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SECRETARY OF THE AIR FORCE**

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VOLUME 2**

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***Aircrew Standardization and Evaluation  
Program***

***EXECUTIVE AIRLIFT (EA) AIRCREW  
EVALUATION CRITERIA***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This manual implements Air Force Policy Directive (AFPD) 11-2, *Aircrew Operations*. It establishes evaluation criteria for the operation of VC-25A, C-32A, C-40B/C and C-37A/B aircraft to safely and successfully accomplish their worldwide mobility missions. It is used in conjunction with AFI 11-202, Volume 2, *Aircrew Standardization and Evaluation Program*, and the appropriate Major Command (MAJCOM) supplement. This manual applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through Major Command (MAJCOM) Standardization and Evaluation (Stan/Eval) channels to AMC/A3V, 402 Scott Drive Unit 3A1, Scott AFB IL, 62225-5302 according to AFI 11-215, *USAF Flight Manual Programs (FMP)*, and MAJCOM Supplement. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of

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## ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include removal of C-9C and C-20B/H guidance, and multiple qualifications and aircrew evaluation criteria. In addition, all of the AF Form 3862, *Flight Evaluation Worksheet* examples have been updated.

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## Chapter 1

### GENERAL INFORMATION

**1.1. General.** This AFMAN provides flight examiners and aircrew members with procedures and evaluation criteria/tolerances to be used during flight evaluations required by AFI 11-202V2. Specific areas for evaluation are prescribed to ensure an accurate assessment of the proficiency and capabilities of aircrews. Evaluators use this manual when conducting aircrew evaluations. Instructors use this manual when preparing aircrews for qualification.

### 1.2. Roles and Responsibilities.

1.2.1. MAJCOM/A3. AMC is designated lead command for the Executive Airlift Mission Design Series (MDS) aircraft and is responsible for establishing and standardizing aircrew evaluations in coordination with user commands.

1.2.2. Group Commander (OG/CC) or equivalent. OG/CCs are responsible for establishing and maintaining the Standardization and Evaluation program and ensure evaluators administer evaluations in accordance with AFI 11-202V2 and AFMAN 11-2EAV2.

1.2.3. Squadron Commander (SQ/CC) or designated representative. SQ/CCs are responsible for establishing and maintaining the Squadron Standardization and Evaluation program and ensure evaluators administer evaluations in accordance with AFI 11-202V2 and AFMAN11-2EAV2.

1.2.4. Flight Examiners. Flight Examiners are responsible for administering evaluations in accordance with AFI 11-202V2 and AFMAN11-2EAV2.

### 1.3. Key Words Explained.

1.3.1. Must, Will and Shall indicate a mandatory requirement.

1.3.2. Should is normally used to indicate a preferred, but not mandatory, method of accomplishment.

1.3.3. May indicates an acceptable or suggested means of accomplishment.

1.3.4. Note indicates operating procedures, techniques, etc., that are considered essential to emphasize.

**1.4. Deviations and Waivers.** Do not deviate from the policies and guidance in this AFMAN under normal circumstances, except for safety or when necessary to protect the crew or aircraft from a situation not covered by this publication and immediate action is required. Report deviations or exceptions without waiver through appropriate Stan/Eval channels to MAJCOM Stan/Eval or equivalent who, in turn, notify AMC/A3V for follow-on action, if necessary.

1.4.1. Unless otherwise specified, AF/A3X is the waiver authority for this manual. **Exceptions:** MAJCOM/A3 is the waiver authority for individual aircrew requirements, but may not approve blanket or group (two or more aircrew) waivers.

1.4.2. Request waivers through applicable channels to MAJCOM/A3, (or equivalent). As applicable, MAJCOM/A3's forward requests to AF/A3X, with an information copy to AF/A3XI.

1.4.3. Waiver authority for supplemental guidance is as specified in the supplement and approved through higher level coordination authority.

**1.5. Supplements and Local Procedures.** This AFMAN is a basic directive. MAJCOMs and units may supplement this manual according to AFI 33-360. Limit supplements to unique mission evaluation requirements only.

1.5.1. MAJCOM Supplement Coordination Process. Forward MAJCOM/A3-approved supplements, with attached AF Form 673, *Air Force Publication/Form Action Request*, to lead command (AMC/A3V) for review. AMC/A3V provides a recommendation and forwards it to AF/A3XI for approval. AF/A3XI advises AMC/A3V of approval/denial of supplement. Use the following OPR's address: AMC/A3V, 402 Scott Dr., Unit 3A1, Scott AFB IL, 62225-5302. When the supplement is published, provide a final copy to AF/A3XI and lead command OPR (AMC/A3V).

1.5.2. Approved long-term waivers to AFI 11-202V2 (including approval authority and date) are incorporated in the appropriate paragraph of this manual.

1.5.3. Local Supplement Coordination. Units send proposed Local Supplement to MAJCOM Stan/Eval for coordination, then MAJCOM/A3 for approval. When published, provide a final copy to AMC/A3V and MAJCOM Stan/Eval.

**1.6. Requisition and Distribution Procedures.** Unit commanders provide copies for all aircrew members and associated support personnel, through local publications distribution offices.

**1.7. Evaluations.** This manual establishes standardized instrument, qualification, mission, and instructor evaluation criteria. It also establishes the areas/subareas necessary for the successful completion of evaluations, and which required areas are considered critical and/or non-critical. Evaluations shall be administered by a USAF flight examiner in appropriate aircraft or Aircrew Training Device (ATD) (T-2).

1.7.1. AMC Pyramid Evaluation Program. Pyramid evaluation program is conducted in accordance with (IAW) AFI 11-202V2, AMCSUP1, *Aircrew Standardization/Evaluation Program*. Presidential Airlift Group Commander (PAG/CC) designates the senior flight examiners to evaluate within the Presidential Airlift Group (PAG).

1.7.2. To the maximum extent possible, evaluations should be accomplished in an approved ATD. Evaluations consist of areas/subareas that have fidelity in the ATD and are ATD-creditable IAW AFI 11-2EAV1, *Executive Airlift (EA) Aircrew Training*.

1.7.3. Evaluators should not conduct evaluations when scheduled as a primary crewmember.

**1.8. Evaluation Requirements.** See the appropriate crew chapters for evaluation requirements. Accomplish a combined evaluation (one flight evaluation) concurrently, whenever practical. Aircrews complete evaluations (as appropriate) at 17-month intervals according to AFI 11-202V2. Align dates, if possible, to minimize operational impacts and ensure requisites are met.

1.8.1. Qualification (QUAL) Evaluation. All crewmembers successfully complete an initial (INIT) and periodic QUAL evaluation. Requisites include Open Book, Closed Book, Boldface/Critical Actions Procedures (CAPs) exams (if applicable), Emergency Procedures Evaluation (EPE), and an evaluation in the aircraft or simulator.

1.8.2. Instrument (INSTM) Evaluation. All pilots successfully complete a periodic INSTM evaluation. Requisites include Open Book written instrument examination according to AFMAN 11-210, *Instrument Refresher Course Program*, and an evaluation in the aircraft or simulator.

1.8.3. Mission (MSN) Evaluation. All crewmembers will successfully complete an initial and periodic MSN evaluation according to AFI 11-202V2 in the aircraft or simulator (**T-3**).

1.8.3.1. Enroute. Prior to certification to act as Pilot-in-Command (PIC) on any EA mission, all pilots must complete an operational mission evaluation (OME) (**T-3**). The OME is the culmination of aircraft commander (MP) upgrade training. Refer to AFI 11-2EAV1 and **Chapter 2** of this manual for further guidance.

1.8.4. Instructor (INSTR) Evaluations. To initially qualify as an instructor in a Mission Design Series (MDS), all crewmembers will successfully complete an initial instructor (INSTR) evaluation in that MDS (**T-3**). The initial instructor (INIT INSTR) evaluation includes all areas under GENERAL, INSTRUCTOR, and selected QUALIFICATION/MISSION areas as determined by the evaluator. At the unit commander's discretion, a crewmember that is fully mission qualified in the primary and secondary platforms may upgrade to instructor on both platforms simultaneously with accomplishment of all prerequisites (only one evaluation in either aircraft is required). Evaluate crewmembers designated as instructors on their ability to instruct during all periodic QUAL or INSTM evaluations. **Note:** Pilots may complete periodic INSTR evaluations in the simulator. **Note:** Crewmembers who desire to align their qualification evaluation during an initial instructor evaluation should demonstrate all required areas under GENERAL, QUALIFICATION/MISSION, and INSTRUCTOR.

1.8.5. SPOT Evaluations. SPOT evaluations are conducted IAW AFI 11-202V2 and associated MAJCOM supplements to this manual. To align and/or be credited as recurring INSTM, QUAL, MSN or INSTR, all requisites for the desired evaluations must be met (**T-3**). In this case, the evaluator must be qualified in the MDS and crew position (**T-2**).

1.8.6. Combined Evaluations. QUAL, INSTM, MSN and INSTR evaluations should be combined to balance resources and mission tasking. All requirements for combined evaluations must be met (**T-3**). Limit verbal evaluation on requirements to the maximum extent possible. **Exception:** Combined evaluations are not authorized for OMEs.

1.8.7. EPE. Evaluate a crewmember's knowledge of emergency procedures and systems knowledge for all initial (INIT), requalification (RQ), qualification (QUAL) and mission (MSN) evaluations. If able, conduct EPE prior to mission execution to prevent mission scheduling impacts in the event of deficiency. The EPE includes areas commensurate with the examinee's graduated training or as specified in AFI 11-202V2, MAJCOM and unit local supplements. EPE should be accomplished in ATD when available. See AFI 11-202V2 for further guidance.

1.8.7.1. Unit Operations Group Standardization and Evaluation (OGV) publishes, in a local supplement to this manual, EPE guidelines and requirements to ensure adequacy and standardization. An EPE guide for each crew position will be developed detailing the evaluation areas and conduct of the EPE (**T-3**).

1.8.7.2. Examinees may use publications which are available in-flight.



1.8.7.3. Examinees receiving an overall EPE grade of unqualified (U) will be placed in supervised status until recommended additional training and re-evaluation are completed (**T-3**). If failure is due to unsatisfactory Boldface/CAPs accomplishment, examinee will not be permitted to fly in their aircrew position until a successful re-evaluation is accomplished (**T-3**).

1.8.8. No-Notice Evaluations (N/N). Evaluate aircrew on any mission, local training sortie, or ATD sortie. Evaluatee is notified of the evaluation IAW AFI 11-202V2. Publish additional unit-specific N/N notification requirements in the local supplement.

1.8.9. Evaluation Prefixes. Use AFI 11-202V2 evaluation prefixes (e.g. INIT, RQ) for AF Form 8, *Certificate of Aircrew Qualification*, and AF Form 942, *Record of Evaluation*.

1.8.9.1. Identify unique mission-type evaluation (ones that do not have a specific prefix associated with them) descriptions on AF Form 8, Examiner's Remarks (A. Mission Description). See respective crewmember chapters in this manual for further guidance.

## 1.9. Grading Policies.

1.9.1. The overall qualification level awarded on an evaluation is based on performance during both the flight and ground phases. This grade should be awarded only after all evaluation requirements have been completed and given due consideration.

1.9.2. To receive a qualified grade on an evaluation, the aircrew member must satisfy the criteria set forth for that evaluation and demonstrate ability to operate the aircraft and/or equipment safely and effectively during all phases of the evaluation (**T-3**).

1.9.3. Use the grading criteria in this manual to grade areas/subareas accomplished during an evaluation.

1.9.3.1. The flight examiner must grade the areas/subareas listed as "required" in the general and specific evaluation sections of this manual (**T-3**).

1.9.3.2. The flight examiner may grade any area/subarea accomplished during an evaluation if performance in that area/subarea impacts the specific evaluation accomplished or flight safety.

1.9.4. When flight evaluation of a required area is not possible, the area may be verbally evaluated. Flight examiners should make every effort to evaluate all required areas in-flight before resorting to this provision. See the appropriate chapter for areas prohibited from verbal or ATD evaluation.

1.9.5. Grading criteria tolerances assume smooth air and stable aircraft conditions. Minor momentary deviations are acceptable, provided the examinee applies prompt corrective action and such deviations do not jeopardize flight safety. Consider cumulative deviations when determining the overall grade.

1.9.5.1. If the flight manual recommends a specific airspeed range for performance of a maneuver, the flight examiner applies the grading criteria to the upper and lower limits of that range.

1.9.5.2. Flight examiners use the grading criteria in this manual to assist in determining proper grades, not to replace flight examiner judgment.

**1.10. Grading System.** Refer to AFI 11-202V2 for specific guidance.

1.10.1. Critical Areas. Critical areas require adequate accomplishment by the aircrew member in order to successfully achieve the mission objectives. If an aircrew member receives an unqualified grade in any critical area, the overall grade for the evaluation is Unqualified. Critical areas are identified by **(Critical)** in the area's title and shading of Q- block on AF Form 3862, *Flight Evaluation Worksheet*, (see examples at [Attachments 2, 3, 4, 5 and 6](#)).

**1.11. Conduct of Evaluations.**

1.11.1. Flight examiners pre-brief the examinee on the conduct, purpose, requirements of the evaluation, and all applicable evaluation criteria. Flight examiner then, evaluate the examinee in each graded area/subarea **(T-3)**.

1.11.1.1. Flight examiners should not evaluate personnel they have primarily trained or recommended for upgrade evaluation **(T-3)**.

1.11.2. Unless otherwise specified, flight examiners may conduct the evaluation in any crew position/seat which best enables the flight examiner to observe the examinee's performance **(T-3)**.

1.11.3. Note discrepancies and deviations from prescribed tolerances and performance criteria during the evaluation. Compare the examinee's performance with the tolerances provided in the grading criteria and assign an appropriate grade for each area.

1.11.3.1. An evaluation is not changed to a training mission to avoid documenting substandard performance, nor is a training mission changed to an evaluation **(T-3)**.

1.11.3.2. The judgment of the flight examiner, guidance provided in AFI 11-202V2, and this manual are the determining factors in assigning an overall grade. The flight examiner thoroughly critiques all aspects of the flight. During the critique, the flight examiner reviews the examinee's overall rating, specific deviations, area/subarea grades assigned, and any additional training required.

1.11.3.3. In the event of unsatisfactory performance, the flight examiner determines additional training requirements. Additional training should not be accomplished on the same flight **(T-3)**. **Exception:** Additional training on the same flight is acceptable when, in the evaluator's judgment, unique situations presenting training opportunities exist. This option requires the flight examiner's judicious application. When used, the examinee is informed of exactly when the additional training begins and ends.

1.11.4. A flight examiner other than the one who administered the original evaluation should administer any re-evaluations **(T-3)**.

1.11.5. ATD may be used to accomplish additional training and re-evaluations. Areas for additional training and re-evaluation should be limited to those areas/subareas that can be realistically accomplished in the ATD.

**1.12. Unsatisfactory Performance.**

1.12.1. Conduct a thorough post-mission debriefing to the examinee and applicable aircrew members on all aspects of the evaluation.

1.12.2. Immediately correct breaches of flying safety or flight discipline. When an examinee jeopardizes safety of flight, the evaluator may assume the duties of that aircrew member. This does not mean the flight examiner has to assume the examinee's position any time unsatisfactory performance is observed.

1.12.3. Assign a qualification level of Q-3 for unsatisfactory performance in any critical area/subarea or if the flight examiner assumes the examinee's duties.

1.12.4. Immediately notify the examinee's squadron commander or operations officer when less than Q-1 performance is observed.

1.12.5. Unsatisfactory performance in a non-critical area/subarea results in no higher than a qualification level Q-2.

1.12.6. Flight examiners observing unsatisfactory performance by a crewmember other than the examinee (including one in a different crew position) complies with the requirements in AFI 11-202V2.

**1.13. Use of AF Form 3862, *Flight Evaluation Worksheet*.** Units (normally OGV) overprint AF Form 3862, using the examples at [Attachment 2](#), [Attachment 3](#), [Attachment 4](#), [Attachment 5](#), and [Attachment 6](#), for use as an evaluation worksheet. Copy each title, area number and text (in the order illustrated), and shading to the appropriate blocks. Units may add special interest items and/or local evaluation requirements. Use the worksheet in-flight to ensure all required areas are evaluated. Record all positive and negative trend information and the aircrew member's performance. Sign and file the worksheet or draft copy of the AF Form 8 in the aircrew member's Flight Evaluation Folder (FEF) immediately after the flight evaluation as a temporary record of the evaluation. Maintain until the completed AF Form 8 is added to the FEF.

1.13.1. Evaluation worksheets produced using approved, computer-based stan/eval programs in lieu of AF Form 3862 are authorized.

**1.14. Aircrew Testing.** See specific testing requirements in AFI 11-202V2 and include the following:

1.14.1. Open Book Exam. Requisite for QUAL evaluations.

1.14.2. Closed Book Exam. Requisite for QUAL evaluations.

1.14.3. Instrument Exam. Requisite for INSTM evaluations.

1.14.4. Instructor Exam. Requisite for all INSTR evaluations. A portion of the open book examination administered to flight instructors include instructor-related questions. A separate instructor open book examination is not required for periodic evaluations. For currently qualified instructors who are difference- or multiple-qualified, INSTR evaluations in additional MDS aircraft do not require an additional instructor exam.

1.14.5. Boldface/CAPs. Requisite for QUAL evaluations (if applicable).

**1.15. Evaluation Profiles.** Evaluators complete all required areas of the flight evaluation worksheet in addition to the areas required for a specific MDS.

1.15.1. Unit OGVs ensure simulator profiles include all areas/subareas and annotate those areas that are ATD-creditable. Profiles shall limit verbal evaluation of subareas as much as possible (T-3).

**1.16. Difference Certification.**

1.16.1. Difference. The term “difference” describes the certification of one or more unique areas to meet the qualification requirements of the different model aircraft within the same series MDS (e.g., C-40B and C-40C or C-37A and C-37B). As a minimum, include all areas that are different between aircraft models, systems and/or operations.

1.16.2. Crewmembers qualified in one MDS may be certified and thus qualified in another series of the same design aircraft (e.g., C-40B and C-40C). Certification requires completion of MAJCOM/A3T-approved difference training IAW AFI 11-2EAV1.

1.16.3. Certification is documented IAW AFI 11-202V2 and associated MAJCOM supplements upon training completion for specific aircraft model.

1.16.4. See respective crewmember chapters in this manual for additional guidance.

**1.17. Multiple Qualifications.** Approval authority for multiple qualifications in two or more different MDS aircraft (e.g., C-37A and C-40B, or C-32A and C-40B) is IAW AFI 11-202V1, *Aircrew Training*, and associated MAJCOM supplements.

1.17.1. Multiple-qualified crewmembers complete all training requirements and initial/periodic evaluations in each aircraft (except for Communication Systems Operators and Flight Attendants as noted in their respective chapters).

1.17.2. See respective crewmember chapters in this manual for additional guidance.

**1.18. Senior Officer Requirements.** See AFI 11-401, *Aviation Management*, AFI 11-202V1, and AFI 11-2EAV1.

1.18.1. Senior Officer Course (SOC). Completion of Senior Officer Course requires successful accomplishment of an instrument/qualification evaluation in the aircraft or ATD.

1.18.2. Senior Officer Familiarization. Senior Officer Familiarization training (typically some combination of ground and simulator training) does not result in an AF Form 8.

## Chapter 2

### PILOT EVALUATIONS

**2.1. General.** This chapter standardizes initial, periodic, and requalification evaluations, including the requirements for instrument, qualification, mission, and instructor evaluations. The examinee satisfactorily demonstrates the ability to perform all pilot duties safely and effectively, including the operation of appropriate aircraft systems, IAW applicable flight manuals, AFMANs, and AFIs.

**2.2. QUAL/MSN Evaluations.** Log mission evaluations with qualification/requalification requirements (e.g. INIT QUAL/MSN). Include all areas under GENERAL and QUALIFICATION/MISSION. May be accomplished in aircraft or simulator.

2.2.1. Simulator Evaluations. Units may conduct a full motion simulator evaluation in conjunction with all initial, periodic and requalification QUAL evaluations. The evaluator determines the fidelity of the simulator in the event of inoperative simulator function(s). Accomplish INSTM evaluation in combination with QUAL/MSN evaluation if all applicable instrument approaches were accomplished. Use a contractor-developed scenario or a unit Stan/Eval-approved and flight examiner-provided scenario during the evaluation. Flight examiner-provided scenarios are coordinated with the contractor before the evaluation to ensure compatibility with ATD software. Evaluate areas/subareas that are ATD-creditable training events in AFI 11-2EAV1.

2.2.2. Qualification and Difference Certification.

2.2.2.1. C-40 Qualification and Certification. C-40B and C-40C are considered the same type MDS for qualification and evaluation purposes.

2.2.2.1.1. Qualification. Initial qualification evaluation is conducted in the B737-700 ATD. Upon completion of an Initial Qualification Evaluation, the aircraft type is documented as C-40, C-40B or C-40C on the AF Form 8.

2.2.2.1.2. Certification. Individual certification of C-40 variants (e.g., C-40B and C-40C) is accomplished IAW MAJCOM/A3T-approved training and documented IAW AFI 11-202V2 and associated MAJCOM supplements.

