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AIR FORCE INSTRUCTION 11-202, VOLUME 2

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AIR MOBILITY COMMAND Supplement 1

18 JUNE 2002

Flying Operations

AIRCREW STANDARDIZATION/ EVALUATION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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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*.

(AMC) AFI 11-202 VOLUME 2, 17 JUNE 2002, is supplemented as follows: This instruction implements AFPD 11-2, *Aircraft Rules and Procedures*, and AFPD 11-4, *Aviation Service*. This instruction supersedes AFI 11-408/AMC SUP 1, Change 1, 15 August 1997. It supplements AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, which establishes the Aircrew Standardization/Evaluation (Stan/Eval) Program that supports Air Force objectives. This supplement is AMC/ANG/AFRC approved and applies to AMC-gained CONUS-based ANG and AFRC mobility units. Send waiver requests through DOV channels to HQ AMC/DOV, 402 Scott Drive Unit 3A1, Scott AFB IL 62225-5302. For ANG and AFRC units, send waiver requests through channels to NGB/DOO or HQ AFRC/DOV, as appropriate, for follow-on coordination with HQ AMC/DOV. Approved waivers are issued for a maximum of 1-year from the effective date. File a copy of approved waivers with this instruction and send "info copy" to gaining NAF/DOV.

The Privacy Act of 1974 applies to certain information gathered pursuant to this instruction. The Privacy Act System Number F011 AF XO A, Air Force Operations Resource Management Systems (AFORMS) covers required information.

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.**)

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Chapter 1

PURPOSE

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

1.2. Objectives. Specific program objectives are to:

1.2.1. Develop and ensure standardization of operational procedures for weapon system employment.

1.2.2. Ensure compliance with appropriate operational, training, and administrative directives.

1.2.3. Evaluate and revise operational directives, procedures, and techniques as required.

1.2.4. Provide a system to assess and document individual aircrew proficiency and capability to accomplish assigned flying duties.

1.2.5. Recognize trends and recommend/initiate changes to training programs and directives.

Chapter 2

HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS AND ORGANIZATION

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

2.2. Air Staff. HQ USAF/XOO:

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

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

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

2.2.3. Reviews and maintains this instruction.

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

2.3. Major Commands.

2.3.1. General.

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

2.3.1.1. (AMC) Aircrew Standardization Division (HQ AMC/DOV) is designated by the Director of Operations (HQ AMC/DO) for the overall management of AMC and AMC-gained ANG and AFRC mobility unit standardization and evaluation programs.

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

2.3.1.2. (AMC) DOV personnel will maintain flying proficiency (evaluator status).

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.

2.3.2.2. (AMC) C-130J evaluation criteria is located in the C-130J CONOPS, ANNEX B.

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.

2.3.2.4. (AMC) AMC/DOV will maintain FCIF status listing, FCIF management policy and FCIF database at: **https://www.amc.af.mil/do/dov/FCIFS.HTM**.

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. (AMC) HQ AMC/DOV designates 15 AF/DOV and 21 AF/DOV as OPR for aircraft specific Master Question File (MQF) requirements in AFI 11-202, Volume 2.

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.

2.3.2.12. (AMC) Flight Observation Program. At the direction of HQ AMC/DO or DOV, AMC/DO personnel may observe AMC missions and provide feedback to AMC/DO on the status and capability of the mobility system. AMC/DO personnel may observe any TACC directed (AMC and AMC gained) mission of any MDS.

2.3.2.13. (Added-AMC) HQ AMC/DOV personnel administer pyramid evaluations, no-notice (N/N), and other evaluations to mobility forces performing mobility missions in execution by the TACC or as directed by AMC/DO. This may include SPOT evaluations. The following requirements apply:

2.3.2.13.1. (Added-AMC) Aircraft commander and crewmembers must be notified prior to entering crew rest (NA for N/N evaluations).

2.3.2.13.2. (Added-AMC) AMC/DOV evaluators may perform a SPOT evaluation on any MDS within their respective specialty (i.e., pilot, navigator, flight engineer, boom operator,

loadmaster, etc). For SPOT evaluation outside an evaluator's primary MDS, the evaluation is restricted to the areas listed under GENERAL on the AF Form 3862.

2.3.2.13.3. (Added-AMC) AFRC flying AMC missions - appropriate AFRC NAF/DO (4 AF or 22 AF) prior notification and coordination for both SPOT and no-notice evaluations.

2.3.2.13.4. (Added-AMC) ANG flying AMC missions - ANG/DO and unit commander coordination/approval is required.

2.3.2.13.5. (Added-AMC) AETC flying AMC missions – 19 AF notification and unit commander concurrence.

2.3.2.13.6. (Added-AMC) User-command - Appropriate MAJCOM/DO (or as specified) concurrence.

2.3.2.14. (Added-AMC) Act as final operational approving authority for computer flight planning, TOLD, NAVAIDs, weight and balance software, summary of airfield restrictions, airfield suitability data, and develop aircraft specific fuel planning pamphlets when not provided in aircraft technical orders.

2.3.2.15. (Added-AMC) Act as 24-hour on-call waiver authority for operational procedures according to the appropriate AFI 11-2MDS-Specific Volume 3, Operations Procedures, Chapter 4, Waiver Protocol.

2.3.2.16. (Added-AMC) Manage the Command's aircrew Special Interest Item (SII) Program using inputs from, but not limited to, aircrew trends received from the NAFs.

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. (AMC) This supplement establishes HQ AMC/DO Standardization/ Evaluation (Stan/Eval) Program to support AMC aircrew objectives. It applies to commanders, operations supervisors, aircrews assigned or attached to AMC for flying, and aircrew performing Stan/Eval duties aboard AMC or AMC-gained aircraft. For specific evaluation criteria for qualification on a particular mobility mission design series (MDS) or aircrew specialty, see the appropriate AFI 11-2MDS-Specific Volume 2, *MDS Specific Aircrew Evaluation Criteria*. Units will supplement this instruction according to Chapter 9. Unit supplements will be coordinated with the NAF/DOV and appropriate AFRC NAF/DOV (4 AF or 22 AF) prior to publication. Send proposed change to this instruction on AF Form 847, **Recommendation for Change of Publication**, according to AFI 11-215, *Flight Manuals Program (FMP)* and AMC Supplement 1.

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.

2.4.1. (AMC) The NAF Aircrew Stan/Eval division (NAF/DOV) is typically organized under the appropriate 15 AF or 21 AF Director of Operations (DO) staff. AFRC NAF/DOV personnel do not complete pyramid evaluations or conduct AFRC Aircrew Stan/Eval Visits (ASEV), unless requested by active duty NAF. Fifteenth and Twenty-First Air Forces may request AFRC support from the AFRC NAF/DOV and will notify HQ AFRC/DOV of the request.

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.

2.4.2.2.1. (Added-AMC) Conduct SPOT evaluations in conjunction with scheduled ASEV.

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.

2.4.2.6. (AMC) Pyramid Evaluation Program. HQ AMC/DOV with NAF/DOV will implement a pyramid evaluation system. Units without aircrew representation at NAF/DOV do not receive NAF/DOV flight evaluations unless directed by NAF/CC or higher. Senior OG/OGV evaluators (including AFRC and ANG) or equivalent will receive a pyramid evaluation to satisfy 17-month periodic qualification requirement.

2.4.2.6.1. (Added-AMC) NAF/CC, NAF senior staff, and Chief NAF/DOV may receive their evaluations from any appropriately qualified flight examiner.

2.4.2.6.2. (Added-AMC) NAF/DOV evaluators receive their pyramid evaluation from HQ AMC/DOV.

2.4.2.6.3. (Added-AMC) If there is no specific aircrew or aircraft representation at pyramid level, then the next higher level is responsible. The senior examiners for specific aircraft and missions receive evaluations from any appropriately qualified examiners when there are no qualified examiners in the pyramid above them.

2.4.2.6.4. (Added-AMC) Units will submit written request for pyramid waiver through appropriate channels, i.e. wing and group OGV to NAF/DOV for approval. If approved, NAF/DOV will provide the unit with a "Pyramid Evaluation Waiver" MFR. File the MFR in the waiver section of the individual's FEF.

EXCEPTION: Pyramid evaluation is not required for aircrew undergoing aircraft conversion, difference training on aircraft or for students completing formal qualification and training programs according to AFI 11-2MDS-Specific Volume 1.

2.4.2.6.5. (Added-AMC) Units may align Stan/Eval crewmembers' qualification expiration dates to allow all crew positions eligible for their pyramid evaluations to complete the checkride at the same time. NAFs may use augmentees for this purpose.

2.4.2.6.6. (Added-AMC) NAFs may perform a staff assistance visit (SAV) in conjunction with the pyramid evaluations when specifically requested by the unit.

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

2.4.2.7. (AMC) Flight Observation and Evaluation Program.

2.4.2.7.1. (Added-AMC) NAF flight examiners are the primary observers assessing the mobility system. At the direction of NAF/CC, AMC/DO, or AMC/DOV, NAF personnel will observe AMC missions and provide feedback on the status and capability of the mobility system.

2.4.2.7.2. (Added-AMC) NAF flight examiners are the primary evaluators of aircrew performance in the mobility system. As directed by NAF/CC, AMC/DO, or AMC/DOV evaluators may conduct N/N or SPOT evaluations of AMC, AMC-gained ANG, AFRC, and user-command aircrews under direct operational control of the TACC. The following NAF requirements apply:

2.4.2.7.2.1. (Added-AMC) AFRC flying AMC missions - appropriate AFRC NAF/DO (4 AF or 22 AF) prior notification and coordination.

2.4.2.7.2.2. (Added-AMC) ANG flying AMC missions - ANG/DO and unit commander coordination/approval is required.

2.4.2.7.2.3. (Added-AMC) AETC flying AMC missions – 19 AF notification and unit commander concurrence.

2.4.2.7.2.4. (Added-AMC) User-command - Appropriate MAJCOM/DO.

NOTE: NAF flight examiners may comply with N/N requirements by "blanket" notification message with appropriate prior coordination and approval. NAF notification message should specify time, exercise, deployments, etc., for duration of the evaluation window.

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.

2.4.2.10. (AMC) NAFs will coordinate, build, maintain, and distribute one common MQF for each aircrew position of each MDS for closed book qualification examinations. NAF/DOV will also review OG-generated aircrew open book tests. 15AF/DOV and 21AF/DOV will coordinate test banks to minimize duplication and promote MQF standardization. Aeromedical Evacuation Crewmember (AECM) MQFs may be consolidated into a single document. NAFs will provide copies of the MQF to user-MAJCOMs upon request. NAF/DOVs may elect to use an internet-based MQF distribution program.

2.4.2.11. (Added-AMC) Evaluate any aircrew counterpart assigned within the NAF and NAF-gained ANG and AFRC units.

2.4.2.12. (Added-AMC) NAF/DOV will consolidate and analyze data from aircrew trends by MDS, crew position, and AF Form 3862 area. Provide an electronic copy (.doc file) of trend information to HQ AMC/DOV semi-annually for consideration to be incorporated in the command's aircrew SII Program. Along with the trend information, NAF/DOV will include any problems requiring HQ AMC assistance and a list of open AF Forms 847 being coordinated above the NAF level.

NOTE: This reporting requirement is exempt from licensing in accordance with AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.*

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.

2.4.3.1. (Added-AMC) All NAF crew positions should maintain mission ready status.

