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SECRETARY OF THE AIR FORCE**

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Flying Operations

**AIRCREW STANDARDIZATION/
EVALUATION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 10-9, *Lead Operating Command Weapon System Management*; AFD 11-2, *Aircraft Rules and Procedures*; and AFD 11-4, *Aviation Service*. It establishes the Aircrew Standardization/Evaluation (Stan/Eval) Program that supports Air Force (AF) objectives and is applicable to all units assigned to or gained by major commands (MAJCOMs) and applies to commanders, operations supervisors and aircrews assigned or attached to all flying activities of these commands. MAJCOMs, field operating agencies (FOAs) and Headquarters United States Air Force (HQ USAF) direct reporting units (DRUs) will supplement this instruction. Units will supplement this instruction (see **Chapter 9**). MAJCOMs, FOAs and DRUs will coordinate their supplement to this instruction with HQ USAF/XOOT before publication and forward one copy to HQ USAF/XOOT after publication. Units will coordinate their supplement with the next higher Numbered Air Force (NAF)/MAJCOM, as applicable, prior to publication. Air Force Reserve Command (AFRC)/Air National Guard (ANG) units will provide a copy of their supplement to their gaining MAJCOM and the active duty NAF with stan/eval oversight responsibility. Units will forward one copy of their supplement to said higher headquarters after publication. Submit suggested improvements to this instruction on AF Form 847, **Recommendation for Change of Publication**, through stan/eval channels, to HQ USAF/XOOT, 1480 Air Force Pentagon, Washington DC 20330-1480. Unless otherwise specified in this instruction, HQ USAF/XOO is the waiver authority for this instruction. Request waivers to the basic guidance in this instruction through applicable stan/eval channels to MAJCOM Director of Operations (DO), or equivalent level. MAJCOM/DOs will forward request in message or memo format to HQ USAF/XOO, with info copies to HQ USAF/XOOT. Waivers to supplemental guidance will be handled by the MAJCOM agency that generated the supplement. Unless otherwise specified in AFI 11-2 Mission Design Series (MDS)-Specific, Volume 2, MAJCOM/DOs are the waiver authority for specific aircrew stan/eval requirements.

The Privacy Act of 1974 affects this instruction. The Privacy Act System Number F011 AF XO A, Aviation Resource Management System (ARMS) covers required information. The authority for maintenance of ARMS is Title 37 U.S.C. 301a (Incentive Pay), Public Law 92-204, Section 715 (Appropriations Act for 1973), Public Laws 93-570 (Appropriations Act for 1974), 93-294 (Aviation Career Incentive Act of 1974), and Executive Order 9397. Records disposition: Ensure that all records created by this AFI are maintained and disposed of IAW AFMAN 37-139, *Records Disposition Schedule*.

(MILDENHALL) 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 document is substantially revised and must be completely reviewed.

This revision incorporates interim change (IC) 2001-1 by adding requirement for the unit stan/eval function to ensure and document the annual review of MTRs (paragraph [3.2.2.10.](#)). Additional provisions of IC-2001-1 were determined to already be covered in existing text or to be out of scope for this instruction. The following is a synopsis of changed requirements set forth in this revision:

Formalizes MAJCOM, NAF and unit responsibilities in the processing of AF Forms 847 for flight and other AF publications (paragraphs [2.3.2.5.1.](#) thru [2.3.2.5.2.](#), [2.3.2.6.2.](#), [2.4.2.3.1.](#) thru [2.4.2.3.2.](#), [3.2.2.9.](#), [3.3.2.5.](#), **Attachment 5**); tasks the OGV to establish procedures to maintain and review unit FEFs (paragraph [3.2.2.2.](#)); changes approving official from MAJCOM/DO to OG/CC (with notification to MAJCOM DO) when designating additional OGV flight examiners (paragraph [3.2.3.3.](#)); requires MAJCOM/DO notification when ARFC/ANG OG/CC designates flight examiners not assigned to squadron/OG (paragraph [3.2.3.4.](#), [3.3.3.3.](#)); deletes paragraph stating that senior flight examiners will normally administer evaluations to lower echelon flight examiners (old paragraph 3.5.5.); deletes the Instrument Refresher Course as a requisite for INSTM evaluations (paragraph [5.2.1.2.](#)); clarifies procedures for instructor evaluations including the use of INIT INSTR designation (paragraphs [5.2.1.4.](#) thru [5.2.1.4.3.](#)); simplifies the requisite completion window (paragraphs [5.2.7.1.](#) and [5.2.7.2.](#)); adds guidance on remedial actions for evaluation deficiencies ([5.2.12.](#) thru [5.2.12.3.](#)); adds guidance for aircrews flying in non-US Air Force Aircraft and with non-US Air Force Units (paragraph [5.2.17.](#)); makes EPE evaluation a requirement for MSN evaluations (paragraph [5.3.1.](#)); requires flight surgeons to complete examination for each aircraft in which they fly as a crewmember (paragraph [6.6.](#)); specifies the date format for all fields in the AF Forms 8 (paragraph [7.3.2.1.](#)); requires the organization and location of the FTU be used on all AF Forms 8 generated for students (paragraph [7.3.4.2.2.](#)); specifies the flight examiner as the party responsible for the content of the AF Form 8 (paragraph [7.3.6.1.1.1.](#)); directs the flight examiner to be the first dated signature on the AF Form 8 (paragraph [7.3.6.1.1.3.](#)); clarifies documentation responsibilities of any flight examiners who participated in administering an evaluation but did not sign Section III of the AF Form 8 (paragraph [7.3.6.1.3.](#)); directs that the reviewing and final approving officers for AF Forms 8 generated during formal courses will be assigned to the FTU (paragraph [7.3.6.2.2.](#)); directs the examinee to be the last dated signature on the AF Form 8 (paragraph [7.3.6.4.](#)); establishes guidance on the minimum requirements of a temporary evaluation certificate (paragraph [7.3.7.2.](#)); adds additional documentation

guidance for ground re-checks (paragraph 7.3.8.3.6); clarifies documentation procedures for commander directed downgrades (paragraphs 7.3.9.3. thru 7.3.9.3.2.4.); implements changes in format and content of the AF Form 942 (paragraph 7.4.); directs that FEFs be maintained by a stan/eval function wherever they reside (paragraphs 7.5.1.1. and 7.5.1.2.); limits responsibility of unit maintaining FEF to that documentation added after the initial review of the FEF (paragraph 7.5.4.1.1.); implements separation of FEF discrepancies into major and minor categories with only documentation of major discrepancies becoming a permanent part of the FEF (paragraph 7.5.5.); provides guidance for correcting entries on the AF Forms 8 and 942 (paragraph 7.5.5.4.)

(MILDENHALL) 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).

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Chapter 1

PURPOSE

1.1. Aircrew Standardization/Evaluation Program. The purpose of the Aircrew Stan/Eval Program is to provide commanders a tool to validate mission readiness and the effectiveness of unit flying, including documentation of individual aircrew member qualifications and capabilities.

1.2. Objectives. Specific program objectives are to:

- 1.2.1. Develop and ensure standardization of operational procedures for weapon system employment.
- 1.2.2. Ensure compliance with appropriate operational, training, and administrative directives.
- 1.2.3. Evaluate and revise operational directives, procedures, and techniques as required.
- 1.2.4. Provide a system to assess and document individual aircrew proficiency and capability to accomplish assigned flying duties.
- 1.2.5. Recognize trends and recommend/initiate changes to training programs and directives.

Chapter 2

HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS AND ORGANIZATION

2.1. Scope. Higher Headquarters (HHQ) include Air Staff, MAJCOM and NAF stan/eval functions for the purposes of this instruction.

2.2. Air Staff. HQ USAF/XOO:

2.2.1. Sets policy and guides the conduct and execution of the aircrew stan/eval program.

2.2.1.1. Unless otherwise specified in this instruction, HQ USAF/XOO is the waiver authority for this instruction. Request waivers to the basic guidance in this instruction through applicable channels to MAJCOM/DO or equivalent level. MAJCOM/DOs will forward request in message or memo format to HQ USAF/XOO with courtesy copy to HQ USAF/XOOT. Waivers to MAJCOM supplements to this instruction will be addressed to the MAJCOM that generated the supplement.

2.2.2. Assigns HQ USAF/XOOT as the Office of Primary Responsibility (OPR) for this instruction.

2.2.3. Reviews and maintains this instruction.

2.2.4. Monitors and reviews MAJCOM programs ensuring MAJCOM policies, guidance and supplements are adequate.

2.3. Major Commands.

2.3.1. General.

2.3.1.1. MAJCOM stan/eval staffs are primarily responsible for setting policy and establishing administrative processes. Lower echelons of command are primarily responsible for the flying and evaluation functions.

2.3.1.2. MAJCOM stan/eval staffs may fly to maintain current and qualified expertise.

2.3.1.3. ANG and USAF Academy are considered MAJCOMs for purposes of this instruction.

2.3.2. Functions. The MAJCOM stan/eval will:

2.3.2.1. Supplement this instruction, if necessary (see paragraph [2.3.4.](#)).

2.3.2.2. In coordination with the MAJCOM designated lead command (see AAFP 10-9), develop and manage the appropriate AFI 11-2 MDS-Specific, Volume 2, *Aircrew Evaluation Criteria*. MDS-specific Volumes 2 will be not less restrictive than this AFI.

2.3.2.3. Convene conferences and working groups, as necessary, to review and improve command stan/eval policies and procedures.

2.3.2.4. Provide staff coordination and control of all Flight Crew Information File (FCIF) items issued from the MAJCOM level to units.

2.3.2.5. Coordinate on and process applicable AF Forms 847:

2.3.2.5.1. For flight publications and technical order recommended changes in accordance with (IAW) AFI 11-215, *Flight Manuals Program*.

2.3.2.5.2. For AF publications recommended changes IAW [Attachment 5](#).

2.3.2.6. Assist lead commands with the review, updating and distribution of MDS-specific master question files (MQFs) to using agencies.

2.3.2.6.1. Lead commands are OPR for their respective MQF programs and are responsible for distribution of updated MQFs to user commands and other agencies.

2.3.2.6.2. Using commands will act as conduit for AF Forms 847 that address deficiencies and update questions in the MDS-specific MQFs. Using commands will forward all such AF Forms 847 to the lead command.

2.3.2.7. Coordinate on operational procedures, evaluation criteria and guidance in conjunction with the lead command and other user commands operating like weapon systems.

2.3.2.8. Ensure compliance with AFI 11-215 for flight publications and technical orders.

2.3.2.9. Coordinate with Safety to evaluate aircraft mishaps and determine appropriate corrective actions.

2.3.2.10. In the absence of a NAF stan/eval function, assume responsibilities listed in paragraph [2.4.](#) below.

2.3.2.11. Observe/augment NAF stan/eval visits when feasible.

2.3.2.12. Observe execution of unit missions and provide feedback when feasible.

2.3.3. **Organization.**

2.3.3.1. MAJCOM Commander will designate the Director of Operations, or equivalent position, responsible for the overall management of the command stan/eval program.

2.3.3.2. MAJCOM stan/eval staff will consist of no more than a section chief and one aircrew member per crew position per MDS.

2.3.4. **Supplement.** MAJCOMs may supplement this instruction to clarify policies and procedures consistent with the USAF Stan/Eval Program and unique mission requirements, IAW AFD 11-2.

2.3.4.1. MAJCOM supplements will not be less restrictive than this instruction.

2.3.4.2. Additional forms required by MAJCOM supplements will be approved and issued as AF Forms if they apply to more than one command.

2.3.4.3. AFRC and ANG supplemental information will be included as a supplement to this instruction for the active duty MAJCOM with oversight responsibility.

2.3.5. **Augmentation.** Each MAJCOM may use examiner augmentees from other MAJCOMs to support or conduct cross command stan/eval program reviews that include aircrew evaluations and inspections with concurrence of all the MAJCOM stan/eval agencies involved.

2.4. **Numbered Air Forces.**

2.4.1. **General.** NAF stan/eval (MAJCOM stan/eval without NAF stan/eval) will maintain a tactical focus and perform the operational role in evaluating unit stan/eval functions within its chain of command.

2.4.2. **Functions.** The NAF stan/eval function will:

2.4.2.1. Supervise evaluation functions in lower echelon units, in gained units and in ANG/AFRC units for which oversight responsibility is assigned.

2.4.2.2. Conduct stan/eval visits IAW MAJCOM supplements/directives.

2.4.2.3. Coordinate on and process applicable AF Forms 847:

2.4.2.3.1. For flight publications and technical order recommended changes IAW AFI 11-215.

2.4.2.3.2. For AF publications recommended changes IAW [Attachment 5](#).

2.4.2.4. Review and endorse recommended changes to appropriate publications.

2.4.2.5. Provide qualified flight examiners to augment other MAJCOM and NAF agencies when requested (see paragraph [2.3.5](#)).

2.4.2.6. Administer required flight evaluations, when practical, to Chiefs of Stan/Eval or senior stan/eval crews in lower echelon units, in gained units and in ANG/AFRC units for which oversight responsibility is assigned.

2.4.2.7. Observe execution of unit missions and provide feedback when feasible.

2.4.2.8. Review unit supplements to operational procedures, flying guidance and this instruction; making recommendations, as necessary.

2.4.2.9. Review unit Stan/Eval Board (SEB) minutes.

2.4.2.10. Assist MAJCOMs in the creation, review, updating and distribution of required MQFs. NAFs will act as conduit for AF Forms 847 that address deficiencies in and updates to MQFs.

2.4.3. **Organization.** Typical NAF stan/eval staff includes a section chief and one flight examiner per crew position per MDS. Additional flight examiner positions may be authorized by the NAF Commander.

2.5. Stan/Eval Visits. HHQ stan/eval staff may visit units during the administration of formal inspections, Staff Assistance Visits (SAVs) or in an informal capacity.

2.5.1. General.

2.5.1.1. The HHQ stan/eval function will coordinate all formal visits (including SAVs) through the MAJCOM gatekeeper and the OG/CC of the flying unit to be visited. *Note:* Gatekeepers monitor all inspection activities within their command and deconflict inspections and evaluations of units to minimize impacts IAW AFI 90-201, *Inspector General Activities*.

2.5.1.2. The HHQ stan/eval staff members may coordinate directly with the unit for informal visits IAW procedures established in the MAJCOM supplement to this instruction.

2.5.2. Formal Inspections.

2.5.2.1. Formal inspections will be defined in the MAJCOM supplement to this instruction.

2.5.2.2. Formal inspections will, as a minimum, ensure subordinate units are in compliance with this instruction, MDS-specific grading criteria and appropriate HHQ guidance.

2.5.2.3. The HHQ stan/eval chief will coordinate with the Operations Group Commander (OG/CC) for all flying by HHQ stan/eval staff aircrew members to accomplish continuation training during formal inspections.

2.5.3. Staff Assistance Visits.

2.5.3.1. HHQ stan/eval functions may conduct SAVs to solve specific problems or exchange information. SAVs may cover any stan/eval related area the unit desires.

2.5.3.2. HHQ stan/eval will normally not conduct a SAV in the 6-month period prior to a formal stan/eval inspection.

2.5.4. **Informal Visits.** HHQ stan/eval staff may periodically visit and fly with units on an informal basis to accomplish continuation training, provide feedback to the units and evaluate specific areas of interest as directed by MAJCOM/NAF Commanders. MAJCOM supplements to this instruction will outline procedures for conducting informal visits.

Chapter 3

UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION

3.1. Scope. Units include levels of organization under HHQs required to establish a stan/eval function for purposes of this instruction. Most units are composed of an Operations Group (OG) and flying squadrons. Where there is no parent OG, squadrons/detachments will assume duties listed for OGs, where applicable.

3.2. Operations Group. The conduct of the unit level stan/eval program is directed by the OG/CC.

3.2.1. Operations Group Commander Responsibilities. Specific responsibilities of the OG/CC that relate to the stan/eval program:

3.2.1.1. Establish and provide manpower to staff a stan/eval function to perform the duties directed by this instruction.

