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BY ORDER OF THE COMMANDER 433d AIRLIFT WING

AIR FORCE INSTRUCTION 11-2C-5 VOLUME 2

433d AIRLIFT WING

1

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Flying Operations

C-5 AIRCREW EVALUATION CRITERIA

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The OPR for this supplement is 433 OG/OGV, Lt. Col. Charles A. Torkelson. This supplement implements and extends the guidance of AFI 11-2C-5, Volume 2, *C-5 Aircrew Evaluation Criteria*. The AFI is published word-for-word without editorial review. "(433 AW)" indicates 433 AW supplementary material in bold face type. This supplement describes procedures to be used in conjunction with the basic instruction. This applies to all 433 AW personnel. Upon receipt of this integrated supplement discard the Air Force basic.

SUMMARY OF REVISIONS

This revision realigns Chapter 6 (Local Procedures) with the current Air Force Instruction, 11-2C-5 Volume 2, and the deletion of any item references to AES. A (I) indicates revisions from the previous edition.

*6.1. (Added) 433d Local Operating Procedures. This supplement establishes local C-5 Aircraft Standardization and Evaluation (Stan/Eval) operating procedures for the 433d Airlift Wing. A current copy of this supplement will be included as part of the required individual aircrew publications. Submit recommendations for changes on an AF Form 847, *Recommendation for Change of Publication*, to 433d Standardization and Evaluation office (433 OG/OGV).

*6.2. (Added) Applicability. This supplement applies to all 433AW C-5 aircrew personnel assigned or attached for flying duties. Group and unit commanders are responsible for personnel compliance. The 433d Operations Group Commander (433 OG/CC) is the waiver authority for this supplement.

*6.3. (Added) Stan/Eval Organization. Each C-5 flying unit will have a Stan/Eval section with an appointed section chief that reports directly to the unit commander.

*6.4. (Added) Flight Examiner Upgrade Procedures. Commanders select instructors for flight examiner upgrade. The trainees will be required to complete all requirements identified in applicable AFI 11-2C-5 volume 1. The trainee who is in upgrade will be supervised by an appropriate group or unit primary examiner and should be completed within six months of entering into upgrade.

*6.5. (Added) Control of Evaluations:

*6.5.1. (Added) Each AF Form 8, *Certificate of Aircrew Qualification*, completed on an aircrew member will be reviewed and approved as listed in Table 1-1. Include additional forms completed for evaluation purposes (recurring, no-notice, spot), certification, and administrative downgrade.

*6.5.1.1. (Added) When certification board action is required for initial aircraft commander, instructor pilot, instructor flight engineer, or instructor loadmaster upgrades the 68 AS/CC is the reviewing officer and 433 AW/CC is the final approving officer.

*6.5.2. (Added) Additional Training Follow Up.

*6.5.2.1. (Added) Instructors will document completion of additional training on AF Form 8. See AFI 11-2C-V2.for specific procedures. Unit Stan/Eval section chiefs will work closely with the unit training office to ensure additional training is satisfactorily completed and documented prior to a recheck.

Table 1.1. (Added) Review and Approval Authorities

R	A	B	C
U	<i>When examinee is</i>	<i>then reviewing officer is</i>	<i>and final approving</i>
L			<i>officer is</i>
E			
1	All 433 AW, 433 OG, or 433d Operations Flight (433 OSF) assigned staff members	433 OG/OGV Chief	433 OG/CC
2	433 OG/CC	433 OG/OGV Chief	433 AW/CC
3	433 OG/OGV Chief	433 OG/CC	433 AW/CC
4	Unit commanders, operations officers, or 68th Airlift Squadron (68 AS) Stan/Eval Chief	433 OG/OGV Chief	433 OG/CC
5	All other pilots, flight engineers, or loadmasters	68 AS/DOV Chief	68 AS/CC or DO

*6.6. (Added) Conduct of Evaluations.

*6.6.1. (Added)Documentation. Pilot, flight engineer, and loadmaster evaluations should be documented using appropriate AF Forms 3862, *Flight Evaluation*,-series. See 15 AF/21, *AF Form 8 Guide*, when completing AF Form 8.

*6.6.2. (Added) Wing Interview Procedures for Pilots, Engineers, and Loadmasters. 433 AW/CC certifies all aircraft commander, instructor, and flight examiner candidates. When required, a Review & Certification (R&C) board should be held the first UTA after the candidate’s evaluation flight. The candidate seeking certification should make every effort to be available during the UTA. 433 OG/OGV is responsible for setting up Wing R&C boards. Unit Stan/Eval section chiefs will forward candidate R&C packages to 433 OG/OGV not later than five days prior to the R&C board. R&C packages will contain:

*6.6.2.1. (Added) AF Form 8, *Certificate of Aircrew Qualification*, from upgrade evaluation (not applicable for examiners).