2.4.3.2. (Added-AMC) Flight examiners will be qualified or certified in as many special missions as possible for which the NAF has a responsibility. Special missions include low altitude air refueling (LAAR), receiver air refueling (AR), special-operations low-level II (SOLL II), airdrop, and prime nuclear airlift force (PNAF), etc. NAF flight examiners are not required to maintain special mission currency according to AFI 11-202, Volume 1, *Aircrew Training,* and the appropriate AFI 11-2MDS-Specific Volume 1; but they should have initial qualification in the specific special mission and participate as an examiner or observer on at least one special mission every 6-months.

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.*

2.5.1.1. (AMC) AMC gatekeeper requirements for NAF ASEV is HQ Operating Instruction (HQ OI) 36-2803, *Support for Higher Headquarters Gatekeeper Program*. For AFRC, gatekeeper is NAF/DO.

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.

2.5.2.1. (AMC) Aircrew Standardization/Evaluation Visit (ASEV):

2.5.2.1.1. (Added-AMC) Purpose. The NAF ASEV teams validate unit Stan/Eval and training processes and ensure standardization among flying units. ASEV is a process-oriented administrative review of Stan/Eval and training programs, aircrew testing, and in-flight evaluation of instructors, flight examiners, and other selected crewmembers. The ASEV is the principal NAF/CC assessment tool in evaluating unit Stan/Eval programs within the chain-of-command according to AFI 11-202, Volume 2. Evaluations will be administered by NAF flight examiners or designated ASEV augmentees qualified in the applicable aircraft and crew position.

2.5.2.1.1.1. (Added-AMC) NAF ASEV team may request augmentee support from NAF counterpart, units, or user-commands. HQ AMC/DOV personnel may augment or observe a unit ASEV. The appropriate AFRC NAF/DOVs (4 AF and 22 AF) should augment teams for ASEV on AFRC units.

2.5.2.1.1.2. (Added-AMC) Units without aircrew/MDS representation at NAF/DOV will receive an administrative ASEV when directed by the NAF/CC.

2.5.2.1.2. (Added-AMC) ASEV Testing. NAF ASEV team will administer a closed book examination to all available personnel who are qualified to fly unsupervised in unit aircraft. Test individuals who are dual MDS aircraft qualified in only their primary aircraft. The ASEV examinations may be used to satisfy recurring closed book testing requirements for flight evaluations.

2.5.2.1.2.1. (Added-AMC) ASEV Tests will be derived as follows: 90% MQF, 10% FCIF and Safety Supplements.

2.5.2.1.2.2. (Added-AMC) ASEV tests have minimum passing scores according to requirements for closed book examinations in AFI 11-202, Volume 2. Crewmembers failing ASEV closed book tests will be placed in supervised status until successful completion of unit closed book exams.

2.5.2.1.2.2.1. (Added-AMC) The NAF ASEV team will report the names of individuals tested and their scores to the unit commander. The final ASEV report will list the range of test scores and the average test score in the format in Table A6.1. No objective grade will be awarded.

2.5.2.1.2.2.2. (Added-AMC) The NAF ASEV team chief may elect to send the ASEV test after formal ASEV notification but before arrival of the ASEV team. The unit will identify a “trusted agent” to control the ASEV test content and conduct unit testing, or as specified by ASEV team chief.

2.5.2.1.3. (Added-AMC) Primary ASEV Flight Evaluations. NAF flight examiners will administer in-flight evaluations to senior OG (or equivalent) Stan/Eval personnel for each of the unit's assigned mission or design aircraft.

2.5.2.1.3.1. (Added-AMC) Do not extend the senior Stan/Eval crewmember's evaluation expiration date to allow NAF evaluation during the ASEV.

2.5.2.1.3.2. (Added-AMC) If any senior Stan/Eval crewmembers are scheduled to change within 3 months following ASEV, administer evaluation to designated replacements.

2.5.2.1.3.3. (Added-AMC) Pyramid evaluations received within 6 months before the start of an ASEV will count towards the ASEV in-flight evaluation requirements.

2.5.2.1.4. (Added-AMC) ASEV Simulator Evaluations. ASEV Simulator Evaluations. NAF flight examiners may evaluate crew members in the applicable training device (if available) The evaluation will include all activity required for a Simulator evaluation.

2.5.2.1.5. (Added-AMC) For KC-10 senior boom operator, use Boom Operator Trainer (SIM/BOT). In addition, a CCTS instructor crew will be administered a SIM/BOT evaluation. Credit SIM/BOT evaluation for one flight.

2.5.2.1.6. (Added-AMC) Secondary ASEV Flight Evaluations:

2.5.2.1.6.1. (Added-AMC) NAF flight examiners will administer flight evaluations to instructors (preferably performing instructor duties) or flight examiners (preferably performing flight examiner or instructor duties). Additionally, ASEV team may administer evaluations to any crewmember who is current and qualified to fly in unit aircraft and is on the flying schedule. Complete an AF Form 8 for all ASEV evaluations. The total number of evaluations will be at the discretion of the ASEV team chief.

2.5.2.1.6.2. (Added-AMC) Credit may be taken for NAF Stan/Eval evaluations on local and off-station SPOT evaluations administered by NAF flight examiners on AMC-directed deployment, re-deployment, airlift, A-R, Joint Airborne/Air Transportability Training (JA/ATT), operational and local training missions within 75 days of the designated start date of the ASEV (75 – 90 days prior with OG/CC approval). OG/CC approval is required when conducting local or JA/ATT evaluations before the scheduled ASEV for ANG and AFRC mobility units.

2.5.2.1.7. (Added-AMC) NAF ASEV Requirements:

2.5.2.1.7.1. (Added-AMC) ASEV Scheduling/Notification. AMC NAF ASEV teams will normally visit units (including associate reserve units), approximately every 24 months (48 months for Unit Equipped [UE] ANG and AFRC units). Initial planning dates for projected unit ASEV are scheduled and published semi-annually in AMC/IG's consolidated command's inspection target scheduling message. Official unit ASEV notification will be dispatched by the appropriate NAF message to the unit 90 days before scheduled visit. Notification message will include types of missions to be scheduled, ASEV team composition, transportation requirements, special interest items, and other details of the visit. Unit scheduling conflicts should be reported to the appropriate NAF POC for resolution. ASEV scheduling conflicts, changes, and schedule alignments are normally made during the semi-annual scheduling conferences with representation from NAFs, AMC/DOV, ANG/DO, and AFRC/DO. Command inspections are coordinated with TACC.

2.5.2.1.7.2. (Added-AMC) Flight evaluations should represent a cross section of the unit's operational mission. Instructors may be asked to demonstrate maneuvers to help assess instructor ability. All crewmembers may be asked to accomplish specific tasks or maneuvers for their crew qualification to assess proficiency.

2.5.2.1.7.3. (Added-AMC) NAF ASEV teams will complete all AF Forms 8 for in-flight evaluations before departure. At the unit commander's discretion, and with ASEV evaluator's approval, evaluations administered by ASEV flight examiners may be credited toward recurring evaluation requirements. Complete remaining ground items within 2 months (AFRC and ANG units may use entire eligibility period for the accomplishment of requisites) but not later than the end of the eligibility period.

2.5.2.1.8. (Added-AMC) ASEV Grading. A unit-level overall ASEV grade is not awarded. At the conclusion of the visit, the ASEV team chief will provide feedback (oral or written) to the unit commander and staff. In addition, NAF/CC or designated representative will release an ASEV written report following review/endorsement. The ASEV report will follow a typical format at **Table 2.1. (Added)** (ASEV team chief may make minor modifications to the format of the ASEV report as deemed appropriate.) ASEV teams will identify those areas not in compliance with current guidelines and include as "required improvements". Units will report corrective action within 90 days after receiving the final report to NAF/DO.

2.5.2.1.9. (Added-AMC) ASEV Programs. Figure 2.1 identifies unit-level programs subject to assessment of review by the ASEV.

2.5.2.1.10. (Added-AMC) ASEV Results. NAF/DOVs will forward a copy of the ASEV report to HQ AMC/DOV (RCS: AMC-DOV(AR) 9404, ASEV Report), and applicable ANG or AFRC unit ASEV Reports to NGB/DOO or AFRC/DOV. Unit ASEV Reports are available on NAF/DOV website or link on HQ AMC/DOV website.

NOTE: (RCS: AMC-DOV(AR) 9404, ASEV Report) is designated emergency status code D for licensing according to AFI 37-124, *The Information Collections and Reports Management Program: Controlling Internal, Public, and Interagency Air Force Information Collections.* Immediately discontinue reporting data requirements during emergency conditions. When activated, do not send the ASEV report in message format.

Table 2.1. (Added-AMC) ASEV Report.

XXAF ASEV Report					
Unit Number, Unit Base					
Inclusive Dates					
I. **Team Chief's Overall Assessment:**					
II. **Aircrew Performance:**					
	High	**Low**	**Average**	**Total Tested**	**Percent Available**
A.. Aircrew Testing:	X%	X%	X%	XX	XX%
	Q-1	**Q-2**	**Q-3**	**Total Evaluations**	
B. In-flight Performance:	X	X	X	XX	
III. **Stan/Eval Programs:**					
A. Stan/Eval Administration and Manning					
B. Stan/Eval Board					
C. Review and Certification Board (R&C Board)					
D. Flight Evaluation Folders					
E. Trend Analysis					
F. No-Notice Program (Annual Unit Completion Rates--Goal/Actual)					
G. Flight Manuals Program					
Manuals Control					
AF Forms 847 Program					
Mission Kits					
H. Flight Crew Information File (FCIF/FCB)					
I. Aircrew Testing Program					
IV. **Training Programs:**					
A. Training Administration					
B. Training Review Panel (TRP)					
C. Training Folders					
D. Qualification Training					
E. Continuation Training					
F. Tactics					
G. Flight Management (HARM)					
H Squadron Operations (SARM)					

I. Combat Crew Training School (CCTS) (KC-10/C-9 only)					
J. Aeromedical Equipment					
V. **Special Interest Items:**					
A. Command Special Interest Items					
B. NAF/CC Special Interest Items					
VI. **Outstanding Issues (May Require Higher Headquarters Assistance)**					
VII**. Special Recognition**					
VIII. **Required Improvements**					
#	Write-up	Reference	Unit OPR	Suspense	Unit Response

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.

2.5.3.3. (Added-AMC) NAF/DOV or appropriate AFRC NAF/DOV (4 AF or 22 AF) may conduct Staff Assistance Visits (SAV) only when formally requested by a unit. SAVs may include any Stan/Eval or training related area the unit requests.

2.5.3.4. (Added-AMC) Reports generated by a SAV will be informal (internal use only).

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.

3.2.1.3. (AMC) OG/CC may consolidate unit aircrew testing facilities to simplify test administration.

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.

3.2.1.7. (Added-AMC) OG/CC, through OG/OGV, will establish the unit's baseline N/N evaluation program.

3.2.1.8. (Added-AMC) For non-collocated OG units with different MDS aircraft, the OG/CC will determine the basing location for each MDS/OG evaluator.

3.2.1.9. (Added-AMC) Wing and OG/CCs receive their evaluations from any appropriately qualified flight examiner.

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.

3.2.2.4.1. (AMC) Include the following areas in trend analysis (if available): open/closed book examination program, evaluations, supplementary evaluation program, supervisory observations, and ATS contractor feedback.

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

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

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

3.2.2.4.4. (AMC) Report trends to NAF and appropriate AFRC NAF/DOV (4AF or 22AF) quarterly (AFRC and ANG units semi-annually) in SEB minutes.