2.2.2.2. C-37A and C-37B are considered the same type MDS for qualification and evaluation purposes.

2.2.2.2.1. Qualification. Qualification evaluations are conducted in approved ATD and/or aircraft. Pilots may complete recurring periodic evaluations in any C-37 variant (e.g., C-37A and C-37B). For pilots qualified in the C-37A, an evaluation in the C-37B is not required.

2.2.2.2.2. Certification. Individual certification of the C-37 variants is accomplished IAW MAJCOM/A3T-approved training and documented IAW AFI 11-202V2 and associated MAJCOM supplements.

2.2.3. Evaluator Notes.

2.2.3.1. Evaluate pilots in a random selection of abnormal and emergency procedures and knowledge of Bold Face or CAPs items, if applicable.

2.2.3.2. As a minimum, all pilots must demonstrate at least one all engine approach, one all engine missed approach, one engine out approach, and one engine out missed approach (**T-3**). These items may not be verbally evaluated.

2.2.3.3. Evaluate pilots on pilot monitoring/pilot not flying duties.

2.2.4. Receiver Air Refueling (VC-25 only). Rendezvous or closure from a minimum of 1 Nautical Mile (NM) is required. Initial and requalification pilots demonstrate 15 minutes of contact time within a 30-minute period of arriving in the pre-contact position. Evaluate MPs in the left seat. Evaluate instructors in either seat. During periodic evaluations, no minimum time in contact position is required; however, the evaluatee needs to demonstrate sustained stability in the contact position. Conduct a portion of the evaluation with tanker autopilot off. The PAG Commander may waive evaluation of Receiver Air Refueling due to aircraft mission and maintenance demands.

2.2.5. Senior Officer Evaluations. For all Senior Officer Course initial, periodic and requalification evaluations, include all areas under GENERAL, INSTRUMENT, and QUALIFICATION/MISSION.

2.2.5.1. Senior Officers not qualified in Receiver Air Refueling may not occupy a pilot's seat during Receiver Air Refueling with passengers onboard.

2.2.5.2. Evaluate Senior Officers in a random selection of Bold Face or CAPs items, if applicable.

2.2.5.3. As a minimum, evaluate aborted takeoff, engine failure takeoff continued, all engine approach, and all engine landing.

2.2.5.4. When completing AF Form 8, check the Restrictions block and add the following remark: "Must fly under direct IP supervision during critical phases of flight."

**2.3. INSTM Evaluations.** Evaluate all areas under INSTRUMENT. May be accomplished in aircraft or simulator.

2.3.1. As a minimum, all pilots must demonstrate at least one precision approach and two non-precision approaches (**T-3**). These items may not be verbally evaluated.

2.3.2. Evaluate at least one ground-based Navigational Aid (NAVAID) non-precision approach and a circling approach. If aircrew member and aircraft are CAT II/III, Heads Up Display (HUD), Enhanced Vision System (EVS), Area Navigation (RNAV)/Global Positioning System (GPS), Lateral Navigation (LNAV)/Vertical Navigation (VNAV), RNAV (Required Navigation Performance (RNP)) or Integrated Approach Navigation (IAN) certified, evaluate appropriate procedures. V/S may be used in lieu of VNAV. If member is both CAT II and Category III (CAT III) certified, evaluate only CAT III approach procedures.

2.3.3. For those aircraft that have a HUD, at least one approach, preferably a precision approach, is accomplished using the HUD. Evaluate EVS (if equipped) in combination with HUD procedures. Evaluation should concentrate on knowledge of system usage and limitations.

2.3.4. May combine INSTM evaluation with the QUAL/MSN evaluation.

**2.4. Operational Mission Evaluations (OME).** All pilots will complete a one-time operational mission evaluation (OME) prior to certification as PIC (T-3). OMEs will not be conducted on training missions (T-3).

2.4.1. Document OME on the AF Form 8 as a "SPOT" evaluation and include the following comment under the examiner's remarks: "Enroute Qualified".

2.4.2. OME Mission Profiles. Conduct an OME on a mission consisting of at least two mission legs with the Distinguished Visitor (DV)/EA onboard. The mission profile must have a different departure and arrival base, and an off-station Remain Overnight (RON) (T-3). Evaluatee must accomplish at least one instrument approach and landing (T-3). **Exception:** PAG/CC determines PAG OME requirements.

**2.5. INSTR Evaluations.** Flight examiners place particular emphasis on the examinee's ability to recognize student difficulties and provide timely, effective corrective action. As a minimum, examinee demonstrates/instructs a variety of instrument/visual approaches and touch-and-go landings. Conduct initial or requalification instructor evaluations with a qualified pilot occupying the other seat.

2.5.1. If realigning evaluation eligibility period, the evaluation includes all areas under GENERAL, QUALIFICATION/MISSION, INSTRUMENT, and INSTRUCTOR. This evaluation will have a flight phase description of INIT INSTR QUAL/INST/MSN for initial instructors (T-3).

2.5.2. Initial Instructor. For initial instructor evaluations, the examinee occupies the right seat for the instructor portion of the evaluation.

2.5.3. Periodic instructor evaluations are administered in conjunction with required instrument and qualification evaluations and require all areas/subareas in GENERAL, QUALIFICATION/MISSION, INSTRUMENT, and INSTRUCTOR. Periodic instructor evaluation may be conducted in either seat.

2.5.4. Receiver Air Refueling (A/R). During initial/requalification instructor evaluations include 10 minutes of contact time within a 20-minute period of arriving in the pre-contact position. Conduct a portion of the evaluation with tanker autopilot off. Limited inadvertent disconnects are permissible during a boom limits demonstration and, therefore, are not used as a measure of air refueling qualification.

**2.6. EPE.** Evaluate a crewmember's knowledge of emergency procedures and systems knowledge during all initial, requalification and periodic evaluations.

## **2.7. Pilot Grading Criteria.**

**Table 2.1. General Evaluation Areas.**

<b>Area 1, Directives and Publications.</b>	
<b>Q</b>	Possessed a high level of knowledge of all applicable aircraft publications and procedures and understood how to apply both to enhance mission accomplishment. Publications were current and properly posted.
<b>Q-</b>	Unsure of some directives but could locate information in appropriate publications. Publications were current but improperly posted.

U	Unaware of established procedures and/or could not locate them in the appropriate publication in a timely manner. Publications were not current.
<b>Area 2, Mission Preparation/Planning/Performance.</b>	
Q	Checked all factors applicable to flight such as: weather, Notices to Airmen (NOTAMs), alternate airfields, airfield suitability, fuel requirements, charts, etc. Displayed a high level of knowledge of performance capabilities and operating data. Evaluated the performance data intended for use during takeoff/landing after final adjustments and corrections had been made:
	<i>V1, Vr, V2, flap retract, slat retract, Vmm: +/-3 KIAS NI setting: +/-0.3%, EPR +/-0.15</i>
	<i>Critical Field Length (CFL): +/-500 feet and suitable for takeoff/landing speeds: +/-3 KIAS</i>
Q-	Made minor errors or omissions in checking all factors that could have detracted from mission effectiveness. Marginal knowledge of performance capabilities and/or operating data. Performance calculations exceeded Q limits but did not exceed:
	<i>V1, Vr, V2, flap retract, slat retract, Vmm: +/-5 KIAS NI setting: +/-0.6%, EPR +/-0.20</i>
	<i>Critical Field Length (CFL): +/-800 feet and suitable for takeoff/landing speeds: +/-5 KIAS</i>
U	Made major errors or omissions, which would have prevented a safe or effective mission. Unsatisfactory knowledge of performance capabilities and/or operating data. Performance calculations exceeded Q- limits.
<b>Area 3, Use of Checklists.</b>	
Q	Consistently used and called for the correct checklist and gave the correct response at the appropriate time throughout the mission.
Q-	Checklist responses were untimely and/or crewmember required continual prompting for correct response.
U	Used or called for incorrect checklist or consistently omitted checklist items. Unable to identify the correct checklist to use for a given situation. Did not complete checklist prior to event.
<b>Area 4, Safety (Critical).</b>	
Q	Aware of and complied with all safety factors required for safe aircraft operation and mission accomplishment. Identified and assessed risk appropriately. Properly considered consequences of decisions.
U	Unaware of or did not comply with all safety factors required for safe aircraft operation or mission accomplishment. Operated the aircraft and/or mission and emergency equipment in a dangerous manner.
<b>Area 5, Flight Discipline (Critical).</b>	
Q	Demonstrated professional flight and crew discipline throughout all phases of the mission.
U	Failed to exhibit strict flight or crew discipline. Violated or ignored rules or regulations. Actions jeopardized safety of flight or mission accomplishment.



<b>Area 6, Crew Coordination/Crew Resource Management (CRM).</b> See AFI 11-290, <i>Cockpit/Crew Resource Management Training Program</i> , and use AF Form 4031, <i>CRM Skills Criteria Training/Evaluation Form</i> , as a reference.	
<b>Q</b>	Effectively coordinated with other aircrew members throughout the assigned mission. Demonstrated operational knowledge of other crewmembers' duties and responsibilities. Effectively applied CRM skills throughout the mission.
<b>Q-</b>	Crew coordination adequate to accomplish mission. Demonstrated limited knowledge of other crewmembers' duties and responsibilities.
<b>U</b>	Poor crew coordination or unsatisfactory knowledge of other crewmember duties and responsibilities negatively affected mission accomplishment or safety of flight.
<b>Area 7, Communication Procedures.</b>	
<b>Q</b>	Complete knowledge of and compliance with the correct communications procedures. Makes radio, data, and interphone transmissions concise with proper terminology. Complied with and acknowledged all required instructions including successful operation of the Identification Friend or Foe (IFF)/Selective Identification Friend (SIF) Mode 4.
<b>Q-</b>	Occasional deviations from procedures that required re-transmissions or resetting codes. Slow in initiating or missed several required radio calls, data transmissions. Transmissions contained extraneous matter, were not in proper sequence, or used non-standard terminology. Difficulty configuring/coding IFF/SIF Mode 4 without mission impact.
<b>U</b>	Incorrect procedures or poor performance caused confusion and jeopardized mission accomplishment. Omitted numerous radio calls and data transmissions. Unable to configure/code IFF/SIF including Mode 4 with direct impact on mission success.
<b>Area 9, Knowledge/Completion of Forms.</b>	
<b>Q</b>	All required forms and/or flight plans were complete, accurate, readable, accomplished on time and IAW applicable directives. Related an accurate debrief of significant events to applicable agencies (intelligence, maintenance, etc.)
<b>Q-</b>	Minor errors on forms and/or flight plans did not affect conduct of the mission. Incorrectly or incompletely reported some information due to minor errors, omissions, and/or deviations.
<b>U</b>	Did not accomplish required forms and/or flight plans. Omitted or incorrectly reported significant information due to major errors, omissions, and/or deviations.
<b>Area 10, Airmanship (Critical)</b>	
<b>Q</b>	Executed the mission in a timely, efficient manner. Conducted the flight with a sense of understanding and comprehension. Made appropriate decisions based on available information.
<b>U</b>	Decisions or lack thereof resulted in failure to accomplish the mission. Poor judgment could have or did compromise safety or mission accomplishment.

**Table 2.2. Qualification/Mission Evaluation Areas.**

Use the following criteria as general tolerances for airspeed, altitude, and heading/course:
--

<b>Q</b>	<i>Airspeed: +10/-5 KIAS Altitude: <math>\pm 100</math> feet Heading/Course: <math>\pm 5</math> degrees</i>
<b>Q-</b>	Exceeds Q criteria but does not exceed: <i>Airspeed: +15/-5 KIAS Altitude: <math>\pm 200</math> feet Heading/Course: <math>\pm 10</math> degrees</i>
<b>U</b>	Exceeds Q- criteria.
<b>NOTE 1:</b> Airspeed tolerances apply when a specific airspeed has been assigned by Air Traffic Control or prescribed in the flight manual. Airspeed -minus tolerance is based on minimum maneuvering speed for aircraft configuration.	
<b>NOTE 2:</b> Add 5 KIAS, 50 feet (when practical) and 2 degrees to all engines operating criteria for operations with an engine out.	
<b>Area 11, Ground Operations/Taxi.</b>	
<b>Q</b>	Established and adhered to station, start engine, taxi, and take-off times to assure thorough preflight, check of personal equipment, crew/passenger briefings, etc. Accurately determined readiness of aircraft for flight. Completed all systems pre-flight/post-flight inspections according to flight manual, AFMAN 11-218, <i>Aircraft Operations and Movement on the Ground</i> , and local procedures.
<b>Q-</b>	Same as above except for minor procedural deviations that did not detract from mission effectiveness.
<b>U</b>	Crew errors directly contributed to a late takeoff that degraded the mission. Failed to accurately determine readiness for flight. Failed to preflight/post-flight a critical component or could not conduct a satisfactory preflight/post-flight inspection.
<b>Area 12, Takeoff.</b>	
<b>Q</b>	Maintained smooth, positive aircraft control throughout the takeoff. Performed the takeoff IAW flight manual and as published/directed.
<b>Q-</b>	Minor deviations from published procedures without affecting safety of flight. Control was rough or erratic. Hesitant in application of procedures/corrections.
<b>U</b>	Takeoff was potentially dangerous. Exceeded aircraft/systems limitations. Failed to establish proper climb attitude. Excessive deviation from intended flight path. Violated flight manual procedures.
<b>Area 13, Radar Operations/Weather Avoidance/Wind Shear.</b>	
<b>Q</b>	Effectively demonstrated procedures for operating weather radar. Updated weather radar/analysis throughout the mission. Highly knowledgeable of wind shear detection, procedures and use of avoidance equipment. Used all available sources to determine if and/or to what degree severe weather conditions exist. Complied with all weather separation and wind shear avoidance procedures.

<b>Q-</b>	Minor deviations observed when operating weather radar. Did not update radar/weather analysis during worsening weather conditions. Limited knowledge of wind shear detection, procedures and use of avoidance equipment.
<b>U</b>	Unable to demonstrate proper use of weather radar. Failed to update radar/weather analysis during the mission. Displayed unsatisfactory knowledge of wind shear detection, procedures and use of avoidance equipment. Failed to comply with weather separation or wind shear avoidance directives that could have jeopardized safety or mission success.
<b>Area 14, Fuel Planning/Conservation.</b>	
<b>Q</b>	Possessed a high level of knowledge of all applicable aircraft publications and directives, and understood how to apply both to enhance fuel conservation and fuel planning. Fully understands dispatch flight management procedures and CAT I, Extended Range Twin-Engine Operations (ETOPs)/Extend Range Operations (EROPs) procedures (if applicable). Successfully applied fuel conservation procedures in all areas of the mission with less than 10% unidentified extra.
<b>Q-</b>	Possessed some knowledge of applicable aircraft publications and directives, and understood how to apply both to enhance fuel conservation and fuel planning. Some understanding of dispatch flight management procedures and CAT I, ETOPs/EROPs procedures (if applicable). Successfully applied some fuel conservation procedures, but failed to apply fuel conservation procedures in areas of the mission and planned with more than 10% unidentified extra.
<b>U</b>	Unaware of fuel conservation procedures. Unable to fuel plan. No understanding of dispatch flight management procedures and CAT I, ETOPs/EROPs procedures (if applicable). Failed to apply fuel conservation procedures on the mission.
<b>Area 15, Visual Flight Rules (VFR) Pattern.</b>	
<b>Q</b>	Performed traffic pattern and turn to final/final approach IAW published procedures. Aircraft control was smooth and positive. Constantly cleared area of intended flight.
<b>Q-</b>	Performed traffic pattern and turn to final/final approach with minor deviations to procedures as published/directed. Aircraft control was safe but not consistently smooth and positive. Over/under shot final approach, but was able to intercept normal glide path. Adequately cleared area of intended flight.
<b>U</b>	Did not perform traffic pattern and/or turn to final/final approach IAW published procedures. Displayed erratic aircraft control. Did not clear area of intended flight.
<b>Area 16, Landings.</b>	
<b>Subarea 16A, Full Flap.</b>	
<b>Subarea 16B, Partial Flap.</b>	
<b>Subarea 16C, Engine Out.</b>	
<b>Subarea 16D, Touch and Go.</b>	
<b>NOTE 1:</b> Specific items to evaluate include threshold altitude/airspeed, runway alignment, flare, touchdown, and crosswind landings.	

<b>NOTE 2:</b> Airspeed tolerances apply to computed threshold speed.	
<b>NOTE 3:</b> Add 5 KIAS, 50 feet (when practical), and 2 degrees to all engines operating criteria for operations with an engine out.	
<b>Q</b>	Performed landings as published/directed IAW flight manual and met the following criteria: <i>Airspeed: +5/-0 KIAS with proper wind corrections</i> <i>Touchdown zone: 800-3,000 feet</i> <i>Centerline: ±15 feet left or right</i> <i>Threshold Crossing Height (TCH): +25/-0 feet</i>
<b>Q-</b>	Performed landings with minor deviation to procedures as published/directed. Landed in a slight crab. Exceeded Q criteria but not the following: <i>Airspeed: +10/-5 KIAS with proper wind corrections</i> <i>Touchdown zone: Threshold-3,500 feet</i> <i>Centerline: ±25 feet left or right</i> <i>TCH: +50/-0 feet</i>
<b>U</b>	Landing not performed as published/directed. Did not include wind corrections on any landings. Exceeded Q- criteria.
<b>Area 17, Landing Roll/Braking/Reverse Thrust.</b>	
<b>Q</b>	Performed as published/directed IAW flight manual. Braking action and reverse thrust actuation prompt and smooth. Thrust reverser idle speed limits observed.
<b>Q-</b>	Performed landings with minor deviation to procedures as published/directed. Braking action and reverse thrust actuation unnecessarily delayed or not smooth. Thrust reverser idle speeds unintentionally not observed.
<b>U</b>	Landing not performed as published/directed. Braking or reverse thrust excessively delayed or actuated prior to touchdown. Thrust reverser idle speeds disregarded.
<b>Area 18, All Engine Go-Around.</b>	
<b>Q</b>	Initiated and performed go-around promptly and IAW flight manual and directives. Applied smooth control inputs. Acquired and maintained a positive climb.
<b>Q-</b>	Slow or hesitant to initiate go-around. Slightly over-controlled the aircraft. Minor deviations did not affect mission accomplishment or compromise safety.
<b>U</b>	Did not initiate go-around when appropriate or directed. Major deviations or misapplication of procedures could have led to an unsafe condition.
<b>Area 19, Engine Out Operations.</b> Use approach criteria for the type of approach flown.	
<b>Q</b>	Proper control inputs were used to correct asymmetric condition. Aircraft was properly trimmed. Proper consideration was given to maneuvering the aircraft with regard to the engine out condition. Maintained criteria in Table 2.2 (NOTE 2).

Q-	Minor deviations in aircraft control allowed the aircraft to occasionally fly uncoordinated. Momentarily deviated from criteria in Table 2.2 (NOTE 2).
U	Aircraft was not properly trimmed. Aircraft control was erratic and consistently resulted in uncoordinated flight. Maneuvering the aircraft with regard to the engine out condition was potentially unsafe. Exceeded Q- criteria in Table 2.2 (NOTE 2).
<b>Area 20, Engine Out Go Around (GA)/Engine Failure Takeoff Continued (EFTOC).</b>	
Q	Performed all required procedures IAW the flight manual and directives. Applied smooth, positive, and coordinated control inputs. Followed proper EFTOC/Missed Approach Point (MAP) routing. Rudder and aileron inputs were in correct direction.
Q-	Procedural errors were made that did not affect safety. Aircraft control was not consistently smooth and positive. Slow to follow proper EFTOC/MAP routing. Rudder and aileron inputs were in correct direction but some over/under control.
U	Rudder and/or aileron inputs were incorrect. Exceeded Q- criteria.
<b>Area 21, Boldface Emergency Procedures/CAPs (As Applicable) (Critical).</b>	
Q	Correct, immediate responses. Maintained aircraft control. Coordinated proper crew actions.
U	Incorrect sequence, unsatisfactory response, or unsatisfactory performance of corrective actions.
<b>Area 22, Other Observed Emergency Procedures.</b>	
Q	Operated within prescribed limits and correctly diagnosed problems. Performed/explained proper corrective action for each type of malfunction. Effectively used available aircrew aids and checklists.
Q-	Operated within prescribed limits but slow to analyze problems or apply proper corrective actions. Did not effectively use and/or experienced delays, omissions, or deviations in use of checklist and/or available aids.
U	Attempted to exceed limitations. Unable or failed to analyze problem or take proper corrective action. Did not use checklists or available aids effectively.
<b>Area 23, Systems Operations/Knowledge/Limitations.</b>	
Q	Demonstrated/explained a complete knowledge of aircraft systems operations/limitations and proper procedural use of systems.
Q-	Marginal knowledge of aircraft systems operations and limitations in some areas. Used individual technique instead of established procedure and was unaware of differences.
U	Unsatisfactory systems knowledge. Unable to demonstrate/explain the procedures for aircraft systems operations.
<b>Area 24, Receiver Air Refueling.</b>	

<b>Q</b>	Performed maneuver IAW published procedures. Aircraft control was smooth and positive. Constantly cleared area of intended flight.
<b>Q-</b>	Performed maneuver with minor deviations to published procedures. Aircraft control was safe but not consistently smooth and positive. Adequately cleared area of intended flight.
<b>U</b>	Did not perform maneuver IAW published procedures. Displayed erratic aircraft control. Did not clear area of intended flight.
<b>Area 25, Knowledge of Tactical Procedures.</b>	
<b>Q</b>	Demonstrated thorough knowledge of procedures and restrictions. Prepared and executed mission in compliance with associated directives.
<b>Q-</b>	Demonstrated satisfactory knowledge of procedures and restrictions. Prepared and executed mission in compliance with associated directives, but minor errors or omissions detracted from mission effectiveness.
<b>U</b>	Displayed inadequate knowledge of procedures and restrictions. Major errors or omissions precluded compliance with directives or safe mission accomplishment.
<b>Area 26, Tactical Maneuvers.</b>	
<b>Q</b>	Planned, briefed and performed maneuver safely and in accordance with published procedures. Timely and appropriate adjustments made to position and power resulted in stable short final and safe touchdown.
<b>Q-</b>	Planned, briefed and performed maneuver safely. Minor inconsistencies with published procedures. Some missing or inappropriate adjustments to position or energy management. Maneuver still resulted in stable short final.
<b>U</b>	Maneuver flown unsafely or not in accordance with either published procedures or briefing. Consistently missing appropriate or timely corrections. Maneuver resulted in unstable final approach or attempted landing under unsafe parameters.