3.2.1.2. Ensure materials provided for mission planning are accurate and current.

3.2.1.3. Provide a suitable stan/eval testing area.

3.2.1.4. Direct evaluations to maintain a quality force.

3.2.1.5. Direct supplementary evaluations.

3.2.1.6. Chair and determine the composition of the SEB.

3.2.2. Operations Group Stan/Eval Functions. At the Operations Group Stan/Eval (OGV) level, emphasis is on unit standardization. Under direction of the Chief of OGV, flight examiners will ensure standardization among squadrons and squadron-assigned flight examiners. The OGV will:

3.2.2.1. Establish procedures for review and quality control of AF Forms 8, **Certificate of Aircrew Qualification**.

3.2.2.2. Establish procedures to maintain and review unit Flight Evaluation Folders (FEFs). Document these procedures in unit supplement to this instruction. Maintain unit FEFs, if applicable.

3.2.2.3. Establish procedures for the Aircrew Examination Program according to **Chapter 6** of this instruction. Document Aircrew Examination Program in the unit supplement to this instruction.

3.2.2.4. Establish and maintain a trend program.

3.2.2.4. (MILDENHALL) 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.

3.2.2.4.1. Scope may include, but is not limited to, trend analysis of all evaluations.

3.2.2.4.2. For units with more than one type of aircraft, combine discrepancies common to all aircraft/aircrews to determine trends (e.g., instrument procedures).

3.2.2.4.3. For Formal Training Units (FTUs)/ Combat Crew Training Squadrons (CCTSs), maintain separate trend data for students and qualified/instructor aircrews.

3.2.2.4.4. When trends are noted, recommend corrective action and assign an OPR/Office of Collateral Responsibility (OCR); report trends and status to the OG/CC during the SEB until closed. OGV will publish and define their trends program in the unit supplement to this instruction and maintain trend data for at least one year.

3.2.2.4.4.1. (Added-MILDENHALL) 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-MILDENHALL)) 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-MILDENHALL) 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-MILDENHALL) 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-MILDENHALL) Documentation and Tracking:

3.2.2.4.4.4.1. (Added-MILDENHALL) 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-MILDENHALL) 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-MILDENHALL) 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.

3.2.2.5. Conduct Supplementary Evaluations as directed.

3.2.2.6. Conduct a SEB and publish minutes IAW the minimum outline of this instruction (**Attachment 2**) and guidance in the MAJCOM supplement to this instruction.

3.2.2.6.1. (Added-MILDENHALL) 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.

3.2.2.7. Establish and maintain quality control of the unit FCIF program.

3.2.2.8. Establish procedures to manage the flight publications program.

3.2.2.9. Process AF Forms 847:

3.2.2.9.1. For flight publications and technical order recommended changes IAW AFI 11-215.

3.2.2.9.2. For AF publications recommended changes IAW [Attachment 5](#).

3.2.2.9.3. Forward endorsements for all approved AF Forms 847 received to parent NAF stan/eval function or parent MAJCOM stan/eval function if a NAF stan/eval does not exist (see paragraph [2.3.2.10](#)).

3.2.2.10. Ensure annual operational Military Training Route (MTR) and Air Refueling Track reviews are accomplished and documented in the SEB minutes.

3.2.2.11. Publish a unit supplement of procedures for the implementation of this instruction.

3.2.2.12. (Added-MILDENHALL) 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.

3.2.3. Operations Group Stan/Eval Organization. OGV staff will consist of the Chief of Stan/Eval and no more than one flight examiner per crew position per MDS.

3.2.3.1. The Chief of Stan/Eval will be a qualified and current flight examiner in a unit aircraft.

3.2.3.2. The Chief of Stan/Eval will report directly to, and be rated by, the OG/CC, the unit commander for organizations not collocated with a parent wing/group or by the commander designated in the MAJCOM supplement.

3.2.3.3. To meet unique unit requirements, the OG/CC may designate additional OGV flight examiners with written notification to the MAJCOM/DO IAW the MAJCOM supplement to this instruction.

3.2.3.4. For AFRC and ANG units:

3.2.3.4.1. Squadron and OG stan/eval programs may be combined under the OG.

3.2.3.4.2. For combined Squadron and OG Stan/Eval programs, flight examiners, in addition to the Chief of Stan/Eval, will be at the discretion of the OG/CC. The MAJCOM/DO will be notified in writing when individuals are designated as flight examiners and are not assigned to the flying squadron or OGV.

3.3. Squadron. The squadron commander is directly responsible to the OG/CC for the conduct of the squadron stan/eval program.

3.3.1. Squadron Commander Responsibilities :

- 3.3.1.1. Direct evaluations as required to maintain a quality force.
- 3.3.1.2. Direct supplementary evaluations as needed (request assistance from OGV if necessary).
- 3.3.1.3. Designate squadron flight examiners.
- 3.3.1.4. May designate Standardization/Evaluation Liaison Officers (SELOs) to assist squadron examiners in administrative stan/eval duties.
- 3.3.1.5. Annotate all attached HHQ and attached unit flight examiners in the unit letter of certification, ensure designation is recorded in ARMS, and record attachment in SEB minutes (**Attachment 2**).
- 3.3.1.6. Attend as many evaluation debriefings as practical.

3.3.2. **Squadron/Detachment Stan/Eval Functions.** The focus of the evaluation program is at the squadron level. Its backbone is the program established by the squadron commander and administered by flight examiners embedded within the flying squadron. Squadron stan/eval functions include:

- 3.3.2.1. Managing and conducting flight and emergency procedures (EP) evaluations as required.
- 3.3.2.2. Implementing the Aircrew Examination Program in conjunction with evaluations as outlined in unit supplement to this instruction.
- 3.3.2.3. Implementing the OGV FEF maintenance and review program directed by the unit supplement to this instruction. Maintain FEFs, if applicable.
- 3.3.2.4. Assisting in managing the unit stan/eval trend program.
- 3.3.2.4. (MILDENHALL) The trend program is developed and administered by OGV. DOV will assist in data collection, analysis and reporting.
- 3.3.2.5. Reporting recommended changes to flight publication and technical order inadequacies utilizing the AF Form 847 IAW AFI 11-215 and to AF publications IAW **Attachment 5**.
 - 3.3.2.5.1. (Added-MILDENHALL) 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-MILDENHALL) 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. Implementing the flight publications program and ensure compliance with the unit FCIF program.
 - 3.3.2.6.1. (Added-MILDENHALL) 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-MILDENHALL) 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. Ensuring proper completion, routing and filing of AF Forms 8.

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

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

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

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

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

3.3.3. Squadron/Detachment Stan/Eval Organization.

3.3.3.1. The Chief of Stan/Eval will be a current and qualified flight examiner in a unit aircraft.

3.3.3.2. Squadron stan/eval manning will be as directed by the MAJCOM supplement to this volume.

3.3.3.3. Squadron flight examiners should be assigned to the flying squadron. Individuals attached to the flying squadron may be designated as squadron flight examiners to meet unique mission requirements or flight examiner shortfalls with OG/CC approval and written notification to MAJCOM/DO IAW MAJCOM supplement. Record attachment of such flight examiners in SEB minutes ([Attachment 2](#)).

Chapter 4

FLIGHT EXAMINERS

4.1. General. The evaluation portion of the Aircrew Stan/Eval Program is administered by flight examiners at both the HHQ and unit levels.

4.2. Selection.

4.2.1. Select Flight Examiners from the most highly qualified and experienced instructors (exception: senior flight examiners).

4.2.2. The chief of the respective MAJCOM or NAF stan/eval function will select HHQ flight examiners (exception: senior flight examiners). Selection criteria will include experience in the applicable weapon system and in the stan/eval field.

4.2.3. Senior flight examiner eligibility is defined as flying commanders at the OG and NAF levels.

4.2.4. The OG/CC will select, and designate in writing, all OGV flight examiners. Selection and designation will be annotated in the unit certification document, recorded in ARMS and reported in SEB minutes ([Attachment 2](#)).

4.2.5. The squadron commander will select, and designate in writing, squadron flight examiners. Selection and designation will be annotated in the unit certification document, recorded in ARMS and reported in SEB minutes ([Attachment 2](#)).

4.2.5.1. (Added-MILDENHALL) 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-MILDENHALL) 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.

4.2.6. For AFRC and ANG units:

4.2.6.1. The Air Force advisor may be designated as a flight examiner.

4.2.6.2. Air Technician (AT)/Air Reserve Technician (ART) /Active Guard and Reserve (AGR) serving in a military position that does not require maintaining mission ready/combat mission ready (MR/CMR) status, may perform duties as a flight examiner.

4.3. Functions. Flight Examiners will:

4.3.1. Conduct flight and EP evaluations as required.

4.3.2. Maintain qualification as instructors (exception: senior flight examiners).

4.3.3. Maintain MR/CMR status as defined in AFI 11-2 *MDS-Specific*, Volume 1 (exception: FTU, HHQ, senior flight examiners, and HHQ-designated test/evaluation units must maintain at least Basic Mission Capable [BMC] status).

4.3.4. Administer evaluations only within their aircrew specialty/weapon system and will only evaluate those missions in which they maintain qualification (exception: SPOT evaluations and where specifically authorized in AFI 11-2 *MDS-Specific*, Volume 2).

4.3.5. Conduct a thorough pre-mission briefing and post-mission debriefing to the examinee and applicable aircrew members on all aspects of the evaluation.

4.3.5. (MILDENHALL) 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.

4.3.6. Immediately correct breaches of flying safety or flight discipline during an evaluation (this applies to all aircrew members). If this situation occurs, the flight examiner will also debrief an appropriate unit supervisor and if appropriate, document the deviation on an AF Form 8.

4.3.7. Immediately notify the examinee's squadron commander/operations officer and flight commander, if available, whenever Qualification Level 2 or 3 ("Q-2" or "Q-3") performance is observed.

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

4.3.8. Be authorized to administer evaluations in all flying squadrons within their MAJCOM and respective MDS. MAJCOMs may establish procedures for administering evaluations outside of NAF/unit.

4.3.9. Not administer evaluations outside of their MAJCOM unless specifically requested by the MAJCOM stan/eval agency of the examinee and approved by the MAJCOM stan/eval agency of the examiner.

4.4. Senior Examiner Program.

4.4.1. Flying NAF/CCs and OG/CCs may maintain flight examiner status in their primary assigned aircraft.

4.4.2. NAF/CCs and OG/CCs do not require, nor do they have to maintain, instructor certification or MR/CMR status. To become a flight examiner, NAF/CCs and OG/CCs must maintain BMC status and be flight examiner certified. For other than SPOT evaluations, Senior Flight Examiners will evaluate only events for which they are current and at a level for which they are qualified.

4.4.2. (MILDENHALL) 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.

Chapter 5

EVALUATIONS

5.1. General. The Aircrew Stan/Eval Program utilizes three types of evaluations to ensure qualification of aircrew members and standardization of operations. Aircrew qualification evaluations are administered periodically and documented on the AF Forms 8 to ensure aircrew qualification. Emergency Procedures Evaluations (EPEs) are requisites for some aircrew qualification evaluations. Supplementary evaluations are unstructured tools to be used by the commander to ensure standardization of flying and other operations.

5.2. Aircrew Qualification Evaluations. Aircrew qualification evaluations consist of two structured phases, ground and flight. Each phase requires the completion of requisite tasks. The ground phase, if required, includes a series of examinations and evaluation of aircrew performance in a controlled emergency procedures environment. The flight phase includes an in-flight or, if applicable, simulator evaluation of aircrew performance.

5.2.1. Aircrew Qualification Evaluation Types. There are five types of aircrew qualification evaluations that may be further described by four prefixes. Periodic aircrew qualification evaluations are administered to ensure basic qualification in the MDS and crew position of an aircrew member (QUAL), qualification to operate in instrument meteorological conditions (INSTM if applicable) and qualification to employ the MDS of the aircrew member in accomplishing the unit's operational mission (MSN). Provisions are made to periodically ensure aircrew are certified and maintain instructor qualification (INSTR) and provide the flexibility to evaluate and certify specific aircrew performance (SPOT). Aircrew will complete the following types of aircrew certification evaluations as appropriate:

5.2.1.1. QUAL Evaluations. All aircrew will complete a periodic QUAL evaluation in their primary assigned aircraft, to include requisites, as specified in the applicable AFI 11-2 *MDS-Specific*, Volume 2.

5.2.1.2. INSTM Evaluations. All Air Force pilots (and other pilots flying operationally with the Air Force, e.g. exchange pilots) will maintain instrument qualification (exception: indoctrination flyers who fly under the provisions of AFI 11-401, *Flight Management*, USAF Test Pilot School students, and TG-glider pilots). To maintain instrument qualification, pilots must successfully complete a periodic INSTM evaluation, including the requisite open book instrument examination required by AFMAN 11-210, *Instrument Refresher Course Program*.

5.2.1.2.1. A commander may revoke the instrument qualification of any pilot under his/her command who fails to maintain minimum instrument flying skills. To revoke an instrument qualification for reasons not related to an evaluation, use the procedures for a commander-directed downgrade in paragraph 7.3.9.

5.2.1.2.2. A pilot with a revoked or expired instrument qualification may not fly as a pilot except in a training program leading to requalification. Pilots in this situation must be in supervised status.

5.2.1.3. MSN Evaluations. All aircrew members maintaining MR/CMR or BMC aircrew status will complete a periodic MSN evaluation in their primary assigned aircraft, to include requisites, as specified in the applicable AFI 11-2 *MDS-Specific* Volume 2. The MSN evaluation should

reflect the type and difficulty of tasks required in the performance of normal operational and training sorties. The requirement for a MSN evaluation may be waived for those aircraft whose performance of normal operational, test and training sorties involves tasks covered during the accomplishment of an INSTM and/or QUAL evaluation as specified in AFI 11-2 *MDS-Specific* Volumes 2. QUAL and MSN evaluations may be combined into a single evaluation as specified in AFI 11-2 *MDS-Specific* Volumes 2.

5.2.1.4. **INSTR Evaluations.** All aircrew members maintaining instructor qualification in a particular MDS aircraft must complete initial and periodic evaluations of instructional capability in that MDS aircraft.

5.2.1.4.1. To initially qualify as an instructor in a particular MDS aircraft, the aircrew member must successfully complete an initial instructor (INIT INSTR) evaluation. Accomplish INIT INSTR evaluations on actual instructional missions whenever possible. When students are not available or mission requirements/crew composition requirements prevent inclusion of students, the flight examiner may serve as the student for the purpose of evaluating the examinee's instructional ability.

5.2.1.4.2. Periodic evaluation of the ability of aircrew members to instruct will be conducted during all subsequent periodic evaluations. The AF Form 8 Mission/Check description for these periodic evaluations will not include INSTR as the AF Form 8 aircraft/crew position is already annotated with highest qualification demonstrated during the evaluation (e.g. IP, IN, IF).

5.2.1.4.3. If instructor qualification is lost in an MDS aircraft, it may be regained through an instructor requalification evaluation (see paragraphs [5.2.3.2.2.](#) and [5.2.3.2.4.](#)) as directed in AFI 11-2 *MDS-Specific*, Volume 1.

5.2.1.5. **SPOT Evaluations (Optional).** A SPOT evaluation is an evaluation not intended to satisfy the requirements of a periodic (i.e., INSTM, QUAL or MSN) or INIT INSTR evaluation. SPOT evaluations have no specific requisites or requirements, unless specified in MAJCOM supplements. An evaluation begun as a SPOT evaluation may become (and be documented as) a required periodic evaluation if all required flight phase requirements are completed during the SPOT eval and the examinee subsequently completes all ground phase requirements for the evaluation within the periods described in paragraph [5.2.7.](#) Do not add on missions (flights) to complete the requirements for a periodic evaluation unless the group/squadron commander concurs with the aircrew member's desire to realign the evaluation expiration date and approves the additional flight time requirements. All evaluations not listed in paragraphs [5.2.1.1.](#) - [5.2.1.5.](#) above will be documented as SPOT evaluations. *Note:* When the flight examiner administering a SPOT evaluation is not qualified in the MDS and crew position of the examinee, the evaluation will not be credited towards a periodic evaluation.

