

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

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Flying Operations

***HIGH ALTITUDE AIRDROP MISSION
SUPPORT PROGRAM***

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This instruction implements Air Force Policy Directive (AFPD) 11-4, *Aviation Service*. It governs the High Altitude Airdrop Mission Support (HAAMS) Program of the Aerospace and Operational Physiology career field. This instruction establishes guidance and procedures for the selection, training, management and duties of personnel who perform as physiology technicians (PT) during HAAMS. It applies to all members of the Regular Air Force, Air Force Reserve, and Air National Guard on flying status, parachutists, mission essential personnel (MEP), and other personnel who perform high altitude airdrop operations. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). In accordance with AFI 33-360, *Publications and Forms Management*, requests for waivers must be submitted through the chain of command to the appropriate Tier waiver approval authority. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (e.g., "T-0, T-1, T-2, T-3") number following the compliance statement. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This instruction has been updated to reflect new guidance and policies for the HAAMS program. The certification authority transferred from AF/SG to AF/A3O. Tier waiver authority has been added In Accordance With (IAW) AFI 33-360.

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Chapter 1

PROGRAM OVERVIEW

1.1. General. This instruction provides policy and guidance for selecting, training, operational support, standardization and evaluation (stan/eval), and upgrading PTs. It is an original source document for HAAMS and references aircraft flight manuals, manufacturer's technical manuals, formal course instruction and other Air Force and DoD directives.

1.2. AF Program Goal. Provide in-flight physiological and operational support to aircrews and MEP performing un-pressurized operations at or above 20,000 feet Mean Sea Level (MSL) or as requested.

1.3. Overview. AF HAAMS personnel are specially trained Aerospace & Operational Physiology (AOP) officers and technicians [Air Force Specialty Code (AFSC) 43A3/4 and 4M0X1] assigned to AMC. The HAAMS program is funded by the Aerospace Operations Panel as a part of the Defense Health Program. The HAAMS Center is located at Little Rock AFB, AR and organized as an independent flight aligned within the 19th Aerospace Medicine Squadron (AMDS). The AF HAAMS Center Director, Superintendent, PM, Stan/Eval, and Training cadre will all be assigned to the HAAMS Center. (T-3) The center will be manned by full-time PTs who are specifically trained, budgeted and equipped to provide operational support, including meeting short-notice tasking(s) if necessary. Serves as the pilot unit for UTCs FFQBB and FFQB1. Per AFI 41-209, *Medical Logistics Support* and AFI 10-401, *Air Force Operation Planning and Execution*, the pilot unit is responsible for developing and maintaining standard manpower and equipment allowance standards and logistic details for each UTC for which it has been assigned responsibility by the MRA. See AF Tactics, Technique and Procedures 3-42.56, *Tactical Doctrine* for specific HAAMS deployment requirements. (T-2)

1.4. Administration.

1.4.1. Major Commands (MAJCOMs) or Combatant Commanders may set requirements more, but not less restrictive than specified in this instruction. MAJCOM supplements must be coordinated and approved by the OPR of this regulation before publication.

1.4.2. A Training Review Panel (TRP) will take place during scheduled Aerospace and Operational Physiology Corporate Advisory Board (AOPCAB) meetings which occur at least once per year. Minutes and special interest items (SII) will be tracked by the AOPCAB. The TRP topics may include, but are not limited to: training, stan/eval, currency, compliance, unit type code (UTC) status, initiatives and manning. (T-3)

1.5. Waivers.

1.5.1. PTs fly as operational support flyers (OSF) and therefore must adhere to training and operational requirements outlined in AFI 11-202 Vol 1, *Aircrew Training*, and AFI 11-202 Vol 3, *General Flight Rules*. More stringent requirements may be included in the AFI 11-2 mission design series (MDS)-Specific Vol 1 and 3. In regards to aircraft specific requirements or qualifications, waiver requests will be routed IAW their MDS-specific guidance. (T-2)

1.5.2. When guidance in this AFI conflicts with another basic/source document, the most restrictive guidance takes precedence. For matters where this AFI repeats information in a source document, follow waiver authority outlined in the basic/source document.

1.5.3. The AF HAAMS Director will be contacted anytime training and operational requirements and/or responsibilities are in question. He/she will determine if a waiver is necessary. (T-2)

1.5.4. For matters where this AFI is the source document (i.e., HAAMS), waiver authority for non-tiered items is this instruction's OPR.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. AF Director of Operations (A3O).

- 2.1.1. Oversees policy and operational requirements related to HAAMS.
- 2.1.2. Delegates functional authority for HAAMS to AF/SG.

2.2. AF Surgeon General (SG).

- 2.2.1. Provides fiscal and administrative support needed to carry out the HAAMS program.
- 2.2.2. Designates AMC/SG as the AF HAAMS Manning and Equipment Force Packaging (MEFPAK) Responsible Agency (MRA).

2.3. Aerospace and Operational Physiology Associate Corps Chief (AFMSA/SG35PT) /Chief Functional Manager.

- 2.3.1. Advises AF/A3O on HAAMS policy and operational requirements.
- 2.3.2. Responsible to AF/SG on all matters related to HAAMS.
- 2.3.3. Ensures the AF HAAMS program and the HAAMS Center at Little Rock AFB, AR, are appropriately manned to support contingency and non-contingency tasking(s).

2.4. HQ AMC/SG.

- 2.4.1. Oversees AF-wide management of the AF HAAMS Program.
- 2.4.2. Serves as the MRA for the AF HAAMS Program.
- 2.4.3. Provides fiscal and administrative support needed to carry out the AF HAAMS Program.
- 2.4.4. Approves mission capability changes.
- 2.4.5. Serves as the contingency tasking authority within AMC.

2.5. AMC AOP Consultant (43A) and Functional Manager (4M).

- 2.5.1. Provides oversight/advocacy of AF HAAMS program.
- 2.5.2. Acts as liaison between AMC/A3, AMC/SG, contingency tasking authority, and AF HAAMS PM with goal of maximizing program effectiveness.
- 2.5.3. Works closely with the AF HAAMS PM to ensure personnel receive the equipment and maintain continuation training (CT) established in Chapter 4 to maintain proficiency and MR status.

2.6. Group/Squadron Commander.

- 2.6.1. Ensures personnel are trained, equipped, and ready for deployment and/or short-notice tasking(s). (T-3)
- 2.6.2. Provides medical, fiscal and administrative support to ensure successful training, pre-deployment planning, deployment, redeployment, and after-action reporting. (T-3)

2.6.3. Ensures HAAMS Center is equipped with oxygen systems and parachutes used for upgrade and proficiency training on various missions and aircraft.

2.6.4. Ensures HAAMS personnel prioritize mission preparation, training and tasking(s) over participation in local medical operations. (T-3)

2.6.5. HAAMS personnel may conduct AFI 11-403, *Aerospace Physiological Training Program*, training if mission allows. (T-3)

2.7. Chief of Aerospace Medicine (SGP).

2.7.1. Ensures all MR and NMR PTs meet OSF medical standards ensuring a healthy and fit force.

2.7.2. Serves as the installation authority, consultant, and subject matter expert in the medical specialty of Aerospace Medicine to the AF HAAMS Center Director and to Trip Leads.

2.7.3. Provide flight and operational medicine support to the HAAMS mission.

2.8. AF HAAMS Center Director.

2.8.1. Responsible to the 19 AMDS/CC on all matters related to HAAMS. (T-3)

2.8.2. Ensures the HAAMS Program is conducted IAW this AFI. (T-2)

2.8.3. Ensure PTs identify and report potentially hazardous practices, equipment or procedures based on a particular event and disseminate this information to user, supported or other applicable organizations to prevent similar hazardous conditions for future operations (T-3).

2.8.4. Provides HAAMS Formal Course to personnel meeting requirements outlined in [Chapter 4 \(paragraph 4.3\)](#). (T-3)

2.8.5. Responsible for conducting and tracking all HAAMS training/proficiency and evaluations. (T-2)

2.8.6. Must be a MR PT. (T-3)

2.9. AF HAAMS Center Superintendent

2.9.1. Responsible for personnel, overall administration, operations, training, maintenance and support of the program. (T-3)

2.9.2. Will ensure PTs are properly trained, equipped and available for all tasking(s). (T-3)

2.9.3. Ensures the AF HAAMS Center's budget reflects all AF-wide projected HAAMS training and equipment requirements. (T-3)

2.9.4. Must be a MR PT. (T-3)

2.10. AF HAAMS Program Manager.

2.10.1. Serves as the non-contingency tasking authority for the AF HAAMS Program. (T-2)

2.10.2. Provides program and global tasking status to commanders, MAJCOM/SGs, AOP Consultants, the 4M Career Field Manager and the 43A Associate Corps Chief as requested. (T-2)

2.10.3. Interfaces with AMC/SGX on HAAMS program capabilities and evolving technologies to assure proper manning, utilization and procurement of assets during training and/or contingency operations. (T-2)

2.10.4. Coordinates with DoD agencies and other user groups requests. (T-2)

2.10.5. Ensures PTs are assigned appropriate missions to maintain currency/proficiency. (T-3)

2.10.6. Annually compiles and submits AF-wide operational support man-month authorizations to the AMC Aviation Records Management Office IAW AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*. (T-2)