3.2.2.5. Conduct Supplementary Evaluations as directed.

3.2.2.5. (AMC) Document overall supplementary evaluation program in unit supplement (**Chapter 9**) to this instruction.

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

3.2.2.6.1. (Added-AMC) SEB - General. The Stan/Eval Board (SEB) summarizes the unit's Stan/Eval program and provides a forum for the review and resolution of aircrew related issues. Any area or item of concern, no matter how identified, should be addressed by the board.

3.2.2.6.2. (Added-AMC) SEB – Requirements. OG/OGV will establish an SEB. OGV should include non co-located squadron and detachments in the board proceedings. Squadron and detachments not co-located with their OG may conduct their own board or provide representation to the unit's SEB. Board minutes from non co-located squadron and detachment SEBs should be forwarded to the unit for inclusion in the unit's SEB.

3.2.2.6.2.1. (Added-AMC) Convene the SEB after the end of each calendar quarter (in January, April, July, and November). AFRC and ANG units may convene the SEB after the end of the calendar semi-annual period (in January and July).

3.2.2.6.3. (Added-AMC) Unit commander chairs the SEB and determines its composition. Board members should include representatives from Stan/Eval, training, operations, safety, and other areas as determined by the commander (i.e., ATS contractors).

3.2.2.6.4. (Added-AMC) Discuss items and prepare minutes IAW in AFI 11-202V2 and:

3.2.2.6.4.1. (AMC) Identify trends by MDS, crew position, and AF Form 3862 area.

3.2.2.6.4.2. (AMC) Add new item to the end of the “Summary” section: “Report results from any Higher Headquarters (HHQ) Observation missions.”

3.2.2.6.5. (Added-AMC) Identify recommendations beyond the authority of the unit commander in the board minutes and send to respective NAF and appropriate AFRC NAF/DOV (4AF or 22AF).

3.2.2.6.6. (Added-AMC) The Chief, OGV is responsible for preparation of the agenda, notifying attendees, and preparing the SEB minutes. SEB minutes will be signed or endorsed by OG/CC. Units will maintain at least a 2-year (4-year UE AFRC and ANG) history of their SEB minutes. Send a copy of the unit's SEB minutes to the appropriate NAF/DOV. AFRC units send a copy to appropriate AFRC NAF (4 AF or 22 AF) and to HQ AFRC/DOV. Electronic copies are preferred. SEB minutes are due to the NAF/DOV no later then 30 days following the SEB reporting period.

NOTE: SEB minutes are exempt from reporting requirements and licensing according to AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.*

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.**).

3.2.2.9.4. (Added-AMC) Develop or recommend improvements for aircraft operation and aircrew procedures. Chief, OGV is final approval authority at unit level for AF Form 847s (see AFI 11-215, AMC Supplement 1).

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

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

3.2.2.12. (Added-AMC) Review hazard reports and aircraft mishap reports and take corrective action, when required.

3.2.2.13. (Added-AMC) Pyramid evaluation program requirements. Send a list of senior flight examiners by crew position, qualifications (including special qualifications), and evaluation expiration dates to NAF/DOV. Send an update when change in personnel or qualification occur. For pyramid evaluation waiver requests, contact appropriate NAF/DOV no later than 30 days before evaluation expiration date.

3.2.2.14. (Added-AMC) OG/OGV will maintain a record of all evaluations administered by assigned flight examiners. Record the following minimum information: date of evaluation, flight examiner's name and rank, examinee's name and rank, type of evaluation, and qualification level awarded. Each aircraft type will have a separate record. Maintain a two-year history.

3.2.2.15. (Added-AMC) Flight examiners will be qualified in as many special mission qualifications as possible for which the OG has a mission responsibility. For special missions in which the OG/OGV does not maintain qualification, the Chief, OGV will select an examiner to perform pyramid evaluations.

3.2.2.16. (Added-AMC) Flight Examiners qualifying in special missions such as AR, SOLL II, etc., are flight examiners in those missions once upgrade is complete.

3.2.2.17. (Added-AMC) OG examiners will evaluate:

3.2.2.17.1. (Added-AMC) Senior flight examiners at the next lower level, and may evaluate squadron and detachment crewmembers. OG/CCs or equivalent, may designate a secondary senior flight examiner to administer pyramid evaluations in the absence (DNIF, TDY, etc.) of the senior examiner.

3.2.2.17.2. (Added-AMC) Squadron commanders and operations officers.

3.2.2.17.3. (Added-AMC) Associate OG squadron commanders and operations officers when the associate OG does not have a Stan/Eval function.

3.2.2.17.4. (Added-AMC) Senior flight examiners assigned to reserve associate OG/OGV (squadron DOV where no associate OG/OGV exists) if NAF flight examiners are not available.

3.2.2.17.5. (Added-AMC) Subordinate detachment commanders and senior flight examiner counterparts.

3.2.2.17.6. (Added-AMC) AMC Combat Crew Training School (CCTS) personnel who are co-located with operational units receive pyramid flight evaluations from the unit OGV.

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.

3.2.3.5. (Added-AMC) . Designate, if desired, a Stan/Eval Liaison Officer (SELO) at the OGV level to assist in Stan/Eval duties.

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.

3.3.2.8. (Added-AMC) Maintain a record of all evaluations administered by assigned flight examiners. Record the following minimum information: Date of evaluation, flight examiner's name and rank, examinee's name and rank, type of evaluation, and qualification level. Each aircraft type will have a separate record. Maintain a two-year history. For AFRC, the records may be consolidated under paragraph 3.3.1.14 to satisfy this requirement.

3.3.2.9. (Added-AMC) Manage the squadron N/N evaluation program.

3.3.2.10. (Added-AMC) Conduct Review and Certification (R&C) Boards. AFRC and ANG units may conduct R&C board at group or wing level.

3.3.2.10.1. (Added-AMC) R&C Board - General. Commanders will ensure aircrew members achieve and maintain only the highest standards and professional qualifications required to execute the mission.

3.3.2.10.2. (Added-AMC) R&C Board – Requirements. Squadron or detachment commanders will convene aircrew R&C Boards. Organizational differences may limit AFRC and ANG units from full compliance with the requirements of this section. Follow the overall policy and intent, and list details in **Chapter 9**.

3.3.2.10.2.1. (Added-AMC) R&C Board certifies crewmembers have completed all training requirements and successfully completed all required flight evaluations. An R&C Board is required for initial upgrade or re-qualification to aircraft commander, all instructor upgrades, and all flight examiner upgrades. Other crewmembers need not meet an R&C Board and are formally qualified by signature of final approving officer on the AF Form 8 or certified by signature of certifying official on appropriate source documentation.

3.3.2.10.2.2. (Added-AMC) Review adequacy of training at 1-and 2-month points of an aircrew member's re-qualification progress or when crewmembers fail to meet established standards and are placed in training status (R&C Board required.)

3.3.2.10.2.3. (Added-AMC) Review all circumstances for possible downgrade when it is suspected an individual should no longer serve in the current crew position do to substandard performance. Commander directed downgrade procedures will be according this supplement. (R&C Board optional at commander discretion.)

3.3.2.10.2.4. (Added-AMC) To remove an individual from instructor/examiner status (without prejudice) when changes in duty position within the unit do not require/permit accomplishment of instructor/examiner duties: (R&C Board not required.)

3.3.2.10.2.4.1. (Added-AMC) Instructors: Document removal from instructor status with an AF Form 1381 entry with a supporting Memo for Record (MFR) if necessary to describe the event (See paragraph **A7.3. (Added)**) in the Flight Evaluation Folder (FEF). Retain the MFR if used.

3.3.2.10.2.4.2. (Added-AMC) Examiners: Document removal from flight examiner status on the aircrew member’s AF Form 1381. The certifying official will annotate effective date of rescission and sign the AF Form 1381.

3.3.2.10.2.5. (Added-AMC) Units maintain a two-year history of all R&C board minutes.

NOTE: R&C Board Minutes are exempt from reporting requirements and licensing according to AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.*

3.3.2.10.2.6. (Added-AMC) Pilots initially qualifying to aircraft commander, or re-qualifying to aircraft commander due to non-currency more than 12 months, will be certified at home station before serving "in command" unsupervised.

3.3.2.10.2.7. (Added-AMC) Crewmembers other than pilots may perform primary crew duties (unsupervised) before return to home station for R&C Board, if the initial or re-qualification evaluation is successfully completed and the flight examiner annotates one copy of the flight authorization with "initial or re-qualification complete, date, and signature" next to crew member's name. The flight examiner may then depart the crew. Normally, complete all administrative actions before flight in the new crew qualification.

3.3.2.10.2.8. (Added-AMC) R&C Board action is not required for: commanders and vice/deputy commanders at wing, group, and squadron level, NAF/CC, active duty advisors to AFRC and ANG units, flight examiners assigned to MAJCOM/DOV, NAF, and OG/OGV, and individuals who are re-qualifying or upgrading to a position in which they were current and qualified during the previous 12 months.

3.3.2.10.3. (Added-AMC) R&C Board - Procedures:

3.3.2.10.3.1. (Added-AMC) Conduct R&C Board at the squadron or detachment level (AFRC and ANG units may conduct R&C board at group or wing level). Wing and group review, certification, and interview procedures are at the discretion of the local commander.

3.3.2.10.3.2. (Added-AMC) R&C Board - Composition. Commanders should preside at all R&C Boards. AFRC Squadron/DO may preside in the commander's absence, and the commander will review R&C Board actions**.** Composition of R&C Board is at the discretion of the commander and should include representatives from training, safety, operations, and Stan/Eval.

3.3.2.10.3.3. (Added-AMC) The board president interviews aircrew members meeting the R&C Board for certification. Board members brief pertinent aspects of the unit's mission including special items of emphasis.

NOTE: Active duty units - Any wing or group review, certification, or interview process above the squadron or detachment is in addition to the squadron or detachment process. AF Form 8 for personnel (receiving local training and evaluation) or AF Form 1381 certification (if required) will be completed and signed (final approval block) by the squadron or detachment commander (board president).

3.3.2.10.4. (Added-AMC) R&C Board Actions - Aircrew Member Fails to Meet Standards:

3.3.2.10.4.1. (Added-AMC) R&C Board actions for aircrew members who fail to meet established standards in their aircrew position and are placed in a training status are as follows:

3.3.2.10.4.1.1. (Added-AMC) If the aircrew member has not re-qualified within one month (or first Unit Training Assembly [UTA] for AFRC units, whichever is greater) after the disqualifying event, the squadron and detachment R&C board should convene to determine the adequacy of training and successful progress while completing re-qualification requirements.

3.3.2.10.4.1.2. (Added-AMC) For individuals not re-qualified by the last day of the second month (AFRC and ANG third month IAW AFI 11-202 Volume 2), the squadron/detachment should convene a second R&C Board to determine appropriate action (e.g., recommend re-training/re-qualification, Flying Evaluation Board [FEB] according to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, airman re-classification, etc.). Any recommendation for additional training beyond the additional training due date (see AFI 11-202 Volume 2) must be approved by the individual's wing or group commander.

3.3.2.10.4.2. (Added-AMC) Before initiating FEB or airman reclassification action, the SQ/CC will counsel the crew member recommended for removal from flying status.

3.3.2.11. (Added-AMC) The unit to which the NAF/CC is assigned for flying purposes will ensure proper documentation is accomplished reflecting the NAF/CC's status.

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**).