**Table 2.3. Instrument Evaluation Areas.**

<b>Use the following criteria as general tolerances for airspeed, level-off altitude, and heading/course with all engines operating:</b>	
<b>Q</b>	<i>Airspeed: +10/-0 KIAS</i>
	<i>Level-off Altitude: <math>\pm 100</math> feet</i>
	<i>Heading/Course: <math>\pm 5</math> degrees</i>
<b>Q-</b>	<i>Exceeds Q criteria but does not exceed:</i>
	<i>Airspeed: +15/-5 KIAS</i>
	<i>Level-off Altitude: <math>\pm 200</math> feet</i>
	<i>Heading/Course: <math>\pm 10</math> degrees</i>
<b>U</b>	Exceeds Q- criteria.

<b>NOTE 1:</b> Airspeed tolerances apply when a specific airspeed has been assigned by Air Traffic Control or prescribed in the flight manual. Airspeed -minus tolerance is based on minimum maneuvering speed for aircraft configuration.	
<b>NOTE 2:</b> Add 5 KIAS, 50 feet (when practical), and 2 degrees to all engines operating criteria for operations with an engine out.	
<b>Area 27, Instrument Departure Procedure.</b>	
<b>Q</b>	Complied with all restrictions or controlling agency instructions. Made all required reports. Applied course/heading corrections promptly. Demonstrated smooth, positive control.
<b>Q-</b>	Minor deviations in navigation occurred during departure. Slow to comply with controlling agency instructions or unsure of reporting requirements. Slow to apply course/heading corrections. Aircraft control was not consistently smooth and positive.
<b>U</b>	Failed to comply with published/directed departure, or controlling agency instructions. Accepted an inaccurate clearance. Aircraft control was erratic.
<b>Area 28, Enroute Navigation.</b>	
<b>Q</b>	Satisfactory capability to navigate using all available means. Used appropriate navigation procedures. Complied with clearance instructions. Aware of position at all times. Remained within the confines of assigned airspace. <i>Tactical Air Navigation (TACAN)/ VHF Omni-Directional Range (VOR)-Distance Measuring Equipment (DME) Arc: <math>\pm 2</math> NM</i>
<b>Q-</b>	Minor errors in procedures/use of navigation equipment. Slow to comply with clearance instructions. Had some difficulty in establishing exact position and course. Slow to adjust for deviations in time and course. Exceeded Q criteria but not by more than the following: <i>TACAN/VOR-DME Arc: <math>\pm 4</math> NM</i>
<b>U</b>	Major errors in procedures/use of navigation equipment. Could not establish position. Failed to recognize checkpoints or adjust for deviations in time and course. Did not remain within the confines of assigned airspace. Exceeded Q- criteria.
<b>Area 29, Holding.</b>	
<b>Q</b>	Performed entry and holding IAW published procedures and directives.
<b>Q-</b>	Performed entry and holding procedures with minor deviations. Exceeded Q criteria, under instrument tolerances.
<b>U</b>	Holding was not IAW flight manual, directives, or published procedures. Exceeded Q- criteria, under instrument tolerances.
<b>Area 30, Use of NAVAIDs.</b>	
<b>Q</b>	Ensured required NAVAIDs were properly tuned, identified, and monitored.
<b>Q-</b>	Some deviations in tuning, identifying, and monitoring NAVAIDs.
<b>U</b>	Did not ensure NAVAIDs were tuned, identified, and monitored.
<b>Area 31, Descent/Arrival.</b>	

Q	Performed descent as directed. Complied with all flight manual, controlled-issued, or STAR restrictions in a proficient manner. Accomplished all required checks.
Q-	Performed descent as directed with minor deviations that did not compromise mission safety. Slow to accomplish required checks.
U	Performed descent with major deviations. Did not accomplish required checks. Erratic corrections. Exceeded flight manual limitations.
<b>Area 32, Precision Approaches.</b>	
<b>NOTE 1:</b> Use the following criteria as general tolerances for airspeed, altitude, heading, glide slope, and azimuth:	
Q	<i>Airspeed: +10/-0 KIAS Altitude: Initiated missed approach at decision height +50/-0 feet Heading: <math>\pm 5</math> degrees of controller's instructions (Precision Approach Radar (PAR)) Glide Slope: Within one dot (Instrument Landing System (ILS)) Azimuth: Within one dot (ILS)</i>
Q-	<i>Exceeds Q criteria but does not exceed: Airspeed: +15/-5 KIAS Altitude: Initiated missed approach at decision height +100/-0 feet Heading: <math>\pm 10</math> degrees of controller's instructions (PAR) Glide Slope: Within one dot low, two dots high (ILS) Azimuth: Within two dots (ILS)</i>
U	<i>Exceeds Q- criteria.</i>
<b>NOTE 2:</b> Airspeed tolerances are based on computed approach speed.	
<b>Subarea 32A, PAR.</b>	
Q	Approach was IAW published procedures. Smooth and timely response to controller's instructions. Established initial glide path and maintained with only minor deviations. Complied with decision height. Position would have permitted a safe landing. Elevation did not consistently exceed slightly above or slightly below glide path.
Q-	Performed approach with minor deviations. Slow to respond to controller's instructions and make corrections. Improper glide path control. Complied with decision height. Position would have permitted a safe landing. Elevation did not exceed well above or well below glide path.
U	Approach not IAW flight manual, directives, or published procedures. Erratic corrections. Did not respond to controller's instructions. Did not comply with decision height and/or position would not have permitted a safe landing. Erratic glide path control. Exceeded Q- criteria.
<b>Subarea 32B, ILS.</b>	
Q	Approach was IAW published procedures. Smooth and timely corrections to azimuth and glide slope/VNAV path. Complied with decision height/altitude. Position would have permitted a safe landing. Maintained glide path with only minor deviations.



Q-	Performed approach with minor deviations. Slow to make corrections. Slow to comply with decision height/altitude. Position would have permitted a safe landing. Improper course/glide path control.
U	Approach not IAW flight manual, directives, or published procedures. Erratic corrections. Did not comply with decision height and/or position at decision height would not have permitted a safe landing. Exceeded Q- criteria.
<b>Subarea 32C, CAT II/III ILS.</b>	
Q	Approach was IAW published procedures. Smooth and timely corrections to azimuth and glide slope. Complied with decision height/altitude. Position would have permitted a safe landing. Maintained glide path with only minor deviations.
Q-	Performed approach with minor deviations. Slow to make corrections. Slow to comply with decision height/altitude. Position would have permitted a safe landing. Improper course/glide path control.
U	Approach not IAW flight manual, directives, or published procedures. Erratic corrections. Did not comply with decision height and/or position at decision height would not have permitted a safe landing. Exceeded Q- criteria.
<b>Area 33, Non-Precision Approaches.</b>	
<b>Subarea 33A, Non-Directional Beacon (NDB).</b>	
<b>Subarea 33B, Localizer Back Course.</b>	
<b>Subarea 33C, Approach, Surveillance, Radar (ASR).</b>	
<b>Subarea 33D, TACAN.</b>	
<b>Subarea 33E, VOR.</b>	
<b>Subarea 33F, RNAV/GPS.</b>	
<b>NOTE 1:</b> Use the following description and criteria as general tolerances for airspeed, altitude at Minimum Decision Altitude (MDA), heading, course, timing, and distance with all engines operating.	
Q	<p>Approach was IAW published procedures. Used appropriate descent rate to arrive at MDA/Derived Decision Altitude (DDA)/Decision Altitude (DA) at or before Visual Descent Point (VDP)/MAP. Maintained LNAV course and/or VNAV path IAW procedures. Position would have permitted a safe landing. Smooth and timely response to controller's instructions (ASR).</p> <p><i>Airspeed: +10/-0 KIAS MDA: +100/-0 feet</i></p> <p><i>Course: <math>\pm 5</math> degrees at MAP (NDB, VOR, TACAN), less than one dot deflection (Localizer (LOC)), Actual Navigation Performance (ANP) &amp;lt; RNP for RNAV/GPS approach</i></p>
Q-	<p>Performed approach with minor deviations. Arrived at MDA at or before the MAP, but past the VDP. Slow to correct to LNAV course prior to MDA/DDA. Position would have permitted a safe landing. Slow to respond to controller's instructions and make corrections (ASR). Exceeded Q criteria but does not exceed:</p> <p><i>Airspeed: +15/-5 MDA: +150/-0 feet</i></p>

	<i>Course: <math>\pm 10</math> degrees at MAP (NDB, VOR, TACAN), more than one dot but less than two dot deflection (LOC, RNAV/GPS) ANP&amp;lt;RNP only at LNAV MDA</i>
U	Approach not IAW published procedures. Maintained steady-state flight below the MDA. Unable to maintain ANP&lt;RNP below LNAV MDA. Position would not have permitted a safe landing. Exceeded Q- criteria.
<b>NOTE 2:</b> Airspeed tolerances are based on computed approach speed.	
<b>Area 34, Circling Approach.</b>	
Q	Properly identified aircraft category for the approach and remained within the lateral limits for that category. Complied with controller's instructions. Attained runway alignment without excessive bank angles. Did not descend from the MDA until in a position to place the aircraft on a normal glide path or execute a normal landing.
Q-	Slow to identify aircraft category for the approach and remained within the lateral limits for that category. Slow to comply with controller's instructions. Attained runway alignment, but occasionally required erratic maneuvering.
U	Did not properly identify aircraft category or exceeded the lateral limits of circling airspace. Did not comply with controller's instructions. Excessive maneuvering to attain runway alignment was potentially unsafe. Descended from the MDA before the aircraft was in a position for a normal glide path or landing. Exceeded Q- criteria.
<b>Area 35, Missed Approach.</b>	
Q	Executed missed approach IAW published procedures. Complied with controller's instructions. Applied smooth control inputs.
Q-	Executed missed approach with minor deviations to published procedures. Slow to comply with controller's instructions. Slightly over controlled the aircraft.
U	Did not execute missed approach IAW flight manual or published procedures. Did not comply with controller's instructions. Deviation or misapplications of procedures may have led to an unsafe condition. Exceeded Q- criteria.
<b>Area 36, Automation Management.</b>	
Q	Established/followed guidelines for the operation of automated systems; aware of when systems should be disabled. Established/followed Pilot Flying (PF) and Pilot Monitoring (PM) responsibilities with regard to automated systems. Periodically reviewed and verified the status of aircraft automated systems. Allowed sufficient time for programming the Flight Management System (FMS). Used automated systems at appropriate levels to reduce workload, but reduced or disengaged level of automation when programming demands could have reduced situational awareness or created work overloads.
Q-	Had limited knowledge of guidelines for the operation of automated systems; unclear as to when systems should be disabled. Slow to establish/follow Pilot Flying (PF) and Pilot Monitoring (PM) responsibilities with regard to automated systems. Slow to review and verify the status of aircraft automated systems. Did not always allow sufficient time for programming the FMS. Inconsistently used automated systems at appropriate levels.

U	Did not establish/follow guidelines for the operation of automated systems; unaware of when systems should be disabled. Did not establish/follow Pilot Flying (PF) and Pilot Monitoring (PM) responsibilities with regard to automated systems. Did not periodically review and verify the status of aircraft automated systems. Failed to allow sufficient time for programming the FMS. Did not use automated systems at appropriate levels to decrease workload. Did not reduce or disengage level of automation when programming demands reduced situational awareness or created work overloads.
<b>Area 37, Use of Heads Up Display (HUD) and Enhanced Vision System (EVS) (if equipped).</b>	
Q	Effectively operated HUD/EVS IAW published procedures. Knowledgeable of system and limitations.
Q-	Effective operation of HUD/EVS with some difficulties, but operations remained IAW published procedures. Not fully knowledgeable of system and limitations.
U	Failed to operate HUD/EVS IAW published procedures. Limited knowledge of system and limitations.

**Table 2.4. Instructor Evaluation Areas.**

<b>Area 38, Instructor Ability (Critical).</b>	
Q	Demonstrated the ability to communicate effectively. Provided appropriate guidance when necessary. Planned ahead and made timely decisions. Identified and corrected potentially unsafe maneuvers/situations.
U	Unable to effectively communicate or provide timely feedback to the student. Gave instruction that was unsafe or contradicted published directives. Did not provide corrective action when necessary. Did not plan ahead or anticipate student problems. Did not identify unsafe maneuvers/situations in a timely manner. Made no attempt to instruct.
<b>Area 39, Demonstrations of Maneuvers (Critical).</b>	
Q	Effectively demonstrated correct procedures, systems operation, or flight maneuvers. Thorough knowledge of applicable aircraft systems, procedures, publications, and directives.
U	Ineffective or incorrect demonstration of procedures, systems operation, or flight maneuvers. Insufficient depth of knowledge about applicable aircraft systems, procedures, and/or proper source material.
<b>Area 40, Student Briefing/Critique (Critical).</b>	
Q	Briefings were well organized, accurate, and thorough. Reviewed student's present level of training and defined mission events to be performed. During the critique, demonstrated an effective ability to reconstruct the flight, offer mission analysis, and provide guidance, where appropriate. Training grade reflected the actual performance of the student relative to the standard. Pre-briefed the student's next mission, if required.

U	Briefings were marginal or non-existent. Did not review student's past performance. Failed to adequately critique student or analyze the mission. Training grade did not reflect actual performance of student. Overlooked or omitted major discrepancies. Incomplete pre-briefing of student's next mission, if required.
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**Table 2.5. Enroute Evaluation Areas (Aircraft Commander Only).**

<b>Area 41, Aircraft Commander Responsibilities.</b>	
Q	Was thoroughly aware of aircraft commander's responsibilities and performed them adequately to allow for mission accomplishment without major discrepancies.
Q-	Was somewhat familiar with aircraft commander responsibilities. Some problems arose which could have been avoided with better leadership/planning but mission accomplishment was unaffected.
U	Was unsure of aircraft commander responsibilities and would have hindered the accomplishment of the mission if evaluator did not intervene.
<b>Area 42, Flight Progress.</b>	
Q	Kept mission on time to the best of the aircrew's capabilities. Timely notification to required agencies of departure and arrival information and maintenance discrepancies.
Q-	Minor deviation(s) in itinerary caused by insufficient management. Notification to required agencies of departure and arrival information and maintenance discrepancies were sometimes late.
U	Mission was delayed or degraded due to insufficient management by the evaluatee. Notification to required agencies of departure and arrival information and maintenance discrepancies were not accomplished.
<b>Area 43, Passenger Contact.</b>	
Q	Worked closely with the passenger contact to ensure accurate itinerary details and passenger requirements.
Q-	Slow to interact with the passenger contact that caused (or led to) minor itinerary problems. Did not adversely affect mission accomplishment.
U	Did not interact with the passenger contact. Led to miscommunications between aircrew and party, which hampered mission accomplishment.
<b>Area 44, Enroute Procedures.</b>	
Q	Accurately planned and performed enroute portion of mission to include compliance with Air Traffic Control (ATC) and diplomatic requirements.
Q-	Planning of enroute portion of mission was not always complete. In-flight performance was adequate and no ATC or diplomatic requirements were violated.
U	Enroute planning was inadequate. Violated ATC instructions or diplomatic requirements.
<b>Area 45, Post Flight/RON Procedures.</b>	

<b>Q</b>	Accomplished required checklists and ensured required aircraft servicing was completed. Managed crew to ensure their location and departure times were always known.
<b>Q-</b>	Slow to complete required checklists or ensure required aircraft servicing was completed. Was sometimes unaware of a crewmember's location during crew rest. Was slow to set an adequate hotel departure time and pass information to the crew.
<b>U</b>	Did not accomplish the required checklists and aircraft was not properly serviced. Unaware of crewmembers' location during crew rests. Inadequate hotel departure time established causing mission delay. Communication to crew during crew rest was inadequate.
<b>Area 46, Aircraft Security.</b>	
<b>Q</b>	Ensured security requirements were met IAW appropriate directives.
<b>Q-</b>	Was sometimes unaware of security requirements, but ensured they were met when researched.
<b>U</b>	Was unaware of security requirements, which led to evaluator intervention to ensure they were met.
<b>Area 47, Block Time Procedures.</b>	
<b>Q</b>	Was knowledgeable of block time procedures and set realistic times. Block times (when mission dictates) were, at the top of descent, within 5 minutes when conditions beyond the examinee's control were favorable (e.g., ATC re-routings, weather).
<b>Q-</b>	Was somewhat knowledgeable of block time procedures and set realistic times. Block times (when mission dictates) were, at the top of descent, within 10 minutes when conditions beyond the examinee's control were favorable.
<b>U</b>	Was not knowledgeable of block time procedures and set unrealistic times. Block times (when mission dictates) were, at the top of descent, not within 10 minutes even when conditions beyond the examinee's control were favorable.
<b>Area 48, Diplomatic Clearances.</b>	
<b>Q</b>	Obtained or requested all required diplomatic clearances and followed up as necessary.
<b>Q-</b>	Obtained or requested all required diplomatic clearances but failed to follow up as necessary. Omission could have delayed the mission.
<b>U</b>	Failed to request necessary diplomatic clearances and the mission was delayed.

**2.8. UNIT.** Include MAJCOM-specific and local evaluation areas in unit supplement to this manual. Include the evaluation areas on AF Form 3862. See [paragraph 1.13](#) in this manual for further information.

## Chapter 3

### NAVIGATOR EVALUATIONS

**3.1. General.** This chapter standardizes initial, periodic, and requalification evaluations including requirements for navigator qualification, mission, and instructor evaluations. The examinee satisfactorily demonstrates the ability to perform all navigator duties safely and effectively, including the operation of appropriate aircraft systems, IAW applicable flight manuals, AFMANs, and AFIs.

**3.2. QUAL/MSN Evaluations.** For initial, periodic and requalification evaluations include all areas under GENERAL and QUALIFICATION/MISSION. Navigator mission profile must include a Category I (CAT I) route, or a Category II (CAT II) route using CAT I procedures, of sufficient length to demonstrate proficiency in navigation procedures (**T-3**).

3.2.1. Simulator Evaluations. Do not conduct evaluations in the simulator.

3.2.2. Receiver Air Refueling.

3.2.2.1. Commence 10 minutes before Air Refueling Control Time (ARCT)/ Rendezvous Point (RZ PT) and terminate at end A/R point. Evaluate a Point Parallel or Enroute Rendezvous (one required). Verbally evaluate the type of rendezvous not accomplished in flight.

3.2.2.2. Presidential Pilot may waive Area 22 due to aircraft mission and maintenance demands.

**3.3. INSTR Evaluations.** Flight examiners place particular emphasis on the examinee's ability to recognize student difficulties and provide timely, effective corrective action.

3.3.1. Initial or requalification instructor evaluations do not require a qualified navigator occupying the primary navigation seat. As a minimum, demonstrate and instruct a variety of navigation procedures. Evaluate all areas under GENERAL, QUALIFICATION/MISSION and INSTRUCTOR.

3.3.2. Conduct periodic instructor evaluations in conjunction with qualification evaluations. To realign the QUAL/MSN evaluation expiration date during the initial (or requalification) INSTR checkride, evaluate all areas/subareas under GENERAL, QUALIFICATION/MISSION and INSTRUCTOR.

3.3.3. Navigators who desire to realign the QUAL/MSN evaluation expiration date during the initial (or requalification) INSTR evaluation must also demonstrate all required areas/subareas and complete written examinations (**T-3**).

**3.4. EPE.** Evaluate a crewmember's knowledge of emergency procedures and systems knowledge during all initial, requalification and periodic evaluations.

