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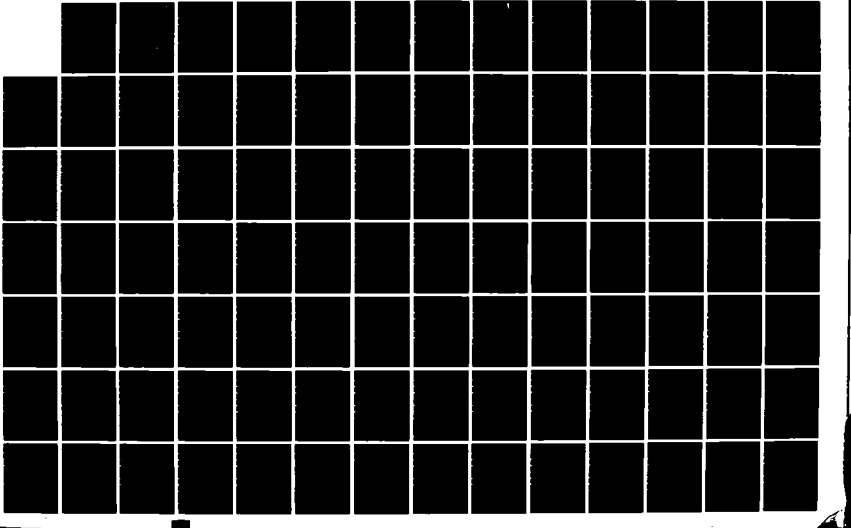

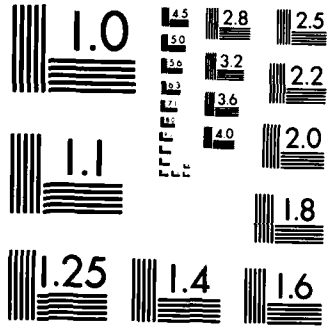

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STUDENT REPORT

AIR FORCE CONTRACT MANAGEMENT DIVISION AIRCREW STANDARDIZATION AND EVALUATION: A HANDBOOK FOR GOVERNMENT FLIGHT REPRESENTATIVES

MAJOR H. BRENT HEDGPETH 85-1120

"insights into tomorrow"

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REPORT NUMBER 85-1120

TITLE AIR FORCE CONTRACT MANAGEMENT DIVISION AIRCREW STANDARDIZATION AND EVALUATION: A HANDBOOK FOR GOVERNMENT FLIGHT REPRESENTATIVES

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Submitted to the faculty in partial fulfillment of
requirements for graduation.

AIR COMMAND AND STAFF COLLEGE
AIR UNIVERSITY
MAXWELL AFB, AL 36112

UNCLASSIFIED

SECURITY CLASSIFICATION OF THIS PAGE

REPORT DOCUMENTATION PAGE

1a. REPORT SECURITY CLASSIFICATION UNCLASSIFIED	1b. RESTRICTIVE MARKINGS
2a. SECURITY CLASSIFICATION AUTHORITY	3. DISTRIBUTION/AVAILABILITY OF REPORT
2b. DECLASSIFICATION/DOWNGRADING SCHEDULE	
4. PERFORMING ORGANIZATION REPORT NUMBER(S) 85-1120	5. MONITORING ORGANIZATION REPORT NUMBER(S)
6a. NAME OF PERFORMING ORGANIZATION ACSC/EDCC 6b. OFFICE SYMBOL (If applicable)	7a. NAME OF MONITORING ORGANIZATION
6c. ADDRESS (City, State and ZIP Code) MAXWELL AFB AL 36112	7b. ADDRESS (City, State and ZIP Code)
8a. NAME OF FUNDING/SPONSORING ORGANIZATION 8b. OFFICE SYMBOL (If applicable)	9. PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER
8c. ADDRESS (City, State and ZIP Code)	10. SOURCE OF FUNDING NOS. PROGRAM ELEMENT NO. / PROJECT NO. / TASK NO. / WORK UNIT NO
11. TITLE (Include Security Classification) AIR FORCE CONTRACT MANAGEMENT	
12. PERSONAL AUTHOR(S) HEDGPETH, [illegible] BRENT, MAJOR, USAF	
13a. TYPE OF REPORT 13b. TIME COVERED FROM ... TO ...	14. DATE OF REPORT (Yr., Mo., Day) 1985 APRIL
	15. PAGE COUNT 179
16. SUPPLEMENTARY NOTATION ITEM 11: DIVISION AIRCREW STANDARDIZATION AND EVALUATION: A HANDBOOK FOR GOVERNMENT FLIGHT REPRESENTATIVES	
17. COSATI CODES FIELD / GROUP / SUB-GR	18. SUBJECT TERMS (Continue on reverse if necessary and identify by block number)

19. ABSTRACT (Continue on reverse if necessary and identify by block number)

Provides guidelines to aid Air Force Contract Management Division Government Flight Representatives in setting up and maintaining an aircrew standardization and evaluation program. Contains regulation references and requirements for aircrew standardization and evaluation. Provides recommendations and techniques from various Air Force Contract Management [illegible] flying organizations.

20. DISTRIBUTION/AVAILABILITY OF ABSTRACT UNCLASSIFIED/UNLIMITED	21. ABSTRACT SECURITY CLASSIFICATION UNCLASSIFIED
22a. NAME OF RESPONSIBLE INDIVIDUAL ACSC/EDCC Maxwell AFB AL 36112	22b. TELEPHONE NUMBER (Include Area Code) (205) 293-2483 22c. OFFICE SYMBOL

DD FORM 1473, 83 APR EDITION IS OBSOLETE

UNCLASSIFIED

SECURITY CLASSIFICATION OF THIS PAGE

PREFACE

During the 1984 Air Force Contract Management Division (AFCMD) Government Flight Representative (GFR) Conference, the Chief of the Air Force Systems Command (AFSC) Standardization and Evaluation (STAN/EVAL) Team presented a briefing on current STAN/EVAL team philosophies and inspection strategies. In response to a question regarding the requirements for an excellent inspection rating, he related the following: "In order for a unit to receive an excellent inspection rating, it must clearly 'have it all together.' All crewmembers must test well, and there must be no flight evaluation failures. Additionally, there must be no answerable writeups." I believe that all AFCMD flying organizations are capable of such inspection results, if they apply a systematic approach.

This handbook was created to assist you in developing such a systematic approach. It is one of two handbooks which, together, may be used as reference points in setting up and maintaining an AFCMD STAN/EVAL program. The other handbook is Air Force Contract Management Division Aircrew Training: A Handbook For Flight Managers, by Major Charles A. Craw. These handbooks list applicable regulations and requirements; but more importantly, they contain techniques, checklists, and procedures successfully used at various AFCMD flying organizations.