2.10.7. Ensures AF PTs are current, equipped and available for all tasking(s), to include short-notice tasking(s). (T-3)

2.10.8. Must be a MR PT. (T-3)

2.11. Standardization/Evaluation Function. This section is comprised of flight examiners responsible for ensuring non-mission ready (NMR) and MR PTs are trained and maintain proficiency IAW this instruction and are world-wide ready for all tasking(s). Flight examiners will:

2.11.1. Be directly supervised by the HAAMS Center Director. (T-3)

2.11.2. Complete the Instructor Upgrade Program (IUP) outlined in Chapter 4. (T-3)

2.11.3. Execute objective evaluations [e.g., mission (MSN), SPOT (i.e., spot inspections), instructor (INSTR)] on all AF HAAMS PTs IAW [Chapter 6](#). (T-3)

2.11.4. Will maintain strict control over open/closed book exams and will conduct a yearly review of all exam questions and update questions with HAAMS Director's approval. (T-3)

2.11.5. Develop, maintain and make available a list of emergency procedure evaluation (EPE) examples and develop a guide detailing the evaluation areas and conduct of the EPE. (T-3)

2.11.6. Manage the evaluation trend analysis program. (T-3)

2.11.7. Advise leadership of all PT evaluations. (T-3)

2.11.8. Conduct periodic inspections of the HAAMS Center's functions and serve as the POC for self-inspection systems (e.g., Management Internal Control Toolset). (T-3)

2.11.9. Write and coordinate distribution of read file items (RFI) on AMC Form 446, *Flight Crew Information File*. (T-3)

2.11.10. Maintains all HAAMS forms (e.g., Mission Checklist, Trip and Sortie Report, AF Form 3862, *Flight Evaluation Worksheet*, etc.). (T-3)

2.11.11. Must be a MR PT. (T-3)

2.12. Training Function. Training personnel will:

2.12.1. Complete IUP outlined in Chapter 4. All instructors will continuously improve their knowledge, skills and experience and be proactive in ensuring the HAAMS Program continues to evolve to meet DoD needs. (T-3)

2.12.2. Maintain NMR PT's HAAMS folder (including AF Form 4022, *Aircrew Training Folder*) while enrolled in IQT.

2.12.3. Provide thorough and realistic instruction and ensure HAAMS Formal Course training standards are met. (T-3)

2.12.4. Review each trainee's training record (AF Form 4022 and attachments) prior to each training flight or event and ensure additional training is scheduled or conducted as needed (T-3).

2.12.5. Review Form 4025, *Aircrew Summary/Close-out Report*, trip reports and evaluation trend analyses to design and track CT requirements. (T-3)

2.12.6. Write task grade form for items listed on Form 4024, *Aircrew Training Accomplishment Report*. (T-3)

2.12.7. Ensure lessons learned from trip reports are tracked and distributed to all HAAMS personnel. (T-3)

2.12.8. Allocate/coordinate with AMC Training Managers (or equivalent) for UGT requirements outlined in Chapter 4 of this instruction. (T-3)

2.13. Operations Function. Operations personnel will:

2.13.1. Maintain MR PT HAAMS folders. (T-3)

2.13.2. Be responsible for reviewing and assigning tasking(s) and validating all user group requests. (T-2)

2.13.3. Designate trip lead for each mission. (T-3)

2.13.4. Ensure MR and NMR PTs are afforded equal opportunities to support various types of missions to meet all training requirements and maintain proficiency. (T-3)

2.13.5. Brief PTs on the type of mission, location, requirements, security classification, and oxygen equipment required. (T-3)

2.13.6. Compile monthly requests (or as required) for aeronautical orders (AO) from the Host Aviation Resource Management Office. (T-3)

2.13.7. Review trip reports. (T-3)

2.13.8. Maintain an electronic copy of all AF Forms 781, *ARMS Aircrew/Mission Flight Data Document*, and 3520, *ARMS Aircrew/Mission Flight Data Extract*. (T-3)

2.14. Parachute Operations Function. The NCO in charge of this section must be a graduate of the US Army basic airborne (L9AZA1XXXX 0A1A) course. (T-3) Parachute operations personnel will:

2.14.1. Maintain jump folders, accountability, tracking and ensure jump operations are in compliance with AFI 11-410, *Personal Parachute Operations*. (T-3)

2.14.2. Ensure all parachute equipment is maintained and inspected as required. (T-2)

2.14.3. Coordinate parachute jumps with support organizations IAW local operating instructions. (T-3)

2.14.4. Ensure currency, proficiency, HAAMS upgrade training (UGT) and advancement in parachute ratings outlined in **Chapter 7** of this instruction are met. (T-3)

2.14.5. Review jump folders prior to each jump to ensure parachutists are current and qualified. (T-3)

2.14.6. Ensure US Army basic airborne candidates are medically and physically prepared for the course. (T-3)

2.14.7. Provide logistical support for HAAMS formal training course and recurring jump training. (T-3)

2.15. Logistics Function. Logistics personnel will:

2.15.1. Maintain accountability and tracking mechanisms for all assigned equipment and clothing. (T-3)

2.15.2. Ensure all HAAMS and HAP equipment is maintained and inspected as required. (T-3)

2.15.3. Coordinate and track inspections by outside agencies (e.g. Precision Measurement Equipment Laboratory, hydrostatic testing). (T-3)

2.15.4. Coordinate with medical logistics to equip, prepare and maintain the HAAMS deployment pallet. (T-3)

2.15.5. Order and track HAAMS and HAP equipment. (T-2)

2.15.6. Receive new equipment requests from sections and submit acquisition approval through proper channels. (T-3)

2.16. Trip Lead.

2.16.1. Must be a MR PT and is responsible for all aspects of the mission. (T-3)

2.16.2. Reviews NMR PT's training folder (AF Form 4022 and attachments) prior to each mission and works closely with the Training and Operations sections to ensure NMR PTs are assigned to appropriate missions and receive additional training as needed. (T-3)

2.16.3. Will ensure mishap/events (to include Class E Physiological) are reported to the pilot in command (PIC) or host installation chief of safety IAW AFI 91-204, *Safety Investigations and Reports*. (T-3)

2.16.4. Will document training IAW **Chapter 3** in this instruction within 3 working days after mission completion. (T-3)

2.17. MR PT. Personnel who have completed training and stan/eval requirements outlined in this instruction. PTs will:

2.17.1. Ensure their HAAMS and jump folder (if applicable) documents are accurate and up to date. (T-3)

2.17.2. Complete the stan/eval approved mission checklist. (T-3)

2.17.3. Brief aircrew, MEP and jumpers prior to the first mission conducted at or above FL200 (**Attachment 2**) (T-3). Additional briefs may be conducted at the discretion of trip lead, aircraft commander or user group.

2.17.4. Coordinate the position and securing of oxygen equipment with loadmaster and primary jumpmaster (if applicable). **Note:** Loadmasters must approve all rigging configurations. (T-2)

2.17.5. Fly as crewmembers and at least one PT will be on intercommunication at all times. (T-3)

2.17.6. Monitor personnel, aircraft and supplemental oxygen equipment, and aircrew flight equipment (T-2).

2.17.7. Complete the stan/eval approved trip report within 10 calendar days from mission completion. (T-3)

2.17.8. Maintain CT currency and meet OSF requirements outlined in Chapter 4. (T-3)

2.17.9. Immediately report any changes to their MR status to the AF HAAMS PM. (T-3)

2.17.10. Complete process to be awarded special experience identifier 461 IAW AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*. (T-3)

2.18. Non-Mission Ready (NMR) PT. Personnel who do not meet MR requirements. NMR personnel will:

2.18.1. Assist MR PTs in completing their responsibilities. (T-3)

2.18.2. Ensure their HAAMS and jump folder (if applicable) documents are accurate and up to date. (T-3)

2.18.3. Immediately report any changes to their medical status to the AF HAAMS PM. (T-3)

Chapter 3

DOCUMENTATION

3.1. Overview. PTs have a tremendous responsibility to ensure safe and effective flight operations. As a result, their training involves a great deal of time, hands-on instruction and courses. Therefore, it's imperative that documentation be detailed and accurate to track progress and ensure proper training to support various types of missions. Initial qualification training (IQT) and mission qualification training (MQT) will be documented and maintained in the individual's HAAMS folder. To ensure clarity, all forms will be typed. (T-3)

3.2. Instructions for AF Form 4022 Aircrew Training Folder. All students enrolled in the Education Training Course Announcements (ETCA) HAAMS formal training course (i.e., IQT) will have a training folder initiated. (T-3)

3.2.1. Tables on the inside covers will be used to document training and AF Forms 4023, 4024 and 4025 will be attached. After successful completion of initial MSN evaluation, this folder will be extracted from the HAAMS folder and maintained for 3 years by the Training Function. The folder will be completed as follows (T-3):

3.2.1.1. Trainee Information (cover): Provides trainee and course information.

3.2.1.1.1. Name and grade. Self-explanatory.

3.2.1.1.2. Aircrew position. "FZ"

3.2.1.1.3. Unit of assignment. Self-explanatory.

3.2.1.1.4. Type of training. Enter "IQT/MQT".

3.2.1.1.5. Class and Course number. Leave blank.

3.2.2. Ground Training Summary (inside left). This section will not be used.

3.2.3. Flying Training Summary. This section provides a chronological record of flying training sorties. **Note:** Functional trainer (FuT) or static aircraft training will be documented but no time will be logged.

