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SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 11-502, Volume 2

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Flying Operations

**SMALL UNMANNED AIRCRAFT SYSTEMS
STANDARDIZATION/EVALUATION
PROGRAM**

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This instruction implements AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems* and AFPD 11-5, *Small Unmanned Aircraft Systems (SUAS) Rules, Procedures, and Service*. It establishes the Standardization/Evaluation (Stan/Eval) Program for SUAS operations by Air Force military and civilian personnel, personnel of other services and foreign personnel assigned or attached to USAF units, and contracted Small Unmanned Aircraft Systems-Operators (SUAS-Os) as stipulated in contracts. This publication applies to the Air Force Reserve Command (AFRC) and the Air National Guard (ANG). This AFI may be supplemented at any level, but all supplements must be routed to HAF/A3O-AS for coordination prior to certification and approval. 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 Form 847s from the field through MAJCOM IAW AFI 11-215, *USAF Flight Manuals Program (FMP)*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

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Chapter 1

PURPOSE

1.1. SUAS-O Standardization/Evaluation Program. The SUAS-O Standardization/Evaluation (Stan/Eval) Program is designed to ensure a high degree of effectiveness in accomplishing the mission of the SUAS force. This will be achieved by command supervision, employment of standard SUAS-O tasks, use of standard publications, and maintenance of a disciplined SUAS-O force by administration of frequent tests and flight evaluations. The purpose of the SUAS-O Stan/Eval Program is to provide commanders a tool to validate mission readiness and evaluate the effectiveness of individual SUAS-Os to include qualifications and capabilities. AFI 11-502 volumes 1, 2, and 3 draw from the respective AFI 11-202 volumes 1, 2, and 3, with modifications tailored to Small Unmanned Aircraft Systems; knowledge of the AFI 11-202 series is highly encouraged in order to fully understand the parallels and differences between systems and their supporting instructions.

1.2. Objectives. Specific program objectives are to:

- 1.2.1. Provide a system to assess and document individual SUAS-O proficiency and the capability to accomplish assigned tasks.
- 1.2.2. Develop and ensure standardization of operational procedures for SUAS employment.
- 1.2.3. Ensure compliance with appropriate operational, training, and administrative directives.
- 1.2.4. Evaluate and revise operational directives, procedures, and techniques as required.
- 1.2.5. Recognize trends and recommend/initiate changes to training programs and directives.

1.3. Waiver Authority. Unless otherwise specified, HAF/A3O-AS is the waiver authority for this instruction. Waivers to the basic guidance in this instruction will be requested through Stan/Eval channels to MAJCOM/A3 or equivalent level IAW AFI 11-215. MAJCOM/A3s will forward request in message or memo format to HAF/A3O-AS, with a copy to HQ AFSOC/A3OU. Waivers to supplemental guidance will be approved by the MAJCOM agency that generated the supplement. Unless otherwise specified, waivers to this Instruction will be valid for a period of 12 months from approval date. Units assigned, attached, or under operational control of a geographic combatant command will request waivers through the Commander Air Force Forces (COMAFFOR) who may approve, disapprove, or forward to HAF/A3O-AS for resolution, with a copy to HQ AFSOC/A3OU (Exception: Air Force Material command (AFMC) is not required to send a copy to HQ AFSOC/A3OU). Waiver authority for supplemental guidance will be as specified in the supplement.

1.4. Key Definitions:

- 1.4.1. "Will" and "Shall" indicate a mandatory requirement.
- 1.4.2. "Should" indicates a recommended procedure that is required, if practical.
- 1.4.3. "May" indicates an acceptable or suggested means of accomplishment.
- 1.4.4. See Attachment 1, Glossary of References and Supporting Information for additional terms.

Chapter 2

HIGHER HEADQUARTERS SUAS STAN/EVAL FUNCTIONS AND ORGANIZATION

2.1. Responsibilities:

2.1.1. HAF/A3.

- 2.1.1.1. Set policy and guide the conduct and execution of the SUAS Stan/Eval program.
- 2.1.1.2. Delegate office of primary responsibility (OPR) for this instruction to HAF/A3O-AS.
- 2.1.1.3. Delegate office of collateral responsibility (OCR) for this instruction to HQ AFSOC/A3.

2.1.2. HAF/A3O-AS.

- 2.1.2.1. Review and maintains this instruction.
- 2.1.2.2. Maintain liaison with Air Staff organizations, MAJCOMs, and appropriate career field managers to ensure compliance by all SUAS personnel.
- 2.1.2.3. Coordinate with Air Staff organizations and MAJCOM Stan/Eval functions to ensure guidance in separate AFIs conforms to and complies with basic Air Force policy guidance contained in this instruction.

2.2. Major Commands.

2.2.1. General.

- 2.2.1.1. MAJCOM/A3s are responsible for setting policy and establishing administrative processes. Lower echelons of command are primarily responsible for the flying and evaluation functions.
- 2.2.1.2. MAJCOM/Stan/Eval ensures MAJCOM policies, guidance and supplements are adequate and comply with the guidance and intent of this Instruction. In the absence of a Numbered Air Force (NAF) SUAS Stan/Eval function, assume responsibilities listed in paragraph 2.3.2.
- 2.2.1.3. MAJCOM staffs may fly SUAS to maintain currency and qualification. MAJCOM staffs are subject to the same requirements of AFI 11-502 Vol 1 for SUAS-O qualifications and certification.
- 2.2.1.4. AETC maintains administrative oversight of USAF Academy 306th Flying Training Group UAS Stan/Eval program.

2.2.2. Lead Command (AFSOC) Responsibilities.

- 2.2.2.1. In coordination with using commands, develop and manage the UAS Group-Specific, Volume 2, *SUAS Operator Evaluation Criteria*. The UAS Group-Specific, Volume 2 will not be less restrictive than this AFI. Exception: AFMC will publish evaluation criteria for flight test operations in AFI 11-5FT Vol 2.

2.2.2.2. Review, update and distribute UAS Group-Specific Master Question Files (MQFs) to using commands. Using commands will coordinate on submissions to correct deficiencies and update questions in the UAS Group-Specific MQFs using AF Form 847.

2.2.2.3. Convene conferences and working groups, as necessary, to review and improve command SUAS Stan/Eval policies and procedures.

2.2.2.4. Monitor and review MAJCOM supplements to this AFI to ensure MAJCOMs comply with basic policy guidance in this instruction.

2.2.3. Using Command Responsibilities.

2.2.3.1. Supplement this Instruction, as required. Additional forms will comply with AFI 33-360, *Publications and Forms Management*.

2.2.3.1.1. AFRC and ANG will provide information to be included as part of the gaining active duty MAJCOM supplement to this Instruction.

2.2.3.2. Provide staff coordination and control of all Flight Crew Information File (FCIF) items issued from the MAJCOM.

2.2.3.3. Coordinate and process all AF Forms 847 IAW AFI 11-215.

2.2.3.4. Coordinate on operational procedures, evaluation criteria and guidance in conjunction with AFSOC and other user commands operating like systems.

2.2.3.5. Ensure flight publications, operator manuals, and technical orders are updated and maintained.

2.2.3.6. Coordinate with safety offices and agencies to assist in evaluation of SUAS mishaps, as requested, and to determine appropriate corrective actions.

2.2.3.7. In the absence of a Numbered Air Force (NAF) Stan/Eval function, assume responsibilities listed in paragraph 2.3.

2.2.3.8. Observe/augment NAF Stan/Eval visits when feasible.

2.2.3.9. When feasible, observe execution of unit missions and provide feedback.

2.2.4. Augmentation. MAJCOMs may use augmentees from other MAJCOMs to support or conduct cross-command Stan/Eval program reviews. When mutually agreed, SUAS-O flight evaluations may also be conducted. Evaluation criteria will be IAW the appropriate Group-Specific AFI as supplemented by the supported MAJCOM.

2.3. Numbered Air Forces.

2.3.1. **Functions.** The NAF Stan/Eval function will:

2.3.1.1. Maintain oversight of evaluation functions in lower echelon units, in gained units, and in AFRC/ANG units for which oversight responsibility is assigned.

2.3.1.2. Conduct Stan/Eval visits IAW MAJCOM supplements/directives.

2.3.1.2.1. Coordinate and process AF Forms 847 IAW AFI 11-215.

2.3.1.3. Provide staff coordination and control of all Flight Crew Information File (FCIF) items issued from the NAF IAW paragraph 8.1.

2.3.1.4. Provide qualified Small UAS Evaluators (SUAS-E) to augment other MAJCOM and NAF agencies when requested IAW paragraph 2.3.3.

2.3.1.5. Administer periodic flight evaluations, when practical, to SUAS-Es in lower echelon units, in gained units, and in AFRC/ANG units for which oversight responsibility is assigned.

2.3.1.6. Observe execution of unit missions and provide feedback when feasible.

2.3.1.7. Review and coordinate on subordinate unit supplements to operational procedures, flying guidance and this Instruction.

2.3.1.8. Review subordinate unit Stan/Eval Board (SEB) minutes and, at a minimum, address any action items requiring Higher Headquarters (HHQ) assistance.

2.3.1.9. Assist MAJCOMs in the creation, review, updating and distribution of required MQFs. NAFs will coordinate on unit submissions to correct deficiencies to MQFs. Utilize AF Form 847.

2.3.2. **Augmentation.** Each NAF may use qualified augmentees from other NAFs to support or conduct Stan/Eval evaluations and inspections with concurrence of all the NAF Stan/Eval organizations involved.

2.4. Stan/Eval Visits. HHQ Stan/Eval staffs will visit units during the administration of the appropriate Aircrew Standardization/Evaluation Visit (ASEV) schedule, Staff Assistance Visits (SAVs), or in an informal capacity, as specified in MAJCOM supplements.

Chapter 3

UNIT SUAS STAN/EVAL FUNCTIONS AND ORGANIZATION

3.1. Scope. Units employing SUAS and parent group headquarters are required to establish a Stan/Eval function. Where there is no parent group headquarters, squadrons or detachments will assume the duties listed for groups.

3.2. Group. The conduct of the unit-level Stan/Eval program is directed by the group commander.

3.2.1. Group Commander Responsibilities.

- 3.2.1.1. Establish and provide manpower to staff a Stan/Eval function.
- 3.2.1.2. Ensure materials provided for mission planning are accurate and current.
- 3.2.1.3. Provide a suitable Stan/Eval testing area.
- 3.2.1.4. Direct evaluations to maintain a quality SUAS-O force.
- 3.2.1.5. Direct supplementary evaluations.
- 3.2.1.6. Chair and determine the composition of a Stan/Eval Board (SEB).
- 3.2.1.7. Designate Chief of Stan/Eval.
- 3.2.1.8. Designate Primary SUAS-E.

3.2.2. Group Stan/Eval Organization. Group Stan/Eval staff will consist of the Chief of Stan/Eval and at least one SUAS-E. The group commander may designate a Primary SUAS-E to perform the duties of Chief of Stan/Eval. A single SUAS-E may be responsible for all types of Group 1 UAS. Due to system complexity and number of crew positions, each type of Groups 2 and 3 UAS should have a dedicated SUAS-E. See Attachment 5 for definitions of UAS Groups.

- 3.2.2.1. When necessary to meet unique unit requirements, group commanders may designate additional SUAS-Es or designate SUAS-Es who are not assigned to the group headquarters. Notify the MAJCOM by recording such designation in the SEB minutes IAW Attachment 4.
- 3.2.2.2. The group commander may designate Standardization/Evaluation Liaison Officers (SELOs) to assist group evaluators in administrative Stan/Eval duties.
- 3.2.2.3. At the discretion of the group commander, group and subordinate unit Stan/Eval programs may be combined.
- 3.2.2.4. Primary SUAS-E. The primary SUAS-E will be a qualified evaluator in a unit SUAS. Primary SUAS-E manages the unit SUAS Standardization and Evaluation program. This may be an additional duty providing the Stan/Eval responsibilities are not compromised. Exception: For units undergoing SUAS conversion, the primary SUAS-E may be qualified in the SUAS to which the unit is converting, even if none are yet assigned.

3.2.2.5. Establish procedures for review and quality control of SUAS-O flight evaluation grading criteria IAW AFI 11-5GP(1,2, or 3)-SUAS Volume 2. Exception: AFMC: see AFI 11-5FT Vol 2 for AFMC evaluation criteria for test operations.

3.2.2.6. SUAS training folders (STF) will be used for Group 1 SUAS and flight evaluation folders (FEF) for Groups 2 & 3 SUAS. Establish procedures to maintain and review unit STF/FEF. Document these procedures in the unit supplement to this instruction. Maintain unit STF/FEFs, if applicable. For the purposes of this instruction, STF/FEF refers to the training documentation in SUASMAN. Individual units may maintain physical copies of STFs/FEFs at their discretion.

3.2.2.7. Establish procedures for the SUAS-O Examination Program according to Chapter 6 of this Instruction. Document SUAS-O Examination Program in the unit supplement to this Instruction.

3.2.2.8. Establish and maintain a trend analysis program.

3.2.2.8.1. Scope will include trend analysis of all evaluations.

3.2.2.8.2. For units with more than one type of unmanned aircraft, combine discrepancies common to all SUAS or SUAS-Os to determine trends (e.g., loss-of-link procedures).

3.2.2.8.3. For Formal Training Units (FTUs), maintain separate trend data for students and qualified/instructor crews.

3.2.2.8.4. When trends are noted, recommend corrective action and assign an OPR/Office of Collateral Responsibility (OCR); report trends and status to the commander during the SEB until closed. The Group primary SUAS-E will publish and define the trend analysis program in the unit supplement to this Instruction and maintain trend data for at least one year

3.2.2.9. Conduct Supplementary Evaluations as directed.

3.2.2.10. Conduct a SEB and publish minutes IAW the minimum outline of this Instruction, Attachment 4, and guidance in the MAJCOM supplement to this Instruction.