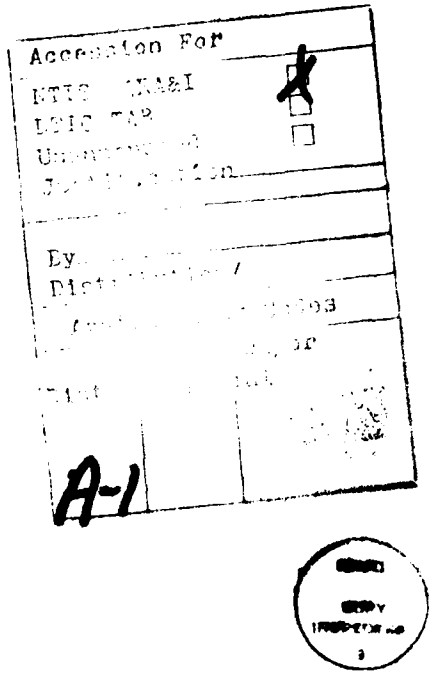
To further assist you in preparing for STAN/EVAL inspections, I've patterned this handbook's organization after a typical STAN/EVAL inspection report. Chapters one through four deal with military crewmember requirements. Chapters five through seven address contractor requirements, and chapter eight contains miscellaneous items. I've also included the HQ AFSC STAN/EVAL Inspection Guide at Appendix A.

I want to convey my gratitude to the various AFCMD individuals who provided information to help make this handbook complete. In addition to all AFCMD GFRs, Major Bob Chamberlain and SSgt Jerry Cauthen shared their experiences as key individuals within AFCMD Flight Operations. They truly made this handbook a collection of AFCMD wisdom and expertise.

Finally, I want to add that this handbook should only be used as a reference point for a STAN/EVAL program. Referenced regulations will inevitably change and require this handbook to be periodically updated. Additionally, all requirements are not listed herein. Each area was addressed only in the detail necessary to point you in the right direction to effectively utilize your time in organizing your STAN/EVAL program and preparing for STAN/EVAL inspections. In this regard, I hope you will find this handbook to be of value.

ABOUT THE AUTHOR

Prior to joining the Air Force, Major Hedgpeth served four years in the Army as a helicopter pilot. He subsequently earned his commission in 1973 through the Air Force ROTC program at the University of Oregon. Major Hedgpeth's military career includes Army tours in Vietnam and Korea. Since joining the Air Force, he has been a C-9 pilot, a graduate of Navy Test Pilot School, and a test pilot on both the E-3 and E-4 aircraft. Prior to attending ACSC, he was the Government Flight Representative at the Boeing Company in Seattle, Washington. Major Hedgpeth holds a Bachelor of Science degree in Mathematics and Physics from the University of Oregon and a Master of Arts degree in Mathematics from the University of Washington.



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GLOSSARY

AFCMD	- Air Force Contract Management Division
AFLC	- Air Force Logistics Command
AFPRO	- Air Force Plant Representative Office
AFSC	- Air Force Systems Command
CMSEP	- Contractor Management System Evaluation Program
FCIF	- Flight Crew Information File
FDO	- Flight Duty Officer
FEF	- Flight Evaluation Folder
FMCO	- Flight Manuals Control Officer
FSO	- Flight Safety Officer
GFR	- Government Flight Representative
IRC	- Instrument Refresher Course
LSO	- Life Support Officer
MQF	- Master Question File
OI	- Operating Instruction
OSE	- Office of Standardization and Evaluation
SOF	- Supervisor of Flying
STAN/EVAL	- Standardization and Evaluation
TOLD	- Takeoff and Landing Data

Chapter One

AIRCREW PERFORMANCE

Aircrew performance is the first area in a STAN/EVAL inspection report. Here, the report details the results of flight evaluations and written examinations and the status of individual publications. While this handbook cannot prepare crewmembers for flight evaluations, it can assist in the areas of written examinations and individual publications. This chapter addresses references, requirements, inspection strategy, and recommendations/techniques for both of these important areas. The bibliography contains the dates of the regulations used.

WRITTEN EXAMINATIONS

This area includes open and closed book examinations and maintenance of the Master Question File (MQF). Exams must not only be correctly prepared and maintained, but crewmembers must able to pass them.

References

AFSCR 60-1 and AFCMD Sup 1

Requirements

Open Book Exam. The open book exam must contain a minimum of 70 questions selected from throughout the flight manual. Questions from the performance section should be included when applicable; i.e., takeoff and landing data (TOLD) questions. Also, the open book exam must be supplemented with 10 questions pertaining to local area operating procedures. There are no limits for multiple choice or true/false questions. This exam should be reviewed and revised as necessary to incorporate changes to the flight manual.

Closed Book Exam. Two closed book exams must be prepared for each crew position. Each exam must be divided into two parts. Part one must contain 20 questions taken from the MQF. At least 10 of these questions must refer to cautions, warnings and section III or section V of the flight manual. Part two must contain all critical (boldface) emergency procedures. Closed book examinations must be reviewed at least semiannually or when significant changes to the flight manual occur.

Master Question File (MQF). The MQF must contain enough questions to adequately cover the flight manual. Questions must be either multiple choice

with four choices or true/false. At least 50 percent of the questions must be from warnings, cautions, and sections III and V of the flight manual. No more than 15 percent of the questions can be true/false.

Inspection Strategy

Pages I-6 and I-7 of the STAN/EVAL Inspection Guide (Appendix A) contain the inspection team's current strategy in this area. In addition, the inspection team administers a 20 question MQF exam, a 10 question non-MQF exam and a boldface exam to all available crewmembers. The non-MQF exam contains both flight manual and AFR 60-16 questions. To achieve an excellent rating in this area, at least 75% of all assigned crewmembers must test. At least 96% of these crewmembers must score 95-100% on the MQF exam, and at least 75% must score 80-100% on the non-MQF exam. Further, there must be no boldface failures.

Recommendations/Techniques

System. Each unit needs to establish a system to incorporate flight manual changes into the MQF and open and closed book exams. The Flight Manuals Control Officer (FMCO) should be the focal point in this regard. He or she should give a suspensed buck slip to each exam monitor whenever a flight manual change is issued. These buck slips are not only memory joggers for exam monitors but are also excellent management tools for the Chief of STAN/EVAL. The semiannual requirement for closed book exam reviews can easily be incorporated into your secretary's suspense system.