3.2.3.1. Date. Self-explanatory.

3.2.3.2. Training period/sortie. Enter sequentially numbered training sorties (e.g., "1, 2, 3...").

3.2.3.3. Status: Type aircraft or training platform (e.g., C-130J, C-17, FuT).

3.2.3.4. Instructor. Enter name of the instructor.

3.2.3.5. Mission Time. Enter the total flight-time for that sortie in the top half of the block. Enter total cumulative MDS-specific time in the bottom half.

3.2.3.6. Cumulative Time. Enter total flight-time for that sortie in the top half of the block (i.e., same as top level in mission time). Overall cumulative flight-time (all MDSs) in the lower half of the block.

3.3. Instructions for AF Form 1522, *ARMS Additional Training Accomplishment Report*.

3.3.1. Documents aircrew flight equipment/MDS ground training events as required.

3.3.2. Per AFI 11-202V1, *Aircrew Training*, (paragraph 3.3.1.1.), only MDS Instructor designated aircrew members can sign off on egress and emergency procedures (EP) training. Maintain AF Form 1522, *ARMS Additional Training Accomplishment Report*, in member's HAAMS folder.

3.4. Instructions for AF Form 4023, *Aircrew Training Progress Report*. This form provides a narrative description of academics, training missions, accomplishments and progress. Complete the AF Form 4023 as follows:

3.4.1. Training Period/Date. Enter date(s) of training event and/or mission.

3.4.2. Ground training (GT). Enter amount of time spent on GT for this sortie/event. **Note:** classroom academic training periods will be tabulated under this block.

3.4.3. GT Total. Enter total GT conducted to date.

3.4.4. Fly. Enter total flying time for this training period ([paragraph 3.4.1](#)).

3.4.5. Fly Total. Enter overall cumulative flight time (all MDSs).

3.4.6. ATD/ATD Total. Leave blank.

3.4.7. Total Training Time. Enter total amount of all training time by adding previous totals to the current training period. **Note:** This is not required for IQT.

3.4.8. Remarks and Recommendations.

3.4.8.1. Describe the mission scenario to accurately document each event.

3.4.8.2. Comments will elaborate on strengths and weaknesses, identify problem areas, record unusual circumstances, and indicate student's progress. Recommendations will be specific and include tasks requiring further training and the type of training required.

3.4.8.3. Tasks graded a "P" or "U" will be listed.

3.4.9. Instructor and Student Blocks. Print and sign names as indicated.

3.4.10. Reviewer Block. HAAMS Training personnel will print and sign. (T-3)

3.4.11. AF Form 4023 will be completed and de-briefed with student prior to their next training event. (T-3)

3.5. Instructions for AF Form 4024, *Aircrew Training Accomplishment Report*. This form lists ground and flight mission essential task list and other SII that must be accomplished IAW IQT and MQT criteria. This form tracks, for each sortie, individual event and task accomplishment and grades. Use a separate AF Form 4024 for ground and flight training. Complete form as follows:

3.5.1. Name. Self-explanatory.

3.5.2. Crew Position. "FZ".

3.5.3. Course or Phase of Training. Enter Ground or Flight Phase.

3.5.4. Sortie. Enter sequentially numbered training events or sorties (e.g., "1, 2, 3...").

3.5.5. Date. Enter date(s) of each training event or mission.

3.5.6. Training Event and Task Listing. Reflects the tasks and subtasks in the training program that require specific student performance or knowledge proficiency standards.

3.5.7. Number Accomplished. Reflects the number of times an event has been accomplished.

3.5.8. Grade. Enter a "P", "S", or "U", as appropriate. **Note:** Any MR PT may grade an event "S" or "U" but only instructors may award a "P".

3.5.8.1. "P"; Proficient; individual has achieved the required proficiency level.

3.5.8.2. "S"; Satisfactory; individual has not achieved the required proficiency level but progress is satisfactory.

3.5.8.3. "U"; Unsatisfactory; individual was previously proficient, but has regressed (paragraph 3.5.12) or progress is unsatisfactory.

3.5.9. Total Number Required. Indicates the minimum number of repetitions of an event or task required to be proficient.

3.5.10. Total Number Accomplished. Total of the number of repetitions actually accomplished.

3.5.11. Required Proficiency Level (RPL). The level of proficiency for the specific event and/or task. Each event and/or task will have a performance standard designated for the required proficiency level the student must achieve. A description of each level is located on the back of AF Form 4022.

3.5.12. Regression. Once a trainee receives a "P" for an event, the only subsequent grade allowed for that event is either "P" or "U". Regression occurs when an event is graded "U" after having achieved a "P" in the same task. Regression from a "P" to a "U" requires an explanation on AF Form 4023. A "U" is upgraded to a "P" whenever the task is completed within established standards.

3.5.13. Proficiency Advance. In order to recommend a student for a check ride (when applicable), the final grade for each event will meet the RPL and the total number accomplished will normally meet or exceed the Total Number Required. **EXCEPTION:** With HAAMS Director approval, highly proficient individuals may be "proficiency advanced" and the total number accomplished may be less than the Total Number Required. This recommendation will only be reserved for individuals who have demonstrated superb knowledge and skills throughout the IQT and MQT process. Specific training events/task listing items and justification for "proficiency advance" will be documented on AF Form 4023. (T-3)

3.6. Instructions for AF Form 4025, *Aircrew Summary/Close-Out Report*. This form is used to validate that training requirements have been met IAW [Chapter 4](#) of this instruction and to recommend check ride. These missions will be evaluated similar to check rides to ensure students are prepared for their initial MSN evaluation. **Note:** Only instructors will conduct these missions. (T-3) Comments on this form will not reflect personal opinions or biases and will be supported by information obtained during the mission. Complete the AF Form 4025 as follows:

3.6.1. Name/Rank. Self-explanatory.

3.6.2. Crew Position. Enter "FZ".

3.6.3. Type Training. Enter "MQT".

3.6.4. GT Total. Enter total number of ground training hours.

3.6.5. Fly Total. Enter total number of flying hours.

3.6.6. ATD Total. Leave blank.

3.6.7. Overall Performance, Strengths, Weaknesses, Etc. Enter detailed summary of the mission and include overall performance, strengths/weaknesses and recommendations for additional training and check ride preparation. The statements, "The student's Aircrew Training Folder has been reviewed and meets (or does not meet) UGT requirements" and "Recommend check ride" or "Do Not Recommend Check Ride at this time" will be included. **Note:** Comments are required if a check ride is not recommended. The instructor filling out this report will sign and date at the bottom of this section. (T-3)

3.6.8. Flight Commander Section. HAAMS Formal Training Section Chief will sign and date. (T-3)

3.6.9. Squadron Commander/Operations Officer Section. AF HAAMS Director (or designated rep) will sign and date. (T-3)

3.7. Instructions for AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*.

3.7.1. PTs fly as OSF and are authorized to log primary flying time. (T-3)

3.7.2. Aviation Service Code (ASC)/Flight Authorization Code. The assigned ASC for HAAMS members performing duties as OSF is "ASC 9C". The flight authorization duty code for OSF is "FZ" per AFI 11-401.

3.8. Instructions for AF Form 3520, *ARMS Aircrew/Mission Flight Data Extract*. This form will be used to log time on non-AF aircraft. MDS section must include alphanumeric identifier (e.g., SC-7 for Skyvan). Flight Authorization Code will be "FZ". Leave Mission Symbol section blank and log Primary time. Complete form IAW AFI 11-401 and instructions on the reverse side of the form.

3.9. Instructions for AF Form 3862, *Flight Evaluation Worksheet*. Examiners will use this form to document all evaluations [e.g., MSN, INSTR, SPOT (if applicable, see [paragraphs 3.10](#) and [6.4.3](#))]. Additional evaluation requirements and/or SII may be added. This worksheet will be used in flight to ensure all required areas are evaluated. The completed worksheet will serve as a temporary record of the evaluation until the information is transferred to the AF Form 8, *Certificate of Aircrew Qualification*. Complete AF Form 3862 the same as instructed for AF Form 8 ([paragraph 3.10](#)). (T-3)

3.10. Instructions for AF Form 8, *Certificate of Aircrew Qualification*. Examiners will use this form as a source document to record and verify all evaluations (e.g., MSN, INSTR). (T-3)

3.10.1. Date Completed. Self-Explanatory.

3.10.2. Name, Rank and last four of Social Security Number. Self-Explanatory.

3.10.3. Organization and Location. Enter the unit designation and location where the examinee is assigned for flying.

3.10.4. Aircraft/Crew Position. Enter "FZ"

3.10.5. Eligibility Period. Enter the 6-month period preceding the expiration date from the last similar periodic qualification evaluation (e.g., if last evaluation expires Sep '13, enter Apr-Sep '13). Enter N/A for initial MSN qualification or Commander-Directed Downgrade. Enter the 6-month period preceding the original expiration date for expired evaluations.

3.10.6. Ground Phase.

3.10.6.1. Examination/Check. Make a separate entry for each ground requisite exam/evaluation (e.g., EPE, Open/Closed Book Exam). Discrepancies will be noted in the examiner's remarks.