3.3.3.4. (Added-AMC) Special mission qualifications for which the squadron has mission responsibility will be represented by a minimum of one flight examiner per applicable crew position. Squadron evaluators will be evaluated by the senior squadron evaluator or higher.

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**).

4.2.4. (AMC) Complete an AF Form 1381 entry according to **Attachment 6**. Include remarks indicating flight examiner certification or de-certification, as appropriate. Report change of status during SEB.

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

4.2.5. (AMC) Complete an AF Form 1381 entry according to **Attachment 6**. Include remarks indicating flight examiner certification or de-certification, as appropriate. Report change of status during SEB.

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.

4.2.6.3. (Added-AMC) For AFRC and ANG units, one alternate flight examiner may be designated to administer flight evaluations in the absence of the senior flight examiner.

4.2.6.4. (Added-AMC) Associate AFRC units establish an OG Stan/Eval under the OG/CC or equivalent. The duties and responsibilities associated with active duty OG Stan/Eval apply except active duty Stan/Eval manage common areas for both active and associate wings, e.g., Flight Crew Information File (FCIF), Flight Crew Bulletin (FCB), and requisite examinations. This does not preclude the Associate OGV from managing Reserve-unique FCIFs or developing examinations to meet unit requirements.

4.2.6.5. (Added-AMC) All Air Technician/Active Guard Reserve (AT/AGR) and Air Reserve Technicians (ART) may be flight examiner qualified. ART personnel should occupy senior flight examiner positions. For all aircrew positions, when a non-technician fills a Stan/Eval Unit Manning Document (UMD) position, units may assign a technician in that crew position to the Stan/Eval division. In this case, the technician will assume the duties of the senior flight examiner for that crew position and may administer all evaluations.

4.2.6.6. (Added-AMC) AFRC OG flight examiners may evaluate aircrew counterparts in both their OG and host active duty OG.

4.2.6.7. (Added-AMC) Chief, OGV/DOV, may be a technician or a traditional reservist or guard member, at the OG/CC's discretion.

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).

4.3.4. (AMC) Unit-level flight examiners will only administer SPOT evaluations within their respective MDS and crew position unless directed by OG/CC.

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.

4.3.6.1. (Added-AMC) The flight examiner normally does not assume the examinee's position for unsatisfactory performance. If warranted, the flight examiner may assume the duties of that crew member, if current and qualified. Advise the crew and assume full responsibility for the crew position for the rest of the mission leg. In the mobility system, evaluators will notify the mission execution authority immediately and coordinate follow-on action (replacement, if required). The evaluator should be prepared to continue follow-on missions if directed by the execution authority.

4.3.6.2. (Added-AMC) If in the examiner's judgment, the examinee can continue safely (under supervision) the flight examiner should not assume the examinee's duties.

4.3.6.3. (Added-AMC) Flight examiners performing in-flight duties and not qualified and current for the crew position in which unsatisfactory performance is observed (non-specialty) will inform the aircraft commander immediately.

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

4.3.7. (AMC) When a flight examiner observes less than Qualification Level "Q-1" performance from any crewmember not being evaluated, the flight examiner will consult with appropriate qualified personnel and (through the Chief, OGV)**,** will complete a follow-on recommendation for appropriate action to the unit commander (e.g., commander directed downgrade, follow-on N/N evaluation, additional training, etc.). The unit commander will determine the final course-of-action in accordance with "commander-directed downgrade" procedures.

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.

4.3.9. (AMC) Formal Training Units (FTU)/CCTS evaluators may evaluate AMC and AMC-gained aircrew members at formal schools or as augmentees to ASEVs.

4.3.9.1. (Added-AMC) Active duty and Reserve OG/OGV flight examiners may evaluate aircrew counterparts in both their OG and their Associate OG. Squadron or Detachment Flight examiners may give evaluations outside their unit, but will require examinee's squadron commander approval.

4.3.10. (Added-AMC) For en route evaluations, flight examiner pilots may, at their discretion, serve as an augmented crewmember during evaluations, but should not occupy a pilot seat for takeoff and landing.

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.

5.2.1.4.4. (Added-AMC) The flight evaluator will determine the evaluatee's seat position (normally right seat) for the initial instructor pilot evaluation and will include a minimum of one approach and landing.

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.

5.2.1.5. (AMC) SPOT Evaluations. Examinee must receive notification before entering pre-mission or pre-departure crew rest. The unit's (90-day prior) ASEV notification message satisfies this requirement. Crewmembers should not receive more than one SPOT evaluation per calendar year.

EXCEPTION: As directed by the commander, or as directed by NAF/DOV to meet unit ASEV evaluation requirements.

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.

5.2.2. (AMC) QUAL (qualification) and MSN (mission) requirements may be combined or consolidated as one "composite" evaluation to balance limited flying-hour resources with evaluation requirements and unit mission tasking. Do not use the term "composite" in the flight phase of AF Form 8. When QUAL and MSN in-flight evaluations cannot be combined within the same calendar month, use a separate AF Form 8 with a separate expiration date or as specified in AFI 11-2MDS-Specific Volume 2.

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

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

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

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

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

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

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

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

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

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

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

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

5.2.3.3.1.1. (Added-AMC) N/N In-flight Evaluation Program. Each level of command (SQ/OG/NAF/AMC) will execute a N/N program. Develop the N/N program as an assessment tool for overall unit readiness and to provide indicators for appraisal and re-focusing unit training programs. OG and SQ levels will develop and publish a program to sample a combined minimum goal of 15% of available (qualified to perform aircrew duties) crewmembers (by crew position) annually.

5.2.3.3.1.2. (Added-AMC) Crewmembers will not receive more than one N/N evaluation per calendar year except as directed by their commander. This restriction does not affect HQ AMC or NAF evaluators conducting N/N evaluations in the mobility system or SPOT evaluations in conjunction with unit ASEV requirements. NAF level evaluators in the mobility system may conduct only one N/N evaluation per crewmember (maximum) per mission.

5.2.3.3.1.3. (Added-AMC) Avoid administering N/N evaluations within the eligibility period unless commander directed.

5.2.3.3.1.4. (Added-AMC) For mobility aircrews, as a minimum, all N/N evaluations will include items designated under “General” as defined in the appropriate aircrew member’s chapter of the AFI 11-2MDS-Specific Volume 2. Evaluate other areas, as appropriate.

5.2.3.3.1.5. (Added-AMC) Evaluators will use items from the special interest program to target and assess specific areas during all N/N evaluations. Areas designated "special interest" are normally identified by higher headquarters or NAF message. OG and squadron may also designate areas. Squadron and OG will provide feedback on special interest areas through the SEB. Squadron, OG, and NAF will develop a process to inform evaluators on the requirements of the special interest program.

5.2.3.3.1.6. (Added-AMC) Detail the unit's N/N program (including N/N rate goal) in **Chapter 9**.

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

5.2.3.3.2. (AMC) Before the start of a N/N evaluation and with the concurrence of the evaluator, the examinee may request that items accomplished during the evaluation be credited toward a periodic evaluation. 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.

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. (AMC) Publications Check. Each aircrew member, while performing aircrew duties, is responsible for assigned publications according to the appropriate AFI 11-2MDS-Specific Volume 3, *MDS-Specific Operations Procedure*, Chapter 6, Publication Requirement.

NOTE: This publication check (by the evaluator) will not fulfill the annual publication check requirement according to AFI 11-215, AMC Supplement 1.

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-Specific*, Volume 2, and allow accurate measure of the proficiency of the examinee. Evaluation profiles will reflect unit tasking, daily training missions, be realistic and incorporate current tactics.

5.2.6. 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. (AMC) File memo for record in individual's FEF (Section 2). (***NOTE:*** AF/XOO interim waiver applies, see paragraph **5.2.12.2.4.** below)

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.

5.2.8. (AMC) Do not verbally evaluate takeoffs, approaches, landings, or cargo loads unless specified in the AFI 11-2MDS-Specific Volume 2.

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.

5.2.12.2.1. (AMC) Initial qualification examinees will not fly as a qualified crewmember until additional training is complete.

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.

5.2.12.2.4. (AMC) INTERIM WAIVER. AMC currently uses Section I of the FEF for all MFRs, but the Basic AFI requires unit examiners to file those MFR that directly relate to Forms 8 in Section II. In order to conform to AF/XO guidelines and minimize impact on AMC units, AF/XOO approved an interim waiver allowing phased compliance. Unit examiners will bring Flight Evaluation Folders into compliance during the next evaluation of each aircrew member.

Authority: HQ AF/XOO Memo, Dated 2 Apr 2002, Expiration: 30 Apr 2005

5.2.12.2.4.1. (Added-AMC) Instructors, flight examiners, or authorized Aircrew Training System (ATS) contractor instructor personnel administer additional training.

5.2.12.2.4.2. (Added-AMC) If additional training is not completed by due date, the aircrew member will fly in supervised status.

5.2.12.2.4.3. (Added-AMC) An instructor or flight examiner graded Q-2 on any evaluation will not perform instructor or examiner duties until the Q-2 is cleared. Flight examiners will clear instructor Q-2s. Flight examiner Q-2s should be cleared according to the pyramid evaluation system.

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.

5.2.13.2. (AMC) Mission evaluations graded overall Q-3 will result in non-mission ready status in that mission only.

5.2.13.2.1. (Added-AMC) (AFRC) Downgrade to lower crew duty position. In those cases where failure of a flight evaluation results in downgrading to a lower crew duty qualification (that is, instructor pilot to aircraft commander, aircraft commander to first pilot, etc.), these individuals may perform duty in the lower position without supervision provided that this action was recommended by the flight evaluator and properly annotated on the AF Form 8. Such individuals may not perform duty in crew duty positions from which they were downgraded until successful reaccomplishment of the examination/flight evaluation.

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.

5.2.13.3.1. (AMC) Qualification Evaluation. AECMs who Q-3 in one qualification aircraft will fly in supervised status in all aircraft until recheck in that aircraft is complete.

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.

5.2.13.3.2. (AMC) Only applies to the specific Q-3 mission.

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.

5.2.13.3.3. (AMC) Re-evaluation may be administered in the aircraft, verbally, or in an Aircrew Training Device (ATD) at the examiner's discretion.

5.2.13.3.4. (Added-AMC) (AFRC) Squadron commanders review the records of aircrew members who fail a flight evaluation. Document the commander's review in the individual's FEF. Squadron commander's signature in Section III of the AF Form 8 satisfies this requirement.

5.2.13.3.4.1. (Added-AMC) AGR, ART, and AFRC aircrew members are disqualified or removed from aviation service when they indicate a repetitive pattern of failure and/or marginal performance according to AFI 11-402, as supplemented, and reassigned to a non-flying position or removed under the provisions of AFI 36-704.

5.2.13.3.4.2. (Added-AMC) Civilian aircrew members are notified according to AFI 36-1001 when they fail to pass a qualification examination or flight evaluation. They may be removed from aviation service and reassigned to a non-flying position, or removed under the provisions of AFI 36-704 when they indicate a repetitive pattern of failure and/or marginal performance.

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.

5.2.15. (AMC) Individuals failing to complete a required evaluation by the expiration date are on unqualified status until complete; AFI 11-202, Volume 2, "Out-of-the-Eligibility Period" and "Failure to Pass a Flight Evaluation for Multiple Qualified Aircrew Members" requirements apply.

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.)

