

**BY ORDER OF THE COMMANDER  
AVIANO AIR BASE (USAFE)**



**AIR FORCE MANUAL**

**11-202**

**VOLUME 2**

**UNITED STATES AIR FORCES IN  
EUROPE-AIR FORCES IN AFRICA**

**Supplement**

**9 AUGUST 2024**

**Flying Operations**

**AIRCREW  
STANDARDIZATION/EVALUATION  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication supplements Air Force Manual (AFMAN) 11-202V2 USAFE-AFAFRICA Supplement, *Aircrew Standardization and Evaluation Program* and AFMAN 11-202V2 ACC Supplement, *Aircrew Standardization and Evaluation Program* when applicable as lead MAJCOM. It applies to the 31st Fighter Wing (FW) and units under 31st Operations Group (OG) oversight. Ensure that all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System. Submit suggested improvements to this publication on AF Form 847, *Recommendation for Change of Publication*, to the Office of Primary Responsibility (OPR). The 31 OG/CC is the waiver authority for this supplement. Submit requests for waivers through the chain of command to 31 OG/OGV. This

document implements a permanent waiver for Hard Copy FCIF Index (T3 23-07), Briefing Room Publication Format (NT 23-05), and Temporary Form 8 Requirements (NT 23-06).

### ***SUMMARY OF CHANGES***

This publication incorporates changes from AFMAN 11-202v2, USAFE-AFAFRICA, and ACC supplements. Major changes include aligning paragraph references to reflect the updated parent regulation, removal of guidance contained in other publications, and clarification of local guidance.

1.1. **(AVIANO) } General.** Paragraphs preceded with “(AVIANO)” apply to all Aviano Air Base Mission Design Series (MDS). Paragraphs that apply to only one or some MDS or exclude an MDS and will be annotated as such. Example: “(AVIANO, F-16)” or “(AVIANO, N/A GA)”.

1.1.4. **(AVIANO)** For the purposes of this supplement, the Guardian Angel (GA) and Control and Reporting Center (CRC) are considered MDSs. If conflicting or insufficient guidance exists, AFMAN 10-3500v2 or 13-1GBMC2v2 take precedence over this instruction for the GA and CRC, respectively.

1.3.4.1. **(AVIANO)** Reference the 31 OG/OGV SharePoint Waivers & Approval Memos site, <https://usaf.dps.mil/sites/Aviano/31OG/31OGV/waivers>, for all current 31 OG issued waivers, memorandums, templates, instructions, and additional information. A backup is maintained on the 31. OG/OGV Wing Drive, \\avodm03\WingDrive\$31OG\OG Staff31OG-OGV\Waivers-Memorandums.

1.4.1.1. **(AVIANO)** Process requests through 31 OG/OGV.

1.4.2.1. **(AVIANO)** Route all USAFE-AFAFRICA and ACC level waivers and approval memorandums to 31 OG/OGV twenty business days prior to when the waiver or approval memorandum is needed.

1.4.2.2. **(AVIANO)** Route all 31 OG/CC level waivers and approval memorandums to 31 OG/OGV 10 business days prior to when the waiver or approval memorandum is needed.

3.2.1.3.1.1. **(AVIANO)** Reference AFMAN 11-202v2 ACC Supplement Attachment 8, for minimum briefing room requirements. **Attachment 8 (AVIANO)** describes the format that required items are maintained.

3.2.1.4.1. **(AVIANO)** A suitable Stan/Eval testing area is one that provides a quiet, distraction-free atmosphere and allows easy monitoring of examinees by Stan/Eval personnel.

3.2.2.3. **(AVIANO, N/A GA)** FEFs will be maintained and reviewed electronically IAW the 31 OG Flight Evaluation Folder Guide.

3.2.2.5.2.4.1. **(AVIANO)** Minimum sample size for trend data is 10 evaluations or examinations. An examination trend is a minimum of two recurrences (sample less than or equal to 20) or 10 percent (sample size greater than 20).

