

Flight Evaluation Folder (FEF) Process Guide

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1. Program Definition:

- 1.1. FEFs contain the historical record of qualifications for aircrew members. PEX will be the primary repository for FEFs, but squadrons will also maintain a viable backup version of their FEFs.

2. OGV Responsibilities:

- 2.1. Review squadron FEFs annually in conjunction with the OGV SAV program.
- 2.2. Collect feedback and provide guidance to SQ/CCVs in regards to issues surrounding PEX updates and the possible effects on FEFs/Forms 8/AF 3862/AF 942/Major/Minor Discrepancy Logs/MFRs.
- 2.3. Create and maintain standardized AF 3862 (Flight Evaluation Worksheet) templates for each crew position IAW AFI 11-2MDS Volume 2 evaluation criteria.
 - 2.3.1. The templates will be available on the OGV Intelink Page.
- 2.4. Consolidate unit inputs and post updated PEX process guides within 45 days of a PEX software update or as required to establish best procedures to be utilized across the group.

3. Squadron CCV Responsibilities:

- 3.1. CCVs will maintain Electronic FEFs (eFEFs) in PEX with a viable electronic or paper backup.

- 3.2. The 38 RS and 343 RS CCVs will maintain the FEFs for individuals permanently assigned to the 95 RS (including Det 1) and 82 RS, respectively.
- 3.3. Create standardized section cover sheets that will be placed in Section I and Section II of each individual's hard copy FEF (if used).
- 3.4. Review each Form 8/AF 3862 for errors to ensure flight/ground discrepancies are categorized IAW the grading volumes and reflect the qualification level assigned. The evaluator is ultimately responsible for ensuring the evaluation is documented accurately IAW AFI 11-202 Vol 2, Chapter 7 and input in PEX for processing.
- 3.5. Forward all Q2/Q3 Forms 8 to OGV for additional review. Notify OGV when Forms 8 are ready for review via 55 OG/OGV email channel. See Flight Evaluation/Form 8/AF 3862 Process Guide paragraph 6.7 for more detailed guidance.
- 3.6. Review current OGV Process Guides and provide recommendations to OGV within 30 duty days after PEX software update or as required to correct errors.

4. General FEF Procedures:

- 4.1. FEFs will be divided into two sections:

- 4.1.1. **Section I (left side).** This Section contains AF Forms 942, AF Forms 4348 (if used), Minor Discrepancy Logs (MDL) and Major Discrepancy MFRs (MDM) in that order.

- 4.1.1.1 AF Forms 942 will be placed on top in chronological order with the most recent on top.

- 4.1.1.1.1 CCVs will use PEX generated AF Forms 942.

Note: When a Form 8 is scanned or imported into PEX the "AF942" section will not reflect the Crew Position. This requires the 942 section to be edited by double clicking on the "Aircraft /Crew Position" column under the "AF 942" drop down on the "Person Details" page. Manually enter proper code (i.e. ME, IE, etc.).

Saves automatically. See below.

AF942					
Aircraft/Crew Position	Evaluation	Date Completed	Qual Level	Unit	
RC-135V	ACC	15 Oct 2008	1	38 RS	
	INIT QUAL/MSN (RX)	16 Oct 2008		38 RS	
	Initial Review 38 RS	08 Jan 2009			
	Periodic Review	18 Mar 2009	1	38 RS	
RC-135V	N/N SPOT				
RC-135V	QUAL/MSN (RX)	13 Jan 2010	1	38 RS	

- 4.1.1.1.2 A one line, one time entry of "ACC" will be documented on the AF Form 942. Also, when a member in-processes a new unit, a FEF review will be accomplished and documented as "Initial Review (Unit)".

- 4.1.1.1.3 Documentation of subsequent qualifications on the AF Form 942

satisfies the requirement for posting and periodic review documentation. In the event the interval between evaluations exceeds the qualification period (18 months), document the review with a dated "Periodic Review" entry on the AF Form 942.

4.1.1.1.4 Old AF Forms 942 scanned and imported into PEX will have all unused blocks "Z'd" out.

4.1.1.1.5 Minor Discrepancy Logs will be placed under the AF Forms 942.

4.1.1.1.6 Major Discrepancies MFRs will go under the Minor Discrepancy Logs.

4.1.2. **Section II (right side).** This section contains AF Forms 8, Temp Forms 8 and any related MFRs for all evaluations listed on the AF Form 942.

