

AFI11-408/434SUP1

HOLDOVER

BY ORDER OF THE COMMANDER 434<sup>TH</sup> AIR REFUELING WING

AIR FORCE INSTRUCTION 11-408

434<sup>TH</sup> AIR REFUELING WING

1

13 November 1996

AIRCREW STANDARDIZATION/EVALUATION PROGRAM ORGANIZATION AND  
ADMINISTRATION

OPR: 434 OG/OGV (Lt Col Marvin E. Knoll)

Certified by: 434 OG/CC (Lt Col Douglas Moser)

Pages: 21/Distribution F

#### LOCAL PROCEDURES:

7.1. Purpose. AFI 11-408/434<sup>th</sup> ARW supplement establishes and defines standardized Stan/Eval procedures for the 434<sup>th</sup> Operations Group.

7.2. Applicability. This supplement applies to all KC – 135 aircrew members assigned to the 434 Operations Group (to include attached aircrew members). All waivers to this chapter must be coordinated through 434 OG/OGV.

Recommended Changes. Forward all recommended changes to the 434 OG/OGV (OPR).

Stan/Eval Organization and Manning:

Stan/Eval Organization:

7.4.1.1. OGV. The 434 OG/CC has directed that 434 OG/OGV act as the manager for all Stan/Eval programs. Additional aircrew positions in OGV may be authorized by the OG/CC as applicable for special mission qualifications. This should be limited to no more than one crew member per crew position per special mission. The 434 OG/CC has designated a secondary senior flight examiner for each crew position to administer pyramid evaluations.

7.4.1.4. Squadron Stan/Eval. The 72 ARW and 74 ARS will designate an adequate number of flight examiner personnel to accomplish squadron Stan/Eval functions IAW AFI 11-408/AMC 1. Highly recommend having a minimum of two flight examiners of each crew position (pilot, navigator, boom operator) in each flying squadron. Aircrew members assigned to the 434 OSF may be assigned flight examiner status.

7.4.2. Manning. The 434 Standardization/Evaluation Division is composed of the following positions as prescribed by HQ AFRES Civilian Unit Desire List (UDL) Military Unit Manning Document (UMD).

Standardization/Evaluation Pilot (ART), Chief.

Standardization/Evaluation Navigator (ART).

Standardization/Evaluation Boom Operator (ART).

Office Automation Clerk (Civilian).

Information Management Specialist AFSC: 3A071 (Reservist).

7.4.3.2. Examiner Selection. The 434 OG/CC will select OGV flight examiners. Squadron commanders will select only their most highly qualified crew members to perform flight examiner duties. Squadron Review and Certification Board will be conducted prior to accomplishing their first evaluation, a newly designated flight examiner will accomplish the following:

7.4.3.2.1. Interview with an OGV examiner of like specialty.

7.4.3.2.2. Read the Principles of Evaluation guide.

Read and thoroughly review AFI 11-408 and this local procedures chapter.

Interview by the 434 OG/CC or 434 OG/CD.

7.4.3.2.5. An “over the shoulder” flight with a flight examiner of like specialty. The examiner will conduct all phases of the evaluation except for the AF Form 8, **Certificate of Aircrew Qualification**.

7.4.3.2.6. Upgrade to flight examiner will be documented by memo for record in the individual's Flight Evaluation Folder (FEF).

7.4.3.2.7. As soon as possible; if/when available, attend 21 AF Standardization/Evaluation School.

7.5. Control of Evaluations:

7.5.1. Crew member notification letters generated by the 434 OG/OGV data base list the requirements to be completed prior to the flight evaluation. This letter will be delivered to the individuals standup file prior to the Unit Training Assembly, or on the first of the month of entry into the eligibility period. This ensures that each individual is allowed maximum time for testing and completion of all other items.

7.5.1.2. Individual crew specialty Section Chiefs in the 72 ARS and 74 ARS will receive notification of eligibility period entry of assigned personnel through the weekly 434 OG/OGV. Data Base generated Ground Training Requirements Letter.

7.5.1.3. As requisites are completed, the OGV data base will be updated, and a new Ground Training Requirements Letter will be provided to each squadron prior to the weekly Pre-Scheduling Meeting.

7.5.1.3.1. OGV will complete AF Form 1522, **AFORMS Additions Training Accomplishment Input/434 ARW Form 0-13, Training Accomplishment Progress Report**, for input into AFORMS for local navigator initial qualification course/testing items as required.

7.5.1.3.2. OGV will complete AF Form 1522 for input into AFORMS for those requisite items requiring AFORMS update.

7.5.1.4. 434 OG flight examiners will work closely with 72 ARS and 74 ARS Section Chiefs to ensure scheduling of eligibility period flight evaluations. Every effort will be made to avoid administering flight evaluations in the last month of eligibility.

7.5.1.4.1. Pyramid evaluations of squadron assigned flight examiners will be coordinated with 72 ARS and 74 ARS to ensure system integrity.

7.5.1.4.2. In the event a 434 OG senior flight examiner is not available for a pyramid evaluation, the designated alternate examiner for that crew specialty will be scheduled to conduct the evaluation.