*6.6.2.2. (Added) R&C board minutes recommending candidate for upgrade.

*6.6.2.3. (Added) AFORMS products (include both ground and flying currency printouts).

*6.6.2.4. (Added) AMC Form 46, *AFORMS Record of Upgrade*.

*6.6.2.5. (Added) AF Form 2096, *Classification/On-The-Job Training Action*.

*6.6.2.6. (Added) AF Form 623, *On-The-Job Training Folder*.

***NOTE:** When the R&C Board is not chaired by 433 AW/CC, candidates (aircraft commander, instructor, or flight examiner) should schedule an interview with the Wing Commander within 30 days of the convening R&C Board.

*6.6.3. (Added) Written exams should be completed within the first three months of the eligibility period. Written exam requisites shall be completed prior to the flight evaluation for scheduled evaluations administered in the eligibility period. Flight Examiners will verify requisite completion with 433 OG/OGV as appropriate, prior to administering the evaluation. For pilots, engineers, and loadmasters, 433 OG/CC permission must be obtained prior to conducting the flight evaluation when written exam requisites are not completed prior to the flight evaluation.

*6.6.3.1. (Added) Pilot, engineer, and loadmaster supervisors and section chiefs at unit level will be evaluated by 433 OG/OGV or higher.

*6.6.3.2. (Added) Instructor pilots, engineers, and loadmasters will conduct a student briefing and critique during qualification evaluation. Evaluations will include ability to perform in-flight instructor duties during all recurring evaluations. When a student is not available for the instructor's qualification evaluation, the flight examiner may serve as the student for the purpose of evaluating the examinee's instructional ability. Instructor pilots receiving recurring evaluations will be in command of the local training flight on which being evaluated.

*6.6.3.3. (Added) Pilot, engineer, and loadmaster evaluations will be graded based on appropriate AFSC Master Task List and Evaluation Standards Document.

*6.7. (Added) Emergency Procedures Evaluation (EPE) and Aircrew Training Device (ATD) Evaluations. A selection of normal, abnormal, and emergency procedures is required to satisfy the EPE requirement. An EPE is required on every mission, instrument, qualification, and air refueling evaluation that updates the examinee's expiration date. ATD evaluations are not applicable.

*6.8. (Added) Evaluation Profiles. Examiner Responsibilities. Pilot, engineer, and loadmaster examiners will ensure checkride profiles are conducted (see attachment 2, C-5 Aircrew Flight Evaluation Process) and annotated on applicable AF Form 3862.

*6.9. (Added) Unit Testing Program. Test Failures. Test failures will be managed in accordance with AFI 11-2C-5 V2. 433 OG/OGV or the unit Stan/Eval office will forward a notification memorandum to the member's unit training office and immediate supervisor. A suspense copy will be retained until successful re-examination has been accomplished.

*6.10. (Added) Aircrew Flight Publications Program.

*6.10.1. (Added) Control and Distribution.

*6.10.1.1. (Added) Pilots, Flight Engineers, and Loadmasters. 433 OG/OGV will determine requirements for required publications and ensure distribution to each crewmember. Initial issues and required changes will be identified by 433 OG/OGV. Distribution is directed by Flight Crew Information File (FCIF) with compliance as indicated by member's initials on AMC Form 396, *FCIF Currency Record*.

*6.11. (Added) Unit Program.

*6.11.1. (Added) Flight Evaluation Folders (FEF). Pilot, flight engineer, and loadmaster folders will be maintained in 433 OG/OGV.

*6.11.2. (Added) FCIF. Pilots, Flight Engineers, and Loadmasters. 433 OG/OGV is responsible for

maintaining the 433 Operations Group FCIF library (see AFI 11-2C-5 V2). FCIFs will be distributed as follows; one copy displayed in the crew briefing room, one copy forwarded to Flight Safety Inc., and other FCIFs, as identified by 433 OG/OGV for reference purposes, will be filed in each trip kit.

*6.11.3. (Added) Go/No Go Procedures.

*6.11.3.1. (Added) Pilots, Flight Engineers, and Loadmasters.

*6.11.3.1.1. (Added) The applicable scheduling section before entry into the Computer Aided Aircrew Scheduling System (CAASS) will validate currency and qualification of crewmembers. The validated information is provided to unit administrative sections for Flight Orders processing. In turn the Squadron Operations Officer or designated representative will confirm the information before orders are authenticated.