4.1.2.1 File AF Forms 8/Temp Forms 8 in chronological order with the most recent on top. PEX does this automatically based on date accomplished.

4.1.2.1.1 In PEX Temp Forms 8 will appear below the Open Form 8 and will automatically disappear from the eFEF after the AF Form 8 is completely signed.

4.1.2.2 MFRs documenting waivers, extensions, and/or unusual circumstances to potentially be included in an AF Form 8 are filed on top of the affected AF Form 8. See Flight Evaluation/Form 8/AF 3862 Process Guide for example MFRs. Post MFR in Right Section of eFEF, see paragraph 5.5.3 below.

4.1.2.2.1 Incorporate the information contained in the MFR into the applicable AF Form 8 under Examiner Remarks paragraph D, Additional Comments, when action is complete.

4.1.2.2.2 Once MFR information is incorporated into the AF Form 8, remove the MFR from the eFEF.

4.1.2.2.3 MFRs become a permanent part of the FEF only when a Major discrepancy addressed by the MFR is *not* incorporated, addressed or corrected by a later Form 8 or an unusual circumstance that cannot be documented any other way. In this case, create an MDM and post on the left side of FEF (see section 5.4 below).

4.1.2.2.4 For folders that have AF Forms 8 dating prior to 30 Jun 11, squadrons will place a standardized cover sheet memo (located under OG SUP Templates) on top of the last Form 8 dated prior to 30 Jun 11 stating all Forms 8 prior to that date were covered by guidance prior to current AFI 11-202, ACC Supplement.

5. PEX eFEF Procedures:

5.1. General contents of the eFEF will be as described above in paragraph 4. Detailed PEX eFEF procedures are listed below.

5.2. Section I:

5.2.1. **AF 942:** The AF 942 will be edited on the Person Details page, via the screen shots below.

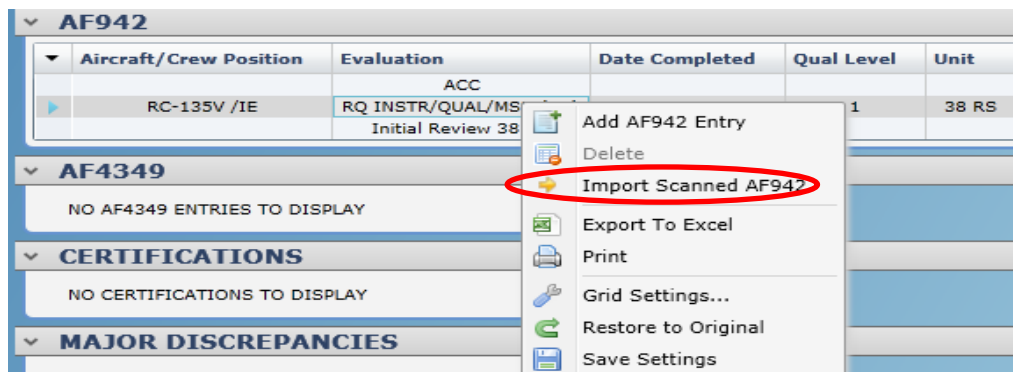
5.2.2. PEX Generated AF 942 Entries:

5.2.2.1 Lines will automatically be generated when a Form 8 is created in PEX.

5.2.3. Scanned/Imported AF 942 Entries:

5.2.3.1 If importing an old scanned AF 942, right click on any line and select “Import Scanned AF 942”.

NOTE: Ensure any remaining blocks on AF 942 are “Z’d out prior to scanning.



Then ensure AF 942 is selected (shown below). Fill in the “Description” block with “942 and date range of scanned 942 (i.e. 2003-2005)”. Place last date from said AF 942 in “Date” block. Then browse for the scanned AF 942 to upload. Click “Open”, then click “Save Form File” at bottom of import window.

NOTE: Imported AF 942s will require the Crew position to be input manually. See note in para. 4.1.1.1.1.

5.2.4. Adding additional AF 942 Entries:

5.2.4.1 Additional entries will be needed for “ACC”, “Initial Review” and “Periodic Review” as stated in paragraph 4.1.1.1.2.

5.2.4.2 As before, right click anywhere in the AF 942 section. Select “Add AF 942 Entry”. Enter reason for entry (i.e. ACC) in “Type of Evaluation” block and date entry was made in “Date Completed” block or uncheck “Date” block for “ACC” entry. Enter Unit in “Unit” block. Click “Save Entry” button. As shown below.

