.3.this supplement.

5.4. Operational Supplementary Evaluations (Supp/Evals). Emphasis will be placed on evaluation of programs and activities that do not have an existing evaluation process. Operational Supp/Evals should review lesson plans, course syllabi, course objectives and compliance with instructions and directives (as applicable). Evaluators will use the appropriate supp/eval checklist to ensure all aspects of the area are properly evaluated and to provide a standardized approach to the evaluation. The OG/CC or CD may direct evaluation of additional areas. The OG/CC or CD will also be the final approving authority in assigning corrective action, if needed, to resolve identified deficiencies. OGV will assign an OPR/OCR (if required) for each finding resulting from a supp/eval and will document in the SEB minutes.

5.4.2.1. (Added) Supplementary Evaluation Documentation.

5.4.2.1.1. (Added) The team chief, or individual who performed the supp/eval, will conduct an informal out-brief with the appropriate squadron commander, and, or, operations officer and, or, the affected agency as soon as practical following the completion of the supp/eval. The out-brief should highlight the objective of the supp/eval and the observations made. In addition, a written report will be completed and forwarded to OGV following the evaluation for inclusion in the SEB minutes. The report will include a description of the area evaluated, comments and observations made, and recommendations (if any).

5.4.2.1.2. (Added) OGV will compile a written report and forward it to the OG/CC, appropriate squadron commander, and the affected agency following the evaluation. The report will include a description of the area evaluated, comments, discrepancies (if any), recommended corrective action (if assigned), and any applicable suspense date. Units, and, or, agencies will have 30 days from the date of the report to respond, if required.

5.4.2.1.3. (Added) Follow-on inspections will be accomplished to ensure discrepancies are corrected by the suspense date. Delinquencies will be brought to the attention of the respective squadron commander. If the discrepancy has not been corrected after an additional ten duty days, the matter will be brought to the attention of the OG/CC.

5.4.3.1. (Added)) The Chief of OGV will be responsible for identifying an individual or group of individuals to perform supp/evals. Individuals selected to perform supp/evals need not be flight examiners. However, individuals will, as a minimum, be an instructor in their assigned crew position. In addition, the Chief of OGV, in coordination with the OG/CC or CD, will develop standardized checklists to be used when conducting each supp/eval. Identified individuals will evaluate the specified area in accordance with the guidelines established by the OG/CC or CD. Individuals will evaluate specific objectives during a specified time frame. The objective of the supp/eval will be clearly stated in the supp/eval checklist.

6.3.1.1. (Added)) Local Testing Procedures. Testing is conducted in the DOV testing room Monday, Wednesday and Friday from 0800-1130 and 1300-1600. Tuesday and Thursday testing will be at 0800-1130 and 1300-1500. Closed book exams will not be administered after 1530. OGV may administer aircrew tests at their discretion.

6.3.1.1.1. (Added)) Testing Monitors. The DOV Chief will designate testing monitors to be available during the testing hours specified in paragraph 6.3.1.1. (Added) of this instruction. (IRC instructors are designated testing monitors for the instrument exam only). Only testing monitors may grade exams. Testing monitors have the authority to determine the validity of, and answer questions pertaining to, specific

exam questions on a case-by-case basis. If it is necessary to “discard” questions, annotate the test book and notify OGV.

6.3.1.1.2. (Added) Testing Conduct. When taking a closed-book exam, the examinee will not leave before completing the test. If the individual must leave, the test becomes invalid and a different version of the test will be administered. Open-book tests may be taken at more than one sitting.

6.3.1.1.3. (Added) Documentation. For each examination, the testing monitor will record the score, date and their initials on the answer sheet and retain graded answer sheet until the AF Form 8 has been filed in the aircrew member’s FEF. The testing monitor will update the LAN-based Requisites and the SELO spreadsheets on the DOV drive. If computer resources are unavailable, document activity in the Evaluation Activity Logbook located in the ARS/DOV office. Testing trends will be reported at the SEB and tracked in the SEB minutes.

6.3.1.1.4. (Added)) Test Validation. DOV will compile and forward a quarterly validation and correction recommendations report to OGV. Include in the report the exam name and number, exam date, question number and discrepancy.