3.10.6.2. Date. Enter date the requisite was completed.

3.10.6.3. Grade. See **paragraph 6.6**.

3.10.6.3.1. Enter exam score with a successfully completed re-exam (if applicable) as follows: 84/98.

3.10.6.3.2. Enter EPE grade with a successful recheck (if applicable) as follows: Q-3/Q-1.

3.10.7. Flight Phase.

3.10.7.1. Mission/Check. Enter type of evaluation: MSN, INSTR or SPOT. Use the following prefixes (see paragraph 6.5) when applicable, to describe the type of evaluation: Requalification (RQ) or no notice (N/N).

3.10.7.2. Date. Enter date the flight/event was completed.

3.10.8. Qualification Level.

3.10.8.1. Annotate the examinee's overall qualification level IAW the definitions described in **paragraph 6.14** by placing a Q-1 or Q-2 in the qualified block or a Q-3 in the unqualified block.

3.10.8.2. Expiration of Qualification. For evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the flight phase of the evaluation was successfully completed. For example, enter Nov 2016 for an evaluation completed on 13 Jun 2015.

3.10.8.3. Enter N/A for evaluations that do not establish a new eligibility period.

3.10.9. Additional Training.

3.10.9.1. Due Date(s). Enter "N/A"

3.10.9.2. Date Additional Training Completed. Enter "See remarks" if applicable; otherwise enter "N/A".

3.10.10. Certifying Official, Signature and Date. Enter "N/A".

3.10.11. Restrictions/Exceptionally Qualified. Place an X in the appropriate block (see **paragraphs 6.15** and **6.16**).

3.10.12. Certification.

3.10.12.1. Flight Examiner. Self-explanatory.

3.10.12.2. Reviewing Officer. AF HAAMS Director.

3.10.12.3. Final Approving Officer. Commander (or Group/CC).

3.10.12.4. If either or both officers do not agree with any portion of the Form 8, the overall grade will not be changed, but the dissenting officer will place an **X** in the “Do Not Concur” block on his/her line. Remarks will not be modified without the concurrence of the individual who entered the original comments. (T-3)

3.10.12.5. If “Do Not Concur” is marked, the non-concurring officer(s) will provide justification (e.g. reason for non-concurrence, suggested modifications to additional training as recommended by the examiner, etc.) IAW **paragraph 3.10.14** and/or **paragraph 3.10.15**. (T-3)

3.10.12.6. Examinee. The examinee will sign and date after the Final Approving Officer signs certifying they have been debriefed and understand the action(s) being taken. Annotate unit/organization and office symbol in the Typed Name and Grade block. (T-3)

3.10.13. Comments (see **Table 3.1** for template).

3.10.13.1. Exceptionally Qualified (EQ) Designation (when used). Enter designation in all capital letters. Document justification (e.g., areas of excellence) before Examiner’s Remarks. Do not use OPR/EPR style statements (e.g. stratification).

3.10.13.2. Examiner Remarks. OPR/EPR-type comments or comments comparing the examinee to other individuals are prohibited. Verbiage will verify the accomplishment of the required areas. Comments addressing specific areas in which instructional ability was demonstrated are mandatory for all INSTR evaluations.

3.10.13.2.1. Mission Description. Self-explanatory.

3.10.13.2.2. Discrepancies. Document discrepancies by annotating the grading area title (followed by any subarea title in parentheses), grade (Q-/U), annotation if discrepancy was debriefed and synopsis of discrepancy. Flight and ground discrepancies will be listed separately.

3.10.13.2.3. Recommended Additional Training. Descriptions of assigned additional training will include how satisfactory knowledge or proficiency will be demonstrated to a flight examiner or an instructor. Flight and ground training will be listed separately.

3.10.13.2.4. Additional Comments. Comments are restricted to significant information dealing with the evaluation. Document any commendable items using the following format: Commendable followed by grading area title (followed by any subarea title in parenthesis) and flight examiner’s description of commendable circumstances.

3.10.13.2.4.1. If the flight phase grade differs from the overall qualification level, the flight phase grade will be entered in this paragraph.

3.10.13.2.4.2. If an individual received an overall Q-3, indicate whether the entire evaluation must be re-accomplished, or just specific areas/subareas.

3.10.13.2.4.3. If a SPOT evaluation is used to update a periodic evaluation,

document the circumstances in this section (paragraph 6.4.3).

3.10.14. **Reviewing Officer's Remarks.** AF HAAMS Director will annotate their remarks. If no remarks, enter "None". (T-3)

3.10.15. **Approving Officer's Remarks.** Commander (or Group/CC) will annotate their remarks. If no remarks, enter "None". (T-3)

Table 3.1. Certification of Qualification Comments Template.

EXCEPTIONALLY QUALIFIED (If applicable):

EXAMINER'S REMARKS:

A. Mission Description.

B. Discrepancies. Document all discrepancies (Q- or U) or enter "None" (if none then ground and flight annotations not required).

1. Ground.

2. Flight.

C. Recommended Additional Training. Enter additional training or "None" (if none then ground and flight annotations not required).

1. Ground.

2. Flight.

D. Additional Comments. Enter additional comments (to include Commendable areas/sub-areas) or None.

REVIEWING OFFICER'S REMARKS:

APPROVING OFFICER'S REMARKS:

3.11. HAAMS Folder. This folder will contain all documentation pertaining to qualifications and training. (T-3)

3.11.1. Content will include the following: Current AO, AF Forms 781, 3520, 1274, *Physiological Training*, 1042, *Medical Recommendation for Flying or Special Operational Duty*, 1522, 8 or 4022 (if applicable, see [para 3.2](#)), Individual Data Summary, TDY Orders (Current Mission Only), Volunteer Letter (see AFI 11-402 para 1.7.4.), Copy of current RFIs. (T-3)

3.11.2. Folder will be hand-carried during HAAMS.

Chapter 4

TRAINING

4.1. Overview. The overall objective is to develop and maintain a high state of mission readiness for the immediate and effective support of high altitude contingency and non-contingency airdrop operations. Mission readiness and effective employment are achieved through the development and mastery of HAAMS core competencies. This training program specifies these core competencies and minimum training requirements for IQT, MQT, RQ and CT. PTs will be able to interface with military and civilian airlift operations on various MDS aircraft, prepare any mobility aircraft for high altitude equipment or personnel airdrops, and provide appropriate en route and post-mission physiological support using certified oxygen equipment.

4.2. Operational Support Flier (OSF). MR and NMR PTs are designated as OSF and must comply with AFI 11-401, AFI 11-402, and AFI 11-202V3. Once these requirements have been met, MR and NMR HAAMS personnel will be placed on AOs as OSF. HAAMS personnel are authorized to log flight time on AFTO Form 781 or 3520 IAW AFI 11-401. (T-2)

4.3. Initial Qualification Training (IQT). This training is for individuals who have no HAAMS experience or who were previously qualified but have not been involved with airdrops above FL200 for more than 2 years or as determined by the HAAMS Director. Personnel must complete this training if assigned to a UTC manning position or as determined by the AMC/SGP and AOP Associate Corps Chief. The sole method of IQT is to attend and complete the ETCA HAAMS Formal training course and requirements specified in this publication. Completing the formal course satisfies all IQT requirements. An AF Form 4023 will be filled out at the completion of IQT IAW [paragraph 3.4](#). Prerequisites are (T-3):

4.3.1. Meet Flying Class III Physical Requirements IAW AFI 48-123, *Medical Examinations and Standards*.

4.3.2. Minimum AFSC 4M051/43A3.

4.3.3. Current Physiological Training IAW AFI 11-403.

4.3.4. Placed on AOs IAW AFI 11-401.

4.3.5. Volunteer letter (AFI 11-402 para 1.7.4).

4.4. Mission Qualification Training (MQT). This training is outlined in [Table 4.1](#) and is for individuals who have completed IQT and includes requirements established in preparation for their initial MSN Evaluation. An AF Form 4025 will be filled out at the completion of MQT IAW [paragraph 3.6](#) of this instruction (T-3).

Table 4.1. MQT Requirements (T-2)

Code	Event	Reference Directive	Note
LL03	Emergency Egress Training, Non-Ejection	AFI 11-202V1	1
SV-80A	Combat Survival	AFI 16-1301, <i>Survival, Evasion,</i>	1

		<i>Resistance, and Escape (SERE) Program</i>	
SV-86A	Water Survival	AFI 16-1301	1
N/A	Passport	US State Department	1, 2
N/A	3 HAAMS Trips	AFI 11-409	3, 4, 5
Notes: 1. May be completed before IQT. 2. Must be civilian passport for data-mask tasking(s). 3. Personnel must complete three separate mission trips. 4. One mission trip is optional if proficiency advance guidelines (paragraph 3.5.13) are met. 5. Must complete two sorties >FL200.			