Word Processor. If possible, use a word processor for maintaining unit exams. Changes can easily be made on a floppy computer disk without retyping an entire exam.

Practice Exams. To keep crewmembers in the books, practice exams should be administered at least weekly. These exams should include 10 MQF questions and all boldface procedures. In addition, include questions from AFR 60-16 and AFR 51-37. Document all such testing on memos to provide an audit trail for inspection teams.

INDIVIDUAL FLIGHT PUBLICATIONS

In accordance with AFR 60-9/AFSC Sup 1, every unit that operates aircraft must set up a separate control system for distributing flight manuals, changes, revisions, safety supplements, operational supplements, and crew checklists.

References

1. AFR 60-9 and AFSC Sup 1 and AFCMD Sup 1

Local Regulation

A section of your local aircrew operations regulation should be devoted to life support. As a minimum, this section should include the following: aircrew clothing and equipment requirements, overwater equipment requirements (if applicable), and life support training requirements.

Training

If possible, your LSO should receive formal training at the Life Support Officers Course at Randolph AFB TX.

Life Support NCO

Some AFCMD flying units are so small that they may not have enough officers to designate an LSO. A Life Support NCO may be designated in lieu of an LSO, but this requires a waiver letter from HQ AFSC STAN/EVAL.

Safety Meetings

Life support/survival topics must be included at least quarterly in your flying safety meetings. Document them in the safety meeting minutes.

INSPECTION STRATEGY/FINDINGS

Chapter IV of the STAN/EVAL Inspection Guide (Appendix A) contains current inspection team strategy for this area. Following are some recent findings:

"The ejection seat trainer did not have a G-suit hose connection installed. This detracted from realistic hands-on training."

"Aircrews were not required to wear G-suits during hands-on ejection seat training."

"All equipment appeared serviceable; however, it was noted that the life support area was crowded and some of the equipment seemed to be at the end of its service life."

"Training in immediate survivor actions was not being given in accordance with AFSCP 55-2, paragraph 2-5b(4)."

"Insufficient emphasis was given to life support topics in monthly flying safety meetings. Only one mention of a life support concern was found in a review of 1983 flying safety meeting minutes."

"Several instances were found in the technical order files where information changed by a supplement was not annotated in the basic T.O. One T.O. in the life support file was missing a change."

"The life support technician had not established a system to ensure his publications were current."

RECOMMENDATIONS/TECHNIQUES

Regulation Index

The LSO should maintain a current index of required publications and check the life support shop publications quarterly against this index. This can be incorporated very nicely into the CMSEP program.

Chapter Four

LIFE SUPPORT

At most AFCMD Detachments the contractor provides the life support services. Contractor life support shops maintain and distribute life support equipment in accordance with military tech orders. They additionally provide life support training for both contractor and military crewmembers. This chapter deals primarily with this type of set up. However, no attempt was made to address the myriad of life support equipment and logistics requirements for this area. To do that would result in the creation of a Life Support Officer's handbook. The purpose, here, is to point you in the right direction in a macro, not micro, sense. This chapter addresses references, requirements, inspection strategy/findings, and recommendations/techniques for this area. See the bibliography for the dates of the regulations used.

REFERENCES

1. AFR 5-31
2. AFR 30-1
3. AFR 35-10
4. AFR 55-27
5. AFR 66-51
6. AFM 127-100
7. AFSCR 55-2
8. AFCMDR 60-1

REQUIREMENTS

Life Support Officer (LSO)

Each unit must appoint an LSO to be the focal point for personal equipment matters. The LSO must monitor, through the Contractor Management System Evaluation Program (CMSEP), contractor compliance with applicable regulations. Some of the more important LSO duties are attending life support training sessions, checking equipment maintenance, and ensuring only up-to-date regulations and tech orders are used.

Requirements

AFCMD Form 99. This form is used whenever military personnel participate in contractor flights; i.e., whenever the contractor pilot is in command. Instructions for completing this form must be included in the contractor's Flight Operations Procedures.

AFCMD Form 98. This form is used to document approval for Air Force flights. It is also used when contractor personnel participate in military flights; i.e., when the military pilot is in command.

Personnel Authorized To Fly On AFCMD Aircraft. Sorting out who may fly and who must approve is relatively complicated in AFCMD. This subject is more than adequately addressed in the AFCMD/SEO GFR Training Guide (Appendix H).

Inspection Findings

Following are some recent STAN/EVAL inspection findings in this area:

"There was no record that one official observer had received ground training prior to the flight."

"There was no flight lead designated on one AFCMD Form 99."

"Several Forms 99 did not correctly annotate the pilot-in-command for sorties with two pilots."

"All AFCMD Forms 98 and 99 were reviewed for the past year. Numerous discrepancies were noted. . . ."

"One instance was found where a pilot was designated as pilot in command and signed for the flight even though an instructor pilot was aboard and designated as such on the flight authorization."

"In two instances, official observers flew without being properly manifested as required by AFR 60-1/AFSC Supplement 1, para. 1-9.2e.

Recommendations/Techniques

Flight Authorization Checklist. An effective technique for error-free flight authorizations is to use a checklist prior to the GFR signing. A sample Boeing Seattle checklist is at Appendix I.

Flight Duty Officers (FDO). When a sufficient number of pilots or navigators are not available for SOF duty at a given location, FDO's may be designated to fulfill the SOF function. FDO's may be inactive USAF pilots or navigators, contractor pilots, qualified noncommissioned officers, qualified Air Force or contractor aircraft dispatchers, or nonrated USAF officers, in this order of priority.

When SOF Is Required. All military flights of USAF aircraft under AFCMD control require a SOF/FDO unless waived by the AFPRO commander. Waivers must be documented and only issued on a case-by-case basis.

Inspection Strategy/Findings

Page II-4 of the STAN/EVAL Inspection Guide (Appendix A) contains current inspection team strategy in this area. Following are some recent inspection findings:

"SOF/FDO functions were severely limited due to the lack of available personnel and, although existing procedures were adequate, supervision could be greatly increased with the acquisition of a portable UHF or FM radio."

"No SOF/FDO was being provided for aircrews delivering or picking up aircraft. Although limited personnel may preclude the use of a SOF/FDO for all such activities, recommend procedures be established to monitor at least those flights that arrive or depart during normal duty hours with special emphasis placed on trying to monitor the flights of aircraft just completing modification."

"An aircraft divert chart was computed using an incorrect aircraft configuration."

"The detachment regulation did not reflect the correct SOF procedure for end of runway operations."