6.3.1.1.5. (Added) Tests and Test Bank Security. All evaluators and testing monitors are responsible for the security of testing materials, exams, and question banks. Restrict access to tests, answer keys, computer disks and test banks by keeping them locked in a secure area. OGV computers containing the SQB will be password protected to prevent unauthorized access.

6.3.1.1.6. (Added) Failed Examination Tracking. Failed examinations will be tracked via LAN-based Requisites and the SELO spreadsheets on the DOV drive. If computer resources are unavailable, document activity in the Evaluation Activity Logbook located in the ARS/DOV office. In either instance, the date used on the AF Form 8 will be the date that the test was successfully completed. Test logs will indicate tests taken. In no case should the same version of test be taken twice.

6.3.1.1.7. (Added)) When additional training is assigned due to a failed examination or Boldface, or CAPS see paragraph [5.2.12.2.3](#) of this instruction.

6.4.2. OGV is responsible for constructing and updating all requisite exams. Exam updates should be based on quarterly validations, annual revisions, or as directed by publication changes. DOV testing monitors will validate and post changes to examinations.

6.4.4.2. Requisite and Boldface, or CAPS will be graded and logged immediately upon completion as specified in paragraphs [6.3.1.1. \(Added\)](#) - [6.3.1.1.7. \(Added\)](#) of this instruction.

6.4.5.1. Open book questions will be developed from the following publications and any applicable supplements or checklists:

TO 1C-135(K)-1, *KC-135R/T Reference Data*

TO 1C-135(K)R(I)-1, *KC-135R/T Inflight Data*

TO 1C-135(K)R-1-1, *Performance Data*

TO 1-1C-1, *Basic Flight Crew Air Refueling Manual*

TO 1-1C-1-3, *KC-135 (Tanker) Air Refueling Procedures*

TO 1C-135-9, *Cargo Loading Manual*

Air Force Instruction (AFI) 11-2KC-135V1, *C/KC-135 Aircrew Training Program*

AFI 11-2KC-135V2, *C/KC-135 Aircrew Evaluation Criteria*

AFI 11-2KC-135V3, *C/KC-135 Operations Procedures*

AFI 11-202V1, *Aircrew Training*

AFI 11-202V2, *Aircrew Standardization/Evaluation Program*

AFI 11-202V3, *General Flight Rules*

AF Handbook 11-203 (V1 & V2), *Weather for Aircrews*

AFI 11-205, *Aircraft Cockpit and Formation Flight Signals*

AFI 11-215, *Flight Manuals Program (FMP)*

Air Force Pamphlet 11-216, *Air Navigation*

AFMAN 11-217 (V1 & V2), *Instrument Flying*

AFI 11-218, *Aircraft Operations and Movement on the Ground*

AFI 11-301V1, *Aircrew Life Support (ALS) Program*

AFI 11-401, *Flight Management and USAFE Supplement 1.*

AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking)*

AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*

AFMAN 37-139, *Records Disposition Schedule*

USAFE Instruction 11-301, *Aircrew Life Support Program*

3AF Instruction 11-201, *Flying Operations Conducted at USAF-Occupied RAF Installations in the UK*

3AF Pamphlet 11-202, *Flying in the United Kingdom*

Mildenhall Instruction 13-201, *Air Traffic Control, Airfield Operations and Local Flying Procedures*

DoD Flight Information Publications

6.4.5.2. Pilot exams will include a Bold Face test requiring recall of Bold Face steps from memory.

6.4.5.2.1. OGV will provide DOV with a current copy of the MQF. DOV will distribute the MQF to all aircrew members.

6.4.5.3. OGV is responsible for constructing and updating all instrument exams.

6.5.1. (Added) Unit periodic examinations will be developed by OGV for the purpose of testing an aircrew member's general knowledge beyond the scope of requisite exams. DOV will administer these tests, document test results and retain this documentation for one year. Aircrew members that fail the periodic exam will correct their test to 100 percent with a DOV evaluator of like specialty. The minimum passing grade for a periodic exam is 85 percent.

6.6. OGV will create and maintain Flight Surgeon MQFs and tests, updating annually as required. DOV will administer flight surgeon tests and keep them on file. Flight surgeon testing is also tracked through AFORMS.