5.2.16.1. (AMC) HQ AMC/DO is approval authority according to AFI 11-202 Volume 1. Forward request through channels (Sq/CC, OG/CC, NAF/DO, etc.). For AFRC, HQ AFRC/DO is approval authority. Refer to AFI 11-202 Vol 1 AFRC Sup 1 for procedures to request multiple qualification.

5.2.16.1.1. (Added-AMC) Approval authority for Senior Staff (O-6 and above) at Group, Wing, or NAF is AMC/DO. AMC/DOV is delegated approval authority, when appropriate. ***EXCEPTION***: 15 AF and 21 AF Flight Nurse (FN) and Aeromedical Evacuation Technician (AET) examiners may maintain multiple qualifications in the C-9, C-17, C-130, and C-141. For ANG, approval authority is ANG/DOOM. For AFRC, AFRC policy is contained in 202 Vol 1 AFRC Sup 1.

5.2.16.1.2. (Added-AMC) Approved crewmembers completing multiple qualification see the appropriate AFI 11-2MDS-Specific Volume 1 for training requirements. Complete certification or evaluation according to the appropriate AFI 11-2MDS-Specific Volume 2. If an evaluation is not required (training and certification only), make an entry in the individual's FEF on AF Form 1381.

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.

6.4.2.3. (Added-AMC) Unless otherwise specified in the appropriate AFI 11-2MDS-Specific Volume 2, individuals qualified as crewmembers in more than one MDS aircraft must complete open and closed book exam for each aircraft.

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.

6.4.5.1.1. (Added-AMC) If not specified in the appropriate AFI 11-2MDS-Specific Volume 2, Open book exam will be derived from the Secure Question Bank (SQB) for each crew position of each MDS. The OG/OGV will create and manage the Open book examination process.

Open book questions will be drawn from appropriate information contained in FCIF Volumes I, II, III, and IV.

6.4.5.1.1.1. (Added-AMC) Crewmembers qualified to conduct ground taxi operations will be tested on their knowledge of marshaling signals IAW AFI 11-218, *Aircraft Operations and Movement on the Ground*. Units may administer a ground marshaling examination as part of the open book examination.

6.4.5.1.2. (Added-AMC) A portion of each open book exam will include questions pertaining to each mission qualification of the individual being tested. Include airdrop, AR, SOLL II, PNAF, cargo, instructor (scenario type), etc., as required.

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. (AMC) If not specified in the appropriate AFI 11-2MDS-Specific Volume 2, mobility forces complete their closed book examination using a minimum of 20 questions from the MQF. When developing a closed book examination from the MQF, the unit should select questions to sample aircrew knowledge areas or correct potential trends.

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.

6.4.5.2.1.1. (AMC) 15 AF and 21 AF are designated OPR for the development and management of mobility aircraft MQF. Each NAF will coordinate, build, maintain and distribute one common MQF for each crew position of each MDS. The MQF will contain at least 100 questions with periodic updates, as necessary. A comprehensive MQF is encouraged. MQF questions will be derived from the basic aircraft flight manual, performance manual, other applicable technical orders, and the AFI 11-2MDS-Specific Volume 3. MQF questions for AECMs will be derived from publications on HQ AMC/DOV website: **https://www.amc.af.mil/do/dov/dov.htm.** The MQF will be reviewed periodically, annually as a minimum, for changes. NAFs may delegate a portion or all of MQF development and maintenance requirements to specific active duty, ANG, or AFRC units; or a designated civilian contractor providing this service. NAFs will maintain active supervision of MQF contents.

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. (AMC) Each NAF will provide copies of the MQFs to other MAJCOM-users upon request (use www-based distribution process). The OG will distribute the MQF to all unit aircrew members.

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.

6.4.5.2.1.2.2. (AMC) OG Stan/Eval will forward corrections to appropriate NAF.

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

6.4.5.2.2. (AMC) May be included in the SQB.

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

6.4.5.3. (AMC) Exam requirements follow open book format and the exam is normally generated at the unit level. IRC program and Instrument Examination questions are available on Air Force Flight Standardization Agency (AFFSA) website, IRC Page: **http://www.andrews.af.mil/tenants/affsa/AFFSAXO.htm**.

6.4.5.3.1. (Added-AMC) All pilots and navigators (with flight instruments) should complete an instrument examination in the same period as their open and closed book exams.

6.4.5.3.2. (Added-AMC) The instrument examination may be completed outside the eligibility period, but will not exceed the crewmember's qualification expiration date (one exam per qual cycle).

6.4.5.3.3. (Added-AMC) Euro-NATO Jet Pilot Training (ENJPT) instrument examinations remain valid concurrent with the individual's initial qualification instrument evaluation. IRC or equivalent courseware may satisfy this requirement. Units will determine an internal process for managing ENJPT instrument examination dates and scores. Incorporate the scores on the individual’s first initial qualification AF Form 8.

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.

6.4.6.1. (AMC) Examinations will consist of one question concerning each Bold Face/Critical Action Emergency Procedure applicable to an individual's specialty. Individuals qualified as crew members in more than one MDS aircraft must complete a Bold Face exam for each aircraft.

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.

6.4.6.2. (AMC) AMC policy is that Bold Face will be written as depicted in the flight manual (dash 1) aircrew checklists, to include the correct crew positions for the prescribed action. Unit commanders will ensure that crews are trained to this standard; however, we do not intend for examiners to quibble over punctuation or minor misspellings.

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.

6.4.7.1. (AMC) An initial qualification or requalification student who fails an Aircrew Training System (ATS) examination while attending FTU/CCTS training will retake the ATS exam and complete the appropriate open and closed book examinations before flight evaluations.

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.

6.4.7.5. (Added-AMC) (AFRC) Squadron commanders review flying records of aircrew members who fail to take or pass a written standardization examination. Document this review describing the circumstances/actions to be taken and keep on file in the unit standardization/training section until corrective action is completed. R&C Board action will fulfill this requirement.

6.4.7.5.1. (Added-AMC) AGR, ART, and AFRC aircrew members are:

6.4.7.5.1.1. (Added-AMC) Notified in writing of unsatisfactory performance when they fail to pass a written examination. Notification includes the training program to be pursued to restore the individual's qualification.

6.4.7.5.1.2. (Added-AMC) Disqualified or removed from aviation service when they indicate a repetitive pattern of failure and/or marginal performance according to AFI 11-402, as supplemented, and reassigned to a non-flying position or removed under the provisions of AFI 36-704.

6.4.7.5.2. (Added-AMC) Civilian aircrew members are:

6.4.7.5.2.1. (Added-AMC) Notified according to AFI 36-1001 when they fail to pass a qualification examination or flight evaluation.

6.4.7.5.2.2. (Added-AMC) Removed from aviation service and reassigned to a non-flying position, or removed under the provisions of AFI 36-704 when they indicate a repetitive pattern of failure and/or marginal performance.

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 oper-

ational procedures, etc., to determine if knowledge deficiencies exist within the unit. This exam may be open or closed book, but will not count as a requisite exam, nor will a requisite exam satisfy the requirement for a periodic exam. Units will describe this program in the unit supplement to this instruction, to include procedures for failed exams.

6.5. (AMC) Ground N/N Exam. Unit's Periodic Examination program may be combined with unit N/N program. Include program details in unit's chapter 9.

6.5.1. (Added-AMC) An AF Form 8 will not be generated simply for a failed periodic examination.

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.

7.3.4.3.2. (AMC) Enter the highest qualification reflecting the intention of the evaluation (e.g., IP, MP, MN, MF, MB, IH, IAM, etc.)

NOTE: Before a crewmember is officially designated "mission-ready", several add-on requirements are normally accomplished after in-flight evaluation (e.g., KC-10 phase II, En route, SIOP certification, etc.) The add-on requirement should not impact the intention of the evaluation (highest crew position entry). If a restriction is necessary, clarify in the examiner's remarks.

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).

7.3.4.4.5. (Added-AMC) Enter N/A for all evaluations given within an eligibility period, but not intended to satisfy a recurring requirement (e.g. SPOT, N/N SPOT, etc.)

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:

7.3.5.8.3.1. (Added-AMC) Examiner’s Remarks, Section A, Mission Description must include (as appropriate):

7.3.5.8.3.1.1. (Added-AMC) Specific mission evaluation performed (i.e., airdrop, ARP, PNAF, etc.).

7.3.5.8.3.1.2. (Added-AMC) Evaluations scheduled over more than one day will show inclusive dates.

7.3.5.8.3.1.3. (Added-AMC) Identify a commander-directed evaluation.

7.3.5.8.3.1.4. (Added-AMC) Show that two or more flight examiners were required for an evaluation (include the other flight examiner's name, grade, organization, and signature after their comments.)

7.3.5.8.3.1.5. (Added-AMC) Identify any area verbally evaluated.

7.3.5.8.3.1.6. (Added-AMC) List supervisory attendance.

7.3.5.8.3.1.7. (Added-AMC) Annotate reason for recheck or re-qualification.

7.3.5.8.3.1.8. (Added-AMC) Identify any requirements remaining to complete a required evaluation.

7.3.5.8.3.1.9. (Added-AMC) List qualification comments according to AFI 11-2MDS-Specific Volume 2.

7.3.5.8.3.2. (Added-AMC) Examiner's Remarks, Section C: Recommended Additional Training, must include (as appropriate):

7.3.5.8.3.2.1. (Added-AMC) Show any special requirement for re-evaluation.

7.3.5.8.3.2.2. (Added-AMC) Instructor/Evaluator completing training will document completion. Include name, rank, organization, and signature.

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 evaluated 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.

7.3.6.2.1. (AMC) The final approving officer is the Sq/Det CC, OG/CC, Wing/CC, NAF/DO, or appropriate HQ AMC Division Chief based on where the examinee is assigned/attached. The final approving officer for the Wing/CC is the OG/CC. The reviewing officer is a senior flight examiner designated by the final approving officer. The final approving officer will be on active flying status (except for HQ AMC and AES). Additional reviews may be made as appropriate. Show additional reviews in the comments section of the AF Form 8. If crewmember certification board action is required, the final approving officer is the board president. AFRC and ANG unit AF Forms 8 will be reviewed and approved as directed by the wing/group commander. AFRC Wing/CC certification, when required by AFI 11-202V1, AFRC Sup 1 may be documented by the Wing/CC's signature as Final Approving Officer, in the Comments section, or on AF Form 1381 in the FEF. For HQ AMC/SGX AECMs, the deputy command surgeon is the final approving officer.

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.

7.3.9.3.3. (AMC) Additional reviews are at the discretion of the unit commander.

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.

7.4.1.6. (Added-AMC) For mission evaluations, in parentheses, enter an abbreviation of the mission evaluation received in the "Type Evaluation" column, e.g., MSN (Airdrop) or MSN (Cargo), etc., (if applicable.)

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. (AMC) See **Figure 7.1. (Added).** Under the AF Form 942, maintain the following tabs, as required. Use AMC Form 457, **Flight Evaluation Folder Tabs**. Units must establish procedures for maintaining the FEF or individual's flight record (e.g., AF Form 1042) in **Chapter 9**.

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.