3.2.2.5.2.4.2. **(AVIANO)** OGV will incorporate trend information to periodic examination questions. Evaluators will incorporate trend items to general knowledge during evaluations.

3.2.2.13.1. **(AVIANO)** The Supervisor of Flying (SOF) Program Manager will be a SOF qualified F-16 pilot assigned to OGV.

3.2.2.15.1. (AVIANO, F-16, HH-60) OGV will publish a list of mandatory EFB downloads in Volume III of the FCIF publications library.

3.2.3.5. (AVIANO) The Officer in Charge (OIC) of Functional Check Flights (FCFs) will be an FCF qualified pilot assigned to OGV. OG/CC will designate a separate OIC for F-16 and HH-60.

3.3.1.4. (AVIANO) Squadrons will provide OGV with a current and signed Letter of Certifications (LoX) no later than the 5th business day of each month.

4.2.2.2. (AVIANO) Document evaluator upgrade training on **Attachment 9** or **Attachment 10** and maintain in the upgrading evaluator's training folder/gradebook. Previously qualified evaluators may complete a reduced upgrade program, as approved by the SQ/CC (waiver not required). Document the reduced upgrade program via "PQ" in lieu of initials as applicable.

5.1.3. (AVIANO) Reference **Attachment 11** and the 31 OG/OGV F-16 Evaluation Guide (F-16 only) for a detailed explanation of 31 OGV policy, scheduling, evaluation profiles, and evaluator/examinee responsibilities.

5.2.6.3.3.2. (AVIANO, N/A GA) The 31 OG/CC N/N annual goal is 10%. Squadron commanders may direct a higher rate if desired.

6.6.1.1. (AVIANO) OGV will document MQF reviews via PEX.

6.6.6. (AVIANO, N/A GA) The 31 FW utilizes randomly generated tests, created by PEX from a question database, for requisite testing.

6.9.5. (AVIANO) SQ/CCV will document failed requisite examinations and report the information to OGV. Documentation will include dates/scores of both failed requisite examinations and their successful re-accomplishment.

6.10.1.1. (AVIANO, GA) Periodic testing is at the discretion of the 57 RQS/CC. If periodic testing is accomplished, comply with [paragraph 6.10.4](#).

6.10.4. (AVIANO, N/A GA) 31 OG/OGV is the OPR for periodic testing. Semiannual, non-proctored, closed-book tests will be assigned on 1 December and 1 June in PEX and will become a Go/No-Go item on 10 January and 10 July respectively. This test will not be a Go/No-Go item for aircrew who transfer in by permanent change of station (PCS) after the tests have been assigned. SQ/CCV will ensure all examinees are debriefed on any incorrect answers, and failed exams are corrected to 100% (missed questions will be documented for trend data). SQ/CCV may administer the test via hardcopy.

7.3.2.6. (AVIANO, N/A GA) Evaluators will input results into the PEX Evaluation/Requisite Worksheet. Alternatively, evaluators may provide a paper worksheet to SQ/CCV who will then input the results into PEX. If the overall grade is other than a Q1, the evaluator must input the results into PEX themselves. Additional guidance on evaluation data entry can be found in the 31 OG Flight Evaluation Folder Guide, F-16 Evaluation Guides (F-16 only), and AFMAN 13-1GMBC2V2 606 ACS Supplement (CRC only).

7.3.11.6.1. (AVIANO, N/A GA) Squadron CCV and OGV will review all AF Form 8s via PEX prior to release for evaluator signature.

7.3.12.7. (AVIANO, N/A GA) Assigning an overall grade to a completed EPE or Evaluation worksheet in PEX is the equivalent of the evaluator's signature and serves as the AF Form 3862,

*Flight Evaluation Worksheet.* If the evaluator uses a paper worksheet it will serve as the temporary Form 3862 until SQ/CCV has entered the data into PEX.