7.5.4.1. SELOs will ensure FEFs of newly assigned aircrew members are routed to the following individuals for review prior to the aircrew member's mission ready status: 100 OG/CC/CD/OGV, ARS/CC/DO/DOT.

7.5.4.2. DOV will review each FEF annually for expiration dates of required evaluations and update the LAN-based requisites spreadsheet as required. Annotate this review in accordance with the USAFE supplement.

8.1. OGV is the OPR for the FCIF program and maintains the master FCIF library. DOV administers the FCIF program. OGV is the OPR for flight manuals control and distribution. The OGV Chief and ARS DOV Chief will each appoint, by MFR, a primary and alternate technical order distribution account (TODA) manager. The wing TODO (100 MXG/MXQT) is responsible for ordering all applicable technical orders, including changes and interim safety, and, or, operational supplements, and will distribute these publications to the OGV TODA manager.

8.1.1. The FCIF library contents will include all publications required in crewmembers personal libraries as well as any publication used in aircrew testing.

8.1.3.2. The primary method of disseminating information relevant to safety of flight, operational procedures and aircrew qualification is by FCIF Volume 1 messages. OGV will produce a single numerical index and maintain this index with DOV assistance. OGV will review all publication changes and interim safety, and, or, operational supplements before distribution. Following the review, OGV will publish a Flight Crew Information File (FCIF) Volume I message releasing the change, and, or, supplement for distribution. OGV will contact squadron TODA managers instructing them to collect and distribute the flight manual change as soon as possible.

8.1.3.2.1. (Added) Annotate all FCIF Volume 1 messages with the control number, date distributed, post "NLT" date, suspense, and, or, expiration date, posting official, date posted and time posted.

8.1.3.2.2. (Added) Post the latest HQ USAFE FCIF semi-annual update in the back of the Part B (active) section. When a new semiannual update is released, move the previous version to the back of the Part B (rescinded) section and discard all earlier versions.

8.1.3.2.3. (Added) OGV will place USAFE/DO FCIF messages in Volume 1 of the FCIF after OG/CC signature is obtained. OGV will review and post the FCIF message(s) immediately and notify DOV.

8.1.3.2.4. (Added) Part C, Squadron Read File. OGV will produce and maintain a single numerical index with DOV assistance. The Part C index will be formatted similarly to the Part B index. **NOTE:** The squadron commander may institute a "Read File" to disseminate other important information pertinent to his, her aircrew members. Keep this read file separate from the FCIF. This read file cannot be titled "Squadron Read File" since this title is already used in Part C of Volume 1.

8.1.3.2.5. (Added) Classified entries will be cross-referenced to the Classified FCIF Volume 1 binder stored in 100 OSS/IN. This binder will only be maintained if classified entries exist.

8.1.3.2.6. (Added)) Aircrew members will conduct a review and certification annually. Annotate the annual review in the "Annual Review" block of the FCIF card.

8.1.3.2.7. (Added) FCIF monitors will develop procedures for posting, managing, maintaining and reviewing the FCIF Library. These procedures will also include member responsibilities. Forward a copy of the appointment letter to OGV.

8.2.2.1. (Added)) Unit Go, No-Go Program. The aircraft commander is responsible for ensuring Go, No-Go items are checked and completed prior to each flight. If the dispatch function is available, the A/C will not receive a dispatch brief or crew binder until the dispatch officer has reviewed each aircrew members FCIF card for accuracy. Additionally, the A/C will not receive the aircrews flight data card until the dispatch officer verifies completion of the ORM worksheet and the mission briefing certificate. DOV will monitor this program to ensure compliance. The aircraft commander will ensure the following Go, No-Go items have been checked and completed before each flight:

8.2.2.1.1. (Added) Monthly Bold Face Testing. All pilots assigned or attached to the ARS will accomplish a written Bold Face test prior to the first flight of each month. Pilots deployed or TDY off-station will accomplish Bold Face testing as outlined in this paragraph and update the FCIF card immediately upon return to Mildenhall. Any qualified pilot may grade the exam. Once completed, file the exam in the bin labeled "Monthly Bold Face Tests" located in the Mission Planning Area. Annotate the date the test was successfully completed on the back of the FCIF card. Pilots failing a monthly Bold Face test or failing to accomplish a Bold Face test prior to the first flight of each month will not be permitted to fly until a test has been successfully completed. Pilots who fail a monthly Bold Face test may, after a brief study period, re-accomplish the test immediately following the failure. DOV will collect and review completed Bold Face tests to ensure compliance.