7.5.1.5. MC For 5X, KC-135 Cargo/Passenger Planning Data and AF Form 8 completion and processing procedures:

7.5.1.5.1. When the weekly flying schedule is published, flight evaluation activity for each crew position will be checked and an entry made in the Checks Administered Binder (#23) for each scheduled flight evaluation. The applicable MC Form 5X, AF Form 1522, and Reminder Routing Slip will be prepared as a package and supplied to the scheduled flight examiner. OGV flight examiners conducting No-notice/Spot evaluations will make the required entries in the binder and assemble flight evaluation paperwork.

7.5.1.5.2. Following completion of the evaluation, flight examiners will complete all required areas of the MC Form 5X evaluation forms (including Trends information) and deliver to 434 OG/OGV for

processing within two working days. In addition, AF Form 1522 will be completed and placed in the flight mission package for AFORMS update by Squadron Operations System Management (SOSM) personnel.

7.5.1.5.3. The information from the MC Form 5X will be entered in the Checks Administered Binder beginning with the evaluation completion date.

Enter Trends information from the MC Form 5X in the Trends Program (ATMP).

7.5.1.5.5. Enter MC Form 5X information in the 434 OG/OGV Data Base to update eligibility period information upon completion of the flight evaluation.

**NOTE:** Do not enter information for initial Instructor Flight Evaluations, unless the individual is realigning their eligibility period.

7.5.1.5.6. Prepare draft copy of AF Form 8, within three (3) working days of receipt of MC Form 5X.

Additional Training Follow-Up:

7.5.2.1. Less Than Q-1. For Q-2 evaluations, where additional training is required beyond the debrief, OGV will prepare a memorandum listing the recommendations/restrictions and forward to the individual's section chief through the squadron operations officer. Section chief will ensure scheduling and accomplishment of the required event(s). IAW MCI 10-202, Vol 1, *Aircrew Training Program Policies, Organization, and Administration* A3.1.1.—(from 15 AF/21 AF memorandum dated 1 Mar 96) the squadron operations officer may waive the training folder requirement if additional training is limited. If the training folder is waived, there will be no MC Form 46, **AFORMS Record of Upgrade** (or unit equivalent) to transfer to the FEF, Tab 2. In this instance, if the additional training is required to clear a Q-2, the instructor's or flight examiner's remarks will be the only record of the completion of additional training, and must be included on the reverse side of the AF Form 8. If a training folder is initiated, transfer the MC Form 46 to the FEF, Tab 2, upon completion of training. Retain a copy of the MC Form 46 in the training folder for one (1) year, IAW MCI 10-202, Vol 1, A3.1.5. Whether or not a training folder is initiated, the Review and Certification Board minutes should reflect a discussion of the crew member and his/her training recommendation/progress, IAW MCI 10-202, Vol 1, A3.2.1.

7.5.2.2. Notify less than Q-1 activity. In addition to squadron personnel, notify the 434 OG/OGV chief and senior examiner of like specialty for every evaluation less than Q-1. Further, as a courtesy, notify the 434 OG/CC or OG/CD. The 434 OG/OGV will coordinate grading/additional training recommendations with squadron examiners in the interest of standardization. If the situation warrants, OGV examiners will attend the formal critique, if available.

434 OG No-Notice Program:

7.5.3.1. Purpose. To assess overall unit readiness and to provide indicators for appraisal and refocusing unit training programs.

7.5.3.2. Goal. The 434 OG no-notice goals are listed below. No notice results will be presented to the OG during Stan/Eval Bard (SEB) quarterly.

7.5.3.3. No Notice Exemption. The following criteria will exempt a crew member from an in-flight no-notice evaluation:

Type Evaluation	Yearly Goal For Each Crew Specialty
In-flight No-Notice	20%
Ground No-Notice	5%

IAW AFI 11-408/AMC 1.

In supervised status or receiving required training.

Fewer than 3 months on station.

In a formal upgrade training program.

7.5.3.3.5. Within one month of returning from a non flying TDY. TDY must be more than 30 days in duration.

**NOTE:** Commander directed no-notice evaluations take precedence over any exemption.

7.5.3.4. N/N Eligibility Determination. 434 OG/OGV will use the OGV Data Base Product, produced each week, for determination of candidates for flight evaluations. Criteria listed above will be used to ensure candidates are not on exempt status.

7.5.3.5. OGV Will Evaluate: The 434 OG/OGV will conduct no-notice evaluations of all crew members in 434 OSF, 72 ARS and 74 ARS. Designated alternate senior examiners or senior squadron examiners may be used to assist with completion of no-notice program goals.

OGV No-Notice Ground Evaluation Procedures:

7.5.3.6.1. N/N Closed Book Examination Administration. OGV examiners will administer Closed

Book examinations to aircrew members on a no-notice basis. Tests will normally be administered during unit Training Assembly (UTA). Section chiefs will be notified during Sign-In of individuals selected for Closed Book testing. Testing must be completed prior to the end of the UTA. Any OGV examiner may administer/proctor a Closed Book examination to any crew member, regardless of aircrew specialty. Record examination score and date in 434 OGV Data Base upon completion.

7.5.3.6.2. Closed Book examinations may be administered to crew members on Alert; however, tests will not be administered during the first eight hours of the tour to insure an uninterrupted sortie study period.

7.5.3.6.3. N/N Closed Book Examination Results. The results of no-notice ground evaluations will be reported to the group commander during the SEB. The squadron commander or operations office will determine if an AF Form 8 will be generated for below standard performance.