7.7.2.4. **(AVIANO, N/A GA)** PEX is the primary source for FEFs. CCVs will maintain a backup PDF of each member's FEF on a restricted drive. Update the backup PDF upon posting evaluation documentation or accomplishing a review.

7.7.5.3.3.2. **(AVIANO, N/A GA)** Document electronic FEF reviews on the PEX minor discrepancy log. Reference the 31 OG Flight Evaluation Guide for examples.

7.7.7.1.6. **(AVIANO, N/A GA)** Squadron CCV will ensure that members who PCS with an open evaluation have a signed AF Form 3862 filed in the FEF prior to out-processing.

7.8.7. **(AVIANO)** Certifications will be documented via LoX in lieu of AF Form 4348. Squadron training will maintain source documentation for certifications in each member's Training Folder/Gradebook.

9.1.1.2.1. **(AVIANO)** The FCIF Index and location of electronic files will be kept electronically in FCIF Volume I Part A. It is maintained by 31 OG/OGV and is accessible to all unit aircrew on the 31 OG/OGV SharePoint and Wing drive (see [paragraph 9.1.1.5.](#)).

9.1.1.5. **(AVIANO)** The 31 OG/OGV SharePoint site, [usaf.dps.mil/sites/Aviano/31OG/31OGV](https://usaf.dps.mil/sites/Aviano/31OG/31OGV), is the primary location of the FCIF publication library and index (Parts A, B, and C). The 31 OG/OGV Wing Drive, [\\avodm03\WingDrive\\$31OG\OG Staff\31OG-OGV\FCIF Publications Library](#), is the alternate FCIF library location, and will be updated monthly. OGV shall review AFIs monthly and T.O.s semiannually. OGV will update the FCIF index after each review or change and post the changes on the SharePoint site.

9.2.5.1. **(AVIANO)** SQ/CCV may release squadron SIIs via PEX. Notify 31 OG/OGV prior to SII release; 31 OG/OGV will maintain squadron SIIs in the FCIF library.

9.2.7.1. **(AVIANO)** OGV will publish an SII Placard with all current SIIs in the SII folder of the FCIF publication library. SQ/CCV may tailor this placard to applicable SIIs for the unit. SII Placard will be posted in each briefing room.

9.3.3. **(AVIANO)** 31 OG/OGV is the posting and release authority for MAJCOM-released FCIFs/Special Interest Items, publications distribution, periodic FCIF reviews, and revised or corrected FCIFs.

9.4.5.3. **(AVIANO)** Log FCIF reviews via PEX.

9.4.7.1. **(AVIANO, F-16)** SARMs will not release pilot's tail number or parking spot until all Go/No-Go items have been verified.

9.4.7.2. **(AVIANO, HH-60)** SARMs will not initial block 16 (Go/No-Go Verification) on the AF Form 4327A (Crew Flight Authorizations) until all Go/No-Go items have been verified.

TAD D. CLARK, Brigadier General, USAF  
Commander

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

- (AVIANO) AFMAN 11-202V2 USAFE-AFAFRICA Supplement, *Aircrew Standardization/Evaluation Program*, 1 Jul 2022
- (AVIANO) AFMAN 11-202V2 ACC Supplement, *Aircrew Standardization/Evaluation Program*, 19 Aug 2022
- (AVIANO) AFMAN 10-3500V2, *Air Force Special Warfare Standardization and Evaluation*, 1 Jul 2022
- (AVIANO) AFMAN 11-2F-16V2, *F-16 Aircrew Evaluation Criteria*, 8 Feb 2019
- (AVIANO) AFMAN 11-2HH-60GV2, *HH-60G Aircrew Evaluation Criteria*, 10 Sep 2020
- (AVIANO) AFMAN 13-1 GBMC2V2, *Ground Battle Management Command and Control (GBMC2) Standardization/Evaluation Program*, 1 Oct 2020
- (AVIANO) AFMAN 13-1CRCV2, *Control and Reporting Center (CRC) - Evaluation Criteria*, 20 Oct 2020
- (AVIANO) 31 Operations Group Flight Evaluation Folder (FEF) Guide, Jun 2019
- (AVIANO) AFMAN 13-1 GBMC2V2 606 ACS Supplement, *Standardization/Evaluation Program*, 1 May 2021
- (AVIANO) 31 Operations Group Viper Evaluation Guide, 12 Nov 2019

