



Flying Operations

AIRCREW STANDARDIZATION/EVALUATION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 327 AS/DOV (Maj Karl Schmitkons)

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AFI 11-202, Volume 2, Chapter 7, 12 May 1998, is supplemented as follows:

SUMMARY OF REVISIONS

This supplement has been globally updated to reflect new guidance. A ★ indicates revisions from the previous edition.

★7.1. (913AW) Purpose. The purpose of this supplement is to further define the details of the 913th Operations Group (OG) Aircrew Standardization/Evaluation (Stan/Eval) Program.

7.2. (913AW) Applicability. The provisions of this supplement apply to all aircrew personnel assigned or attached to the 327 AS, and to those persons performing Flight Examiner duties.

7.3. (913AW) Recommended Changes. Recommendations for improvement or correction, outside the formal annual review conducted by 913 OG/OGV, will be submitted via AF Form 847 through 913 OG/OGV.

7.4. (913AW) Standardization and Evaluation Organization and Manning.

7.4.1. (913AW) Basic Organization. The Stan/Eval function will be organized and manned in accordance with AFI 11-202, Volume 2. 913 OG/OGV will consist of Air Reserve Technicians (ARTs)/Reservists from each crew position assigned to the Operation's Group to include the Chief of Stan/Eval, who will normally be a pilot. Air Reserve Technicians assigned to the 327 AS will provide daily monitoring of the Stan/Eval functions and coordinate activities with 913 OG/CC/OGV and 327 AS/CC.

7.4.2. (913AW) Manning. Flight Examiner manning is normally reviewed during the Stan/Eval Board.

7.4.3. (913AW) Flight Examiner Upgrade Procedures and Program. The 913 OG/CC or 327 AS/CC will select highly qualified instructors for Flight Examiner duty. Initial Flight Examiner upgrade candidates will complete the requirements IAW AFI 11-202, Volume 2 and the 913 OG/OGV Stan/Eval Continuity Book. Previously qualified flight examiners will complete training as directed by the 913 OG/CC.

7.5. (913AW) Control of Flight Evaluations.

7.5.1. (913AW) Completion and Processing of AF Form 8s. AF Form 8, Certificate of Aircrew Qualification, will be completed in accordance with AFI 11-202, Volume 2, and guidance contained in the 913 OG/OGV Stan/Eval Continuity Book.

★7.5.2. (913AW) Additional Training Follow-up. 327 AS/DOV personnel and the reviewing officer will ensure that the required additional training, if any, is completed within the allotted time period. After completion of the additional training, Stan/Eval personnel will review the training for adequacy, ensure the AF Form 8 is updated, and remove any restrictions based on the assigned additional training. The process is described in the 913 OG/OGV Stan/Eval Continuity Book.

★7.5.3. (913AW) No-Notice Evaluation Program and Goals. The 913 OG/OGV is responsible for the overall administration of the no-notice program. The intent of the program is to assess aircrew performance and to evaluate the overall effectiveness of the unit's training program. Evaluations will be coordinated through the 327 AS/DOV. As a goal, 15 percent of the aircrew personnel in each crew position will receive a no-notice evaluation on an annual basis.

★7.5.4. (Added-913AW) Flight Evaluation Notification Program. 327 AS/DOV will notify crewmembers by letter when entering the eligibility period for evaluations. This notification will include applicable requisites due. The examinee will coordinate with the scheduling office to schedule requisites and the evaluation. 327 AS/DOV will post a current monthly list of crewmembers in the eligibility period on the training and stan/eval bulletin boards.

7.5.5. (Added-913AW) Evaluation Packets. 327 AS/DOV will prepare an evaluation packet for each examinee. The packets will be maintained in the 327 AS/DOV office. As a minimum, the evaluation packets will contain:

★7.5.5.1. (Added-913AW) 913 OG/OGV Flight Evaluation Worksheet.

7.5.5.2. (Added-913AW) Flight Examiner Checklist.

7.5.5.3. (Added-913AW) Evaluation Requirement Worksheet.