5.2.2. **Combined Aircrew Qualification Evaluations.** To promote efficient use of flying resources, accomplish evaluations concurrently, whenever practical. If combined, include the designation of each evaluation in the Flight Phase of the AF Form 8 - e.g., QUAL/MSN or INSTM/QUAL/MSN.

5.2.3. **Aircrew Qualification Evaluation Prefixes.** The following prefixes will be used, if applicable, to further describe the evaluations listed in paragraphs [5.2.1.1.](#) - [5.2.1.5.](#) above:

5.2.3.1. **Initial (INIT).** The first evaluation of any type for a crew position or instructor qualification in an MDS (e.g., INIT QUAL/INSTM, INIT MSN, INIT INSTR).

5.2.3.2. Requalification (RQ). An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency exceeding 6 months (for currency items as specified in applicable AFI 11-2 *MDS-Specific*, Volume 1), a flight recheck following a failed periodic evaluation (see paragraph 7.3.8. for ground rechecks) or loss of qualification due to a commander-directed downgrade.

5.2.3.2.1. When loss of qualification is for expiration of a required periodic evaluation, the evaluation given will be IAW the guidance for that periodic evaluation. The AF Form 8 Mission/Check description will be documented with an RQ prefix.

NOTE: When expiration of a required periodic evaluation is due to failure to complete one or more of the ground phase requisites (see paragraph 5.2.4.), the flight evaluation has successfully been completed within the eligibility period for an in-the-eligibility period evaluation or within the period listed in paragraph 5.2.7.2. for an out-of-the-eligibility period evaluation and the OG/CC determines that qualification will be re-established by completion of the ground requisites without re-accomplishment of the flight evaluation or completed ground requisites as outlined in paragraph 5.2.15., the AF Form 8 Mission/Check description will not be documented with an RQ prefix.

5.2.3.2.2. When loss of qualification is due to loss of currency, the evaluation profile will be as directed by the squadron commander and will include, as a minimum, those items for which the individual is non-current for over 6 months. The AF Form 8 Mission/Check description will be documented with RQ SPOT (exception: when loss of qualification is due to loss of currency for instructor as defined in AFI 11-2 *MDS-Specific*, Volume 1, the AF Form 8 Mission/Check description will be documented with RQ INSTR).

5.2.3.2.3. When loss of qualification is for failure to pass a flight evaluation, the recheck evaluation will be IAW the provisions of paragraph 5.2.13. The AF Form 8 Mission/Check description will be documented with an RQ prefix or RQ SPOT, as applicable.

5.2.3.2.4. When loss of qualification is due to a commander-directed downgrade (see paragraph 7.3.9.), the evaluation profile will be as directed by the commander. The AF Form 8 Mission/Check description will be documented with an RQ prefix or RQ SPOT, as applicable.

5.2.3.2.5. Do not use RQ to prefix a recheck following a failed INIT evaluation. No qualification was achieved, thus requalification is not possible.

5.2.3.2.6. When requalification deals with instructor capability, the AF Form 8 Mission/Check description will be documented with RQ INSTR (not RQ SPOT).

5.2.3.3. No-Notice (N/N). A no-notice evaluation is one where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission. The beginning of normal preparation for a mission will be determined by the flight examiner and may be defined in the unit supplement to this instruction. The intent is to preclude extraordinary preparation for the mission because it is to be an evaluation.

5.2.3.3. (MILDENHALL) 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.

5.2.3.3.1. The no-notice evaluation program provides commanders a sampling of daily aircrew performance and an assessment of unit training effectiveness.

5.2.3.3.2. If an examinee elects, a no-notice evaluation may update an QUAL/INSTM/MSN evaluation expiration date provided all requirements for the evaluation are completed within the periods described in paragraph 5.2.7. If all requirements were not completed on the first flight, subsequent flights are authorized to complete required events. If the examinee elects not to update a QUAL/INSTM/MSN evaluation expiration date, the evaluation will be documented as a N/N SPOT evaluation.

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

5.2.3.3.3.3.2. (Added-MILDENHALL) 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-MILDENHALL)) 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-MILDENHALL) 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-MILDENHALL) 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-MILDENHALL) No-Notice Documentation.

5.2.3.3.3.7.1. (Added-MILDENHALL) 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-MILDENHALL) 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.

5.2.3.4. Simulator (SIM). An evaluation where the flight phase requisite is conducted in a simulator.

5.2.3.5. More than one prefix may be used to describe an evaluation (e.g., N/N SIM SPOT). The applicability of any prefixes to portions of any combined evaluations will be explained under Mission Description in the Examiner's Remarks (see paragraph **7.3.5.8.**).

5.2.4. **Ground Phase Requisites.** The ground phase for periodic aircrew certification evaluations includes a series of requisites as listed below. See **Chapter 6** of this instruction for additional guidance on aircrew examinations.

5.2.4.1. QUAL Evaluations. Open book examination, closed book examination, Boldface/Critical Action Procedures (CAPs) examination (if applicable), EPE and a publications check of all required flight publications.

5.2.4.1.1. Each aircrew member is responsible for required flight publications as outlined in applicable AFI 11-2 MDS-specific series publications.

5.2.4.1.1. (MILDENHALL) 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-MILDENHALL) 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.

5.2.4.1.2. Satisfactory performance requires individual flight publications be current and properly posted. In units that do not issue individual aircrew publications, aircrew members are still responsible for the accuracy and currency of all publications required for the mission.

5.2.4.2. INSTM Evaluations. Instrument examination. *Note:* Instrument refresher course (IRC) is not a requisite, but a ground training item, which must be completed according to AFMAN 11-210 and AFI 11-202, Volume 1, *Aircrew Training*.

5.2.4.2. (MILDENHALL) 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.

5.2.4.3. MSN Evaluations. As specified in AFI 11-2 *MDS-Specific*, Volume 2.

5.2.5. **Flight Phase Requisites.** The flight phase for aircrew certification evaluations include execution in the MDS or, if applicable, a suitable simulator of a profile that will allow evaluation of aircrew performance. The profile used to fulfill the flight phase requisite must incorporate all appropriate requirements set in the applicable AFI 11-2 *MDS-Specific*, Volume 2, and allow accurate measure of the proficiency of the examinee. Evaluation profiles will reflect unit tasking, daily training missions, be realistic and incorporate current tactics.

5.2.5.1. (Added-MILDENHALL) Conduct of mission evaluations:

5.2.5.1.1. (Added-MILDENHALL) 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-MILDENHALL)) 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. **Timing of Aircrew Qualification Evaluations.**

5.2.6.1. **Expiration Date.** Required periodic evaluations expire on the last day of the 17th month following the month in which the flight phase was successfully flown (e.g. a periodic evaluation in which the flight phase was completed on 9 Oct 01 expires on 31 Mar 03.).

5.2.6.2. **Scheduling.** Schedule periodic evaluations in the eligibility period (6-month period prior to expiration date).

5.2.6.2. (MILDENHALL) 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-MILDENHALL) 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).

5.2.6.3. Requirements Before Permanent Change of Station/Temporary Duty. If a periodic evaluation will expire within 3 months after the proposed departure for Permanent Change of Station (PCS) or during an upcoming Temporary Duty (TDY), complete the required evaluation(s) before departing for either the PCS or TDY.

5.2.6.3.1. Obtain a MAJCOM stan/eval agency waiver for unusual situations.

5.2.6.3.2. MAJCOM stan/eval agency waivers are not required for individuals who will PCS/Permanent Change of Assignment (PCA) to a non-flying assignment or those departing PCS or TDY for retraining in another aircraft type.

5.2.6.4. Squadron Commander-Extended Evaluations. Squadron commanders may extend the expiration date of periodic evaluations up to 3 months for the reasons listed below. Document such extensions with a Memo for Record placed in Section II of the FEF.

5.2.6.4.1. Individuals assigned PCS/PCA to a non-flying assignment.

5.2.6.4.2. Individuals departing PCS or TDY for retraining in another aircraft type.

5.2.6.4.3. Individuals undergoing unit aircraft conversion.

5.2.6.4.4. Individual removal from active flying status (e.g. separation or retirement from the Service).

5.2.6.4.5. Individuals participating in real world operations (to include operations other than war, alert, etc.) who are not able to complete the required flight evaluation(s) before or during deployment.

5.2.7. Requisite Completion. One set of requisites may be used to satisfy the requirements of combined evaluations as defined in AFI 11-2 *MDS-Specific*, Volume 2. Requisites from a completed evaluation may not be used for subsequent evaluations. For pilots possessing multiple instrument qualifications, the instrument exam may count for separate evaluations provided the instrument exam occurs for each evaluation IAW the provisions of paragraphs [5.2.7.1](#) and [5.2.7.2](#). For all evaluations, accomplish requisites as follows:

5.2.7. (MILDENHALL) "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. In-the-Eligibility Period. For scheduled or no-notice periodic evaluations in the eligibility period, all requisites must be completed within the 6-month eligibility period prior to the expiration date of the current evaluation period to update that expiration date.

5.2.7.1. (MILDENHALL) 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.

5.2.7.2. **Out-of-the-Eligibility Period.** For periodic evaluations outside the eligibility period, all requisites must be completed within a 6-month period encompassing the month in which the flight evaluation was administered.

5.2.7.3. **Recheck.** For evaluations used to remedy a failed evaluation:

5.2.7.3.1. Requisites that were valid for the failed evaluation per paragraph 5.2.7.1. or 5.2.7.2. above remain valid to update an evaluation expiration date upon successful recheck according to paragraph 5.2.13.1.

5.2.7.3.2. Requisite completion dates from the Q-3 AF Form 8 will not be annotated on the recheck AF Form 8. The recheck AF Form 8 will only include documentation of the flight phase evaluation.

5.2.8. **Alternate Means of Evaluation.** When in-flight evaluation of a required area is not possible, the area may be evaluated verbally or in an Aircrew Training Device (ATD). Flight examiners will make every effort to evaluate all required areas in-flight before resorting to this provision. See the appropriate AFI 11-2 *MDS-Specific*, Volume 2 for areas prohibited from verbal/ATD evaluation.

5.2.9. **Evaluation Criteria Source.** The MAJCOM designated as lead command in AFPD 10-9, in coordination with other user commands, will establish and maintain standardized QUAL, INSTM, MSN and INSTR evaluation criteria in the appropriate AFI 11-2 *MDS-Specific*, Volume 2. The lead command is responsible for coordinating the establishment of:

5.2.9.1. Areas/subareas to be used for documenting required evaluations including those required and critical for evaluation completion.

5.2.9.2. Criteria for Publications Check.

5.2.9.2.1. Each aircrew member is responsible for required flight publications as outlined in applicable AFI 11-2 MDS-specific series publications.

5.2.9.2.2. Satisfactory performance requires individual flight publications be current and properly posted. In units that do not issue individual aircrew publications, aircrew members are still responsible for the accuracy and currency of all publications required for the mission.

5.2.9.3. Cockpit/Crew Resource Management (CRM) evaluation criteria in the appropriate areas/subareas. Use AFI 11-290, *Cockpit/Crew Resource Management Training Program*, and AF Form 4031, **Cockpit/Crew Resource Management Skills Criteria**, as references

5.2.9.4. Criteria to ensure operations comply with National Airspace System (NAS) rules and procedures. Specifically, ensure compliance with minimum safe maneuvering speeds below 10,000 ft MSL and NAS awareness in all areas of mission planning and flight operations.

5.2.10. **Grading System.** A two-tiered grading system is used to evaluate and document aircrew performance. Individual scores are recorded for examinations while areas/subareas of aircrew performance are individually graded against established evaluation criteria. Performance less than fully qualified is documented. An overall qualification level is determined from the compilation of these individual scores/grades.

5.2.10.1. **Written, Computer Based or Electronic Examinations.** Grade written, computer based or electronic examinations as a percentage of correct answers. See paragraph 6.4.4.1. for minimum passing grade specifics.

5.2.10.2. **Boldface/CAPs.** Grade Boldface/CAPs examinations as either Qualified (Q) or Unqualified (U).

5.2.10.3. **Area/Subarea Grades.** AFI 11-2 *MDS-Specific*, Volume 2, will establish areas and subareas to be evaluated and the appropriate grading criteria for those areas/subareas. Areas will have a two-level (Q/U) or three-level (Q/Q-/U) grading system. The overall area grade will be the lowest of any subarea grade awarded.

5.2.10.3.1. Q. Q is the desired level of performance. The examinee demonstrated a satisfactory knowledge of all required information, performed aircrew duties within the prescribed tolerances and accomplished the assigned mission.

5.2.10.3.2. Q-. Q- indicates the examinee is qualified to perform the assigned area tasks, but requires debriefing or additional training as determined by the flight examiner. Deviations from established standards must not exceed the prescribed Q- tolerances or jeopardize flight safety.

5.2.10.3.3. U. Assign a U area grade for any breach of flight discipline, performance outside allowable parameters or deviations from prescribed procedures/tolerances that adversely affected mission accomplishment or compromised flight safety. An examinee receiving an area grade of U normally requires additional training. When, in the judgment of the flight examiner, additional training will not constructively improve examinee's performance, it is not required. In this case, the flight examiner must thoroughly debrief the examinee.

5.2.10.4. **Qualification Levels** . EPE and overall evaluation performance are graded by qualification levels as follows:

5.2.10.4.1. Qualification Level 1 (Q-1). The aircrew member demonstrated desired performance and knowledge of procedures, equipment and directives within tolerances specified in the grading criteria. This will be awarded when no discrepancies were noted and may be awarded when discrepancies are noted if:

5.2.10.4.1.1. The discrepancies resulted in no U grades being given in any area(s)/subarea(s).

5.2.10.4.1.2. In the judgment of the flight examiner, none of the discrepancies preclude awarding of an overall Qualification Level 1.

5.2.10.4.1.3. All discrepancies noted during the evaluation were cleared during the debrief of that evaluation.

5.2.10.4.2. Qualification Level 2 (Q-2). The aircrew member demonstrated the ability to perform duties safely, but:

5.2.10.4.2.1. There were one or more area(s)/subarea(s) where additional training was assigned.

5.2.10.4.2.2. A non-critical area/subarea grade of U was awarded.

5.2.10.4.2.3. In the judgment of the flight examiner, there is justification based on performance in one or several areas/subareas.

5.2.10.4.3. Qualification Level 3 (Q-3). The aircrew member demonstrated an unacceptable level of safety, performance or knowledge.

5.2.10.4.3.1. An area grade of U awarded in a critical area requires an overall Q-3 for the evaluation.

5.2.10.4.3.2. An overall Q-3 can be awarded if, in the judgment of the flight examiner, there is justification based on performance in one or several areas/subareas.

5.2.11. Grading Policies.

5.2.11.1. **Requisite Examinations.** The flight examiner will consider performance on requisite examinations in assigning the overall qualification level.

5.2.11.2. **Performance Areas/Subareas.** Use the grading criteria in the applicable 11-2 *MDS-Specific*, Volume 2, to grade areas/subareas accomplished during an evaluation.

5.2.11.2.1. The flight examiner must grade the areas/subareas listed as “required” in the general and specific evaluation sections of the applicable 11-2 *MDS-Specific*, Volume 2.

5.2.11.2.2. The flight examiner may grade any area/subarea accomplished during an evaluation if performance in that area/subarea impacts the specific evaluation accomplished or flight safety.

5.2.11.2.3. Grading criteria tolerances assume smooth air and stable aircraft conditions.

5.2.11.2.4. Minor momentary deviations from grading criteria tolerances are acceptable, provided the examinee applies prompt corrective action and such deviations do not jeopardize flight safety. Consider cumulative deviations when determining the overall area/subarea grade.

5.2.11.3. Overall Qualification Levels .

5.2.11.3.1. The overall qualification level awarded an evaluation is based on performance during both the flight and ground phases. This grade should be awarded only after all evaluation requirements have been completed and given due consideration.

5.2.11.3.2. To receive a qualified grade on an evaluation, the aircrew member must satisfy the criteria set forth in the applicable *MDS-Specific*, Volume 2 and demonstrate ability to operate the aircraft and/or equipment safely and effectively during all phases of an evaluation.

