BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 11-202, VOLUME 2

17 JUNE 2002

TRAVIS AIR FORCE BASE
Supplement 1

1 APRIL 2003

Flying Operations

AIRCREW STANDARDIZATION/ EVALUATION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

OPR: HQ USAF/XOOT (Mr. Kyle W. Rensler)

Certified by: HQ USAF/XOO
(Maj Gen Richard A. Mentemeyer)

Supersedes AFI 11-202, Volume 2, 13 Jul 2001

Pages: 76
Distribution: F

This instruction implements AFPD 10-9, *Lead Operating Command Weapon System Management*; AFPD 11-2, *Aircraft Rules and Procedures*; and AFPD 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*.

(TRAVIS) AFI 11-202V2 dated 17 June 2002 is supplemented as follows: This supplement implements Air Force Policy Directive (AFPD) 11-2, *Aircraft Rules* and Procedures. It defines and implements specific procedures and policies applicable to all C-5 and KC-10 crew members in the 60th/349th Air Mobility Wings. This supplement applies to all C-5, KC-10, and Aeromedical Evacuation Squadron (AES) aircrew members assigned or attached to the 60/349 AMW. Areas applicable to only the 60 OG or 349 OG are identified as such.

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.**)

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

Chapter 1— PURPOSE **6**

1.1. Aircrew Standardization/Evaluation Program. 6

1.2. Objectives. 6

Chapter 2—HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS AND ORGANIZATION **7**

2.1. Scope. 7

2.2. Air Staff. 7

2.3. Major Commands. 7

2.4. Numbered Air Forces. 8

2.5. Stan/Eval Visits. 9

Chapter 3—UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION **11**

3.1. Scope. 11

3.2. Operations Group. 11

3.3. Squadron. 12

Chapter 4—FLIGHT EXAMINERS **14**

4.1. General. 14

4.2. Selection. 14

4.3. Functions. 14

4.4. Senior Examiner Program. 15

Chapter 5—EVALUATIONS **16**

5.1. General. 16

5.2. Aircrew Qualification Evaluations. 16

5.3. Emergency Procedures Evaluations 26

5.4. Supplementary Evaluations. 26

Chapter 6—AIRCREW EXAMINATION PROGRAM **27**
6.1. Purpose. 27
6.2. Scope. 27
6.3. Administrative Procedures. 27
6.4. Requisite Examinations. 27
6.5. Unit Periodic Examinations (optional). 30
6.6. Flight Surgeon Examinations. 30

Chapter 7—EVALUATION DOCUMENTATION **31**
7.1. Scope. 31
7.2. Qualifications/Authorizations. 31
7.3. AF Form 8, Certificate of Aircrew Qualification. 31
7.4. AF Form 942, Record of Evaluation. 38
7.5. Flight Evaluation Folders. 39

Chapter 8—ADDITIONAL PROGRAMS **42**
8.1. Flight Crew Information File. 42
8.2. Go/No-Go Procedures. 42
8.3. Electronic Data Storage. 43

Chapter 9—UNIT SUPPLEMENT **44**
9.1. The purpose of the unit supplement is to document the processes 44

Chapter 9 (TRAVIS)—LOCAL OPERATING PROCEDURES **45**
9.1. (TRAVIS) Local procedures supplement to AFI 11-202,Volume 2 45
9.2. (Added-TRAVIS) Purpose. 45
9.3. (Added-TRAVIS) Applicability. This supplement applies to all C-5, KC-10 45
9.4. (Added-TRAVIS) Objectives. 45
9.5. (Added-TRAVIS) Implementation and Management. 45
9.6. (Added-TRAVIS) Standardization/Evaluation Organization/Manning. 45
Table 9.1. (Added-TRAVIS)Reviewing and Approving Officials. 46
9.7. (Added-TRAVIS) Control of Evaluations. 47
9.8. (Added-TRAVIS) Completion/Documentation of Flight Evaluation Requisites. 47
9.9. (Added-TRAVIS) Programs. 51
9.10. (Added-TRAVIS) Unit Testing Program. 52

9.11. (Added-TRAVIS) Supplementary Evaluation Program. 52
9.12. (Added-TRAVIS) Aircrew Flight Manuals Program. 52
9.13. (Added-TRAVIS) Flight Crew Information File (FCIF). 53
9.14. (Added-TRAVIS) Go/No-Go Procedures. 53

Chapter 10—FORMS PRESCRIBED **55**

10.1. AF Form 8, **Certificate of Aircrew Qualification**; AF Form 942, **Record of Evaluation** and AF Form 1381, **USAF Certification of Aircrew Training**. 55

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION **56**

Attachment 1 (TRAVIS)—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION **62**

Attachment 2—STAN/EVAL BOARD MINUTES **63**

Attachment 3—SAMPLES, AF FORM 8 **65**

Attachment 4—SAMPLE AF FORM 942 **74**

Attachment 5—RECOMMENDING CHANGES TO AF PUBLICATIONS **75**

Attachment 6—ROUTINE AF FORM 847 PUBLICATION ROUTING PROCESS **76**

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 AFPD 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 AFPD 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.

3.2.2.4.1. 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.

3.2.2.5. 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.

3.2.2.7. 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.

3.2.3. **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.

3.3.2.5. 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**.

3.3.2.6. Implementing the flight publications program and ensure compliance with the unit FCIF program.

3.3.2.7. Ensuring proper completion, routing and filing of AF Forms 8.

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**).

4.2.6. 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.

4.3.6. 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.

4.3.8. 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.

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.** 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-Specifi*c, 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.

5.2.3.3.1. 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.

5.2.3.4. 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.

5.2.4.1.2. 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.*

5.2.4.3. 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-Specifi*c, 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.