3.2.2.11. Establish, monitor, and maintain quality control of the unit FCIF program.

3.2.2.12. Establish procedures to manage the flight publications program.

3.2.2.13. Process AF Forms 847 IAW AFI 11-215. Forward endorsements for all approved AF Forms 847 to parent NAF Stan/Eval function or parent MAJCOM Stan/Eval function if a NAF Stan/Eval does not exist.

3.2.2.14. Publish a unit supplement of procedures for the implementation of this Instruction.

3.3. Squadron/Detachment/Unit. The commander is directly responsible to the group commander for the conduct of the Stan/Eval program.

3.3.1. Commander Responsibilities:

3.3.1.1. Direct evaluations as required to maintain a quality SUAS-O force.

3.3.1.2. Direct supplementary evaluations as needed (request assistance from group Stan/Eval if necessary).

3.3.1.3. Designate unit Primary SUAS-E. This may be an additional duty providing SUAS-E duties are not compromised.

3.3.1.4. Annotate all attached HHQ and attached unit flight evaluators in the unit letter of certification and record attachment in SEB minutes IAW Attachment 4.

3.3.1.5. Attend as many evaluation debriefings as practical.

3.3.1.6. May designate Standardization/Evaluation Liaison Officers (SELOs) to assist in administrative Stan/Eval duties.

3.3.2. Primary SUAS-E Responsibilities. The unit Primary SUAS-E manages the Stan/Eval program and will:

3.3.2.1. Manage and conduct flight evaluations and emergency procedures evaluations (EPE) as required.

3.3.2.2. Implement the SUAS-O Examination Program in conjunction with evaluations as outlined in the unit supplement to this Instruction.

3.3.2.3. Implement the group Stan/Eval STF/FEF maintenance (reference SUASMAN) and review program directed by the unit supplement to this Instruction. Exception: AFMC is not required to use SUASMAN for flight test operations only.

3.3.2.4. Assist the group Primary SUAS-E in managing the Stan/Eval trends program.

3.3.2.5. Recommend changes to applicable publications using AF Form 847 IAW AFI 11-215.

3.3.2.6. Implement the flight publications program and ensuring compliance with the unit FCIF program.

3.3.2.7. Ensure proper completion, routing, and filing of MAJCOM-approved evaluation forms.

3.3.3. Squadron/Detachment Stan/Eval Organization.

3.3.3.1. The primary SUAS-E will be qualified in a unit SUAS. This requirement can be waived with group commander approval and notification to the MAJCOM. Record waiver in SEB minutes IAW Attachment 4.

3.3.3.2. Squadron Stan/Eval manning will be as directed by the MAJCOM supplement to this Instruction.

3.3.3.3. Squadron SUAS-E should be assigned to the squadron. With group commander approval, the unit may designate SUAS-Es who are not assigned to the squadron when necessary to meet unique unit requirements. Notify the MAJCOM by recording such designation in the SEB minutes IAW Attachment 4.

Chapter 4

SUAS EVALUATORS

4.1. General. The evaluation portion of the SUAS Stan/Eval Program is administered by SUAS-Es at MAJCOM and unit levels. SUAS-Es will use the evaluation criteria established in AFI 11-5GP(1, 2, or 3)-SUAS volume 2 to conduct Qualification and EPEs SUAS-Es must be certified and appointed in writing by the commander.. Exception: For flight test operations, AFMC will establish training and certification criteria IAW AFI 11-5FT Vol 2.

4.2. Selection.

4.2.1. **SUAS-Evaluator.** Unit commanders will select and designate evaluators from the most highly qualified and experienced SUAS-Is with recommendations from the primary SUAS-E.

4.2.1.1. Must be at least a commissioned officer, 5-level NCO, civilian equivalent or contractor in his/her Duty AFSC and an experienced SUAS-I.

4.2.2. **Primary SUAS-Evaluator.** Unit commanders will appoint the primary SUAS-E from the most highly qualified and experienced evaluators. The primary SUAS-E will manage every aspect of the unit's SUAS evaluation and trend analysis program.

4.2.2.1. Must meet trainer and certifier status IAW AFI 36-2201, *Air Force Training Program*

4.3. Functions. SUAS-Es:

4.3.1. Conduct flight and emergency procedure evaluations as required.

4.3.2. Maintain qualification as instructors.

4.3.3. Maintain MR status as defined in AFI 11-5 Group-Specific, Volume 1. Exceptions: SUAS-Es assigned to MAJCOM headquarters, DRU organizations (USFAFA cadets) and MAJCOM-designated units must maintain at least Basic Aircraft Qualified (BAQ) status.

4.3.4. Administer evaluations only within their specialty system and only evaluate those missions in which they maintain qualification. Exception: SPOT evaluations and where specifically authorized in UAS Group-Specific, Volume 2. MAJCOMs may establish procedures for SUAS-Es to administer evaluations outside of NAF/unit.

4.3.5. Conduct a thorough pre-mission briefing for the examinee and applicable crew members on all aspects of the evaluation. Explain the purpose of the evaluation and how it will be conducted. The examinee will accomplish all mission planning.

4.3.6. Conduct a thorough post-mission debriefing for the examinee and applicable operators on all aspects of the evaluation. Thoroughly critique all aspects of the flight. During the critique, the SUAS-E will review the evaluatee's overall rating, specific deviations, area grades assigned (if other than qualified), and any required additional training. Evaluator judgment will be the determining factor in arriving at the overall grade.

4.3.7. Immediately correct breaches of flying safety or flight discipline during an evaluation. If this situation occurs, the SUAS-E will also debrief unit supervision, as designated in the unit supplement, and document the deviation on the AF Form 8 IAW Attachment 2.

4.3.8. Immediately notify the examinee's squadron commander/operations officer and flight commander whenever Qualification Level 2 or 3 ("Q-2" or "Q-3") performance is observed.

4.3.9. Will not administer evaluations outside of their MAJCOM unless specifically requested by the MAJCOM Stan/Eval organization of the examinee and approved by the MAJCOM Stan/Eval organization of the examiner.

4.3.10. In order to ensure the most comprehensive evaluation, SUAS-E will not perform primary SUAS-O duties during evaluations. Exceptions: Evaluatee failure during the qualification phase, evaluatee completion of the qualification phase, or SUAS-E currency requirements.

Chapter 5

SUAS EVALUATIONS

5.1. General. The SUAS Stan/Eval Program utilizes three types of evaluations to ensure qualification of SUAS-Os and standardization of operations: qualification, emergency procedures, and supplementary. SUAS-O qualification evaluations are administered periodically and documented on AF Form 8, *Certification of Aircrew Qualification* to ensure qualification. EPEs are requisites for qualification evaluations. Supplementary evaluations are unstructured tools to be used by the commander to ensure standardization of flying and other operations.

5.2. Qualification Evaluations. Qualification evaluations consist of two structured phases, ground and flight. Each phase requires the completion of requisite tasks. The ground phase, when required, includes a series of written examinations and evaluation of performance in a controlled emergency procedures environment. The flight phase includes flight operations or, if applicable, simulator evaluation of performance.

5.2.1. Qualification Evaluation Categories. Periodic crew qualification (QUAL) are administered to ensure basic qualification in the UA and crew position of a SUAS-O. Evaluations are accomplished to ensure crew are certified and maintain instructor qualification (INSTR). Evaluation and certification of specific crew performance may also be accomplished (SPOT). Crew will complete the following types of certification evaluations as appropriate:

5.2.1.1. QUAL Evaluations. All operators will complete a periodic QUAL evaluation in their primary assigned SUAS per the standards, to include requisites, as specified in the applicable UAS Group-Specific, Volume 2. The AF Form 8, Attachment 2, will indicate the applicable SUAS position, type(s), and category(ies). Positions are SUAS-O, Mission Operator (MO), Mission Commander (MC), Internal Operator (IO), External Operator (EO), Instructor, and Evaluator. QUAL evaluations after initial qualification will include qualification to employ the SUAS in accomplishing the unit's operational mission (QUAL/MSN). Exception: AFMC – See AFI 11-5FT Vol 2 for AFMC evaluation criteria.

5.2.1.2. MSN Evaluations. All SUAS-Os maintaining BAQ or MR status will complete a periodic MSN evaluation that includes evaluation in their primary assigned SUAS, to include requisites, as specified in the applicable UAS Group-Specific, Volume 2. The MSN portion should reflect the type and difficulty of tasks required in the performance of normal operational and training sorties. The requirement for a MSN portion may be waived for those SUAS where performance of normal operational, test and training sorties involves tasks covered during the accomplishment of a basic QUAL evaluation as specified in UAS Group-Specific, Volume 2.

5.2.1.3. Instructor (INSTR) Evaluations. SUAS-Os maintaining instructor qualification in a particular SUAS must complete initial and periodic evaluations of instructional capability in that SUAS. Instructors are evaluated to the standards contained in UAS Group-Specific Volume 2. Specialized, universal, or multiple qualification operators maintaining instructor qualification in multiple similar SUAS will accomplish initial and periodic evaluations as specified in MAJCOM Supplements and/ Group-Specific,

Volume 2. Exception: AFMC – See AFI 11-5FT Vol 2 for AFMC evaluation criteria for test operations.

5.2.1.3.1. To initially qualify as an instructor in a particular SUAS, the member must successfully complete an initial instructor (INIT INSTR) evaluation. Candidate SUAS-I must be qualified in all sub-areas they will instruct and are expected to meet the standards outlined in UAS Group-Specific Volume 2. Instructor candidates will be evaluated on instructor performance during a representative sample of maneuvers. Instructors should have a solid understanding of systems, procedures, and techniques. Accomplish INIT INSTR evaluations on actual instructional missions whenever possible. When students are not available or mission requirements/crew composition requirements prevent inclusion of students, another crewmember or, as a last resort, the evaluator may serve as the student for the purpose of evaluating the examinee's instructional ability. Exception: AFMC – See AFI 11-5FT Vol 2 for AFMC evaluation criteria.

5.2.1.3.2. Periodic evaluation of the ability of SUAS crew members to instruct will be conducted during all subsequent periodic evaluations. The AF Form 8 Mission/Check description for these periodic evaluations will not include INSTR as the AF Form 8 aircraft/crew position is already annotated with highest qualification demonstrated during the previous evaluation.

5.2.1.3.3. If instructor qualification is lost in a SUAS it may be regained through an instructor requalification evaluation IAW paragraph 5.2.2.2.6 or as directed in the UAS Group-Specific, Volume 1.

5.2.1.3.4. QUAL, MSN and INSTRUCTOR evaluations can be combined whenever possible.

5.2.1.4. SPOT Evaluations –Flight or Ground (Optional). A SPOT evaluation is an administrative tool used by a commander to identify and evaluate implemented solutions to operational problems, and is not intended to satisfy the requirements of a periodic evaluation (e.g., QUAL/MSN or INSTR). SPOT evaluations have no specific requisites or requirements, unless specified in MAJCOM supplements. An evaluation that begins as a SPOT evaluation may become (and be documented as) a required periodic evaluation if all required flight phase requirements are completed during the SPOT evaluation and the examinee subsequently completes all ground phase requirements for the evaluation within the periods described in paragraph 5.2.6. Do not add on missions (flights) to complete the requirements for a periodic evaluation unless the group/squadron commander concurs with the SUAS-O's desire to realign the evaluation expiration date and approves the additional flight time requirements. Evaluations not listed in paragraphs 5.2.1.1 and 5.2.1.2 will be documented as SPOT evaluations. *Note:* When the SUAS-E administering a SPOT evaluation is not qualified in the same SUAS and same crew position of the examinee, the evaluation will not be credited towards a periodic evaluation.

5.2.2. **Qualification Evaluation Prefixes.** The following prefixes will be used, when applicable, to further describe the evaluations listed in paragraphs 5.2.1.1 - 5.2.1.3.

5.2.2.1. Initial (INIT). The first evaluation of any type for a crew position or instructor qualification in an SUAS type (e.g., INIT QUAL, INIT INSTR).

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

5.2.2.2.1. When loss of qualification is for expiration of a required periodic evaluation, the evaluation given will be IAW the guidance for that periodic evaluation. The AF Form 8 description will be documented with an RQ prefix. **Note:** The AF Form 8 description will not be documented with an RQ prefix when expiration of a required periodic evaluation results in loss of qualification due to the individual's failure to complete one or more of the ground phase requisites (paragraph 5.2.3.). However, if the flight evaluation has been successfully completed within the eligibility period (paragraph 5.2.6.1.), or out-of-the-eligibility period (paragraph 5.2.6.2.), the Group/CC may determine qualification will be re-established by completion of the ground requisites without re-accomplishment of the flight evaluation or completed ground requisites (paragraph 5.2.15.).

5.2.2.2.2. When loss of qualification is due to loss of currency, the evaluation profile will be as directed by the squadron commander and will include, as a minimum, those items for which the individual is non-current. The AF Form 8 description will be documented with RQ SPOT.

5.2.2.2.3. When loss of qualification is for failure to pass a flight evaluation, the recheck evaluation will be IAW the provisions of paragraph 5.2.12. The flight evaluation form description will be documented with an RQ prefix or RQ SPOT, as applicable.

5.2.2.2.4. When loss of qualification is due to a commander-directed downgrade (see paragraph 7.3.), the evaluation profile will be as directed by the commander. The AF Form 8 description will be documented with an RQ prefix or RQ SPOT, as applicable.

