

## Aircrew Examinations Process

1. Program Definition
  2. OGV Responsibilities
  3. CCV Responsibilities
- Attachment 1: C-135 QDB and Exam Distribution
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### 1. Program Definition:

1.1. The aircrew examination program measures aircrew member knowledge of normal and emergency procedures, threats, and other information essential for the safe and effective operation of their assigned weapon system through the administration of examinations.

1.2. PEX will be used for the development, maintenance, and administration of IRC, Periodic, Open and Closed Book examinations.

### 2. OGV Responsibilities:

2.1. Determine CCVs responsible for C-135 QDB and examination development and maintenance via Attachment 1.

2.2. Define the number of questions asked and sources used for examination types.

2.3. Maintain copies of current QDBs under [Aircrew Examinations](#).

2.4. Verify and contact the appropriate CCV for test discrepancies listed on the OGV PEX Test Discrepancy Log under [Aircrew Examinations](#) for reconciliation. Monitor test discrepancies and track until resolution.

2.5. Define the review/update process for QDBs and examinations and provide feedback to the appropriate squadron for resolution. OGV is the final approval authority.

2.6. Ensure all C-135 QDBs have been reviewed by the end of the CY first quarter. OGV will notify 16 AF/OV upon completion. Approved MQFs will be maintained on the HQ/ACC/A3TV web page.

### 3. CCV Responsibilities:

3.1. Develop and maintain QDBs and examinations assigned in [Attachment 1](#). When generating exams, CCV will utilize QDBs for each position a member is qualified in.

3.1.1. Open book examinations will be proctored and consist of 50 multiple-choice questions. The total number of sourced QDB questions used will be, at a minimum, 100 valid questions.

3.1.1.1. Open book questions will come from publications containing information pertinent to the operation of applicable aircraft and performance of the assigned mission.

3.1.1.2. The emphasis of open book exams is on technical orders, manuals, handbooks or instructions that may not require immediate recall or are not regularly referenced.

3.1.1.3. Operating instructions and guides that are compilations of other documents are not acceptable as test references (exception: OGV-approved In-Flight Guides may be used as testing references). All references used for testing will have a source publication citation.

3.1.2. Closed book examinations will be proctored and consist of 25 multiple-choice questions. The MQF will have, at a minimum, 50 valid questions. Note: examinees will not leave the testing area until closed book testing is completed.

3.1.3. Periodic examinations are open book, tracked in PEX, not proctored, and managed at the squadron level. Periodic testing cycles are 1 Jan - 30 Jun and 1 Jul - 31 Dec. Unqualified individuals are exempt from taking a periodic exam.

3.1.3.1. Periodic tests will be at least 15-question multiple-choice exams. Periodic QDBs will have, at a minimum, 30 valid questions.

3.1.3.2. Do not use questions from the Closed Book MQF.

3.1.3.3. CCVs are responsible for creation and management of Periodic QDBs for their assigned crew members. Questions should be written from areas assigned by the OGV trends monitor, Special Interest Items, supplemental evaluations and/or any other area specified by the SQ/CC or DO. OGV is the approval authority for squadron developed periodic QDBs. QDBs will be stored under their respective squadron in PEX.

3.2. Maintain a back-up version, (paper or electronic) of exams for each crew position in the event PEX is offline.

3.3. Select “Question Bad” in PEX for questions identified as bad. Notify OGV of all PEX software and test question errors via the OGV PEX Test Discrepancy Log under [Aircrew Examinations](#). OLs will coordinate with their local PEX administrators for problem resolution and notify OGV if problems negatively impact their ability to meet the requirements of this process guide.

3.4. Annually (as defined in para. 2.6) or as publications are updated, review and evaluate each assigned QDB, [Attachment 1](#), for currency, accuracy, and relevance of each question and reference. Remove any questions previously identified as being invalid. After review/update is completed, notify OGV by using the “Review of Assigned QDB MFR” located in the [OG SUP Templates](#).