The screenshot shows a dialog box titled "Add AF942 Entry". It contains several input fields: "Aircraft/CrewPosition:", "* Type of Evaluation:" (set to "ACC"), "Date Completed:" (with a checked checkbox and the date "18 May 2016"), "Qual Level:", and "Unit:". At the bottom, there are three buttons: "Save Entry", "Save and New", and "Cancel". The "Save Entry" button is circled in red.

5.3. Minor Discrepancy Logs (MDLs):

5.3.1. PEX Entry:

5.3.1.1 Click “Add one” button in “Minor Discrepancy” section of Person Detail page, or hover over “New” button on top left of window. Select “AF 942 Entry”.

The screenshot shows a section titled "MINOR DISCREPANCIES" with the text "NO MINOR DISCREPANCIES TO DISPLAY". To the right, there is a green plus icon and the text "Add one". A dropdown menu is open, showing options: "New", "Forms", "AF4349 Entry" (which is circled in red), "Certification", "Major Discrepancy", and "Minor Discrepancy".

The window below will open. Enter “Form 8” in the “Evaluation” block. Date from Form 8 in “Evaluation Date” block. Reference the discrepancy in “Discrepancy” block. Date discrepancy found in “Review Date” block. “Reviewer’s Initials” is self-explanatory. Click “OK”.

Form 8

17 Feb 2016

Section III: Examinee date format should read DD Mmm YY.

18 May 2016

JKC

OK

5.3.2. Scanned/Imported Entry:

5.3.2.1 Scanning/Importing a previous Minor Discrepancy Log is similar to the procedure for AF 942s. You can right click in the “Minor Discrepancy” section and select “Import Scanned Minor Discrepancy”.

NO AF4349 ENTRIES TO DISPLAY

CERTIFICATIONS

NO CERTIFICATIONS TO DISPLAY

MAJOR DISCREPANCIES

NO MAJOR DISCREPANCIES TO DISPLAY

MINOR DISCREPANCIES

NO MINOR DISCREPANCIES TO DISPLAY

Scan Minor Discrepancy Log 18 May 2016 test

Import Scanned Minor Discrepancy

5.3.2.2 Then add the description (i.e. MDL) in the “Description” block and date of last entry on the MDL in the “Date” block. “Browse” to find proper MDL and click “Save Form File”.

Form Type:

AF 8

AF 8a

AF 942

AF 1381

AF 3862

AF 4143

AF 4348

AF 4349

AF 4350

Major Discrepancy

MFR

Minor Discrepancy Log

* Description: Minor Discrepancy Log

* Date: 13 Nov 2014

Import file (.pdf or .xpdf)

File Name: File has been uploaded, click Browse to change it

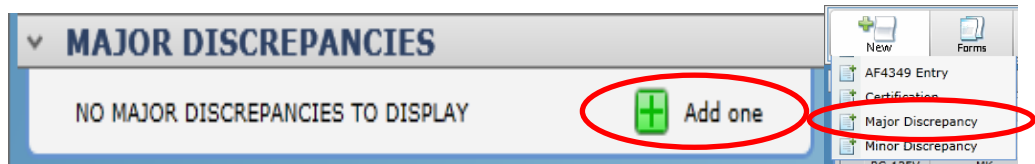
Browse

Import image (.jpg or .png)