7.5.3.7. N/N Mission Paperwork Checks:

7.5.3.7.1. Evaluations may be conducted on either pre-mission or post-mission paperwork.

7.5.3.7.2. Since most mission paperwork consists of computer generated products, and associated paperwork being completed by the squadron training flights, noted deficient areas will be briefed to the respective squadron operations officer. Follow-up inspections should be conducted to ensure correction of noted deficient areas.

7.5.3.7.3. 434 OG/OGV will review mission paperwork on a random basis, but conduct no-notice evaluations only to ensure proper corrective action on previously reported deficiencies has been accomplished.

7.5.3.8.1. No-Notice Flight Evaluation Procedures:

7.5.3.8.1. N/N Approval Process. All No-notice evaluations will be coordinated by 434 OGV. Flight examiners will notify the OGV chief prior to administering an evaluation. Final approval will be coordinated with the senior OG representative. Commander directed No-notice/Spot evaluations will be identified to 434 OGV for assignment of evaluator to ensure compliance with current directives and proper documentation of the evaluation.

7.5.3.8.2. N/N Sortie Profile. Examiners will accomplish no-notice evaluations on a fair sample of different types of mission flown by the Operations Group. (enroute/point parallel/anchor rendezvous, cell formation, etc.). N/N evaluations administered to instructors should be accomplished on sorties where instruction is being accomplished.

7.5.3.8.3. Examiner N/N Show Time. Examiners will arrive for the evaluation anytime prior to the

aircrew weather briefing.

7.5.3.8.4. N/N Evaluation Areas. The aircrew member will be evaluated on activity performed, whether scheduled or unscheduled. The examiner may require limited additional items to be accomplished during the evaluation. Examiners will use sound judgement when selecting the appropriate time to disturb the crew member being evaluated. The examiner will use the grading criteria described in AFI 11-408/AMC 1 and the Multi-Command 5X series evaluation forms. Examiners will assess known negative trends, areas of concern and numbered air force (NAF) Special Interest Areas (SIAs) during N/N evaluations, if able. Administer a Closed Book examination, (see next paragraph). All pilots being evaluated should accomplish an approach and landing.

7.5.3.8.5. Closed Book Examination. It is the policy of the 434 OG/OGV to administer a Closed Book examination in conjunction with a No-notice flight evaluation. The examination will be administered within 30 calendar days of the flight evaluation, or during the next paid activity, if not accomplished during the 30 day period. The examination will be annotated on the AF Form 8, and the date and score will be entered in the 434 OGV Data Base.

7.5.3.8.6. N/N Channel Evaluations. No-notice evaluations may be conducted by OGV during Atlantic/Pacific Express missions with OG/CC approval. These evaluations will examine normal duties, enroute procedures, and cargo loading. Examiners will be responsible for obtaining their own orders prior to the evaluation.

7.5.3.8.7. Special Interest Areas (SIAs). All flight examiners will place increased emphasis on NAF SIAs during no-notice evaluations.

7.5.3.8.8. N/N Debrief. Conduct debriefings IAW paragraph 7.5.6. this chapter.

7.5.3.8.9. Documentation. Documentation of checks will be accomplished IAW AFI 11-408/AMC 1 and this supplement. See para. 7.5.1. for procedures.

## 7.6. Conduct of Evaluations:

### 7.6.1. Documentation:

7.6.1.1. Follow AFI 11-408/AMC 1 and OGV Form 8 guide to complete AF Form 8.

7.6.1.1.1. AF Form 8 Completion Timing. A draft AF Form 8 will be accomplished no later than three (3) workdays after the evaluation. A temporary (draft) AF Form 8 or the MC Form 5X, without signatures, may be posted in the FEF until the original AF Form 8 is completed with appropriate signatures. Dispose of the temporary AF Form 8 or file the MC Form 5X after posting of the completed AF Form 8.

7.6.1.1.2. AF Form 8 Examiner's Remarks:

7.6.1.1.2.1. Mission Description. Examiners will enter a synopsis of the evaluation sortie and pertinent event comments.

7.6.1.1.2.2. Type Rendezvous. Examiner navigators should make note of which type of rendezvous was accomplished in this section since the type of rendezvous should alternate between enroute or point parallel rendezvous procedures each evaluation cycle. When a navigator enters his eligibility period, OGVN will check the AF Form 8 from the previous evaluation (cycle or no-notice) and notify the individuals respective squadron scheduler in order to schedule a point parallel/alternate rendezvous as applicable.

7.6.1.1.2.3. Debriefings/Critiques. Supervisory attendance is not mandatory but is highly encouraged. Examiners should note name, grade and duty title of supervisory attendance at the debriefing.

7.6.1.1.2.4. Discrepancies. If no discrepancies were noted during the evaluation enter "None". If discrepancies were noted, make appropriate comments as to type and mission effect. If discrepancies were critiqued and cleared during the debriefing, enter comment to that effect. If discrepancies result in assignment of additional training and/or Supervised Status consult the OGV Form 8 guide for examples or request OGV examiner assistance in completing this section.