FLIGHT AUTHORIZATIONS

No flight in an Air Force aircraft may proceed without proper authorization. The formats for these authorizations are varied. This section addresses flight authorizations used in AFCMD. It also deals with personnel authorized to fly on AFCMD aircraft.

References

1. AFR 55-22/AFCMD Sup 1
2. AFR 60-1 and AFSC Sup 1 and AFCMD Sup 1
3. AFCMDR 60-1

Inspection Strategy/Findings

Pages II-2 through II-4 of the STAN/EVAL Inspection Guide (Appendix A) contain the inspection team's current strategy in this area. Following are some recent findings:

"The current FCIF listed on the operations status board was incorrect. FCIF 82-11 was posted when the most recent FCIF was 83-06."

"One crewmember reaccomplished his FCIF card for neatness and apparently transcribed the wrong dates which indicated he had four flights with one or more FCIF items not signed off."

"IMC 84-2 to AFR 60-1/AFSC Sup 1 was not posted."

"Three instances were found where crewmembers flew with one or more FCIF items not signed off."

Recommendations/Techniques

FCIF Monitor. FCIF maintenance should be the responsibility of one individual. He or she should do all regulation posting and at least semiannually, check the regulations against a current list of regulations.

Periodic Reviews. AFR 60-1/AFSCR Sup 1 requires periodic reviews of Section 1 to ensure accuracy. Conduct these reviews every 60 days to ensure removing any item 60 days old. Document reviews on the back of the FCIF cover sheet.

SUPERVISOR OF FLYING (SOF) PROGRAM

As stipulated in AFR 60-2, "positive supervision of flying activities is essential to safe and efficient mission accomplishment and is an inherent responsibility of the commander of flying operations at each level." This handbook deals with that supervision from an AFCMD perspective.

References

AFR 60-2 and AFSC Sup 1 and AFCMD Sup 1

Requirements

AFCMD Latitude. The AFCMD commander may modify SOF requirements when facilities or manning prevent compliance. In this regard, each Air Force Plant Representative Office (AFPRO) with a military flying operation must provide written guidance and procedures for its SOF program in a local operating instruction (OI) or directive. Each program requires AFCMD/SE approval before implementation.

Chapter Three

OPERATIONS

Operations is the third area in a STAN/EVAL inspection report. Here, the team reports the results of inspecting the Flight Crew Information File (FCIF), Supervisor of Flying (SOF) program, and flight authorizations. These areas are carefully inspected and can easily be the source of many findings. This chapter addresses references, requirements, and inspection strategy for each area. In addition, recommendations are provided for the FCIF and flight authorization areas. The bibliography contains the dates of the regulations used.

FLIGHT CREW INFORMATION FILE

The FCIF is an important source of information for flight crews. In addition to regulations, it contains information critical to flight safety. Because of this, it must be carefully maintained by the OSE and reviewed by all crewmembers prior to flight.

References

1. AFR 60-1 and AFSC Sup 1 and AFCMD Sup 1
2. AFCMDR 60-1

Requirements

FCIF Organization. The FCIF must be organized into four sections. Section 1 contains current information and the Index. Section 2 contains permanent information relevant to operational requirements. Section 3 contains regulations, and Section 4 contains the flight manuals for unit assigned aircraft.

Crewmember Review. Aircrew members must review all four sections of the FCIF when assigned (before their first flight) and then at least annually. Additionally, new entries in Section 1 (current information) must be reviewed before flight. All reviews must be documented on FCIF cards.

FCIF Maintenance. All regulations and flight manuals must be kept up to date. New information must be properly recorded in the Index. Current information (Section 1) must be frequently reviewed for accuracy. No item can be kept in this section for more than 60 days.

Out-of-Command Checkrides. It may at times be necessary to obtain out-of-command checkrides. If this is the case, follow the guidance detailed in the Detachment 24/OSE letter at Appendix G.

crewmembers. AF Forms 8 for the GFR and detachment Flight Manager are reviewed by the HQ AFSC Director of STAN/EVAL and approved by the AFCMD Flight Manager. AF Forms 8 for other detachment flying personnel are reviewed by the Chief, AFCMD Office of STAN/EVAL and approved by the detachment Flight Manager.

Inspection Strategy/Findings

Pages I-5 and I-6 of the STAN/EVAL Inspection Guide (Appendix A) contain the inspection team's current strategy in this area. Following are some of their recent findings:

"One pilot had been given a no-notice annual instrument and proficiency flight evaluation during the last month of his eligibility. He had not completed his prerequisites and was not eligible for a no-notice check in accordance with AFSC 60-1, para 6-9."

"One pilot was flying without a current instrument or proficiency flight evaluation."

"During the course of the evaluation, it was noted that both Air Force pilots were consistently waiting to the last possible opportunity to complete their annual flight check prerequisites. HQ AFSC STAN/EVAL does not feel that this is a good management practice since it could easily lead to incomplete flight check requirements due to unforeseen circumstances."

"One out-of-command evaluation was not reviewed by AFCMD/SE nor was it approved by the flight manager. The crew position on the front side of the Form 8 did not reflect IP status for the examinee and the information on the reverse side of the Form 8 did not contain enough information to determine if the examinee was evaluated as an instructor. The reverse side of the AF Form 8 did not comply with AFSCR 60-1 requirements and could not have been included in the trend analysis program of AFCMD/SE."

"One pilot did not complete all prerequisites prior to accomplishing the flight evaluation in that no instrument refresher training was accomplished."

Recommendations/Techniques

Form 8 Guide. A Form 8 Guide is an excellent tool for completing AF Forms 8. This guide must be tailored to your unit's aircraft and operations. As an example, Detachment 47's Form 8 Guide is included at Appendix E.

Timely Completion of AF Forms 8. To ensure that the AF Forms 8 are being completed in a timely manner, recommend you use a routing form such as the one included at Appendix F.

Recommendations/Techniques

Annual FEF Review. The annual FEF review should be included in your secretary's suspense system. An effective technique is to review all FEFs during the same month each year.

FLIGHT CHECK ADMINISTRATION

This area deals with the mechanics of flight evaluations--timing, prerequisites, and recording (AF Forms 8). In the past, this has been a problem area for flight managers. Therefore, it deserves a fair amount of a unit's detailed attention.

References

1. AFR 60-1
2. AFSCR 60-1
3. AFCMDR 60-1

Requirements

Timing. Qualification and instrument flight evaluations expire on the last day of the fifteenth month following the month in which the last evaluation was successfully completed. Example: An evaluation completed on 9 September expires on 31 December of the following year. Mission evaluations expire at the end of each calendar year, regardless of the date of the evaluation. Example: A mission evaluation completed on 1 January 1984 expires on 31 December 1985.