5.4. Major Discrepancy MFRs (MDMs):

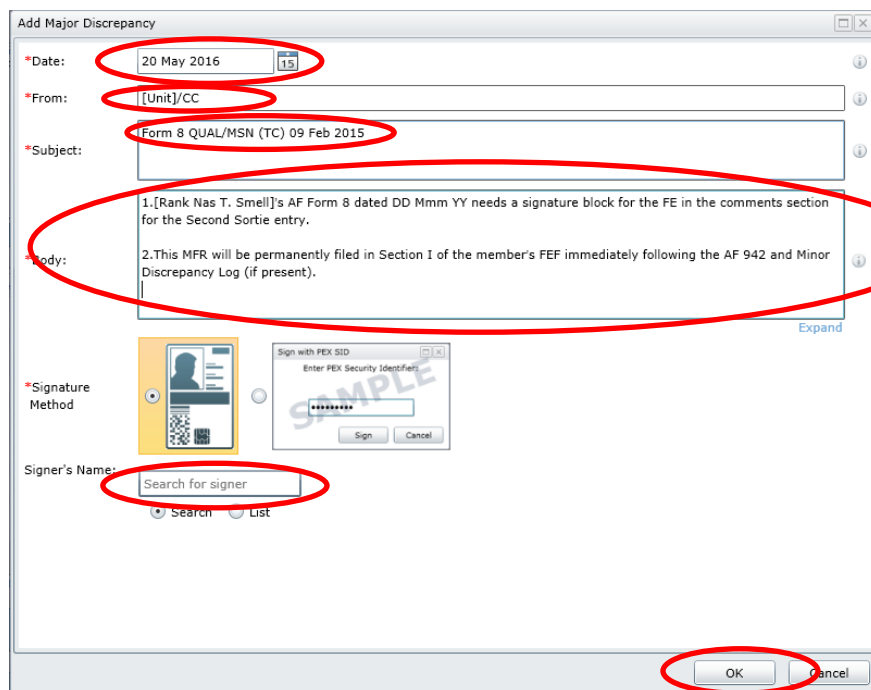
5.4.1. PEX Generated MDM:

5.4.1.1 To add a Major Discrepancy, click “Add One” or right click in Major Discrepancies section and click “Add Major Discrepancy”, or click “Major Discrepancy” under “New” drop down.



5.4.1.2 Fill out window shown in screen shot below, this will populate an MFR to be electronically signed by SQ/CC.

5.4.1.3 Enter date of MFR in “Date” block, [Unit] SQ/CC in “From” block and description of document that is being referenced in “Subject” block (i.e. *Form 8 QUAL/MSN (TC) 09 Feb 2015*). The “Body” block will contain information regarding the purpose of the MFR. Then search for SQ/CC’s name and select. Name and office symbol will populate. Then click “OK” to complete. A second window will pop up asking if you want to sign, click “NO”. Lastly, notify SQ/CC to go into member’s eFEF in PEX and digitally sign MFR. See Attachment 5 and 6 for example MDM body.

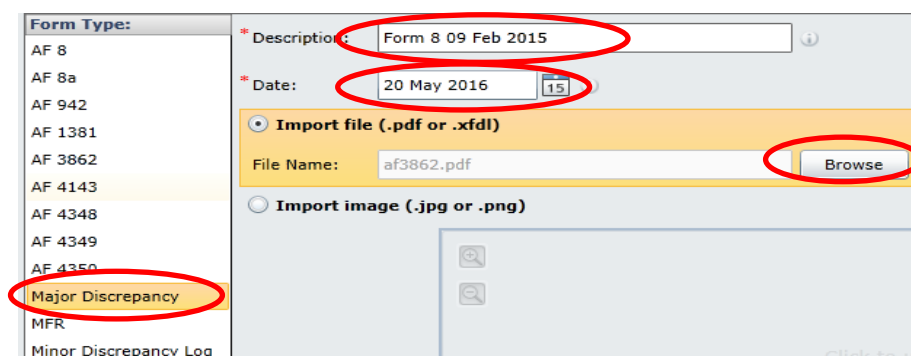


5.4.2. Scanned/Imported MDM:

5.4.2.1 Scan and import all old MDMs by either right clicking in the “Major Discrepancy” section on the Person Details page or hover over the “Forms” button at the top of the page and click the “Import Scanned Forms” from the drop-down.

5.4.2.2 When the window pops up select “Major Discrepancy” on the left under form type.

5.4.2.3 In the “Description” block, enter the type of document and the date the scanned MDM references (i.e. *Form 8 09 Feb 2015*).



5.4.2.4 Enter date MDM was signed in “Date” block, “Browse” for scanned MDM and click “Save Form File” in bottom right of window.

5.5. Section II:

5.5.1. Form 8/Temp Form 8:

5.5.1.1 PEX Generated:

5.5.1.1.1 Create Forms 8 as described in the “Flight Evaluations/Form 8/AF 3862 Process Guide” and “PEX Form 8/AF 3862 How-To Guide” power point located here under OG SUP Process Guides.