***Prescribed Forms***

None

***Adopted Forms***

- (AVIANO) AF Form 4327A, *Crew Flight Authorization*

***Abbreviations and Acronyms***

- (AVIANO) CRC—Control and Reporting Center (AVIANO) FCF—Functional Check Flight
- (AVIANO) FW—Fighter Wing
- (AVIANO) GA—Guardian Angel
- (AVIANO) LoX—Letter of Certifications
- (AVIANO) NATO—North Atlantic Treaty Organization
- (AVIANO) OIC—Officer in Charge (AVIANO) PEX—Patriot Excalibur (AVIANO) PQ—Previously Qualified (AVIANO) SEFE—Stan/Eval Flight Examiner
- (AVIANO) SEE—Stan/Eval Examiner
- (AVIANO) SEPT—Simulated Emergency Procedures Training
- (AVIANO) SOF—Supervisor of Flying

**Attachment 7****SPOT FLIGHT EXAMINER OBJECTIVITY EVALUATION GUIDANCE**

A7.2.1.2.1. **(AVIANO)** Recertification following a failed SEFE/SEE Objectivity check is at SQ/CC discretion (squadron-designated evaluators) or the OG/CC (OG-designated evaluators). Commanders will stipulate specific recertification requirements to regain evaluator status. The commander may deny recertification as an evaluator. At a minimum, recertifying evaluators will monitor an EPE or flight evaluation and administer a supervised EPE or flight evaluation.

## Attachment 8

## BRIEFING FACILITIES GUIDANCE

**A8.1. (AVIANO, HH-60) All publications will be available electronically via EFB and/or FCIF Library access via the OGV SharePoint site.**

**A8.2. (AVIANO, F-16) Reference Table A8.1** for the minimum Briefing Room Criteria IAW AFMAN 11-202v2 ACC SUP. Until EFBs are available in the briefing rooms, all required publications will be available electronically. Pilots will login to the briefing room computer prior to brief.

**Table A8.1. F-16 Briefing Room Books (AVIANO).**

| Product                                             | Format                                                                    | Providing Office |
|-----------------------------------------------------|---------------------------------------------------------------------------|------------------|
| Air-to-Air Training Rules                           | Hard Copy Poster                                                          | 31 OG/OGV        |
| Air-to-Ground Training Rules                        | Hard Copy Poster                                                          | 31 OG/OGV        |
| Local Area Map                                      | Hard Copy Poster                                                          | 31 OG/OGV        |
| Local Tanker/AAR procedures                         | Electronic (3-3.F-16) and Pilot Aid                                       | 31 OG/OGV        |
| Range Charts (as required)                          | Electronic (A3TW-produced Range Reg)                                      | 31 OG/OGV        |
| Airfield Diagram                                    | Pilot Aid                                                                 | FS/CCV           |
| Local Visual Pattern                                | Pilot Aid                                                                 | FS/CCV           |
| VFR Pattern / Entry Points                          | Pilot Aid                                                                 | FS/CCV           |
| IFR Standard Departures                             | FLIP, Vol 6                                                               | FS/CCV           |
|                                                     |                                                                           |                  |
| Publications Book 1                                 | Format                                                                    |                  |
| EP of the Day                                       | 1 hard copy or OMD in vault/ops desk or electronic in every briefing room |                  |
| AFMAN 11-2F-16V1, F-16 Block 40 RAP Tasking Message |                                                                           |                  |
| OG OI 11-2F-16V1, 31 OG Pilot Training Syllabus     |                                                                           |                  |
| AFMAN 11-2F-16V3 and MAJCOM/Local supplements       |                                                                           |                  |
| NATO Fighting Edge Standards                        |                                                                           |                  |
| AFMAN 11-214                                        |                                                                           |                  |
|                                                     |                                                                           |                  |
| Publications Book 2                                 | Format                                                                    |                  |
| T.O. 1F-16CM-1                                      | 1 vault hard copy or electronic in every briefing room                    |                  |
|                                                     |                                                                           |                  |
| Publications Book 3                                 | Format                                                                    |                  |
| T.O. 1F-16CM-34-1-1                                 | 1 vault hard copy or electronic in every briefing room                    |                  |
|                                                     |                                                                           |                  |
| Checklists / Other Publications                     | Format                                                                    |                  |
| T.O. 1F-16CM-1CL-1                                  | Hand-held copy available in every Briefing Room                           |                  |
| T.O. 1F-16CM-34-1-1CL-1                             |                                                                           |                  |
| 31 FW Pilot Aid                                     |                                                                           |                  |