5.2.2.2.5. Do not use RQ to prefix a recheck following a failed INIT evaluation. No qualification was achieved, thus requalification is not possible.

5.2.2.2.6. When requalification deals with instructor capability, the flight evaluation form description will be documented with RQ INSTR (not RQ SPOT).

5.2.2.3. No-Notice (N/N). A no-notice evaluation is one where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission. The beginning of normal preparation for a mission will be determined by the SUAS-E, no more than 24 hours prior, and may be further defined in supplements to this Instruction and as specified in UAS Group-Specific, Volume 2. The intent is to preclude extraordinary preparation for the mission.

5.2.2.3.1. The no-notice evaluation program provides commanders a sampling of daily SUAS-O performance and an assessment of unit training effectiveness.

5.2.2.3.2. An examinee may utilize a no-notice evaluation to update a QUAL/MSN evaluation expiration date provided all requirements for the evaluation are completed within the periods described in paragraph 5.2.6. 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 QUAL/MSN evaluation expiration date, the evaluation will be documented as a SPOT evaluation.

5.2.2.4. Simulator (SIM). An evaluation where the flight phase requisite is conducted in a simulator as specified in UAS Group-Specific, Volume 2. A SIM evaluation must include system set-up and tear down up to launch.

5.2.2.5. Multiple Prefixes. More than one prefix may be used to describe an evaluation (e.g., N/N SIM SPOT). The applicability of any prefixes to portions of any combined evaluations and the purpose for any prefixes will be explained under description on the AF Form 8.

5.2.3. Ground Phase Requisites. The ground phase for periodic SUAS-O evaluations includes requisites listed below. See Chapter 6 of this Instruction for additional guidance on SUAS-O examinations.

5.2.3.1. QUAL Evaluations. Written examination, Boldface/Critical Action Procedures (CAPs) examination / EPE (if applicable), and as specified in UAS Group-Specific, Volume 2. Scheduled periodic evaluations will be accomplished only after written examinations are completed.

5.2.4. Flight Phase Requisites. The flight phase for evaluations include execution in the SUAS type or a suitable simulator profile that will allow evaluation of SUAS-O performance. Flight evaluations conducted on a simulator require a waiver from the Using MAJCOM. The profile used to fulfill the flight phase requisite must incorporate all appropriate requirements set in the applicable UAS Group-Specific, Volume 2, and allow accurate measure of the proficiency of the examinee. Evaluation profiles will reflect unit tasking, daily training missions, be realistic, and incorporate current tactics applicable to the unit mission. Profile will typically include mission planning, execution, and debrief. If the assigned system is a multi-person operation, then the SUAS-O must perform the mission in all qualified positions, AFSOC/A3T determines the approval criteria for simulators and other SUAS crew training devices.

5.2.5. Timing of SUAS-O Qualification Evaluations.

5.2.5.1. Expiration Date. Required periodic evaluations expire on the last day of the month in the timeframe specified by the AFI 11-5GP(1,2, or 3)-SUAS, Volume 2.

5.2.5.2. Scheduling. Schedule periodic evaluations within the eligibility period (six-month period prior to expiration date).

5.2.5.3. Extended Evaluations. Periodic evaluations may be extended on a case-by case basis according to the following criteria:

5.2.5.3.1. Commanders may extend the expiration date of periodic evaluations up to three months for the reasons listed below.

5.2.5.3.1.1. Individuals departing Permanent Change of Station / Permanent Change of Assignment (PCS/PCA) to a non-SUAS-O assignment.

5.2.5.3.1.2. Individuals departing PCS or Temporary Duty (TDY) for retraining in another SUAS type.

5.2.5.3.1.3. Individuals undergoing unit SUAS conversion.

5.2.5.3.1.4. Individual removal from SUAS-O status (e.g. separation or retirement from the Service).

5.2.5.3.1.5. Individuals participating in contingency operations (to include operations other than war, alert, etc.) who are not able to complete the required flight evaluation(s) before or during deployment. This will be on a case-by-case basis and is not authority to grant blanket extensions for scheduled operational deployments.

5.2.5.4. Documentation. Document extensions with a Memorandum for Record (MFR) placed in the SUAS Training Folder / Flight Evaluation Folder (STF/FEF) specifying extension authority, the new expiration date, and include a brief description of the extension.

5.2.5.4.1. Extension MFRs will be dated prior to the expiration date of any affected periodic evaluation.

5.2.5.4.2. File the MFR on top of the affected AF Form 8 in the STF/FEF.

5.2.5.4.3. Requisites not completed during original eligibility period must be completed prior to extended expiration date indicated on the MFR.

5.2.5.4.4. Incorporate the information contained in the MFR onto the affected AF Form 8 under Remarks when action is complete and remove the MFR from the STF/FEF. Memos for record become a permanent part of the STF/FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later AF Form 8. **Example:** If an evaluation was extended based on an AFSOC waiver, an MFR will remain in the STF/FEF until such time as the next evaluation is completed. That waiver reference is commented on in Remarks of the AF Form 8.

5.2.5.5. Requirements Before Permanent Change of Station/Temporary Duty. If a periodic evaluation will expire within three months after the proposed departure for a PCS or during an upcoming TDY complete the required evaluation(s) before departing for either the PCS or the TDY. Obtain a MAJCOM Stan/Eval waiver for unusual situations.

5.2.6. **Requisite Completion.** One set of requisites may be used to satisfy the requirements of combined evaluations as defined in UAS Group-Specific, Volume 2. Requisites from a completed evaluation may be used for subsequent evaluations provided they cover all required areas and are within the requisite zone for each evaluation. Also see paragraph **5.3.1** For all evaluations, accomplish requisites as follows:

5.2.6.1. In-the-Eligibility Period. For scheduled or no-notice periodic evaluations in the eligibility period, all requisites must be completed within the six-month eligibility period prior to the expiration date of the current evaluation period to update that expiration date.

5.2.6.2. **Out-of-the-Eligibility Period.** For periodic evaluations outside the eligibility period, all requisites must be completed within a six-month period encompassing the month in which the flight evaluation was administered. Exception: For extended evaluations, requisites may be completed between the beginning of the six-month eligibility period prior to the original expiration date and the extended expiration date.

5.2.6.3. **Recheck.** For evaluations used to remedy a failed evaluation:

5.2.6.3.1. Requisites valid for a failed evaluation per paragraph 5.2.6.1 or 5.2.6.2 remain valid, IAW paragraph 5.2.12.1.

5.2.6.3.2. Requisite completion dates from the Q-3 AF Form 8 will not be annotated on the recheck AF Form 8. The recheck AF Form 8 will only include documentation of the flight phase evaluation.

5.2.7. **Alternate Means of Evaluation.** When flight evaluation of a required area is not possible, the area may be evaluated in a simulator or verbally. SUAS-Es will make every effort to evaluate all required areas during flight operations before resorting to this option. See the appropriate UAS Group-Specific, Volume 2 for areas prohibited from simulator/verbal evaluation.

5.2.8. **Evaluation Criteria Source.** AFSOC/A3, in coordination with using commands, will establish and maintain standardized INSTR, and QUAL/MSN evaluation criteria in the appropriate UAS Group-Specific, Volume 2.

5.2.9. **Grading System.** A two-tiered grading system is used to evaluate and document SUAS-O performance. On one level, individual scores are recorded for examinations and areas/subareas of SUAS-O performance are individually graded against established evaluation criteria. Performance less than fully qualified is documented. On the second level, an overall qualification level is determined from the compilation of these individual scores/grades.

5.2.9.1. **Area/Subarea Grades.** UAS Group-Specific, Volume 2 will establish areas and subareas to be evaluated during emergency procedure and other evaluations to include the appropriate grading criteria for those areas/subareas. Areas/subareas will have a two-level (Q/U) or three-level (Q/Q-/U) grading system. Discrepancies will be documented against the listed subareas.

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

5.2.9.1.2. Q- indicates the examinee is qualified to perform the assigned area/subarea tasks, but requires debriefing or additional training as determined by the SUAS-E or there were minor deviations from established standards that did not jeopardize mission accomplishment or flight safety.

5.2.9.1.3. 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/subarea grade of U normally requires additional training. When, in the judgment of the SUAS-E, additional training will not constructively improve

examinee's performance, it is not required. In this case, the SUAS-E must thoroughly debrief the examinee.

5.2.9.2. Critical Area. AFSOC/A3 will establish evaluation areas that, upon failure, would adversely affect the qualification of a SUAS-O. Critical areas include, but are not limited to, Airmanship, Flight Discipline, Safety, and all emergency procedures. Grade all critical areas as either Qualified (Q) or Unqualified (U). Additional critical areas will be established in UAS group-specific Volume 2.

5.2.9.3. Qualification Levels. EPEs and overall evaluation performance are graded by qualification levels as follows:

5.2.9.3.1. Qualification Level 1 (Q-1). The SUAS-O 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:

5.2.9.3.1.1. The discrepancies resulted in no U grades being given in any area(s)/subarea(s).

5.2.9.3.1.2. In the judgment of the SUAS-E, none of the discrepancies preclude awarding of an overall Qualification Level 1.

5.2.9.3.1.3. All discrepancies noted during the evaluation were cleared during the debriefing of that evaluation.

5.2.9.3.2. Qualification Level 2 (Q-2). The SUAS-O demonstrated the ability to perform duties safely, but:

5.2.9.3.2.1. There were one or more area(s)/subarea(s) where additional training was assigned.

5.2.9.3.2.2. A non-critical area/subarea grade of U was awarded.

5.2.9.3.2.3. In the judgment of the SUAS-E, there is justification based on performance in one or several areas/subareas.

5.2.9.3.3. Qualification Level 3 (Q-3). The SUAS-O demonstrated an unacceptable level of safety, performance, or knowledge.

5.2.9.3.3.1. An area grade of U awarded in a critical area requires an overall Q-3 for the evaluation. **Note:** Airmanship, Flight Discipline, and Safety are considered critical areas for all SUAS-Os. Additionally, all emergency procedures are considered critical. If one critical area is graded U, then the overall grade for the evaluation will be Q-3.

5.2.9.3.3.2. An overall Q-3 can be awarded if, in the judgment of the SUAS-E, there is justification based on performance in one or several areas/subareas.

5.2.9.4. Critical Emergency Procedures. Grade Boldface examinations as either Qualified (Q) or Unqualified (U).

5.2.9.5. Examinations. Grade written, computer-based, or electronic examinations as a percentage of correct answers. See paragraph 6.4.3.1. for minimum passing grade criteria.

5.2.10. Grading Policies.

5.2.10.1. Requisite Examinations. The SUAS-E will consider performance on requisite examinations in assigning the overall qualification level.

5.2.10.2. Performance Areas/Subareas. Use the two-level (Q/U) or three-level (Q/Q-/U) grading system when applying the grading criteria definitions specified in the applicable UAS Group-Specific, Volume 2 to grade areas/subareas.

5.2.10.2.1. The SUAS-E must grade the areas/subareas listed as “required” in the general and specific evaluation sections of the applicable UAS Group-Specific, Volume 2.

5.2.10.2.2. The SUAS-E will grade any area/subarea observed during an evaluation if performance in that area/subarea impacts the specific evaluation accomplished or flight safety.

5.2.10.2.3. Grading criteria tolerances assume smooth air and stable aircraft conditions.

5.2.10.2.4. Minor momentary deviations from grading criteria tolerances 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.

5.2.10.2.5. The SUAS-E may further identify an area/sub-area as “Commendable” if, in the examiner’s determination, the SUAS-O has demonstrated exceptional skill and knowledge in that particular area/sub-area. Document commendable areas in the examiner’s remarks section of the AF Form 8.

5.2.10.3. Overall Qualification Levels.

5.2.10.3.1. The overall qualification level awarded on an evaluation is based on performance during 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.

5.2.10.3.2. To receive a qualified grade on an evaluation, the SUAS-O must satisfy the criteria set forth in the applicable UAS Group-Specific, Volume 2 and demonstrate ability to operate the SUAS and/or equipment safely and effectively during all phases of an evaluation.

5.2.10.3.3. Overall qualification grades will be a cumulative process. While UAS Group-Specific, Volume 2 guidance may dictate the highest grade for a flight or EPE based on area and subarea performance, SUAS-E judgment will always be the determining factor in deciding the overall qualification level.

5.2.10.4. Exceptionally Qualified Designation. An exceptionally qualified designation may be awarded by the SUAS-E. The designation can only be applied to the total evaluation - not to separate requisites. The designation may be awarded when:

5.2.10.4.1. The SUAS-O has demonstrated exceptional skill and knowledge in all phases of the evaluation;

5.2.10.4.2. The SUAS-O has not failed any requisite and;

5.2.10.4.3. The SUAS-O received a qualified grade with no remedial action on all areas/subareas evaluated during emergency procedures and flight evaluations.

5.2.11. Remedial Action. All grades of Q- or less require action to remedy the discrepancy and/or deficiency in performance. Remedial action includes debriefing discrepancies and/or assignment of additional training. See paragraph 5.2.12. when discrepancies result in failure to pass a flight evaluation.

5.2.11.1. Debriefed Discrepancy. Remedial action accomplished during debrief of the evaluation wherein the SUAS-E provides briefing/instruction concerning the discrepancy and determines the examinee has gained the necessary knowledge or proficiency to remedy the discrepancy. The discrepancy area/subarea description is annotated with "Debriefed" in the Remarks section of the AF Form 8.

5.2.11.2. Additional Training. Any training recommended by a SUAS-E to remedy deficiencies identified during an evaluation.

5.2.11.2.1. Additional training may include self-study, ground instruction, use of a simulator, or flying. To complete additional training, the examinee must demonstrate attainment of satisfactory knowledge or proficiency.