5.5.1.1.2 When the evaluation worksheet is filled out, it will populate an AF 3862. Once the AF 3862 is signed by the evaluator, it will automatically generate a Temporary Form 8 below the Open Form 8 in the eFEF. This will remain until the Open Form 8 is completed, then the Temp Form 8 will disappear. ***This PEX generated Temp Form 8 serves as and replaces the old 550G Form 8a.***

5.5.1.1.3 When the evaluation worksheet is filled out and Eval set to complete in PEX, it will also generate an Open Form 8 in the eFEF, which will remain open until all signatures are completed.

EVAL FORMS/MFR					
Pre-Signature Reviews	Type	Date	Eval Type	Released for Signatures	Eval Signatures
	Open Form 8		QUAL/MSN (RX)		
	Temp Eval Form		QUAL/MSN (RX)		
N/A	Form 8	21 Sep 2015	INIT QUAL/MSN (RX)	Completed	Completed

5.5.1.2 Scanned/Imported Forms 8:

5.5.1.2.1 Scan and import all crewmembers previous Forms 8 from their hard copy FEF. Do so by right clicking in the “EVAL FORMS/MFR” section. Then click “Import Scanned Form”.

EVAL FORMS/MFR					
Pre-Signature Reviews	Type	Date	Eval Type	Released for Signatures	
N/A	Open Form 8	17 May 2016	QUAL/MSN (TC)	Completed	
N/A	Form 8	30 Apr 2015		Completed	
	Imported Form 8	09 Dec 2014			
	Imported Form 8	17 Jul 2013			
	Imported Form 8	18 Mar 2013			
	Imported Form 8	15 May 2012			
	Imported Form 8	13 Dec 2010			
	Imported Form 8	24 Jun 2010			
	Imported Form 8	13 Jan 2010			
	Imported Form 8	18 Mar 2009			
	Imported Form 8	15 Oct 2008			

5.5.1.2.2 Enter evaluation type in the “Description” block. Date evaluation completed on scanned Form 8 in the “Date” block. Then browse for Form 8 and click “Save Form File”.

Form Type:	* Description:
AF 8	QUAL/MSN (TC)
AF 8a	
AF 942	
AF 1381	
AF 3862	
AF 4143	
AF 4348	
	* Date:
	20 May 2016
	<input checked="" type="radio"/> Import file (.pdf or .xpdf)
	File Name: Click Browse button to select file -->
	Browse
	<input type="radio"/> Import image (.jpg or .png)

5.5.2. MFRs/STOP Pages:

5.5.2.1. PEX Generated:

5.5.2.1.1. In the Eval Forms/MFR section on the Person Details page, right click and select “Add MFR”.

Pre-Signature Reviews	Type	Date	Eval Type
N/A	Open Form 8	17 Mar 2016	QUAL/N
N/A	Form 8		
	Imported Form 8		
	Imported Form 8		
	Imported Form 8		
	Imported Form 8		
	Imported Form 8		
	Imported Form 8		
	Imported Form 8		
	Imported Form 8		
	Imported Form 8		

5.5.2.1.2. The remaining steps are similar to the MDM in para 5.4.1 with some exceptions. The date input in the “Date” block must be done so that the MFR is inserted right above the last effected Form 8 (ex. If the effected Form 8 is dated 12 Feb 15, then the MFR must be dated 13 Feb 15 or later). When signed, the date in the signature block will be the date the MFR was written.

5.5.2.1.3. The “Description” and “Body” blocks will reference the type of MFR. Example MFRs are located in the attachments section of the “Flight Evaluations/Form 8/AF 3862 Process Guide” on the OGV Intelink page under OG SUP Process Guides.

5.5.2.2. Scanned/Imported MFRs:

5.5.2.2.1. Follow the same process in paragraph 5.5 above, except select “MFR” from the “Form Type” column.

5.5.2.2.2. In the “Description” block enter subject of MFR (i.e. “Eval Extension”). Date the MFR in a manner that will place it above the effected Form 8. Then “Browse” to find the scanned MFR and click “Save Form Type”.

5.5.2.3. Imported STOP Pages:

5.5.2.3.1. Follow same steps as paragraph 5.5.3.2, except in “Description” block enter “STOP-(reason for stop)” (i.e. STOP-Formal Visit or STOP-Prior Guidance). Date will be when the reason for the STOP occurred.