4.5. Instructor Upgrade Program (IUP). The IUP is for experienced PTs who have the skill level, in-depth hands-on and technical knowledge of oxygen systems, procedures, instructions and leadership to assist the AF HAAMS PM in effectively and safely accomplishing its mission. Prerequisites are (T-3):

- 4.5.1. Must be a MR PT.
- 4.5.2. Selected by AF HAAMS Center Director
- 4.5.3. 4M071/43A3.
- 4.5.4. Graduate of an oxygen maintenance course (e.g., Cobham Technologies Oxygen Maintenance or Airborne Systems Courses).
- 4.5.5. Completed at least 5 HAAMS sorties >FL200 as an MR PT.
- 4.5.6. All instructor candidates will complete a mission with stan/eval section to demonstrate their knowledge of the HAAMS Formal Course training standards and their ability to instruct and perform training events/tasks standards. (T-3)

4.6. Continuation Training. PTs are specially trained and are qualified on various types of oxygen support equipment and deploy on different types of aircraft. As a result, they must maintain proficiency in their knowledge, skills and experience to be fully operational and capable of supporting various types of “short-notice” non-contingency and contingency tasking(s).

- 4.6.1. Completion and documentation of CT is the responsibility of each individual PT (T-3).
- 4.6.2. PTs will coordinate with schedulers and training section to ensure they are proficient on all tasks listed on the AF Form 3862. (T-3)
- 4.6.3. Failure to accomplish CT items results in a non-current status. Non-currency prohibits a PT from accomplishing unsupervised HAAMS flights. Individuals are considered non-current on the first day of the following month, quarter or year in which assigned CT is due (e.g., a quarterly event becomes non-current the first day of the next quarter).

4.7. Read File Item (RFI). RFIs are under the purview of the stan/eval section and will be written on AF Form 446 (or equivalent) to alert personnel to policy changes for technical orders,

DoD directives or AFIs affecting operations and/or training programs. Notifications may be used to provide clarification to program management guidance from AFIs or other directives. RFIs remain in effect until rescinded by the AF HAAMS Center. (T-3)

4.7.1. A copy of current RFIs and attachments (if applicable) will be placed in PT's HAAMS folders ([paragraph 3.11](#)). (T-3)

4.7.2. Personnel will sign each RFI before supporting missions. (T-3)

Chapter 5

OPERATIONS

5.1. Overview. All unpressurized missions at or above FL200 MSL requires AF HAAMS MR trained PTs IAW this instruction, Army ATTP 3-18.11 *Special Forces Military Free-Fall Operations*, 350-2 *US Army Special Operations Command Airborne Training*, COMNAVSPECWARCOMINST 3000.3B *Navy Special Warfare Air Operations*, and applicable Vol 3 of AFIs 11-2C-MDS. Missions include but are not limited to DoD special operations high altitude low opening and high altitude high opening personnel and equipment drops, psychological operations, equipment testing and research operations, and humanitarian aid operations. Regardless of altitude, personnel tasked to conduct PT duties will meet requirements outlined in this instruction. (T-2)

5.2. HAAMS Personnel Description. HAAMS PTs are specially trained technicians and AOP officers (AFSC 4M/43A3) who have completed training IAW [Chapter 4](#).

5.3. Ratio Requirements.

5.3.1. One USAF MR PT is required for each 16 personnel (aircrew, parachutists, MEP etc.) on board the aircraft for all unpressurized missions conducted at or above 20,000 feet MSL. (T-2) Note: Refer to MDS-specific volumes (e.g., AFI 11-2C-17, Vol 3) which may require more restrictive ratios. Any PT, even if minimum ratio requirements have been met, must meet all requirements listed in [paragraph 2.17](#) if he/she is providing HAAMS.

5.3.2. Flight examiners may be included in PT ratio requirements and conduct PT duties if necessary. However, their main objective is to conduct evaluations with limited distractions to meet intent of evaluation objectives outlined in [Chapter 6](#).

5.3.3. Support for high altitude missions below FL200 may be requested to mitigate risks and is highly recommended.

5.4. Requesting PT Support.

5.4.1. All CONUS and OCONUS non-contingency requests for PT support must be made to the AF HAAMS Center workflow email address [19mdg@haams@us.af.mil](mailto:19mdg@haams.us.af.mil) or by calling DSN 731-6093/Comm 501-987-6093. (T-2)

5.4.2. Contingency tasking(s) will be formally tasked through AMC/SGX channels. (T-2)

5.5. High Altitude Airdrop Oxygen Requirements.

5.5.1. PTs provide support on various types of aircraft, both military and civilian. Regardless of the type or origin of the aircraft, oxygen requirements will be met IAW AFI 11-202 Vol3 and this regulation. (T-2)

5.5.2. Supplemental Oxygen. A continuous supply of supplemental oxygen using an approved individual helmet and mask will be used by all personnel during unpressurized operations above 10,000 feet MSL. (T-2) **EXCEPTIONS:** Parachutists may perform unpressurized operations between 10,000 feet MSL and 13,000 feet MSL without supplemental oxygen for a period not to exceed 30 min. For unpressurized flight above

13,000 feet MSL, or exceeding the 30-minute envelope between 10,000 and 13,000 feet MSL, a continuous supply of supplemental oxygen will be used.

5.5.3. When the aircraft oxygen system does not provide sufficient oxygen regulators for all personnel, approved portable oxygen systems (e.g., oxygen consoles, hoses, masks, CRU-79 etc) will be inspected and installed in the aircraft. The consoles will provide enough oxygen connections for all crewmembers, parachutists or other MEP not accommodated by the normal aircraft oxygen system. (T-1)

5.6. Pre-breathe Requirements for Missions at or Above FL200.

5.6.1. All personnel will pre-breathe 100 percent oxygen below 16,000 feet MSL cabin altitude on any mission scheduled for an exposure at or above FL200 for times shown in [Table 5.1](#) (T-2)

5.6.2. The PIC, with recommendations from the PT and primary jumpmaster (if applicable), will determine the course of action for a break in pre-breathing. (T-3)

5.6.3. Pre-breathing will be conducted with a personally-fitted oxygen mask attached to an approved helmet and personal oxygen system. **Note:** Emergency oxygen equipment (e.g., MA-1, quick-don/smoke mask etc.) is not approved for pre-breathing. (T-1)

5.7. Restrictions.

5.7.1. Accumulative Total Time. This time begins and ends when cabin altitude is above and below FL200 and will not exceed 110 minutes. Additional flying may be conducted below FL200. (T-2)

5.7.2. Maximum Block Exposure Time. Aircraft cabin altitude time limits are categorized into blocks of altitude and are listed in [Table 5.1](#). Additional flying may be conducted at lower blocks of altitude.

5.7.3. If the aircraft lands between sorties, and the time on the ground equals or exceeds the time spent at or above a cabin altitude of FL200, the accumulative total or block time (if applicable) of allowable duration can be reset to the maximum.

5.7.4. No more than 3 pre-breather sorties in a 24-hour period (take-off to landing) unless otherwise restricted. (T-2)

5.7.5. At least 24 hours between exposures to or above FL300. (T-2)

5.7.6. Ascent rates will not exceed 5,000 ft/min. (T-2)

Table 5.1. Pre-breathing Requirements and Exposure Limits (T-1).

Altitude (Note 1)	Oxygen Requirement	Pre-breathe Time	Maximum Block Exposure Time (Note 2, 3)
10,000 ft - 12,999ft	Aircrew: Supplemental Jumpers: See para. 5.5.2.	N/A	Unlimited

13,000 ft - FL199	Supplemental	N/A	Unlimited
FL200 - FL249	100% O ₂	30 Min	110 Min
FL250 - FL299	100% O ₂	30 Min	60 Min
FL300 - FL 349	100% O ₂	45 Min	30 Min
FL350 or above	100% O ₂	75 Min	30 Min

NOTES:

1. Altitudes listed in MSL.
2. Aircraft must descend to a lower block (or below FL200) once the maximum block exposure time is met. EXAMPLE – Planned drops at FL399, FL299, and FL249; time begins passing through FL200 and is limited to 30 minutes at FL399, descend to FL299 for 30 minutes (60 minutes accumulative), descend to FL249 for 50 minutes (110 minutes accumulative).
3. Limits based on not exceeding 23% decompression sickness (DCS) incidence under laboratory conditions (<1% operational impact such as abort or mission alteration/descent).

5.8. Operations above FL250 feet MSL.

5.8.1. A waiver to AFI 11-202V3 is required from AF Flight Standards Agency for unpressurized flights when conducting airdrops FL250 feet MSL and above.

5.8.2. MA-1 portable oxygen units equipped with A-21 regulators (or equivalent) and serviceable web-carrying straps will be provided for each person aboard and be readily available except for parachutists. (T-1)

5.9. Physiological Incidents. USAF PTs are specially trained to handle various oxygen system malfunctions and physiological incidents. The PT will make every attempt to resolve the issue(s) and advise the PIC and primary jumpmaster (if applicable) of the safest course of action. If the problem has been identified and/or signs and symptoms of the incident have been resolved, the parachutist and/or aircrew may continue training with PIC and jumpmaster (if applicable) concurrence. While these malfunctions and/or incidents may not meet reportable mishap classification criteria, it is important to investigate/report for hazard identification and mishap prevention. Therefore, the Trip Lead will ensure events, to include physiological incidents are reported to the PIC or host installation chief of safety IAW AFI 91-204. (T-3)

Chapter 6

STANDARDIZATION EVALUATION

6.1. Purpose. Provide leadership a tool to validate mission readiness and the effectiveness of training, including documentation, qualifications and capabilities. This chapter provides procedures and evaluation criteria/tolerances to be used during evaluations. Specific areas for evaluations are prescribed to ensure an accurate assessment of proficiency and capabilities. HAAMS instructors will use this chapter during IQT and MQT to prepare NMR PTs for their initial and subsequent MSN evaluations. (T-3)

6.2. Conduct of Evaluations.

6.2.1. Flight examiners will pre-brief the examinee on the purpose, conduct, requirements and general criteria of the evaluation. Flight examiners will then evaluate the examinee in each area/sub-area. (T-3)

6.2.2. Evaluations may be accomplished on operational or training missions. Profiles must be as realistic as possible and relate to real-world applications with minimum number of simulated events.