5.2.11.2.2. Additional training is documented in Item(s) Requiring Additional Training on the AF Form 8. Description of assigned additional training will include how satisfactory knowledge or proficiency will be demonstrated to an evaluator or instructor.

5.2.11.2.3. Due dates and dates on which additional training is completed will be documented in the appropriate areas of the AF Form 8.

5.2.11.2.4. The evaluator or instructor who completed the additional training will sign and date verifying completion of all assigned training on the flight evaluation form in Item(s) Requiring Additional Training.

5.2.11.2.5. Commanders will ensure required additional training is completed. Accomplish additional training by the last day of the third month following the date of the discrepancy, e.g., for an evaluation on 21 Jan 06, additional training must be accomplished by 30 Apr 06. If an SUAS-O exceeds the allotted time for completion of additional training, the squadron commander will review the situation and direct appropriate action. Document the circumstances with an MFR placed in the STF/FEF of the affected individual. Incorporate the information contained in the MFR onto the affected AF Form 8 under Remarks when action is complete, and remove the MFR from the STF/FEF. MFRs become a permanent part of the STF/FEF only when the major discrepancy addressed by the MFR is *not* addressed or corrected by a later AF Form 8.

5.2.12. Failure to Pass a Flight Evaluation.

5.2.12.1. Recheck. If a SUAS-O fails a flight evaluation, a successful flight or ground recheck must be completed by the end of the third month after the date of the first failure, e.g. for an evaluation on 20 Jun 10, complete the recheck by 30 Sep 10. A recheck is successfully completed when the SUAS-O performs to Q criteria (Q or Q-/debriefed) for

each area graded U. Group/CCs may approve waivers to the time limits in this paragraph on a case-by-case basis. Document such action with an MFR placed in the STF/FEF. Incorporate the information contained in the MFR onto the affected AF Form 8 under Remarks when action is complete, and remove the MFR from the STF/FEF. Memos for record become a permanent part of the STF/FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later AF Form 8. Every reasonable effort must be made to requalify the individual. Commanders will determine the number of flights to be allowed during this period, based on the individual's experience level, present qualifications and hours of training required. The SUAS-E that administered the original check will not normally administer the recheck.

5.2.12.2. Status Downgrade. Downgrade a SUAS-O receiving a Q-3 QUAL/MSN evaluation to Unqualified status. For instructor evaluations, SUAS-O status need not be downgraded if the discrepancies were only in instructor areas.

5.2.13. **Restrictions.** Substandard performance in any area/subarea may require restrictions to ensure operational safety or mission accomplishment. When called for by this Instruction or deemed necessary in the judgment of the SUAS-E, flight restrictions will be imposed on the examinee until successful completion of assigned additional training and/or a recheck.

5.2.13.1. Restrictions should address the specific phase of flight and/or operation that requires supervision and the criteria for removal of the restrictions.

5.2.13.2. Specific restrictions and the criteria for their removal will be documented as the first item of the Form 8. Remarks: restrictions associated with failed requisite examinations will not be documented on the Form 8.

5.2.13.3. Restrict a SUAS-O receiving a Q-3 on an evaluation until a successful evaluation is completed:

5.2.13.3.1. For QUAL/MSN evaluations, place the examinee on supervised status in the SUAS in which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional SUAS. For a specialized qualified, universally qualified, or multiple qualified SUAS-O, UAS Group-Specific, Volume 2 may direct supervised status in all SUAS in which the individual maintains qualification.

5.2.14. **Supervised Status.** If unsatisfactory performance requires the SUAS-O be placed on supervised status, the type of supervisor (i.e., instructor or designated supervisor) will be determined by the squadron commander (or equivalent) and as specified in UAS Group-Specific, Volume 1. Supervision will be accomplished by instructors or designated supervisors (as specified in UAS Group-Specific, Volume 1) qualified in the specific SUAS.

5.2.15. **Failure to Complete an Evaluation within the Required Period.** If a SUAS-O fails to complete an evaluation (either ground phase or flight phase) within the eligibility period, IAW paragraphs 5.2.6.1, or paragraph 5.2.6.2., the SUAS-O loses the qualification covered by the evaluation and the restrictions of paragraph 5.2.13.3.1. apply. Qualification may be re-established by administering a requalification evaluation IAW paragraph 5.2.2.2. or by completion of the delinquent evaluation. Group/CCs may approve waivers to preclude the re-accomplishment of completed requisites to complete the evaluation on a case-by-case basis. Document such action with an MFR placed in the STF/FEF. Incorporate the

information contained in the MFR onto the affected flight evaluation form under Remarks when action is complete, and remove the MFR from the STF/FEF. Memos for record become a permanent part of the STF/FEF only when the major discrepancy addressed by the MFR is *not* addressed or corrected by a later flight evaluation form.

5.2.16. Multiple Qualification. SUAS-Os may be required to maintain qualification in two or more distinctly different SUAS. Lead command may group SUAS with similar operating characteristics and control interfaces into a Family of Systems (FOS). Evaluation requirements will be specified in the Group-Specific Volume 2. Exception: AFMC will define evaluation requirements for test operations.

5.2.16.1. Qualification/Mission Evaluations. SUAS-Os require a QUAL evaluation, or, if applicable, a QUAL/MSN evaluation IAW the appropriate UAS Group-Specific, Volume 2.

5.2.16.2. Failure to Pass a Flight Evaluation. A downgrade resulting from a Q-3 in QUAL/MSN evaluation applies only to the SUAS for which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional SUAS.

5.2.17. SUAS-Os Flying Non-US Air Force SUAS or with Non-US Air Force Units. SUAS-Os authorized to perform duties using non-US Air Force SUAS, or assigned or attached to non-US Air Force units for SUAS operations will comply with host service, contractor/manufacturer, or host country guidance, except for the requirement to maintain a current physical. They do not necessarily comply with USAF guidance, including this volume and UAS Group-Specific, Volume 2. Therefore, when they return to USAF units, they must complete applicable requisites and be evaluated for any periodic USAF evaluations that expired during their tour. The restrictions in paragraph **5.2.13** of this Instruction apply to such individuals until successful evaluations are completed. **Notes:** **1.** MAJCOMs may approve exceptions to requirements for returning SUAS-Os to complete applicable requisites and expired USAF evaluations, if, after case-by-case review, they determine non-USAF evaluations are equivalent to applicable UAS Group-Specific, Volume 2 evaluations. Document such action with an MFR placed in the STF/FEF on top of the non-USAF flight evaluation form equivalent. **2.** Air Force units that use non-US Air Force SUAS to execute an Air Force flying program will comply with current Air Force guidance, unless exempted by proper authority.

5.3. Emergency Procedures Evaluations (EPE).

5.3.1. **Scope.** Evaluate a SUAS-O's knowledge of UAS Group-Specific emergency procedures and systems knowledge for all QUAL evaluations; evaluate mission specific emergency procedures and systems knowledge during QUAL/MSN evaluations. A single EPE may be used for separate evaluations (e.g., a QUAL/MSN and INSTR evaluation). The combined EPE must be of a scope and duration to cover required areas and must be within the requisite zone for each evaluation.

5.3.2. **Satisfactory Performance.** Satisfactory performance for EPEs requires taking the proper action in the correct sequence, not a verbatim response. Each SUAS-O is responsible for the Boldface/CAPs applicable to their SUAS position.

5.3.3. **Content and Administration.** All SUAS-Os are responsible for understanding and applying proper emergency action procedures applicable to their crew position. Group-Specific Volume 2 will specify contents of EPEs, grading areas to be evaluated, grading criteria and whether EPEs may be done during flight, in a simulator, or verbally.

5.3.4. **Grading.** The SUAS-E will assign an EPE grade 1, 2, or 3 (Qualification Level 1, 2, or 3) in the Requisite Testing block of the flight evaluation form, regardless of whether all or a portion of the EPE was performed during flight.

5.3.5. **Additional Training.** For an EPE requiring additional training, the SUAS-E will indicate if the additional training will be accomplished before next flight under restrictions in the Remarks block of the flight evaluation form.

5.3.6. **Boldface/CAPs Failure.** An incorrect response to a Boldface/CAP situation during an EPE requires an unqualified (3) EPE grade. A SUAS-O who receives a 3 grade as a result of Boldface/CAPs error will not fly again until a successful reevaluation is accomplished.

5.3.7. **Unqualified EPE.** An examinee receiving an unqualified EPE grade (3) will be placed on supervised status until a successful reevaluation is accomplished.

5.4. Supplementary Evaluations. Supplementary evaluations are administrative tools used by a commander to identify and evaluate implemented solutions to operational problems. These evaluations are most often administered as inspections (using specifically prepared checklists) where results are reported to the commander. The form and content of supplementary evaluations is at the discretion of the commander.

5.4.1. Supplementary evaluations are not SUAS-O qualification evaluations.

5.4.2. Commanders will determine evaluated areas. The Stan/Eval function will determine the method of evaluation, is responsible for administrative management of data collection, and will report results as directed by the commander.

5.4.3. Individuals other than SUAS-Es, as determined by the Group/CC, may conduct supplementary evaluations.

5.4.4. Supplementary evaluations may be administered in conjunction with a flight evaluation. If conducted during flight operations, supplementary evaluations should not be all encompassing, nor result in the assignment of an overall rating for any specific crew member, nor be documented on a flight evaluation form.

5.4.5. Supplementary evaluation results will be documented in SEB minutes.

5.5. SUAS-E Evaluation Requirements. The SUAS-E position is a certification, not a qualification. Refer to MAJCOM supplements to this volume for specific guidance.

5.5.1. SUAS-E must meet the same criteria as instructors. Additionally, they must have expert knowledge of all applicable instructions and should set exemplary standards during evaluations.

5.5.2. SUAS-E will be trained and certified IAW this volume (including MAJCOM supplement). SUAS-E must be instructor qualified in a given event prior to acting as an evaluator in that event. Certified evaluators who subsequently add special mission instructor or other instructor qualifications are automatically certified to evaluate these new qualifications.

Chapter 6

SUAS-O EXAMINATION PROGRAM

6.1. Purpose. The SUAS-O examination program measures SUAS-O knowledge of normal and emergency procedures, threats, and other information essential for the safe and effective operation of their assigned UAS through the administration of written, computer-based or electronic examinations. Poor testing performance on examinations indicates areas requiring increased training emphasis.

6.2. Scope. The examination program in this chapter includes requisite examinations for periodic evaluations and unit periodic examinations. Requisite examinations include qualification written examinations and Boldface/CAPs examinations as described in paragraph 5.2.3.1. The ability to focus on specific knowledge areas is enhanced by the management of examination content and use of appropriate MQFs.

6.3. Administrative Procedures.

6.3.1. **Program Documentation.** Units will describe the unit SUAS-O examination program in the unit supplement to this Instruction.

6.3.2. **Computer-Based or Electronic Examinations.** Computer based or electronic information management tools may fulfill the requirement for examinations as outlined in this Instruction.

6.3.3. **Retention of Examination Records.** The Stan/Eval function will retain graded exam answer sheets/computer records until the flight evaluation form is completed.

6.3.4. **Examination Question Review.** The Stan/Eval function will review all MQFs, secure question banks, and prepared exams for accuracy annually and after any changes in source documents. If a complete review was accomplished due to a source document change it may be annotated as the annual review. Units will document their procedures for reviewing and updating MQFs and preparing exams in their unit supplement to this Instruction.

6.4. Requisite Examinations. SUAS-Os will complete written and Boldface/CAPs examinations (if applicable) as requisites for periodic QUAL evaluations (see paragraph 5.2.3.), and any other examinations required by the appropriate AFI 11-5GP(1,2, or 3)-SUAS Volume 2.

6.4.1. **Requisite Examination Management.** With the exception of written Boldface/CAPs examinations, maintain either requisite examinations for each SUAS position or generate a unique test for each SUAS-O requiring an exam.

6.4.1.1. If requisite examinations are maintained for each SUAS position:

6.4.1.1.1. Units are required to develop and control a minimum of two requisite examinations for each crew position.

6.4.1.1.2. Units having ten or fewer members per SUAS position require only one examination.

6.4.1.1.3. When different SUAS positions are responsible for the same information, units are not required to maintain separate examinations for each crew position.

6.4.1.1.4. Change a minimum of 50 percent of the questions on requisite examinations each calendar year.

6.4.1.2. If a unique test is generated for each SUAS-O requiring an exam:

6.4.1.2.1. Units may use MAJCOM-approved software for test creation.

6.4.1.2.2. Requisite exam databases will contain a sufficient number of questions to ensure a probability of no more than 50 percent duplication of questions for each test generated.

6.4.2. **Examination Security.** Stan/Eval personnel will maintain positive control of all requisite exams, applicable answer sheets and associated computer based/electronic media.

6.4.3. **Grading Policy for Examinations.**

6.4.3.1. Minimum Passing Grade. The minimum passing grade for Boldface/CAPs exams is 100 percent. The minimum passing grade for all other Stan/Eval requisite examinations is 85 percent - corrected to 100 percent.

6.4.3.2. Requisite and Boldface/CAPs Examination Grading Restriction. Units will grade all completed requisite and/or Boldface/CAPs exams prior to the SUAS-O's next flight. Units will describe how this restriction is enforced in the unit supplement to this Instruction.

6.4.4. **Examination Question Sources.**

6.4.4.1. Written Exam. Exam will consist of at least 25 questions. Questions will come from MQFs. These questions will emphasize system knowledge and information necessary for safe flight and mission accomplishment. A minimum of 5 questions will be on airspace control measures and coordination procedures.