Prerequisites. Pilots and navigators must attend an instrument refresher course (IRC) of at least six hours duration or complete the programmed IRC text prior to taking the instrument examination. The instrument examination must be taken annually, prior to the end of the crewmember's birth month, and successfully completed prior to taking the instrument flight evaluation. Open and closed book written exams must be successfully completed prior to taking the qualification flight evaluation. Exception: A no-notice evaluation may be administered prior to the completion of any ground phase requirement and still count as an instrument nd/or qualification flight evaluation. The requirements for this to occur are detailed in AFR 60-1/AFSC Sup 1, paragraph 5-9. Note: No-notice evaluations administered in the last month of eligibility may not count toward the qualification or instrument flight evaluation requirements.

Recording and Review. Flight evaluations must be recorded on AF Forms 8 in accordance with AFSCR 60-1, Table 3-1. In accordance with AFR 60-1/AFCMD Sup 1, Table 3-2, the following AF Form 8 review process applies to AFCMD

Recommendations/Techniques

Flight Examiner Designations. A sample flight examiner designation letter is at Appendix B.

Notification System. A sample notification system for recurring requirements is at Appendix C.

FLIGHT EVALUATION FOLDERS

The purpose of flight evaluation folders is to maintain source documents that provide current histories of crewmember flying qualifications. An FEF must be established for each crewmember who maintains flying status in accordance with AFR 35-13.

References

1. AFR 60-1 and AFSC Sup 1

2. AFCMD/SEO FEF letter (Appendix D)

Requirements

Organization. In AFCMD, FEFs must have two, but may have three, major sections. Section I must contain AF Form 942, AF Form 1381 (if required), AF Form 702, and AF Form 1042. Section II must contain AF Forms 8 and attachments for all the evaluations for the types of aircraft in which qualification is maintained. Section III, if used, contains aeronautical order information, letters of attachment for flight, and functional check flight (FCF) orders. (See Appendix D)

AF Form 1381. If used, the following information may be recorded in the AF Form 1381: egress, simulator, local area orientation, life support, survival, and any other training the unit deems necessary.

AF Forms 8. Keep at least the last two qualification (and instrument for pilot) evaluations for each aircraft in which the crewmember is qualified. In addition, keep AF Forms 8 for at least two years.

Annual Review. Annually, STAN/EVAL offices must review FEFs. The reviewer must enter "annual review," date completed, and his or her initials on the AF Form 942.

Inspection Strategy

Pages I-2 through I-5 of the STAN/EVAL Inspection Guide (Appendix A) contain the inspection team's current strategy in this area.

Chapter Two

OFFICE OF STAN/EVAL

The second area in a STAN/EVAL inspection report is the Office of STAN/EVAL (OSE). Here, the team reports the results of inspecting the organization and structure of your STAN/EVAL shop. Additionally, the report addresses flight evaluation folder (FEF) maintenance and flight check administration. This chapter details references, requirements, inspection strategy, and recommendations/techniques for these areas. The bibliography contains the dates of the regulations used.

ORGANIZATION AND STRUCTURE

References

1. AFR 60-1/AFSC Sup 1
2. AFR 60-9/AFSC Sup 1
3. AFSCR 60-1 and AFCMD Sup 1
4. AFCMDR 60-1

Requirements

Flight Examiners. Flight examiners must be designated in writing by the Flight Manager.

Chief of STAN/EVAL. The Chief of STAN/EVAL must be a qualified, rated flight examiner designated in writing by the Flight Manager.

Notification System. The Office of STAN/EVAL must establish and monitor a notification system for recurrency requirements and ensure appropriate action is taken for delinquent crewmembers.

Inspection Strategy

Pages I-1 and I-2 of the STAN/EVAL Inspection Guide (Appendix A) contain the inspection team's current strategy in this area.

the meeting, all old changes can then be thrown away. Another technique is to require crewmembers to periodically check their publications against the master Flight Crew Information File (FCIF) set.

FCIF Review. T.O. changes should be included in your unit's FCIF. This will ensure supplement reviews prior to flight.

2. Technical Order (T.O.) 00-5-1

3. T.O. 00-5-2

Requirements

A couple of the more pertinent requirements are listed in the following paragraphs.

Flight Manuals Control Officer (FMCO). An officer or NCO must be designated in writing as FMCO. He or she is the unit's focal point for all T.O.s, changes and supplements. The FMCO must be thoroughly familiar with T.O. 00-5-2 and AFR 60-9. More importantly, he or she must know how to properly maintain the AFTO Form 110 card file system.

Aircrew Requirements. Each crewmember must have an up-to-date flight manual and checklist for his or her crew position.

Inspection Strategy/Findings

Pages II-1 and II-2 of the STAN/EVAL Inspection Guide (Appendix A) contain the inspection team's current strategy in this area. Following are some of their recent findings:

"One flight manual was not properly annotated, reflecting receipt of two interim safety supplements."

"One pilot checklist had not been properly changed as directed by the current safety supplements."

"Flight crewmembers were not keeping individual flight manuals."

"The overall flight manuals control program did not seem to be operating in a timely manner. As an example, one T.O. was distributed from the technical library on 7 April and receipt was acknowledged by the pilots on 28 March and 18 April, respectively. A total of four flights were flown in the interim with no positive indication that the supplement had been reviewed prior to flight."

Recommendations/Techniques

Individual Publication Maintenance. This area has a potential for many discrepancies--especially if a unit has many crewmembers. To minimize and hopefully eliminate discrepancies, recommend the following techniques. When posting changes to the flight manual, the changed pages should be saved. Then, prior to the STAN/EVAL inspection, hold a crewmember meeting. Go through the flight manual page by page. If a crewmember has mistakenly discarded a wrong page, it can be recovered and the error corrected. After

Chapter Five

CONTRACTOR FLIGHT OPERATIONS PROCEDURES

One of the major contractor items inspected by the HQ AFSC STAN/EVAL Inspection Team is the contractor's Flight Operations Procedures. This document is the contractor's "bible" with regard to his government flying operation. The contractor is not required to comply with AFRs--unless the AFRs are under contract and in the Flight Operations Procedures. Therefore, the Procedures must cover in detail all operations conducted by the contractor's management, flight crewmembers, flight personnel (non-crewmembers), ground personnel, and crash/rescue personnel in support of aircraft flight or ground operations. (Flight operations include operation of installed engines, towing, training, engaging of rotors and high speed taxi tests.) This chapter addresses references, requirements, inspection strategy/findings, and recommendations/techniques for this important area. The bibliography contains the dates of the regulations used.