★7.5.5.4. (Added-913AW) CRM Worksheet.

★7.6. (913 AW) Conduct of Flight Evaluations. All evaluations will be administered using the pyramid evaluation system described in the 913 OG/OGV Stan/Eval Continuity Book. A copy of the 913 OG/OGV pyramid will be kept on file at the gaining MAJCOM NAF.

7.6.1. (913 AW) Documentation. The flight examiner administering the evaluation is responsible for completing all applicable documentation included in the examinee's evaluation packet. 327 AS/DOV personnel will complete the AF Form 8 based on data obtained from the evaluation packet. All flight evaluations will be logged in the "Flight Eval Log"; written examinations will be logged in the respective section of the "Requisite Testing Log," and both will be logged on the AF Form 1522 in the appropriate section of the "S/E AFORMS Input" binder.

★7.6.2. (913 AW) Flight Evaluations.

★7.6.2.1. (Added-913AW). Due to time constraints during night tactical missions, pilots will normally accomplish the assault takeoff and landing events during instrument/qualification evaluations and navigators will normally accomplish the ARA event during qualification evaluations.

★7.6.2.2. (Added-913AW) Flight engineers, IAW MCI 11-C130, Vol 2, may receive their recurring mission/qualification and no-notice evaluations on any type flight other than FCF. If a flight engineer's evaluation is not on an airdrop mission, his/her next recurring evaluation must be on an airdrop mission. Maximum effort TOLD cards will be evaluated on all flight engineer evaluations.

7.6.2.3. (Added-913AW) The 327 AS/CC/DO or SOF (if CC/DO are unavailable) will be debriefed for all flight evaluations.

★7.6.3. (913AW) Emergency Procedures Evaluations (EPEs). EPEs will be accomplished for all pilots and flight engineers for all recurring evaluations. A bold face exam will be included in all pilot recurring mission EPEs. Reference to T.O.s and regulations can be made only after time sensitive/boldface items are accomplished (Flight Examiner discretion will be used).

7.6.3.1. (Added-913AW) The 327 AS/CC/DO or SOF (if CC/DO are unavailable) will be debriefed for all EPEs which result in an overall qualification level of 2 or 3.

7.7. (913AW) Standardization/Evaluation Board (SEB).

★7.7.1. (Added-913AW) **Members.** The 913 OG SEB is established IAW AFI 11-202, Volume 2. As a minimum, members should include: 913 OG/CC (Chairman), 327 AS/CC, 327 AS/DO, 327 AS Chief of Stan Eval, 913 OG Chief of Stan Eval, 913 AW Chief of Safety, 913 OSF/CC, and 913 OG/327 AS Flight Examiners. In addition, the board will be open to all 913 AW aircrew for agenda input and attendance.

7.7.1.1. (Added-913AW) The 327 AS Chief of Stan/Eval is responsible for preparing and distributing the SEB agenda letter at least two weeks prior to the board meeting, and for preparing the SEB minutes for distribution IAW AFI 11-202, Volume 2.

★7.7.2. (Added-913AW) **Trends Program.** Flight evaluation, EPE, requisite written testing, supplementary evaluation and CRM trend reports are developed from worksheets located in the 327 AS/DOV office. Trend areas will be identified when a 25% discrepancy rate is exceeded. This rate will be used as a guideline and may be modified due to low total numbers and with the concurrence of the 913 OG/CC.

7.8. (913AW) Unit Testing Program.

★7.8.1. (913AW) **Open Book Question Sources.** See attachment 1 to this chapter.

7.8.3. (913AW) Periodic Testing Program.

★7.8.3.1. (Added-913AW) Periodic tests as described in AFI 11-202, Vol 2, will not normally be administered. Instead, on an occasional basis, “instructional” tests will be constructed and administered by 327 AS/DOV. The 913 OG/OGV will review and approve these tests prior to distribution. The tests will be distributed at the beginning of a UTA and will be openly discussed, normally during the second half of that UTA.