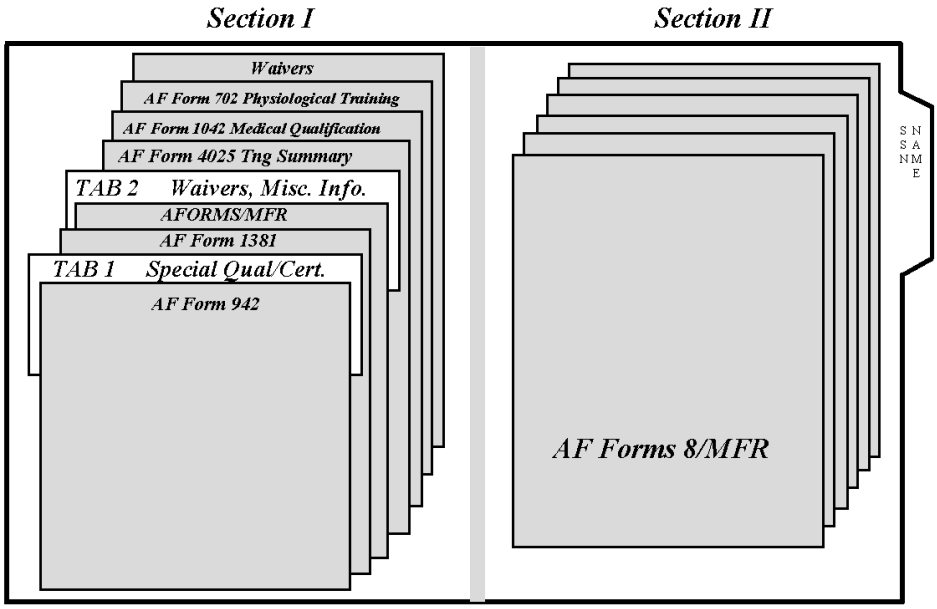
7.5.2.1.4. (Added-AMC) TAB 1--Special Mission Certifications. The AF Form 1381, **USAF Certificate of Aircrew Training**, is the basic source document to provide a current history of each individual's flying certifications according to AFI 11-202, Volume 1. See **(Added). (AMC) Attachment 6** for completing AF Form 1381. Include all certifications not annotated on AF Form 8 (i.e., formation lead, SIOP certification, flight examiner, initial cadre, nuclear, and tactical certifications, etc.)

7.5.2.1.5. (Added-AMC) TAB 2--Training Summary, Waivers, and Miscellaneous Information. Under AF Form 4025, **Summary/Closeout Training Accomplishment Report**, file waivers in chronological order with the most recent on top. Maintain waivers in excess of two years for the effective period of the waiver. File miscellaneous information (i.e., AF Form 1042 and AF Form 702, etc.) in Tab 2.

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. (AMC) Units may insert an appropriate cover sheet to identify AF Forms 8 previously reviewed by MAJCOM or NAF level ASEV team.

Figure 7.1. (Added-AMC) FEF Format.



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. (AMC) Information published in the FCIF is approved and signed by OG/OGV or designated representative. The files will be readily accessible to the flight crew.

8.1.1. Publications Library. Units will establish and maintain a FCIF Functional Publications Library according to MAJCOM directives. All publications in the library will be current and complete.

8.1.1. (AMC) The unit will develop and maintain a hard-copy FCIF Library. At unit's discretion, the FCIF library may be duplicated electronically and made available via internet www sites or electronic mail distribution.

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.

8.1.2. (AMC) FCIF Volume 1, Part A will be the table of contents of the FCIF library and index of outstanding FCIF message traffic.

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

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

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

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

8.1.3.2. (AMC) Volume I organizes short-notice aircrew operational information into a four-part FCIF system. FCIFs must be clear, concise, short and include a specific duration. Use sectional dividers or separate binders, as required to present the information in Parts A-D. Units develop an

FCIF Volume 1 process to ensure aircrews review and acknowledge receipt of the appropriate information.

8.1.3.2.1. (Added-AMC) OG/OGV use the AMC Form 446, **Flight Crew Information File,** to transfer, edit, and highlight new or revised material in volumes I through V, as well as higher HQ directed messages, guidance concerning safety, operations, etc. Do not delay posting FCIF Volume 1, Part B items for editing. OG/OGV will determine when materials will be removed from the FCIF. Maintain information as directed or until the information is incorporated in Part C (FCB) or appropriate aircrew directives.

8.1.3.2.2. (Added-AMC) Part A: FCIF Index . Administrative tool summarizing outstanding FCIF message and contents of the FCIF Library. The wing or group Stan/Eval office completes the FCIF index in January for each subordinate unit. Type the preparation date in the upper right-hand corner of the index. List all FCIFs that meet criteria for Volume I in the index. Publications included in the FCIF by subordinate units are added to the FCIF index by the unit. Wing publications not required in a subordinate unit's FCIF will be lined out on the subordinate unit's copy of the FCIF index.

8.1.3.2.3. (Added-AMC) Part B: Current Read File . FCIF information identified by the originator or local commanders (as required) that crewmembers must review before flight. Includes publication notices, advisories, and general (operational type) information. Crewmembers will initial the AMC Form 396, **FCIF Currency Record**, to document review of required FCIF items before the mission or flight.

8.1.3.2.3.1. (Added-AMC) HQ AMC is lead command for mobility and tanker aircraft. HQ AMC/DOV maintains Address Information Group (AIG) or Defense Messaging System (DMS) distribution lists. FCIF-type information will be coordinated (within time constraints) with user-command staffs. FCIF messages will have specific duration and MAJCOM applicability.

8.1.3.2.4. (Added-AMC) Part C: Flight Crew Bulletin (FCB) . OG/OGV manages the FCB process to ensure vital information, not otherwise available to aircrews, is published and updated. The FCB provides aircrews with FCIF information as a general knowledge reference tool and ensures current information is available to aircrews away from home station. Review, publish, and consolidate FCBs quarterly beginning January of each year. Use HQ AMC/DOV website (**https://www.amc.af.mil/do/dov/FCIFS.HTM**) listing current or rescinded FCIF messages. As a minimum, the FCB should contain all outstanding (exceeding the unit’s quarterly review) FCIFs. Active duty host units will coordinate FCBs with their reserve associate units. Host unit active duty FCBs are applicable to their reserve associate squadrons. Also see FCB requirements in the appropriate AFI 11-2MDS-Specific Volume 3, Chapter 6.

8.1.3.2.4.1. (Added-AMC) Distribute FCBs as follows: Copy to interested staff agencies, subordinate units and other units or personnel, as required. Include the latest copy in the FCIF. Include one copy in each unit mission kit. Units determine internal requirements (i.e. copy to all aircraft commanders, instructors, etc.). One electronic copy to NAF/DOV and appropriate AFRC NAF/DOV (4AF or 22AF).

8.1.3.2.4.2. (Added-AMC) Publish FCBs in the format shown in **Table 8.1. (Added)**, **Table 8.2. (Added)**., and **Table 8.3. (Added)** The FCB is signed by the chief, OGV and approved by the OG/CC (or equivalent) and (if applicable) reserve associate OG/CC (or

equivalent). A consolidated subject index may be used instead of the index shown in **Figure 7.1. (Added)** All items in the FCB cite the authority for inclusion, for example: Authority: HQ AMC/DOV 092230ZAP019 message FCIF #01-04-11.

Table 8.1. (Added-AMC) Flight Crew Bulletin Cover Letter (Example).

Unit Letterhead

MEMORANDUM FORXX OG/CC 1 Dec 2001

FLIGHT CREWMEMBERS

IN TURN

FROM: XXX/OGV

SUBJECT: Flight Crew Bulletin (FCB) Update--Oct - Dec 2001

1. The FCB is published quarterly beginning January of each year. The update (**Attachment 1**) consolidates all current FCIF items from the last quarter. Aircrews refer to the latest FCB during local and overseas missions. POC is Maj XXXX, ext. 6-XXXX

RECOMMENDATION: Approve FCB update for the quarter.

JOHN M. DOE, Lt Col, USAF

Chief, Aircrew Stan/Eval

Attachment:

FCB - Oct - Dec 2000

1st Ind, XXOG/CC 2 Dec 2001

APPROVAL YES / NO

JIM X. MURRAY, Col, USAF

Commander, XX Operations Group

Table 8.2. (Added-AMC) Flight Crew Bulletin Index (Example).

	1 Dec 2001
Flight Crew Bulletin (FCB) Oct - Dec 2001	
INDEX	
FCIF ID# (Paragraph or Page, as required)	**Subject**
1	Flying Safety Meeting Minutes
2	Army Communication Trailer

Table 8.3. (Added-AMC) Flight Crew Bulletin (Example).

Crew Position	**ID #**	**Subject: Supporting Text**
Aircraft		
ALL	1.	Flying Safety Meeting Minutes: Aircrew members who do not attend a monthly safety meeting must read their squadron's safety meeting minutes for that month. (436 AW/SE)
PILOTS LMS C-141	2.	Army Communication Trailer: The Army Communications 30,860 lbs., 560 inches long, 96 inches wide and 106 Trailer (V398/MSA-34) FSN 2330-00-157-3135, total weight inches high, was recently test loaded aboard a C-141 aircraft in conjunction with its airlift. Because of the trailer's critical dimensions, any future loading/airlift on a C-141 will not be attempted. All requests for loading shall be referred to HQ AMC/DOV for action. AUTHORITY: HQ AMC/DOV 052230Z Jan 00 message FCIF# 00-01-03)

8.1.3.2.5. (Added-AMC) Part D: Theater Indoctrination Folders. Define Theater Indoctrination Program in FCIF Volume 1, Part D. Develop folders for four geographic areas: 1. Asia, Pacific, Australia, and Indian Ocean. 2. Africa and Middle East. 3. Europe, Baltic, and Russia. 4. Caribbean, Central and South America. Units may elect to consolidate common Theater Information (e.g., deployment checklist in a fifth folder titled: General Deployment Information. Tailor contents of the folders to the unit's mission. As a minimum, include Mission/Deployment Checklists, Airspace/Airfield Review, Theater Instrument Procedures, Organized Track System, Communication/Emergency Procedures, Border Clearance, Flight Planning, Special Military Operations, and other requirements, as necessary. (Optional for AFRC and ANG units.)

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

8.1.3.3.1. (Added-AMC) Volume II . Contains Air Force/Joint/DOD/JCS directives and AMC supplements. As a minimum, include publications listed in **Table 8.4. (Added)** and appropriate AMC Supplements. It should include directives listed in AFI 11-2MDS-Specific Volumes 1, 2, and 3, and others as determined by the OG/CC in support of the unit's missions.

Table 8.4. (Added-AMC) FCIF Volume II Requirements.