5.2.11.3.3. Overall qualification grades will be a cumulative process. While AFI 11-2 *MDS Specific*, Volume 2, guidance may dictate the highest grade for a flight or EPE based on area and subarea performance, flight examiner judgment will always be the determining factor in deciding the overall qualification level.

5.2.12. **Remedial Action.** All grades of Q- or less require action to remedy the discrepancy and/or deficiency in performance while maintaining flight and operational safety. Remedial action includes debriefing discrepancies, assignment of additional training and imposing of flight restrictions.

5.2.12.1. **Debriefed Discrepancy.** Remedial action accomplished during debrief of the evaluation wherein the flight examiner provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy the

discrepancy. The discrepancy area/subarea description is annotated with “Debriefed” in paragraph B of the Examiner’s Remarks section of the AF Form 8 Comments.

5.2.12.2. **Additional Training.** Any training recommended by a flight examiner to remedy deficiencies identified during an evaluation.

5.2.12.2.1. Additional training may include self-study, ground instruction, use of a simulator or flying. To complete additional training, the examinee must demonstrate attainment of satisfactory knowledge or proficiency.

5.2.12.2.2. Additional training is documented in paragraph C, Recommended Additional Training, under Examiner's Remarks in the AF Form 8 Comments. Description of assigned additional training will include how satisfactory knowledge or proficiency will be demonstrated to a flight examiner, supervisor or instructor.

5.2.12.2.3. Due dates and dates on which additional training is completed will be documented in the appropriate areas of the AF Form 8 (see paragraphs 7.3.5.6. and 7.3.5.7.).

5.2.12.2.3. (MILDENHALL) 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-MILDENHALL) 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.

5.2.12.2.4. Commanders will ensure required additional training is completed. Accomplish additional training by the last day of the second month following the date of the discrepancy, e.g. for an evaluation on 21 Jan 02, additional training due 31 Mar 02. AFRC/ANG accomplish additional training by the last day of the third month following the date of the discrepancy. If an aircrew member exceeds the allotted time for completion of additional training, the squadron commander will review the situation and direct appropriate action. Document the circumstances with a Memo for Record placed in Section II of the FEF of the affected individual.

5.2.12.3. **Restrictions.**

5.2.12.3.1. When called for by this instruction or deemed necessary in the judgment of the flight examiner, flight restrictions will be imposed on the examinee until successful completion of assigned additional training and/or a recheck.

5.2.12.3.2. Restrictions should address the specific phase of flight and/or operation that requires supervision until successful retraining is completed. Restrictions are not punitive, but designed to enhance flight and operational safety.

5.2.12.3.3. Specific restrictions will be documented as the first item of the AF Form 8 Comments.

5.2.13. Failure to Pass a Flight Evaluation .

5.2.13.1. **Recheck.** If an aircrew member fails a flight evaluation, a successful recheck must be completed by the end of the second month after the date of the first failure, e.g. for an evaluation on 20 Jun 02, complete recheck by 31 Aug 02. AFRC/ANG accomplish recheck by the last day of the third month following the date of the first failure. A recheck is successfully completed when the aircrew member performs to Q criteria (Q or Q-/debriefed) for each area graded U. OG/CCs may approve waivers to the time limits in this paragraph on a case-by-case basis. Document such action with a Memo for Record placed in Section II of the FEF. Every reasonable effort must be made to requalify the individual. Commanders will determine the number of flights to be allowed during this period, based on the individual's experience level, present qualifications and number of hours of training required.

5.2.13.2. **Status Downgrade.** Downgrade aircrew members receiving a Q-3 INSTM, QUAL or MSN evaluation to non-mission ready (NMR)/non-combat mission ready (N-CMR), non-basic mission capable (N-BMC), or non-basic aircraft qualified (N-BAQ) status, as applicable. For instructor evaluations, aircrew status (i.e., MR/CMR or BMC) need not be downgraded if the discrepancies were only in instructor areas.

5.2.13.3. **Restrictions.** Restrict aircrew failing to complete an evaluation within the required period (see paragraph 5.2.15.) or receiving a Q-3 on an evaluation, as listed below, until a successful evaluation is completed:

5.2.13.3.1. QUAL or INSTM Evaluation. Place the examinee on supervised status.

5.2.13.3.2. MSN Evaluation. The examinee may perform basic qualification/ instrument tasks unless specifically restricted. Place the examinee on supervised status for mission tasks.

5.2.13.3.3. INSTR Evaluation. Instructors receiving an unsatisfactory grade in any instructor area(s) will not perform instructor duties until a successful recheck is completed.

5.2.14. **Supervised Status.** If unsatisfactory performance requires the aircrew member be placed on supervised status, the type of supervisor (i.e., instructor or designated supervisor) will be determined by the squadron commander (or equivalent) and as specified in AFI 11-2 *MDS-Specific*, Volume 1. Supervision will be accomplished by instructors or designated supervisors (as specified in AFI 11-2 *MDS-Specific*, Volume 1) qualified in the specific aircrew position.

5.2.15. **Failure to Complete an Evaluation within the Required Period.** If an aircrew member fails to complete an evaluation (either ground phase or flight phase) within the eligibility period for an in-the-eligibility period evaluation or within the period listed in paragraph 5.2.7.2. for an out-of-the-eligibility period evaluation, the aircrew member loses the qualification covered by the evaluation and the restrictions of paragraph 5.2.13.3. apply. Qualification may be re-established by administering a requalification evaluation (see paragraph 5.2.3.2.) or by completion of the delinquent evaluation. OG/CCs may approve waivers to preclude the re-accomplishment of completed requisites to complete the evaluation on a case-by-case basis. Document such action with a Memo for Record placed in Section II of the FEF.

5.2.16. **Multiple Qualification.** For aircrew members (other than those in a Companion Trainer Program) who maintain qualification in two or more mission design aircraft (e.g., F-16 and F-15) according to AFI 11-202, Volume 1, the following guidance applies (for purposes of this instruction,

different series [models] of the same basic aircraft do not constitute multiple qualification - e.g. F-16C and F-16CG):

5.2.16.1. **Documentation.** Document MAJCOM authority for multiple qualification, including a list of aircraft in which qualification will be maintained, in a Memo for Record placed in Section II of the FEF. (For Air Force Materiel Command [AFMC], MAJCOM authority may be delegated, but not lower than wing commander.)

5.2.16.2. **Instrument Evaluation.** Pilots need only complete an INSTM evaluation, to include requisites, in one of the aircraft in which they maintain qualification as specified by the authorizing MAJCOM unless additional INSTM evaluation requirements are directed by the MAJCOM in its supplement to this instruction.

5.2.16.3. **Qualification and Mission Evaluations.** All aircrew require a QUAL evaluation, and, if applicable, a MSN evaluation, to include requisites, in each mission design aircraft according to applicable AFI 11-2, *MDS-Specific*, Volumes 2.

5.2.16.4. **Failure to Pass a Flight Evaluation.** A Q-3 on an INSTM evaluation results in a downgrade in all aircraft flown. A downgrade resulting from a Q-3 in QUAL or MSN evaluation applies only to the aircraft for which the evaluation was administered.

5.2.17. **Aircrews Flying in Non-US Air Force Aircraft and with Non-US Air Force Units.** Aircrew members performing duties in non-US Air Force aircraft per AFI 11-401, or on duty with or attached to non-US Air Force units for flying, abide by host service or host country rules, except for the requirement to maintain a current physical and review their flight records according to AFI 11-202, Volume 1. They do not necessarily abide by USAF rules, including AFI 11-202, Volume 2, and AFI 11-2 *MDS-Specific*, Volume 2. Therefore, when they return to USAF units, they must complete applicable requisites and be evaluated for any periodic USAF evaluations that expired during their tour. The restrictions in paragraphs 5.2.13.3.1. through 5.2.13.3.3. of this instruction apply to such individuals until successful evaluations are completed. (Exception: MAJCOM/DOV may approve exceptions to this paragraph, if, after case-by-case review, they determine non-USAF evaluations are equivalent to applicable AFI 11-2 *MDS-Specific*, Volume 2 evaluations. Document such action with a Memo for Record placed in Section II of the FEF on top of the non-USAF AF Form 8 equivalent.) *Note:* Air Force units that use non-US Air Force aircraft to execute an Air Force flying program may use Air Force guidance, as permitted in the applicable Memorandum of Agreement/Understanding.

5.3. Emergency Procedures Evaluations .

5.3.1. **Scope.** Evaluate an aircrew member's knowledge of MDS EPs and systems knowledge for all QUAL evaluations; evaluate MSN specific emergency procedures and systems knowledge during MSN evaluations. Only one EPE need be accomplished for each combined evaluation (i.e., one EPE for an INSTM/QUAL or INSTM/QUAL/MSN evaluation).

5.3.2. **Satisfactory Performance.** Satisfactory performance for EPEs requires taking the proper action in the correct sequence, not a verbatim response. Each aircrew member is responsible for the Boldface/CAPs applicable to their crew position.

5.3.3. **Content and Administration.** AFI 11-2 *MDS-Specific*, Volume 2, will specify contents of EPEs and whether EPEs may be done in-flight, in an ATD, or verbally.

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

5.3.4. **Grading.** The flight examiner will assign an EPE grade (1, 2 or 3) in the Qualification Ground Phase block of the AF Form 8, regardless of whether all or a portion of the EPE was performed in-flight.

5.3.5. **Additional Training.** For an EPE requiring additional training, the flight examiner will indicate if the additional training will be accomplished before the flight evaluation under restrictions in the Comments block of the AF Form 8.

5.3.5. (MILDENHALL) For Additional Training Procedures see paragraph 5.2.12.2.3.this supplement.

5.3.6. **Boldface/CAPs Failure.** An incorrect response to a Boldface/CAP situation during an EPE requires an unqualified (Q-3) EPE grade. An aircrew member who receives a Q-3 grade as a result of Boldface/CAPs error will not fly until a successful reevaluation is accomplished.

5.3.7. **Unqualified EPE.** An examinee receiving an unqualified EPE grade (Q-3) will be placed on supervised status until a successful reevaluation is accomplished.

5.4. Supplementary Evaluations. Supplementary evaluations are administrative tools to be used by the commander to identify and evaluate implemented solutions to operational problems. These evaluations are most often administered as inspections (using specifically prepared checklists) whose results are reported to the commander. The form and content of supplementary evaluations is entirely at the discretion of the commander.

5.4. (MILDENHALL) 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.

5.4.1. Supplementary evaluations are not aircrew qualification evaluations.

5.4.2. Commanders will determine evaluated areas. The stan/eval function will determine the method of evaluation, is responsible for administrative management of data collection and will report results as directed by the commander.

5.4.2.1. (Added-MILDENHALL) Supplementary Evaluation Documentation.

5.4.2.1.1. (Added-MILDENHALL) 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-MILDENHALL) 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-MILDENHALL) 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. Individuals other than flight examiners, as determined by the OG/CC, may conduct supplementary evaluations.

5.4.3.1. (Added-MILDENHALL)) 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.

5.4.4. Supplementary evaluations may be administered in conjunction with a flight evaluation. If conducted in-flight, supplementary evaluations should not be all encompassing, result in the assignment of an overall rating for any specific aircrew member or be documented on an AF Form 8.

5.4.5. Supplementary evaluation results will be documented in SEB minutes.

Chapter 6

AIRCREW EXAMINATION PROGRAM

6.1. Purpose. The Aircrew Examination Program measures aircrew member knowledge of normal/emergency procedures, threats and other information essential for the safe and effective operation of their assigned weapon system through the administration of written, computer based or electronic examinations. Poor testing performance on examinations indicates areas requiring increased training emphasis.

6.2. Scope. The Aircrew Examination Program includes requisite examinations for periodic evaluations, unit periodic examinations and Flight Surgeon examinations. Requisite examinations include qualification open book and closed book examinations, instrument examinations and Boldface/CAPs examinations as described in paragraph 5.2.4. The ability to focus on specific knowledge areas is enhanced by the management of examination content and use of appropriate master question files.

6.3. Administrative Procedures.

6.3.1. Program Documentation. Units will describe the unit aircrew examination program in the unit supplement to this instruction.

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

6.3.2. **Computer Based or Electronic Examinations.** Computer based or electronic information management tools may fulfill the requirement for examinations as outlined in this instruction.

6.3.3. **Retention of Examination Records.** The stan/eval function will retain graded exam answer sheets/computer records until AF Form 8 is completed.

6.3.4. **Examination Question Review.** The stan/eval function will review all MQFs and prepared exams for accuracy annually and after any changes in source documents. Units will document their procedures for reviewing and updating MQFs and prepared exams in their unit supplement to this instruction.

6.3.5. **End-of-Course Examinations.** FTUs administering USAF Formal School courses listed in the *Air Force Education and Training Course Announcement (ETCA)* database (<https://etca.keesler.af.mil/>) may use end-of-course (EOC) examinations to fulfill the requirements of the open book, closed book and Boldface/CAPS (if applicable) requisite examinations.

6.3.5.1. The stan/eval agencies of the MAJCOM responsible for training will coordinate with the MDS lead command to ensure the EOC examination meets the requirements of this instruction and AFI 11-2 *MDS-Specific*, Volume 2, before awarding credit for requisite completion.

6.3.5.2. EOC examination test questions do not need to incorporate MAJCOM MQFs. All questions must reflect the latest changes to all systems and/or operational procedures and not conflict with any MQFs.

6.3.5.3. All EOC examinations that fulfill the requirements of requisite examinations will be graded according to paragraph [6.4.4.1](#) and entered on the AF Form 8 according to paragraph [7.3.5.1](#).

6.4. Requisite Examinations. Aircrew members will complete open book, closed book and Boldface/CAPS examinations (if applicable) as requisites for periodic QUAL evaluations (see paragraph [5.2.4.1](#); instrument examinations as requisite for periodic INSTM evaluations (see paragraph [5.2.4.2](#) and any other examinations required by the appropriate AFI 11-2 *MDS-Specific*, Volume 2 (see paragraph [5.2.4.3](#)).

6.4.1. **Instrument Examinations.** Pilots will take the instrument exam as specified in paragraph [5.2.1.2](#) of this instruction.

6.4.2. **Requisite Examination Management.** With the exception of written Boldface/CAPs examinations, maintain either requisite examinations for each crew position or generate a unique test for each aircrew member requiring an exam. If requisite examinations are maintained for each crew position:

6.4.2. (MILDENHALL) 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.

6.4.2.1. Develop and control a minimum of two requisite examinations for each crew position.

6.4.2.1.1. Units having ten or fewer individuals per crew position require only one examination.

6.4.2.1.2. When different crew positions are responsible for the same information (for example, in two-place fighters, front and back seat or left and right seat pilots of the same aircraft), units are not required to maintain separate examinations for each crew position.

6.4.2.2. Change fifty percent of the questions on the requisite examinations every calendar year.

6.4.3. **Examination Security.** Stan/eval personnel will maintain positive control of all requisite exams, applicable answer sheets and associated computer based/electronic media. Instrument requisite exams and answer sheets associated with administration of the IRC may be controlled by the unit training function.

6.4.4. **Grading Policy For Examinations.**

6.4.4.1. **Minimum Passing Grade.** The minimum passing grade for Boldface/CAPs exams is 100 percent. The minimum passing grade for all other stan/eval requisite examinations is 85 percent - corrected to 100 percent.

6.4.4.2. **Requisite and Boldface/CAPs Examination Grading Restriction.** Units will grade all completed requisite and/or Boldface/CAPs exams prior to the aircrew member's next flight. Units will describe how this restriction is enforced in the unit supplement to this instruction.

6.4.4.2. (MILDENHALL) 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. **Examination Question Sources.**

6.4.5.1. **Open Book Requisite Exam.** Open book questions will come from publications containing information pertinent to the operation of applicable aircraft and performance of the assigned mission. The open book subject areas and the publications used to generate the exam will be made available to aircrew. Each unit may develop an open book secure question bank (SQB) that serves as the source for some or all of the open book examination questions. Do not distribute the SQB to unit aircrews and safeguard it in the same manner as any other required stan/eval examination.

6.4.5.1. (MILDENHALL) 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. **Closed Book Requisite Exams.** Closed book questions will come from MQFs. These questions will emphasize system knowledge and information necessary for safe flight and mission accomplishment.