6.4.4.1.1. UAS Group-Specific MQFs. MAJCOMs will ensure UAS Group-Specific MQFs containing approved questions for testing are available for use and distribution to applicable SUAS-Os.

6.4.4.1.2. The highest level organization with a SUAS Stan/Eval function will develop, maintain and publish MQFs. That organization will submit these MQFs to MAJCOM/A3 for approval prior to their publication.

6.4.4.1.3. AFSOC/A3OU will review MQFs annually and distribute changes to MQFs as necessary. Units may supplement MQFs to accommodate local testing procedures, administrative errors and reflect recent changes to systems and/or operational procedures; however, subject matter may not be changed.

6.4.5. **Boldface/CAPs Requisite Examinations.**

6.4.5.1. SUAS-O knowledge of applicable Boldface/CAPs will be evaluated through a written examination as a requisite to all periodic QUAL evaluations.

6.4.5.2. Satisfactory performance for the Boldface/CAPs examination requires writing the proper actions in the correct sequence, not necessarily a verbatim response. The SUAS-E will assign a Boldface/CAPs grade (Q or U) on the flight evaluation form.

6.4.6. Failure to Pass a Requisite Exam. An evaluation will not be complete until all failed items have been successfully re-accomplished.

6.4.6.1. Reexamination Policy. SUAS-Os failing a requisite examination at any time must be afforded an adequate study period prior to reexamination. For other than Boldface/CAPs, the SUAS-O will be reevaluated using an alternate exam.

6.4.6.2. Reexamination Period. SUAS-Os who fail a requisite examination must complete a successful reexamination by the end of the third month following the date of the first failure, or the end of their eligibility period, whichever occurs first. Waiver authority to extend the time allowed to successfully complete the examination is the Group/CC. Document such waivers with an MFR placed in the STF/FEF of the affected individual. Incorporate the information contained in the MFR onto the affected flight evaluation form under remarks when action is complete, and remove the MFR from the STF/FEF. Memos for record become a permanent part of the STF/FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later flight evaluation form.

6.4.6.3. Boldface/CAPs Reexamination Restriction. SUAS-Os failing a Boldface/CAPs exam will not control a SUAS until a successful reexamination is accomplished.

6.4.6.4. Supervised Status Requirement. Place SUAS-Os who fail a requisite open book or closed book examination in supervised status until successful retesting is completed. For SUAS-Os who maintain multiple qualifications, supervised status resulting from failure of either an open or closed book examination applies only to the SUAS for which the examination was administered.

6.5. Unit Periodic Examinations (optional). Each group/squadron Stan/Eval function may conduct periodic testing for all SUAS-Os. The intent of this testing is to evaluate additional knowledge beyond the scope of requisite exams, such as a cross-section of general knowledge, tactical/threat knowledge, and/or operational procedures, etc., to determine if knowledge deficiencies exist within the unit. This exam may be open or closed book, but will not count as a requisite exam, nor will a requisite exam satisfy the requirement for a periodic exam. Units will describe this program in the unit supplement to this Instruction, to include procedures for failed exams.

Chapter 7

DOCUMENTATION

7.1. Scope. Administration of the SUAS-O Standardization and Evaluation program requires accurate documentation. The qualifications and authorizations to which SUAS-O/I/Es are to be evaluated are determined by the unit certification document. The results of an evaluation are recorded on AF Form 8 (see Attachment 2), which then serve to certify the qualification of the SUAS-O/I/E. The chronological history of evaluations for a crewmember is recorded on AF Form 942, *Record of Evaluation*. Additional use of AF Form 623, *Individual Training Record Folder* or MAJCOM-approved STF/FEFs is at MAJCOM discretion. **Exception:** AFMC may prescribe appropriate forms for test missions.

7.2. Qualifications and Certifications. Qualifications are attained through evaluations and documented on AF Form 8, as applicable. Certifications attained through methods other than evaluation (instructor-certified events and commander certifications) may be documented on a MAJCOM-approved unit certification document signed by an authorized official and filed in the STF/FEF.

7.3. Commander-Directed Downgrade.

7.3.1. **Purpose.** Any commander in the SUAS-O's chain of command may direct a downgrade to an intermediate level of qualification/certification or unqualified/decertified status without administering an evaluation under the following guidance:

7.3.1.1. For flying-related cases, use for cause only, e.g., breach of flying discipline or flight safety, including incidents not observed by an examiner, or observed by an examiner of another crew specialty.

7.3.1.2. For non-flying-related cases, do not use as a substitution for, or in lieu of, administrative or judicial actions. Use in cases where such actions directly affect the commander's confidence in the SUAS-O's flying or performance ability to safely operate the SUAS and/or equipment.

7.3.1.3. For a Commander-Directed Downgrade AF Form 8, only the commander signs as the Final Approving Officer. See paragraph 7.6.1.

7.4. Decertification. Decertification events fall into two categories: Decertification for Cause (with prejudice) and Discretionary Decertification (without prejudice).

7.4.1. **Decertification for Cause.** Used for observed substandard performance.

7.4.1.1. This action is normally associated with Commander-Directed Downgrade, but also applies to commander-directed decertification of SUAS-Es (resulting from substandard performance).

7.4.1.2. To document Decertification for Cause, on the certification document line out the event, date and certifying official/organization/location; annotate "Decertification for Cause" under Subject Title; enter date of decertification under Date Certified; enter name, rank, organization, and office symbol and signature of decertifying official under Certification Official/Organization.

7.4.2. **Discretionary Decertification.** An administrative action not based on performance.

7.4.2.1. Such decertification is warranted when loss of currency or certification occurs that will not be regained IAW UAS Group-Specific Volume 1, when instructor-certified events become core mission events, or when a higher certification is obtained making the previous entry obsolete. Discretionary Decertification is also applicable for SUAS-Es as a result of reasons other than substandard performance.

7.4.2.2. To document Discretionary Decertification: on the certification document line out the event, date and certifying official/organization/location; annotate “Discretionary Decertification” under Subject Title; enter date of decertification under Date Certified; enter name, rank, organization and office symbol of the decertifying official under Certification Official/Organization. **Note:** For decertification due to loss of currency with no requirement for re-certification, the effective date of decertification will be the date the SUAS-O went noncurrent.

7.4.2.3. For events that have changed in name only no action is necessary. If desired for clarity: line out the event, date and certifying official/ organization/location; annotate “Renamed (new name)” under Subject Title.

7.4.2.4. For members who change SUAS type while assigned/attached to the same Stan/Eval organization, prepare a new certification document indicating the new SUAS type and transcribe all events which apply to the new SUAS type.

7.5. AF Form 8, *Certificate of Aircrew Qualification.*

7.5.1. **Purpose.** Use the AF Form 8 to record crew qualification. AF Form 8 certification is accomplished by four individuals, beginning with the Flight Examiner, who completes the evaluation by signing the AF Form 8. Next, the Reviewing Officer and Final Approving Officer review the contents, the flight examiner’s overall assessment, ensure all required additional training was adequate to correct the noted deficiencies and is complete, and sign the AF Form 8. The final signature is provided by the examinee, who will sign the completed AF Form 8.

7.5.1.1. Use a separate AF Form 8 for all flight phase rechecks.

7.5.1.2. Ground rechecks will be completed on the original Q-3 AF Form 8 (see paragraph 7.5.9.).

7.5.2. **General Data Entry.** Use the following guidance when completing an AF Form 8. See Attachment 2 for sample AF Form 8.

7.5.2.1. For date fields in the AF Form 8 use a two-digit day, three-letter month and two-digit year format. For electronic forms, use the date format required by the form.

7.5.2.2. The Eligibility Period and Expiration Date of Qualification will use a three-letter month and two-digit year format. For electronic forms, use the date format required by the form.

7.5.2.3. Except for the organization of the Comments block described in paragraph 7.5.7., sample AF Forms 8 are provided to demonstrate the content, not the format, of the data presented (see Attachment 2).

7.5.2.4. To facilitate the entry of data on the form, except where specifically noted otherwise, use upper and lower case letters.

7.5.2.5. Requirements for letter font, numbers of spaces for indentation and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards for such data entry.

7.5.3. **Date Completed.**

7.5.3.1. Use the latest completion date (ground or flight phase) of the evaluation requisites or the additional training. Use this date on the AF Form 942, *Record of Evaluation* as well.

7.5.4. - **Examinee Identification.**

7.5.4.1. Name, Rank (abbreviated or non-abbreviated rank format is acceptable) and Social Security Account Number (SSAN). *Note:* Use of last four of SSAN is approved.

7.5.4.2. Organization and Location.

7.5.4.2.1. Enter unit designation and location where the examinee is assigned or attached for flying.

7.5.4.2.2. For FTU courses in which an evaluation is administered, the organization and location will reflect the FTU organization/location.

7.5.4.3. Aircraft/Crew Position.

7.5.4.3.1. Enter the SUAS type and crew position in which the evaluation was given.

7.5.4.3.2. Enter the examinee's highest qualification reflecting the intention of the evaluation as directed in the Group-Specific Volume 2.

7.5.4.4. Eligibility Period.

7.5.4.4.1. Enter the 6-month period preceding the expiration date from the last similar periodic aircrew qualification evaluation (e.g., if the last MSN evaluation expires in Sep 09, enter Apr-Sep 09).

7.5.4.4.2. Enter N/A (not applicable) for initial periodic aircrew qualification evaluations, SPOT evaluations, and requalification (RQ) evaluations.

7.5.4.4.3. Dual entries are authorized for misaligned combined evaluations (e.g., if last QUAL evaluation expires Nov 09 and MSN evaluation expires Jan 10, enter "QUAL: Jun-Nov 09/MSN: Aug 09-Jan 10" for a QUAL/MSN evaluation).

7.5.4.4.4. For periodic evaluations where the evaluation expiration date of the previous evaluation is extended under the provisions of paragraph 5.2.6., enter the 6-month period preceding the original expiration date. *Note:* Squadron commanders extend only the expiration date, not the eligibility period.

7.5.5. - **Qualification.**

7.5.5.1. Ground Phase.

7.5.5.1.1. Examination/Check.

7.5.5.1.1.1. Make a separate entry for each ground requisite

examination/evaluation. Discrepancies will be noted in the examiner's remarks.

7.5.5.1.1.2. If requisites exceed available lines, make combined entries or document additional requisite completion in the Comments section.

7.5.5.1.1.3. Annotate "Boldface" or "CAPs" as required by the applicable UAS Group-Specific, Volume 2.

7.5.5.1.2. Date. In the date column, enter the date that the requisite is successfully completed.

7.5.5.1.3. Grade.

7.5.5.1.3.1. Enter failed examination score with successfully completed score as follows: 84/98.

7.5.5.1.3.2. Enter failed Boldface/CAPs with successful re-accomplishment as follows: U/ Q.

7.5.5.1.3.3. Separate Boldface/CAPs grades from other requisite examination grades when on the same line by enclosing them in parentheses as follows: 84/98 (U/Q).

7.5.5.1.3.4. Enter failed EPE grades with a successful recheck as follows: 3/1.

7.5.5.2. Flight Phase.

7.5.5.2.1. Mission/Check.

7.5.5.2.1.1. Use the following designations to describe the purpose of the evaluation(s): QUAL, MSN, and SPOT.

7.5.5.2.1.2. Use the following prefixes, when applicable, to describe the type of evaluation: INIT, RQ, N/N and SIM. More than one prefix may be used to describe an evaluation.

7.5.5.2.1.3. Make a single line entry to document the flight(s)/event(s) used to complete the evaluation.

7.5.5.2.1.4. Make multiple single line entries for each flight/event if two or more flights events are required and they are administered by either different flight examiners or on separate days. Exception: Where a single mission consists of multiple flights over one or more days with the same flight examiner, a single line entry may be used.

7.5.5.2.2. Date.

7.5.5.2.2.1. Enter the date the flight/event was completed.

7.5.5.2.2.2. For evaluations where a single mission consists of multiple flights over one or more days, a single line entry with the inclusive dates of the flight(s) may be used (see paragraph 7.5.5.2.1.4.). Document this fact in the Mission Description portion of the Examiner's Remarks.

7.5.5.2.2.3. For evaluations conducted on missions consisting of a single flight spanning more than one day, a single line entry with the date the mission was completed will be used. Document this fact in the Mission Description portion of

the Examiner's Remarks.

7.5.5.3. Qualification Level.

7.5.5.3.1. Place a "1" or "2" in the qualified block or a "3" in the unqualified block for the aircrew member's overall qualification level.

7.5.5.3.2. Combined evaluations (i.e., QUAL/MSN) require only one qualification level number if all parts of the evaluation were awarded the same qualification level grade.

7.5.5.3.3. If the qualification levels assigned parts of a combined evaluation vary, indicate the qualification level for each part separately (e.g., "QUAL: 1" and "MSN: 2" in the qualified block or "QUAL: 1" in the qualified block and "MSN: 3" in the unqualified block).

7.5.5.3.4. In the event of a ground recheck for a flight phase Q-3 evaluation, annotate the overall qualification grade on the AF Form 8 (and AF Form 942) as "3/1" in the qualified block (see paragraph 7.5.9.).

7.5.5.4. Expiration Date of Qualification.

7.5.5.4.1. For evaluations that establish a new eligibility period (i.e. QUAL, MSN,), enter the month and year as directed in the UAS Group-Specific, Volume 2 after the month in which the flight phase of the evaluation was successfully completed.

7.5.5.4.2. For evaluations that do not establish a new eligibility period, enter "N/A."

7.5.5.4.3. Combined evaluations (i.e., QUAL/MSN) require only one date if all parts of the evaluation were successfully completed and "N/A" if all parts were assigned an unqualified grade.