6. Backup eFEF Procedures:

6.1. General contents of the Back-up eFEF will be as described above in paragraph 4.

6.2. eFEF Backups will be filed in accordance with the following folder structure:

- A. “FEF Backups”
- B. “Crew Position” (combine like positions. i.e., pilots and copilots in one folder)
- C. “Last Name, First Name, MI”
- D. “Section I”
 - 1. “AF Form 942”
 - 2. “AF Form 4348” (if used)
 - 3. “Minor Discrepancy Log”
 - 4. “Major Discrepancy MFR”
- E. “Section II”
 - 1. “Temp Form 8/AF 3862/AF Form 8 and MFRs”
 - a. Label the Temp Form 8/AF 3862 as: *[##]Temp Form 8, [DDMmmYY] – [Type]*
 - b. Label the Forms 8 as: *[##]Form 8, [DDMmmYY] – [Type]*
 - c. Label MFRs/Stop sheets as: *[##.#] MDL/MFR/STOP [DDMmmYY] – [Type]*

Note: “[##]” will start with 01, 02... and so on, to work with both sharedrive and sharepoint formats. For MFR/Stop sheets, number in a manner for proper placement (ex. 09.1 MFR 02Mar13 paired with 09 Form 8 02Mar13) so that it shows above the associated Form 8 when sorted descending.

7. Backup Hard Copy FEF Procedures:

7.1. Per AFI 11-202 Vol 2 ACC Sup 1, CH 7, para 7.8.2, “Units will convert and maintain all FEFs in electronic format using PEX but must establish a viable backup system. Upon conversion, the original FEF and copies of subsequent Forms 8 should be provided to the individual. The converted FEF will be marked on the outside of the folder, indicating date of conversion and for reference only. Units will keep the legacy portion of the FEF in hard copy and put a cover sheet on top of the Form 8 section indicating that all subsequent FEF action is maintained in PEX”.

7.2. Once converted, mark the outside with the date of conversion and “For Reference Use Only”, then provide the Hard Copy FEF to the individuals for personal records unless maintaining a Hard Copy FEF as a back-up.

7.3. **If maintaining a Hard Copy FEF as a back-up option**, the general contents of the Hard Copy FEF will be as described above in paragraph 4 and must be marked as in paragraph 7.2. It must also have a cover sheet on top of Section II indicating all subsequent FEF actions are maintained in PEX and must be kept updated as necessary.

Attachment 1

PEX eFEF Example

QUALIFICATION HISTORY SECTION I		QUALIFICATION HISTORY SECTION II	
AF942		Form 8: QUAL/MSN (ASE3) 04 Nov 2015	
942 2003-2005 14 Jun 2005 (Scanned)		Form 8: INSTR 13 Nov 2014	
942 2006-2010 01 Aug 2010 (Scanned)		Form 8: QUAL/MSN (ASE3) 26 Jun 2014	
Minor Discrepancy Log 13 Nov 2014 (Scanned)		AF8: INIT QUAL/MSN (ASE3) 25 Mar 2013 (Scanned)	
Minor Discrepancy Log		Form 8: INIT QUAL/MSN (ASE3) 25 Mar 2013	
MAJOR DISCREPANCIES			
Form 8 Discrepancy		AF8: QUAL/MSN (TC1) 25 Jul 2012 (Scanned)	
		Form 8: QUAL/MSN (TC-1) 25 Jul 2012	
		MFR: STOP Formal Visit 09 Dec 2011 (Scanned)	
		MFR: STOP Prior Guidance 30 Jun 2011 (Scanned)	
		Form 8: RQ QUAL/MSN (TC-1) 16 Jun 2011	
		AF8: RQ QUAL/MSN (TC-1) 16 Jun 2011 (Scanned)	
		AF8: RQ INSTR QUAL 07 Nov 2009 (Scanned)	
		AF8: SPOT 19 Jun 2008 (Scanned)	
		AF8: INIT INSTR QUAL 21 Apr 2008 (Scanned)	
		MFR: Form 8 Partial Recovery 25 Jan 2008 (Scanned)	
		AF8: NN SPOT 02 Dec 2007 (Scanned)	
		AF8: INIT QUAL 06 Aug 2007 (Scanned)	
		MFR: FEF Discrepancy 11 Jun 2007 (Scanned)	
		AF8: INIT QUAL 14 Jun 2005 (Scanned)	
		AF8: QUAL 11 Jan 2005 (Scanned)	

Attachment 2

AF Form 942 Example

[illegible]

Attachment 3

PEX Generated MINOR DISCREPANCY LOG (MDL) Example

[illegible]