7.6.1.1.5. AF Form 8 Certification Signature Authorization Guidance:

<b>EXAMINEE</b>	<b>REVIEWING OFFICER</b>	<b>FINAL APPROVING OFFICER</b>	<b>DESIGNATED ALTERNATE</b>
Wing CC/Staff	Chief 434 OGV	OG/CC	OG/CD
OG/CC	Chief 434 OGV	Wing CC	Wing CV
Squadron CC	Chief 434 OGV	OG/CC	OG/CD
Squadron Personnel	Chief 434 OGV	SQ/CC	SQ/DO

**NOTE:** In the absence of the final approving officer, the designated alternate may certify the AF Form 8. Use of the designated alternate should be held to a minimum.

7.6.1.1.6. Flight Evaluation Folders (FEF). FEFs will be created and maintained by 434 OG/OGV. The following instructions will be used for their creation and maintenance.

7.6.1.1.6.1. Create an FEF for each assigned and attached crew member.

7.6.1.1.6.2. When a new FEF is created, enter the individuals name in the 434 OG Data Base and , in addition, enter eligibility period, date of last cycle evaluation, etc. (if applicable).

7.6.1.1.6.3. The FEF is a controlled item and should only be handled by the OGV staff. The FEFs will be kept in the OGV file cabinet and the file cabinet locked a the end of each duty day.

7.6.1.1.6.4. FEFs must be checked periodically to ensure each crew member has a personal FEF on file and that their flight evaluation currency does not expire.

7.6.1.1.6.5. OGV examiners will conduct annual reviews of the FEFs for their individual crew specialty during the individual crew member's birth month. Enter the Annual Review date on the AF Form 942, **Record of Evaluation**, IAW AFI 11-408/AMC1. Submit AF Form 1522 to Squadron Operations System Management (SOSM) personnel for update of AFORMS. EXCEL and AFORMS data products are available to ensure accomplishment in a timely manner.

7.6.1.1.6.6. When memorandums for Administrative Upgrade or Downgrade, AF Form 1381, **USAF Certification of Air Crew Training** or waivers are received, file these under the appropriate Tab of the FEF.

7.6.1.2. Multi-Command Forms 5X. The MC Form 5X is a vital tool to track aircrew trends. Fill out the MC Form 5X completely for each evaluation. Ensure that less than qualified area/sub area comments and positive and negative trend information conveys a clear and concise description of activity. These comments will be input into trends data information and, in the case of, less than qualified activity, will be included in the discrepancy comments of the AF Form 8.

7.6.1.3. Checks Administered Binder. Ensure each flight evaluation is entered in the binder IAW AFI 11-408/AMC 1, paragraph 3.5.2.9.

Flight Evaluations:

7.6.2.1. Pilot and Co-Pilot Flight Evaluations:

7.6.2.1.1. Instrument Departure/SID. Climb out instructions issued by air traffic controllers (ATC) fulfill the Instrument Departure/SID sub area (22).

7.6.2.1.2. Circling Approaches. On instrument evaluations, weather and air traffic permitting, circling approaches will be requested. Locally, requesting the circling approach to the active runway, circle to land/low approach to the non-active runway increases the likelihood of obtaining ATC clearance.

7.6.2.1.3. Co-Pilot Flight Evaluations. If the co-pilot is the only pilot undergoing evaluation, he/she

should perform the takeoff and departure. Otherwise, the co-pilot will be evaluated on co-pilot duties during takeoff and departure. Co-pilots will be evaluated on co-pilot duties during landing roll/braking and air refueling (A/R) breakaway.

7.6.2.1.4. Initial Dual Qualification Evaluation. Pilots are required to accomplish an instrument approach and landing from each seat for the initial dual seat qualification evaluation. Aircraft commander evaluations conducted at CCTS include dual seat qualification. The AF Form 8 will reflect only if the evaluation did not include Dual Qual.

7.6.2.1.5. Recurring Dual Qualification Evaluations. Dual seat qualified pilots will accomplish an instrument approach and landing from each seat on recurring evaluations. All aircraft commanders should accomplish landing roll/braking from the left seat. The AF Form 8 will reflect only if the evaluation did not include dual Qual.

7.6.2.2. Navigator Flight Evaluations:

7.6.2.2.1. Computer Flight Plans. MAJCOM approved computer flight plans are authorized for use on navigator evaluations, except for initial qualification evaluations. Air crews are responsible for the accuracy of all information on the computer flight plan. Squadrons will provide 24-hour access to MAJCOM approved computer flight planning software. 434 OSF/DOTO is the OPR for procurement and distribution of computer flight planning software.

7.6.2.2.2. Navigation Leg. Navigators should not accomplish mission navigation leg requirements during air refueling for safety reasons, unless overwater requirements require celestial observations.

7.6.2.3. Boom Operator Flight Evaluations:

7.6.2.3.1. Cargo Check. Boom operator initial and recurring cargo evaluations will be accomplished IAW 11-408/AMC 1.

7.6.2.3.2. Boom Operator Qualification Checks will include:

7.6.2.3.2.1. Mission Planning

7.6.2.3.2.2. Checklist Items

7.6.2.3.2.3. One Normal Contact

7.6.2.3.2.4. Air Refueling

#### 7.6.2.3.2.5. One Manual Contact

#### 7.6.2.3.2.6. Practice Emergency Separation

7.6.2.4. Instructor Evaluations. OGV examiners should perform all initial instructor evaluations, regardless of crew position. If OGV examiners cannot administer the initial instructor evaluation, the alternate senior examiner for each crew position will be used. On all instructor evaluations accomplish a student pre brief on a topic coordinated by the examiner; a full profile sortie is recommended.