5.2.6. **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).

5.2.6.3. **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:

5.2.7.1. **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.

5.2.7.2. **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.**).

5.2.12.2.4. 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.

5.3.4. **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.

5.3.6. **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.

5.4.1. 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.

5.4.3. Individuals other than flight examiners, as determined by the OG/CC, may conduct supplementary evaluations.

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.

6.3.2. **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:

6.4.2.1. 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.

6.4.5. **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.

6.4.5.2. **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.

6.4.5.2.1. 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.

6.4.5.2.1.1. 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.

6.4.6. **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.

6.6. 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.

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.

7.5.4.1.1. 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.

7.5.5. **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 Schedul*e, 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.

8.1.1. **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.

8.1.2. **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.

8.1.3.3. 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.

8.3. 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.

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 9 (TRAVIS)

LOCAL OPERATING PROCEDURES

9.1. (TRAVIS) Local procedures supplement to AFI 11-202,Volume 2, *Aircrew Standardization/Evaluation Program*, 17 June 2002; and AFI 11-202/AMC1, 18 June 2002, *Aircrew Standardization/Evaluation Program* for 60th/349th Operations Group Aircrew Standardization/Evaluation (Stan/Eval) Program.

9.2. (Added-TRAVIS) Purpose. This supplement defines and implements specific procedures and policies applicable to all C-5 and KC-10 crew members in the 60th/349th Air Mobility Wings.

9.3. (Added-TRAVIS) Applicability. This supplement applies to all C-5, KC-10, and Aeromedical Evacuation Squadron (AES) aircrew members assigned or attached to the 60/349 AMW. Areas applicable to only the 60 OG or 349 OG are identified as such.

9.4. (Added-TRAVIS) Objectives.

9.4.1. (Added-TRAVIS) Standardize 60/349 OG aircrew operational procedures for C-5 and KC-10 employment.

9.4.2. (Added-TRAVIS) Ensure standardization of aircrew evaluations are IAW AFI 11-202, Volume 2, and AFI 11-202, Volume 2/AMC1.

9.4.3. (Added-TRAVIS) Establish, track, and update standardization/evaluation programs as directed by AFI 11-202, Volume 2, and AFI 11-202, Volume 2/AMC1.

9.5. (Added-TRAVIS) Implementation and Management.

9.5.1. (Added-TRAVIS) Waiver Authority. 60/349 OG/CCs are waiver authority for requirements originating in this instruction for their respective groups. Coordinate waivers through respective squadron stan/eval and OGV offices.

9.5.2. (Added-TRAVIS) Recommendations for Changes. Aircrew members are encouraged to submit changes to this publication. Make recommendations via the AF Form 847 IAW AFI 11-215/AMC1, *Flight Manuals Program*, and OGV Program Guides. Route recommendations for change through respective squadron stan/eval and OGV offices.

9.5.3. (Added-TRAVIS) Administration. Stan Eval Program Guides form the core of continuity books and act as supplements to this instruction providing additional OGV policy on implementing programs. Units are encouraged to tailor Program Guides as necessary to explain their own implementation processes.

9.6. (Added-TRAVIS) Standardization/Evaluation Organization/Manning.

9.6.1. (Added-TRAVIS) Squadron commanders designate one senior flight examiner, in writing, for each crew specialty. Squadron senior flight examiners administer pyramid evaluations to their DOV personnel. Squadron commanders may designate a secondary senior flight examiner, in writing, to administer an evaluation to a squadron evaluator in the absence of the squadron's senior flight examiner. Squadrons should use another squadron's senior flight examiner (or an OGV flight examiner) before using the secondary senior flight examiner option.

9.6.1.1. (Added-TRAVIS) (60 OG) Forward current and projected squadron examiner manning to 60 OG/OGV by the 5th day of the month following each calendar quarter. Include each evaluator's qualification expiration date for all qualifications. Use the SEB examiner manning form provided by 60 OG/OGV. OGV will provide NAF/DOV a list of senior flight examiners annually or when a change in personnel occurs.

9.6.1.2. (Added-TRAVIS) (60 OG) Additional personnel assigned to OGV are designated secondary senior evaluators and may perform pyramid evaluations to squadron senior evaluators.

9.6.1.3. (Added-TRAVIS) (349 OG) Semi-annually (January and July), or after a personnel change, submit a squadron DOV manning letter to 349 OG/OGV. Each manning letter will include all crew positions and indicate primaries and alternates.

9.6.2. (Added-TRAVIS) Flight Examiner Upgrade Program. Examiners assigned as squadron flight examiners are required to complete their specific weapon system's Examiner Upgrade Training Program. C-5 crewmembers comply with AFI 11-2C-5, Volume 1, *C-5 Aircrew Training*, prior to flight examiner certification. KC-10 and AES crewmembers will use squadron-developed programs.

9.6.2.1. (Added-TRAVIS) All non-prior flight examiners should observe at least one flight and one ATD (Aircrew Training Device) evaluation (if applicable) as part of the examiner upgrade training program.

Table 9.1. (Added-TRAVIS) Reviewing and Approving Officials.

EXAMINEE	REVIEWING OFFICER	FINAL APPROVING OFFICER
AMW/CC	Chief, OG/OGV	OG/CC
AMW/CV	Chief, OG/OGV	AMW/CC
OG/CC	Chief, OG/OGV	AMW/CC or CV
OG/CD	Chief, OG/OGV	OG/CC
Sq/CC	Chief, OG/OGV	OG/CC or CD
Sq/DO****	Chief, OG/OGV	Sq/CC**
Chief, Sq/DOV	Chief, OG/OGV	Sq/CC
OG/OGV Members	Chief, OG/OGV	OG/CC or CD
Chief, OGV	OG/CC or CD	OG/CC or CD
KC-10 CCTS Instructors***	Chief, OG/OGV	Sq/CC*

NOTE: * Squadron/CC attached to for flying

NOTE: ** (349 OG Only) 349 OG/CC will be the final approving officer for Squadron DOs.