REFERENCES

AFR 55-22 and AFSC Sup 1 and AFCMD Sup 1

REQUIREMENTS

Contents

The contractor's procedures must contain the information prescribed in AFR 55-22, unless the GFR determines some information does not apply. Information prescribed in AFR 55-22/AFSC Sup 1 and AFCMD Sup 1 must also be included, if these regulations are on contract.

GFR Review

The GFR must review the Flight Operations Procedures annually. Additionally, a review must be accomplished within 60 days after a primary GFR is changed.

INSPECTION STRATEGY/FINDINGS

Pages V-2 through V-7 of the STAN/EVAL Inspection Guide (Appendix A) contain current inspection team strategy in this area. Following are some recent findings

"It was noted that an outdated version of AFR 55-22 was still on contract."

"Contractor procedures did not contain a detailed qualification program as required by AFR 55-22, paragraph 3a(2)(a). The procedures only contained a paragraph stating that flight qualification training would be conducted using AFSC 51-series manuals as a guideline. This has led to confusion as to what is or is not required for initial qualification training and does not fulfill the requirements of AFR 55-22."

"There were no procedures for qualification checkrides."

"The procedures allowed the contractor Director of Flying Operations to extend the crew duty day period. Duty day extensions can only be granted by the GFR in accordance with AFR 55-22."

"The crew briefing guide established in the procedures did not contain the requirement for a mission debriefing after flight."

RECOMMENDATIONS/TECHNIQUES

Procedures Index

At many contractor locations, the Flight Operations Procedures were pieced together from existing company regulations. Because of this, they usually contain more than AFR 55-22 requires. This additional information provides clutter that makes the annual review more laborious than necessary. One solution to this problem is an index that cross references the AFR 55-22 requirements with the contractor's procedures satisfying those requirements. Indexes are currently used at Det 9 and Det 47. Both organizations agree that a procedures index is a tremendous aid.

Compliance

A contractor's Flight Operations Procedures is worthless unless the contractor complies with it. AFCMD's CMSEP program provides a systematic method to check compliance. Checklists are invaluable tools for obtaining data for the CMSEP folders. A sample checklist is at Appendix J.

Chapter Six

CONTRACTOR RECORDS

Contractor records constitute another major STAN/EVAL inspection area. While the maintenance of contractor records is the contractor's responsibility, the GFR must 'ride herd' on the contractor to keep this area clean. Clean, neat, and well-organized records put an inspection team in a very favorable mood and can set the tone for an entire STAN/EVAL inspection. Sloppy records can have just the opposite effect. This chapter addresses references, requirements, inspection strategy/findings and recommendations/techniques for this area. The bibliography contains the date of the regulation used.

REFERENCES

AFR 55-22

REQUIREMENTS

AFR 55-22, Chapters 4 and 6, details contractor crewmember, noncrewmember, and ground personnel record requirements. Pages 9 through 14 of the AFCMD/SEO GFR Training Guide (Appendix H) contain a synopsis of these requirements.

INSPECTION STRATEGY/FINDINGS

Pages V-2 through V-7 of the STAN/EVAL Inspection Guide (Appendix A) contain current inspection team strategy in this area. Following are some recent findings:

> "Initial ground training documentation did not contain hours of training received in each subject and each training/checkout flight did not have a resume of areas covered or a performance rating."
>
> "It was noted that the 45-day engine run currency requirement was not being tracked for ground personnel."
>
> "The training records for one pilot seemed to indicate that he was approved and had begun flying without being fully qualified in accordance with the Contractor Procedures or AFR 55-22."

"Although no contractor pilots were night qualified, their training folders did not contain any information on the 'day only' restriction, and all the Forms 8 indicated 'no restrictions.'"

"One crewmember's DD Form 1821 did not reflect the latest egress training date."

RECOMMENDATIONS/TECHNIQUES

Use CMSEP

Probably the best recommendation for the proper maintenance of contractor records is to use the CMSEP program as a tool. Copies of the Form 1821 and training folder checklists used in the Boeing Seattle CMSEP program are included at Appendix K. These checklists provide a systematic method of ensuring contractor compliance. In addition, they are great 'memory joggers' for knowing the contractor's requirements.

Appearance

Another recommendation is to encourage the contractor to maintain neat and orderly records. If possible, convince the contractor to pattern the record folder format after military records. This will definitely please the STAN/EVAL inspection team.

Chapter Seven

CONTRACTOR FLIGHT CREWMEMBER REQUIREMENTS

Contractor flight crewmember requirements go hand in hand with record maintenance. Proper record maintenance is worthless if contractor crewmembers are not being trained properly, getting their flight minimums, or taking checkrides in accordance with applicable directives. Like military flying, contractor crewmember flying must be carefully monitored to ensure only qualified individuals are operating government aircraft. This chapter addresses references, requirements, inspection findings, and recommendations/techniques for this area. The bibliography contains the date of the regulation used.

REFERENCES

AFR 55-22

REQUIREMENTS

Initial Qualification and Upgrade

AFR 55-22, Chapter 5, details initial qualification and upgrade requirements. Pages 12 through 14 of AFCMD/SEO's GFR Training Guide (Appendix H) contain a synopsis of these requirements.

Proficiency Requirements

Proficiency requirements generally must be flown in aircraft of the same type and series as the government aircraft. However, the GFR may count events performed in similar civil aircraft (determination of aircraft similarity is made by the AFCMD/CC). Where no suitable civilian equivalent exists, at least 50% of all requirements must be performed in the government aircraft. The remaining requirements may be flown in approved simulators or in like category and type aircraft. Table 8-1 provides a summary of contractor flight crewmember proficiency requirements.

Currency Requirements

Pilots and copilots must obtain a minimum of one flight and one landing every 45 days in each type, model and series aircraft of significant difference, in which qualified.

Flight Evaluations

Annual Proficiency Evaluations. Contractor crewmembers must receive an annual flight evaluation in each aircraft in which proficiency is maintained. These evaluations are flown in accordance with the contractor's Flight Operations Procedures and are generally administered by contractor instructor pilots. However, the GFR or his representative may administer these evaluations. Prior to the flight evaluation, the flight crewmember must successfully complete a GFR-approved open-book proficiency and closed-book emergency procedures examination for the aircraft and its associated systems. In addition, the flight crewmember must orally demonstrate his or her knowledge of the contractor's procedures that apply to his or her crew position.

No-Notice Evaluations. Contractor crewmembers are also subject to no-notice evaluations. The government may furnish the flying time necessary to support this requirement when a government IP/FE administers the evaluation.