#### 7.6.2.4.1. Instructor Pilot (IP) Evaluations:

7.6.2.4.1.1. Initial IP Evaluations. Pilots on initial instructor evaluations do not require Sub area 33, Tanker AR, unless re-aligning their recurring evaluation date. Recommend the initial instructor evaluation be a full profile sortie (to include air refueling). This will allow the instructor candidate to display the qualities of an instructor during all phases of the mission. Pilots on initial instructor evaluations will be in the right seat. Landing roll/braking (16F) is a required sub-area, however, the pilot in the left seat should accomplish the aircraft braking.

7.6.2.4.1.2. Recurring IP Evaluation. During subsequent recurring evaluations, instructors may occupy either seat. All other information, see AFI 11-408/AMC 1.

#### 7.6.2.4.2. Instructor Navigator (IN) Evaluations:

7.6.2.4.2.1. Initial IN Evaluations. Squadron Section Chiefs should, if possible, schedule a Mission Navigator (MN) to act as the “student” for initial evaluations. Accomplish a student pre brief on a topic coordinated with the flight examiner.

7.6.2.4.2.2. Recurring IN Evaluations. See AFI 11-408/AMC 1.

#### 7.6.2.4.3. Instructor Boom Operator (IB) Evaluations:

7.6.2.4.3.1. Initial IB Evaluations. All initial instructor boom operator candidates must be proficient in the ability to teach cargo operations. This includes floor-loaded and pallet-loaded procedures. Therefore, during mission planning, the instructor candidate will instruct the “student” in load planning.

7.6.2.5. Pyramid Evaluation System. The 434 OG/OGV is responsible for evaluating all squadron commanders, operations officers and senior examiners of each crew specialty for the 434 OSF, 72 ARS and 74 ARS. 434 OG/OGV examiners may also evaluate squadron crew members. The 434 OG/CC has designated secondary senior flight examiner for each crew specialty. Secondary senior flight examiners are designated on the 434 OG Instructor Letter. Each squadron must provide 434 OG/OGV

with a letter listing all squadron evaluators on the Monday following the scheduled UTA. The list must designate the senior examiner for each crew specialty. This list must be signed by the SQ/CC. Whenever changes occur within the respective squadrons, to the listing above, each squadron must inform 434 OG/OGV as soon as possible. If a waiver is required for the pyramid evaluation, a written waiver is required prior to the evaluation being administered and must be coordinated/requested no less than 30 days prior to the individuals expiration date.

7.6.2.5.1. Squadron Stan/Eval Pyramid Evaluation System. Squadron examiners will receive evaluations from the senior squadron examiner of like specialty, or from an Operations Group examiner (senior examiner or designated alternate) of like specialty.

7.6.3. EPE/ATD Evaluations. The following is a list of possible EPE topics which the examiner may ask the examinee during the evaluation process. The examiner may select one of the topics listed below or a topic of their own choice as long as the topic meets the intent of AFI 11-408/AMC 1. Examiners should not expect an “in-depth” briefing on the EPE if the EPE topic has not been pre coordinated prior to the evaluation. Pilots will be evaluated on holding entry and timing procedures as part of their annual G990 ATD simulator training.

7.6.3.1. Any Crew Member EPE. Recommended EPE topics:

7.6.3.1.1. Emergency Equipment.

7.6.3.1.2. Emergency Egress.

7.6.3.1.3. Ditching.

7.6.3.1.4. Smoke and Fume Elimination.

7.6.3.1.5. Bailout.

7.6.3.2. Pilot EPE. Recommended EPE topics:

7.6.3.2.1. Engine Starting Malfunctions.

7.6.3.2.2. Engine Fire on the Ground.

7.6.3.2.3. Aborts.

7.6.3.2.4. Engine Fire/Failure During Flight.

7.6.3.2.5. Engine Failure Takeoff Continued.

7.6.3.2.6. Landing without normal Left Hydraulic system pressure.

7.6.3.2.7. Landing without normal Right Hydraulic system pressure.

7.6.3.3. Navigator EPE. Recommended EPE topics:

7.6.3.3.1. Alternate Gear Extension.

7.6.3.3.2. Alternate Flap Extension.

7.6.3.3.3. Alternate Boom Hoist.

7.6.3.3.4. Hot Brakes.

7.6.3.3.5. Hazardous Weather Avoidance.

7.6.3.4. Boom Operator EPE. Recommended EPE topics.

7.6.3.4.1. Pressure Air Refueling.

7.6.3.4.2. Manual Boom Latching.

7.6.3.4.3. Passenger Evacuation.

7.6.3.4.4. Hazardous Cargo Jettison.

7.6.3.4.5. Alternate Gear Extension.

7.6.3.4.6. Alternate Flap Extension.

7.6.4. Evaluation Debrief. Examiners will debrief the crew member on the flight evaluation in a timely manner. Examiners must be cognizant of the examinees next scheduled flight, alert tour or TDY. Squadron Commander, operations officer, section chief of like specialty or other designated squadron representative will be notified of the time and location of the debriefing for less than Qualification level 1 activity. Supervisory attendance is not mandatory but is highly encouraged. Debriefings should always be held in a private location. If invited/required, OGV personnel of like specialty will attend the debriefing, if available.