*6.11.3.1.2. (Added) For instances where crewmembers are added to the flight orders after orders are published, the Aircraft Commander is required to coordinate with the appropriate scheduling section to approve or disapprove the crewmember addition. When no scheduler is available, the appropriate section chief may approve or disapprove the addition and notify scheduling at the first opportunity.

*6.11.4. (Added) Completion and Documentation of Flight Evaluation Requisites. See paragraph 6.6.1.

*6.11.5. (Added) AF Form 8 Routing. Unit Stan/Eval sections will ensure forms are completed and filed as soon as possible after completion of flight evaluations.

*6.12. (Added) Protection of Records. Unit's Stan/Eval sections will ensure documentation containing Privacy Act data is controlled and protected in accordance with AFI 37-132, *Air Force Privacy Act Program*.

Attachment 6 (Added)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Publications

AFI 11-2C-5 Vol. 1 *C-5 Aircrew Training*

AFI 11-2C-5 Vol. 2 *C-5 Aircrew Evaluation Criteria*

AFI 11-2C-5 Vol. 3 *C-5 Operations Procedures*

AFI 37-139 *Records Disposition Schedule*

AFI 37-132 *Air Force Privacy Act Program*

Forms

AF Form 8 *Certificate of Aircrew Qualification*

AF Form 623 *OJT Record*

AF Form 847 *Recommendation for Change Publication*

AF Form 2096 *Classification/On-The Job Training Action*

AF Form 3862 *Flight Evaluation*

AMC Form 46 *AFORMS Record of Upgrade*

Abbreviation and Acronyms

ATD- *Aircrew Training Device*

CAASS- *Computer Aided Aircrew Scheduling System*

EPE- *Emergency Procedures Evaluation*

FE- *Flight Examiner*

FEF- *Flight Evaluation Folders*

Stan/Eval- *Standardization and Evaluation*

SEB- *Stan/Eval Board*

R& C Board – *Record and Certification Board*

Attachment 7 (Added)

C-5 AIRCREW FLIGHT EVALUATION PROCESS

Note: Use this process when conducting a pilot, flight engineer, or loadmaster evaluations.

A7.1. A publication check is mandatory part of the evaluation. This may be done the day before the evaluation when it is more convenient for both the examiner and examinee.

A7.2. Administer an EPE prior to, during, or after any instrument, qualification or air refueling evaluation, which updated the examinees expiration date. The evaluation is used to test systems knowledge, boldface, normal and emergency procedures. At the evaluator's discretion, the EPE may include a verbal or hands-on demonstration of systems operation, life support equipment, and other emergency procedures with in the crewmember's normal training. Examiners will use the "Evaluation Emphasis Items" found in the Flight Crew Bulletin (FCB).

Note: Written boldface evaluation for a qualification closed book test does not satisfy the requirement.

A7.3. An incorrect response to boldface/critical action procedure situation requires a Q-3 grade. An examinee receiving an overall Q-3 EPE grade will not be permitted to fly in their aircrew position unsupervised until a successful reevaluation is accomplished per AFI-11-2C-5 Vol.2.

A7.4. Administer the Flight Evaluation:

A7.4.1. Instrument/Qualification Evaluations. Evaluate the appropriate areas of AF Form 3862. Evaluate first pilot and aircraft commander on at least one instrument approach in both left and right seats. If a PAR is not accomplished, verbally debrief the maneuver. Annotate "PAR not available, verbally debriefed": in the remark sections AF Form 3862.

A7.4.2. Mission Evaluation. Evaluate appropriate areas of the AF Form 3862. Pilot's evaluation must consist of at least two mission legs, and instrument approach, and a landing. At least one leg must be flown over a CAT 1 route with a different departure and arrival base.

A7.4.3. Spot/No-Notice Evaluation. Evaluate at least the "General" area of the AF Form 3862.

A7.4.4. Instructor Pilots Receiving Instruments/Qualification Evaluations. Evaluate the following areas on the AF Form 3862: General, Qualification/Mission, Instrument & Instructor. Preferably, the examiner pilot will observe the instructor examinee administering a local training flight performing instructor duties.

A7.4.5. Pilot Receiver A/R. Rendezvous or closure from one mile is required. Demonstrate sustained contracts. Manual boom latching and overrun procedures may be evaluated verbally. Conduct a portion of the evaluation with the tanker autopilot off.

A7.5. Evaluation completed. Debrief the evaluation. When possible ensure unit commander attends debrief. When the evaluation grade is less than Q-1, the unit commander, operations officer, appropriate section chief and squadron Stan/Eval chief must be notified.

A7.6. Submit completed AF Form 3862, to include the trend columns, to 433 OG/OGV.

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Commander