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

6.4.5.2.1. MDS-Specific MQFs. Lead command MAJCOMs will ensure MDS-specific MQFs containing approved questions for closed book testing are available for MAJCOM use and distribution to applicable aircrew.

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

6.4.5.2.1.1. The highest organization with a stan/eval function (NAF or unit) may develop, maintain and publish MQFs for weapons systems without MAJCOM expertise. That organization will submit these MQFs to the MAJCOM for approval prior to their publication.

6.4.5.2.1.2. MAJCOM OPRs will review MQFs annually and distribute changes to MQFs as necessary.

6.4.5.2.1.2.1. Units may edit MQFs to accommodate local testing procedures, administrative errors and reflect recent changes to systems and/or operational procedures; however, subject matter may not be changed.

6.4.5.2.1.2.2. Units will forward edits of MQF questions to the appropriate MAJCOM.

6.4.5.2.2. Local Procedures MQF. Units may develop and distribute a local procedures MQF to augment HHQ MQFs.

6.4.5.3. **Instrument Requisite Exams.** Instrument test questions come from the Instrument MQF maintained by the Air Force Flight Standards Agency (AFFSA). The selection and content of the questions is dictated by the provisions of AFMAN 11-210.

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

6.4.6. **Boldface/CAPs Requisite Examinations.**

6.4.6.1. Aircrew member knowledge of applicable Boldface/CAPs will be evaluated through a written examination as a requisite to all periodic QUAL evaluations.

6.4.6.2. Satisfactory performance for the Boldface/CAPs examination requires writing the proper actions in the correct sequence, not necessarily a verbatim response. The flight examiner will assign a Boldface/CAPs grade (Q or U) in the Qualification Ground Phase block of the AF Form 8.

6.4.7. **Failure to Pass a Requisite Exam.** An evaluation will not be complete until all failed items have been successfully re-accomplished.

6.4.7.1. **Reexamination Policy.** An aircrew member failing a requisite examination or Boldface/CAPs at any time must be afforded an adequate study period prior to reexamination. For other than Boldface/CAPs, the aircrew member will be reevaluated using an alternate exam.

6.4.7.2. **Reexamination Period.** Aircrew members who fail a requisite examination must complete a successful reexamination by the end of the second month (AFRC/ANG: third month) following the date of the first failure. Waiver authority to extend the time allowed to successfully complete the examination is the OG/CC. Document such waivers with a Memo for Record placed in Section II of the FEF of the affected individual.

6.4.7.3. **Boldface/CAPs Reexamination Restriction.** Aircrew members failing a Boldface/CAPs exam will not fly as aircrew members until a successful reexamination is accomplished.

6.4.7.4. **Supervised Status Requirement.** Place aircrew members who fail a requisite open book, closed book, or instrument examination in supervised status until successful retesting is completed. For aircrew members who maintain multiple qualifications, supervised status resulting from failure of either an open or closed book examination applies only to the aircraft for which the examination was administered. Failure of a requisite instrument exam results in the examinee being placed in supervised status in all aircraft flown.

6.5. Unit Periodic Examinations (optional). Each group/squadron stan/eval function may conduct periodic testing for all aircrew. The intent of this testing is to evaluate additional knowledge beyond the scope of requisite exams, such as a cross-section of general knowledge, tactical/threat knowledge, and/or operational procedures, etc., to determine if knowledge deficiencies exist within the unit. This exam may be open or closed book, but will not count as a requisite exam, nor will a requisite exam satisfy the requirement for a periodic exam. Units will describe this program in the unit supplement to this instruction, to include procedures for failed exams.

6.5.1. (Added-MILDENHALL) 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. Flight Surgeon Examinations. Flight surgeons will complete an aircrew examination every 17 months for each aircraft in which they fly on as an aircrew member. The unit-developed Flight Surgeon Exam will cover, as a minimum, the emergency procedures applicable to the flight surgeon's crew position. Flight surgeons will not fly on any USAF aircraft as an aircrew member until successful completion of the exam. Units flying flight surgeons as aircrew members will document the results IAW procedures detailed in the unit supplement to this instruction.

6.6. (MILDENHALL) 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.

Chapter 7

EVALUATION DOCUMENTATION

7.1. Scope. Administration of the aircrew qualification evaluation program requires accurate documentation. The qualifications and authorizations to which an aircrew member is to be evaluated are determined from the unit certification document. The results of an evaluation are recorded on the AF Form 8, which then serves to certify the qualification of the aircrew member. The chronological history of evaluations for an aircrew member is recorded on an AF Form 942, **Record of Evaluation**. Both these AF Forms are maintained in the FEF for the aircrew member.

7.2. Qualifications/Authorizations. A certified ARMS product or a unit certification document signed by the official authorized to approve AF Forms 8 or other appropriate authority, designated in writing, may be used to indicate special qualifications/authorizations as required.

7.3. AF Form 8, Certificate of Aircrew Qualification.

7.3.1. Purpose. Use the AF Form 8 to record and to certify aircrew member qualification as demonstrated in required ground and flight evaluations.

7.3.1.1. Use a separate AF Form 8 for all flight phase rechecks.

7.3.1.2. Ground rechecks will be completed on the original Q-3 AF Form 8 (see paragraph [7.3.8.](#)).

7.3.2. General Data Entry. Use the following guidance when completing an AF Form 8 and see [Attachment 3](#) for sample AF Forms 8.

7.3.2.1. For date fields in the AF Form 8, use a two-digit day, three-letter month and two-digit year format (e.g., 25 Dec 01). (Exception: For electronic forms, use the date format required by the form.)

7.3.2.2. The Eligibility Period and Expiration Date of Qualification will use a three-letter month and two-digit year format (e.g., Apr 01) (except when a different format is required for electronic forms).

7.3.2.3. Except for the organization of the Comments block described in paragraph [7.3.5.8.](#), sample AF Forms 8 are provided to demonstrate the content, not the format, of the data presented (see [Figure A3.1.](#) through [Figure A3.5.](#)).

7.3.2.4. To facilitate the entry of data on the form, except where specifically noted otherwise, use upper and lower case letters.

7.3.2.5. Requirements for letter font, numbers of spaces for indentation and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards for such data entry.

7.3.3. Date Completed.

7.3.3.1. Use the latest completion date (ground or flight phase) of the evaluation requisites, not including additional training.

7.3.3.2. Use this date on the AF Form 942.

7.3.4. Section I - Examinee Identification.

7.3.4.1. Name, Grade and Social Security Account Number (SSAN).

7.3.4.2. Organization and Location.

7.3.4.2.1. Use the unit designation and location that the examinee is assigned to or attached to for flying.

7.3.4.2.2. When attending a FTU course in which an evaluation is administered, the organization and location will reflect the FTU organization/location.

7.3.4.2.3. HHQ aircrew members may use their office symbol in place of the unit designation.

7.3.4.3. Aircraft/Crew Position.

7.3.4.3.1. Enter the aircraft MDS in which the evaluation was given.

7.3.4.3.2. Enter the examinee's highest qualification in that particular aircraft MDS demonstrated during the evaluation. *Note:* Examiner is not a qualification, it is a certification, and should only be entered when demonstrated during the evaluation, e.g., a SPOT evaluation in which the examinee receives an evaluation while administering an evaluation.

7.3.4.4. Eligibility Period.

7.3.4.4.1. Enter the 6-month period preceding the expiration date from the last similar evaluation (e.g., if the last MSN evaluation expires Sep 02, enter Apr-Sep 02).

7.3.4.4.2. Enter N/A (not applicable) for initial periodic evaluations, periodic evaluations accomplished outside the examinee's normal eligibility period and SPOT evaluations.

7.3.4.4.3. For periodic evaluations where the evaluation expiration date of the previous evaluation is extended under the provisions of paragraph 5.2.6.4., enter the 6-month period preceding the original preceding the original expiration date. *Note:* Squadron commanders extend only the expiration date, not the eligibility period.

7.3.4.4.4. Dual entries are authorized for misaligned combined evaluations (e.g., if last INSTM evaluation expires Nov 02 and QUAL evaluation expires Jan 03, enter "INSTM: Jun-Nov 02/QUAL: Aug 02-Jan 03" for an INSTM/QUAL evaluation).

7.3.5. Section II - Qualification.

7.3.5.1. Ground Phase.

7.3.5.1.1. Examination/Check.

7.3.5.1.1.1. Make a separate entry for each ground requisite.

7.3.5.1.1.2. If requisites exceed available lines, make combined entries or document additional requisite completion in the comments section.

7.3.5.1.2. Date. In the date column, enter the date that the requisite is successfully completed.

7.3.5.1.3. Grade.

7.3.5.1.3.1. Enter failed examination score with successfully completed score as follows: 84/98.

7.3.5.1.3.2. Enter failed Boldface/CAPs with successful re-accomplishment as follows: U/Q.

7.3.5.1.3.3. Separate Boldface/CAPs grades from other requisite examination grades when on the same line by enclosing them in parentheses as follows: 84/98 (U/Q).

7.3.5.1.3.4. Enter failed EPE grades with a successful recheck as follows: 3/1.

7.3.5.2. **Flight Phase.**

7.3.5.2.1. Mission/Check.

7.3.5.2.1.1. Use the following designations to describe the purpose of the evaluation(s): INSTM, QUAL, MSN, INSTR and SPOT.

7.3.5.2.1.2. Use the following prefixes, when applicable, to describe the type of evaluation: INIT, RQ, N/N and SIM. More than one prefix may be used to describe an evaluation as outlined in paragraph [5.2.3.5](#).

7.3.5.2.1.3. The only annotations of INSTR used are INIT INSTR and RQ INSTR as described in paragraphs [5.2.1.4.1](#) and [5.2.3.2.6](#).

7.3.5.2.1.4. Make a single line entry to document the flight(s)/event(s) used to complete the evaluation.

7.3.5.2.1.5. Make multiple single line entries for each flight/event if two or more flights/events are required and they are administered by either different flight examiners or on separate days (exception: where a single mission [such as airlift tasking] consists of multiple flights over one or more days with the same flight examiner, a single line entry may be used).

7.3.5.2.2. Date.

7.3.5.2.2.1. Enter the date the flight/event was completed.

7.3.5.2.2.2. For evaluations where a single mission consists of multiple flights over one or more days, a single line entry with the inclusive dates of the flight(s) may be used (see paragraph [7.3.5.2.1.4](#)). Document this fact in the Mission Description portion of the Examiner's Remarks.

7.3.5.2.2.3. For evaluations conducted on missions consisting of a single flight spanning more than one day, a single line entry with the date the mission was completed may be used. Document this fact in the Mission Description portion of the Examiner's Remarks.

7.3.5.3. **Qualification Level.**

7.3.5.3.1. Place a "1" or "2" in the qualified block or a "3" in the unqualified block for the aircrew member's overall qualification level.

7.3.5.3.2. Combined evaluations (e.g., INSTM/QUAL, INSTM/QUAL/MSN) require only one qualification level number if all parts of the evaluation were awarded the same qualification level grade.

7.3.5.3.3. If the qualification levels assigned parts of a combined evaluation vary, indicate the qualification level for each part separately (e.g., "INSTM: 1" and "QUAL: 2" in the qualified block or "INSTM/MSN: 1" in the qualified block and "QUAL: 3" in the unqualified block).

7.3.5.3.4. In the event of a ground recheck for a flight phase Q-3 evaluation, annotate the overall qualification grade on the AF Form 8 (and AF Form 942) as “3/1” in the qualified block (see paragraph 7.3.8.).

7.3.5.4. Expiration Date of Qualification .

7.3.5.4.1. For evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the flight phase of the evaluation was successfully completed.

7.3.5.4.2. For evaluations that do not establish a new eligibility period, enter “N/A.”

7.3.5.4.3. Combined evaluations (e.g., INSTM/QUAL) require only one date if all parts of the evaluation were successfully completed and “N/A” if all parts were assigned an unqualified grade.

7.3.5.4.4. For a combined evaluation where one component is successfully completed and one component is assigned an unqualified grade, indicate by assigning a new expiration date for those portions completed successfully, and “N/A” for those portions awarded an unqualified grade (e.g., QUAL 1 and INSTM 3, then enter “QUAL-Jul 02 / INSTM-N/A”).

7.3.5.5. Restrictions.

7.3.5.5.1. Place an "X" in the applicable block.

7.3.5.5.2. List specific restrictions as the first item in the comments block.

7.3.5.6. Additional Training Due Date(s) .

7.3.5.6.1. If required, enter a date not to exceed the last day of the second month (AFRC/ANG third month) following the event requiring additional training (e.g. 26 Jan 02 Flight Eval, 31 Mar 02 due date; [AFRC/ANG: 30 Apr 02 due date]); otherwise, enter “N/A.”

7.3.5.6.2. If more than one date is required, preface the due dates with EPE or FLT (Flight) as appropriate.

7.3.5.7. Date Additional Training Completed .

7.3.5.7.1. Enter the date(s) the examinee completed additional training, otherwise, enter “N/A.”

7.3.5.7.2. If more than one date is required, preface the date completed with EPE or FLT, as appropriate.

7.3.5.8. Comments.

7.3.5.8.1. Use the following headings and format in the space provided.

7.3.5.8.2. If more space is needed, continue on reverse side of the form typed head-to-foot.

7.3.5.8.3. At MAJCOM discretion, all comments, with the exception of restrictions and exceptionally qualified designation (if used), may be placed on the reverse side of the AF Form 8.

Restriction(s): if required.

Examiner's Remarks:

- a. **Mission Description.** Mission descriptions should be of sufficient detail to verify that the significant required areas for the evaluation were accomplished. Comments addressing specific areas in which instructional ability was demonstrated are mandatory for all evaluations of instructors.
- b. Discrepancies- (Document all discrepancies of Q- or U) or enter "NONE."
 1. Ground. *Note:* Include date of Q-3 eval as follows: "(Date of Q-3: 16 Dec 02)."
 2. Flight.

Use the following entries if appropriate:

C. Recommended Additional Training.

1. Ground.
2. Flight.

Reviewing Officer's Remarks:

Approving Officer's Remarks:

Additional Reviews:

7.3.5.9. Exceptionally Qualified Designation (Optional).

7.3.5.9.1. An exceptionally qualified comment can be awarded when, in the judgment of the examiner:

- 7.3.5.9.1.1. The aircrew member has demonstrated exceptional skill and knowledge in all phases of the evaluation; and
- 7.3.5.9.1.2. The aircrew member has not failed any requisite.

7.3.5.9.2. The designation will be annotated on the front of the AF Form 8, first line of the Comments section, on a single line, in all capital letters ("EXCEPTIONALLY QUALIFIED").

7.3.5.9.3. The designation can only be applied to the total evaluation - not to separate requisites.

7.3.6. Section III - Certification.

7.3.6.1. Flight Examiner.

7.3.6.1.1. The flight examiner signing Section III the Form 8:

- 7.3.6.1.1.1. Is responsible for the content of the AF Form 8.
- 7.3.6.1.1.2. Will always place an "X" in the remarks block and make comments in the comments block.
- 7.3.6.1.1.3. Will be the first dated signature on Section III of the AF Form 8.

7.3.6.1.2. If two or more flights are required to complete an evaluation, the flight examiner completing the evaluation will sign Section III of the AF Form 8.

7.3.6.1.3. If more than one flight examiner was involved in administering the in-flight portion of the evaluation, flight examiners other than the one signing Section III will enter remarks in the Comments block of the AF Form 8 describing those parts of the flight evaluation they eval-

uated and sign a signature block immediately adjacent their remarks as defined in the MAJCOM supplement to this instruction.

7.3.6.2. **Reviewing and Approving Officers .**

7.3.6.2.1. MAJCOMs will specify the reviewing and final approving officers in the MAJCOM supplement to this instruction for evaluations other than formal course evaluations at a FTU.

7.3.6.2.2. For formal course evaluations at a FTU, the reviewing and approving officers will be assigned to the FTU.

7.3.6.2.3. The Reviewing and Approving Officers will ensure the recommended additional training is adequate to correct the noted deficiencies.