## 7.7. STAN/EVAL BOARD (SEB):

7.7.1. Purpose. The SEB summarizes the unit's Stan/Eval program and provides the forum for the review and resolution of aircrew related issues.

7.7.2. Goal. Hold SEB in compliance with applicable regulations.

7.7.3. Time. The SEB will convene quarterly. SEB will normally be held in conjunction with the Training Review Panel (TRP).

7.7.4. Attendees. The following personnel will attend SEB if available:

7.7.4.1. OG/CC/CD

7.7.4.2. OGV

7.7.4.3. 434 OSF/CC/DO/DOT/DOTN/DOTB

7.7.4.4. 72 ARS/CC/DO DOP/DON/DOB

7.7.4.5. 74 ARS/CC/DO/DOP/DON/DOB

7.7.4.6. 434 ARW/SE

7.7.5. Agenda. Discuss items listed in AFI 11-408/AmC 1 Attachment 2. OGV will coordinate agenda items with ARS's prior to the SEB. Agenda will be published and supplied to attendees prior to the SEB.

7.7.6. OGV SEB Process. OGV personnel will:

7.7.6.1. Reserve the OG conference room.

7.7.6.2. Ensure computer capable video projector is available. If video projector will not be available procure overhead slide projector for presentation of slides.

7.7.6.3. Update SEB slides with the current information from the previous quarter's activity.

7.7.6.4. send agenda to the personnel listed above at least one week prior.

7.7.6.5. Hold the SEB.

7.7.6.6. Prepare minutes and distribute to 21 AF/DOVK and squadrons.

7.8. Unit Testing Program. The 434 OG/OGV is responsible for developing, maintaining, administering and monitoring the unit testing program. The written examinations will include the open book, closed book, Instrument Refresher Course (IRC) and Navigator Instrument Refresher Course (NIRC). It is the responsibility of OGV personnel to update all open book tests. If an error is found in a test, notify 434 OG/OGV as soon as possible. OGV will annotate all missed questions for each test by subject areas. All Flying personnel will, to the maximum extent possible, accomplish their written examinations during the first three months of the evaluation period. All written examinations should be completed no later than the month prior to the flight evaluation. Air Reserve Technician (ART) personnel may use normal civilian duty hours for testing during the eligibility period. Scheduling agencies will make every attempt to schedule personnel for testing during the first three months of the eligibility period. UTAs, rescheduled UTAs and AFTPs may be used for completion of testing. Coordinate with 434 OG/OGV for testing to be performed outside of normal duty hours. The following guidelines apply to the OGV testing site:

7.8.1. The testing room will be free from unwanted noise or distraction.

7.8.2. OGV examiners will monitor the testing area while individuals are testing.

7.8.3. All examinations will be secured (locked in the file cabinet) when not in use. Only OGV personnel will have access to the keys of the secured cabinet.

7.8.4. OGV will update testing material when required, i.e. AFI changes, Flight Information Publications (FLIP) etc.

7.9. Open Book Question Sources. Open Book examinations will consist of 90 questions taken from applicable technical orders, AFIs, manuals and regulations. Non-instructors will take the first 70 questions only. Instructors will take the entire 90 question examination. The last 20 questions will be

instructor type questions.

7.9.1.1. NIRC. Navigator must accomplish the NIRC CBT during the evaluation cycle. The NIRC CBT is an annual ground training requirement. Navigators may also attend AIRC classes. OGV will administer the 50 question NIRC examination during the eligibility period.

7.9.2. Closed Book Question Sources. 434 OG/OGV will supply each squadron with Master Question File (MQF) banks for each crew specialty for use with the Turbo Test Version 1.5. software. When updates to the MQF are received from NAF they will be supplied to the squadrons as soon as possible after receipt. The Closed Book examination will consist of 20 questions. The 72 ARS/ 74 ARS should provide copies of the MQF to all aircrew members.

7.9.3. Testing-Miscellaneous Items:

7.9.3.1. Initial Instructor. Initial instructor candidates, when not re-aligning their recurring flight evaluation cycle, will accomplish the instructor portion of the open book (last 20 questions).

7.9.3.2. Bold Face. Pilots writing out the Bold Face in conjunction with the Closed Book examination satisfies the Critical Action Procedures/Bold Face requirement of AFI 11-408/AMC1, para 5.3.1.3.

7.9.3.3. Altus End-of-course exams do not satisfy the requisite examination requirements for academics only students.

7.9.3.4. R-Model Difference Certification. Crew members transferring to the unit from DC-135E equipped units will be administered a closed book examination including bold print with special emphasis on R-Model differences. Examination will not be administered until all difference training is complete.

7.9.3.5. Flight Surgeon Testing. OGV personnel will administer the flight surgeon examination. Maintain record of examinations in the flight surgeon examination binder. Submit AF Form 1522 to Squadron Operations Systems Management (SOSM) personnel for AFORMS update.

7.9.3.6. Supplementary Evaluation Program. OGV personnel will administer any supplementary evaluations as required. The designated secondary senior examiner of like specialty or senior squadron evaluator of like specialty will administer the evaluation if OGV personnel are not available. The OG/CC and respective ARS/CC are the waiver authority for the supplementary evaluation program.