NOTE: *** (349 OG Only) N/A for 349th KC-10 CCTS instructors

NOTE: **** (349 AES) The Sq/DO will be the Senior ART.

9.7. (Added-TRAVIS) Control of Evaluations.

9.7.1. (Added-TRAVIS) All applicable AF Forms 8 will be reviewed and approved at squadron level except as shown in **Table 9.1. (Added)**

9.7.2. (Added-TRAVIS) Additional Training Follow Up. Document additional training completed, including the name, rank, organization and signature of the instructor/evaluator, on the back of AF Form 8 as shown in 60 OG/OGV AF Form 8 Guide. The training completed date is the date the training is completed and/or a recommendation for a recheck is given.

9.7.3. (Added-TRAVIS) No-Notice Evaluation Program and Goals.

9.7.3.1. (Added-TRAVIS) Operations Group No-Notice Program. 60th and 349th Operations Group Commanders have established a program goal of 15% of available qualified crewmembers for each crew position. Available qualified crewmembers include squadron attached and assigned to Travis AFB with the exception of OGV and 15 AF. 60 OG/OGV will report the results at the quarterly (semi-annually for the 349 OG) Stan/Eval Board (SEB).

9.7.3.1.1. (Added-TRAVIS) Squadrons may credit no-notice evaluations flown by OG/OGV examiners towards attaining its no-notice program goals. Do not credit spot evaluations toward squadron no-notice program goals.

9.7.3.1.2. (Added-TRAVIS) 60 OG examiners will not administer no-notice evaluations to 349 AMW crewmembers, unless specifically requested by examinee's squadron commander and approved by 349 OG/CC.

9.7.3.1.3. (Added-TRAVIS) 349 OG examiners will not administer no-notice evaluations to 60 AMW crewmembers, unless specifically requested by examinee's squadron commander and approved by the 60 OG/CC.

9.7.3.1.4. (Added-TRAVIS) 60 OG/OGV will present NAF/AMC Special Interest Items during the quarterly SEB. 60 OG/OGV emphasis items are published quarterly in the FCIF Part B. Examiners will sample these items during no-notice and scheduled evaluations.

9.7.3.1.5. (Added-TRAVIS) Examinees electing to update an instrument/qualification/mission expiration date on a no-notice evaluation will notify the evaluator of intentions prior to the start of the evaluation. Evaluators will determine whether to consider the evaluation complete or if a subsequent flight is required to complete the evaluation.

9.7.3.2. (Added-TRAVIS) Squadron No-Notice Program. Squadron commanders are responsible for their squadron's no-notice program. Squadron commanders will ensure their squadron attains the minimum no-notice goal established by their Operations Group Commander.

9.7.3.2.1. (Added-TRAVIS) (60 OG) Squadron DOVs will determine the number of available qualified crewmembers for each crew position (pilot, flight engineer, boom operator and loadmaster) on the 1st day of each quarter (do not include CCTS instructors). Coordinate number with commander and/or operations officer and report to OGV by the 5th working day of the quarter

9.8. (Added-TRAVIS) Completion/Documentation of Flight Evaluation Requisites.

9.8.1. (Added-TRAVIS) Flight Evaluations.

9.8.1.1. (Added-TRAVIS) Squadron DOVs will notify individuals by letter upon entry into their eligibility period. Individuals will acknowledge receipt of notification to squadron DOVs. Include in the letter if a pyramid evaluation is required.

9.8.1.2. (Added-TRAVIS) Crewmembers should complete all requisites for recurring evaluations no later than the 3rd month of eligibility, unless uncontrollable scheduling conflicts (i.e., long TDYs) occur. Every effort should be made to complete all requisites prior to the flight evaluation. KC-10 crewmembers should complete requisites prior to the SIM/BOT evaluation. Exception: KC-10 initial qualification and upgrade students and AFRC pilots may not be able to complete IRC prior to the sim check due to scheduling constraints. In these cases, complete IRC prior to the flight check.

9.8.1.3. (Added-TRAVIS) Squadrons should schedule KC-10 crewmembers for recurring SIM/BOT (Boom Operator Trainer) evaluations no later than the 3rd month of eligibility.

9.8.1.3.1. (Added-TRAVIS) To comply with dual seat qualification requirements, KC-10 pilot flight examiners should evaluate all aircraft commanders on an instrument approach from both seats during the simulator evaluation.

9.8.1.4. (Added-TRAVIS) (60 OG) Superintendents, chief flight engineers, chief loadmasters, and chief boom operators will receive required evaluations from OG/OGV flight examiners or higher.

9.8.1.4.1. (Added-TRAVIS) (349 OG) Squadron supervisors and section chiefs will receive required evaluations from OG/OGV flight examiners or higher. (349 AES) Flight leaders and superintendents of Stan Eval, Training and the Senior ART will receive pyramid evaluations.

9.8.2. (Added-TRAVIS) Emergency Procedure Evaluation (EPE)/ATD Evaluations.

9.8.2.1. (Added-TRAVIS) Document the EPE in the ground phase block of the AF Form 8 with a grade of 1, 2, 3, or 3/1.

9.8.2.2. (Added-TRAVIS) EPEs are accomplished on the ground prior to the mission, in-flight, or a combination of both, at the discretion of the examiner.

9.8.2.2.1. (Added-TRAVIS) KC-10 EPE/ATD Evaluations.