6.2.3. Flight examiners should not evaluate personnel they have primarily trained nor should they evaluate personnel who serve as rating officers on their performance reports. (T-3)

6.2.4. Flight examiners will note discrepancies and deviations from task grading forms and performance criteria during the evaluation. They will compare the examinee's performance with the tolerances provided in the grading criteria and assign an appropriate grade for each area. (T-3)

6.2.5. An evaluation will not be changed to a training mission to avoid documenting substandard performance, nor will a training mission be changed to an evaluation, with the exception of a N/N (No Notice) evaluation. (T-3)

6.2.6. The judgment of the flight examiner will be the determining factor in assigning an overall qualification level on the AF Form 8. The flight examiner should thoroughly critique all aspects of the flight. During the critique, the examiner will review the examinee's overall rating, specific deviations, area/sub-area grades assigned, and any additional training required. (T-3)

6.2.7. In the event of unsatisfactory performance, the examiner will determine recommended additional training requirements. Additional training on the same mission is allowed when unique situations presenting valuable training opportunities exist (i.e., another >FL200 sortie is scheduled). This option requires examiner discretion and judicious application. The flight examiner who administered the original evaluation will not administer the recheck. (T-3)

6.3. Timing of Evaluations.

6.3.1. **Expiration Date.** Required periodic evaluations expire on the last day of the 17th month following the month in which the flight phase was successfully flown (e.g. an evaluation completed 9 Oct 14 expires 31 Mar 16.).

6.3.2. Eligibility Period. Periodic evaluations will be scheduled by Stan/Eval Function within the eligibility period, defined as the 6-month period prior to the expiration date. **Note:** NMR PTs will complete their initial MSN Eval after completing MQT IAW [Chapter 4](#).

6.3.3. Out-of-the-Eligibility Period. On a case-by-case basis, periodic evaluations may be scheduled before or after the eligibility period according to the following criteria:

6.3.3.1. Evaluations Conducted Prior to the Eligibility Period. SQ/CCs may authorize individuals to complete periodic evaluations prior to the eligibility period. A description of the circumstance(s) is required on the back of the Form 8 under the approving officer's remarks. (T-3)

6.3.3.2. Extended Evaluations. SQ/CCs may extend the expiration date of periodic evaluations for up to 6 months for operational reasons (e.g., deployment). An MFR signed by the SQ/CC explaining the circumstance(s) will be placed in the PT's HAAMS folder until an evaluation is completed. If possible, prerequisites ([paragraph 6.6](#)) will be accomplished within the original eligibility period. CT requirements ([paragraph 4.6](#)) must be accomplished before a member is scheduled for an evaluation. (T-3)

6.3.4. Failure to Complete an Evaluation within the Required Period. If a PT fails to complete an evaluation (either ground phase or flight phase) within the eligibility period for an in-the-eligibility period evaluation (see [paragraph 6.3.2](#)) or within the period for an out-of-the-eligibility period evaluation (see [paragraph 6.3.3](#)), the PT is considered NMR. Depending on timeline and with HAAMS Director's approval, MR status may be re-established by accomplishing a complete requalification evaluation (to include prerequisites) or by completion of the delinquent ground and/or flight phase of the evaluation.

6.4. Categories. Evaluations are divided into three categories: MSN, INSTR, and SPOT. Each category consists of two structured phases, ground and flight. **EXCEPTION:** SPOT evaluations may consist of either a ground or flight phase. Each phase requires the completion of prerequisite tasks (see [paragraph 6.6](#)). **EXCEPTION:** a SPOT evaluation has no requisite tasks.

6.4.1. MSN Evaluations.

6.4.1.1. Verifies IQT and MQT Formal Course training standards are adequate in preparing NMR for their initial MSN evaluation.

6.4.1.2. Qualifies PTs to conduct missions IAW this instruction.

6.4.2. INSTR Evaluations.

6.4.2.1. Qualify PTs who meet requirements outlined in [paragraph 4.5](#) of this instruction.

6.4.2.2. The same Flight Evaluation Checklist and grading criteria used during MSN evaluations will be used during INSTR evaluations but focus will be placed on the individual's leadership, skill-set, technical knowledge and instructional ability. (T-3)

6.4.2.3. INSTR evaluations may satisfy periodic evaluation requirements provided all requirements for the periodic evaluation are met.

6.4.2.4. Evaluations of instructor qualification will be conducted during all subsequent periodic evaluations unless the examinee no longer holds INSTR status. (T-3)

6.4.3. SPOT Evaluations.

6.4.3.1. Purpose/Execution. Evaluate a specific event or requirement without intending to satisfy the requirements of a periodic evaluation. A SPOT has no specific prerequisites, but may be N/N IAW [paragraph 6.5.2](#).

6.4.3.2. SPOT evaluations may consist of either a ground or flight phase.

6.4.3.3. An examinee may utilize a SPOT evaluation to update a periodic evaluation expiration date provided all requirements for the evaluation are completed within the periods described in [paragraph 6.3](#). If all requirements were not completed on the first flight, subsequent flights are authorized to complete required events.

6.5. Prefixes. The following prefixes will be used, when applicable, to further describe the evaluations listed in [paragraph 6.4](#). (T-3)

6.5.1. Requalification (RQ). An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, a recheck following a failed evaluation or a commander-directed downgrade.

6.5.2. No-Notice (N/N). The N/N evaluation program provides leadership a sampling of daily performance and an assessment of unit training effectiveness. The examinee is notified of the evaluation at or after the beginning of normal preparation for the mission. The intent is to preclude extraordinary preparation for the mission. However, the flight examiner will not manipulate the pre-planned mission profile. An examinee may utilize a N/N evaluation to update a mission evaluation expiration date provided that all requirements for the evaluation are completed and within the required periods IAW [paragraph 6.3](#). If all requirements were not completed on the first flight, subsequent flights are authorized to complete required events. If the examinee elects not to update a mission evaluation expiration date, the evaluation will be documented on the AF Form 8 ([paragraph 3.10](#)) as a N/N evaluation.

6.6. Prerequisites. These include ground phase items and must be accomplished before an evaluation is scheduled. (T-3)

6.6.1. Ground Phase. This phase consists of open-book and closed-book exams and EPE. MR PTs may schedule exams and EPE within a 6-month window from their evaluation due date. NMR PTs will accomplish all ground phase items during IQT. NMR and MR PTs must pass all ground phase items prior to entering the flight phase.

6.6.1.1. Open-Book Exam. The exam will consist of at least 25 questions and is used to assess PT's knowledge and ability to find information in publications (e.g., checklists, Formal Course training standards, TOs and AFIs or other DoD directives) containing information pertinent to the operation of applicable oxygen systems, physiology and parachute equipment. It will also include aircraft specific limitations, rigging configurations and aircraft operational questions for all applicable MDS platforms. The open-book subject areas and the publications used to generate the exam will be made available to PTs. Electronic publications may be used for open-book exams. A minimum score of 80% is required to pass the open-book exam. A failure results in an overall unqualified evaluation.

6.6.1.2. Closed-Book Exam. The exam will consist of at least 25 questions and will include questions PTs must know without the use of publications (e.g., checklists, TOs and/or AFIs). Closed book questions will emphasize physiology, hyperbarics, oxygen system knowledge and information necessary for safe flight and mission accomplishment. A minimum score of 80% is required to pass the closed-book exam. A failure results in an overall unqualified evaluation.

6.6.1.3. Emergency Procedures Evaluations (EPE). This pass/fail item evaluates a PT's situational awareness, knowledge of physiology, aircraft EPs, medical procedures, and parachute and aircraft oxygen equipment with scenario based questions. Flight examiners will use one continuous scenario throughout the EPE and/or different scenarios for each EP. Satisfactory performance (Q-1) for EPEs requires taking the proper action in the correct sequence, not a verbatim response. Performances of EPEs are graded by qualification levels listed in [paragraph 6.14](#).

6.6.2. Ground Phase Failure. A failure in any of the items (e.g., exams, EPE) results in an overall unsatisfactory evaluation and must be successfully re-accomplished. A member will undergo a de-brief and must be afforded an adequate study period prior to re-examination. Document ground phase scores on AF Form 8 ([paragraph 3.10](#)). **Note:** A separate AF Form 8 will be used for all rechecks. (T-3)

6.6.3. Flight Phase. The evaluation flight profile will include a personnel drop from \geq FL200. If not available, the flight examiner may simulate a FL200 profile and procedures. When in-flight evaluation of a required area is not possible, the area may be verbally evaluated. Flight examiners will make every effort to evaluate all required areas in-flight before resorting to this provision. If an alternate method is used to complete the evaluation (e.g., flight <FL200, verbal eval) document in the Additional Comments portion of the AF Form 8.