INSPECTION FINDINGS

Following are two recent STAN/EVAL findings in this area:

"Five contractor pilots had received credit for instrument flight checks without having all the required areas evaluated. Most were not evaluated on non-precision approaches while one individual was not evaluated on precision approaches, non-precision approaches, holding or instrument departures."

"Contractor flight evaluation records for a period extending back at least one year revealed only one contractor pilot evaluation accomplished by an AFPRO flight examiner. A higher level of involvement is required to meet the surveillance responsibilities of the GFR as laid down by AFR 55-22, paragraph 2.2."

RECOMMENDATIONS/TECHNIQUES

Flight Evaluation Maneuvers

While AFR 55-22 stipulates that all phases of the flight evaluation must be recorded on the DD Form 1821, the DD Form 1821 doesn't have a convenient format for detailing the maneuvers performed. Boeing Seattle supplements the DD Form 1821 with local forms (copies at Appendix L), which clearly indicate all maneuvers performed. Recommend you persuade your contractor to use similar forms. They will provide a clear audit trail for both you and the STAN/EVAL Inspection Team.

Supervisory Evaluations

Recommend you conduct contractor supervisory evaluations to display compliance with the GFR surveillance requirements of AFR 55-22, paragraph 2-2. These evaluations may be documented on a supervisory evaluation log. The format of such a log is up to you; but headings should at least include name, crew position, aircraft type, date of evaluation, and results of evaluation.

Tracking Accomplishments

Contractor flight crewmember accomplishments must be effectively tracked. Either a grease board or computer product works well, depending on how your shop is set up. At most locations the contractor provides a monthly computer product depicting crewmember proficiency training accomplishments. Computer products or grease board data can then be reviewed in conjunction with the CMSEP program, which provides an excellent systematic approach to proficiency requirement tracking. A copy of the CMSEP Contractor Flight Evaluation Program Checklist used at Boeing Seattle is included at Appendix M.

POSITION	EVENT	MINIMUM
Pilot and Copilot	Sorties or Hours	12 or 35 *
	Landing-Day	6
	Landing-Night	2
	Precision Approach	5
	Nonprecision Approach	5
	Missed Approach	2
	Night Hours	5
	Instrument Hours	8
Pilot Fighter/Trainer	Sorties or Hours	30 or 35 *
	Landing-Day	15
	Landing-Night	2
	Precision Approach	5
	Nonprecision Approach	5
	Missed Approach	2
	Night Hours	5
	Instrument Hours	8
Navigator Bomber/Cargo	Sorties or Hours	6 or 30
	XC/Nav Leg**	2
Navigator Fighter/Trainer	Sorties or Hours	20 or 30
	XC/Nav Leg**	3
	Instrument Interpretation	2
Other Flight Crewmembers	Sorties or Hours	6 or 30

* Minimum annual proficiency requirements are 80 hours when not computing on the sortie bases, and one semiannual period may be as low as 35 hours providing the other semiannual period made up the balance of 80 hours annually.

** Applicable when required by contract.

Table 7-1. Contractor Semiannual Basic Proficiency Flying Training Requirements

Chapter Eight

MISCELLANEOUS AREAS

Two additional areas subject to a STAN/EVAL inspection are flight safety and airfield requirements. These areas have some elements of both contractor and military requirements. This chapter addresses references and requirements for both areas. In addition, recommendations are provided for airfield requirements, and inspection strategy is addressed for flight safety. See the bibliography for the dates of the regulations used.

AIRFIELD REQUIREMENTS

If you operate out of a contractor location, the airfield, facilities, and crash rescue/firefighting capabilities must be in accordance with AFLC/AFSC Regulation 55-5. Any areas of non-compliance must be either corrected or waived.

References

AFLC/AFSC Regulation 55-5

Requirements

Control Tower. A control tower with adequate radio and airfield control facilities must be available and staffed during all flights. It must also be staffed at least 30 minutes before arrival and following departure of delivery aircraft.

Runway Distance Markers. There must be runway distance markers on all facilities where category 7, 8, and 9 aircraft are operated (categories listed in AFLC/AFSC Regulation 55-5). The markers must be lighted if night operations are to be conducted.

Crash Rescue/Fire Protection Capabilities. AFLC/AFSC Regulation 55-5 details required crash rescue/fire protection capabilities. Any local, state, county, host nation, military or contractor operation may satisfy these requirements.

Crash Rescue/Fire Protection Training. If the contractor is required by contract to provide crash rescue and fire protection, it must also establish a training program. The required training program involves monthly, quarterly and semiannual training events.

Monthly. Monthly, rescue personnel must receive recurrent proficiency training in the following areas:

1. Aircraft familiarization.

2. Breathing apparatus.

3. Use of specialized rescue tools and life saving equipment.

Quarterly. Quarterly, rescue personnel must receive recurrent proficiency training in the following areas:

1. Live pit fire training for trainees.

2. On and off facility crash response.

3. Aircraft egress, hands-on-rescue techniques and procedures.

4. Emergency first aid.

5. Fire department communications (requirements, operation, and limitations).

6. Familiarization and operation of assigned crash, fire, and support equipment.

7. Command and control responsibilities for directing and support of aircraft fire suppression and rescue operations.

8. Firefighting techniques associated with explosives. (When working aircraft equipped with explosives).

Semiannually. Semiannually, rescue personnel must receive recurrent proficiency training in the following areas:

1. Live pit fire training.

2. Firefighting techniques associated with explosives.

Waivers. Any area of non-compliance with AFLC/AFSC Regulation 55-5 must be corrected or waived. The joint waiver approval authorities are HQ AFSC/TEO and HQ AFLC/IGO. Unless otherwise specified, waivers must be written for each specific contract and become void when the contract terminates. (See AFLC/AFSC Regulation 55-5, paragraph 4 for proper waiver routing.)

Recommendations/Techniques

Airfield Surveys. Although not specifically required by regulation, you should conduct an airfield survey at least annually to determine if airfield

changes have occurred. It's not unusual for repairs or alterations to be made without regard to the provisions of AFLC/AFSC Regulation 55-5--especially if the airfield is municipally owned.

GFR Oversight. The GFR or his representative should regularly attend the contractor crash rescue training events. The GFR's personal attention will encourage a high level of contractor professionalism in this critical area.

FLIGHT SAFETY

Each AFCMD flying organization must have a flight safety program.

References

1. AFR 55-22

2. AFR 127-2 and AFSC Sup 1 and AFCMD Sup 1

Requirements

Flight Safety Officer (FSO). Each AFPRO with a flying mission must appoint, in writing, a rated pilot as the AFPRO FSO.