**3.5. Navigator Grading Criteria.**

**Table 3.1. General Evaluation Areas.**

<b>Area 1, Directives and Publications.</b>
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<b>Q</b>	Possessed a high level of knowledge of all applicable aircraft publications and procedures and understood how to apply both to enhance mission accomplishment. Required publications (paper or electronic) were current and properly posted.
<b>Q-</b>	Unsure of some directives but could locate information in appropriate publications. Required publications (paper or electronic) were current but improperly posted.
<b>U</b>	Unaware of established procedures and/or could not locate them in the appropriate publication in a timely manner. Required publications (paper or electronic) were not current.
<b>Area 2, Mission Planning/Preparation.</b>	
<b>Subarea 2A, Chart Preparation.</b>	
<b>Q</b>	Required charts were constructed accurately to depict the route-of-flight IAW current directives.
<b>Q-</b>	Minor errors or omissions that would not have adversely affected mission accomplishment.
<b>U</b>	Selected an improper or obsolete chart. Chart contained errors that may have impact on the mission if not corrected.
<b>Subarea 2B, Flight Planning.</b>	
<b>Q</b>	Obtained and verified current and accurate flight plan.
<b>Q-</b>	Minor errors or omissions on the flight plan that would not have a direct (adverse) effect on mission accomplishment.
<b>U</b>	Flight plan was not completed. Inability to demonstrate manual flight planning procedures, or computer flight plan was not reviewed. Navigator flight plan contained major errors/omissions that may had a direct impact on mission accomplishment.
<b>Subarea 2C, Fuel Planning.</b>	
<b>Q</b>	Knowledgeable with the type and use of data contained in the fuel planning regulation. "Enroute fuel" computation errors did not exceed 3%. Correctly computed other time and fuel analysis items. Correctly computed an Equal Time Point (ETP), when required. Completed all applicable forms. Checked all factors concerning take-off and landing data. Attended all required briefings. Complied with all directives prior to flight. Calculated mission fuel deviation was less than 5,000 pounds (lbs).
<b>Q-</b>	Displayed inadequate knowledge of the fuel planning regulation. Fuel computations and/or ETP were not completed or contained major errors or omissions. If constructed, range control chart had major errors and omissions. Exceeded Q- criteria. Made minor deviations completing forms. Minor omissions checking factors concerning take-off and landing data, which did not detract from safety or mission effectiveness. Did not fully comply with directives, but did not detract from safety or mission effectiveness. Calculated required mission fuel was greater than 5,000 lbs but less than 7,000 lbs.
<b>U</b>	Major omissions completing applicable forms. Failed to check major factors effecting take-off and landing data. Did not comply with directives that would affect mission effectiveness. Calculated required mission fuel exceeds Q- tolerances.

<b>Area 3, Use of Checklists.</b>	
<b>Q</b>	Consistently ensured all appropriate checklists were used and individual items completed in a timely manner without omission.
<b>Q-</b>	Completed in an untimely manner or with minor omissions, which did not detract from safety or mission effectiveness.
<b>U</b>	Used incorrect checklist or omitted checklist items, which detracted from safety or mission effectiveness. Did not complete checklist prior to event.
<b>Area 4, Safety (Critical).</b>	
<b>Q</b>	Aware of and complied with all safety factors required for safe aircraft operation and mission accomplishment. Identified and assessed risk appropriately. Properly considered consequences of decisions.
<b>U</b>	Not aware of or did not comply with all safety factors required for safe aircraft operation or mission accomplishment. Operated the aircraft and/or mission and emergency equipment in a dangerous manner.
<b>Area 5, Flight Discipline (Critical).</b>	
<b>Q</b>	Demonstrated professional flight and crew discipline throughout all phases of the mission.
<b>U</b>	Failed to exhibit strict flight or crew discipline. Violated or ignored rules or regulations. Actions jeopardized safety of flight or mission accomplishment.
<b>Area 6, Crew Coordination/Crew Resource Management (CRM). See AFI 11-290, and use AF Form 4031 as a reference.</b>	
<b>Q</b>	Effectively coordinated with other aircrew members throughout the assigned mission. Demonstrated operational knowledge of other crewmembers' duties and responsibilities. Effectively applied CRM skills throughout the mission.
<b>Q-</b>	Crew coordination adequate to accomplish mission. Demonstrated limited knowledge of other crewmembers' duties and responsibilities.
<b>U</b>	Poor crew coordination or unsatisfactory knowledge of other crewmember duties and responsibilities negatively affected mission accomplishment or safety of flight.
<b>Area 7, Communication Procedures.</b>	
<b>Q</b>	Demonstrated a thorough knowledge of communication procedures. Accomplished required calls and acknowledgments with standard terminology. Consistently backed up pilots for all ATC calls. Demonstrated satisfactory use of UHF, VHF and High Frequency (HF) radios.
<b>Q-</b>	Occasional deviation or omissions from required procedures, calls or acknowledgments. Occasional backup for ATC calls. Limited knowledge of communications equipment.
<b>U</b>	Incorrect procedures or poor performance caused confusion. Did not back up pilots for ATC radio calls. Displayed poor operational knowledge of communications equipment.
<b>Area 8, Life Support Systems/Egress.</b>	



Q	Displayed thorough knowledge of location and use of life support systems and equipment. Demonstrated and emphasized the proper operating procedures used to operate aircraft egress devices such as doors, windows, hatches, slide rafts, and escape ropes/pulleys.
Q-	Limited knowledge of location and use of life support systems and equipment. Unsure of the proper operating procedures used to operate some of the aircraft egress devices.
U	Displayed unsatisfactory knowledge of location and use of life support systems and equipment. Unable to properly operate aircraft egress devices.
<b>Area 9, Knowledge/Completion of Forms.</b>	
Q	All required forms and/or flight plans were complete, accurate, readable, accomplished on time and IAW applicable directives. Related an accurate debrief of significant events to applicable agencies (Intelligence, Maintenance, etc.).
Q-	Minor errors on forms and/or flight plans did not affect conduct of the mission. Incorrectly or incompletely reported some information due to minor errors, omissions, and/or deviations.
U	Did not accomplish required forms and/or flight plans. Omitted or incorrectly reported significant information to applicable agencies due to major errors, omissions, and/or deviations.
<b>Area 10, Airmanship (Critical).</b>	
Q	Executed the assigned mission in a timely, efficient manner. Conducted the flight with a sense of understanding and comprehension. Made appropriate decisions based on available information.
U	Decisions or lack thereof resulted in failure to accomplish the assigned mission. Demonstrated poor judgment to the extent that safety could have been compromised.
<b>Area 11, Briefings/Advisories.</b>	
Q	Contributed to the briefing content to ensure it included all applicable information. Briefings effectively organized and presented in a logical sequence. Covered all pertinent items. Effectively used available briefing aids. In-flight briefings/advisories provided clear and concise information in a timely manner.
Q-	Allowed omission of items pertinent but not critical to the mission. Briefings lacked continuity or contained unnecessary repetition. Some difficulty communicating clearly. Did not make effective use of available briefing aids. Dwelled on non-essential items. In-flight briefings/advisories contained minor errors or omitted non-critical information.
U	Failed to conduct/attend required briefings. Failed to use briefing aids. Omitted essential items or did not correct erroneous information that could affect mission accomplishment. Demonstrated lack of knowledge of subject. Briefing poorly organized and not presented in a logical sequence, resulting in confusion. Presented erroneous information that would affect safe/effective mission accomplishment. Did not provide required in-flight briefings/advisories.

<b>Area 12, Weather Avoidance/Wind Shear (Critical).</b>	
<b>Q</b>	Recognized enroute weather hazards and avoided the hazards to meet minimum requirements in AFMAN 11-2EAV3, <i>EA Operations Procedures</i> .
<b>U</b>	Failed to recognize enroute weather hazards. Attempted to penetrate minimum prescribed distances which (or had the potential to) caused unnecessary passenger discomfort or wear and tear on the aircraft.

**Table 3.2. Qualification/Mission Evaluation Areas.**

<b>Area 13, Pre-Flight.</b>	
<b>Q</b>	Accomplished all preflight duties with minimal errors.
<b>Q-</b>	Minor errors, omissions or deviations not affecting mission conduct.
<b>U</b>	Significant errors, omissions or deviations from prescribed checklists and procedures.
<b>Area 14, Takeoff/Climb/Level Off/Departure.</b>	
<b>Q</b>	Monitored headings, airspeeds, altitudes and aircraft position throughout departure. Used a Standard Instrument Departure (SID) and/or appropriate scale departure area chart. Provided headings, Estimated Time of Arrival (ETA), and other required information in a timely manner. Monitored appropriate radios and clearances to ensure crew compliance. Provided updated information when the clearance caused a change in the planned departure.
<b>Q-</b>	Monitored aircraft position, but slow to provide headings, ETA or other required information. Performance did not degrade mission accomplishment or compromise flight safety.
<b>U</b>	Did not monitor departure headings, airspeeds or altitudes. Unaware of aircraft position and unable to provide updated information when required. Did not use a SID and/or an appropriately scaled departure area chart. Allowed major deviations that degraded mission accomplishment or compromised safety.
<b>Area 15, General Navigation/Enroute Procedures.</b>	
<b>Q</b>	Accurately tuned, identified, read and interpreted readings of TACAN, VOR or NDB. Consistently selected stations that afforded the best LOPs. Demonstrated thorough knowledge and understanding of radar equipment. Used correct procedures for radar operation and weather avoidance procedures.
<b>Q-</b>	Better use of radio aids could have enhanced navigation. Displayed weakness in fixing or plotting procedures. Demonstrated adequate knowledge of equipment, but occasionally used improper operating procedures. Had difficulty identifying radar returns.
<b>U</b>	Unable to accurately tune and identify radio aids. Did not understand VOR/TACAN/NDB bearing procedures or was unable to obtain position by means of radio aids. Unsatisfactory knowledge of radar equipment. Used improper operating procedures that were potentially harmful to system components.
<b>Area 16, Grid Procedures. Not Used.</b>	

<b>Area 17. Navigation Equipment/Systems Operations.</b> All references to navigation systems refer to actual systems onboard unit aircraft (i.e., Inertial Navigation System (INS), GPS, etc).	
<b>Q</b>	Thorough knowledge of onboard navigation system operating procedures. Effectively used navigation systems to direct the aircraft and update system as required.
<b>Q-</b>	Had only a basic knowledge of onboard navigation systems. Made minor errors in operation/interpretation of navigation system data. More selective updating could have increased system effectiveness.
<b>U</b>	Displayed inadequate knowledge of onboard navigation system procedures. Improper operation procedures could have resulted in damage to equipment or affected mission accomplishment. Failed to update or correctly interpret navigation system data.
<b>Area 18, Enroute Planning.</b>	
<b>Q</b>	Remained within 10 NMs of course centerline. ETA was within 2 minutes of actual times of arrival (ATA). Accurately determined course deviation for weather.
<b>Q-</b>	Remained within 15 NMs of course centerline. ETA was within 3 minutes of ATA.
<b>U</b>	Exceeded Q- criteria and/or evaluator directed altering the aircraft heading to remain within course tolerance, clear special use airspace, or correctly deviate around weather.
<b>Area 19, Descent, Approach Monitor, and Landing.</b>	
<b>Q</b>	Monitored aircraft position, approach instructions and primary approach navigation aids. Furnished headings, ETAs and other information to the pilot as required. Thoroughly understood approach and missed approach procedures. Ensured terrain clearance during approach by use of all available aids and area chart.
<b>Q-</b>	Monitored aircraft position but did not fully understand approach instructions/procedures. Slow to provide headings, ETAs or other appropriate information.
<b>U</b>	Failed to monitor aircraft position. Did not ensure terrain clearance for approach. Area chart not available.
<b>Area 20, Radio Transmission - Usage and Discipline.</b>	
<b>Q</b>	Radio communications (both inter- and intra-cockpit) were concise, accurate, and effectively used to direct actions by the crew to update appropriate agencies of the tactical situation.
<b>Q-</b>	Minor terminology errors or omissions occurred, but did not significantly detract from situational awareness, threat warning, or mission accomplishment. Extraneous comments over primary and secondary radios presented minor distractions.
<b>U</b>	Radio communications over primary/secondary radios were inadequate or excessive. Inaccurate or confusing terminology significantly detracted from situational awareness, threat warning, or mission accomplishment.
<b>Area 21, Emergency Procedures.</b>	

<b>Q</b>	Correctly analyzed, stated, and understood aircraft emergencies and performed required procedures to correct the emergency.
<b>Q-</b>	Correctly analyzed and understood aircraft emergencies but had difficulty stating the EP. Performed required procedures to correct the emergency.
<b>U</b>	Failed to analyze, state, and did not understand aircraft emergencies and/or could not perform required procedures to correct the emergency.
<b>Area 22, Receiver Air Refueling.</b>	
<b>Subarea 22A, Rendezvous.</b>	
<b>Subarea 22B, A/R Track Adherence/Altitude.</b>	
<b>Subarea 22C, Receiver Breakaway Procedures.</b>	
<b>Q</b>	Rendezvous – Point Parallel: Maintained A/R track after Air Refueling Initial Point (ARIP) not more than 3 NM. Directed radar closure to in-trail position under Instrument Flight Rules (IFR) conditions not more than 1 NM. Rendezvous – Enroute: Arrived over RZ PT or Air Refueling Control Point (ARCP) (as coordinated time or 15 minutes before Tanker/Receiver radio call) within 1-minute timing. Directed radar-closure to in-trail position under IFR conditions not more than 1 NM. Breakaway procedures response was according to the appropriate air refueling flight manual.
<b>Q-</b>	Rendezvous -- Point Parallel: A/R track after ARIP more than 3 NM but less than 6 NM. Directed radar closure to in-trail under IFR condition greater than 1 NM without mission degrade (pilot visual with tanker). Rendezvous -- Enroute: Arrived over RZ PT or ARCP greater than 1 minute, but less than 2 minutes and failed to advise tanker of timing delay. Directed radar- closure to in-trail under IFR condition greater than 1 NM without mission degrade (pilot visual with tanker). Exceeded ATC defined A/R track boundaries with no mission degrade. Breakaway procedures had minor errors with no mission degrade.
<b>U</b>	Exceed Q- tolerances. Unable to direct radar-closure to tanker without mission degrade, and/or missed rendezvous. Exceeded ATC defined A/R track boundaries or incorrect Breakaway procedures with potential for direct mission impact.

**Table 3.3. Instructor Evaluation Areas.**

<b>Wing instructors may instruct a fully qualified navigator or student to complete this evaluation.</b>	
<b>Area 23, Instructor Ability/Knowledge (Critical).</b>	
<b>Q</b>	Demonstrated the ability to communicate effectively. Provided appropriate guidance when necessary. Planned ahead and made timely decisions. Identified and corrected potentially unsafe maneuvers/situations.
<b>U</b>	Unable to effectively communicate or provide timely feedback to the student. Did not provide corrective action when necessary. Did not plan ahead or anticipate student problems. Did not identify unsafe maneuvers/situations in a timely manner. Made no attempt to instruct.
<b>Area 24, Student Briefing/Critique (Critical).</b>	

Q	Briefings were well organized, accurate, and thorough. Reviewed student's present level of training and defined mission events to be performed. Showed an excellent ability during the critique to reconstruct the flight, offer mission analysis, and provide guidance where appropriate. Training grade reflected the actual performance of the student relative to the standard. Pre-briefed the student's next mission, if required.
U	Briefings were marginal or non-existent. Did not review student's past performance. Failed to adequately critique student or analyze the mission. Training grade did not reflect actual performance of student. Overlooked or omitted major discrepancies. Incomplete pre-briefing of student's next mission, if required.

**3.6. UNIT.** Include MAJCOM-specific and local evaluation areas in unit supplement to this manual. Include the evaluation areas on AF Form 3862 (see [paragraph 1.13](#)).

## Chapter 4

### FLIGHT ENGINEER (FE) EVALUATIONS

**4.1. General.** This chapter standardizes initial, periodic, and requalification evaluation requirements for second (FF) and first (MF) flight engineer qualification. VC-25 engineers may qualify initially as FF. The examinee satisfactorily demonstrates the ability to perform all engineer duties safely and effectively, including the operation of appropriate aircraft systems, IAW applicable flight manuals, AFMANs, and AFIs.

#### **4.2. C-37 QUAL/MSN Evaluations.**

4.2.1. Overview. C-37A and C-37B are considered the same type MDS for qualification and evaluation. Initial evaluation will be to the MF position and will be accomplished on either MDS type (eg. C-37A or C-37B) (T-2).

4.2.1.1. Initial. Conduct the initial QUAL/MSN evaluation on an operational or training mission consisting of at least two mission legs with the DV/EA onboard (if possible) and monitor at least one instrument approach and landing (T-3). Include all areas under GENERAL and QUALIFICATION/MISSION and requisite exams (T-3). Upon successful completion of the evaluation, annotate AF Form 8 as crew position MF. Annotate any restrictions on AF Form 8.

4.2.2. Periodic. Include all areas under GENERAL and QUALIFICATION/MISSION. Use MF designated criteria. Complete the evaluation on one mission, if possible.

4.2.3. Qualification and Difference Certification.

4.2.3.1. Qualification. Qualification evaluations are conducted on the aircraft.

4.2.3.2. Certification. Individual certification of the C-37 variants (e.g., C-37A and C-37B) is accomplished IAW MAJCOM/A3T approved training and documented IAW AFI 11-202V2 and associated MAJCOM supplements.

#### **4.3. VC-25 QUAL/MSN Evaluations.**

4.3.1. Overview: VC-25 flight engineers initially upgrade to second engineer by combined INIT QUAL/MSN evaluation with a crew position identifier of FF. Unsupervised, VC-25 second engineers are limited to performing scanners duties. Second engineers upgrade to First engineer by combined INIT QUAL/MSN evaluation with a crew position identifier of MF (T-3).

4.3.2. Evaluation Requirements:

4.3.3. All initial, periodic, and requalification evaluations include (as a minimum) the following required areas:

4.3.3.1. All items under GENERAL.

4.3.3.2. All items under QUALIFICATION. Those areas specifically required for MF evaluations only are identified "MF Only".

**4.4. INSTR Evaluations.** Flight examiners place emphasis on the examinee's ability to recognize student difficulties and provide corrective action. Evaluate instructor candidate demonstrating and instructing a variety of FE tasks during instrument/visual approaches,

departures and arrivals. Initial or requalification instructor evaluations may be with a qualified engineer occupying the engineer seat. The examiner may occupy the engineer seat and play the role of student.

4.4.1. Initial. Include all areas under GENERAL, QUALIFICATION/MISSION (MF criteria), and INSTRUCTOR. **Note:** Flight engineers who desire to realign their QUAL/MSN evaluation during the initial instructor evaluation (update qualification expiration date) must demonstrate all areas under QUALIFICATION/MISSION and complete all required written examinations (T-3).

4.4.2. Periodic. Evaluate all areas under INSTRUCTOR during all flight evaluations.

**4.5. EPE.** Evaluate a crewmember's knowledge of emergency procedures and systems knowledge during all initial, requalification and periodic evaluations.

**4.6. Taxi Evaluation.** IAW AFMAN 11-218, flight engineers qualified to perform taxi operations complete a periodic taxi evaluation administered by a pilot flight examiner.

4.6.1. Evaluate the flight engineer's ability to taxi the aircraft under its own power while in the pilot's seat. The evaluation should include proper use of normal and emergency braking systems, throttles, aircraft controls, checklists, radios, egress systems, fire extinguishing systems, control tower light signals, marshalling signals, airport markings, lights, and signs.

4.6.2. Document the taxi evaluation as a ground phase item on the AF Form 8.

#### **4.7. Flight Engineer Grading Criteria.**

**Table 4.1. General Evaluation Areas.**

<b>Area 1, Directives and Publications.</b>	
<b>Q</b>	Possessed a high level of knowledge of all applicable aircraft publications and procedures and understood how to apply both to enhance mission accomplishment. Required publications (paper or electronic) were current and properly posted.
<b>Q-</b>	Unsure of some directives but could locate information in appropriate publications. Required publications (paper or electronic) were current but improperly posted.
<b>U</b>	Unaware of established procedures and/or could not locate them in the appropriate publication in a timely manner. Required publications (paper or electronic) were not current.
<b>FF (VC-25)</b>	
<b>Q</b>	Possessed a necessary level of knowledge of all applicable aircraft publications and procedures and understood how to apply both to enhance mission accomplishment. Knowledge level is partially proficient and not necessarily to desired levels of speed, accuracy, and safety. Publications were current and properly posted.
<b>Q-</b>	Unsure of some directives but could locate information in appropriate publications. Publications were current but improperly posted.
<b>U</b>	Unaware of established procedures and/or could not locate them in the appropriate publication in a timely manner. Publications were not current.