7.5.5.4.4. For a combined evaluation where one component is successfully completed and one component is assigned an unqualified grade, indicate by assigning a new expiration date for those portions completed successfully, and "N/A" for those portions awarded an unqualified grade (e.g., QUAL 1 and MSN 3, then enter "QUAL-Jul 06" under Qualified and "MSN-N/A" under Unqualified).

7.5.5.5. Additional Training.

7.5.5.5.1. Due Date(s).

7.5.5.5.1.1. If required, enter a date not to exceed the last day of the third month following the event requiring additional training (e.g. 26 Jan 10 Flight Eval, 30 Apr 10 due date); otherwise, enter "N/A."

7.5.5.5.1.2. If more than one date is required, preface the due dates with EPE or FLT (Flight) as appropriate.

7.5.5.5.2. Date Additional Training Completed.

7.5.5.5.2.1. Enter the date(s) the examinee completed additional training, otherwise, enter "N/A."

7.5.5.5.2.2. If more than one date is required, preface the date completed with EPE or FLT, as appropriate.

7.5.5.5.3. Certifying Official.

7.5.5.5.3.1. The Certifying Official signing Section II of the AF Form 8 is responsible for certifying additional training was complete.

7.5.5.5.3.2. The instructor completing the additional training (or last training event if more than one) will sign and date the Additional Training block in Section II of the AF Form 8.

7.5.5.6. Restrictions/Exceptionally Qualified/Commander-Directed Downgrade. Place an "X" in the appropriate block when comments are annotated in Section IV. Do not annotate for restrictions resulting from failed requisite examinations.

7.5.6. - Certification.

7.5.6.1. Flight Examiner.

7.5.6.1.1. The flight examiner signing Section III of the AF Form 8:

7.5.6.1.1.1. Is responsible for the content of the AF Form 8.

7.5.6.1.1.2. Will always place an "X" in the remarks block and make comments in the comments block.

7.5.6.1.1.3. Will be the first dated signature on Section III of the AF Form 8.

7.5.6.1.2. If two or more flights are required to complete an evaluation, the flight examiner completing the evaluation will sign Section III of the AF Form 8.

7.5.6.1.3. If more than one flight examiner was involved in administering the in-flight portion of the evaluation, flight examiners other than the one signing Section III will enter remarks in the Mission Description block of the AF Form 8 describing those parts of the flight evaluation they evaluated and sign a signature block immediately adjacent their remarks.

7.5.6.2. Reviewing and Final Approving Officers.

7.5.6.2.1. The Reviewing Officer will review the content, the flight examiner's overall assessment, ensure all required additional training was adequate to correct the noted deficiencies and is complete, and will place an "X" in the "Concur" block indicating concurrence with the AF Form 8. If the Reviewing Officer does not agree with the overall rating, the overall grade will not be changed. The Reviewing Officer will place an "X" in the "Do Not Concur" block and will comment in Section IV, Comments block. The Reviewing Officer will sign and date the AF Form 8 after the examiner, prior to the Final Approval Officer.

7.5.6.2.2. The Final Approval Officer will review the content, the flight examiner's overall assessment, ensure all required additional training was adequate to correct the noted deficiencies and is complete, and will place an "X" in the "Concur" block indicating concurrence with the content on the AF Form 8. If the Final Approval Officer does not agree with the overall rating, the overall grade will not be changed. Place an "X" in the "Do Not Concur" block and comment in Section IV, Comments block. The Final Approval Officer will sign and date the AF Form 8 after the Reviewing Officer.

7.5.6.2.3. MAJCOMs will specify the reviewing and final approving officers in the MAJCOM supplement to this instruction for evaluations other than formal course evaluations accomplished at an FTU. The same individual will not sign as both the Reviewing and Final Approving Officer in Section III of the AF Form 8.

7.5.6.2.4. For evaluations completed at formal course FTU locations, the reviewing and final approving officers will be assigned to the FTU.

7.5.6.3. Organization Block Format. The format and content of data for the Organization block for the flight examiner, reviewing officer and final approving officer will be as follows:

7.5.6.3.1. Flight examiner. Annotate unit or organization and office symbol of the flight examiner that administered the evaluation (e.g., AFSOC/A3OUS, 12AF/OV, ACC/A3TV).

7.5.6.3.2. Reviewing and Final Approving Officer. For Reviewing and Final Approving Officers annotate unit as directed by paragraph 7.5.6.2. (e.g. 23 STS/DO, 720 STG/CC).

7.5.6.4. Examinee. The examinee will sign and date after the Final Approving Officer's signature in Section III of the AF Form 8 certifying that the examinee has been briefed and understands the action being taken. The examinee will be the last dated signature on the AF Form 8.

7.5.7. – **Comments.** Use the following headings. in the space provided on the reverse side of the form, formatted head-to-foot.

7.5.7.1. Restrictions (If required). Document each restriction by annotating the specific restriction, level of supervision required, and criteria for removal of the restriction.

7.5.7.2. Exceptionally Qualified Designation (Optional). Check appropriate box.

7.5.7.3. Examiner Remarks.

7.5.7.3.1. General. For evaluations requiring two or more flights, the mission description and each required subsequent paragraph/subparagraph will be annotated with First Sortie, Second Sortie, etc., as applicable. First Sortie, Second Sortie, etc. entries on subsequent paragraphs/ subparagraphs will be annotated only if there are discrepancies or recommended additional training - otherwise annotate with "None" or omit as required. Flight examiners other than the one signing Section III will sign a signature block containing name, rank, unit and office symbol immediately adjacent their remarks under their Mission Description portion of the Examiner's Remarks.

7.5.7.3.2. Mission Description. Mission descriptions will be of sufficient detail to verify that the significant required areas for the evaluation were accomplished. Comments addressing specific areas in which instructional ability was demonstrated are mandatory for all evaluations of instructors.

7.5.7.3.3. Discrepancies. Document discrepancies by annotating the grading area number, grading area title (followed by any subarea title in parenthesis), grade awarded, annotation if discrepancy was debriefed and synopsis of discrepancy. Associate all ground phase (i.e. EPE, SIM, etc.) discrepancies under paragraph B.

Discrepancies, 1. Ground and all flight phase discrepancies under B. Discrepancies, 2. Flight.

7.5.7.3.4. Additional Comments. Comments are restricted to significant information dealing with the evaluation not documented elsewhere. OPR/EPR-type comments or comments comparing the examinee to other individuals are prohibited.

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

7.5.7.3.4.2. If an alternate evaluation method is used to satisfy a part of the ground or flight phase requirements (unless always accomplished verbally, on the ground or in the Aircrew Training Device (ATD) according to the UAS Group-Specific Volume 2 grading criteria), in this paragraph enter area number, area title, reason not accomplished in the normal method, alternate evaluation method used and date.

7.5.7.3.4.3. If an individual received an overall Q-3, in this paragraph indicate whether the entire evaluation must be reaccomplished, or just specific grading areas/subareas.

7.5.7.3.4.4. If the recheck examiner of a ground recheck is different than the initial flight examiner, the recheck examiner will sign and date an appropriate statement under this paragraph.

7.5.7.3.4.5. Incorporate the information contained in any applicable MFRs (e.g. extension, waivers, etc.). Memos for record become a permanent part of the STF/FEF only when the Major discrepancy addressed by the MFR is *not* addressed or corrected by a later Form 8.

7.5.7.4. Reviewing Officer Remarks. (Optional) If used, Reviewing Officers will annotate their remarks following the Examiner's Remarks in the space provided.

7.5.7.5. Approving Officer Remarks. (Optional) If used, Approving Officers will annotate their remarks following the Reviewing Officer Remarks in the space provided.

7.5.7.6. Additional Reviews. (Optional) Additional reviews are at a unit's discretion and will be defined in the unit's supplement.

7.5.8. Temporary Evaluation Certification and Suspense.

7.5.8.1. File a temporary evaluation certificate or a draft AF Form 8 in the aircrew member's STF/FEF after all evaluation requirements are complete (i.e., all ground and flight requisites) as a temporary record of the flight evaluation results.

7.5.8.2. The temporary evaluation certificate or draft Form 8 will include examinee, examiner, type evaluation, qualification level, and date completed. List any discrepancies by area/subarea, any restrictions, any additional training and any additional training due dates. The examiner completing the evaluation will sign and date the certificate. Procedures concerning the temporary evaluation certificate will be outlined in the unit supplement.

7.5.8.3. Remove the temporary evaluation certificate when the permanent AF Form 8 is filed in the STF/FEF.

7.5.8.4. File the completed AF Form 8 (all reviews/approvals accomplished) in the STF/FEF not later than the end of the third month following the date completed on the AF Form 8.

7.5.9. Ground Rechecks.

7.5.9.1. Ground rechecks are accomplished subsequent to the debriefing of an unqualified evaluation when the flight examiner deems a flight recheck unnecessary.

7.5.9.2. The ground recheck will be documented on the original AF Form 8 generated to document the Q-3 flight evaluation.

7.5.9.3. To document the ground recheck, follow instructions in paragraphs 7.5.3. through 7.5.6., except as noted below:

7.5.9.3.1. Date Completed. Use the latest completion date (ground phase or successful ground recheck) of the evaluation.

7.5.9.3.2. Flight Phase. Document the date of the ground recheck on a separate line as "GROUND RECHECK" below the flight evaluation entry under Flight Phase.

7.5.9.3.3. Qualification Level. Annotate the overall qualification grade as "3/1" in the qualified block.

7.5.9.3.4. Expiration Date of Qualification. For evaluations that establish a new eligibility period, enter the month and year IAW the UAS Group-Specific Volume 2.

7.5.9.3.5. Examiner's Remarks: Recommended Additional Training. Document all recommended additional training associated with grading areas where deficiencies will be remedied by a ground recheck under subparagraph labeled Ground.

7.5.9.3.6. The flight examiner that completed the flight evaluation will sign the front of the AF Form 8. If the recheck examiner is different than the initial flight examiner, the recheck examiner will sign and date an appropriate statement in the Comments/Examiner's Remarks.

7.6. Commander-Directed Downgrade.

7.6.1. **Commander-Directed Downgrade AF Form 8.** Commanders will direct local Stan/Eval function to prepare an AF Form 8 as follows:

7.6.1.1. Date Completed. Use the effective date of the downgrade. The crewmember will cease acting in the qualification(s) in which they have been downgraded. The date does not have to match the final approval officer signature date. It may be prior to or the same as the date of the final approval officer signature date, but will not be after the commander's signature date.

7.6.1.2. Section I. Examinee Identification.

7.6.1.2.1. Organization and Location. Complete Name, Rank, SSAN, and organization and office symbol blocks.

7.6.1.2.2. SUAS /Crew Position. Enter the aircrew member's downgraded SUAS and crew position. If the individual is downgraded to an unqualified status, enter the crew position to which he will be re-qualified.

7.6.1.2.3. Eligibility Period. Enter "N/A" for the block.

7.6.1.3. Section II. Qualification.

7.6.1.3.1. Flight Phase. Enter the qualification(s) to be downgraded (i.e. INSTM/QUAL/ MSN) with the date of the situation that caused the downgrade in the appropriate flight or ground phase blocks.

7.6.1.3.2. Qualification Level. If the individual is downgraded to an intermediate level of qualification, place a "2" in the Qualified block. If the crewmember is downgraded to an unqualified status, place a "3" in the Unqualified block.

7.6.1.3.3. Expiration Date of Qualification. Enter "N/A".

7.6.1.3.4. Restriction(s) and Additional Training Due Date. If the downgrade is simply to a basic level of qualification, leave the box for Restriction(s) unmarked and enter "N/A" for Due Dates and "N/A" for Date Additional Training Completed. If the downgrade is to an unqualified status, place an "X" in the box for Restriction(s) and enter a Due Date as the last day of the third month from the effective date. Complete the Date Additional Training Completed when required training is complete. The Instructor completing the additional training (or last training event if more than one) will sign and date the Date Additional Training Completed block in Section II of the AF Form 8.

7.6.1.3.5. Commander-Directed Downgrade Block. Place an "X" in the box.

7.6.1.4. Section III. Only the commander directing the downgrade and the individual concerned will sign the AF Form 8. Additional reviews are at the MAJCOM discretion.

7.6.1.4.1. Flight Examiner. Leave blank.

7.6.1.4.2. Reviewing Officer. Leave Blank.

7.6.1.4.3. Final Approving Officer. The commander directing the downgrade will sign and place an "X" in the remarks block.

7.6.1.4.4. Examinee. The crewmember will sign acknowledging the action being taken by the commander.

7.6.1.5. Section IV. Comments

7.6.1.5.1. Non-flying cases. Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status. If downgrade is not "for cause," state "Recommended Additional Training. None."

7.6.1.5.2. Flying cases.

7.6.1.5.2.1. If the downgrade is to an intermediate level of qualification, enter "COMMANDER'S REMARKS." Follow this by "A. Narrative," describing the reason for the downgrade. Include "for cause" in the reasoning statement. Identify discrepancies in paragraph B. Recommend additional training (optional) in paragraph C. Additional Comments may be included in paragraph D. If additional reviews are accomplished, annotate in remaining space or use continuation page.

7.6.1.5.2.2. If the downgrade is to an unqualified status, enter “RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE.” Follow this by “A. Narrative,” describing the reason for the commander-directed downgrade. Include “for cause” in the reasoning statement. Identify discrepancies in paragraph B. Recommend additional training in Paragraph C, followed by the specific corrective action or training required prior to requalification, or enter “None.” Additional Comments may be included in paragraph D. If additional reviews are accomplished, annotate in remaining space or use continuation page.

Table 7.1. Commander-Directed Downgrade (non-flying-related cases).