8.2.2.1.2. (Added) FCIF Review. All aircrew members must review Volume I of the FCIF, annotate their FCIF card appropriately, and check the initial review and annual review dates. If an aircrew member was absent from flying duties for 90 days or more, they must accomplish a complete review and re-certification prior to flight and annotate the initial and annual review blocks with the date. When deployed off-station, aircraft commanders will ensure their crews obtain a periodic update from DOV or OGV on the status of FCIF Volume 1 messages. In this case, annotate the FCIF card immediately upon returning to home station.

8.2.2.1.3. (Added) Medical Status. Aircrew members must not be Duty Not Including Flying (DNIF) or medically disqualified to fly.

8.2.2.1.4. (Added) Currency and Qualification of All Aircrew Members. All aircrew members must be current and qualified or be under instructor supervision.

8.2.2.1.5. (Added) FLIP/Publications/Tech Order Currency. All publications, Tech Orders, and FLIP must be current and reflect the latest changes posted by OGV.

8.2.2.1.6. (Added) Completion of Appropriate Ground Training Items. All ground training items required for flight must be accomplished prior to flying.

8.2.2.1.7. (Added) Individual Readiness to Fly. All aircrew members must be polled regarding individual factors that could be reasons for removal from the flying schedule or to modify planned mission content.

8.2.2.1.8. (Added) Operational Risk Management (ORM). Each aircrew will complete an Operational Risk Assessment using the 100 OG ORM Worksheet prior to flight. Inform the appropriate authority (ARS/DO or designated representative) prior to flight if moderate or greater risk levels are identified.

8.2.2.1.9. (Added) Briefing Requirements. Missions and Go, No-Go items must be thoroughly briefed using the approved 100 OG briefing guide. Following the brief, the aircraft commander will sign and turn in the mission briefing certificate. DOV will periodically review these certificates for compliance.

8.4. (Added) Flight Crew Publications. All technical orders, operational or safety supplements, instructions and manuals will be issued by an FCIF Volume 1 message. These messages will include a statement

of individual crewmember acknowledgement of receipt. OGV will periodically issue an FCIF Volume 1 message specifying crewmember publication requirements and publication currency status. Publication release messages will not be posted until DOV has reproduced the applicable publications for distribution to crewmembers.

10.1. Forms Prescribed. AF Form 847, Recommendation for Change of Publication; AF Form 3862, Aircrew Evaluation Worksheet.

A11.2. Briefing/mission planning rooms requirements are as specified in Figure A11.2.

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

Air Force Instruction (AFI) 11-2KC-135 V1, *C/KC-135 Aircrew Training Program*
AFI 11-2KC-135 V2, *C/KC-135 Aircrew Evaluation Criteria*
AFI 11-2KC-135 V3, *C/KC-135 Operations Procedures*
AFI 11-202 V1, *Aircrew Training*
AFI 11-202 V2, *Aircrew Standardization, and, or, Evaluation Program*
AFI 11-202 V3, *General Flight Rules*
AFH 11-203V1 & 2, *Weather for Aircrews*
AFI 11-205, *Aircraft Cockpit and Formation Flight Signals*
AFI 11-215, *Flight Manuals Program (FMP)*
AFPAM 11-216, *Air Navigation*
Air Force Manual (AFMAN) 11-217 V1 & V2, *Instrument Flight Procedures*
AFI 11-218, *Aircraft Operations and Movement on the Ground*
AFI 11-290, *Cockpit/Crew Resource Management Training Program*
AFI 11-301V1, *Life Support Program*
AFI 11-401, *Flight Management*
AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking)*
AFMAN 24-204(I), *Preparing Hazardous Materials For Military Air Shipments*
AFMAN 37-139, *Records Disposition Schedule*
AFM 51-12VII, *Weather for Aircrews*
USAFE Instruction 11-301, *Aircrew Life Support Program*
3AF Instruction 11-201, *Flying Operations Conducted at USAF-Occupied RAF Installations in the UK*
3AF Pamphlet 11-202, *Flying in the United Kingdom*
Mildenhall Instruction 13-201, *Air Traffic Control, Airfield Operations and Local Flying Procedures*
Technical Order (TO) 1C-135(K)-1, *KC-135R/T Reference Data*
TO 1C-135(K)R(I)-1, *KC-135R/T Inflight Data*
TO 1C-135(K)R-1-1, *Performance Data*
TO 1-1C-1, *Basic Flight Crew Air Refueling Manual*
TO 1-1C-1-3, *KC-135 (Tanker) Flight Crew Air Refueling Procedures*
TO 1C-135-9, *Cargo Loading Manual*