<b>Area 2, Mission Planning/Preparation/Performance (FF and MF).</b>	
<b>Q</b>	Completed all applicable forms. Checked all factors concerning take-off and landing data. Properly computed required performance data. Attended all required briefings. Complied with all directives prior to flight.
<b>Q-</b>	Made minor deviations completing forms. Minor omissions checking factors concerning take-off and landing data, which did not detract from safety or mission effectiveness. Minor errors computing performance data, which did not detract from safe conditions or mission effectiveness. Did not fully comply with directives, but did not detract from safety or mission effectiveness.
<b>U</b>	Major omissions completing applicable forms. Failed to check major factors effecting take-off and landing data. Major errors computing performance data. Did not comply with directives that would affect mission effectiveness.
<b>Area 3, Use of Checklists. MF</b>	
<b>Q</b>	Consistently ensured all appropriate checklists were used and completed in a timely manner without omission.
<b>Q-</b>	Completed in an untimely manner or with minor omissions, which did not detract from safety or mission effectiveness.
<b>U</b>	Used incorrect checklist or omitted checklist items, which detracted from safety or mission effectiveness. Did not complete checklist prior to event.
<b>FF (VC-25)</b>	
<b>Q</b>	Consistently ensured all appropriate checklists were used and completed in a minimum acceptable level of speed, accuracy, and safety without the assistance of an instructor.
<b>Q-</b>	Completed in an untimely manner or with minor omissions, which did not detract from safety or mission effectiveness.
<b>U</b>	Used incorrect checklist or omitted checklist items, which detracted from safety or mission effectiveness. Did not complete checklist prior to event.
<b>Area 4, Safety (FF and MF) (Critical).</b>	
<b>Q</b>	Aware of and complied with all safety factors required for safe aircraft operation and mission accomplishment. Identified and assessed risk appropriately. Properly considered consequences of decisions.
<b>U</b>	Not aware of or did not comply with all safety factors required for safe aircraft operation or mission accomplishment. Operated the aircraft and/or mission and emergency equipment in a dangerous manner.
<b>Area 5, Flight Discipline (FF and MF) (Critical).</b>	
<b>Q</b>	Demonstrated professional flight and crew discipline throughout all phases of the mission.
<b>U</b>	Failed to exhibit strict flight or crew discipline. Violated or ignored rules or regulations. Mission accomplishment or safety of flight was jeopardized.
<b>Area 6, Crew Coordination/Crew Resource Management (CRM) (FF and MF). See AFI 11-290, and use AF Form 4031, as a reference.</b>	



<b>Q</b>	Effectively coordinated with other aircrew members throughout the assigned mission. Demonstrated operational knowledge of other crewmembers' duties and responsibilities. Effectively applied CRM skills on the mission.
<b>Q-</b>	Crew coordination adequate to accomplish mission. Demonstrated limited knowledge of other crewmembers' duties and responsibilities.
<b>U</b>	Poor crew coordination or unsatisfactory knowledge of other crewmembers' duties and responsibilities negatively affected mission accomplishment or safety of flight.
<b>Area 7, Communication Procedures (FF and MF).</b>	
<b>Q</b>	Demonstrated a thorough knowledge of communication procedures. Accomplished required calls and acknowledgments with standard terminology. Consistently backed up pilots for all ATC calls. Demonstrated satisfactory use of UHF, VHF and HF radios.
<b>Q-</b>	Occasional deviation or omissions from required procedures, calls or acknowledgments. Occasional backup for ATC calls. Limited knowledge of communication equipment.
<b>U</b>	Incorrect procedures or poor performance caused confusion. Did not back up pilots for ATC radio calls. Displayed poor operational knowledge of communication equipment.
<b>Area 8, Life Support Systems/Egress. MF</b>	
<b>Q</b>	Displayed thorough knowledge of location and use of life support systems and equipment. Demonstrated the proper operating procedures to operate aircraft egress devices.
<b>Q-</b>	Limited knowledge of location and use of life support systems and equipment. Unsure of the proper operating procedures used to operate some of the aircraft egress devices.
<b>U</b>	Displayed unsatisfactory knowledge of location and use of life support systems and equipment. Unable to properly operate aircraft egress devices.
<b>FF (VC-25)</b>	
<b>Q</b>	Displayed minimal necessary knowledge to the desired levels of speed, accuracy, and safety for the location and use of life support systems and equipment without the assistance of an instructor. Demonstrated the proper operating procedures to operate aircraft egress devices.
<b>Q-</b>	Limited knowledge of location and use of life support systems and equipment. Unsure of the proper operating procedures used to operate some of the aircraft egress devices.
<b>U</b>	Displayed unsatisfactory knowledge of location and use of life support systems and equipment. Unable to properly operate aircraft egress devices.
<b>Area 9, Knowledge/Completion of Forms. MF</b>	
<b>Q</b>	All required forms were complete, accurate, readable, accomplished on time and IAW applicable directives. Related an accurate debrief of significant events to applicable agencies.

<b>Q-</b>	Minor errors on forms did not affect conduct of the mission. Incorrectly or incompletely reported some information due to minor errors, omissions, and/or deviations.
<b>U</b>	Did not accomplish required forms. Omitted or incorrectly reported significant information to applicable agencies due to major errors, omissions, and/or deviations.
<b>FF (VC-25)</b>	
<b>Q</b>	All required forms were complete, accurate, readable, and accomplished to the minimally acceptable level of speed, accuracy, and safety and IAW applicable directives. Related an accurate debrief of significant events to applicable agencies.
<b>Q-</b>	Minor errors on forms did not affect conduct of the mission. Incorrectly or incompletely reported some information due to minor errors, omissions, and/or deviations.
<b>U</b>	Did not accomplish required forms. Omitted or incorrectly reported significant information to applicable agencies due to major errors, omissions, and/or deviations.
<b>Area 10, Airmanship (FF and MF) (Critical).</b>	
<b>Q</b>	Executed the assigned mission in a timely, efficient manner. Conducted the flight with a sense of understanding and comprehension. Made appropriate decisions based on available information.
<b>U</b>	Decisions or lack thereof, resulted in failure to accomplish the assigned mission. Demonstrated poor judgment to the extent that safety could have been compromised.

**Table 4.2. C-37 Qualification/Mission Evaluation Areas.**

<b>Area 11, Interior Inspection.</b>	
<b>Q</b>	Timely completion of all pre-flight checks and procedures without omissions. Proper coordination with maintenance and crew when required. Ensured readiness of aircraft for flight.
<b>Q-</b>	Same as above except for minor omissions or deviations which did not detract from safety or directly contribute to a late take-off.
<b>U</b>	Failed to pre-flight a critical component or system. Errors, omissions or deviations directly contributed to a late take-off or detracted from safety or mission effectiveness.
<b>Area 12, Exterior Inspection.</b>	
<b>Q</b>	Timely completion of all pre-flight checks and procedures without omissions. Proper coordination with maintenance and crew when required. Ensured readiness of aircraft for flight.
<b>Q-</b>	Same as above except for minor omissions or deviations which did not detract from safety or directly contribute to a late take-off.

U	Failed to pre-flight a critical component or system. Errors, omissions or deviations directly contributed to a late take-off or detracted from safety or mission effectiveness.
<b>Area 13, Before Starting/Starting Engines.</b>	
Q	Timely completion of all checklists and procedures without omissions.
Q-	Same as above except for minor procedural deviations that did not detract from mission effectiveness.
U	Errors directly contributed to a late takeoff that degraded the mission. Failed to complete checklists and procedures in a timely manner. Omitted major checklist items, which detracted from safety.
<b>Area 14, Before Taxi/Taxi.</b>	
Q	Timely completion of all checklists and procedures without omissions.
Q-	Same as above except for minor procedural deviations that did not detract from mission effectiveness.
U	Errors directly contributed to a late takeoff that degraded the mission. Failed to complete checklists and procedures in a timely manner. Omitted major checklist items, which detracted from safety.
<b>Area 15, Before Takeoff/Takeoff/Departure Monitoring.</b>	
Q	Timely completion of all checklists and procedures without omissions. Monitored engine instruments and all appropriate radios. Performed all other duties IAW the flight manual.
Q-	Same as above except for minor procedural deviations that did not detract from mission effectiveness.
U	Errors directly contributed to a late takeoff that degraded the mission. Failed to complete checklists and procedures in a timely manner. Omitted major checklist items, which detracted from safety. Did not monitor appropriate radios, which degraded mission accomplishment.
<b>Area 16, Climb/Cruise/Descent/Approach Monitoring.</b>	
Q	Timely completion of all checklists without omission. Computed required performance data for cruise and flight maneuvers (when required). Monitored systems indicators. Informed pilot of malfunctions/abnormalities. Monitored and adjusted engine throttles when required. Maintained aircraft Center of Gravity (CG) within limits. Monitored and informed the pilot of fuel burn and fuel remaining. Monitored appropriate radios and backed up pilots as required. Timely back up of altitudes and airspeeds. Accurately completed all required in-flight documentation.
Q-	Same as above, except for minor procedural deviations. Occasionally monitored fuel burn. Occasional back up for radio calls, altitudes and airspeeds. Minor documentation errors.

U	Errors directly degraded mission effectiveness or caused delays. Failed to complete checklists and procedures in a timely manner. Omitted major checklist items. Failed to monitor or detect system malfunction/abnormal indication. Did not monitor fuel burn. Did not complete required in-flight documentation. Did not back up pilots for radio calls or altitudes/airspeeds.
<b>Area 17, Landing/After Landing.</b>	
Q	Timely completion of all checklists and procedures without omissions. Monitored engine instruments and all appropriate radios. Performed all other duties IAW the flight manual.
Q-	Same as above except for minor procedural deviations that did not detract from mission effectiveness.
U	Errors directly contributed to degrading the mission. Failed to complete checklists and procedures in a timely manner. Omitted major checklist items, which detracted from safety. Did not monitor appropriate radios.
<b>Area 18, Engine Shutdown/Before Leaving Aircraft.</b>	
Q	Timely completion of all checklists and procedures without omissions.
Q-	Same as above except for minor procedural deviations that did not detract from mission effectiveness.
U	Errors directly contributed to degrading the mission. Failed to complete checklists and procedures in a timely manner. Omitted major checklist items, which detracted from safety.
<b>Area 19, Knowledge of Emergency Procedures.</b>	
<b>Subarea 19A, Ground Emergencies.</b>	
Q	Operated within prescribed limits and correctly diagnosed problems. Performed/ explained proper corrective action for each type of malfunction. Effectively used checklists and/or available aids.
Q-	Operated within prescribed limits but slow to analyze problems or apply proper corrective actions. Did not effectively use and/or experienced delays, omissions, or deviations in use of checklist and/or available aids.
U	Exceeded limitations. Unable or failed to analyze problem or take proper corrective action. Did not use checklist and/or available aids.
<b>Subarea 19B, Take-off Emergencies.</b>	
Q	Operated within prescribed limits and correctly diagnosed problems. Performed/ explained proper corrective action for each type of malfunction. Effectively used checklists and/or available aids.
Q-	Operated within prescribed limits but slow to analyze problems or apply proper corrective actions. Did not effectively use and/or experienced delays, omissions, or deviations in use of checklist and/or available aids.
U	Exceeded limitations. Unable or failed to analyze problem or take proper corrective action. Did not use checklist and/or available aids.
<b>Subarea 19C, In-flight Emergencies.</b>	

<b>Q</b>	Operated within prescribed limits and correctly diagnosed problems. Performed/explained proper corrective action for each type of malfunction. Effectively used checklists and/or available aids.
<b>Q-</b>	Operated within prescribed limits but slow to analyze problems or apply proper corrective actions. Did not effectively use and/or experienced delays, omissions, or deviations in use of checklist and/or available aids.
<b>U</b>	Exceeded limitations. Unable or failed to analyze problem or take proper corrective action. Did not use checklist and/or available aids.
<b>Subarea 19D, Landing Emergencies.</b>	
<b>Q</b>	Operated within prescribed limits and correctly diagnosed problems. Performed/explained proper corrective action for each type of malfunction. Effectively used checklists and/or available aids.
<b>Q-</b>	Operated within prescribed limits but slow to analyze problems or apply proper corrective actions. Did not effectively use and/or experienced delays, omissions, or deviations in use of checklist and/or available aids.
<b>U</b>	Exceeded limitations. Unable or failed to analyze problem or take proper corrective actions. Did not use checklist and/or available aids.
<b>Area 20, CAPs (As Applicable) (Critical).</b>	
<b>Q</b>	Correct, immediate responses. Proper crew-coordinated actions.
<b>U</b>	Incorrect sequence, unsatisfactory response, or unsatisfactory performance of corrective actions.
<b>Area 21, Systems Knowledge/Operation/Tolerances.</b>	
<b>Subarea 21A Engines/Auxiliary Power Unit (APU)</b>	
<b>Subarea 21B Oxygen</b>	
<b>Subarea 21C Fuel</b>	
<b>Subarea 21D Hydraulic</b>	
<b>Subarea 21E Flight Controls/Surfaces (Primary/Secondary)</b>	
<b>Subarea 21F Landing Gear/Brakes/Steering</b>	
<b>Subarea 21G Hatches/Doors/Exits</b>	
<b>Subarea 21H Pneumatic/Bleed Air</b>	
<b>Subarea 21I Pressurization/Air Conditioning</b>	
<b>Subarea 21J Anti-ice/De-ice</b>	
<b>Subarea 21K Windows/Windshields</b>	
<b>Subarea 21L Electrical/Lighting</b>	
<b>Subarea 21M Fire Detection/Extinguishing</b>	
<b>Subarea 21N Emergency Locator Transmitter (ELT)/Voice/Flight Data Recorder</b>	
<b>Subarea 21O INS or Inertial Reference System (IRS)/FMS/GPS</b>	
<b>Subarea 21P Climate/Environmental Systems</b>	
<b>Subarea 21Q Airframe</b>	
<b>Subarea 21R Avionics/Autopilot</b>	

<b>Subarea 21S Radios</b>	
<b>Subarea 21T Radar/Traffic Collision Avoidance System (TCAS)</b>	
<b>Q</b>	Fully knowledgeable of system component location; able to identify basic system functions and limitations. Analyzed simulated or actual malfunctions and applied proper maintenance action; fully determined status of related systems.
<b>Q-</b>	Limited knowledge of system component location; minor deviations in determining basic system functions, limitations or applying maintenance actions; adequately determined status of related systems.
<b>U</b>	Inadequate knowledge of system component locations. Unable to determine basic system functions and limitations. Unable/failed to analyze simulated or actual malfunctions or applied improper maintenance action. Could not determine status of related systems.
<b>Area 22, Flight Engineer Responsibilities</b>	
<b>Q</b>	Was thoroughly aware of flight engineer responsibilities and performed them adequately to allow for mission accomplishment without major discrepancies.
<b>Q-</b>	Was somewhat familiar with flight engineer responsibilities. Some problems arose which could have been avoided with better leadership/planning but mission accomplishment was unaffected.
<b>U</b>	Was unsure of flight engineer responsibilities and would have hindered the accomplishment of the mission if evaluator did not intervene.
<b>Subarea 22A, Performance.</b>	
<b>Q</b>	Completed aircraft performance in accordance with directives. Demonstrated a sound level of aircraft performance knowledge, comprehension and ability. All Take-Off/Landing Data (TOLD) computations were timely and accurate.
<b>Q-</b>	Completed performance in accordance with existing directives with minor deviations which would not detract from mission effectiveness. Adequate knowledge of performance data and most factors affecting performance data.
<b>U</b>	Demonstrated unsatisfactory aircraft performance knowledge comprehension and/or ability. Untimely and/or inaccurate TOLD computations resulted in mission delay.
<b>Area 23, Flight Progress.</b>	
<b>Q</b>	Kept mission on time to the best of the aircrew's capabilities. Timely notification to required agencies of departure and arrival information and maintenance discrepancies.
<b>Q-</b>	Minor deviation(s) in itinerary caused by insufficient management. Notification to required agencies of departure and arrival information and maintenance discrepancies were sometimes late.
<b>U</b>	Mission was delayed or degraded due to insufficient management by the evaluatee. Notification to required agencies of departure and arrival information and maintenance discrepancies were not accomplished.
<b>Area 24, Crew Contact.</b>	

Q	Worked closely with the crew to ensure accurate itinerary details and passenger/crew requirements.
Q-	Was slow to interact with crew, which led to minor itinerary problems. Did not adversely affect mission accomplishment.
U	Did not interact with crew. Led to miscommunications between aircrew, which hampered mission accomplishment.
<b>Area 25, Enroute Procedures.</b>	
Q	Accurately planned and performed enroute portion of mission requirements.
Q-	Planning of enroute portion of mission was not always complete. In-flight performance was adequate and no requirements were violated.
U	Enroute planning was inadequate. Violated requirements.
<b>Area 26, Post Flight/RON Procedures.</b>	
Q	Accomplished required checklists and ensured required aircraft servicing was completed. Managed enlisted crew to ensure their location and departure times were always known.
Q-	Slow to complete required checklists or ensure required aircraft servicing was completed. Was sometimes unaware of enlisted crewmember's location during crew rest. Was slow to set an adequate hotel departure time and pass information to the enlisted crew.
U	Did not accomplish the required checklists and aircraft was not properly serviced. Unaware of enlisted crewmembers' location during crew rests. Inadequate hotel departure times were set. Communication to enlisted crew during crew rest was inadequate.
<b>Area 27, Aircraft Security.</b>	
Q	Ensured security requirements were met IAW appropriate directives.
Q-	Was sometimes unaware of security requirements, but ensured they were met when researched.
U	Was unaware of security requirements, which led to evaluator intervention to ensure they were met.

**Table 4.3. VC-25 Qualification/Mission Evaluation Areas.**

<b>Area 11, Flight Engineer's Preflight (MF Only).</b>	
Q	Timely completion of all pre-flight checks and procedures without omissions. Proper coordination with maintenance and crew when required. Ensured readiness of aircraft for flight.
Q-	Same as above except for minor omissions or deviations which did not detract from safety or directly contribute to a late take-off.
U	Failed to pre-flight a critical component or system. Errors, omissions or deviations directly contribute to a late take-off or detracted from safety or mission effectiveness.
<b>Area 12, Scanner's Preflight.</b>	

Q	Timely completion of all pre-flight checks and procedures without omissions. Proper coordination with maintenance and crew when required. Ensured readiness of aircraft for flight.
Q-	Same as above except for minor omissions or deviations which did not detract from safety or directly contribute to a late take-off.
U	Failed to pre-flight a critical component or system. Errors, omissions or deviations directly contribute to a late take-off or detracted from safety or mission effectiveness.
<b>Area 13, Weight and Balance (MF Only).</b>	
Q	Satisfactory knowledge of weight and balance directives. Was able to complete DD Form 365-4, <i>Weight and Balance Clearance Form F-Transportation/Tactical</i> , accurately and legibly. Errors were within tolerances listed in Table 4.4 not to exceed aircraft limits.
Q-	Same as Q, but completed DD Form 365-4 with minor errors or omissions not affecting safety. Limited knowledge of weight and balance directives. Errors exceeded Q tolerances, but were within the tolerances listed in Table 4.4 not to exceed aircraft limits.
U	Unable to complete DD Form 365-4. Errors exceeded Q- tolerances in Table 4.4 and/or aircraft limitations. Inadequate knowledge of weight and balance directives.
<b>Area 14, Aircraft Performance (MF Only).</b>	
Q	Completed aircraft performance in accordance with directives. Fully knowledgeable of performance data and all factors which affect performance data. Computed data within the tolerances listed in Table 4.4.
Q-	Completed performance in accordance with existing directives with minor deviations which would not detract from mission effectiveness. Adequate knowledge of performance data and most factors which affect performance data. Computed data outside of Q criteria but within the tolerances of Q- in Table 4.4.
U	Unable to complete performance. Computations exceeded criteria for Q- in Table 4.4. Inadequate knowledge of performance data.
<b>Area 15, Engine Start/Before Takeoff (MF Only).</b>	
Q	Timely completion of all checklists and procedures without omissions. Monitored engine instruments and all appropriate radios. Performed all other duties IAW the flight manual.
Q-	Same as above except for minor procedural deviations that did not detract from mission effectiveness.
U	Errors directly contributed to a late takeoff that degraded the mission. Failed to complete checklists and procedures in a timely manner. Omitted major checklist items which detracted from safety. Did not monitor appropriate radios.
<b>Area 16, After Takeoff/Climb (MF Only).</b>	



Q	Timely completion of all checklists without omission. Computed required performance data. Monitored systems indicators. Informed pilot of malfunctions/abnormalities. Monitored and adjusted engine throttles when required. Maintained aircraft CG within limits. Monitored and informed the pilot of fuel burn and fuel remaining. Monitored appropriate radios and backed up pilots as required. Timely back up of altitudes and airspeeds. Accurately completed all required in-flight documentation. Performed all other duties IAW the flight manual.
Q-	Same as above except for minor procedural deviations that did not detract from mission effectiveness.
U	Errors directly degraded mission effectiveness or caused delays. Failed to complete checklists and procedures in a timely manner. Omitted major checklist items. Failed to monitor or detect system malfunction/abnormal indication. Did not monitor fuel burn. Did not complete required in-flight documentation. Did not back up pilots for radio calls or altitudes/airspeeds.
<b>Area 17, Cruise (MF Only).</b>	
Q	Timely completion of all checklists without omission. Computed required performance data. Monitored systems indicators. Informed pilot of malfunctions/abnormalities. Monitored and adjusted engine throttles when required. Maintained aircraft CG within limits. Monitored and informed the pilot of fuel burn and fuel remaining. Monitored appropriate radios and backed up pilots as required. Timely back up of altitudes and airspeeds. Accurately completed all required in-flight documentation. Performed all other duties IAW the flight manual.
Q-	Same as above except for minor procedural deviations that did not detract from mission effectiveness.
U	Errors directly degraded mission effectiveness or caused delays. Failed to complete checklists and procedures in a timely manner. Omitted major checklist items. Failed to monitor or detect system malfunction/abnormal indication. Did not monitor fuel burn. Did not complete required in-flight documentation. Did not back up pilots for radio calls or altitudes/airspeeds.
<b>Area 18, Descent/Approach (MF Only).</b>	
Q	Timely completion of all checklists without omission. Computed required performance data. Monitored systems indicators. Informed pilot of malfunctions/abnormalities. Monitored and adjusted engine throttles when required. Maintained aircraft CG within limits. Monitored and informed the pilot of fuel burn and fuel remaining. Monitored appropriate radios and backed up pilots as required. Timely back up of altitudes and airspeeds. Accurately completed all required in-flight documentation. Performed all other duties IAW the flight manual.
Q-	Same as above except for minor procedural deviations that did not detract from mission effectiveness.