## Attachment 9 (AVIANO, N/A CRC)

## STAN/EVAL FLIGHT EXAMINER (SEFE) UPGRADE PROGRAM

Figure A9.1. Stan/Eval Flight Examiner (SEFE) Upgrade Program.

Name: \_\_\_\_\_ SQ: \_\_\_\_\_ Date Entered Program: \_\_\_\_\_

The above aircrew is nominated for upgrade to SEFE and will complete the following upgrade program prior to certification.

SEFE Program Entry is APPROVED/DISAPPROVED

|                                                                                                                                                     | SQ/CC or OG/CC | Date    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------|
| REQUIREMENTS                                                                                                                                        | DATE           | INITIAL |
| a. SQ/CC Briefing (SQ/CC Designated SEFE)                                                                                                           | _____          | _____   |
| b. SQ/CCV Briefing on squadron level Stan/Eval program and procedures to include Form 8 preparation.                                                | _____          | _____   |
| c. OG/OGV Briefing on mission, philosophy, flight examiner duties, responsibilities, PEX worksheet preparation, routing and examination procedures. | _____          | _____   |
| d. Publication/Guidance Review                                                                                                                      | _____          | _____   |
| AFMAN 11-202V2, USAFE-AFAFRICA Sup                                                                                                                  | _____          | _____   |
| AFMAN 11-202V2 Aviano Sup                                                                                                                           | _____          | _____   |
| AFMAN 11-2MDSV2 (F-16, HH-60)                                                                                                                       | _____          | _____   |
| AFMAN 10-3500V2 (GA)                                                                                                                                | _____          | _____   |
| 31 OG/OGV F-16 Eval Guide (F-16)                                                                                                                    | _____          | _____   |
| Previous Semiannual SEB minutes                                                                                                                     | _____          | _____   |
| e. Monitor MSN or INSTM/QUAL EPE (Circle Type Monitored)                                                                                            | _____          | _____   |
| f. Administer MSN or INSTM/QUAL EPE (F-16) (Type Opposite of Monitored EPE)                                                                         | _____          | _____   |
| g. Administer supervised MSN or INSTM/QUAL Flight Eval Supervised by OGV SEFE, OG/CC, OG/CD, or SQ/CC                                               | _____          | _____   |
| h. OG/CC Briefing                                                                                                                                   | _____          | _____   |

I certify that the above-named individual completed the SEFE upgrade on \_\_\_\_\_.  
Date

|                                                                         |               |
|-------------------------------------------------------------------------|---------------|
| Commander Signature                                                     | Date          |
| SEFE Objectivity (IAW AFMAN 11-202V2, USAFE-AFAFRICA Sup)               | _____/_____   |
| Accomplished within the first 12 months after becoming a SEFE.          | Date Initials |
| For SEFEs who have never certified before. Either In-Flight or EPE.     |               |
| Must be given by any HQ USAFE-AFAFRICA SEFE, OGV SEFE, OG/CC, or SQ/CC. |               |

MAINTAIN ORIGINAL IN GRADEBOOK

## Attachment 10 (AVIANO, CRC)

## STAN/EVAL EXAMINER (SEE) UPGRADE CHECKLIST

Figure A10.1. Stan/Eval Examiner (SEE) Upgrade Checklist.