6.6.3.1. The flight examiner must grade the areas/subareas listed in the evaluation sections listed on the AF 3862. (T-3)

6.6.3.2. In addition to required areas/subareas, the flight examiner will grade any area/subarea observed during an evaluation if performance in that area/subarea impacts the specific evaluation accomplished or overall flight safety. (T-3)

6.6.3.3. 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 area/subarea grade.

6.6.3.4. The flight examiner may further identify any area/sub-area as commendable if, in the examiner's determination, the member demonstrated exceptional skill and knowledge.

6.7. Grading System.

6.7.1. A two-step grading system is used to evaluate and document performance.

6.7.2. In the first step, individual grades are assigned to each evaluation requisite to include the grading of areas/subareas of individual performance against established evaluation criteria. Performance less than fully qualified must be documented.

6.7.3. In the second step, an overall qualification level is assigned based on a compilation of all individual requisite grades.

6.8. Tolerances. Tolerances (i.e., Q/Q-/U) for performance areas/subareas are listed and described in the HAAMS Formal Course task grading forms.

6.9. Critical Areas. These areas require adequate accomplishment by the member in order to achieve the mission objectives successfully. If a member receives an unqualified grade (i.e., U) in any critical area, the overall grade for the evaluation will be unqualified (Q-3). Critical areas are identified by the shading of the Q- block on the AF 3862, Flight Evaluation Worksheet.

6.10. Performance Areas/Subareas.

6.10.1. Areas/subareas will have a two-tier (Q/U) or three-tier (Q/Q-/U) grading system. Discrepancies will be documented against the established areas/subareas.

6.10.2. Q is the desired level of performance. The examinee demonstrated a satisfactory knowledge of all required information, performed duties within the prescribed tolerances, and accomplished the assigned mission.

6.10.3. Q- indicates the examinee is qualified to perform the assigned area but requires debriefing or additional training as determined by the evaluator. Deviations from established standards must not exceed the prescribed Q- tolerances or jeopardize flight safety.

6.10.4. U indicates a breach of flight discipline, performance outside allowable parameters or deviations from prescribed procedures/tolerances that adversely affected mission accomplishment or compromised flight safety. An examinee receiving an area of U requires additional training.

6.11. Additional Training. Any training recommended by the flight examiner to remedy deficiencies identified during an evaluation. This training may include self-study, ground instruction, FuT or inflight instruction.

6.12. Overall Qualification Levels. The overall qualification level awarded on an evaluation is based on performance on both the flight and ground phases. An overall grade of Q-1 or Q-2 will be awarded only after all evaluation requirements have been completed and given due consideration. An overall grade of Q-3 may be awarded at any time. Evaluators will document the qualification level on the AF Form 8. Personnel who receive a Q-1 or Q-2 are considered MR and those who receive a Q-3 are NMR. Overall evaluation performance is graded by qualification levels as follows: (T-3)

6.12.1. Qualification Level 1 (Q-1). The PT demonstrated desired performance and knowledge of procedures, equipment and directives within tolerances specified in the grading criteria. This will be awarded when no discrepancies were noted and may be awarded when discrepancies are noted if:

6.12.1.1. The discrepancies resulted in no U grades being given in any area(s).

6.12.1.2. In the judgment of the flight evaluator, none of the discrepancies preclude awarding of an overall Q-1.

6.12.1.3. All discrepancies noted during the evaluation were cleared during the debrief of that evaluation.

6.12.2. Qualification Level 2 (Q-2). PT demonstrated ability to perform duties safely, but:

6.12.2.1. There were one or more area(s) where additional training was assigned.

6.12.2.2. A non-critical area of U was awarded.

6.12.2.3. In the judgment of the flight evaluator, there is justification based on performance on one or several areas.

6.12.3. Qualification Level 3 (Q-3). PT demonstrated an unacceptable level of safety, performance or knowledge.

6.12.3.1. Failed Ground Phase.

6.12.3.2. An area grade of U awarded in a critical area requires an overall Q-3 for the evaluation.

6.12.3.3. An overall Q-3 can be awarded if, in the judgment of the flight evaluator, there is justification based on performance in one or several areas.

6.13. Exceptionally Qualified (EQ) Designation. An EQ may be given, but will only be applied to the overall grade and not to separate requisite. Document on the AF Form 8 IAW [paragraph 3.10](#). An EQ may be given when the PT:

6.13.1. Demonstrated exceptional skill and knowledge in all phases of the evaluation;

6.13.2. Did not fail any prerequisite and;

6.13.3. Received a Q on all areas/subareas evaluated.

6.14. Commander Directed Downgrade. The commander of HAAMS PTs may direct a downgrade (Q-/U) in a specific area/sub-area without unqualifying an individual. Additionally, the commander may direct a downgrade that either removes a qualification (e.g. INSTR to MR PT) or completely unqualifies an individual (e.g. MR to NMR). Downgrades may be directed without administering an evaluation using the following guidance:

6.14.1. For flying-related cases, use for cause only (e.g., breach of flying discipline, flight safety, evaluation critical area etc.). Incidents may be witnessed by an MR PT or a qualified aircrew member.

6.14.2. For non-flying-related cases, do not use as a substitution for, or in lieu of, administrative or judicial actions (e.g. Letter of Counseling, Article 15, etc.). Consult with the Staff Judge Advocate office for legal advice in these cases and in incidences that directly affect the commander's confidence in the member's ability to safely conduct PT duties (e.g. lapse in judgment significant enough to cast doubt on the PT's decision-making abilities during HAAMS).

6.14.3. For downgrades that either remove qualifications or completely unqualify an individual, the affected PT will cease acting in the qualification from which they have been downgraded effective with the date the commander initiated the downgrade.

6.14.4. Commander Directed Downgrades will be documented IAW [paragraph 3.10](#). (T-3)

Chapter 7

PARACHUTING PROGRAM

7.1. Purpose. The AF HAAMS Center parachute program was established to meet requirements and responsibilities outlined in AFI 11-410 and this instruction. Specifically, this program will increase mission effectiveness and safety (AFI 11-410 paragraph 1.2.3.3.) during parachute operations by providing fully qualified HAAMS PTs for DoD missions (AFI 11-410 paragraph 2.5 and **Chapter 4** of this instruction).

7.2. Objectives. The AF HAAMS Center MR PTs are responsible for providing mission essential support for DoD conventional and special operations forces MFF operations, training and test and evaluation personnel airdrops. To enhance credibility and provide more effective user group operational support, the AF HAAMS Center will be manned with designated J-coded UMD positions authorizing personnel to complete airborne training and conduct routine jump requirements. (T-2) To meet ETCA HAAMS IQT course and CT (**paragraphs 4.3 and 4.6**) requirements, MFF parachutists assigned to the HAAMS Center are required to serve as critical role-players for oxygen jump operations. (T-2) Additionally, jump personnel serve as AETC/A3FM's SME for HAP standardized curriculum. (T-3)

7.3. Sustainability. The AF HAAMS Center Parachute Program will be manned and trained to be self-sufficient to sustain jump operations. (T-2) This includes qualified riggers and emergency medical technicians to support routine proficiency jumps and IQT and CT program requirements. Support for the parachute program requires training advancement in parachute ratings which includes the following courses: US Army basic airborne (L9AZA1XXXX 0A1A), static-line jumpmaster (L9AZA1XXXX 0A0A), MFF parachutist (L9AQA1XXXX 0F1A) and MFF jumpmaster (L9AZA1XXXX 1J0A).

7.4. The program will be managed IAW AFI 11-410 and 11-402 (paragraph 1. 7.3.).

TOD D. WOLTERS, Lt Gen, USAF
Deputy Chief of Staff, Operations

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

AFI 10-401, *Air Force Operation Planning and Execution*, 7 December 2006

AFPD 11-4, *Aviation Service*, 1 September 2004

AFI 11-2C-17V3, *C-17 Operations Procedures*, 16 November 2011

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

AFI 11-202V3, *General Flight Rules*, 22 October 2010

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

AFI 11-402, *Aviation and Parachutists Service, Aeronautical Ratings and Aviation Badges*, 13 December 2010

AFI 11-403, *Aerospace Physiological Training Program*, 30 November 2012

AFI 11-409, *High Altitude Airdrop Mission Support Program*, 1 February 2011

AFI 11-410, *Personnel Parachute Operations*, 4 August 2008

AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Program*, 6 September 2006

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 25 June 2013

AFI 41-209, *Medical Logistics Support*, 13 August 2013

AFI 48-123, *Medical Examinations and Standards*, 5 November 2013

AFI 91-204, *Safety Investigations and Reports*, 10 April 2014

Air Force Manual 33-363, *Management of Records*, 1 March 2008

ATTP 3-18.11, *Special Forces Military Free-Fall Operations*, October 2014

COMNAVSPECWARCOMINST 3000.3B, *Navy Special Warfare Air Operations*, 27 September 2007

Adopted Forms

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 446, *Flight Crew Information File*