U	Errors directly degraded mission effectiveness or caused delays. Failed to complete checklists and procedures in a timely manner. Omitted major checklist items. Failed to monitor or detect system malfunction/abnormal indication. Did not monitor fuel burn. Did not complete required in-flight documentation. Did not back up pilots for radio calls or altitudes/airspeeds.
<b>Area 19, After Landing/Before Leaving Airplane (MF Only).</b>	
Q	Timely completion of all checklists and procedures without omissions. Monitored engine instruments and all appropriate radios. Performed all other duties IAW the flight manual.
Q-	Same as above except for minor procedural deviations that did not detract from mission effectiveness.
U	Errors directly degraded mission effectiveness or caused delays. Failed to complete checklists and procedures in a timely manner. Omitted major checklist items which detracted from safety. Did not monitor appropriate radios.
<b>Area 20, Traffic Pattern/Multiple Full Stop Landings (MF Only).</b>	
Q	Timely completion of all checklists and procedures without omissions. Computed required performance data. Monitored engine instruments and all appropriate radios. Performed all other duties IAW the flight manual.
Q-	Same as above except for minor procedural deviations that did not detract from mission effectiveness.
U	Errors directly degraded mission effectiveness or caused delays. Failed to complete checklists and procedures or calculate performance data in a timely and accurate manner. Omitted major checklist items which detracted from safety. Did not monitor appropriate radios.
<b>Area 21, Emergency/Abnormal Procedures General (MF and FF).</b>	
Q	Recognized actual/simulated malfunctions. Applied proper corrective actions. Effectively used checklist/flight manual. Thoroughly familiar with additional emergency procedures. Properly conducted emergency procedures with other crewmembers without delay.
Q-	Recognized actual/simulated malfunctions. Slow response to non-critical situations or additional emergency procedures. Procedures were correct, but evaluatee was slow to locate required checklist/flight manual data. Slow or hesitant to coordinate emergency procedures with other crew members.
U	Unsatisfactory knowledge of emergency procedures/equipment. Misunderstood or unaware of additional emergency procedures. Improperly coordinated emergency procedures with other crewmembers causing delay or confusion.
<b>NOTE:</b> 2nd engineers are only responsible for those procedures that specifically identify the 2nd engineer/scanner for response or action.	
<b>Area 22, Emergency Critical Action Items (MF and FF) (Critical).</b>	
Q	Made correct and timely responses. Coordinated proper actions.

U	Incorrect sequence, unsatisfactory response, and/or unsatisfactory performance of corrective action.
<b>NOTE:</b> 2nd engineers are only responsible for those procedures that specifically identify the 2nd engineer/scanner for response or action.	
<b>Area 23, Systems Knowledge/Operation.</b>	
<b>Subarea 23A, The Airplane</b>	
<b>Subarea 23B, Engines</b>	
<b>Subarea 23C, APU</b>	
<b>Subarea 23D, Fire Protection</b>	
<b>Subarea 23E, Fuel</b>	
<b>Subarea 23F, Electrical</b>	
<b>Subarea 23G, Hydraulics</b>	
<b>Subarea 23H, Flight Controls</b>	
<b>Subarea 23I, Landing Gear</b>	
<b>Subarea 23J, Brake and Antiskid</b>	
<b>Subarea 23K, Pneumatics</b>	
<b>Subarea 23L, Self Defense</b>	
<b>Subarea 23M, Ice and Rain Protection</b>	
<b>Subarea 23N, Oxygen</b>	
<b>Subarea 23O, Lighting</b>	
<b>Subarea 23P, Cargo Loading and Stowage</b>	
<b>Subarea 23Q, Personnel Accommodations</b>	
<b>Subarea 23R, Emergency Equipment</b>	
<b>Subarea 23S, Avionics/Auto Flight Control</b>	
<b>Subarea 23T, Communication</b>	
Q	<b>MF:</b> Satisfactory knowledge of system components, functions and limitations; demonstrated proper management and operation of system; analyzed simulated or actual malfunctions and applied proper corrective action; fully determined status of related systems.
	<b>FF:</b> Minimum acceptable levels of speed, accuracy, and safety without the assistance of an instructor in system component location knowledge, and identification of basic system functions and limitations. Analyzed simulated or actual malfunctions and applied proper maintenance action; fully determined status of related systems.
Q-	<b>MF:</b> Incomplete knowledge of system components, functions and limitations; minor deviations in management or operation of systems when analyzing simulated or actual malfunctions and applying corrective action; adequately determined status of related systems.
	<b>FF:</b> Limited knowledge of system component location; minor deviations in determining basic system functions, limitations or applying maintenance actions; adequately determined status of related systems.

U	<b>MF.</b> Inadequate knowledge of system components, functions and limitations; improper management or operation of systems; unable to analyze simulated or actual malfunctions or apply corrective action; could not determine status of related systems.
	<b>FF:</b> Inadequate knowledge of system component locations. Unable to determine basic system functions and limitations. Unable/failed to analyze simulated or actual malfunctions or applied improper maintenance action. Could not determine status of related systems.
<b>Area 24, Mission Execution (MF and FF).</b>	
Q	Accomplished mission goals. Applied operational procedures consistent with objectives, current directives, and applicable flight manuals. Aircraft/equipment was properly configured IAW mission priorities and timing. Adapted to meet changing situations.
Q-	Same as above except for minor procedural deviations that did not detract from mission effectiveness. Slow to adapt to changing situations.
U	Did not accomplish mission goals. Applied operational procedures inconsistent with objectives and current directives. Aircraft/equipment was not properly configured to effect mission success. Failed to adapt to changing situations.
<b>Area 25, Post Flight/RON Procedures (MF and FF).</b>	
Q	Accomplished required checklists and ensured required aircraft servicing was complete.
Q-	Slow to complete required checklist or ensure required aircraft servicing was completed.
U	Did not accomplish the required checklists and aircraft was not properly serviced.

**Table 4.4. VC-25 Aircraft Performance Criteria.**

ITEM	Q	Q-
Aircraft gross weight	± 2,000 lbs	±7,000 lbs
Take-off gross weight	± 4,000 lbs	±7,000 lbs
Landing gross weight	±7,000 lbs	±10,000 lbs
% Mean Aerodynamic Chord (MAC)	±1%	±1.5%
Airspeeds	±2kts	±4kts
Takeoff Federal Aviation Regulation (FAR)	±200ft	±400ft
Landing Distance	±400ft	±600ft
Assumed Temp	±2C	±5C

N1	$\pm.3\%$	$\pm.6\%$
Stab Trim	$\pm.2$	$\pm.4$

**Table 4.5. Enroute Evaluation Areas (C-37 Flight Engineer Only).**

<b>Area 31, Flight Engineer Responsibilities.</b>	
<b>Q</b>	Was thoroughly aware of flight engineer responsibilities and performed them adequately to allow for mission accomplishment without major discrepancies.
<b>Q-</b>	Was somewhat familiar with flight engineer responsibilities. Some problems arose which could have been avoided with better leadership/planning but mission accomplishment was unaffected.
<b>U</b>	Was unsure of flight engineer responsibilities and would have hindered the accomplishment of the mission if evaluator did not intervene.
<b>Area 32, Flight Progress.</b>	
<b>Q</b>	Kept mission on time to the best of the aircrew's capabilities. Timely notification to required agencies of departure and arrival information and maintenance discrepancies.
<b>Q-</b>	Minor deviation(s) in itinerary caused by insufficient management. Notification to required agencies of departure and arrival information and maintenance discrepancies were sometimes late.
<b>U</b>	Mission was delayed or degraded due to insufficient management by the evaluatee. Notification to required agencies of departure and arrival information and maintenance discrepancies were not accomplished.
<b>Area 33, Crew Contact.</b>	
<b>Q</b>	Worked closely with the crew to ensure accurate itinerary details and passenger/crew requirements.
<b>Q-</b>	Was slow to interact with crew, which led to minor itinerary problems. Did not adversely affect mission accomplishment.
<b>U</b>	Did not interact with crew. Led to miscommunications between aircrew, which hampered mission accomplishment.
<b>Area 34, Enroute Procedures.</b>	
<b>Q</b>	Accurately planned and performed enroute portion of mission requirements.
<b>Q-</b>	Planning of enroute portion of mission was not always complete. In-flight performance was adequate and no requirements were violated.
<b>U</b>	Enroute planning was inadequate. Violated requirements.
<b>Area 35, Post Flight/RON Procedures.</b>	
<b>Q</b>	Accomplished required checklists and ensured required aircraft servicing was completed. Managed enlisted crew to ensure their location and departure times were always known.

Q-	Slow to complete required checklists or ensure required aircraft servicing was completed. Was sometimes unaware of enlisted crewmembers' location during crew rest. Was slow to set an adequate hotel departure time and pass information to the enlisted crew.
U	Did not accomplish the required checklists and aircraft was not properly serviced. Unaware of enlisted crewmembers' location during crew rests. Inadequate hotel departure times were set. Communication to enlisted crew during crew rest was inadequate.
<b>Area 36, Aircraft Security.</b>	
Q	Ensured security requirements were met IAW appropriate directives.
Q-	Was sometimes unaware of security requirements, but ensured they were met when researched.
U	Was unaware of security requirements, which led to evaluator intervention to ensure they were met.

**Table 4.6. Instructor Evaluation Areas.**

<b>Area 28, Instructor Ability (Critical).</b>	
Q	Demonstrated the ability to communicate effectively. Provided appropriate guidance when necessary. Planned ahead and made timely decisions. Identified and corrected potentially unsafe maneuvers/situations.
U	Unable to effectively communicate or provide timely feedback to the student. Did not provide corrective action when necessary. Did not plan ahead or anticipate student problems. Did not identify unsafe maneuvers/situations in a timely manner. Made no attempt to instruct.
<b>Area 29, Instructor Demonstration (Critical).</b>	
Q	Demonstrated/explained a complete knowledge of aircraft systems operations/limitations and proper procedural use of systems.
U	Unsatisfactory systems knowledge. Unable to demonstrate/explain the procedures for aircraft systems operations.
<b>Area 30, Student Briefing/Critique (Critical).</b>	
Q	Briefings were well organized, accurate and thorough. Reviewed student's present level of training and defined mission events to be performed. Showed an excellent ability during the critique to reconstruct the flight, offer mission analysis, and provide guidance where appropriate. Training grade reflected the actual performance of the student relative to the standard. Pre-briefed the student's next mission, if required.
U	Briefings were marginal or non-existent. Did not review students past performance. Failed to adequately critique student or analyze the mission. Training grade did not reflect actual performance of student. Overlooked or omitted major discrepancies. Incomplete pre-briefing of student's next mission, if required.

**4.8. UNIT.** Include MAJCOM-specific and local evaluation areas in unit supplement to this manual. Include evaluation areas on AF Form 3862 (see [paragraph 1.13](#)).

## Chapter 5

### COMMUNICATION SYSTEMS OPERATOR (CSO)

**5.1. General.** This chapter standardizes initial, periodic and requalification evaluations including requirements for CSO qualification, mission and instructor evaluations. The examinee satisfactorily demonstrates the ability to perform all CSO duties safely and effectively, including the operation of appropriate aircraft systems, IAW applicable flight manuals and Air Force Instructions.

**5.2. QUAL/MSN Evaluations.** Log mission evaluation with qualification/requalification requirements (e.g. INIT QUAL/MSN). Include all areas under GENERAL and QUALIFICATION/MISSION and complete all requisite testing. This evaluation leads to unsupervised MK qualification.

5.2.1. Qualification evaluations should be conducted and completed on one continuous mission (**T-3**). Upon successful completion of evaluation, document the crew position as MK.

5.2.2. Multiple Qualification and Difference Certification.

5.2.2.1. Multiple Qualification.

5.2.2.1.1. CSOs may obtain additional qualification in MDS-aircraft with a designated crew complement for the CSO position.

5.2.2.1.2. Multiple qualification is only available to CSOs after they are qualified in their primary aircraft (**T-3**).

5.2.2.1.3. Complete an initial QUAL/MSN evaluation in each type MDS. Annotate a separate AF Form 8 as a QUAL/MSN evaluation (in the flight phase) for each initial evaluation.

5.2.2.1.4. Recurring evaluations may be accomplished in any type MDS qualified. CSOs should alternate successive recurring periodic evaluations between MDS types. Annotate the crew position as MK and add the appropriate MDS description remarks on the AF Form 8 (e.g., "This also satisfies qualification in xx MDS.")

5.2.2.1.5. CSOs who desire to align their qualifications during a subsequent MDS evaluation must demonstrate all required areas under GENERAL and QUALIFICATION/MISSION (**T-3**). Add the appropriate MDS description remarks on the AF Form 8 (e.g., "This also satisfies qualification in xx MDS.")

5.2.2.1.6. The C-32A and C-40B are considered the same type MDS for qualification and evaluation purposes.

5.2.2.2. Difference Certification.

5.2.2.2.1. CSOs require difference certification for significant communication equipment modifications accomplished on same type MDS (**T-3**). See [paragraph 1.16](#) for further guidance.

5.2.2.2.2. C-37A and C-37B Qualification and Certification. C-37A and C-37B are considered the same type MDS for qualification and evaluation purposes for CSOs



assigned to units flying both models. Add the appropriate MDS description on the AF Form 8 (e.g., “This also satisfies qualification in the C-37x.”)

5.2.2.2.2.1. Qualification. Initial qualification evaluation is conducted in the aircraft. An initial evaluation is only required in one type MDS. For each additional type MDS, a SPOT evaluation is accomplished. CSOs should alternate successive recurring periodic evaluations between MDS types.

5.2.2.2.2.2. Certification. Transition between MDS types is accomplished via MAJCOM/A3T-approved difference training. Certification is documented IAW AFI 11-202V2 and associated MAJCOM supplements.

**5.3. INSTR Evaluations.** CSO flight examiners place particular emphasis on the examinee’s ability to recognize student difficulties and provide timely, effective corrective action. Initial instructor CSO evaluations include instructing a CSO. Furthermore, CSOs may qualify directly to the highest qualification they hold in their primary aircraft. If the CSO upgrades from UK to anything other than MK, then it is noted under examiner’s remarks on the AF Form 8 (e.g. “Individual is C-32A/IK qualified and is being qualified to IK on this MDS.”). See [paragraph 1.8.4](#) for further guidance.

**5.4. EPE.** Evaluate a crewmember’s knowledge of emergency procedures and systems knowledge during all initial, requalification and periodic evaluations.

#### **5.5. Communication System Operator (CSO) Grading Criteria.**

**Table 5.1. General Evaluation Areas.**

<b>Area 1, Directives and Publications.</b>	
<b>Q</b>	Possessed a high level of knowledge of all applicable aircraft publications and procedures and understood how to apply both to enhance mission accomplishment. Required publications (paper or electronic) were current and properly posted.
<b>Q-</b>	Unsure of some directives but could locate information in appropriate publications. Required publications (paper or electronic) were current but improperly posted.
<b>U</b>	Unaware of established procedures and/or could not locate them in the appropriate publication in a timely manner. Required publications (paper or electronic) were not current.
<b>Area 2, Mission Preparation.</b>	
<b>Q</b>	Coordinated communications/mission requirements in accordance with established procedures. Ordered and prepared Communications Security (COMSEC) kit and obtained all necessary documents and forms. Complied with local directives.
<b>Q-</b>	Omitted minor planning procedures/coordination that did not affect mission execution. Did not fully comply with local directives.
<b>U</b>	Did not order or incorrectly prepared COMSEC kit. Failed to coordinate communications/mission requirements or comply with local directives. Lack of proper planning/coordination negatively affected mission execution.

<b>Area 3, Use of Checklists.</b>	
<b>Q</b>	Procedures and checklist items required by flight manual and applicable directives were accomplished in a thorough and proficient manner.
<b>Q-</b>	Procedures and checklist items required by flight manuals and applicable directives were accomplished with omission, deviation, or error, which could have detracted from the overall efficient conduct of the mission.
<b>U</b>	Procedures or checklist items required by flight manual and applicable directives were accomplished with omissions, deviations, or errors, which did or could have adversely affected the successful accomplishment of the mission or task.
<b>Area 4, Safety (Critical).</b>	
<b>Q</b>	Aware of and complied with all safety factors required for safe aircraft operation and mission accomplishment. Identified and assessed risk appropriately. Properly considered consequences of decisions.
<b>U</b>	Unaware of or did not comply with all safety factors required for safe aircraft operation or mission accomplishment. Operated the aircraft and/or mission and emergency equipment in a dangerous manner.
<b>Area 5, Flight Discipline (Critical).</b>	
<b>Q</b>	Demonstrated professional flight and crew discipline throughout all phases of the mission.
<b>U</b>	Failed to exhibit strict flight or crew discipline. Violated or ignored rules or regulations. Actions jeopardized safety of flight or mission accomplishment.
<b>Area 6, Airmanship (Critical).</b>	
<b>Q</b>	Executed the mission in a timely, efficient manner. Conducted the flight with a sense of understanding and comprehension. Made appropriate decisions based on available information.
<b>U</b>	Decisions or lack thereof resulted in failure to accomplish the mission. Poor judgment could have or directly compromised safety or mission accomplishment.
<b>Area 7, Crew Coordination/Crew Resource Management (CRM).</b>	
<b>Q</b>	Effectively coordinated with other aircrew members throughout the assigned mission. Demonstrated operational knowledge of other crewmembers' duties and responsibilities. Practiced CRM skills developed during CRM and associated aircrew training programs.

Q-	Crew coordination was adequate to accomplish mission. Demonstrated limited knowledge of other crewmembers' duties and responsibilities. Demonstrated an inability to practice CRM skill during normal operations that did not adversely affect the mission.
U	Poor crew coordination or unsatisfactory knowledge of other crewmember duties and responsibilities negatively affected mission accomplishment or safety of flight.
<b>Area 8, Communication Procedures.</b>	
Q	Complete knowledge of, and compliance with, correct communication procedures. Made radio and interphone transmissions concise with proper terminology.
Q-	Made occasional deviation or omissions from required procedures, calls or acknowledgments.
U	Incorrect procedures or poor performance caused confusion. Did not call or acknowledge interphone transmissions with mission impact. Demonstrated poor operational knowledge of communication equipment.
<b>Area 9, Life Support Systems</b>	
Q	Demonstrated thorough knowledge of location and use of life support systems and equipment.
Q-	Demonstrated knowledge of location and use of life support systems and equipment with minor mistakes or deviations.
U	Demonstrated limited/unacceptable knowledge of location and use of life support systems and equipment.
<b>Area 10, Knowledge/Completion of Forms.</b>	
Q	All required forms were complete, accurate, readable, and accomplished on time and IAW applicable directives. Relayed an accurate debrief of significant events to applicable agencies (safety, maintenance, etc.)
Q-	Minor errors on forms that did not affect conduct of the mission. Incorrectly or incompletely reported some information due to minor errors, omissions, and/or deviations.
U	Did not accomplish required forms. Omitted or incorrectly reported significant information due to major errors, omissions, and/or deviations.