7.3.6.2.4. If a Reviewing or Approving Officer does not agree with the overall rating, the overall grade will not be changed. The Reviewer or Approver will mark the "Do Not Concur" block and will comment in the Comments section.

7.3.6.3. **Organization Block Format.** The format and content of data for the Organization block for the flight examiner, reviewing officer and final approving officer will be defined in the MAJCOM supplement to this instruction.

7.3.6.4. **Examinee.** The examinee will be the last dated signature on the AF Form 8.

7.3.7. **Temporary Evaluation Certification and Suspense .**

7.3.7.1. File a temporary flight evaluation certificate or a draft AF Form 8 in the aircrew member's FEF immediately after the flight evaluation as a temporary record of the flight evaluation results.

7.3.7.2. The temporary flight evaluation certificate will include examinee, examiner, type evaluation, qualification level, and date completed; list any discrepancies by area/subarea, any restrictions, any additional training and any additional training due dates; and must be signed and dated by the flight examiner completing the evaluation. Procedures concerning the temporary flight evaluation certificate will be outlined in the unit supplement.

7.3.7.3. Remove the temporary flight evaluation certificate when the permanent AF Form 8 is filed in the FEF.

7.3.7.4. MAJCOMs may establish a suspense for the insertion of the completed permanent AF Forms 8 in the FEF.

7.3.8. **Ground Rechecks.**

7.3.8.1. Ground rechecks are accomplished subsequent to the debriefing of an unqualified evaluation when the flight examiner deems a flight recheck unnecessary.

7.3.8.2. The ground recheck will be documented on the original AF Form 8 generated to document the Q-3 flight evaluation (see [Figure A3.5](#)).

7.3.8.3. To document the ground recheck, follow instructions in paragraphs [7.3.3](#) through [7.3.6](#), except as noted below:

7.3.8.3.1. **Date Completed.** Use the latest completion date (ground phase or successful ground recheck) of the evaluation, not including additional training.

7.3.8.3.2. Flight Phase. Document the date of the ground recheck on a separate line as "GROUND RECHECK" below the flight evaluation entry under Flight Phase.

7.3.8.3.3. Qualification Level. Annotate the overall qualification grade as "3/1" in the qualified block.

7.3.8.3.4. Expiration Date of Qualification. For evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the ground recheck was successfully completed.

7.3.8.3.5. Restrictions. Place an "X" in the "Yes" block and list specific restrictions as the first item in the Comments block based on the original failed evaluation.

7.3.8.3.6. Examiner's Remarks: Recommended Additional Training. Document all recommended additional training associated with grading areas whose deficiencies will be remedied by a ground recheck under subparagraph labeled Ground.

7.3.8.3.7. The flight examiner that administered the flight evaluation will sign the front of the AF Form 8. If the recheck examiner is different than the initial flight examiner, the recheck examiner will sign and date an appropriate statement in the Comments/Examiner's Remarks.

7.3.9. **Commander-Directed Downgrade.** Any commander (squadron/detachment or above) in the aircrew member's chain of command may direct a downgrade to an intermediate level of qualification or unqualified status without administering an evaluation under the following guidance:

7.3.9.1. For flying-related cases, use for cause only, e.g., breach of flying discipline or flight safety - including incidents not observed by an examiner, or observed, but by an examiner of another aircrew specialty.

7.3.9.2. For non-flying-related cases, do not use as a substitution for, or in lieu of, administrative or judicial actions. Use in cases where such actions directly affect the commander's confidence in the aircrew member's flying or performance ability to safely operate the aircraft and/or equipment.

7.3.9.3. Commanders will direct local stan/eval function to prepare an AF Form 8 as follows:

7.3.9.3.1. Section I. Complete Section I as directed above.

7.3.9.3.2. Section II.

7.3.9.3.2.1. Enter the qualification(s) to be downgraded (i.e., QUAL, INSTM, MSN and/or INSTR) with the date of the situation that caused the downgrade in the appropriate flight or ground phase blocks.

7.3.9.3.2.2. Enter the grade and/or Qualification level (2 or 3) in the appropriate blocks.

7.3.9.3.2.3. Enter the additional training due date, if required.

7.3.9.3.2.4. In the comments section type "Commander-Directed Downgrade" followed by any restrictions, a detailed narrative of the situation causing the downgrade, related comments, any additional training requirements and/or actions necessary to regain qualification (e.g., full RQ evaluation or ground recheck). Use the format listed in paragraph [7.3.5.8](#).

7.3.9.3.3. Section III. Only the commander directing the downgrade and the individual concerned will sign the AF Form 8. The directing commander will sign in the final approving officer block and "X" the remarks block. Additional reviews are at the MAJCOM discretion.

7.4. AF Form 942, Record of Evaluation. The AF Form 942 is an index providing pertinent information extracted from all the AF Forms 8 accomplished by the aircrew member.

7.4.1. **Data Entry.** The sample AF Form 942 is provided to demonstrate the content, not the format, of the data presented ([Figure A4.1.](#)).

7.4.1.1. To facilitate the entry of data on the form, except type of evaluation designations in capital letters, use upper and lower case letters.

7.4.1.2. Requirements for letter font, numbers of spaces for indentation and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards for such data entry.

7.4.1.3. A one-line entry is used for all evaluations with the exception of those on which the qualification levels awarded portions of a combined evaluation are not all the same.

7.4.1.4. For combined evaluations in which different qualification levels are awarded to any of the portions, a single line entry will be made for each different qualification level awarded indicating which portions of the combined evaluation received that qualification level.

7.4.1.5. Use each AF Form 942 until it is filled or "Z" out any unused blocks.

7.4.2. **Type Aircraft.** Enter type MDS used during the evaluation as it appears in the Acft/Crew Position area under Examinee Identification of the subject AF Form 8.

7.4.3. **Type of Evaluation.** Enter type of evaluation (or applicable portions of a combined evaluation in which different qualification levels were awarded to different portions - see paragraph [7.4.1.4.](#)) as it appears in the Mission/Check area under Flight Phase of the subject AF Form 8. If the evaluation did not include a flight phase, enter type of evaluation as it appears in the Examination/Check area under Ground Phase of the subject AF Form 8.

7.4.4. **Date Completed.** Enter date from the Date Completed area of the subject AF Form 8 (i.e., the latest completion date of the evaluation ground and flight phase requisites, not including additional training).

7.4.5. **Qualification Level (Unit).**

7.4.5.1. Enter the appropriate qualification level as appears on the subject Form 8 (1, 2, 3 or 3/1).

7.4.5.2. Annotate the flying unit that administered the evaluation below the Qualification Level awarded. Flying unit as used in this paragraph will be defined in the MAJCOM supplement.

7.4.6. **MAJCOM Change.** A one-line, undated entry containing MAJCOM title will be made for each change in the MAJCOM under which the individual is administered an evaluation.

7.4.7. **Computer Generated AF Forms 942.** Computer generated AF Forms 942 may be used as long as cumulative entries are retained. Electronic copies of the AF Form 942 should be forwarded with the FEF when the individual moves to a new squadron. If electronic backups are normally maintained on removable storage media (e.g., floppy disk) or are specifically prepared to facilitate transfer of an FEF, file the storage media behind the AF Form 972 in Section I of the FEF.

7.5. Flight Evaluation Folders. The FEF contains the source documents that constitute the history of flying qualification for each aircrew member. The AF Form 8 is the source document used to record and certify the qualification of an aircrew member. A complete history of the AF Forms 8 in an FEF is maintained on an accompanying AF Forms 942.

7.5.1. **Maintenance.** Each aircrew member who is on flying status (except flight surgeons) must have a FEF, which includes all AF Forms 8, AF Forms 942, and additional MAJCOM specified items.

7.5.1.1. The FEF must be maintained by a stan/eval functional office - normally in the organization to which the individual is assigned or attached for flying.

7.5.1.2. HHQ personnel on active flying status may have their FEFs maintained by the stan/eval function at their assigned stations.

7.5.1.3. The FEF for personnel in inactive flying status will be maintained with their Flight Records Folder (FRF).

7.5.1.4. FEF maintenance may be further defined in the MAJCOM supplement to this instruction.

7.5.1.5. Individuals assigned or attached to other than USAF units may use the format of the service of the unit of attachment to document their history of qualification.

7.5.2. **Contents of FEF.** Divide the FEF into two sections:

7.5.2.1. **Section I (left side).** This Section contains AF Forms 942, MAJCOM required items and those items authorized by the unit supplement to this instruction (e.g., logs of initial and annual reviews).

7.5.2.1.1. AF Forms 942 should be on top of this section, in chronological order with the most recent on top.

7.5.2.1.2. If used, file backup electronic storage media behind the AF Form 942 in Section I of the FEF.

7.5.2.1.3. If the FEF is not maintained at the same base with the individual's flight record, a copy of the most recent AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty**, and AF Form 702, **Individual Physiological Training Record**, may be filed in this section. If used, place AF Form 1381, **USAF Certification of Air Crew Training**, or any certifications, qualifications, and/or authorizations in this section.

7.5.2.2. **Section II (right side).** This Section contains AF Forms 8 and Memos for Record for all evaluations listed on the AF Forms 942 in Section I.

7.5.2.2.1. File AF Forms 8 in chronological order with the most recent on top.

7.5.2.2.2. Permanent Memos for Record documenting waivers, extensions and major discrepancies relating to qualification (see paragraph **7.5.5.1.1.**) are filed in chronological order with AF Forms 8.

7.5.2.2.3. Memos for Record documenting major discrepancies of a particular AF Form 8 will be filed on top of that Form 8 regardless of date the discrepancy is discovered.

7.5.2.2.4. Memos for Record documenting similar discrepancies found on multiple AF Forms 8 will be filed on top of the latest affected AF Form 8.

7.5.2.2.5. Copies of these source documents may be filed with other unit agencies for evaluation program management.

7.5.3. Description of Folders.

7.5.3.1. Folders must be letter size, able to separate contents into two sections and constructed of heavy stock (recommend press board folder or equivalent).

7.5.3.2. Standard 2 3/4-inch metal fasteners may be used.

7.5.3.3. Affix a label bearing the individual's name and SSAN to the inside back cover so that the folder may be identified when filed. Include additional information on the label if required.

7.5.4. Review of FEF.

7.5.4.1. **Initial Review.** The flying unit will review the FEF for all newly assigned aircrew members to establish their qualification prior to their first flight.

7.5.4.1. (MILDENHALL) 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.

7.5.4.1.1. The reviewing organization is responsible for establishing the currency and qualification of the aircrew member as determined from the latest applicable documentation in Section II of the FEF. Following determination of the currency and qualification of the aircrew member, the unit maintaining the FEF is responsible only for documentation subsequently placed in the FEF.

7.5.4.1.2. If the FEF of HHQ personnel on active flying status is maintained by the stan/eval function at their assigned stations, that stan/eval function will also review the FEF prior to their first flight.

7.5.4.2. **Annual Review.** As a minimum, the stan/eval function will review each FEF annually for expiration dates of required evaluations as outlined in the unit supplement to this instruction. The unit supplement will include how the annual review of FEFs is to be documented. An annual review of FEFs for personnel in inactive status is not required.

7.5.4.2. (MILDENHALL) 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.

7.5.5. **FEF Discrepancies.** FEF Discrepancies include those of the AF Forms 8 and 942 contained therein.

7.5.5.1. **Categories of Discrepancies.** Discrepancies are categorized by their impact on qualification.

7.5.5.1.1. Discrepancies that alter the qualification of the affected aircrew member are considered major.

7.5.5.1.2. Those discrepancies that do not alter the qualification of the affected aircrew member are considered minor and include typos, formatting and misspellings.

7.5.5.2. **Major Discrepancies Disposition.** Major discrepancies are documented on a permanent Memo for Record filed in Section II immediately above the affected AF Form 8, or in chronological order with the AF Forms 8 for items other than those found on AF Forms 8.

7.5.5.3. **Minor Discrepancies Disposition.** Minor discrepancies are documented on a non-permanent record as defined by the unit supplement to this instruction.

7.5.5.3.1. The record of minor discrepancies is to be used to ensure standardization of AF Forms 8, AF Forms 942 and aircrew member FEFs.

7.5.5.3.2. Record of minor discrepancies need not reside in the FEF.

7.5.5.3.3. Any records of minor discrepancies kept in the FEF will be removed prior to any permanent change in station or status of the affected aircrew member.

7.5.5.4. **Corrections.**

7.5.5.4.1. **AF Forms 8.** As source documents, AF Forms 8 may be corrected by use of white-out/over-print or pen and ink alteration of the original document provided the flight examiner signing Section III of the Form 8 initials said correction.

7.5.5.4.2. **AF Forms 942.** AF Forms 942, not being source documents, may be altered without restriction to reflect the assignment of the affected aircrew member and the contents of Section II of the FEF.

7.5.6. **Transfer of FEF.** When custody of the FEF is transferred to a new unit or base:

7.5.6.1. **Retention of Records.** Retain all records in the folder until reviewed by the gaining unit. After review, return those forms not retained in the folder to the individual.

7.5.6.2. **Formal Training Graduates.** For Formal Training School graduates reporting directly to an overseas command for a short tour, retain formal training school records for transfer to the subsequent gaining unit.

7.5.6.3. **PCS of Individual.** Aircrew members will normally hand-carry their FEF with their FRF to the gaining organization.

7.5.6.3.1. When circumstances prevent this, the losing organization will mail the folder to the gaining unit.

7.5.6.3.2. Mail any flight evaluation records not included in the folder at time of transfer to the gaining organization with clear identification of the individual concerned.

7.5.6.3.3. When mailing an FEF or any of its contents, retain a copy until the gaining organization has received the original FEF.

7.5.6.3.4. If any FEF information is maintained electronically, a suitable storage media containing that information will be included with the FEF.

7.5.7. **Disposition of FEF.**

7.5.7.1. Dispose of the aircrew FEF according to AFMAN 37-139, *Records Disposition Schedule*, and this instruction.

7.5.7.2. Outdated certification letters, AFORMS products, Medical Recommendations and miscellaneous documentation identified during reviews will be returned to the aircrew member for disposal.

Chapter 8

ADDITIONAL PROGRAMS

8.1. Flight Crew Information File.

8.1. (MILDENHALL) 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. **Publications Library.** Units will establish and maintain a FCIF Functional Publications Library according to MAJCOM directives. All publications in the library will be current and complete.

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

8.1.2. **Table of Contents.** Units will establish and maintain a table of contents for the FCIF Functional Publication Library containing, as a minimum, a listing of basic publications numbers and short titles. Publication dates, supplements and changes are not required.

8.1.3. **Required Volumes.** The FCIF will consist of a minimum of four volumes. If the contents of any volume exceed the capacity of its binder, use an additional binder and identify the first and subsequent binders by a letter sequence (e.g., IIIA, IIIB). Label binders on the spine indicating Volume and Title as follows:

VOLUME	TITLE
VOLUME I	Current Read File
VOLUME II	Publications--Air Force Directives/MAJCOM Supplements
VOLUME III	Publications--MAJCOM/NAF/Local Directives
VOLUME IV	Flight Manuals/Checklists/Aircrew Aids/Technical Orders
VOLUME V	Flight Safety Information (optional)

8.1.3.1. Squadrons with both primary crewmembers and mission crewmembers may use separate sections in Volume I for mission crewmembers. In addition, these squadrons are exempt from the requirement to maintain mission crewmember checklists and aircrew aids in the FCIF volumes.

8.1.3.2. Volume I consists of a minimum of two parts including: Part A, Index (a table of contents listing all material contained in all FCIF volumes), and Part B, Current Read File (messages and directives of a temporary nature directly pertinent to the safe conduct of flight designated by the MAJCOM/DO or OG/CC as required to be read before flight). MAJCOMs may add additional components to Volume I, as appropriate.

8.1.3.2. (MILDENHALL) 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-MILDENHALL) 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-MILDENHALL) 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-MILDENHALL) 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-MILDENHALL) 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-MILDENHALL) 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-MILDENHALL)) 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-MILDENHALL) 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.