9.8.2.2.1.1. (Added-TRAVIS) KC-10 EPEs are accomplished with the simulator/BOT evaluation IAW AFI 11-2KC-10, Volume 2, KC-10 *Aircrew Evaluation Criteria*.

9.8.2.2.1.2. (Added-TRAVIS) Conduct KC-10 recurring ATD evaluations using contractor-developed quarterly refresher SIM/BOT profiles. For initial boom operator evaluations, examiners may tailor the scenarios but must ensure that an adequate selection of normal, abnormal, and emergency procedures are included to meet the evaluation objectives. Additionally, simulator evaluations should include tanker and receiver refueling operations.

9.8.2.2.1.3. (Added-TRAVIS) Initial qualification ATD evaluations (N/A Boom Operators) will use the 60 OG/OGV-approved profiles. These profiles, maintained by 60 OG/OGV, are reviewed and if necessary, updated in January of each calendar year. Copies will be provided to each KC-10 flying squadron.

9.8.2.2.1.4. (Added-TRAVIS) Initial qualification boom operator evaluations will use contractor-developed scenarios.

9.8.2.2.2. (Added-TRAVIS) C-5 EPE/ATD Evaluations.

9.8.2.2.2.1. (Added-TRAVIS) EPEs will be conducted IAW AFI 11-2C-5, Volume 2, C-5 *Aircrew Evaluation Criteria*.

9.8.2.2.2.2. (Added-TRAVIS) (60 OG) Conduct recurring MVE (Maneuver Validation Evaluation)/LOEs (Line Oriented Evaluation) using contractor-developed profiles. Emergency and precautionary engine shut-downs should not be simulated. Coordinate weather requirements and emergencies with the sim operator prior to the start of the MVE.

9.8.2.2.2.3. (Added-TRAVIS) 349 AES EPE Evaluations.

9.8.2.2.2.3.1. (Added-TRAVIS) EPEs will be conducted IAW AFI 11-2AE Volume 2, *Aeromedical Evacuation Aircrew Evaluation Criteria.*

9.8.2.2.2.3.2. (Added-TRAVIS) EPEs will encompass expanded T.O. checklist procedures, emergency signals, in-flight and ground emergencies, cardiac/respiratory arrest and assembly and use of the bag-valve-mask, cardiac monitor/defibrillator and suction, to include usage parameters and warnings.

9.8.3. (Added-TRAVIS) KC-10 CCTS Student Evaluations.

9.8.3.1. (Added-TRAVIS) Students will complete all requisites prior to their required evaluations.

9.8.3.2. (Added-TRAVIS) Complete boom operator initial qualification flight evaluations in two parts: A/R qualification (INIT QUAL) and cargo qualification (INIT MSN). A/R qualification consists of open and closed book testing, BOT evaluation and flight evaluation. The flight evaluation should include refueling with a fighter-type receiver. This evaluation establishes FB qualification and the expiration date for follow-on recurring evaluations. After completion of Phase II training, the cargo evaluation will be administered. The evaluation consists of a closed book cargo test and a cargo upload and download administered under actual conditions. This evaluation establishes MB qualification if all Phase II ground training is complete. Document this evaluation on a separate AF Form 8 using the expiration date from the INIT QUAL Form 8. If proficiency was demonstrated during Phase IB training, examiners may evaluate the passenger briefing on the A/R qualification evaluation.

9.8.4. (Added-TRAVIS) Initial Instructor Evaluations.

9.8.4.1. (Added-TRAVIS) Examiners will evaluate instructor candidates on a student briefing and critique. The examiner will provide the topic.

9.8.5. (Added-TRAVIS) Documentation.

9.8.5.1. (Added-TRAVIS) Examiners will use Stan/Eval Management System (SEMSPro) to complete AF Forms 8. AF Form 8 templates in SEMSPro will be managed by 60 OGV and 349 OGV. If examiners need to deviate from the standard SEMSPro templates, examiners should refer to the examples in AFI 11-202, V2, AFI 11-202, Volume 2/AMC1, and 60/349 OG Flight Evaluation Folder Guide. Examiners completing AF Forms 8 differing from SEMSPro templates should coordinate with 60 OGV or 349 OGV to ensure standardization. If errors are found with SEMSPro templates or conflicting guidance is found in the FEF Guides, inform 60 OGV or 349 OGV.

9.8.5.2. (Added-TRAVIS) Squadrons will send a draft copy of all completed (all signature blocks) Q-2, Q-3 and Q-3/1 evaluations, including commander-directed downgrades for cause, to their

respective OG/OGV for review within 5 working days of the evaluation or the examiner's return to home station.

9.8.5.3. (Added-TRAVIS) (349 OG) The final approving officer on an AF Form 8 for a commander-directed downgrade will be the same level as the final upgrade certifying authority. For aircraft commanders, instructors, and flight examiners, this will be the 349 AMW/CC/CV.

9.8.6. (Added-TRAVIS) Wing Interview Procedures.

9.8.6.1. (Added-TRAVIS) (60 OG) All aircraft commanders, instructors, and examiners require an interview with the 60 AMW/CC. The wing interview is not a mission-ready requirement. This is a one-time requirement, and additional interviews for upgrades are not required. For individuals arriving at Travis AFB already qualified, the interview must be completed within 90 days of arrival on station. For upgrading crewmembers, the interview will be completed within 90 days after the completion of upgrade evaluation requirements. If the interview is not completed within 90 days, the individual will revert to the previous crew position until the interview is complete. 60 AMW/CC/CV will annotate their interview on a Memo for Record provided by 60 OG/OGV. Squadron DOV will contact the 60 OG/OGV secretary to schedule a wing interview. Additionally, each squadron will hand carry 60 AMW Form 163, Aircrew Member Resume, and a completed copy of the AF Form 8 for individuals needing an interview to the 60 OG/OGV for processing NLT three working days prior to the requested interview.