AFPD 10-1	*Mission Directives*
AFPD 10-9	*Lead Operating Command Weapon Systems Management*
AFPD 10-21	*Air Mobility Lead Command Roles and Responsibilities*
AFI 10-403	*Deployment Planning*
AFPD 11-2	*Aircraft Rules and Procedures*
AFPD 11-4	*Aviation Service*
AFPD 24-4	*Customs and Border Clearance*
AFPD 41-3	*Worldwide Aeromedical* Evacuation *(**NOTE** **6**)*
AFMAN 10-206	*Operational Reporting*
AFI 11-2MDS-Specific, Volume 1	*Aircrew Training*
AFI 11-2MDS-Specific, Volume 2	*Aircrew Evaluation Criteria*
AFI 11-2MDS-Specific, Volume 3	*Operations Procedures*
AFI 11-202, Volume 1	*Aircrew Training*
AFI 11-202, Volume 2	*Aircrew Standardization/Evaluation Program*
AFI 11-202, Volume 3	*General Flight Rules*
AFH 11-203	*Weather for Aircrews* (***NOTE* 1**)
AFI 11-205	*Aircraft Cockpit and Formation Flight Signals* (***NOTE* 1**)
AFI 11-207	*Flight Delivery of Fighter Aircraft* (***NOTE* 1 and *NOTE* 3**)
AFI 11-209	*Air Force Participation in Aerial Events* (***NOTE* 1**)
AFI 11-215	*Flight Manuals Program (FMP)*
AFMAN 11-217, Volumes 1 & 2	*Instrument Flight Procedures* (***NOTE* 1**)
AFI 11-218	*Aircraft Operations and Movement on the Ground*
AFI 11-221	*Air Refueling Management (KC-10 and KC-135)* (***NOTE* 1 and *NOTE* 3**)
AFI 11-222	*Tanker Activity Report* (***NOTE 1* and *NOTE* 3**)
AF111-230	*Instrument Procedures* (***NOTE* 1**)
AFI 11-231	*Computed Air Release Point Procedures* (***NOTE* 1 and *NOTE* 4**)
AFI 11-289	*Phoenix Banner, Silver, and Copper Operations* (***NOTE* 1**)
AFI 11-290	*Cockpit & Crew Resource Management Program*

AFI 11-301	*Aircrew Life Support (ALS) Program*
AFI 11-401	*Flight Management*
AFI 13-207	*Preventing and Resisting Aircraft Piracy (Hijacking)*
AFI 13-217	*Assault Zone Procedures* (***NOTE* 1, *NOTE* 4,** and ***NOTE* 5**)
AFI 13-401	*Information Security Program Management*
AFI 21-101	*Maintenance Management of Aircraft (**NOTE* 1*)*
AFI 24-201	*Cargo Movement* (***NOTE* 1**)
AFJMAN 24-204	*Preparing Hazardous Materials For Military Air Shipments*
AFJI 24-210	*Packaging of Hazardous Materials* (***NOTE* 1**)
AFI 24-401	*Customs—Europe*
AFI 24-402	*Customs—Pacific*
AFI 24-403	*Customs—Southern*
AFI 24-404	*Customs—Domestic*
AFI 24-405	*Department of Defense Foreign Clearance Guide*
AFI 31-101, Volume 1	*Air Force Physical Security Program*
AFJI 31-102	*Physical Security*
AFI 31-207	*Arming and Use of Force by Air Force Personnel*
AFI 31-210	*Air Force Antiterrorism (AT) Program*
AFI 41-301	*Worldwide AE System (**NOTE* 6*)*
AFI 41-302	*Aeromedical Operations and Management (**NOTE* 6*)*
AFI 41-309	*Aeromedical Equipment Standards (**NOTE* 6*)*
AFI 91-202	*The US Air Force Mishap Prevention Program*
AF DIR 41-317	*Compendium of Aeromedical Terminology (**NOTE* 6*)*
AFOSH Standard 91-100	*Aircraft Flight Line-Ground Operations and Activities*
ATP-56A	*NATO Air to Air Refueling document* (***NOTE* 1** and ***NOTE* 2**)

NOTES:

***NOTE* 1:** Items do not apply to AECM.

***NOTE* 2:** Available at WWW site: **http://www.raf.mod.uk/aar/index.html**.

***NOTE* 3:** Tanker (KC-135 and KC-10) units.

***NOTE* 4:** Airdrop (C-5, C-17, C-141, and C-130) units.

***NOTE* 5:** C-130 units.

***NOTE* 6**: AECM only.

8.1.3.3.2. (Added-AMC) Volume III . Contains AMC and local directives. As a minimum, include publications in **Table 8.5. (Added)**, publications in **Attachment 1** of the appropriate AFI 11-2MDS-Specific Volume 1, 2, and 3, and other publications regarding Flight Planning, Training, PAX/Cargo Handling, Refueling, Ground Servicing, Safety, Security, MEL/MESL (if not included in T.O. or AFI), PNAF, etc. The requirement of Volume III is determined by the OG/CC in support of the unit's missions.

8.1.3.3.3. (Added-AMC) Volume IV . Include assigned MDS Flight Manuals, Checklists, Air Refueling, Performance, Weight and Balance and other technical orders.

Table 8.5. (Added-AMC) FCIF Volume III Requirements.

AMCI 10-202, Volume 1	*AMC Command and Control Operations*
AMCI 10-202, Volume 2	*AMC Command and Control (C2) Responsibilities and Procedures*
AMCI 10-202, Volume 6	*Mission Reliability Reporting System (MRRS)*
AMCPAM 10-210	*Stage Crew Management*
AMCI 11-206	*Mobility Force Management*
AMCI 11-207	*AMC Tactics Program* (***NOTE* 1**)
AMCI 11-208	*Tanker/Airlift Operations*
AMCI 11-301	*Aircrew Life Support (ALS) Program*
AMCI 21-101	*Maintenance Management Policy (**NOTE* 1*)*
AMCI 21-117	*Flying Crew Chief Program (**NOTE* 1*)*
AMCPAM 31-1	*Air Mobility Command Arming Policy*
AMCI 31-104	*PHOENIX RAVEN Program (**NOTE* 1*)*
AMCSP 164-50, Volumes 1, 3, 4	*Aeromedical Evacuation Training Standards (**NOTE* 2*)*
AMCR 164-1	*Worldwide Aeromedical Evacuation (**NOTE* 2*)*
	AMC Border Clearance Guide

NOTES:

NOTE* 1*: Items do not apply to AECM.

***NOTE* 2**: AECM only.

8.1.3.3.4. (Added-AMC) Units should prepare to support deployed forces with appropriate FCIF information. Units develop a deployment plan to successfully transfer or build a duplicate process to successfully (timely) provide FCIF information to aircrews supporting deployed operational missions (i.e., Business Effort, Staging, Red Flag/Maple Flag, etc.) Units must advise aircrews they may receive FCIF message traffic updates from enroute C2 when away from home station.

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

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

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

8.2.2.1. (Added-AMC) AMC Form 396, **FCIF Currency Record** Use AMC Form 396 to document aircrew member review of applicable FCIF information (AMC Form 446). The unit aircrew Stan/Eval office will prepare an AF Form 396, for each assigned and attached aircrew member. At the beginning of each year add the new year before first FCIF entry. Update AF Form 396 if new material has been added since last review. Crewmembers enter the index number for the last item, initial, and date the AMC Form 396. See FCIF requirements in the appropriate AFI 11-2MDS-Specific Volume 3, Chapter 6.

8.2.2.1.1. (Added-AMC) Aircraft commanders will initial the AMC Form 396 prior to each flight signifying go-no-go.

8.2.2.2. (Added-AMC) Aircraft commander (or designated representative) will brief Additional Crew Members (ACM) according to AMCI 11-208, *Tanker/Airlift Operations*, on applicable FCIF and airfield threat and security items before flight.

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.

9.1. (AMC) Unit Supplement. This supplement will be distributed to MAJCOM/NAF OPRs, as applicable. This supplement should not duplicate and will not be less restrictive than the provisions of this or any other publication without prior authorization from the appropriate MAJCOM/NAF OPR. Specific items should include, but not be limited to, the following:

9.2. (Added-AMC) Purpose.

9.3. (Added-AMC) Applicability.

9.4. (Added-AMC) Stan/Eval organization/manning.

9.4.1. (Added-AMC) Flight examiner upgrade program.

9.5. (Added-AMC) Control of evaluations.

9.5.1. (Added-AMC) Additional training follow-up.

9.5.2. (Added-AMC) N/N evaluation program and goals.

9.6. (Added-AMC) Trends.

9.7. (Added-AMC) Stan/Eval Board.

9.8. (Added-AMC) Unit testing program.

9.8.1. (Added-AMC) Open book question sources.

9.8.2. (Added-AMC) Closed book questions sources, for other than MQF (if applicable).

9.8.3. (Added-AMC) Periodic testing program.

9.9. (Added-AMC) Supplementary evaluation program.

9.10. (Added-AMC) Aircrew flight manuals program.

9.10.1. (Added-AMC) Control and distribution.

9.10.2. (Added-AMC) AF Form 847 program.

9.10.3. (Added-AMC) Annual review.

9.11. (Added-AMC) Squadron/Detachment/Flight Program: (Single-squadron units may include the following items where appropriate in paragraphs **9.1.** through **9.10. (Added)**)

9.11.1. (Added-AMC) Flight Evaluation Folders.

9.11.2. (Added-AMC) FCIF.

9.11.3. (Added-AMC) Go/No-go procedures.

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

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

Chapter 10

FORMS PRESCRIBED

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

10.1. (AMC) Forms Prescribed . AMC Form 446, **Flight Crew Information File**, AMC Form 396, **FCIF Currency Record**, AMC Form 457, **Flight Evaluation Folder Tabs**.

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*

References (Added-AMC)

AFPD 10-21, *Air Mobility Lead Command Roles And Responsibilities*

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

AFI 11-218, *Aircraft Operation And Movement On The Ground*

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*

AFI 33-360, Volume 1**,** *Publication Management Program*

AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

HQ OI 36-2803, *Support for Higher Headquarters Gatekeeper Program*

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

Abbreviations and Acronyms (Added-AMC)

ACM—Additional Crew Member

ASEV—Aircrew Stan/Eval Visit

ATS—Aircrew Training System

ENJPT—Euro-NATO Jet Pilot Training

IAW—In Accordance With

JA/ATT—Joint Airborne/Air Transportability Training

MAF—Mobility Air Force

N/N—No-Notice

SIOP—Single Integrated Operational Plan

UE—Unit Equipped

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.

Terms (Added-AMC)

Flight Crew Bulletin (FCB) —Vital operational information held for an extended time in volume I of the FCIF.

Flight Examiner—EXCEPTION: NAF/CCs, HQ AMC/DOV, and NAF/DOV examiners need not be current or qualified to give a SPOT or N/N SPOT Eval in aircraft other than their primary.

Higher Headquarters —Numbered Air Forces and above.

Prime Nuclear Airlift Force (PNAF) —Nuclear airlift qualified aircrews assigned to accomplish peacetime nuclear airlift missions.

Pyramid Evaluation Program —AMC and AMC-gained AFRC and ANG units will use the pyramid evaluation process. HQ AMC/DOV is the top of the pyramid. Active duty NAF/DOV executes the pyramid evaluation program and manages waiver authority. One individual crewmember per crew position at each level of Stan/Eval (including squadron or detachment) will be designated as the senior flight examiner for pyramid evaluation purposes.

Review and Certification Board (R&C) —A board convened by the commander to certify aircrew members after upgrades, review adequacy of training, and consider administrative downgrade actions for cause.

Stan/Eval Board (SEB) —A unit board normally convened on a quarterly basis (calendar year cycle) to provide a forum for review and resolution of aircrew standardization, evaluation, and qualification issues and provide feedback to the appropriate NAF on aircrew trend information, N/N accomplishment rates, and special interest item findings.

Unit —Usually used to mean operations group in this supplement.

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	

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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	

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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	

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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	

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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.