Attachment 4

Legacy Hard Copy MINOR DISCREPANCY LOG (MDL) Example

Last Name: _____

Last 4 SSN: _____

[illegible]

Attachment 5

PEX Generated MAJOR DISCREPANCY MFR (MDM) Example

MEMORANDUM FOR RECORD			
FROM: 38 RS SQ/CC		24 May 2016	
SUBJECT: Form 8 Discrepancy			
<p>1. [Rank Nas T. Smell]'s AF Form 8 dated DD Mmm YY needs a signature block for the FE in the comments section for the Second Sortie entry.</p> <p>2. This MFR will be permanently filed in Section I of the member's FEF immediately following the AF 942 and Minor Discrepancy Log (if present).</p>			
TYPED NAME AND GRADE	ORGANIZATION	SIGNATURE	DATE
Matthew N. Waselek, Lt Col	38 RS/CC	CLICK HERE TO SIGN	

Attachment 6

Legacy Hard Copy MAJOR DISCREPANCY MFR (MDM) Example

DD Mmm YY

MEMORANDUM FOR RECORD

FROM: [Unit] SQ/CC

SUBJECT: Form 8 Discrepancy

1. [*Rank Nas T. Smell*]'s AF Form 8 dated DD Mmm YY needs a signature block for the FE in the comments section for the Second Sortie entry.
2. This MFR will be permanently filed in Section I of the member's FEF immediately following the AF 942 and Minor Discrepancy Log (if present).

[*name*], Lt Col, USAF
Commander, XX Squadron

AF 3862 (Flight Evaluation Worksheet) Example

IBM Forms Viewer - AF 3862 P 1
File Action Help
75%
U.S. AIR FORCE
Export Print
Next >>

EXAMINER'S REMARKS:

A. Mission Description. This was a Recurring Instructor Tactical Coordinator Qualification and Mission evaluation flown IAW AFI 11-202V2/ACCSUP1/SSOGSUP1, AFI 11-2RC-135V2, and the 55 OG Evaluation Profile Letter. Instructional focus was on Rivet Joint abort considerations.

B. Discrepancies. None.

C. Recommended Additional Training. None.

D. Additional Comments. Commendable. Area 17. Instructional Ability. The instructor topic was tailored into a scenario involving the RX, and the information regarding RC-135 Abort plans and notations were expertly described to multiple levels of knowledge.

Ditching EPE was verbally evaluated. Requisites and flight satisfy all requirements for the Instructor Tactical Coordinator position on the RC-135 V/W.

REVIEWING OFFICER'S REMARKS: None.

APPROVING OFFICER'S REMARKS: None.

ADDITIONAL REVIEWS: None.

FLIGHT EVALUATION WORKSHEET
DATE COMPLETED
20 May 2016

NAME (Last, First, Middle Initial)
RANK
Capt
SSN

ORGANIZATION/LOCATION
38 RS, OS&T AFB, NE
AIRCRAFT/CREW POSITION
RC-135V /IE
ELIGIBILITY PERIOD
Feb - Jul 16

GROUND PHASE

FLIGHT PHASE

EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE
Closed Book	18 May 2016	100	QUAL/MEN	19 May 2016
Open Book	20 May 2016	100		
EPE	18 May 2016	1		

QUALIFICATION LEVEL

ADDITIONAL TRAINING

QUALIFIED	UNQUALIFIED	DUE DATE (S)	DATE ADD'L TRAINING COMPLETED
		N/A	N/A

EXPIRATION OF QUALIFICATION	CERTIFYING OFFICIAL, RANK, ORG	SIGNATURE	DATE
Oct 17	N/A		

☐ RESTRICTIONS
(Explain in Comments on Back)
☐ EXCEPTIONALLY QUALIFIED
(Explain in Comments on Back)

CERTIFICATION

PRINT NAME/GRADE/ORGANIZATION

SIGNATURE/DATE

FLIGHT EXAMINER Taylor D. Evenson, Capt 38 RS/DOW	CLICK HERE TO SIGN
REVIEWING OFFICER Derek A. Rachel, Lt Col 38 RS/DO	CLICK HERE TO SIGN
FINAL APPROVING OFFICER Matthew N. Waszak, Lt Col 38 RS/CC	CLICK HERE TO SIGN

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AF IMT 3862, 20050825, V2
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