9.8.6.2. (Added-TRAVIS) (349 OG) 349 AMW/CC/CV will certify all Aircraft Commanders, Instructors, and Flight Examiners prior to their performing duties in the upgraded crew position. Schedule all certifications through the 349 OG/OGV office. Squadrons will forward the individual's R and C package to 349 OG/OGV, NLT three days prior to the requested R and C. The R and C package will contain the following in this order: 349 OG/OGV Certification Worksheet, AF Form 8 (N/A for Evaluators) with a "Sign Here" tab for the 349 AMW/CC block, AF Form 1381, Copy of squadron R& C minutes, and Flight Evaluation Folder (FEF).

9.8.6.2.1. (Added-TRAVIS) Upon receipt of the R and C package from the squadron, OGV will coordinate for the appropriate reviews. After all reviews are completed, OGV will contact the respective squadron scheduler and DOV to coordinate the crewmember's availability and schedule the wing certification. If the crewmember's availability is not immediately known, it is the responsibility of the squadron DOV to determine the crewmember's availability and notify OGV.

9.8.6.2.2. (Added-TRAVIS) Squadrons will not send anyone to the wing certification without OGV coordination. Squadrons must call OGV when scheduled crewmembers are not able to attend. Certifying crewmembers report directly to the Wing Command Section.

9.8.6.2.3. (Added-TRAVIS) Squadrons will send a representative to the wing certification, preferably the commander, operations officer, or supervisor.

9.8.6.2.4. (Added-TRAVIS) Aircraft commander and instructor wing certifications will be documented by the board chairperson's signature as the FINAL APPROVING OFFICER (349 AMW/CC, 349 AMW/CV, or 349 OG/CC) on the AF Form 8 and AF Form 1381. Evaluator wing certifications will be documented on the AF Form 1381 by the 349 AMW/CC or 349 AMW/CV.

9.8.6.2.5. (Added-TRAVIS) If the 349 AMW/CC or 349 AMW/CV are not available during the final certification process, the 349 OG/CC or equivalent may certify the individual to perform in the new position. This will be documented on memorandum for record signed by the board chairperson. File this memorandum under Tab 2 of the individual's Flight Evaluation Folder. However, the new incumbent will meet with the 349 AMW/CC to discuss the above issues within 60 days of the 349 OG/CC's certification (or two UTAs, whichever occurs later). The 349 AMW/CC will sign the AF Form 1381 certification. This process is intended to complement, not replace, any review and certification procedures required by AMC.

9.9. (Added-TRAVIS) Programs.

9.9.1. (Added-TRAVIS) Trends.

9.9.1.1. (Added-TRAVIS) (60 OG) Squadron DOVs will report positive and negative trends observed during aircrew examinations, training sorties, contractor training reports, and observation rides. Report squadron-identified trends to the 60 OG/OGV as soon as possible, but no later than the third Friday of the month. 60 OG/OGV will download evaluation trends from the SEMSPro database 5 days after the end of each quarter. Additionally, each squadron will solicit contractors for trends monthly. The 60 OG/OGV will compile the trends data for presentation at the quarterly SEB and, if required, assign and suspense OPRs to clear negative trends. No threshold is set for SEMSPro to designated a trend, but each possible trend will be looked at on a case-by-case basis for such things as number of items sampled and input from other trend reporting areas.

9.9.1.2. (Added-TRAVIS) (349 OG) Squadron DOVs will report positive and negative trends observed during aircrew examinations, training sorties, and observation rides to 349 OGV semiannually. Additionally, 349 OG/OGV will download evaluation trends from the SEMSPro database NET semiannually for reporting at the SEB.

9.9.1.3. (Added-TRAVIS) (60 OG) OGV notifies OGT of trends and special interest areas through the SEB minutes for inclusion into training programs or continuation training meetings.

9.9.1.4. (Added-TRAVIS) Additional trends information can be found in the 60 OG/OGV Trends Program Guide.

9.9.2. (Added-TRAVIS) Standardization/Evaluation Board.

9.9.2.1. (Added-TRAVIS) Stan/Eval Boards are conducted IAW AFI 11-202, Volume 2, and AFI 11-202, Volume 2/AMC1.

9.9.2.2. (Added-TRAVIS) Forward new business items for SEB agenda to OG/OGV NLT two weeks prior to the SEB.

9.9.2.3. (Added-TRAVIS) Additional SEB information can be found in the 60 OG/OGV SEB Program Guide.

9.9.3. (Added-TRAVIS) Waivers.

9.9.3.1. (Added-TRAVIS) Squadron DOVs will provide a status of Stan/Eval waivers during the quarterly SEB cycle.

9.9.4. (Added-TRAVIS) Flight Evaluation Folders.

9.9.4.1. (Added-TRAVIS) Squadron's will use a one line 942 entry to annotate the annual review of the FEF.

9.9.4.2. (Added-TRAVIS) Wing AFORMS will maintain the current copy of the AF Form 1042 and AF Form 702 in the individual's flight records.

9.9.4.3. (Added-TRAVIS) Squadron's will use the 60/349 AMW FEF/Form 8 Guide along with the 60/349 OG/OGV FEF Program Guides as guidance. The source documentation of all AF Form1381 entries are recorded in the 60/349 AMW FEF/Form 8 Guide.

9.10. (Added-TRAVIS) Unit Testing Program.