7.10. Aircrew Flight Manuals Program:

7.10.1. Control and Distribution. 434 OG/OGV is designated by the 434 OG/CC as being responsible for the overall management and standardization of the flight manuals program. OGV will order and account for all flight manuals, changes, supplements, and checklist changes. When changes are received, and AMC Form 446 will be generated listing posting instructions for the change and include a synopsis of the change. In addition, when changes occur affecting emergency procedures, an update of the unit Cautions and Warnings Study guide will be published and distributed to all crew members. OGV personnel will distribute copies of flight manual changes to squadron flight manual monitors. Squadron monitors will ensure changes are posted to individual aircraft Technical Order sets and to flight crew specialty section Technical Order sets. Checklist changes will provide a Publications Listing to each flying squadron and activity where Technical Order sets are maintained which reflects the current changes to every flight manual and checklist. One copy of the Publications Listing will be prominently displayed in the Mission Planning Room in the 74 ARS for ready reference by all crew members.

7.10.2. AF Form 847, **Recommendation for Change to Publication (Flight Publications), Program.** The 434 OG/OGV is the OPR for AF Form 847 processing. 434 OGV will follow guidance form AFI 11-215, *Flight Manual Program (FMP)* for submissions. AF Forms 847 received by OGV will be logged and tracked on AMC Form 104. After completing the first endorsement to the AF Form 847, OGV will forward to 21 AF/DOV. An info copy of the AF Form 847 will be forwarded to 22 AF. AF Form 847 will be kept updated as to the status of the changed submitted. AF Forms 847 will be maintained in the Mission Planning Room in the 74 ARS in order to be readily available to crew members. 434 OGV will assist crew members with completion of the AF Form 847 as required.

7.10.3. Annual Review. OGV personnel will conduct an annual review of applicable flight manual publications IAW T.O.00-5-2 and T.O. 00-5-2-2.

7.11. Squadron Program. Squadron Flight examiner manning will be determined by the squadron commander. Sufficient number in each crew specialty will be qualified to meet expected evaluation requirements for recurring evaluations. A senior examiner will be designated for each aircrew specialty. Squadron flight examiners will perform duties as directed by SQ/CC. Squadrons will monitor compliance with special interest areas of the commander, negative trends and areas of concern. Squadrons should conduct instructor meetings in order to keep the instructor force current and informed of changes to information and procedures affecting flying operations. The instructor meetings may also be used as a conduit for upgrade recommendations for aircrew members. Squadrons will accomplish publication checks of individual crew members and perform periodic checks of individual aircraft Technical Order sets and mission kits to insure completeness and compliance with directives.

7.11.1. Flight Evaluation Folders (FEF). Flight Evaluation Folders are created and maintained by 434 OG/OGV.

7.11.2. Flight Publications/AF Form 847. See 7.9. this chapter.

7.11.3. Flight Crew Information File (FCIF):

7.11.3.1. OGV Responsibilities. The 434 OG/OGV is the OPR for the 434 OG FCIF Program. OGV personnel will supply an FCIF index, which details items for each volume. OGV personnel will keep a master copy and log of FCIF material. 434 OG/OGV will prepare and distribute the Flight Crew Bulletin (FCB) IAW AFI 11-408/AMC1. FCBs will be published in sufficient quantity to provide copies for all unit aircraft, the flying squadrons and other unit agencies.

7.11.3.1.1. FCIF Dissemination Process. The following procedures will be used to disseminate FCIF material:

7.11.3.1.1.1. FCIF entries will be prepared on AMC Form 446, **Flight Crew Information File**, and brought to 74 ARS/DOP for inclusion in the applicable FCIF Volume located in the Mission Planning Room. **NOTE:** If deployed, the 434 OGV will fax or E-Mail to the deployed location.

7.11.3.1.2. The FCIF monitor (74 ARS/DOP) will ensure the FCIF is posted in the correct Volume.

7.11.3.1.3. Update the log page in the FCIF volume to reflect the number of the current FCIF.

Update the Current FCIF sign to reflect the new FCIF number and date.

7.11.3.1.5. Once all steps have been completed, notify 434 OG/OGV that the FCIF has been posted.

7.11.3.2. Squadron Responsibilities. Squadron FCIF monitor (74 ARS/DOP) will:

7.11.3.2.1. Send FCIF primary and alternate monitor appointment letter to 434 OG/OGV.

7.11.3.2.2. Assign an AMC Form 396, **FCIF Currency Card**, to each assigned and attached aircrew member in the squadron.

7.11.3.2.3. Create and periodically update all FCIF volumes IAW AFI 11-408/AMC 1.

7.11.3.2.4. Business effort TDYs do not require a "Deployed FCIF" binder. For Business Effort TDYs in excess of thirty (30) days, provide OGV with fax and voice phone numbers. OGV will fax new FCIFs as they are issued. It is the TDY aircraft commander's responsibility to acquire and review new FCIF information.

7.11.3.2.5. Deployed FCIF support is not required for Atlantic/Pacific Express missions.

7.11.4. Go/No-Go Procedures.

7.11.4.1. Go/No-Go – Training Missions. All aircrew members will date and initial the AMC Form 396, FCIF currency record, to indicate that he/she:

7.11.4.1.1. Is current and qualified.

7.11.4.1.2. Has/will accomplish all required briefing items.

7.11.4.1.3. As/will review BASH procedures for all intended portions of the mission.

7.11.4.1.4. Has all required aircrew equipment and clothing.

7.11.4.1.5. Is physically capable of performing the mission safely and has received sufficient crew rest.

7.11.4.2. Go/No-Go – Deployment. Aircraft commanders will initial and date the AMC Form 396 to state that the crew:

7.11.4.2.1. Has completed all items contained in training mission Go/No-Go (See para 7.11.4.1.)

7.11.4.2.2. Crew is mission ready IAW MCI 10-202, Vol, *Aircrew Training Program*.

7.11.5. Completion/Documentation of Flight Evaluation Requisites.

7.11.5.1. Requisite Completion Time. See para 7.8, this chapter.

Eligibility Period Notification Letter. See para 7.5.1, this chapter.