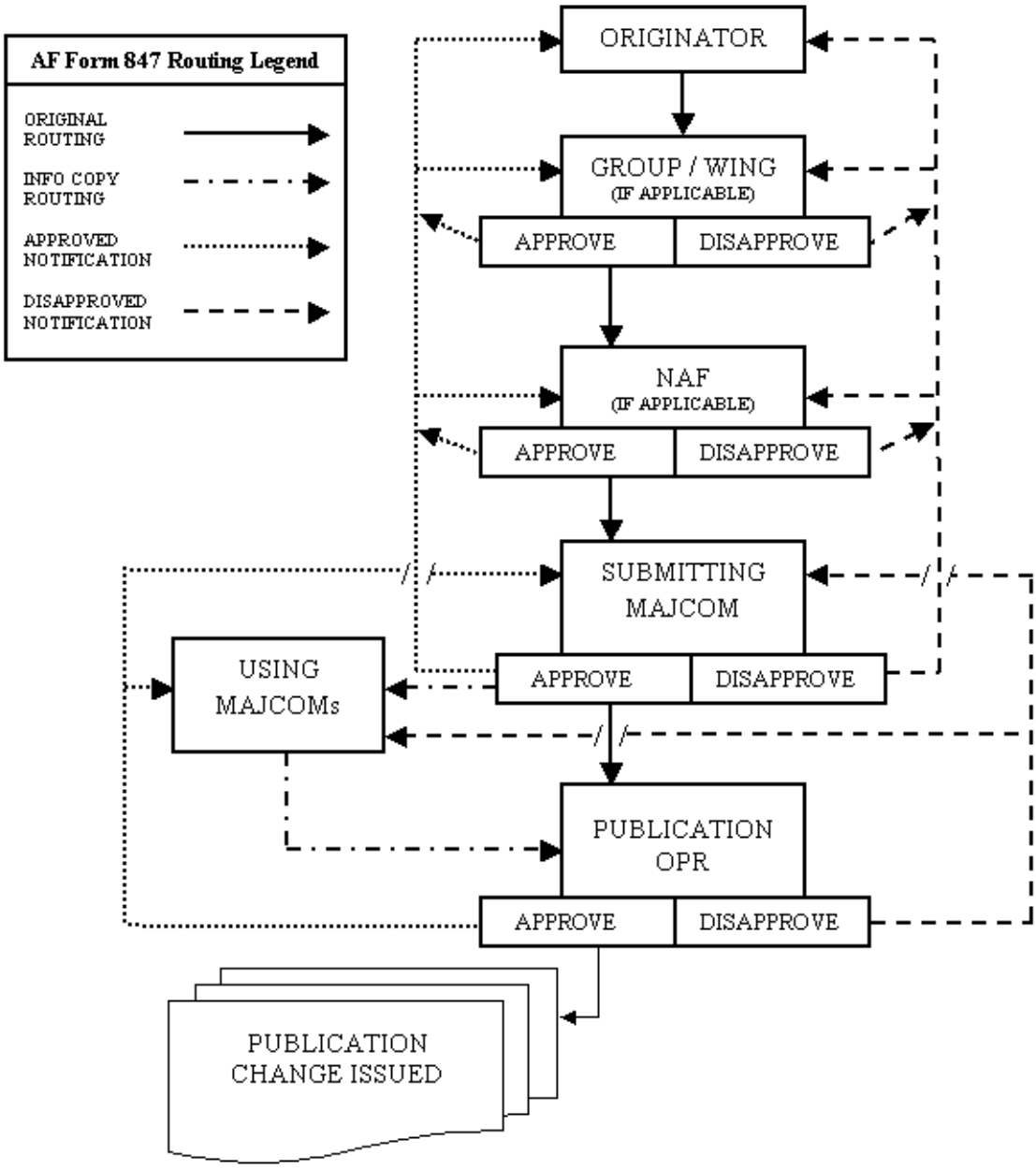
A5.2.5. An AF Form 847 may be disapproved by any command level reviewing the original AF Form 847. All disapproved recommendations will be returned to the submitting command level with justification annotated on the AF Form 847 stating the reason for the disapproval. MAJCOMs may address how to resubmit 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.



Attachment 7 (Added-AMC)

INSTRUCTIONS FOR AF FORM 1381

A7.1. (Added-AMC) The AF Form 1381, **USAF Certificate of Aircrew Training**, is the primary source document for listing aircrew certifications.

A7.1.1. (Added-AMC) Maintain the AF Form 1381 in the FEF, Section I, directly below Tab 1.

A7.1.2. (Added-AMC) Typical source directives that may require an aircrew certification with AF Form 1381 entry: AFI 11-202 Volume 2 /AMC1, *Aircrew Standardization/Evaluation Program*, AFI 11-2MDS-Specific Volume 1, *Aircrew Training*, and AFI 11-2MDS-Specific Volume 3, *MDS-Specific Operations Procedures*, CONOPS, HHQ messages, and local unit guidance, etc.

A7.1.3. (Added-AMC) Document initial certifications on AF Form 1381. Document recurring certifications on AF Form 1381 only if not tracked by AFORMS. Do not use AF Form 1381 to document one-time training/new equipment unless directed by HHQ.

A7.1.3.1. (Added-AMC) Certification. The process of being certified for a specific event, MDS, position, or piece of equipment. Typically, certification requires satisfactorily completion of a course of study, demonstrated flight performance (if required), appropriate documentation, and the signature of the designated certifying official.

A7.1.3.2. (Added-AMC) Approving/Certifying Official. The person authorized by governing directives to approve or certify an aircrew member for a specific position or event. If the approving/certifying official is not specified by governing directives, then the unit will designate an appropriate official in writing, and detail the process in the unit supplement to this volume.

A7.1.3.3. (Added-AMC) If a certification is given with restrictions, state the restrictions on the AF Form 1381. Use additional lines on the AF Form 1381, as necessary.

A7.1.4. (Added-AMC) When a certification is rescinded, create an additional entry on the AF Form 1381 to reflect the effective date of rescission. If the rescission is for cause, state “for cause” on the AF Form 1381.

A7.2. (Added-AMC) Units may make pen and ink entries for minor corrections to the AF Form 1381 and applicable source documents. For significant corrections, which alter the certification’s intent, make a new AF Form 1381 entry.

A7.2.1. (Added-AMC) Units may use a computer-generated AF Form 1381 to make new entries or corrections as long as cumulative entries are maintained.

A7.2.1.1. (Added-AMC) A computer-generated AF Form 1381 must be signed by the most recent approving/certifying official. Indicate “signed” above the signature block for previous entries, and remove any documentation (other than special circumstances, see Paragraph **A7.3. (Added)**) for those entries.

A7.2.1.1.1. (Added-AMC) A signature by the most recent approving/certifying official on a computer-generated AF Form 1381 certifies:

A7.2.1.1.1.1. (Added-AMC) New or rescinded certification.

A7.2.1.1.1.2. (Added-AMC) All cumulative entries were maintained, that they were signed, or had proper documentation, or were carried forward from a previously signed computer-generated AF Form 1381.

A7.3. (Added-AMC) When unusual circumstances require additional information for an AF Form 1381 entry, use additional lines as necessary or add the statement, "(See MFR)"; add an MFR behind the AF Form 1381 in reverse chronological order with the most recent on top.

A7.3.1. (Added-AMC) When the approving/certifying official is unable to sign the AF Form 1381, file an MFR signed by the approving/certifying official behind the AF Form 1381 and retain until a new AF Form 1381 is generated.

A7.3.2. (Added-AMC) Remove obsolete documents as part of the FEF annual review.

A7.4. (Added-AMC) Provide instructions for the use of AF Forms 1381 and source documents in AFI 11-202 Volume 2, **Chapter 9**. Include a list of certifications applicable to the unit with appropriate source documents and designated certifying/approving officials.

Table A7.1. (Added-AMC) Example AF Form 1381 Entries.

USAF CERTIFICATE OF AIRCREW TRAINING		
THIS IS TO CERTIFY THAT		
LAST NAME, FIRST, MIDDLE INITIAL, AND SSSN		
TRAINING REQUIREMENT/SUBJECT TITLE	**DATE COMPLETED**	**CERTIFYING OFFICAL/ORGANIZATION**
XXXX equipment. HQ AMC MSG DTG#, DATE	15 Apr 97	**Signed** Capt Sue Ellen Read 350 ARS, McConnell AFB, KS
Formation Lead AFI 11-2KC-135V1, DATE	1 May 97	**Signed** Lt Col Michael A. Morris 350 ARS/CC, McConnell AFB, KS
KC-135 Instructor Pilot AFI 11-2KC-135V1, DATE	1 Jun 97	**Signed** Lt Col Michael A. Morris 350 ARS/CC, McConnell AFB, KS
KC-135 Evaluator Pilot AFI 11-202V2/AMC 1, DATE	12 Feb 98	**Signed** Col Jonathan T. Edwards 22 OG/CC, McConnell AFB, KS
Certified KC-10 Flight Nurse AFI 11-2AEV1, DATE	15 Mar 98	**Signed** Lt Col John T. Smith 349 AES/CC, Travis AFB, CA
Flight Examiner and Instructor De-certification due to local PCA to non-flying position (RPI 4) AFI 11-202V2/AMC1, DATE	20 Jul 98	Michael A. Morris Lt Col Michael A. Morris 350 ARS/CC, McConnell AFB, KS

NOTES:

NOTE 1: Equipment Certification (15 Apr 97): If a HQ AMC MSG directs training and AF Form 1381 documentation on the use of XXXX equipment, then use the following procedure. Following completion of required training, the course instructor, or designated certifying official, signs the AF Form 1381 as the certifying official. The use of a training folder, and close-out AF Form 4025 is required, only if directed by the message.

NOTE 2: Formation Lead Certification (1 May 97): AFI 11-202, Volume 1 directs SQ/CC certification. Training is accomplished by a locally developed, SQ/CC approved program. The SQ/CC signs the AF Form 1381 as the designated certifying official. The use of a training folder and AF Form 4025 is not required.

NOTE 3: Instructor Certification (1 Jun 97): The initial instructor flight evaluation is completed on 15 May 97. Both the AF Form 8 and the Form 942 reflect this qualification date. An R&C Board is convened on 1 Jun 97 to certify instructor status. As the designated certifying official, the SQ/CC signs the AF Form 1381. The 1 Jun 97 certification date is entered on the AF Form 1381. This formal course requires a training folder; the AF Form 4025 is filed under Tab 2 of the FEF. Use this same format for Aircraft Commander Certification.

NOTE 4: Flight Examiner Certification (12 Feb 98): AFI 11-202, Volume 2 directs documentation by a letter or ARMS with certification by the OG/CC or SQ/CC. Following completion of a unit developed flight examiner training program, an R&C Board is held on 12 Feb 98 to certify flight examiner status. In this example, the signed AF Form 1381 serves as the letter of certification. The OG/CC signs the AF Form 1381 as the designated certifying official. The use of a training folder and AF Form 4025 is not required.

NOTE 5: AECM Aircraft Certification: AFI 11-2AEV1, Chapter 5 covers certification program for Flight Nurses and Aeromedical Evacuation Technicians. Training is accomplished by a locally developed, SQ/CC approved program. The SQ/CC signs the AF Form 1381 as the designated certifying official. The use of a training folder and AF Form 4025 is not required.

NOTE 6: Flight Examiner/Instructor De-certification (20 Jul 98): De-certification may be necessary for a variety of reasons including Permanent Change of Assignment (PCA) or Permanent Change of Station (PCS). In this example, a one-line entry is used for both flight examiner and instructor de-certification due to a PCS. The SQ/CC signs the AF Form 1381 as the de-certifying official. Although de-certified by the unit, the individual's instructor qualification remains valid until the expiration date on his AF Form 8 (Jan 99). Upon arrival at his next unit, an R&C Board and new commander re-certification on AF Form 1381 are required to regain instructor and/or flight examiner status. Only the last block must be signed by the approving/certifying official on this computer-generated example form (see Paragraph **A7.2.1.1. (Added)**)