**Table 5.2. Qualification/Mission Evaluation Areas.**

<b>Area 11, Equipment Inspection and Preflight Procedures.</b>
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Q	Checked AFTO 781, <i>Maintenance Report, Records, and Data</i> . Correctly and efficiently determined equipment status. Accomplished required inspections in a proficient manner as outlined in applicable manuals, checklists, or directives. No omissions or deviations noted.
Q-	Slow to determine equipment status from information contained in AFTO 781. Minor deviations or omissions from applicable manuals, checklists, or directives.
U	Major deviations from checklist sequence. Failed to check AFTO 781. Could not determine equipment status. Did not accomplish required inspections as prescribed in applicable manuals, checklists, or directives.
<b>Area 12, Emergency Procedures (Critical).</b>	
Q	Demonstrated thorough knowledge of emergency procedures/equipment. Properly diagnosed emergency. Thoroughly familiar with additional emergency duties. Coordinated with other crewmembers without delay.
U	Unsatisfactory knowledge of emergency procedures/equipment. Unaware of additional emergency duties. Improperly or ineffectively coordinated with other crewmembers causing delays or confusion, which did or could have compounded the situation.
<b>Area 13, Equipment System Knowledge.</b>	
<b>Subarea 13A, High Frequency (HF) Equipment.</b>	
Q	In-depth knowledge of HF communication components, functions, and limitations. Properly demonstrated management and operation of HF communications systems. Adequately determined status of related systems.
Q-	Limited knowledge of HF communication components, functions, and limitations. Minor deviations in management or operation of HF communications systems. Adequately determined status of related systems.
U	Unsatisfactory knowledge of HF communications systems, equipment limitations, and functions. Inadequate knowledge of procedures for applicable related systems.
<b>Subarea 13B, Ultra High Frequency (UHF)/ Very High Frequency (VHF) Equipment.</b>	
Q	In-depth knowledge of UHF/VHF communication components, functions, and limitations. Properly demonstrated management and operation of UHF/VHF communications systems. Adequately determined status of related systems.
Q-	Limited knowledge of UHF/VHF communication components, functions, and limitations. Minor deviations in management or operation of UHF/VHF communications systems. Adequately determined status of related systems.
U	Unsatisfactory knowledge UHF/VHF communications systems, equipment limitations, and functions. Displayed inadequate knowledge of procedures for applicable related systems.
<b>Subarea 13C, UHF Satellite Voice/Data Communications (SATCOM) Equipment.</b>	
Q	In-depth knowledge of UHF SATCOM components, functions, and limitations. Properly demonstrated management and operation of UHF SATCOM systems. Adequately determined status of related systems.

Q-	Limited knowledge of UHF SATCOM components, functions, and limitations. Minor deviations in management or operation of UHF SATCOM systems. Adequately determined status of related systems.
U	Unsatisfactory knowledge of UHF SATCOM systems, equipment limitations, and functions. Displayed inadequate knowledge of procedures for applicable related systems.
<b>Subarea 13D, Computer &amp; Fax Equipment.</b>	
Q	In-depth knowledge of computer and fax components, functions, and limitations. Properly demonstrated management and operation of computer and fax components. Adequately determined status of related systems.
Q-	Limited knowledge of computer and fax components, functions, and limitations. Minor deviations in management or operation of computer and fax components. Adequately determined status of related systems.
U	Unsatisfactory knowledge of computer and fax components, equipment limitations, and functions. Inadequate knowledge of procedures for applicable related systems.
<b>Subarea 13E, Cryptographic Equipment.</b>	
Q	In-depth knowledge of Cryptographic equipment, functions, and limitations. Properly demonstrated management and operation of Cryptographic equipment. Adequately determined status of related systems.
Q-	Limited knowledge of Cryptographic equipment, functions, and limitations. Minor deviations in management or operation of Cryptographic equipment. Adequately determined status of related systems.
U	Unsatisfactory knowledge of Cryptographic equipment, equipment limitations, and functions. Displayed inadequate knowledge of procedures for applicable related systems.
<b>Subarea 13F, Narrowband Equipment (International Maritime Satellite/Aero H+/Iridium).</b>	
Q	In-depth knowledge of Narrowband equipment, functions, and limitations. Properly demonstrated management and operation of Narrowband equipment. Adequately determined status of related systems.
Q-	Limited knowledge of Narrowband equipment, functions, and limitations. Minor deviations in management or operation of Narrowband equipment. Adequately determined status of related systems.
U	Unsatisfactory knowledge of Narrowband equipment, equipment limitations, and functions. Inadequate knowledge of procedures for applicable related systems.
<b>Subarea 13G, Avionics Equipment.</b>	
Q	In-depth knowledge of avionics equipment, functions, preflight and limitations. Properly demonstrated management, operation and preflight of avionics equipment. Adequately determined status of related systems.
Q-	Limited knowledge of avionics equipment, functions, preflight and limitations. Minor deviations in management, operation and preflight of Avionics equipment. Adequately determined status or relates systems.

U	Unsatisfactory knowledge of Avionics equipment, functions, preflight and limitations.
	Displayed inadequate knowledge of procedures for applicable related systems.
<b>Subarea 13H, Entertainment System.</b>	
Q	In-depth knowledge of Entertainment system equipment, functions and limitations. Properly demonstrated management and operation of Entertainment system equipment. Adequately determined status of related systems.
Q-	Limited knowledge of Entertainment systems equipment, functions and limitations. Minor deviations in management or operation of Entertainment system equipment. Adequately determined status of related systems.
U	Unsatisfactory knowledge of Entertainment systems equipment, equipment limitations and functions. Inadequate knowledge of procedures for applicable related systems.
<b>Subarea 13I, Wideband Systems (Ku/Ka/High Speed Data).</b>	
Q	Demonstrated ability to properly configure and operate system to meet passenger requirements in accordance with applicable directives.
Q-	Some discrepancies in configuring or operating system. Incorrect operation causing slight delay in wideband service to passengers.
U	Did not properly configure or operate system. Major deviations or incorrect operation that caused significant delay in communications service.
<b>Subarea 13J, Local Area Network (LAN) System.</b>	
Q	Demonstrated ability to properly configure and operate system to meet passenger requirements.
Q-	Made minor deviations/discrepancies in configuring or operating system. Incorrect operation caused minor delays in service to passengers.
U	Did not properly configure or operate system. Major deviations or incorrect operation that caused significant delay in communications service.
<b>Area 14, Equipment/Systems Operation.</b>	
Q	Demonstrated in-depth ability to properly configure and operate system for reception and transmission of information/messages in accordance with applicable directives.
Q-	Minor discrepancies in configuring or operating the system that caused minor delays in communications service to aircraft commander or passengers.
U	Did not properly configure or operate system. Major deviations or incorrect operation that caused significant delay in communications service.
<b>Area 15, Communications Security (COMSEC)/Authentication Procedures (Critical).</b>	

Q	In-depth familiarity with communication security requirements and procedures. Demonstrated proper use and responsible handling of classified information and/or equipment. Knowledge of directives governing storage, handling and destruction of classified/Communications Security (COMSEC) material was satisfactory. Applied and ensured compliance with governing directives. Used sound judgment in all aspects of receiving, storing and destroying classified/COMSEC material. Knowledge of authentication materials and procedures was thorough. When required, authentication was correct and timely. Correct authentication materials were always readily at hand.
U	Limited knowledge of communications security requirement and procedures. Mishandled classified information or equipment. Lacked knowledge of directives governing storage, handling and destruction of classified/COMSEC material. Did not apply and/or did not ensure others complied with governing directives. Lack of judgment in receiving, storing or destroying classified/COMSEC material. Knowledge of authentication materials and procedures was unsatisfactory. Authentication was incorrect or excessively slow. Authentication materials were not readily available or were incorrect.
<b>Area 16, After Landing/Post Mission.</b>	
Q	In-depth knowledge and performance of required procedures. Correctly determined condition and status of the equipment. Completed AFTO 781 and satisfactorily debriefed maintenance personnel as required. Accomplished thorough area security check/COMSEC checklist.
Q-	Limited knowledge of required procedures. Unsure of condition or status of the equipment. AFTO 781 entries and maintenance debriefing were not concise or thorough.
U	Unsatisfactory knowledge of required procedures. Major deviations in procedures; could not determine condition or status of equipment. Inadequate completion of AFTO 781 and maintenance debriefing. Area security check/ COMSEC checklist not performed.

**Table 5.3. Instructor Evaluation Areas.**

<b>Area 17, Instructor Ability (Critical).</b>	
Q	Demonstrated the ability to communicate effectively. Provided appropriate guidance when necessary. Planned ahead and made timely decisions. Identified and corrected potentially unsafe situations.
U	Unable to effectively communicate or provide timely feedback to the student. Did not provide corrective action when necessary. Did not plan ahead or anticipate student problems. Did not identify unsafe situations in a timely manner. Made no attempt to instruct.
<b>Area 18, Instructor Demonstration (Critical).</b>	
Q	Effectively demonstrated procedures and techniques. Thorough knowledge of applicable aircraft systems, procedures, publications, and directives.

U	Did not demonstrate correct procedure or techniques. Insufficient depth of knowledge about applicable aircraft systems, procedures, and/or proper source material.
<b>Area 19, Student Briefing/Critique (Critical).</b>	
Q	Briefings were well organized, accurate, and thorough. Reviewed student's present level of training and defined mission events to be performed. During the critique, demonstrated an effective ability to reconstruct the flight, offer mission analysis, and provide guidance where appropriate. Training grade reflected the actual performance of the student relative to the standard. Pre-briefed the student's next mission, if required.
U	Briefings were marginal or non-existent. Did not review the student's past performance. Failed to adequately critique student or analyze the mission. Training grade did not reflect actual performance of student. Overlooked or omitted major discrepancies. Incomplete pre-briefing of student's next mission, if required.

**5.6. UNIT.** Include MAJCOM-specific and local evaluation areas in unit supplement to this manual. Include the evaluation areas on AF Form 3862. See [paragraph 1.13](#) in this manual for further information



## Chapter 6

### FLIGHT ATTENDANT (FA) EVALUATIONS

**6.1. General.** This chapter standardizes initial, periodic and requalification evaluations, including requirements for qualification, mission, difference and instructor evaluations. The examinee satisfactorily demonstrates the ability to perform all FA duties safely and effectively, including the operation of appropriate aircraft systems, IAW applicable flight manuals, AFMANS, and AFIs.

**6.2. QUAL/MSN Evaluations.** FAs receive a combined initial QUAL/MSN evaluation (**T-2**). This evaluation leads to unsupervised MT qualification.

6.2.1. Conduct all evaluations on an operational mission with a minimum of one RON and meal service (**T-3**).

6.2.1.1. For initial MT evaluations, include all areas under GENERAL and QUALIFICATION/MISSION and complete all requisite testing (**T-3**). Upon successful completion of the evaluation indicate the crew position as MT.

6.2.2. Multiple Qualification and Difference Certification.

6.2.2.1. Multiple Qualification.

6.2.2.1.1. FAs may obtain additional qualification in MDS-aircraft with a designated crew complement for the FA position.

6.2.2.1.2. Multiple qualification is only available to FAs after they are qualified in their primary aircraft (**T-3**).

6.2.2.1.3. Complete an initial QUAL/MSN evaluation in each type MDS. Annotate a separate AF Form 8 as a QUAL/MSN evaluation (in the flight phase) for each initial evaluation.

6.2.2.1.4. Periodic evaluations may be accomplished in any type MDS qualified. FAs should alternate successive periodic evaluations between MDS types. Annotate the crew position as MT and add the appropriate MDS description remarks on the AF Form 8 (e.g., "This also satisfies qualification in xx MDS.")

6.2.2.1.5. FAs who desire to align their qualifications during a subsequent MDS evaluation must demonstrate all required areas under GENERAL and QUALIFICATION/MISSION (**T-3**). Add the appropriate MDS description remarks on the AF Form 8 (e.g., "This also satisfies qualification in xx MDS.")

6.2.2.2. Difference Certification.

6.2.2.2.1. C-37A and C-37B Qualification and Certification. C-37A and C-37B are considered the same type MDS for qualification and evaluation purposes.

6.2.2.2.1.1. C-40B, C-40C and C-32A Qualification and Certification. C-40B, C-40C and C-32A are considered the same type MDS for qualification and evaluation purposes.

6.2.2.2.1.2. Qualification. Initial qualification evaluation is conducted in the aircraft. An initial evaluation is only required in one type MDS. FAs should

alternate successive periodic evaluations between aircraft types.

6.2.2.2.1.3. Certification. Transition between MDS types is accomplished via MAJCOM/A3T approved difference training. Certifications are documented IAW AFI 11-202V2 and associated MAJCOM supplements.

**6.3. INSTR Evaluations.** Flight Examiners place particular emphasis on the examinee's ability to recognize student difficulties and provide timely, effective corrective action.

6.3.1. Initial and requalification INSTR evaluations should be administered with examinee instructing a FA. See [paragraph 1.8.4](#) in this manual for further guidance.

6.3.2. Periodic INSTR evaluations are administered in conjunction with QUAL/MSN evaluations and require all areas/subareas under GENERAL, QUALIFICATION/MISSION, INSTRUCTOR and complete requisite testing.

6.3.3. Instructor upgrade in secondary aircraft. The squadron commander may approve an instructor evaluation in a secondary aircraft during a flight or ground evaluation (flight evaluation can be accomplished on an operational mission or Off-Station trainer (OST). The squadron commander may approve this provision for multiple-qualified FAs who hold IT status in their primary aircraft. Add the appropriate MDS description remarks on Form 8 (e.g., "This also satisfies qualification in xx aircraft.").

6.3.4. Initial Instructor upgrade for multiple qualification. See [paragraph 1.8.4](#) for further guidance. Add appropriate MDS description remarks on Form 8 (e.g., "This Initial Instructor Evaluation upgrades examinee to IT on primary (xx) and secondary (xx) MDSs.").

**6.4. EPE.** Evaluate a crewmember's knowledge of emergency procedures and systems knowledge during all initial, requalification and periodic evaluations.

**6.5. Flight Attendant Evaluation Criteria.**

**Table 6.1. General Evaluation Areas.**

<b>Area 1, Directives and Publications.</b>	
<b>Q</b>	Possessed a high level of knowledge of all applicable aircraft publications and procedures and understood how to apply both to enhance mission accomplishment. Required publications (paper or electronic) were current and properly posted.
<b>Q-</b>	Unsure of some directives but could locate information in appropriate publications. Required publications (paper or electronic) were current but improperly posted.
<b>U</b>	Unaware of established procedures and/or could not locate them in the appropriate publication in a timely manner. Required publications (paper or electronic) were not current.
<b>Area 2, Crew Coordination/Crew Resource Management (CRM).</b> See AFI 11-290, and use AF 4031, as a reference.	

Q	Effectively coordinated with other aircrew members throughout the assigned mission. Demonstrated operational knowledge of other crewmembers' duties and responsibilities. Practiced CRM skills developed during CRM and associated aircrew training programs.
Q-	Crew coordination adequate to accomplish mission. Demonstrated limited knowledge of other crewmembers' duties and responsibilities. Displayed an inability to practice CRM skills during normal operations that did not adversely affect the mission.
U	Poor crew coordination or unsatisfactory knowledge of other crewmember duties and responsibilities negatively affected mission accomplishment or safety of flight.
<b>Area 3, Use of Checklists.</b>	
Q	Procedures and checklist items required by flight manual and applicable directives were accomplished in a thorough and proficient manner.
Q-	Procedures and checklist items required by flight manuals and applicable directives were accomplished with omission, deviation, or error, which did not detract from successful accomplishment mission or task. Performance was the minimum acceptable.
U	Procedures or checklist items required by flight manual and applicable directives were accomplished with omissions, deviations, or errors, which did or could have adversely affected the successful accomplishment of the mission or task.
<b>Area 4, Judgment/Compliance (Critical).</b>	
Q	Prepared and completed mission in compliance with existing regulations and directives. Demonstrated knowledge of operating procedures and restrictions and where to find them in the correct publications.
U	Unaware of established procedures and/or could not locate them in the appropriate publication in a timely manner. Failed to comply with a procedure that could have jeopardized safety or mission success.
<b>Area 5, Safety (Critical).</b>	
Q	Aware of and complied with all safety factors required for safe aircraft operation and mission accomplishment.
U	Not aware of, or did not comply with, safety factors required for safe aircraft operation or mission accomplishment.
<b>Area 6, Flight Discipline (Critical).</b>	
Q	Demonstrated professional flight and crew discipline throughout all phases of the mission.
U	Failed to exhibit strict flight or crew discipline. Violated or ignored rules or regulations. Mission accomplishment or safety of flight was jeopardized.
<b>Area 7, Airmanship (Critical).</b>	

Q	Executed the assigned mission in a timely, efficient manner. Conducted the flight with a sense of understanding and comprehension. Made appropriate decisions based on available information.
U	Decisions or lack thereof resulted in failure to accomplish the assigned mission. Demonstrated poor judgment to the extent that safety could have been compromised.
<b>Area 8, Knowledge/Completion of Forms.</b>	
Q	Completed/obtained all applicable forms. Complied with all local directives.
Q-	Completed/obtained all applicable forms with minor deviations or omissions that did not impair mission effectiveness. Did not fully comply with local directives.
U	Failed to obtain/complete all applicable forms, or made major errors or omissions. Did not obtain adequate mission information. Failed to comply with local directives.

**Table 6.2. Qualification/ Mission Evaluation Areas.**

<b>Area 9, Emergency Procedures (Critical).</b>	
<b>Subarea 9A, Emergency Landing.</b>	
Q	Demonstrated or explained knowledge of all planned/unplanned Emergency Landing procedures for all flight attendant positions.
U	Unsatisfactory knowledge of planned/unplanned Emergency Landing procedures.
<b>Subarea 9B, Ground Evacuation.</b>	
Q	Demonstrated or explained knowledge of all Ground Evacuation procedures for all flight attendant positions.
U	Unsatisfactory knowledge of Ground Evacuation procedures.
<b>Subarea 9C, Ditching.</b>	
Q	Demonstrated or explained knowledge of all planned/unplanned ditching procedures for all flight attendant positions.
U	Unsatisfactory knowledge of planned/unplanned ditching procedures.
<b>Subarea 9D, Loss of Cabin Pressure.</b>	
Q	Demonstrated or explained knowledge of all loss of cabin pressurization procedures.
U	Unsatisfactory knowledge of loss of cabin pressure procedures.
<b>Subarea 9E, Aircraft Fire/Smoke/Fume.</b>	
Q	Demonstrated or explained knowledge of all aircraft fire/smoke/fume procedures.
U	Unsatisfactory knowledge of aircraft fire/smoke/fume procedures.
<b>Area 10, Emergency Equipment Location and Use.</b>	
Q	Demonstrated or explained operating procedures, use and location of all emergency equipment.
Q-	Limited knowledge of use and location of all emergency equipment. Unsure of some operating procedures.
U	Unsatisfactory knowledge of equipment, use and/or location that could have jeopardized the safety of passengers and crew.

<b>Area 11, Doors/Exits (Critical).</b>	
<b>Q</b>	Demonstrated or explained the operation and emergency use of all doors and exits. Was able to explain Flight Attendant's responsibilities for normal and emergency operations. Knowledgeable on associated caution and warnings with each exit.
<b>U</b>	Unsatisfactory knowledge of operation on doors and exits.
<b>Area 12, Load/Secure Cargo Compartments.</b>	
<b>Q</b>	Demonstrated or explained knowledge and safety procedures of loading and securing baggage, equipment and supplies.
<b>Q-</b>	Limited knowledge of safe cargo loading and securing procedures. Minor errors/omissions that did not detract from mission accomplishment or safety.
<b>U</b>	Major errors/omissions or inadequate knowledge that detracted from mission accomplishment or compromised safety.
<b>Area 13, Seats/Tables/ Divan.</b>	
<b>Q</b>	Demonstrated or explained the operation and emergency use of all seats/tables/divan. Was able to explain flight attendant responsibilities for normal use. Explained Notes/Cautions/Warnings associated with each area.
<b>Q-</b>	Limited operational knowledge for seats/tables/couches. Unable to operate in proper manner. Able to locate information in a timely manner on proper operation and procedures.
<b>U</b>	Unsatisfactory knowledge of operation and seats/tables/couches. Unable to locate information to properly operate seats/tables/couches. Could not explain proper use of seats/tables/couches in emergency and or normal situations.
<b>Area 14, Aircraft Systems.</b>	
<b>Subarea 14A, Lavatories.</b>	
<b>Q</b>	Demonstrated or explained systems located in lavatory to include any distinct features. Explained Notes/Cautions/Warnings associated with equipment.
<b>Q-</b>	Limited demonstration or knowledge of lavatory systems.
<b>U</b>	Unsatisfactory lavatory systems knowledge that could result in adverse mission accomplishment/safety.
<b>Subarea 14B, Galley.</b>	
<b>Q</b>	Demonstrated or explained systems and equipment located in each galley to include any distinct features. Explained any Notes/Cautions/Warnings associated with systems and equipment.
<b>Q-</b>	Limited demonstration or knowledge of galley systems and equipment.
<b>U</b>	Unsatisfactory galley systems and equipment knowledge that could result in adverse mission accomplishment/safety.
<b>Subarea 14C, Communication.</b>	
<b>Q</b>	Demonstrated or explained use of communication systems and equipment located on aircraft to include any distinct features. Explained Notes/Cautions/Warnings associated with systems and equipment.