9.10.1. (Added-TRAVIS) Open Book Question Sources. The Secure Question Banks (SQBs) are the responsibility of the 60/349 OG/OGV. The 60/349 OG will coordinate the development of SQB questions. SQBs for each MDS and crew position will be under the direct control of the designated test manager for that weapon system and crew position. Update the SQB annually or as required by changes in regulations.

9.10.2. (Added-TRAVIS) Squadron DOVs administer requisite testing. DOV will control tests, provide a room adequate for testing and ensure individuals do not use electronic publications for the open book test. Squadron DOVs will also administer flight surgeon tests.

9.10.3. (Added-TRAVIS) Additional testing information can be found in the 60 OG/OGV Program Guide.

9.11. (Added-TRAVIS) Supplementary Evaluation Program.

9.11.1. (Added-TRAVIS) All OG/OGV flight examiners will evaluate required continuation training taught by on-base agencies (60 OSS/TN, Intel, and squadron DOTs) when attending courses as part of their continuation training requirements. Debrief the instructor immediately after the class, and document the training using the OG/OGV Ground Training Review Form.

9.11.2. (Added-TRAVIS) Squadron supervisors should fly with their personnel on a regular basis and provide feedback to their squadron DOV office. Squadron instructors should also provide feedback whenever possible. Report problem areas identified by squadron DOVs as a positive/negative trend to 60 OG/OGV.

9.12. (Added-TRAVIS) Aircrew Flight Manuals Program.

9.12.1. (Added-TRAVIS) Control and Distribution. 60 OG/OGV is the Technical Order Distribution Office (TODO) for both the active and reserve flying squadrons. As such, 60 OG/OGV is responsible for ordering and issuing all aircraft Technical Orders (T.O.s) and selected AF, MAJCOM, and local flying directives (publications).

9.12.2. (Added-TRAVIS) Each squadron will appoint manuals control POC(s) in writing and forward a copy to 60 OG/OGV.

9.12.2.1. (Added-TRAVIS) (N/A AES) T.O. and flying publication ordering and distribution process are identified in OGV Publications and Manuals Program Guide.

9.12.2.2. (Added-TRAVIS) AES will establish squadron-level publications distribution for C-141 T.O.s and T.O.s for certification aircraft IAW AFI 11-AE1, *Aeromedical Evacuation Aircrew Training*.

9.12.2.3. (Added-TRAVIS) Conduct an annual review IAW AFI 11-215/AMC1.

9.12.3. (Added-TRAVIS) AF 847 Program. Process all AF Forms 847 in accordance with AFI 11-215/AMC1. When using the *Electronic Form,* ensure both front and back of form is printed on one sheet of paper. If needed, use additional forms for continuations. The *UNIT NUMBER* will include the originator's unit and sequence number. Example: 9 ARS –02-006, 21 AS - 02-022, etc.

9.13. (Added-TRAVIS) Flight Crew Information File (FCIF). 60 OG/OGV is the FCIF OPR for both the 60 and 349 AMWs and will maintain the master file for Volume 1, Part B and Part C. 349 OG/OGV is the FCIF OPR for the AES. 349 OGV will forward AFRES (and AES) specific FCIFs to OGV for inclusion in the FCBs (Flight Crew Bulletin).

9.13.1. (Added-TRAVIS) Each squadron will establish a hard copy FCIF file IAW paragraph 8.1.1. of AFI 11-202 V2, and AFI 11-202, Volume 2/AMC1. Electronic files do not meet this requirement. Same MDS squadrons, which are collocated, may combine their FCIF file in a central location.

9.13.1.1. (Added-TRAVIS) Squadrons may establish a Unit Read File for squadron-specific information. The information within the Unit Read File will be maintained and tracked (using numeric sequence) by the squadron Stan/Eval office. Send information copies of squadron-issued Unit Read Files to the respective OGV office.

9.13.2. (Added-TRAVIS) Follow guidance in AFI 11-202, Volume 2/AMC1, and the 60 OGV Program Guide on the use of AMC Form 396. Do not reenter FCIFs previously signed off.

9.13.2.1. (Added-TRAVIS) When circumstances warrant, aircrew members may acknowledge understanding of FCIF information by placing the last FCIF number(s) and their initials behind their name on the record copy of the flight authorization or ACM (Additional Crew Member) orders.

9.14. (Added-TRAVIS) Go/No-Go Procedures.

9.14.1. (Added-TRAVIS) Squadrons will establish a positive control system to ensure aircrew members have met all requirements prior to flight and will not exceed required due dates for grounding items prior to Firm Scheduled Return Time (FSRT).

9.14.1.1. (Added-TRAVIS) See the OGV Oversight Program Guide for additional information.

9.14.2. (Added-TRAVIS) Squadron DO/ADO and schedulers should, as a minimum, ensure the following applicable items are accomplished:

9.14.2.1. (Added-TRAVIS) Review Operational Risk Management for crew members and mission requirements.

9.14.2.2. (Added-TRAVIS) Check for currency and grounding items.

9.14.2.3. (Added-TRAVIS) Ensure AMC Form 41 is completed accurately.

9.14.3. (Added-TRAVIS) Aircraft commanders will review during the crew brief.

9.14.3.1. (Added-TRAVIS) Latest FCIFs.

9.14.3.2. (Added-TRAVIS) Operational Risk Management.

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**.

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-Specifi*c, 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 (TRAVIS)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 11-AE1, *Aeromedical Evacuation Aircrew Training*

AFI 11-2C-5, Volume 1, *C-5 Aircrew Training*

AFI 11-2C-5, Volume 2, C-5, *Aircrew Evaluation Criteria*

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

AFI 11-215/AMC1, *Flight Manuals Program*,

AFI 11-202, VOLUME 2/AMC1, *Aircrew Standardization/Evaluation Organization and Administration,*

IAW AFI 11-202V1/AFRC1, *Aircrew Standardization/Evaluation Program*

60 OGV Program Guides

60 OG Flight Evaluation Folder/Form 8 Guide

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)

Figure A3.1. Instrument/Qualification/Mission - Two Sortie, Qualified. .