★7.8.3.2. (Added-913AW) The tests will normally cover a specific system or type of operations. The tests will be open book, corrected to 100%. Applicable crew positions may also be tested on Bold Face procedures. If Bold Face questions are included, the tests will be collected before review and the Bold Face items will be graded with a minimum passing score of 100%.

7.8.4. (Added-913AW) Requisite Testing Program.

★7.8.3.1. (Added-913AW) Testing is normally conducted in the testing room and will be monitored by available Stan/Eval personnel when closed book tests are administered. Closed book exams administered after hours will require coordination with the scheduler for a Flight Examiner monitor. A SOF may serve as a monitor after normal duty hours for open book tests only (unless the SOF is a Flight Examiner).

★7.8.4.2. (Added-913AW) The navigator and pilot written instrument examinations will be developed IAW AFMAN 11-210; AFI 11-202, Vol 2; and AFI 11-408/AMC1 (until AMC supplement to AFI 11-202, Vol 2 is published) and will include questions covering local instrument procedures.

★7.8.4.3. (Added-913AW) Qual open book tests will consist of 60 to 80 questions. Mission open book tests will consist of 40 to 50 questions for pilots, navigators, and loadmasters; and 10 to 20 questions for flight engineers. Attachment 1 is a list of sources from which open book questions may be drawn. Qual closed book tests will be a minimum of 20 questions. Applicable crew positions will also be tested on Bold Face procedures during qual closed book examinations. Flight engineers and loadmasters may combine their qual and mission tests in the same cover. The tests may be distinctly separated so those individuals whose qual and mission phases are not coincidental can take only the test appropriate to their current phase.

7.8.4.4. (Added) Aircrew members will provide their own publications for testing. Stan/Eval will provide publications that are not issued to the individual.

7.8.4.5. (Added) Crewmembers should complete all requisite written exams within the first four months of eligibility. If any requisite exam is not completed by the end of the fourth month, the individual will be placed in no-go status until tests are complete (exceptions require 327 AS/CC or DO approval).

7.8.4.6. (Added) In the event a crewmember fails a requisite examination, the individual will be placed in supervised status and his/her section supervisor and 327 AS/DO will be notified of the failed examination. Failure of bold face results in no go status until a successful retest is made.

★7.9. (913AW) **Supplementary Evaluation Program.** This program will be administered by the 913 OG/OGV and the 327 AS/ DOV at the discretion of the 913 OG/CC and 327 AS/CC. Supplementary evaluations will be conducted in accordance with the 913 OG/OGV Stan/Eval Continuity Book, using the 913 OG/OGV Supplementary Evaluation Worksheet. Results and follow-up actions will be monitored by 913 OG/OGV and trended semi-annually.

7.10. (913AW) **Aircrew Flight Manuals Program.**

★7.10.1. (913AW) **Control and Distribution.** The 327 AS/DO will designate an individual to be the OPR for ordering and distributing publications to crew members. Initial issue of publications will be annotated on AMC Form 42. Subsequent changes/supplements will be issued and signed for through the FCIF. Changes/supplements which impact safety of flight will be signed for through part 'B'. Other changes/supplements will be signed for through part 'C'. Safety Supplements and other immediate issue supplements will be distributed to "on the road" aircrews via fax to the command post or base operations of the next en route stop per instructions in the 913 OG/OGV Stan/Eval Continuity Book.

★7.10.2. (913AW) **AF Form 847 Program.** The 913 OG/OGV will maintain a logbook for the AF Form 847 program. Stan/Eval will ensure all requests for changes are completed and submitted IAW AFI 11-215. Blank AF Forms 847 will be available at the Stan/Eval Bulletin Board, the operations counter and in the mission folders.

7.10.3. (913AW) **Annual Review.** 327 AS/DOV personnel will review the master flight publications in the FCIF library and Stan/Eval testing room. Periodic reviews will also be conducted when requested by 913 OG/OGV.

7.11. (913AW) Operations Group/Squadron Programs.