AF Form 847, *Recommendation for Change of Publication*

AF Forms 1042, *Medical Recommendations for Flying or Special Operational Duty*

AF Form 1274, *Physiological Training*

AF Form 1522, *ARMS Additional Training Accomplishment Report*

AF Form 3520, *ARMS Aircrew/Mission Flight Data Extract*

AF Form 3862, *Flight Evaluation Worksheet*

AF Form 4022, *Aircrew Training Folder*

AF Form 4023, *Aircrew Training Progress Report*

AF Form 4024, *Aircrew Training Accomplishment Report*

AF Form 4025, *Aircrew Summary/Close-Out Report*

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

Abbreviations and Acronyms

AMDS—Aerospace Medicine Squadron

AOP—Aerospace and Operational Physiology

AOPCAB—Aerospace and Operational Physiology Corporate Advisory Board

DCS—Decompression Sickness

EP—Emergency Procedure

EQ—Exceptionally Qualified

ETCA—Education Training Course Announcement

HAAMS—High Altitude Airdrop Mission Support

HAP—High Altitude Parachutists

IQT—Initial Qualification Training

MDS—Mission Design Series

MEP—Mission Essential Personnel

MQT—Mission Qualification Training

MR—Mission Ready

MSL—Mean Sea Level

NMR—Non Mission Ready

OSF—Operational Support Flyer

PIC—Pilot In Command

PM—Program Manager

PT—Physiological Technician

RPL—Required Proficiency Level

SG—Surgeon General

SII—Special Interests Item

STAN/EVAL—Standardization and Evaluation

UGT—Upgrade Training

Attachment 2**AIRCREW/JUMPER BRIEFING OUTLINE****A2.1. All Personnel**

A2.1.1. PIC is responsible for, and final authority to, the operation of the aircraft (AFI 11-202V3)

A2.1.2. Notify PT immediately of any concerns, oxygen equipment or physiological symptoms

A2.1.3. PT will maintain the official sortie sheet (i.e., time keeper) and give time warnings

A2.1.4. PT will notify the PIC of any physiological related issues and advise on the safest course of action

A2.1.5. DNIF and General Health - cold/sinus condition(s)

A2.1.6. High altitude is high risk and physiologically demanding - hydrate, nutrition, sleep

A2.2. Aircrew Only.**A2.2.1. Communication**

A2.2.1.1. At least 1 PT must be on intercom with aircrew.

A2.2.2. Oxygen discipline:

A2.2.2.1. Remain on supplemental oxygen until <10K feet MSL

A2.2.2.2. Keep eyes open while breathing oxygen

A2.2.3. DCS

A2.2.3.1. Follow directed exposure and denitrogenation time limits

A2.2.3.2. Symptoms: Bends, CNS, Chokes, Skin Manifestations

A2.2.4. Denitrogenation

A2.2.4.1. Must use 100% oxygen

A2.2.4.2. Completed below 16,000 feet MSL

A2.2.4.3. If possible, start P/B at 1,500 feet AGL or above to prevent ground egress hazards and to conserve oxygen

A2.2.5. Factors Limiting Effective Denitrogenation

A2.2.5.1. Disconnecting from oxygen regulator

A2.2.5.2. Moving regulator diluter lever from 100% to normal

A2.2.5.3. Breaking mask seal

A2.2.5.4. If P/B is broken -- the PIC, with recommendations from the PT, will determine the best course of action.

A2.2.5.5. If possible, explain/demonstrate procedures for mask swap

A2.2.6. DCS Treatment:

A2.2.6.1. Immobilize affected area

A2.2.6.2. Administer 100% oxygen via tight fitting oxygen mask, (**Note:** if available don't use same mask individual used for ops)

A2.2.6.3. Cabin altitude to sea level or field elevation of evacuation site as soon as possible

A2.2.6.4. Notify PIC to contact FS on-call through appropriate channels (eg, command post, ATC, base ops, etc.) of situation and coordinate treatment actions

A2.2.6.5. Monitor and record vital signs/symptoms until relieved by a FS or local EMS

A2.2.7. Delayed DCS reactions:

A2.2.7.1. Report any post-flight symptoms immediately! Provide contact numbers (eg, PT, command post, FS on-call).

A2.2.7.2. Watch for symptoms up to 12 hours after sortie

A2.2.7.3. Limit post-flight physical activity as much as possible for 12 hours

A2.2.7.4. Intoxication may cover symptoms of DCS

A2.2.8. Hypoxia and Hyperventilation:

A2.2.8.1. Review Signs & Symptoms

A2.2.8.2. Early recognition!

A2.2.8.3. Watch for signs in other aircrew (e.g., glassy eyes, lack of comm, disoriented)

A2.2.9. Hypoxia Treatment

A2.2.9.1. PT will ID the problem and swap equipment as necessary

A2.2.9.2. PT will notify the PIC of the situation and advise on the safest course of action

A2.2.10. Trapped Gases:

A2.2.11. Ear and sinus blocks:

A2.2.11.1. Normally seen on descent

A2.2.11.2. Methods of clearing (Valsalva, jaw movement, neck stretch, regulator pressure, etc.). PT may use nasal spray as a get me down only. **Note:** IAW AFI 11-2C-MDSV3, individual must see FS before RTFS.

A2.2.11.3. No Valsalvas on ascent

A2.2.11.4. Delayed ear block treatment

A2.2.12. GI tract:

A2.2.12.1. Eat foods and drink beverages that do not promote gas formation

A2.2.12.2. Relieve gas at lower altitudes

A2.2.12.3. Keep cargo bay heat off to avoid dehydration, thermal stresses, sweating, etc.

A2.2.13. Pressure breathing: (If applicable)

- A2.2.13.1. Altitudes (FL280 and above)
- A2.2.13.2. Proper technique (threat of hyperventilation)
- A2.2.13.3. Communication difficulty and techniques

A2.3. Parachutists and other MEP.

- A2.3.1. Compressed air diving prior to jump operations (ATTP 3-18.11 page 1-3)
- A2.3.2. Communication
 - A2.3.2.1. Establish in-flight hand signals with jumpers/MEP to identify problems
 - A2.3.2.2. Use written messages on note pad or dry erase board if necessary
- A2.3.3. Oxygen discipline
 - A2.3.3.1. Keep eyes open while breathing oxygen
 - A2.3.3.2. Remain on supplemental oxygen until <13K feet MSL
- A2.3.4. DCS
 - A2.3.4.1. Follow directed exposure and denitrogenation time limits
 - A2.3.4.2. Symptoms: Bends, CNS, Chokes, Skin Manifestations
- A2.3.5. Denitrogenation
 - A2.3.5.1. Must use 100% oxygen
 - A2.3.5.2. Must be completed below 16,000 feet MSL
 - A2.3.5.3. If possible, start P/B at 1,500 feet AGL or above to prevent ground egress hazards and to conserve oxygen
 - A2.3.5.4. Coordinate P/B completion with time warnings
- A2.3.6. Factors Limiting Effective Denitrogenation
 - A2.3.6.1. Disconnecting from oxygen console
 - A2.3.6.2. Breaking mask seal
 - A2.3.6.3. If P/B is broken -- the PIC, with recommendations from the PT, will determine the best course of action.
 - A2.3.6.4. If possible, demonstrate procedures for mask/oxygen bottle swap
- A2.3.7. DCS Treatment:
 - A2.3.7.1. Immobilize affected area
 - A2.3.7.2. Administer 100% oxygen via tight fitting oxygen mask (**Note:** if available, don't use same mask individual used for ops)
 - A2.3.7.3. Notify PIC to contact FS on-call through appropriate channels (eg, command post, ATC, base ops, etc.) of situation and coordinate treatment actions
 - A2.3.7.4. Monitor and record vital signs/symptoms until relieved by a FS or local EMS.
- A2.3.8. Delayed reactions:

A2.3.8.1. Report any post-flight symptoms immediately! Provide contact numbers (e.g., PT, command post, FS on-call).

A2.3.8.2. Watch for symptoms up to 12 hours after flight

A2.3.8.3. Limit post-flight physical activity as much as possible for 12 hours

A2.3.8.4. Intoxication may cover symptoms of DCS

A2.3.9. Hypoxia and Hyperventilation:

A2.3.9.1. Review Signs & Symptoms

A2.3.9.2. Early recognition!

A2.3.9.3. Watch for signs of hypoxia in others (i.e. glassy eyes, lack of comm, disoriented)

A2.3.9.4. Hypoxia & hyperventilation symptoms very similar

A2.3.10. Hypoxia Treatment

A2.3.10.1. PT will ID the problem and swap equipment as necessary

A2.3.10.2. PT will notify the PIC and JM of the situation and advise on the safest course of action

A2.3.11. Trapped Gases:

A2.3.12. Ear and sinus blocks:

A2.3.12.1. Methods of clearing (Valsalva, jaw movement, neck stretch, etc.) PT may use nasal spray as a get me down only. **Notes:** Parachutists will not jump if administered Afrin; IAW AFI 11-2C-MDSV3, individual must see FS before RTFS.

A2.3.12.2. No Valsalvas on ascent

A2.3.13. Delayed ear blocks treatment

A2.3.14. GI tract:

A2.3.14.1. Eat foods and drink beverages that do not promote gas formation

A2.3.14.2. Relieve gas at lower altitudes

A2.3.15. Thermal stresses:

A2.3.15.1. Effects heat/cold have on situational awareness

A2.3.15.2. Proper clothing and protection

A2.3.16. Ground egress: Disconnect from consoles and follow aircraft evacuation procedures