CERTIFICATE OF AIRCREW QUALIFICATION

DATE COMPLETED: 28 Sep 01

I. EXAMINEE IDENTIFICATION

NAME (Last, First, Middle Initial)	GRADE	SSAN
Smith, Janet A. [Fig. A3.1. Example 1, Front]	Major	123-45-6789
ORGANIZATION AND LOCATION	**ACFT/CREW POSITION**	**ELIGIBILITY PERIOD**
93 BS, Barksdale AFB, LA	B-52H/IP	May 01 - Oct 01

II. QUALIFICATION

GROUND PHASE			FLIGHT PHASE	
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE
Instrument	27 Jul 01	100	INSTM/QUAL/MSN	21 Sep 01
Open Book	5 Jun 01	98	INSTM/QUAL/MSN	28 Sep 01
Closed Book	13 Jul 01	97		
Boldface	13 Jul 01	Q		
EPE	9 Aug 01	1		

QUALIFICATION LEVEL		RESTRICTION (Explain in Comments)	ADDITIONAL TRAINING
QUALIFIED	UNQUALIFIED	☐ YES ☒ NO	DUE DATES
1			N/A
EXPIRATION DATE OF QUALIFICATION			DATE ADDITIONAL TRAINING COMPLETED
Feb 03			N/A

COMMENTS (If more space is needed, continue on reverse)

III. CERTIFICATION

	TYPED NAME AND GRADE	ORGANIZATION	CHECK: CONCUR	DO NOT CONCUR	REMARKS	SIGNATURE	DATE
1	FLIGHT EXAMINER James G. Vick, Sr. Major	93 BS/FE			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	SIGNATURE
	Janet A. Smith, Major	

AF FORM 8, MAY 85 PREVIOUS EDITION WILL BE USED Computer Generated

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)	GRADE	SSAN
Smith, Janet A. [Fig. A3.2. Example 2, Front]	Major	123-45-6789
ORGANIZATION AND LOCATION	**ACFT/CREW POSITION**	**ELIGIBILITY PERIOD**
93 BS, Barksdale AFB, LA	B-52H/EP	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)	ADDITIONAL TRAINING
QUALIFIED	UNQUALIFIED	☐ YES ☒ NO	DUE DATES
1			N/A
EXPIRATION DATE OF QUALIFICATION			DATE ADDITIONAL TRAINING COMPLETED
N/A			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: CONCUR	CHECK: DO NOT CONCUR	CHECK: REMARKS	SIGNATURE	DATE
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	SIGNATURE
	Janet A. Smith, Major	

AF FORM 8, MAY 85 PREVIOUS EDITION WILL BE USED Computer Generated

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

CERTIFICATE OF AIRCREW QUALIFICATION

DATE COMPLETED: 1 Feb 01

I. EXAMINEE IDENTIFICATION

NAME (Last, First, Middle Initial)	GRADE	SSAN
Doe, John F. [Fig. A3.3. Example 3, Front]	Captain	123-45-6789
ORGANIZATION AND LOCATION	**ACFT/CREW POSITION**	**ELIGIBILITY PERIOD**
14 AS, Charleston AFB, SC	C-17A/MP	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)	ADDITIONAL TRAINING
QUALIFIED	UNQUALIFIED		DUE DATES
INSTM/MSN 1	QUAL 3	☒ YES ☐ NO	EPE - 28 Feb 01 FLT - 30 Apr 01
EXPIRATION DATE OF QUALIFICATION			DATE ADDITIONAL TRAINING COMPLETED
INSTM/MSN - Jul 02 / QUAL - N/A			EPE - 30 Jan 01 FLT - 13 Mar 01

COMMENTS (If more space is needed, continue on reverse)

RESTRICTIONS:

SUPERVISED STATUS. Will not perform aircrew duties unsupervised until a successful QUAL recheck has been accomplished.

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	SIGNATURE
	John F. Doe, Capt	

AF FORM 8, MAY 85 PREVIOUS EDITION WILL BE USED Computer Generated

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)	GRADE	SSAN
Doe, John F. [Fig. A3.4. Example 4, Front]	Captain	123-45-6789
ORGANIZATION AND LOCATION	**ACFT/CREW POSITION**	**ELIGIBILITY PERIOD**
14 AS, Charleston AFB, SC	C-17A/MP	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)	ADDITIONAL TRAINING
QUALIFIED	UNQUALIFIED	☐ YES ☒ NO	DUE DATES
1			N/A
EXPIRATION DATE OF QUALIFICATION			DATE ADDITIONAL TRAINING COMPLETED
Aug 02			N/A

COMMENTS (If more space is needed, continue on reverse)

EXAMINER'S REMARKS:

A. Mission Description. This was a recheck QUAL evaluation. The examinee accomplished all pattern activity successfully.

B. Discrepancies. None

III. CERTIFICATION

	TYPED NAME AND GRADE	ORGANIZATION	CHECK			SIGNATURE	DATE
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	

AF FORM 8, MAY 85 PREVIOUS EDITION WILL BE USED Computer Generated

Figure A3.5. Ground Recheck.