Abbreviations and Acronyms

AFJM—Air Force Joint Manual

ARS—Air Refueling Squadron

DNIF—Duties Not Including Flying

FLIP—Flight Information Publication

MQF—Master Question

MFR—Memorandum For Record

ORM—Operational Risk Management

OSS—Operations Support Squadron

PCA—Permanent Change of Assignment

POC—Point of Contact

SEFE—Stan/Eval Flight Examiner

SQB—Secure Question Bank

Stan/Eval—Standardization/Evaluation

Supp/Eval—Supplemental Evaluation

TODA—Technical Order Distribution Account

TODD—Technical Order Distribution Officer

USAFE—United States Air Force Europe

Attachment 7 (Added)

SEFE TRAINING AND CERTIFICATION LETTER

Rank/Name _____ Date Entered Tng _____ Date Completed _____

_____ 1. Meeting with DOV Chief and Specialty Counterparts.

A. Evaluator Checklists.

B. Office Administration.

_____ 2. Regulation Study and Review.

A. AFI 11-202V2 and USAFE/Mildenhall Supplements

B. AFI 11-202V3; Mild Sup 1

C. AFI 11-2KC-135V2

D. AFI 21-101 and USAFE/Mildenhall Supplements

_____ 3. Review AF Form 8 procedures and quality control.

_____ 4. Review applicable program continuity books.

_____ 5. Attain SEMSPRO training with any evaluator or SELO.

_____ 6. Meeting with 351 ARS/CC. (**DOV only**).

A. Attain FCF/OCF training, including test.

_____ 7. Meeting with OGV specialty Counterpart. (**DOV only**).

_____ 8. Meeting with 100 OG/OGV chief.

A. Evaluation Philosophy.

B. SEFE Responsibility, Discretion, and Objectivity.

C. Briefings and Conduct During Evaluations.

D. FCF Checkout Briefing and Examination

E. Program Responsibilities.

_____ 9. Administer an evaluation observed by OGV specialty counterpart (or OGV-designated specialty counterpart). This requirement may be waived by OGV if the upgrading SEFE was a previous KC-135 evaluator.

I certify that all SEFE upgrade requirements have been completed. Date: _____

CHIEF O. HAMMER, Major, USAF

Chief, 100 OG Standardization and Evaluation

OG/CC interview and approval conducted on _____.

JOHN J. JONES, COLONEL, USAF

Commander

NOTE: Once completed, the original goes to OGV & copies go to 351ARS/SARM and 351ARS/DOV.

Attachment 8 (Added)

SENIOR FE TRAINING AND CERTIFICATION LETTER

Rank/Name _____

Date Entered Training _____

Date/Initials

_____ 1. Study and Review applicable Regulations and Forms:

A. AFI 11-202V2 D. AF Form 8

B. AFI 11-202V3 E. USAFE Form 135g

C. AFI 11-2KC-135V2 F. AF Form 3862

_____ 2. Meeting with 100 OG/OGV Chief to discuss:

A. SEFE Responsibility, Discretion, and Objectivity.

B. Briefings and Conduct During Evaluations.

I certify that all Senior FE upgrade requirements have been completed. Date: _____

JOHN J. JONES, COLONEL, USAF

Commander, 100th Operations Group

Attachment 9 (Added)**SEFE FLIGHT EVALUATION CHECKLIST****Prior to Mission Brief**