Commander-Directed Downgrade (non-flying-related cases)
RESTRICTION(s): Comments are mandatory.
COMMANDER'S REMARKS:
A. Narrative: Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement.
B. Recommended Additional Training. If paragraph C is not used annotate "B. Recommended Additional Training. None."
C. Additional Comments. ...
Additional Reviews: <i>(Optional)</i>

Table 7.2. Commander-Directed Downgrade (flying-related cases, intermediate level of restriction).

Commander-Directed Downgrade (flying-related cases, intermediate level of restriction)
COMMANDER'S REMARKS:
A. Narrative. Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the commander. Include "for cause" in the reasoning statement.

B. Discrepancies. Document all discrepancies (Q- or U). Document discrepancies by annotating the grading area number, grading area title (followed by any subarea title in parenthesis), grade awarded, annotation if discrepancy was debriefed and synopsis of discrepancy.
1. Ground.
2. Flight.
<i>Use the following entries if required:</i>
C. Recommended Additional Training. Enter recommended additional training or "None."
1. Ground.
2. Flight.
D. Additional Comments. ...
Additional Reviews: <i>(Optional)</i>

7.7. AF Form 4348, USAF Aircrew Certifications. If applicable, use IAW guidance provided in the UAS Group-Specific Volume 2.

7.8. AF Form 942, Record of Evaluation. The AF Form 942 is an index providing pertinent information extracted from all the AF Forms 8 accomplished by the aircrew member.

7.8.1. **Data Entry.** The sample AF Form 942 is provided to demonstrate the content, not the format, of the data presented (see Attachment 3).

7.8.1.1. To facilitate the entry of data on the form, except type of evaluation designations in capital letters, use upper and lower case letters.

7.8.1.2. Requirements for letter font, numbers of spaces for indentation and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards for such data entry.

7.8.1.3. A one-line entry is used for all evaluations with the exception of those on which the qualification levels awarded portions of a combined evaluation are not all the same.

7.8.1.4. For combined evaluations in which different qualification levels are awarded for any of the portions, a single line entry will be made for each different qualification level

awarded indicating which portions of the combined evaluation received that qualification level.

7.8.1.5. Use each AF Form 942 until it is filled or “Z” out any unused blocks.

7.8.2. **Type SUAS/Crew Position.** Enter type SUAS used and crew position flown during the evaluation as it appears in the SUAS/Crew Position area under Examinee Identification of the subject AF Form 8.

7.8.3. **Type of Evaluation.** Enter type of evaluation (or applicable portions of a combined evaluation in which different qualification levels were awarded to different portions - see paragraph 7.5.5.4.4.) as it appears in the Mission/Check area under Flight Phase of the subject AF Form 8. If the evaluation did not include a flight phase, enter type of evaluation as it appears in the Examination/Check area under Ground Phase of the subject AF Form 8.

7.8.4. **Date Completed.** Enter date from the Date Completed block of the subject AF Form 8 (i.e., the latest completion date of the evaluation ground and flight phase requisites or additional training).

7.8.5. **Qualification Level.** Enter the appropriate qualification level as it appears on the subject AF Form 8 (1, 2, 3 or 3/1).

7.8.6. **MAJCOM Change.** A one-line, undated entry containing MAJCOM title will be made for each change in the MAJCOM under which an evaluation was administered.

7.8.7. **Computer-Generated AF Form 942.** A computer generated AF Form 942 may be used as long as cumulative entries are retained. Computer-generated forms must mirror AF forms as published on the Air Force e-Publishing web site. Electronic copies of the AF Form 942 should be forwarded with the STF/FEF when the individual moves to a new squadron. If electronic backups are normally maintained on removable storage media (e.g., DVD-ROM/CD-ROM, external hard drive, floppy disk) or are specifically prepared to facilitate transfer of an STF/FEF, file the storage media in Section I of the STF/FEF.

Chapter 8

ADDITIONAL PROGRAMS

8.1. Flight Crew Information File. Units will establish and maintain a library consisting of a current SUAS read file and publications. This library will consist of a minimum of four volume as listed in Table 8.1. in either hardcopy or electronic format. MAJCOMs will specify the contents of Volume III, IV, and (optionally) V.

8.1.1. **Required Volumes.** Volume I is a table of contents for all volumes and current read file items, Volumes II through IV are made up of publications and SUAS flight manuals, and Volume V (optional) is reserved for flight safety information. If units choose hardcopy format and the contents of any volume exceed the capacity of its binder, use an additional binder and identify the first and subsequent binders by a letter of sequence (e.g., IIIA, IIIB). Label binders on the spine indicating Volume and Title as follows:

Table 8.1. Required Volumes.

VOLUME	TITLE
Volume I	Table of Contents/Current Read File
Volume II	Publications—Air Force Directives MAJCOM Supplements
Volume III	Publications—MAJCOM/NAF/Local Directives
Volume IV	SUAS Flight Manuals/Checklists/Crew Aids/Technical Orders
Volume V	Flight Safety Information (Optional)

8.1.2. **Current Read File.** Volume I consists of a minimum of two parts to include an Index (Part A) and Current Read Files (Parts B and C (**Note:** Part C is optional)). MAJCOMs may add additional components to Volume I as appropriate.

8.1.2.1. Part A is a table of contents listing all material contained in FCIF Volumes I through V.

8.1.2.2. Part B is the Current Read File of FCIF messages. Messages contain information temporary in nature, directly pertinent to the safe conduct of flight, and must be read before flight.

8.1.2.3. Part C is the Current Read File that contains information temporary in nature but not related to the safe conduct of flight and not required to be read before flight. Part C is optional.

8.1.2.4. The primary SUAS-E is responsible for insuring pertinent items from the SUASMAN are filed in the FCIF.

8.1.2.5. Refer to Attachment 8 for a sample message format for use when issuing an FCIF item from a MAJCOM/NAF Stan/Eval organization.

8.1.3. **Publications Library.** Volumes II through IV will consist of an Flight Crew Information File (FCIF) Functional Publications Library according to MAJCOM directives.

8.1.3.1. All publications in the library will be current and complete.

8.1.3.2. Units will establish and maintain a table of contents for the publications library containing, as a minimum, a listing of basic publications numbers and short titles (see Table 8.2). Publication dates, supplements and changes are not required.

Table 8.2. Volume II Mandatory Publications.

PUBLICATION	TITLE
AFI 11-502 Volume 1	<i>Small Unmanned Aircraft Systems Training</i>
AFI 11-5GP(1,2 or 3) SUAS Volume 1	<i>Group-Specific SUAS Operator Training.</i>
AFI 11-502 Volume 2	<i>Small Unmanned Aircraft Systems Standardization/Evaluation Program</i>
AFI 11-5GP(1,2 or 3)SUAS Volume 2	<i>Group-Specific SUAS Operator Evaluation Criteria.</i>
AFI 11-502 Volume 3	<i>Small Unmanned Aircraft Systems Operations</i>
AFI 11-5GP(1,2 or 3)SUAS Volume 3	<i>Group-Specific SUAS Operations Procedures</i>

8.1.3.3. The FCIF index and library will be filed IAW AFI 33-360, regardless of hardcopy or electronic format.

8.1.3.3.1. If any part of the FCIF library is maintained electronically and not specifically addressed above, units will ensure the information is current and accessible for concurrent viewing by multiple SUAS-Os.

8.1.3.3.2. At a minimum, units will maintain the required index and location of electronic files in the applicable binder in the FCIF library.

8.1.3.3.3. Documents will be made available for deployments.

8.1.3.3.4. Procedures for maintaining, updating and backup to prevent loss or corruption of the electronic data will be outlined in the unit supplement/addendum.

8.2. Flight-Related Commander's Interest Item (CII) .

8.2.1. Flight-related CIIs are items of emphasis of existing procedure(s) designed to mitigate or eliminate specific risks or trends. CIIs do not add to or amend established procedures. CIIs will be based on analysis of risks and trends from a variety of sources to include Safety Investigation Board (SIB) findings/recommendations, safety related incidences, trend analysis, deployed area of operations and potential problems with equipment/procedures.

8.2.2. CII(s) should normally be of limited duration (i.e. not to exceed 90 days) so as to maintain the focus. If the situation for which the CII was issued remains, consideration should be given to amending current procedures and issuing corrective action via a command message or FCIF.

8.2.3. CII(s) may be issued/rescinded from the MAJCOM, NAF or unit level.

8.2.4. MAJCOM/NAF CII(s) will be issued to applicable unit Group Stan/Eval sections in a message format identifying the following elements: subject/title, unique DTG, UAS group-specific applicability, references (document, SIB, etc) risk and trend details, specific emphasis actions to reduce/eliminate the risk or trend that is the CII topic, effective date of recession, and SME/POC for further information.

8.2.5. Units will place all MAJCOM/NAF issued CIIs into the FCIF, Current Read File, Part B, for dissemination to crewmembers.

8.2.6. All current flight-related UAS Group-Specific and CRM/ORM related CII(s) will be briefed during flight briefings for the duration of the CII(s). Flight-related CII(s) need only be briefed on those missions for which the CII is relevant.

8.2.7. Current MAJCOM/NAF and unit issued CII(s) will be identified in Flight Crew Information Summary (FCIS) attachments. Units that do not publish a FCIS will maintain current CII(s) in Part B of their FCIF until rescinded.

8.3. Go/No-Go Procedures. Units will establish a positive control system that ensures SUAS-Os have completed all ground training and Stan/Eval items required for flight.

8.3.1. As a minimum, the Go/No-Go system will monitor:

8.3.1.1. The training items from AFI 11-5 Group-Specific SUAS, Volume 1, required for flight.

8.3.1.2. The ground training items required for flight from the applicable 11-5 Group-Specific SUAS, Volume 1.

8.3.1.3. SUAS-O physical examination, IAW AFI 48-123, *Medical Examinations and Standards*.

8.3.1.4. The Stan/Eval examination items required for flight from AFI 11-5 Group Specific-SUAS, Volume 2/MAJCOM Supplement.

8.3.1.5. Any SUAS-O Duty Not Involving Flying (DNIF) status.

8.3.1.6. Currency on all FCIF (FCIF Volume 1, Part B and C (*Note:* Part C is optional)) items.

8.3.2. Each unit will define a positive control system and publish the procedure in the unit supplement to this Instruction. Consider both garrison and field duty locations.

8.4. Electronic Data Storage. Units will use the approved Web application (SUASMAN) for record keeping, trend analysis, printing of standard forms, etc. Exception: AFMC is not required to utilize SUASMAN.

8.5. Instructor Certified Events. These are events that require certification of training by an instructor or examiner. Document certification in the approved SUAS web application (e.g. SUASMAN). Exception: AFMC is not required to utilize SUASMAN. Additional use of AF Form 623 or MAJCOM approved STF/FEFs is at MAJCOM discretion. The squadron commander, Stan/Eval assigned personnel, or the instructor completing the training will sign the form.

8.6. Stan/Eval Board (SEB). Group commanders will chair a semi-annual SEB. As a minimum, Primary SUAS-Es and Primary SUAS-Is will attend. Attachment 6 identifies the

format for the SEB minutes. The Primary SUAS-E will coordinate the schedule, agenda, and attendees for the semi-annual SEB. The resulting SEB minutes will be sent to the appropriate Group, MAJCOM and HQ AFSOC/A3OU no later than 30 days after the conclusion of the SEB. Formal SEB requirements may be waived by the MAJCOM when unit tasking impacts the conduct of the unit's SEB. Notify AFSOC/A3OU if an SEB will not be held at the required interval. Groups will consolidate unit SEB minutes to validate Group-wide trends, if applicable.

8.7. Trend Analysis Program. Stan/Eval organizations at the Group and Squadron level will establish a Trends Analysis Program. Group and Squadron commanders are the final authority for establishing their unit's trends.

8.7.1. The Group/Squadron will establish specific trend analysis threshold percentages and procedures. The Trend Analysis Program will include an objective analysis of all SUAS-O evaluations, written examinations, and SUAS operations during exercises and contingencies. Group and unit Chief of Stan/Eval will report both positive and negative trend data, recommend corrective actions, assign an OPR/OCR, and report the status to the SEB.

8.7.2. After identification of a trend, each unit will provide increased training emphasis on that trend for at least two consecutive quarters.

8.7.3. The report information will be included in the minutes and follow-up actions will be addressed at the subsequent SEBs until the discrepancies are closed. The Chief of Stan/Eval must maintain the trend analysis data for a minimum of one year.

8.7.3.1. For ground phase test consider the validity of the question, and the need for and/or appropriateness of increased emphasis in the question's subject area.

8.7.3.2. For flight phase evaluation, calculate the percentage of Q-1, Q-2 and Q-3 grades against the total number of evaluations given in the sub-area. Trends are not always identified by a threshold percentage, but may be determined by the commander's assessment as a potential weakness area.

8.7.3.3. For SUAS trends, calculate the percentage of loss-of-link (LOL), GPS signal loss, and specific damages against the total number of flight hours/sorties flown. Additionally compile and submit all mishap reports. Trends are not always identified by a threshold percentage, but may be determined by the commander's assessment as a potential weakness area.