CERTIFICATE OF AIRCREW QUALIFICATION

DATE COMPLETED: 11 Apr 01

I. EXAMINEE IDENTIFICATION

NAME (Last, First, Middle Initial)	GRADE	SSAN
Doe, Jeffrey F. [Fig. A3.5. Example 5, Front]	SrA	123-45-6789
ORGANIZATION AND LOCATION	**ACFT/CREW POSITION**	**ELIGIBILITY PERIOD**
6 AS, Travis AFB, CA	C-5B/ML	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)	ADDITIONAL TRAINING
QUALIFIED	UNQUALIFIED		DUE DATES
3/1		☒ YES ☐ NO	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			SIGNATURE	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	SIGNATURE
	Jeffrey F. Doe, SrA	

AF FORM 8, MAY 85 PREVIOUS EDITION WILL BE USED Computer Generated

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 4

SAMPLE AF FORM 942

Figure A4.1. Record of Evaluation

RECORD OF EVALUATION

NAME *(Last, First, Middle Initial)* Doe, John F. [Fig. A4.1. Record of Evaluation]

SSN 263-53-6159

TYPE AIR-CRAFT	TYPE OF EVALUATION	DATE COMPLETED	QUALIFICATION LEVEL *(UNIT)*	TYPE AIR-CRAFT	TYPE OF EVALUATION	DATE COMPLETED	QUALIFICATION LEVEL *(UNIT)*
	ACC						
B-52H	INSTM/QUAL/MSN	22 Sep 01	1 (93BS)				
B-52H	INSTM/MSN	15 Feb 02	1 (2BS)				
B-52H	QUAL	15 Feb 02	3 (2BS)				
B-52H	RQ QUAL	19 Mar 02	1 (2BS)				
	AETC						
F-16C	INIT INSTM/QUAL	1 Apr 03	1 (310FTS)				
	USAFE						
F-16C	INIT MSN	11 Nov 03	1 (555FS)				

AF FORM 942, JUN 01 PREVIOUS EDITIONS ARE OBSOLETE COMPUTER GENERATED

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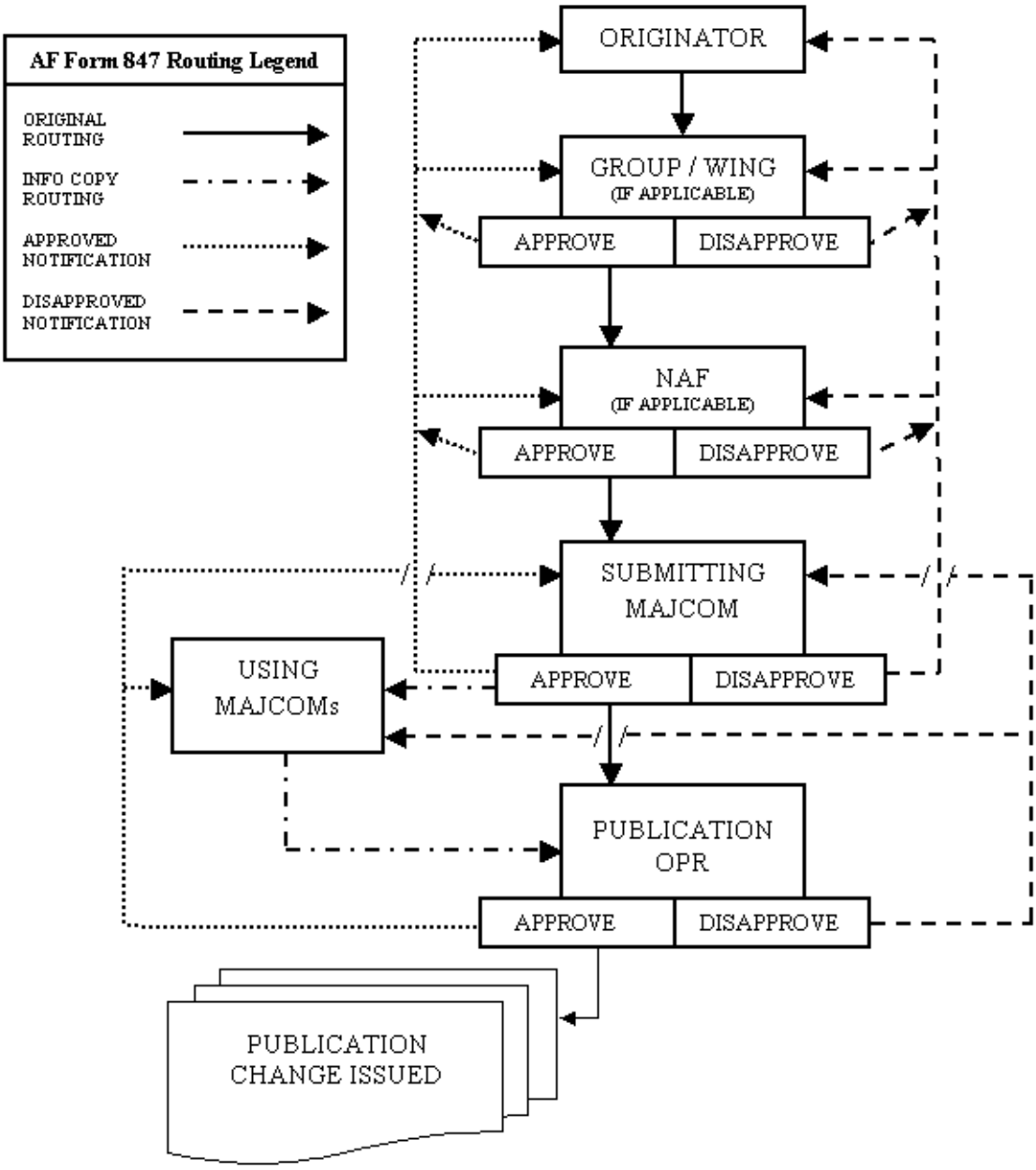
Figure A6.1. Routine AF Form 847 Publication Routing Process.