## Attachment 1

## C-135 QDB and Exam Distribution

Question Database and Test	38 RS	338 CTS	343 RS	45 RS	97 IS	390 IS	488 IS
IRC		X					
RC Pilot A Closed	X						
RC Pilot B Closed	X						
RC Pilot C Closed	X						
OC Pilot A Closed				X			
OC Pilot B Closed				X			
OC Pilot C Closed				X			
WC Pilot A Closed				X			
WC Pilot B Closed				X			
WC Pilot C Closed				X			
Pilot Local Procedures Closed		X					
RC Nav A Closed	X						
RC Nav B Closed	X						
RC Nav C Closed	X						
OC Nav A Closed				X			
OC Nav B Closed				X			
OC Nav C Closed				X			
WC Nav A Closed				X			
WC Nav B Closed				X			
WC Nav C Closed				X			
Nav Local Procedures Closed		X					
Recon Area Closed Book			X				
RJ Recon Area Closed Book			X				
CB Recon Area Closed Book				X			
CS Recon Area Closed Book				X			
Recon Area Local Procedures Closed			X				
OC SMT Closed				X			
OC SMT Local Procedures Closed				X			
WC SEO Closed				X			
Aircrew Guidance		X					
Aircrew Guidance Flight Deck		X					
Aircrew Tech Data		X					
Flight Deck Tech Data		X					

## Attachment 1 (cont.)

## C-135 QDB and Exam Distribution

Question Database and Test	38 RS	338 CTS	343 RS	45 RS	97 IS	390 IS	488 IS
RC Pilot Aircrew Guidance	X						
OC Pilot Aircrew Guidance				X			
WC Pilot Aircrew Guidance				X			
RC Pilot Tech Data	X						
OC Pilot Tech Data				X			
WC Pilot Tech Data				X			
RC Nav Aircrew Guidance	X						
OC Nav Aircrew Guidance				X			
WC Nav Aircrew Guidance				X			
RC Nav Tech Data	X						
OC Nav Tech Data				X			
WC Nav Tech Data				X			
Recon Area Tech Data					X		
RJ Raven Tech Data (All Baselines)			X				
RJ TC Tech Data (All Baselines)			X				
CB R1/2 Tech Data (All Baselines)				X			
CB R3 Tech Data (All Baselines)				X			
CB TC Tech Data (All Baselines)				X			
CS R1/2 Tech Data (All Baselines)				X			
CS R3/4/5 Tech Data (All Baselines)				X			
CS R9 Tech Data (All Baselines)				X			
RJ ASE Tech Data (BL11)		X					
RJ ASE Tech Data (BL12)	X						
RJ ASE1 Tech Data (BL11)			X				
RJ ASE1 Tech Data (BL12)			X				
RJ ASE3 Tech Data (BL11)			X				
RJ ASE3 Tech Data (BL12)			X				
RJ ASE5 Tech Data (BL11)	X						
RJ ASE5 Tech Data (BL12)	X						
CB ASE Tech Data (All Baselines)				X			

## Attachment 1 (cont.)

## C-135 QDB and Exam Distribution

Question Database and Test	38 RS	338 CTS	343 RS	45 RS	97 IS	390 IS	488 IS
CB/CS ASE1 Tech Data (All Baselines)				X			
CB ASE2 Tech Data (All Baselines)				X			
CS ASE Tech Data (All Baselines)				X			
CS ASE3 Tech Data (All Baselines)				X			
RJ CO Tech Data (All Baselines)		X					
RJ SSD Tech Data (All Baselines)					X		
RJ DLO Tech Data (All Baselines)							X
RJ AA Tech Data (All Baselines)						X	
RJ AMS Tech Data (All Baselines)					X		
RJ IIO Tech Data (All Baselines)					X		
OC SMT Tech Data				X			
WC SEO Tech Data				X			