- Confirm Mission Briefing time
- Determine profile with evaluatee (Instructor Briefing topic)
- Review status of requisites
- Check schedule to confirm not primary crewmember (Initial QUAL and RQ QUAL evaluations will have an IP in the seat)
- Prepare note taking materials

Prior To Flight

- Brief evaluator responsibilities (conduct of the evaluation, mission requirements, responsibilities, grading criteria and FE action/position during the evaluation)
- Brief conduct during emergency & oxygen/interphone use
- Confirm Go/No-Go items (currencies, FCIF, Read File) for aircrew

After Flight

- Brief evaluatee on remaining requisites, if applicable
- Ensure evaluatee does not complete AA01 or AA21 MAR (evaluator responsibility)
- Schedule EPE if not previously accomplished (accomplish not later than 2 duty days following the flight evaluation)
- Schedule debrief (notify appropriate personnel of time and location)
- Notify ARS/CC/DO (100 OSS/CC as applicable), 100 OG/OGV and the individual's supervisor of any overall grade less than Q-1.
- Notify the appropriate squadron CC/DO (or other designated squadron representatives) and supervisor of the time and location of the debriefing.

Complete Required Paperwork

- Turn in the AF Form 3862 and a draft AF Form 8 to DOV after completing the evaluation (or when complete with the evaluation debrief).
- Update the LAN-based Requisites spreadsheet on the DOV drive and the Evaluation Activity Logbook located in the ARS/DOV office.

Attachment 10 (Added)

FAILED NO-NOTICE EVALUATION MEMORANDUM

Date

MEMORANDUM FOR 351 ARS/DOT

FROM: 351 ARS/DOV

SUBJECT: Failure of a No-Notice Examination/Publications Check/EPE (as applicable)

1. This is to notify you that Capt Joe Smith failed a no-notice test/publications check/EPE administered by Capt Casey on 1 May 01. *Indicate whether the individual is to be placed in supervised status and/or restrictions imposed.*

2. *Indicate additional training required here.*

3. *Indicate the required re-check suspense date.*

JOHN E. HOOK, Capt, USAF

Evaluator Pilot

cc:

100 OG/CC/CD/OGT

351 ARS/CC/DO

351 ARS/DOA/DOB/DOC

1st Ind, 351 ARS/DOT

MEMORANDUM FOR 351 ARS/DOV

Additional training completed on _____ by _____.

Jane J. Doe, USAF

Training Chief

2nd Ind, 351 ARS/DOV

MEMORANDUM FOR 351 ARS/CC

A successful re-check was completed on _____ by _____

John J. Doe, Maj, USAF

Chief

cc:

351 ARS/CC/DO

351 ARS/DOA/DOB/DOC

Attachment 11 (Added)**SAMPLE ASSIGNMENT OF ADDITIONAL TRAINING MEMORANDUM**

Date

MEMORANDUM FOR Sq/CC/DO

351 ARS/DOT

IN TURN

FROM: 351 ARS/DOV

SUBJECT: Assignment of Additional Training

References: (a) AFI 11-202 V2, *Aircrew Standardization/Evaluation Program*(b) AFI 11-2KC-135 V2, *C/KC-135 Aircrew Evaluation Criteria*

1. Capt Joe Smith is assigned additional training as a result of a Flight Evaluation administered by myself on 1 May 01. Overall grade assigned is Q-3. Capt Smith will be assigned SUPERVISED STATUS until corrective training and a successful QUAL/MSN examination has been accomplished.

2. Discrepancies:

a. Indicate area/sub-area number and title as listed in AFI 11-2KC-135 V2 and grade assigned (i.e. Area 2- Mission Planning [Q-]). Failed pubs checks will fall under Area 1-Directives and Publications. Failed exams do not have an area number.

b. Describe the actual discrepancy noted here (N/A for failed examinations).

3. Recommended additional training: (List recommended training items individually.)

4. Additional training is to be completed by (DD MMM YY).

JOHN J. DOE, Maj, USAF

Chief

cc:

100 OG/OGT

351 ARS/DOV

Capt Joe Smith

1st Ind, 351 ARS/DOT

MEMORANDUM FOR 351 ARS/DOV

Additional training completed on _____ by _____.

Jane J. Doe, Capt, USAF

Training Chief

RICHARD T. DEVEREAUX, Colonel, USAF
Commander