8.1.3.3. MAJCOMs may waive Volumes II-V requirements for special training units (e.g., Red Flag).

8.2. Go/No-Go Procedures. Units will establish a positive control system that ensures aircrew members have completed all ground training and stan/eval items required for flight.

8.2.1. As a minimum, the Go/No Go system will monitor the training items from AFI 11-202, Volume 1, required for flight; the ground training items required for flight from AFI 11-2 *MDS-Specific*, Volume 1; the stan/eval testing items required for flight from AFI 11-202, Volume 2/MAJCOM Supp; any aircrew duty not involving flying (DNIF) status; and currency on all FCIF (Volume 1, Part B) items.

8.2.2. Units will define and publish their positive control system in the unit supplement to this instruction.

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

8.2.2.1.4. (Added-MILDENHALL) 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-MILDENHALL) 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-MILDENHALL) 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-MILDENHALL) 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-MILDENHALL) 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-MILDENHALL) 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.

8.3. Electronic Data Storage. Units may use electronic database files for record keeping, trend analysis, printing of standard forms, etc. Until adequate requirements for archiving and inspection of electronic files are approved, units will maintain hard-copy records as called for in this instruction.

8.4. (Added-MILDENHALL) 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.

Chapter 9**UNIT SUPPLEMENT**

9.1. The purpose of the unit supplement is to document the processes by which units implement the requirements of this instruction. MAJCOMs will define the scope and content of unit supplements in their MAJCOM supplement. Post the unit supplement behind the basic instruction and MAJCOM supplement.

Chapter 10

FORMS PRESCRIBED

10.1. AF Form 8, **Certificate of Aircrew Qualification**; AF Form 942, **Record of Evaluation** and AF Form 1381, **USAF Certification of Aircrew Training**.

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

CHARLES F. WALD, Lt General, USAF
DCS/Air & Space Operations

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

AFPD 10-9, *Lead Operating Command Weapon Systems Management*

AFPD 11-2, *Aircraft Rules and Procedures*

AFPD 11-4, *Aviation Service*

AFI 11-202, Volume 1, *Aircrew Training*

AFMAN 11-210, *Instrument Refresher Course Program*

AFI 11-215, *Flight Manuals Program*

AFI 11-401, *Flight Management*

AFMAN 37-139, *Records Disposition Schedule*

AFI 65-503, *USAF Cost and Planning Factors*

AFI 90-201, *Inspector General Activities*

Abbreviations and Acronyms

AF—Air Force

AFFSA—Air Force Flight Standards Agency

AFI—Air Force Instruction

AFMAN —Air Force Manual

AFMC—Air Force Materiel Command

AFPD —Air Force Policy Directive

AFRC —Air Force Reserve Command

AGR —Active Guard and Reserve

ANG —Air National Guard

ARMS —Aviation Resource Management System

ART —Air Reserve Technician

AT —Air Technician

ATD —Aircrew Training Device

BMC —Basic Mission Capable

CAPs —Critical Action Procedures

CC —Commander

CCTS —Combat Crew Training Squadron

CMR —Combat Mission Ready
CRM —Cockpit/Crew Resource Management
DNIF—Duty Not Involving Flying
DO —Director of Operations
DRU—Direct Reporting Unit
EOC—End of Course
EP —Emergency Procedures
EPE —Emergency Procedures Evaluation
ETCA—Education and Training Course Announcement
FCIF —Flight Crew Information File
FEF —Flight Evaluation Folder
FLT —Flight
FOA—Field Operating Agency
FRF —Flight Record Folder
FTU —Formal Training Unit
HQ —Headquarters
HHQ —Higher Headquarters
IAW—In Accordance With
INIT —Initial
INSTM —Instrument
INSTR —Instructor
IRC —Instrument Refresher Course
MAJCOM —Major Command
MDS —Mission Design Series
MQF —Master Question File
MR —Mission Ready
MSN —Mission
MTR —Military Training Route
N/A —Not Applicable
NAF —Numbered Air Force
NAS —National Airspace System
N-BMC—Non-Basic Mission Capable

N-CMR—Non-Combat Mission Ready

NMR—Non Mission Ready

N/N —No-Notice

OCR —Office of Collateral Responsibility

OG —Operations Group

OGV —Operations Group Standardization/Evaluation

OPR —Office of Primary Responsibility

PCS —Permanent Change of Station

PCA —Permanent Change of Assignment

QUAL —Qualification

Q —Qualified

ROA —Remotely Operated Aircraft

RQ —Requalification

SAV —Staff Assistance Visit

SEB —Standardization/Evaluation Board

SELO —Standardization/Evaluation Liaison Officer

SIM —Simulator

SQB —Secure Question Bank

SSAN —Social Security Account Number

STAN/EVAL —Standardization/Evaluation

TDY —Temporary Duty

U —Unqualified

USAF —United States Air Force

Terms

Active Guard and Reserve (AGR)—Members of a Reserve component on active duty under Titles 10 U.S.C., 14 U.S.C., or full-time National Guard duty under 32 U.S.C. 502(f) for a period of 180 consecutive days or more. The tour purpose is organizing, administering, recruiting, instructing or training the Reserve components according to Subsection 101(d)(6).

Additional Training —Any training recommended by a flight examiner to remedy deficiencies identified during an evaluation that must be completed by the due date. This training may include self-study, ground instruction, ATD, simulator or flying. Additional training must include demonstration of satisfactory knowledge or proficiency to a flight examiner, supervisor or instructor to qualify as completed.

Aircrew —The total complement of crewmembers (primary crewmember, mission crewmember)

required to operate an aircraft and to complete an assigned mission. AFI 65-503, *USAF Cost and Planning Factors Guide*, lists authorized aircrew composition (In this instruction, “aircrew” is normally used in the plural and “aircrew member” in the singular. See AFI 11-401 for definitions of primary crewmember and mission crewmember.).

Aircrew Training Device (ATD) —A training platform suitable to conduct evaluations.

Air Reserve Technician (ART) —A civilian employee of the United States Air Force Reserve Command (AFRC) who provides permanent party support to an AFRC unit and occupies an AFRC Unit Manning Document military position in the unit comparable to his or her civilian position.

Air Technician (AT) —A civilian employee of the Air National Guard (ANG) who provides permanent party support to an ANG unit and occupies an ANG unit manning document military position in the unit comparable to his or her civilian position.

Combat Crew Training Squadron (CCTS)/Formal Training Unit (FTU) —A unit with a primary mission to train aircrew personnel according to approved syllabi.

Debriefed Discrepancy —Remedial action taken by a flight examiner to remedy a discrepancy noted during an in-flight or, if applicable, simulator evaluation. This action is accomplished during debrief of the evaluation wherein the flight examiner provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy said discrepancy. The discrepancy area/subarea description is annotated with “Debriefed” in the Examiner’s Remarks section of the AF Form 8 Comments.

Eligibility Period —The 6-month period prior to the expiration date of an evaluation.

Emergency Procedures Evaluation (EPE) —A flight, aircrew training device or verbal evaluation used to evaluate emergency procedures and systems knowledge.

Evaluation —1) Procedure to determine the effectiveness of the performance of an instructional product or process in order to ascertain specific causes for the effectiveness or lack of it, and to make decisions appropriate to the extent of the effectiveness. Evaluation of formal courses includes field evaluation and internal evaluation. 2) The review and analysis of qualitative or quantitative data obtained from design review, hardware inspection, testing or operational use of equipment. See also Joint Pub 1-02.

Education and Training Course Announcement (ETCA) —Air Force Database located at URL: <https://etca.keesler.af.mil/> that incorporates all the information previously contained in AFCAT 36-2223, *USAF Formal Schools Catalog*. ETCA is prescribed by AFI 36-2201, Chapter 8, *Formal Training*.

Flight Crew Information File (FCIF) —A collection of publications and material determined by the MAJCOM and unit as necessary for day-to-day operations.

Flight Evaluation Folder (FEF) —A two-part folder containing the source documents that constitute the history of flying qualifications of each aircrew member.

Flight Examiner —An aircrew member designated to perform evaluation duties as specified by this instruction. Flight examiners must be current and qualified in the events they evaluate (exception: SPOT evaluations). *Unit Flight Examiners* include squadron flight examiners assigned to the flying squadron, OGV flight examiners assigned to the OGV but attached to the flying squadron and other Wing individuals tasked with flight examiner duties assigned above the squadron level. *HHQ Flight Examiner* is a flight examiner assigned to a NAF or MAJCOM. *Senior Flight Examiners* are senior flying

commanders - specifically flying NAF/CCs and OG/CCs - that act in the capacity of flight examiners.

Ground Recheck —A procedure used by an examiner to remedy an unqualified evaluation that does not entail in-flight or simulator demonstration on the part of the examinee.

Initial Evaluation —The first evaluation of any type for a crew position in an MDS (e.g., INIT QUAL/INSTM, INIT MSN, INIT INSTR).

Instructor Evaluation —An evaluation that certifies and maintains instructor qualification of the examinee. Includes evaluations that initially qualify and requalify an aircrew member as an instructor in a MDS aircraft (i.e., INIT INSTR and RQ INSTR) as directed in AFI 11-2 *MDS-Specific*, Volume 1.

Instrument Evaluation—Qualifies an aircrew member to operate in instrument meteorological conditions.

Lead Command —The Air Force MAJCOM or agency possessing an MDS that is designated by AFPD 10-9 as responsible for the coordination of MDS-specific activities.

Master Question File (MQF) —Question bank used to construct closed book exams. Aircrew members have access to MQFs.

Mission Evaluation —Qualifies an aircrew member to employ the MDS of the unit in accomplishing the unit's operational mission.

No-Notice Evaluation —An evaluation where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission.

Office of Collateral Responsibility (OCR) —Any headquarters, agency, or activity having coordinating functional interest in, and responsibility for, a specific action, project, plan, program or problem.

Office of Primary Responsibility (OPR) —Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program or problem.

Operations Group Commander (ANG/AFRC) —ANG/AFRC may use Air Operations Officer/Operations and Training Officer, if appropriate, when Operations Group Commander (OG/CC) is referenced.

Qualification Evaluation —Qualifies an aircrew member to perform the duties of a particular crew position in the unit aircraft.

Requalification Evaluation —An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency exceeding 6 months (as specified in applicable AFI 11-2 *MDS-Specific*, Volume 1) or a recheck following a failed evaluation.

Requisites —Requirements such as exams, EPEs, Boldface/CAPs, etc., that have to be accomplished before an evaluation is considered complete.

Recheck —A subsequent evaluation used to remedy a failed evaluation.

Secure Question Bank (SQB) —Questions used to construct open book examinations. Aircrew members do not have access to the SQB.

SPOT Evaluation —An evaluation other than one used to satisfy the requirements of a periodic, initial instructor or requalification instructor evaluation.

Squadron Supervisor —Any of the following: squadron commander, operations officer, assistant

operations officer, flight commander or person specifically designated by the squadron commander.

Stan/Eval Board (SEB) —A forum convened at the group level to review and resolve aircrew-related issues.

Stan/Eval Function —An organization at appropriate echelons of command that accomplishes the objectives of this instruction.

Standardization/Evaluation Liaison Officer (SELO) —An individual (officer or enlisted) tasked to perform squadron stan/eval administrative duties.

Student Aircrew Member —An aircrew member enrolled in a formal course or training under a MAJCOM approved syllabus.

Supervised Status —The status of an aircrew member who must fly under the supervision of either an instructor or a designated supervisor (as specified in the applicable AFI 11-2 *MDS-Specific*, Volume 1) qualified in that specific aircrew position. The flight examiner determines when supervision is required. The type of supervisor, i.e., instructor or designated supervisor, is as specified in the applicable AFI 11-2 *MDS-Specific*, Volume 1, or as determined by the squadron commander.

Supplementary Evaluation Program —Unit directed evaluation of unit activities other than the flight evaluations listed in this instruction (e.g., IRC, Radio Communications, Life Support, Aero Club).

Trend Program —Analysis designed to identify areas requiring attention, monitoring or correction.

Unit —A level of organization under HHQs (MAJCOM and/or NAF) required to establish a stan/eval function (normally this is an operations group and consists of both the group and flying squadrons).

User Command—Any Air Force MAJCOM/agency, other than the lead command, that possess a MDS.

Attachment 1 (MILDENHALL)**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

TODO—Technical Order Distribution Officer

USAFE—United States Air Force Europe

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

Attachment 2**STAN/EVAL BOARD MINUTES**

NOTE: The information below is an example of the minimum information a Board should address.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: STAN/EVAL BOARD MINUTES

1. Personnel Attending: (name and organization)

2. Overview:

a. Manning. (Enter any stan/eval manning problems discussed or deviations from authorized manning. Record all current flight examiners including attached HHQ and/or attached squadron flight examiners.)

b. Summary.

(1) Evaluations. Report EP and Flight evaluations by crew position and type of evaluation (INSTM, QUAL and MSN as outlined in the appropriate AFI 11-2 *MDS-Specific*, Volume 2). Include SPOT, N/N, and INIT INSTR evaluations, when applicable. Show qualification levels, sub-levels and rates (Rate = # given divided by total given).

(a) Q-1s

(b) Q-2s

(c) Q-3s

(d) Total evaluations for each crew position

(2) Examinations. Report examination results by crew position and type of examination (open book, closed book and boldface/CAPs).

(3) Waivers and Extensions. Identify all waivers and extensions granted to extend the period of qualification (see paragraph [5.2.6.4.](#)), preclude re-accomplishment of requisites (see paragraph [5.2.15.](#)), extend recheck periods (see paragraph [5.2.13.1.](#)), extend additional training periods (see paragraph [5.2.12.2.4.](#)) and extend periods to re-accomplish examinations (see paragraph [6.4.7.2.](#)).

(4) Trends. Identify new, continuing and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s) and any suspense date.

(5) Report progress toward achievement of no-notice requirements, if applicable.

c. Aircrew Flight Publications Program. Review open AF Forms 847.

d. Supplementary Evaluation Program. Report results of evaluations conducted.

e. MTR and Air Refueling Track Reviews (annotate date completed or "N/A" as applicable - see paragraph [3.2.2.10.](#)).

3. Old Business. Enter the disposition of any items left open at the last Board meeting. If final action was taken on an item during the quarter, state the action taken and then close the item if closure is approved by the Board Chairman. If an item remains open, list the action taken since the last Board. Findings from formal stan/eval inspections will be addressed and covered until they are closed out.

4. New Business. Enter all new business discussed during the Board. The new business items are those included on the published agenda along with any unplanned items discussed.

5. Other: This is an optional paragraph that can be used as necessary.

6. Problems Requiring HHQ Assistance: Enter problems that, based on Board resolution, require HHQ assistance. The assistance may be in any form (for example, staff assistance visit requests, clarification of directives, change of directives, and so forth).

(SIGNATURE BLOCK)

Attachments:

1. Board Agenda
2. Flight Examiner Roster Reviewed
3. As Required

Attachment 3**SAMPLES, AF FORM 8**

This attachment contains examples of completed AF Form 8 in the following order:

Figure A3.2. SPOT - Qualified.

(Example 2, Front)

Figure A3.3. Instrument/Qualification/Mission - Unqualified.

(Example 3, Front) (Example 3, Back)

Figure A3.4. Recheck.

(Example 4, Front)

Figure A3.5. Ground Recheck.

(Example 5, Front) (Example 5, Back)

AF FORM 8, MAY 85 CONTINUATION SHEET

EXAMINER'S REMARKS:

[Fig. A3.1. Continued, Example 1, Back]

A. Mission Description.

First Sortie: The examinee's mission consisted of a single-ship departure, high bombing at Smoky Hill Range, a TAL maneuver for CALCM employment and transition at Barksdale AFB. Examinee performed a no-flap ILS missed-approach and 6-engine localizer touch-and-go. The examinee instructed the following areas: bomb run, ILS flaps up, ILS 6-engine, localizer 6-engine touch-and-go, visual pattern with simulated engine loss on takeoff.

FRANK T. STRONG, Major
93BS/FE

Second Sortie: The examinee's mission consisted of a single-ship departure, air refueling on AR 116W, high bombing at Harrison and La Junta ESS, and transition at Barksdale AFB. Examinee performed an ILS touch-and-go. The examinee instructed the following areas: air refueling boom limits.