★7.11.1. (913AW) **Flight Evaluation Folders (FEF).** FEFs will be maintained in the 327 AS/DOV office in accordance with AFI 11-202, Vol 2, and the 913 OG/OGV Stan/Eval Continuity Book. FEFs will be reviewed annually based on the birth month of the individual.

★7.11.2. (913AW) **Flight Publications.** All 913 AW assigned and attached aircrew are required to accomplish an individual annual review of all issued flight publications in addition to the “spot” publications check done as part of the qualification evaluation. This will normally be done en masse during the annual mandatory UTA. Those not attending that UTA should accomplish the review individually during one of their rescheduled UTA periods. If not scheduled during the mandatory UTA, each crew member should do a complete “pubs check” during his/her birth month or before entering phase for the next checkride (whichever occurs first). The “spot” publications check done as part of the qualification evaluation will look at all publications the crew member is required to carry for flight. This pubs check should be done as early as possible in the phase and will be done prior to the checkride itself.

★7.11.3. (913AW) **FCIF.** Volume 1 of the FCIF includes the Current Read File, and is available in the squadron operations area. A review of the current read file is required prior to flight as part of the Go/No-Go program. Crew members will record the pre-flight review on their AMC Form 396.

★7.11.4. (913AW) **Go/No Go Procedures.** This program will be implemented to prevent crew members from flying, or flying without proper supervision, if they are delinquent in any of the requirements shown in Table 7-11.

★7.11.5. (913AW) **Completion/Documentation of Flight Evaluation Requisites.** Flight evaluation requisites will be completed and logged in accordance with the 913 OG/OGV Stan/Eval Continuity Book.

★7.11.6. (913AW) **AF Form 8 Routing, Filing, Reviewing, and Approving Officials.** AF Form 8 routing and filing steps are listed in the 913 OG/OGV Stan/Eval Continuity Book. Reviewing and Approving Officials are assigned by memos for record which are included in the 913 OG/OGV Stan/Eval Continuity Book.

★7.11.7. (Added-913AW) **Review and Certification Boards.** These boards will be chaired by the 913 AW/CC or 913 OG/CC. R&C Boards will be conducted IAW the 913 OG/OGV Stan/Eval Continuity Book. In addition to reviewing ongoing training, these boards will certify: Initial / Requal / Newly assigned Aircraft Commander, Flight Instructor, and Flight Examiner. The members of the board are listed in the 913 OG/OGV Stan/Eval Continuity Book.

★7.11.8. (Added-913AW) **Upgrade Review Board.** These boards will be conducted concurrently with the R&C Boards. The URB will be used to: approve all upgrades, approve special qualifications, and assign “sponsors” to complete waiver/formal school requests, submit orders requests, and track the person being upgraded throughout the training cycle.

Table 7-11 (Added-913AW)

Requirement	Monitor	Clearing Authority
Flight Evaluations (Supervisory)	OGV, DOV	OGV, DOV
Written Examinations (requisite in fifth month – no go) (failed exams – supervisory) (failed bold face – no go)	OGV, DOV	OGV, DOV
Physiological Training (no go)	DOS, SOSM	DOT
Flight Physicals/DNIF (no go)	DOT, DOS, SOSM	DOT, SOSM
Flying Currency Items (supervisory)	DOT, DOS, SOSM	DOT, SOF
Flying Continuation Training Items (non-currency) (supervisory/Non-Mission Ready {NMR})	DOT, DOS, OG/CC	DOT, SOF
Ground Training (supervisory/no go/NMR)	DOS, HOSM	DOT
FCIF Review	OGV, DOV, SOF, AC	SOF, AC
Other (any other items)	OGV, DOV, DOS, DOT, HOSM	OGV, DOV, DOS, DO