HERBERT J. CARLISLE, Lt Gen, USAF
DCS, Air, Space and Information Operations, Plans
& Requirements

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

AFI 11-202 Volume 2, *Aircrew Standardization / Evaluation Program*

AFI 11-203, *Weather for Aircrews, Volume 2*

AFI 11-208(I), *Department of Defense Notice to Airmen (NOTAM) System*

AFI 11-214, *Air Operations Rules and Procedures*

AFI 11-215, *USAF Flight Manuals Programs (FMP)*

AFI 11-218, *Aircraft Operation and Movement on the Ground*

AFI 11-403, *Aerospace Physiological Training Program*

AFI 13-201, *Air Force Airspace Management*

AFI 33-360, *Publications and Forms Management*

AFI 36-2201, *Air Force Training Programs*

AFI 36-2251, *Management of Air Force Training Systems*

AFI 48-123, *Medical Examinations and Standards*

AFI 90-901, *Operational Risk Management*

AFI 91-202, *The US Air Force Mishap Prevention Program*

AFI 91-204, *Safety Investigations and Reports*

AFMAN 10-206, *Operational Reporting*

AFMAN 33-363, *Management of Records*

AFMAN 36-2234, *Instructional System Development*

AFPAM 11-216, *Air Navigation*

AFPD 10-9, *Lead Operating Command Weapon Systems Management*

Education and Training Course Announcements (ETCA)

<https://etca.randolph.af.mil/default1.asp>

FAA Advisory Circular 20-130A, *Airworthiness Approval of Navigation or Flight Management Systems Integrating Multiple Navigation Sensors*

FAA Advisory Circular 20-138, *Airworthiness Approval of Global Positioning System (GPS) Navigation Equipment for use as a VFR and IFR Supplemental Navigation System*

FAA Advisory Circular 90-45A, *Approval of Area Navigation Systems for Use in the US National Airspace System*

FAA Advisory Circular 90-94, *Guidelines for Using Global Position System Equipment for IFR*

En Route and Terminal Operations and for Non-Precision Instrument Approaches in the United States, National Airspace System

FAA Advisory Circular 91-57, *Model Aircraft Operating Standards*

FAA Advisory Circular 97-1A, *Runway Visual Range (RVR)*

FAA Advisory Circular 120-33, *Operational Approval of Airborne Long Range Navigation Systems for Flight within the NAT-MNPS Airspace*

FAA Handbook 7110.65, *Air Traffic Control*

FAA Handbook 7400.2, *Procedures for Handling Airspace Matters*

FAA Handbook 7610.4, *Special Military Operations*

FAA Handbook 8260.19, *Flight Procedures and Airspace*

FAA TSO-115B, *Airborne Area Navigation Equipment Using Multi-Sensor Inputs*

FAA TSO-129a, *Airborne Supplemental Navigation Equipment Using the Global Positioning System (GPS)*

FAR Part 91, *General Operating and Flight Rules*

T.O.-00-20-1, *Preventive Maintenance Program, General Policy Requirements and Procedures*

T.O.-00-20-5, *Aerospace Vehicle/Equipment Inspection and Documentation*

T.O. 1-1-300, *Acceptance/Functional Check Flight and Maintenance Operational Checks*

Forms Adopted

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 623, *Individual Training Record Folder*

AF Form 847, *Recommendation for Change of Publication*

AF Form 942, *Record of Evaluation*

AF Form 4348, *USAF Aircrew Certifications*

Abbreviations and Acronyms

ACP—Allied Communications Procedure

AFI—Air Force Instruction

AFIRMS—Air Force Records Information Management System

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AFSOC—Air Force Special Operations Command

ANG—Air National Guard
AOR—Area of Responsibility
ASEV—Aircrew Standardization/Evaluation Visit
ATD—Aircrew Training Device
BMC—Basic Mission Capable
CII—Special Interest ItemDNIF - Duties Not Including Flying
DRU—Direct Reporting Unit
EO—External Operator
EOC—End of Course
EPE—Emergency Procedures Evaluation
ETCA—Education and Training Course Announcement
FAA—Federal Aviation Administration
FAR—Federal Aviation Regulation
FCIF—Flight Crew Information File
FCIS—Flight Crew Information Summary
FEF—Flight Evaluation Folder
FMP—Flight Manuals Program
FOS—Family of Systems
FTU—Formal Training Unit
GCS—Ground Control Station
GPS—Global Positioning System
IAW—In Accordance With
IFR—Instrument Flight Rules
INIT INSTR—Initial Instructor
INSTR—Instructor
IO—Internal Operator
LOL—Loss of Link
MAJCOM—Major Command
MC—Mission Commander
MR—Mission Ready
MFR—Memorandum For Record
MO—Mission Operator

MQF—Master Question File
NAF—Numbered Air Force
NAS—National Airspace System
NGB—National Guard Bureau
N-MR—Non-Mission Ready
N/N—No Notice
NOTAM—Notices to Airmen
OCR—Office of Collateral Responsibility
OPR—Office of Primary Responsibility
ORM—Operational Risk Management
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
Q— Qualified
QUAL—Qualification
QUAL/MSN—Qualification/Mission
RDS—Records Disposition Schedule
RQ—Requalification
RVR—Runway Visual range
RVT—Remote Video Terminal
SCATANA—Security Control of Air Traffic and Air Navigation Aids
SAV—Staff Assistance Visit
SEB—Standardization/Evaluation Board
SELO—Standardization/Evaluation Liaison Officer
SEE—Stan/Eval Examiner
SIB—Safety Investigation Board
SIM—Simulator
SOF—Special Operations Forces
Stan/Eval—Standardization & Evaluation
STF—SUAS Training Folder
SUAS—Small Unmanned Aircraft System
SUASMAN—Small Unmanned Aircraft Systems Manager
SUASOPS—Small Unmanned Aircraft System Operations

SUAS-E—Small Unmanned Aircraft System Evaluator

SUAS-I—Small Unmanned Aircraft System Instructor

SUAS-O—Small Unmanned Aircraft System Operator

TDY—Temporary Duty

TERPS—Terminal Instrument Procedures

TM—Training Manager

U—Unqualified

UA—Unmanned Aircraft

UAS—Unmanned Aircraft System

UCMJ—Uniform Code of Military Justice

USAF—United States Air Force

USAFA—United States Air Force Academy

Terms

Air traffic—Aircraft operating in the air or on an airport surface, exclusive of loading ramps and parking areas.

Catastrophic failure—Any failure that leads to the loss or destruction of the UA.

Controlled airspace—A generic term that covers the different classification of airspace (Class A, Class B, Class C, Class D, and Class E airspace) and defined dimensions within which air traffic control service is provided to Instrumented Flight Rules (IFR) flights and to Visual Flight Rules (VFR) flights in accordance with the airspace classification (see the Aeronautical Information Manual).

External Operator (EO)—The SUAS crewmember who, in the absence of full automatic takeoff and landing systems, visually controls the UA flight path, generally during takeoff and/or landing.

Family of Systems (FOS)—UAS within a FOS have similar operating characteristics and control interfaces and are typically provided from a single manufacturer. FOS designation will be determined by the Lead Command.

Internal Operator (IO)—A SUAS operator that operates the UA from within a control station that exercises complete control over the air vehicle.

Lead SUAS-O—The SUAS-O specifically identified by responsible authority and tasked with the overall responsibility for the operation and safety of the SUAS mission. Equivalent to the Pilot-in-Command of a manned aircraft.

Maintenance—The inspection, overhauls, repairs, preservation, and/or the replacement of parts, but excludes preventive maintenance.

National Airspace System (NAS)—All of the airspace above the surface of the earth over the United States and its possessions.

Night—The time between the end of evening nautical twilight and the beginning of morning nautical twilight converted to local time.

Restricted area—Airspace designated in FAR 1 within which the flight of aircraft, while not prohibited, is subject to restriction(s).

SUAS Evaluator (SUAS-E)—A SUAS crewmember who conducts evaluation of SUAS-Os, SUAS-I and other evaluators in designated SUAS and promotes safety among SUAS crew members. Evaluations include air vehicle operation, qualification, unit employment, visual flight, and crew performance.

SUAS Instructor (SUAS-I)—A SUAS crewmember who conducts training and assessments of SUAS-Os and SUAS unit trainers in designated SUAS and promotes safety among aircrew members. Training and assessments include air vehicle operation, qualification, unit employment, visual flight, and crew performance.

SUAS-O—An individual who has completed IQT in a specific UAS.

Special Use Airspace (SUA)—Airspace designated by the FAA with specific vertical and lateral limits, established for the purpose of containing hazardous activities or activity that could be hazardous to nonparticipating aircraft. Limitation on nonparticipating aircraft may range from absolute exclusion to complete freedom of use within certain areas, depending upon activity being conducted.

Traffic pattern—The traffic flow that is prescribed for aircraft landing at, taxiing on, or taking off from an airport or airfield.

Training mission—Missions flown for flight qualification, refresher, or proficiency/currency training; ATP requirements, and authorized training exercises.

Unmanned Aircraft (UA)—An aircraft or balloon that does not carry a human operator and is capable of flight under remote control or autonomous programming. Also called **UA**. (Joint Publication 3-52) A UA may be expendable or recoverable, carries a payload, is not operated for sport or hobby, and does not transport passengers or crew. For purposes of compliance with 14 CFR 1, subchapter A, part 1.1., UAs are to be considered “aircraft,” typically either an “airplane” or “rotorcraft,” as defined in 14 CFR 1, subchapter A, part 1.1. (FAA refers to these aircraft as remotely operated aircraft).

Unmanned Aircraft System (UAS)—That system whose components include the necessary equipment, network, and personnel to control an unmanned aircraft. Also called **UAS**. (Joint Publication 3-52)

Attachment 4**STAN/EVAL BOARD (SEB) MINUTES FORMAT (EXAMPLE)**

MEMORANDUM FOR MAJCOM/A3V

TO: HQ AFSOC/A3OU

FROM: (Unit's Complete Mailing Address)

SUBJECT: STAN/EVAL BOARD MINUTES

1. Personnel Attending: (Name and organization)
2. Overview: (Enter any training or Stan/Eval Examiner (SEE) manning discussed):
 - a. Manning. (Stan/Eval manning problems/deviations from authorized manning.)
 - b. Summary.
3. Evaluations. Report SUAS-O evaluations. Include any SUAS-O trainer or SEE Objectivity assessments.
 - a. Exceptionally Qualified
 - b. Q-1s
 - c. Q-2s
 - d. Q-3s
 - e. Total Evaluations (SUAS-O and SUAS-I/E)
 - f. No-Notice. Report progress towards achievement of no-notice requirements.
4. Written Examinations. Report closed book exam performance.
 - a. Exams administered, passed, failed, average score
 - b. Missed questions. List of missed questions and number of occurrences.
5. Waivers and Extensions. Identify waivers and extensions granted to extend period of qualification.
6. Trends. Identify new, continuing and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s) and any suspense date.
 - a. Old Business. Enter the disposition of any items left open from last Board meeting. If final action was taken on an item during the period, state the action taken and then close the item if approved by the Board Chairman. If an item remains open, list the action since the last Board.
 - b. New Business. Enter all new business discussed. The new business items are those included on the published agenda along with any unplanned items discussed.
7. Other: This is an optional paragraph that can be used as necessary.
8. Problems Requiring Higher Headquarters Assistance: Enter problems that, based on the board resolution, require HHQ assistance. The assistance may be in any form (for example, staff assistance visit requests, clarification of directives, change of directives, and so forth).

(SIGNATURE BLOCK)

4 Attachments:

1. Board Agenda
2. Current Letter of Qualifications
3. Mishap Reports
4. As required

Attachment 5
DOD UAS CATEGORIES

Figure A5.1. DoD UAS Categories.

UAS Category	Maximum Gross Takeoff Weight (lbs)	Normal Operating Altitude (ft)	Speed (KIAS)
Group 1	0-20	<1200 AGL	<100
Group 2	21-55	<3,500 AGL	<250
Group 3	<1320	<18,000 MSL	
Group 4	>1320	>18,000 MSL	Any Speed
Group 5			

Attachment 6**FLIGHT CREW INFORMATION FILE TEMPLATE**

Note: The information below is an example of a template MAJCOMs may use when drafting an FCIF item.

FROM: HQ AFSOC HURLBURT FLD FL//A3V//

TO: 16 OG HURLBURT FLD FL//CC/OGV//

58 OG KIRTLAND AFB NM//DO/OGV//

106 OG GABRESKI APRT NY//CC/OGV//

INFO: HQ AFRC ROBINS AFB GA//A3/A3V//

NGB WASHINGTON DC//A3/A3OT//

HQ AETC RANDOLPH AFB TX//A3/A3FV//

SUBJECT: The Subject Line contains the FCIF number and title of the FCIF item (if applicable)

REF A: Reference A is a location the FCIF reviewer can reference any other material, whether it is a message or another FCIF item, pertinent to the FCIF entry. If more than one reference is needed, use REF B, C, etc.

1. Applicability paragraph. This paragraph lists the MAJCOM(s) that the FCIF item is applicable to, lists the MAJCOM(s) that will retransmit the FCIF item and those MAJCOMs for which the FCIF item is “for information only.”
2. Directive paragraph. FCIF authors will use this paragraph to give direction to crews regarding procedures or guidance. This information will be placed immediately following the applicability paragraph in order to ensure a consistent place for new procedures or guidance.
3. Amplification paragraph. This paragraph should focus on background information to the crews or any other amplifying data deemed necessary by the FCIF item author for crews to understand the impetus behind the FCIF item. The FCIF item should be limited to one or two pages in length. Additional supporting background documentation should be included in attachments or references.
 - a. Amplifying data may be organized into subparagraphs or follow-on paragraphs.
 - b. If follow-on paragraphs are used, ensure paragraphs are numbered correctly.
4. Administrative paragraph. Use this paragraph to show where the FCIF item is to be placed (Part B or C), and how for long the FCIF item is to remain in effect. Other items of an administrative nature may also be placed in this paragraph.
5. Receipt/POC paragraph. This paragraph directs units to acknowledge receipt of the FCIF item within a desired period of time, FCIF item POC(s), and the POC phone number and email address.