B. Discrepancies. None

Figure A3.2. SPOT - Qualified.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED 11 Oct 01	
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial) Smith, Janet A. [Fig. A3.2. Example 2, Front]			GRADE Major		SSAN 123-45-6789	
ORGANIZATION AND LOCATION 93 BS, Barksdale AFB, LA			ACFT/CREW POSITION B-52H/EP		ELIGIBILITY PERIOD N/A	
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE	
			SPOT		11 Oct 01	
QUALIFICATION LEVEL		RESTRICTION (Explain in Comments) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	ADDITIONAL TRAINING			
QUALIFIED	UNQUALIFIED		DUE DATES N/A			
1			DATE ADDITIONAL TRAINING COMPLETED N/A			
EXPIRATION DATE OF QUALIFICATION N/A						
COMMENTS (If more space is needed, continue on reverse)						
EXAMINER'S REMARKS:						
A. Mission Description. Examinee was given a SEFE Objectivity Evaluation while administering a flight evaluation. Examinee was evaluated on her ability to comply with all Stan/Eval directives, brief/debrief, identify and document discrepancies, award appropriate area/overall ratings and assign additional training as required.						
B. Discrepancies. None						
III. CERTIFICATION						
TYPED NAME AND GRADE	ORGANIZATION	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 FLIGHT EXAMINER Janes S. Twining Lt Colonel	917 OG/OGV			X		
2 REVIEWING OFFICER Jack R. Sanchez Major	93 BS/DO					
3 FINAL APPROVING OFFICER Mark O. Martin Lt Colonel	93 BS/CC					
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND GRADE OF EXAMINEE Janet A. Smith, Major				SIGNATURE	

Figure A3.3. Instrument/Qualification/Mission - Unqualified.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED 1 Feb 01	
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial) Doe, John F. [Fig. A3.3. Example 3, Front]			GRADE Captain		SSAN 123-45-6789	
ORGANIZATION AND LOCATION 14 AS, Charleston AFB, SC			ACFT/CREW POSITION C-17A/MP		ELIGIBILITY PERIOD Sep 00 - Feb 01	
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE	
Instrument	21 Dec 00	100	INSTM/QUAL/MSN		1 Feb 01	
Open Book	28 Dec 00	80/98				
Closed Book	28 Dec 00	95				
Boldface	28 Dec 00	U/Q				
EPE	31 Jan 01	3/1				
QUALIFICATION LEVEL		RESTRICTION (Explain in Comments) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	ADDITIONAL TRAINING			
QUALIFIED	UNQUALIFIED		DUE DATES			
INSTM/MSN 1	QUAL 3		EPE - 28 Feb 01 FLT - 30 Apr 01			
EXPIRATION DATE OF QUALIFICATION INSTM/MSN - Jul 02 / QUAL - N/A			DATE ADDITIONAL TRAINING COMPLETED EPE - 30 Jan 01 FLT - 13 Mar 01			
COMMENTS (If more space is needed, continue on reverse)						
<p>RESTRICTIONS:</p> <p>SUPERVISED STATUS. Will not perform aircrew duties unsupervised until a successful QUAL recheck has been accomplished.</p>						
III. CERTIFICATION						
TYPED NAME AND GRADE		ORGANIZATION	CHECK		SIGNATURE	DATE
1	FLIGHT EXAMINER Carl T. Hammer Captain	14 AS/DOV		X		
2	REVIEWING OFFICER John M. Sanchez Major	14 AS/DO				
3	FINAL APPROVING OFFICER Mark O. Martin Lt Colonel	14 AS/CC				
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND GRADE OF EXAMINEE John F. Doe, Capt			SIGNATURE		

AF FORM 8, MAY 85 CONTINUATION SHEET

[Fig. A3.3. Continued, Example 3, Back]

EXAMINER'S REMARKS:

A. Mission Description. The sortie was flown as scheduled with air refueling on AR-107, low level on IR-75 and transition at Charleston AFB, SC. Examinee provided instruction throughout all phases of flight to included simulated emergency procedures in the traffic pattern, ILS to missed-approach, PAR, TACAN approaches and touch-and-go landings.

B. Discrepancies.

1. Ground (EPE). (Date of Q-3: 16 Dec 00)

Area 20. Boldface Emergency Procedures - U. The examinee performed Boldface out sequence during Abort procedures.

2. Flight.

Area 1. Directives and Publications - Q- debriefed. Required annotations were missing in the T.O. 1C-17A-1. Annotations corrected during debriefed.

Area 4. Safety Consciousness (Critical) - U. The flight examiner intervened during final approach to prevent an unsafe landing.

Area 16. Landings - U. Examinee held excessive final approach speed that resulted in a long landing. Landed well left of centerline with an incomplete flare resulting in a firm landing.

C. Recommended Additional Training.

1. Ground (EPE). Examinee will review all aspects of abort procedures, to included boldface, with an IP. An EPE recheck must be accomplished prior to flight evaluation.

2. Flight. Fly a minimum of two IP supervised sorties emphasizing proper landings. Flight recheck must be accomplished for Areas 4 and 16.

Figure A3.4. Recheck.

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED 19 Mar 01	
I. EXAMINEE IDENTIFICATION					
NAME (Last, First, Middle Initial) Doe, John F. [Fig. A3.4. Example 4, Front]			GRADE Captain		SSAN 123-45-6789
ORGANIZATION AND LOCATION 14 AS, Charleston AFB, SC			ACFT/CREW POSITION C-17A/MP		ELIGIBILITY PERIOD N/A
II. QUALIFICATION					
GROUND PHASE			FLIGHT PHASE		
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE
			RQ QUAL		19 Mar 01
QUALIFICATION LEVEL		RESTRICTION (Explain in Comments) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	ADDITIONAL TRAINING		
QUALIFIED	UNQUALIFIED		DUE DATES		
1			N/A		
EXPIRATION DATE OF QUALIFICATION Aug 02			DATE ADDITIONAL TRAINING COMPLETED N/A		
COMMENTS (If more space is needed, continue on reverse)					
<p>EXAMINER'S REMARKS:</p> <p>A. Mission Description. This was a recheck QUAL evaluation. The examinee accomplished all pattern activity successfully.</p> <p>B. Discrepancies. None</p>					
III. CERTIFICATION					
TYPED NAME AND GRADE		ORGANIZATION	CHECK		SIGNATURE
1	FLIGHT EXAMINER Michael W. Harvey Lt Colonel	437 OG/OGV		X	
2	REVIEWING OFFICER John M. Sanchez Major	14 AS/DO			
3	FINAL APPROVING OFFICER Mark O. Martin Lt Colonel	14 AS/CC			
I CERTIFY that I have been briefed and understand the action being taken this date.					
DATE	TYPED NAME AND GRADE OF EXAMINEE			SIGNATURE	
	John F. Doe, Capt				

Figure A3.5. Ground Recheck.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED 11 Apr 01	
I. EXAMINEE IDENTIFICATION						
NAME (Last, First, Middle Initial) Doe, Jeffrey F. [Fig. A3.5. Example 5, Front]				GRADE SrA		SSAN 123-45-6789
ORGANIZATION AND LOCATION 6 AS, Travis AFB, CA				ACFT/CREW POSITION C-5B/ML		ELIGIBILITY PERIOD Dec 00 - May 01
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE	
Closed Book	15 Jan 01	98	QUAL/MSN		6 Apr 01	
Open Book	18 Jan 01	95	GROUND RECHECK		11 Apr 01	
Boldface	18 Jan 01	Q				
EPE	5 Apr 01	1				
QUALIFICATION LEVEL		RESTRICTION (Explain in Comments) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	ADDITIONAL TRAINING			
QUALIFIED	UNQUALIFIED		DUE DATES			
3/1			30 Jun 01			
EXPIRATION DATE OF QUALIFICATION Sep 02			DATE ADDITIONAL TRAINING COMPLETED 9 Apr 01			
COMMENTS (If more space is needed, continue on reverse) RESTRICTIONS: SUPERVISED STATUS. Will not perform aircrew duties unsupervised until additional training and ground recheck is complete.						
III. CERTIFICATION						
TYPED NAME AND GRADE		ORGANIZATION		CHECK		DATE
1 FLIGHT EXAMINER John B. Cargo MSgt		6 AS/FE		X		
2 REVIEWING OFFICER John M. Sanchez Major		14 AS/DO				
3 FINAL APPROVING OFFICER Mark O. Martin Lt Colonel		14 AS/CC				
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND GRADE OF EXAMINEE Jeffrey F. Doe, SrA			SIGNATURE		

AF FORM 8, MAY 85 CONTINUATION SHEET

[Fig. A3.5. Continued, Example 5, Back]

EXAMINER'S REMARKS:

A. Mission Description. The sortie was flown as a channel mission Travis - Elmendorf - Travis with 14 pallets of cargo and 26 passengers.

B. Discrepancies.

1. Ground. None.
2. Flight. Sub-Area 14. Cargo Loading - U. Failed to identify and then used a defective cargo tie-down chain. Evaluator intervened before takeoff.

C. Recommended Additional Training.

1. Ground. Will review and then demonstrate to an instructor, the markings on and the restrictions affecting the MA-7J4 tie-down chain. Ground recheck required.
2. Flight. None.

ADDITIONAL EXAMINER REMARKS: Ground recheck successfully accomplished on 11 Apr 01. No further action required.

PAUL M. GOOD, MSqt, USAF
Chief, Evaluator Loadmaster

Attachment 5

RECOMMENDING CHANGES TO AF PUBLICATIONS

A5.1. General . The stan/eval function is responsible for the orderly and efficient processing of recommended changes to Air Force publications at each command level. Unless different guidance is provided by the appropriate AF publication OPR, submit recommended changes and improvements to Air Force publications on AF Form 847 according to the procedures below and in AFI 11-215, Attachment 3 (covering completion of the Form). Submit recommended changes for conditions that have negative effects on operational efficiency, to correct content errors or to recommend improved procedures or processes. Do not use the AF Form 847 to call attention to typographical, printing or quality errors unless they cause misinterpretation. Such deficiencies can be remedied by direct communication with the AF publication OPR.

A5.2. Processing AF Forms 847.

A5.2.1. Submit and process all AF Forms 847 through MAJCOM channels as outlined in the MAJCOM supplement to this instruction, in accordance with routing as outlined in [Figure A6.1.](#) and in compliance with instructions in AFI 11-215, Attachment 3. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility. Units will submit AF Form 847s electronically to the maximum extent possible.

A5.2.2. At each level the stan/eval function will document receipt of original AF Forms 847, ensure the AF Form 847 reaches the appropriate functional OPR at that level for review, forward approved original AF Forms 847 to the next command level while informing the preceding command level of disposition (positive and negative) with comments. The advent of electronic Forms 847 may allow each level to inform all levels below (including the originator) of such disposition. The goal is to keep each command level and the originator advised of the progress and disposition of a submitted AF Form 847.

A5.2.3. The parent MAJCOM of the originator will forward the reviewed original AF Form 847 to the AF publication OPR. Once the AF publication OPR decides on disposition of the AF Form 847, the AF publication OPR will notify the submitting, parent MAJCOM as to disposition. The parent MAJCOM will then inform the lower command levels of the disposition of the original AF Form 847.

A5.2.4. The parent MAJCOM of the originator will simultaneously forward information copies of AF Forms 847 to all other MAJCOMs that utilize the subject AF publication. The other using MAJCOMs may forward comments on the information AF Form 847 suggestions to the AF publication OPR.

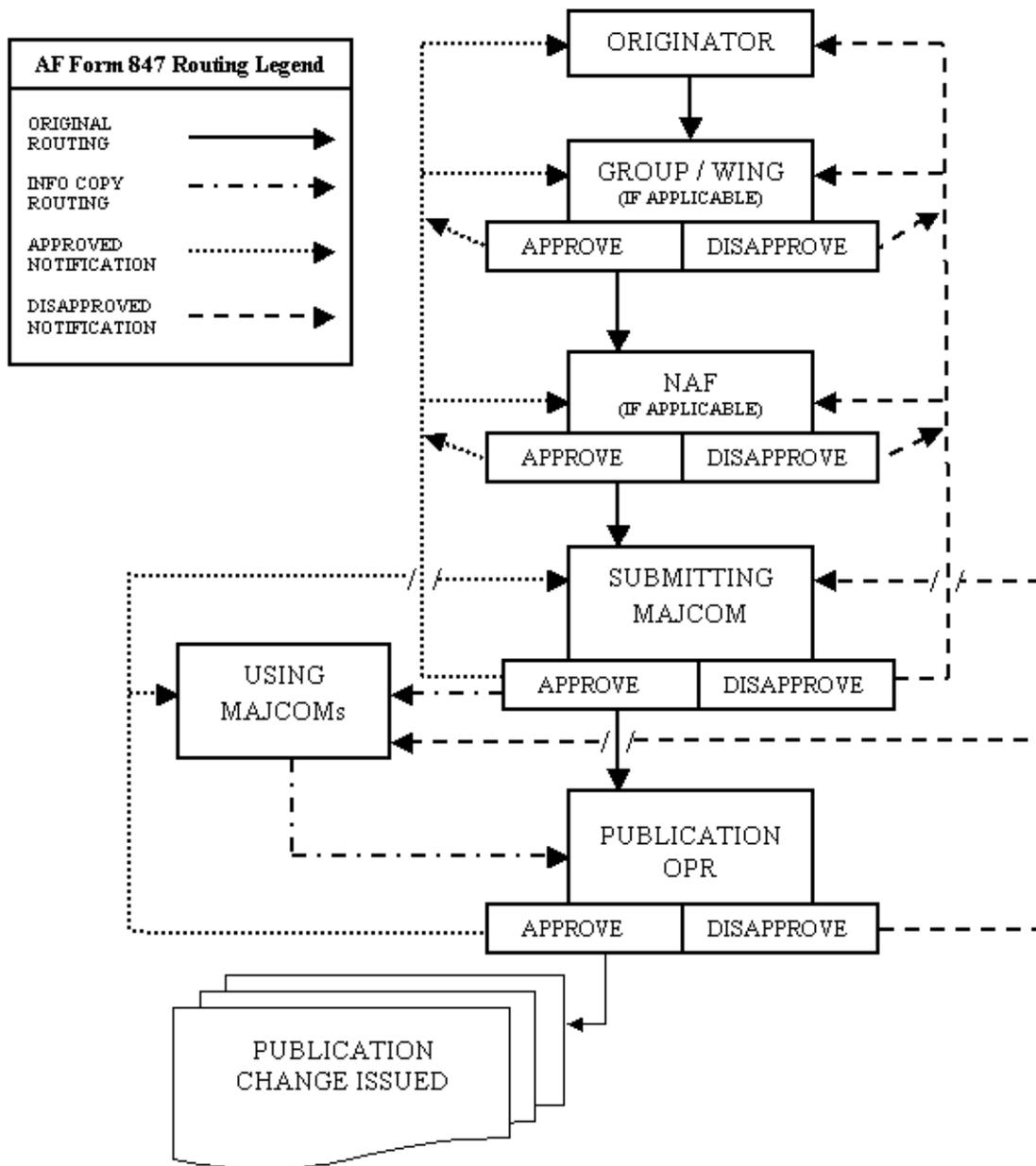
A5.2.5. An AF Form 847 may be disapproved by any command level reviewing the original AF Form 847. All disapproved recommendations will be returned to the submitting command level with justification annotated on the AF Form 847 stating the reason for the disapproval. MAJCOMs may address how to resubmit an AF Form 847 disapproved at a command level below the AF publication OPR in their supplement to this instruction.

A5.2.6. The movement and disposition of the original AF Form 847 will be tracked by the stan/eval function at all command levels that review the original AF Form 847. There is no requirement to track receipt or disposition of information copies of an AF Form 847.

Attachment 6

ROUTINE AF FORM 847
PUBLICATION ROUTING PROCESS

Figure A6.1. Routine AF Form 847 Publication Routing Process.



Attachment 7 (Added-MILDENHALL)

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-MILDENHALL)

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-MILDENHALL)**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-MILDENHALL)

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-MILDENHALL)**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