SEE Trainee Name: \_\_\_\_\_ Paired Evaluator: \_\_\_\_\_

Position: \_\_\_\_\_ Date Entered into Upgrade: \_\_\_\_\_

| REQUIREMENTS                                                                    | DATE  | INITIAL |
|---------------------------------------------------------------------------------|-------|---------|
| 1. Nomination letter approved by SQ/CC                                          | _____ | _____   |
| 2. Documented instructor or previous SEE certification                          | _____ | _____   |
| 3. SQ/CC interview                                                              | _____ | _____   |
| 4. OGV interview                                                                | _____ | _____   |
| 5. OG/CC interview                                                              | _____ | _____   |
| 6. Publication Review:                                                          |       |         |
| a. AFMAN 13-1 GBMC2 V2                                                          | _____ | _____   |
| b. AFMAN 13-1 CRC Vol 2                                                         | _____ | _____   |
| c. AFI 11-202V2, USAFE Supplement                                               | _____ | _____   |
| 7. Briefing/Discussion with Chief, Deputy, or NCOIC of Sq CCV on the following: |       |         |
| a. FEF Organization/Location                                                    | _____ | _____   |
| b. Office/Resource Layout                                                       | _____ | _____   |
| c. PEX Procedures                                                               | _____ | _____   |
| d. Evaluation Process                                                           | _____ | _____   |
| ▪ Notification                                                                  |       |         |
| ▪ Pre-Eval checklist (Type of Eval)                                             |       |         |
| ▪ Mission planning                                                              |       |         |
| ▪ Execution                                                                     |       |         |
| ▪ Debrief                                                                       |       |         |
| ▪ Form 8/3862 writing                                                           |       |         |
| ▪ Additional training                                                           |       |         |
| e. SPOT and Objectivity evaluations                                             | _____ | _____   |
| f. Trend Analysis and Supplemental Evaluations                                  | _____ | _____   |
| 8. Complete SEE Exam                      Score: _____                          | _____ | _____   |
| 9. Observation Evaluation                                                       | _____ | _____   |
| 10. Objectivity Evaluation                                                      | _____ | _____   |

I certify that the above-named individual completed the SEE upgrade on \_\_\_\_\_. (date)

Chief, Standards &amp; Evaluations Signature

Date

\* Upon completion, member will be added to the 606 ACS SEE Appointment letter.

\* All members who PCS to the 606 ACS with a prior CRC SEE qualification are not required to complete the Objectivity portion of this checklist.

**Attachment 10 (AVIANO)**

**A10.1. (AVIANO) Scheduling.** SQ/CCV will monitor the scheduling process to ensure examinees are provided adequate mission planning and debrief time. Evaluators will not administer more than one concurrent evaluation. EXCEPTION: SQ/CC may authorize concurrent evaluations if permitted in AFMAN 11-2MDSV2 (waiver not required) and the evaluator can effectively monitor and evaluate all examinees.

**A10.2. (AVIANO, N/A GA) Check ride Documentation Folder.** Upon member's entry to the evaluation zone, CCVs will open the evaluation in PEX. The PEX open evaluation serves as the evaluation folder. When applicable, upon completion of the evaluation, CCVs will complete and sign the AF Form 1522, and turn it in to the SARMs.

**A10.3. (AVIANO) Instructor Evaluations.** Initial INSTR evaluations shall be conducted by the SQ/CC or a SQ/CC-designated evaluator (as documented on the Form 8).