NOTE: A crew member placed in “No Go” or “Supervisory” status for delinquency in one or more of the above items will have his/her AMC Form 396 moved to the “No Go/Supervisory” drawer maintained at the operations counter. On top of the AMC Form 396 will be placed a color-coded index card indicating 'No Go' (red) or 'Supervisory' (green) status and reason(s) for the status. As delinquent items are completed they will be lined through or erased. These cards will be maintained there until the crew member has corrected all delinquent items and is placed back in normal status by the appropriate clearing authority. The individual’s AMC Form 396 will

then be placed back in its normal drawer and the index card discarded. Monitoring of aforementioned items and placement/removal of index cards is assigned to OPR's as indicated. Crew members' pre-flight review of the current read file will be enforced by the aircraft commander through the use of the aircraft commander's checklist. The SOF has authority in all areas of the program as outlined in the SOF book, and is the final approval authority for the flight.

★7.11.9. (Added-913AW) Administrative Upgrades and Downgrades. These actions will be recorded on the AF Form 8 for basic, mission, and instructor qualifications; or AF Form 1381 for special qualifications.

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Commander

ATTACHMENT 1

Table A1. OPEN BOOK QUESTION SOURCES

PILOTS	
T.O. 1C-103E(H)-1	FLIGHT MANUAL
T.O. 1C-130B-1-1	FLIGHT MANUAL (PERFORMANCE)
T.O. 1C-103B-1-4	FLIGHT MANUAL (SCNS)
MCR 55-130, VOL 1 & 2	C-130 OPERATIONS
AMCI 11-208	TANKER/AIRLIFT OPERATIONS
AFI 13-217	ASSAULT ZONE PROCEDURES
AFMAN 11-217, VOL 1 & 2	INSTRUMENT FLYING
AFI 11-202, VOL 3	GENERAL FLIGHT RULES
AFH 11-203, VOL 1	WEATHER FOR AIRCREWS
AFM 51-12, VOL 2	WEATHER FOR AIRCREWS
913 AWPAM 11-401	TACTICAL AIRCREW FLIMSY
FLIP	FLIGHT INFORMATION PUBLICATIONS
FCIF	
SQB	
NAVIGATORS	
T.O. 1C-130E(H)-1	FLIGHT MANUAL
T.O. 1C-103B-1-4	FLIGHT MANUAL (SCNS)
MCR 55-130, VOL 1 & 2	C-130 OPERATIONS
AFI 13-217	ASSAULT ZONE PROCEDURES
AFI 11-231	COMPUTED AIR RELEASE SYSTEMS PROCEDURES
AMCP 55-19	C-130E FUEL PLANNING REGULATION
AFI 11-202, VOL 3	GENERAL FLIGHT RULES
AFM 51-40	AIR NAVIGATION
AFMAN 11-217, VOL 1 & 2	INSTRUMENTAL FLYING
913 AWPAM 11-401	TACTICAL AIRCREW FLIMSY
FLIP	FLIGHT INFORMATION PUBLICATION
FCIF	
SQB	

Table A1. OPEN BOOK QUESTION SOURCES (CONTINUED)

ENGINEERS	
T.O. 1C-130E(H)-1	FLIGHT MANUAL
T.O. 1C-130B-1-1	FLIGHT MANUAL (PERFORMANCE)
T.O. 1C-130-101	C-130 SERIES AIRCRAFT USAGE REPORT
MCR 55-130, VOL 1 & 2	C-130 OPERATIONS
913 AWPAM 11-401	TACTICAL AIRCREW FLIMSY
FCIF	
SQB	
LOADMASTERS	
T.O. 1C-130E(H)-1	FLIGHT MANUAL
T.O. 1C-130A-9	CARGO LOADING MANUAL
T.O. 13C7-1-5	RIGGING AIRDROP PLATFORMS
T.O. 13C7-1-11	RIGGING CONTAINERS
AMCI 24-101	TRANSPORTATION
AFJMAN 24-204	AIRLIFT OF HAZARDOUS MATERIALS
MCR 55-130, VOL 1 & 2	C-130 OPERATIONS
MCI 11-258	C-130 CONFIGURATION/MISSION PLANNING
913 AWPAM 11-401	TACTICAL AIRCREW FLIMSY
FCIF	
SQB	