7.11.6. AF Form 8 Routing and Filing to include Reviewing and Approving Officials. See para 7.5 this chapter.

7.11.7. Review and Certification (R&C) Board. Squadrons will convene R&C Boards IAW AFI 11-408/AMC 1, para 3.5.7. If the wing or operations group, as appropriate determines and R&C Board is required on a staff-assigned crew member, the squadron that the crew member is attached to will convene the R&C Board.

7.11.7.1. Board Timing. The R&C Board will be convened prior to the crew member performing the new qualification/certification without an instructor. R&C Boards will normally be convened during the UTA. R&C Boards may be convened prior to the completion of mission qualification training. The crew member will become mission-ready upon completion of mission qualification training including all mission ready events. In this case, no subsequent board action is required.

7.11.7.2. Board Composition. The squadron commander will determine the board composition IAW AFI 11-408/AMC 1, para 3.5.7.3.2. Every effort will be made to ensure the squadron commander presides over the R&C Board. If the squadron commander is not available, the operations officer will preside. Additionally, the crew member's flight examiner, primary instructor, and section chief are recommended attendees, as applicable.

7.11.7.3. Procedures. The R&C Board should be divided into two parts: the review portion and the certification portion. The review portion should consist of, but is not limited to, a review of the candidate's flight evaluation folder, training folder, and overall training received. Folders should be

reviewed prior to the R&C Board convening. See AFI 11-408/AMC 1, para 3.5.7.4 for R&C procedures after crew member substandard performance. Squadrons are encouraged to develop a checkout program to acquaint upgraded crew members with maintenance, tower, weather, RAPCON, etc.

7.11.7.4. R&C After Q-2/Q-3. An R&C will convene after assignment of additional training as a result of a Q-2/Q-3 evaluation. This board should be composed of the flight examiner, a training representative, operations officer and squadron commander. The minutes should reflect: (1) a discussion of the crew member's training recommendation and, (2) if the operations officer has waived the training folder requirement (if additional training is limited or not required.).

## 7.12. Trends Program:

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

7.12.2. Goal. Identify trends and correct identified negative trends by the next quarter.

7.12.3. OPR. The 434 OG/OGV is the OPR for the 434 OG Trends Program.

7.12.4. Trends Software Program. 434 OGV will use the Aircrew Trends Management Program (ATMP) Version 2.3.

7.12.5. Trends Analysis. 434 OG/OGV or 434 OSF/DOT may identify an area as a positive or negative trend based on their own day to day observations:

7.12.5.1. Trend. Positive or negative comments of 50% or greater will create a positive or negative trend.

7.12.5.2. Area of Concern. Negative comments of 25% or greater will create an area of concern.

7.12.6. Minimum Sample Size. Four observations is the minimum sample size to create a trend or area of concern.

7.12.7. Trend Information. Trends information will be compiled from all evaluations. Examiners will use Multi-Command Form 5X series forms and Special Interest Area (SIA) Trends Worksheets to collect trends data.

7.12.8. Trend Information. 434 OG/OGV will publish trends reports on a quarterly basis. OGV will report quarterly trends to 21 AF/DOVK and 434 OG/CC. Trends information will be distributed to squadrons by aircrew specialty.

7.12.9. Correcting Negative Trends and Areas of Concern. The following is only a recommended process for correcting negative trends/areas of concern:

7.12.9.1. Highlight the negative trend(s) to all crew members in the Operations Group. (Hangar flying, instructor meetings, Stan/Eval briefings, Commanders Calls, Aircrew briefings, Read Files, etc.).

7.12.9.2. all instructors highlight trends during all ground and flight training activities.

7.12.9.3. Distribute aircrew pamphlets/guides outlining proper procedures.

7.12.9.4. for corrective training, conduct squadron training days and offer additional instruction or classes on trend areas.

7.12.9.5. If you feel a trend is caused by improper training accomplished at any formal training school, OGV will send a copy of the trends information to the applicable formal school. Formal schools include CCTS, Flight Safety, AIRC and CFIC.

7.12.10. Closing Trends and Areas of Concern. A trend will be closed when the trend item(s) does not appear as a trend for two consecutive quarters. An Area of Concern will be closed when the item does not appear as an Area of Concern in the next quarter. **NOTE:** At the OG level, Areas of Concern will be presented to the OG/CC until closed. Squadrons will be tasked to take action to correct areas of concern.

7.13. Special Interest Areas (SIA). SIAs are areas commanders would like to place special emphasis on during evaluations. NAF, Operations Groups and Squadrons can create SIAs. Current NAF and OG SIAs will be during quarterly briefings during the Unit Training Assembly and also during SEB meetings. Squadrons are not required by regulation to create their own SIAs.

ANTHONY TASSONE, JR., Colonel, USAFR

Commander