Q-	Limited demonstration or knowledge of communications systems.
U	Unsatisfactory communications systems and equipment knowledge that could result in adverse mission accomplishment/safety.
<b>Subarea 14D, Water.</b>	
Q	Demonstrated or explained water system on aircraft to include any distinct features. Explained Notes/Cautions/Warnings associated with water system.
Q-	Limited demonstration or knowledge of water systems.
U	Unsatisfactory water systems and equipment knowledge that could result in adverse mission accomplishment/safety.
<b>Subarea 14E, Heating/Ventilation.</b>	
Q	Demonstrated or explained heating/ventilation system to include any distinct features.
Q-	Limited knowledge of heating/ventilation system.
U	Unsatisfactory knowledge of heating/ventilation system that could result in adverse mission accomplishment/safety.
<b>Subarea 14F, Lighting/Electrical.</b>	
Q	Demonstrated or explained proper use and locations of interior/exterior emergency lighting, electrical outlets, circuit breakers and flight attendant panels to include any distinct features. Explained any Notes/Cautions/Warnings associated with lighting/electrical system.
Q-	Limited demonstration or knowledge of lighting/electrical system.
U	Unsatisfactory lighting/electrical systems and equipment knowledge that could result in adverse mission accomplishment/safety.
<b>Subarea 14G, Oxygen</b>	
Q	Demonstrated or explained proper use of oxygen system to include any distinct features. Explained Notes/Cautions/Warnings associated with oxygen system.
Q-	Limited demonstration or knowledge of oxygen system.
U	Unsatisfactory oxygen systems and equipment knowledge that could result in adverse mission accomplishment/safety.
<b>Area 15, Customs.</b>	
Q	Demonstrated or explained custom requirements; did not cause additional or undue inconvenience to passengers or flight. Demonstrated proper form completion. Complied with local directives and applicable instructions.
Q-	Limited knowledge of custom requirements. Minor errors/omissions that did not detract from mission effectiveness.
U	Unsatisfactory knowledge of custom requirements. Major errors or omissions that detracted from mission effectiveness or success. Did not comply with local directives and applicable instructions.
<b>Area 16, Pre-Mission.</b>	
<b>Subarea 16A, Pre-Mission Coordination/Duties.</b>	
Q	Demonstrated or explained passenger and crew coordination procedures.

Q-	Demonstrated or explained passenger and crew pre-mission coordination procedures with minor omissions/deviations that did not negatively impact mission success.
U	Failed to demonstrate or explain passenger and crew coordination procedures. Major deviations/omissions that detracted from mission effectiveness.
<b>Subarea 16B, Menu Planning.</b>	
Q	Demonstrated or explained procedures for passengers and crew menu planning according to mission requirement, special request and dietary restrictions. Local meal planning guidance was followed.
Q-	Demonstrated or explained procedures for passenger and crew menu planning procedures with minor omissions/deviations that did not negatively impact mission success.
U	Menu did not meet mission requirements.
<b>Subarea 16C, Shopping/Catering.</b>	
Q	Demonstrated or explained procedures for shopping/catering. Accounted for all meal items and correct quantities were purchased.
Q-	Demonstrated limited knowledge in shopping procedures. Some meal items were over/under bought or were not purchased, but did not affect the overall accomplishment of the meal service.
U	Unsatisfactory performance. Excessive over/under buying or unpurchased meal items. Shopping procedures did not meet mission meal requirements and had a negative effect on meal service.
<b>Area 17, Food Safety/Sanitation Procedures. (Critical)</b>	
Q	Demonstrated or explained food safety and sanitation procedures and proper care and use of food service equipment. Safety considerations and sanitation were observed through all phases of food preparation, service and clean-up.
U	Food safety was jeopardized. Failed to comply with food safety and sanitation procedures.
<b>Area 18 Culinary Approach</b>	
Q	Demonstrated or explained culinary techniques appropriately and consistently to satisfy meal requirements. Culinary setbacks were quickly identified and properly corrected.
Q-	Limited knowledge of culinary techniques. Techniques were inconsistent and/or not appropriately executed. Did not detract from the meal outcome.
U	Unsatisfactory knowledge of culinary techniques. Techniques were inappropriate for meal requirement and/or had a negative effect on meal service.
<b>Area 19, Pre-Departure.</b>	
<b>Subarea 19A, Manifest.</b>	
Q	Demonstrated or explained manifest accuracy and security procedures. Aware of local procedures for the release and security of passenger and crew manifests.
Q-	Limited knowledge of established procedures. Did not affect mission security or safety.

U	Unsatisfactory knowledge of established procedures jeopardizing mission safety and/or security.
<b>Subarea 19B, Passenger Briefing.</b>	
Q	Demonstrated or explained passenger briefings.
Q-	Minor deviations noted during passenger briefings.
U	Failed to give a passenger briefing when required. Major omissions, deviations or errors noted during passenger briefings.
<b>Subarea 19C, Cabin Secure.</b>	
Q	Demonstrated or explained cabin securing procedures for takeoff and landing.
Q-	Made minor deviations that caused minor mission delay which did not detract from mission accomplishment or safety.
U	Errors/omissions or inadequate knowledge that detracted from mission accomplishment or compromised safety.
<b>Area 20, In-flight Duties.</b>	
Q	Demonstrated or explained in-flight duties per mission requirements. Accomplished all cruise checklist items as necessary and followed prescribed directives/instructions.
Q-	Minor errors/omissions that did not detract from mission effectiveness or success.
U	Major errors or omissions that detracted from mission effectiveness or success. Did not follow prescribed directives/instructions.
<b>Area 21, Enroute Requirements</b>	
Q	Demonstrated or explained enroute requirements (e.g., shopping, itinerary changes, transportation, etc.) needed for mission accomplishment.
Q-	Limited knowledge of enroute requirements that did not detract from mission effectiveness or success.
U	Unsatisfactory knowledge of enroute requirements, which detracted from mission effectiveness or success.
<b>Area 22, After Landing/Post-flight Duties.</b>	
Q	Demonstrated or explained after landing and post mission procedures as prescribed in applicable directives and checklists.
Q-	Minor errors or omissions that did not detract from mission effectiveness.
U	Major errors or omissions that caused undue delay or confusion in passenger offloading. Detracted from mission effectiveness.
<b>Area 23, Mission Termination.</b>	
Q	Demonstrated or explained proper mission termination procedures and disposal of food-items.
Q-	Minor deviations/omissions of mission termination procedures or disposal of food/items.
U	Major deviations/omissions that detracted from proper mission termination.



**Table 6.3. Instructor Evaluation Areas.**

<b>Area 24, Instructor Ability (Critical).</b>	
<b>Q</b>	Demonstrated the ability to communicate effectively. Provided appropriate guidance when necessary. Planned ahead and made timely decisions. Identified and corrected potentially unsafe situations
<b>U</b>	Unable to effectively communicate or provide timely feedback to the student. Did not provide corrective action when necessary. Did not plan ahead or anticipate student problems. Did not identify unsafe situations in a timely manner. Made no attempt to instruct.
<b>Area 25, Instructor Demonstration (Critical).</b>	
<b>Q</b>	Effectively demonstrated procedures and techniques. Thorough knowledge of applicable aircraft systems, procedures, publications, and directives.
<b>U</b>	Did not demonstrate correct procedure or techniques. Insufficient depth of knowledge about applicable aircraft systems, procedures, and/or proper source material.
<b>Area 26, Student Briefing/Critique (Critical).</b>	
<b>Q</b>	Briefings were well organized, accurate, and thorough. Reviewed student's present level of training and defined mission events to be performed. During the critique, demonstrated an effective ability to reconstruct the flight, offer mission analysis, and provide guidance where appropriate. Training grade reflected the actual performance of the student relative to the standard. Pre-briefed the student's next mission, if required.
<b>U</b>	Briefings were marginal or non-existent. Did not review the student's past performance. Failed to adequately critique student or analyze the mission. Training grade did not reflect actual performance of student. Overlooked or omitted major discrepancies. Incomplete pre-briefing of student's next mission, if required.

MARK D. KELLY, Lt Gen, USAF  
Deputy Chief of Staff, Operations

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 11-2EAV1, *Executive Airlift (EA) Aircrew Training*, 21 April 2017

AFMAN 11-2EAV3, *Executive Airlift (EA) Operations Procedures*,

AFI 11-202V1, *Aircrew Training*, 22 November 2010

AFI 11-202V2, *Aircrew Standardization/Evaluation Program*, 16 December 2018

AFI 11-202V2, AMCSUP1, *Aircrew Standardization/Evaluation Program*, 23 July 2013

AFI 11-215, *USAF Flight Manuals Program (FMP)*, 25 March 2019

AFMAN 11-218, *Aircraft Operations and Movement on the Ground*, 05 April 2019

AFI 11-290, *Cockpit/Crew Resource Management Training Program*, 15 October 2012

AFI 11-401, *Aviation Management*, 10 December 2010

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFMAN 11-210, *Instrument Refresher Program (IRP)*, 1 September 2017

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 11-2, *Aircrew Operations*, 31 January 2019

***Adopted Forms***

AF Form 8, *Certificate of Aircrew Qualification*, 8 December 2006

AF Form 673, *Air Force Publication/Form Action Request*, 1 December 2015

AF Form 942, *Record of Evaluation*, 8 December 2006

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF IMT 3862, *Flight Evaluation Worksheet*, 25 August 2005

AMC Form 4031, *CRM/TEM Skills Criteria Training/Evaluation*, 4 December 2014

DD Form 365-4, *Weight and Balance Clearance Form*, August 1996

***Abbreviations and Acronyms***

**A/R**—Air Refuel

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AFR**—Air Force Reserve

**AMC**—Air Mobility command

**ANG**—Air National Guard

**ANP**—Actual Navigation Performance  
**APU**—Auxiliary Power Unit  
**ARCP**—Air Refueling Control Point  
**ARCT**—Air Refueling Control Time  
**ARIP**—Air Refueling Initial Point  
**ASR**—Approach, Surveillance, Radar  
**ATA**—Actual Time of Arrival  
**ATC**—Air Traffic Control  
**ATD**—Aircrew Training Device  
**CAP**—Critical Action Procedure  
**CAT I**—Category 1  
**CATII**—Category 2  
**CATIII**—Category 3  
**CFL**—Cleared Flight Level  
**CG**—Center of Gravity  
**COMSEC**—Communications Security  
**CRM**—Crew Resource Management  
**CSO**—Communication Systems Operator  
**DA**—Decision Altitude  
**DDA**—Derived Decision Altitude  
**DME**—Distance Measuring Equipment  
**DV**—Distinguished Visitor  
**EA**—Executive Airlift  
**EFTOC**—Engine Failure Takeoff Continued  
**ELT**—Emergency Locator Transmitter  
**EPE**—Emergency Procedures Evaluation  
**EROP**—Extended Range Operations  
**ETA**—Estimated Time of Arrival  
**ETOP**—Extended Twin-Engine Operations  
**ETP**—Equal Time Point  
**EVS**—Enhanced Vision System  
**FA**—Flight Attendant

**FAR**—Federal Aviation Regulation  
**FE**—Flight Engineer  
**FEF**—Flight Evaluation Folder  
**FF**—Qualified in Basic Weapon System (F), Flight Engineer (F)  
**FMS**—Flight Management System  
**FT**—Qualified in Basic Weapon System (F) Flight Attendant (T)  
**GA**—Go-Around  
**GPS**—Global Positioning System  
**HF**—High Frequency  
**HSD**—High Speed Data  
**HUD**—Head Up Display  
**IAN**—Integrated Approach Navigation  
**IAW**—In accordance with  
**IFF**—Identification Friend or Foe  
**IFR**—Instrument Flight Rules  
**ILS**—Instrument Landing System  
**INIT**—Initial  
**INMARSAT**—International Maritime Satellite  
**INS**—Inertial Navigation System  
**INSTR**—Instructor  
**IRS**—Inertial Reference System  
**KIAS**—Knots Indicated Airspeed  
**LAN**—Local Area Network  
**lbs**—pounds  
**LNAV**—Lateral Navigation  
**LOC**—Localizer  
**MAC**—Mean Aerodynamic Chord  
**MAJCOM**—Major Command  
**MAP**—Missed Approach Point  
**MDA**—Minimum Descent Altitude  
**MDS**—Mission Design Series  
**MF**—Mission Qualified in Weapon System (M), Flight Engineer (F)

**MK**—Mission Qualified in Weapon System (M), Communication Systems Operator (K)

**MP**—Mission Qualified in Weapon System (M), Pilot (P)

**N/N**—No-Notice

**N1**—Low Pressure Fan Speed

**NAVAID**—Navigational Aid

**NDB**—Non-directional beacon

**NM**—Nautical Miles

**NOTAM**—Notice to Airmen

**OGV**—Operations Group Standardization and Evaluation

**OME**—Operational Mission Evaluation

**OPR**—Office of Primary Responsibility

**OST**—Off-Station Trainer

**PACAF**—Pacific Air Forces

**PAG**—Presidential Airlift Group

**PAR**—Precision Approach Radar

**PF**—Pilot Flying

**PIC**—Pilot-in-Command

**PM**—Pilot Monitoring

**RNAV**—Area Navigation

**RNP**—Required Navigation Performance

**RON**—Remain Overnight

**RQ**—Re-qualification

**RZ PT**—Rendezvous Point

**SATCOM**—Satellite Communication

**SID**—Standard Instrument Departure

**SIF**—Selective Identification Friend

**STAN/EVAL**—Standardization and Evaluation

**T.O.**—Technical Order

**T/O**—Take-off

**TACAN**—Tactical Air Navigation

**TCAS**—Traffic Collision Avoidance system

**TCH**—Threshold Crossing Height

**TOLD**—Take-off/Landing data

**UHF**—Ultra High Frequency

**USAFE**—United States Air Forces in Europe

**V1**—Take-off Decision Speed

**V2**—Take-off Safety Speed

**VDP**—Visual Descent Point

**VFR**—Visual Flight rules

**VHF**—Very High Frequency

**Vmm**—Minimum Maneuvering Speed

**VNAV**—Vertical Navigation

**VOR—VHF Omni**—Directional Range

**Vr**—Rotate Speed

### ***Terms***

**Areas/Sub**—Areas-Specific grading items that can be evaluated on an evaluation

**Spot**—A type of evaluation not intended to satisfy the requirements of a periodic (i.e., INSTM, QUAL, MSN, or INSTR) evaluation.

**Tolerances**—Range of acceptable deviation from the standard.

## Attachment 2

## PILOT EVALUATION WORKSHEET EXAMPLE

**Figure A2.1. Pilot Flight Evaluation Worksheet.**

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FLIGHT EVALUATION WORKSHEET				DATE COMPLETED	
NAME (Last, First, Middle Initial)		RANK		SSN	
ORGANIZATION/LOCATION		AIRCRAFT/CREW POSITION		ELIGIBILITY PERIOD	
QUALIFICATION					
GROUND PHASE			FLIGHT PHASE		
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE	
QUALIFICATION LEVEL			ADDITIONAL TRAINING		
QUALIFIED	UNQUALIFIED	DUE DATE(s)	DATE ADDITIONAL TRAINING COMPLETED		
EXPIRATION OF QUALIFICATION		CERTIFYING OFFICIAL, RANK, ORG	SIGNATURE	DATE	
<input type="checkbox"/> RESTRICTIONS (Explain in Comments on Back)		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED (Explain in Comments on Back)			
CERTIFICATION					
PRINT NAME/GRADE/ORGANIZATION			SIGNATURE/DATE		
FLIGHT EXAMINER					
REVIEWING OFFICER					
FINAL APPROVING OFFICER					

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AREAS/SUB-AREAS	Q	Q.	U	REMARKS
GENERAL				
1. Directives and Publications				
2. Man Preparation/Planning/Performance				
3. Use of Checklists				
4. Safety (Critical)				
5. Flight Discipline (Critical)				
6. Crew Coordination/CRM				
7. Communications Procedures				
8. Life Support Systems/Egress				
9. Knowledge/Completion of Forms				
10. Airmanship (Critical)				
QUALIFICATION/MISSION				
11. Ground Operations/Taxi				
12. Takeoff				
13. Radar Ops/Wx Avoidance/Windhear				
14. Fuel Planning/Conservation				
15. VFR Pattern				
16. Landings				
16A. Full Flap				
16B. Partial Flap				
16C. Engine Out				
16D. Touch and Go				
17. Landing Roll/Braking/Reverse Thrust				
18. All Engine GA				
19. Engine Out Operations				
20. Engine Out GA/EFTOC				
21. Boldface Emer Procs/CAPs (Critical)				
22. Other Observed Emer Procs				
23. Systems Ops/Knowledge/Limitations				
24. Receiver Air Refueling				
25. Knowledge of Tactical Procedures				
26. Tactical Maneuvers				
INSTRUMENT				
27. Instrument Departure Procedure				
28. Enroute Navigation				
29. Holding				

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AREAS/SUB-AREAS	Q	Q.	U	REMARKS
30. Use of NAVVAIDS				
31. Descent/Arrival				
32. Precision Approaches				
32A. PAR				
32B. ILS				
32C. CAT II/III ILS				
33. Non-Precision Approaches				
33A. NDB				
33B. Localizer Back Course				
33C. ASR				
33D. TACAN				
33E. VOR				
33F. RNAV/GPS				
34. Circling Approach				
35. Missed Approach				
36. Automation Management				
37. Use of HUD and EVS				
INSTRUCTOR				
38. Instructor Ability (Critical)				
39. Demonstration of Maneuvers (Critical)				
40. Student Briefing/Critique (Critical)				
ENROUTE (Aircraft Commander Only)				
41. Aircraft Commander Responsibilities				
42. Flight Progress				
43. Passenger Contact				
44. Enroute Procedures				
45. Post Flight/RON Procedures				
46. Aircraft Security				
47. Block Time Procedures				
48. Diplomatic Clearances				

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### Attachment 3

## NAVIGATOR EVALUATION WORKSHEET EXAMPLE

**Figure A3.1. Navigator Flight Evaluation Worksheet.**

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## Attachment 4

## FLIGHT ENGINEER EVALUATION WORKSHEET EXAMPLE

**Figure A4.1. C-37A Flight Engineer Flight Evaluation Worksheet.**

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[illegible]

AREAS/SUB-AREAS	Q	O	U	REMARKS
GENERAL				
1 Directives and Publications				
2 Mission Planning/Preparation/Performance				
3 Use of Checklists				
4 Safety (Critical)				
5 Flight Discipline (Critical)				
6 Crew Coordination/CRM				
7 Communications Procedures				
8 Life Support Systems/Fitness				
9 Knowledge/Completion of Forms				
10 Airman'ship (Critical)				
QUALIFICATION/MISSION				
11 Interior Inspection				
12 Exterior Inspection				
13 Before Starting/Starting Engines				
14 Before Taxi/Taxi				
15 Before T/O T/O /Dep Monitoring				
16 Climb/Cruise/Descr/Arrp Monitoring				
17 Landing/After Landing				
18 Engine Shutdown				
19 Knowledge of Emergency Procedures				
19A Ground Emergencies				
19B Take-off Emergencies				
19C In-Flight Emergencies				
19D Landing Emergencies				
20 CAPs (Critical)				
21 Specific Knowledge/Op/Tolerances				
21A Engines/APU				
21B Oxygen				
21C Fuel				
21D Hydraulic				
21E Flight Controls/Surfaces				
21F Landing Gear/Brakes/Steering				
21G Hatches/Doors/Exits				
21H Pressurized/Bleed Air				
21I Pressurization/Bleed Air				
21J Avionics/De-ice				

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AREAS/SUB-AREAS	Q	O	U	REMARKS
21K Windows/Windshields				
21L Electrical/landing				
21M Fire Detection/Extinguishing				
21N ELT/Voice/Th Data Recorder				
21O INS or IRS/MSS/GPS				
21P Climate/Environmental Systems				
21Q Airframe				
21R Avionics/Airplot				
21S Radars				
21T Radar/TCAS				
22 Flight Engineer Responsibilities				
22A Performance				
23 Flight Progress				
24 Crew Contact				
25 Erosion Procedures				
26 Post Flight/ROD Procedures				
27 Aircraft Security				
INSTRUCTOR				
28 Instructor Ability (Critical)				
29 Instructor Demonstration (Critical)				
30 Student Briefing/Critique (Critical)				
ENROUTE (C-37 PE Only)				
31 Flight Engineer Responsibilities				
32 Flight Progress				
33 Crew Contact				
34 Erosion Procedures				
35 Post Flight/ROD Procedures				
36 Aircraft Security				

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**Figure A4.2. VC-25A Flight Engineer Flight Evaluation Worksheet.**

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## Attachment 5

## CSO EVALUATION WORKSHEET EXAMPLE

Figure A5.1. CSO Flight Evaluation Worksheet.

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FLIGHT EVALUATION WORKSHEET				DATE COMPLETED	
NAME (Last, First Middle Initial)		RANK		SSN	
ORGANIZATION/LOCATION		AIRCRAFT/CREW POSITION		ELIGIBILITY PERIOD	
GROUND PHASE		QUALIFICATION		FLIGHT PHASE	
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE	
QUALIFICATION LEVEL		ADDITIONAL TRAINING			
QUALIFIED	UNQUALIFIED	DUE DATE(S)	DATE ADDITIONAL TRAINING COMPLETED		
EXPIRATION OF QUALIFICATION		CERTIFYING OFFICIAL, RANK, ORG	SIGNATURE	DATE	
<input type="checkbox"/> RESTRICTIONS <small>(Explain in Comments on Back)</small>		<input type="checkbox"/> EXCEPTIONALLY QUALIFIED <small>(Explain in Comments on Back)</small>			
PRINT NAME/GRADE/ORGANIZATION		SIGNATURE/DATE			
FLIGHT EXAMINER					
REVIEWING OFFICER					
FINAL APPROVING OFFICER					

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## FLIGHT ATTENDANT EVALUATION WORKSHEET EXAMPLE

**Figure A6.1. Flight Attendant Flight Evaluation Worksheet.**

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