Flight Safety Meetings. FSOs must conduct monthly flight safety meetings. All aircrew personnel who are present for duty must attend, and all absentees must review the material discussed. Meeting minutes should be included in the unit FCIF.

Flight Safety Meeting Subjects. Meeting subjects should correspond to the unit's mission. Specifically, the following areas should be periodically addressed:

1. Mishap reports and messages.

2. Seasonal weather hazards.

3. Air traffic control operations.

4. HATR and Hazard Reports.

5. Human factors (flight surgeon and life support officer).

6. Maintenance concerns; for example, foreign object damage, material deficiency reports, etc. (quality control personnel).

Mishap Response Plan. Each AFPRO must develop and maintain an aircraft accident mishap investigation/response plan in accordance with AFR 127-2, paragraph 10-4. This plan must be designed to ensure all required

notification, investigation, and reporting actions are accomplished in a timely manner. The plan should be jointly prepared and maintained by the FSO and the chief of the AFPRO safety office.

Mishap Investigation Kit. Each AFPRO must maintain a mishap investigation kit. Kit contents are detailed in AFR 127-2/AFCMD Sup 1, attachment 1.

Class II Modifications. FSOs must establish procedures for review of class II modifications that affect aircraft under AFPRO cognizance.

Contractor Flight Safety. As the GFR's representative, the FSO must ensure that the contractor has an adequate flight safety program, as specified in the contract and AFR 55-22.

Inspection Strategy

Pages V-3 and V-4 of the STAN/EVAL Inspection Guide contain the inspection team's current strategy in this area.

APPENDIX

A - HQ AFSC STAN/EVAL INSPECTION GUIDE

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE CONTRACT MANAGEMENT DIVISION (AFSC)
KIRTLAND AIR FORCE BASE, NEW MEXICO 87117

REPLY TO ATTN OF

5 Feb 85

SUBJECT ACSC Research Project, Major Hedgpeth

TO ACSC/EDOWC, Major Hedgpeth

1. I have reviewed the draft of your research project that you prepared for ACSC under the sponsorship of AFCMD. I am very pleased with the quality of your work and the with format of the report. I am confident that AFCMD flight acceptance crews will appriciate your efforts, and use your flight management guide in their daily operations.

2. Secondly, you are authorized to use the AFSC Stan/Eval check list as an attachment to your ACSC research paper.

Robert A. Chamberlain

ROBERT A. CHAMBERLAIN, Major, USAF
Flight Operations Officer

Section I - Current Information and Index

Section II - Permanent Information

Section III - Reference Material

Section IV - Flight Manuals

NOTE: Additional sections or subsections may be incorporated as deemed necessary by the flight managers.

(5) Are the four sections of the FOIF in compliance with AFR 60-1/AFSC Sup 1, para 1-4i) as follows?

(a) Section I. This information will be reviewed periodically to ensure currency. Only that information which is applicable to present operations will be retained (i.e., directive, messages, and correspondence affecting unit aircraft or aircrew operations to include local information of operational interest to aircrews). Items will not be retained in Section I longer than 60 days. An active index for each item entered in Section I will be maintained for one calendar year. Index number will begin each January, and the index from the previous year will be kept on file for one year.

(b) Section II Information items removed from Section I (after 60 days) which remain applicable to operational requirements will be retained in Section II until superseded or rescinded.

(c) Section III. Applicable Air Force, AFSC, and local directives and supplements on operations and flight safety will be maintained in Section III. As a minimum, Section III will include the following publications:

DIRECTIVE	TITLE
AFM 51-37	Instrument Flying
AFR 55-34	Reducing Flight Disturbances
AFR 60-1	Flight Management Policies
AFR 60-8 (if applicable)	Spouse Orientation Flight Program
AFR 60-14	Aircraft Operation and Movement on the Ground or Water
AFR 60-16	Preventing and Resisting Unlawful Seizure (Hijacking) of Aircraft (FOUO)
AFR 60-17	Aircraft Cockpit and Formation Flight Signals
AFR 60-16	General Flight Rules

(14) Are classified T.O.s and supplements that pertain to aircraft operations properly safeguarded? (T.O. 00-5-1, Section V, 00-5-2, Section IV)

(15) AFTO Form 110 Card File System: (T.O. 00-5-2, para 4-27)

(a) Is an AFTO Form 110 card file being maintained? (T.O. 00-5-2)

(b) Does the 110 card reflect the amount of T.O.s on initial distribution?

(c) Is a separate 110 card maintained for each T.O.?

(d) Is the card properly filled out? (T.O. 00-5-2, para 4-28)

(e) Are AFTO Form 110 cards filed in the Technical Order Index sequence?

(f) Are annual and routine checks being complied with? Are they being properly annotated on the 110 card?

(g) Are AFTO Forms 110A used properly?

(h) Is the Technical Order Index (microfiche--TODO account only) properly filed? (T.O. 00-5-2, para 4-8b)

NOTE: Be inquisitive! Ask for operating instructions (OI). Does their system work? Are they getting good support from the base TODO, message center, and/or ALCs? Can somebody take over and run the system without serious problems if the FMCO were absent for a month?

2-2 Flight Crew Information File Program:

a. References: AFR 60-1, AFR 60-1/AFSC Sup 1

b. Evaluation:

(1) Are FCIF cards available and current for all assigned and attached crewmembers? (AFR 60-1/AFSC Sup 1, para 1-4i)

(2) Is a procedure established to ensure and document that crewmembers are reviewing the FCIF when initially assigned, and at least once every 12 months thereafter? (AFR 60-1/AFSC Sup 1, para 1-4i)

(3) Is a positive system established to ensure that: 1. all crewmembers review and certify the FCIF (Sections I and IV) for new entries prior to flight, and 2. to include provisions to ensure that crewmembers operating away from their home station are informed immediately of those FCIF items critical to safety? (AFR 60-1/AFSC Sup 1, para 1-4i)

(4) Is the FCIF organized as follows: (AFR 60-1/AFSC Sup 1, para 1-4i)

Chapter 2

OPERATIONS

2-1 Aircrew Flight Manuals Control Program:

a. References: AFR 60-9, AFR 60-9/AFSC Sup 1, T.O. 00-5-1, T.O. 00-5-2

b. Evaluation:

(1) Is an officer or NCO designated in writing as FMCO? Are the orders current? (AFR 60-9/AFSC Sup 1, para 7-1b)

(2) Is the FMCO serviced by the base TODO, or has the individual established a separate account? (AFR 60-9/AFSC Sup 1, para 7-1b)

(3) (If own account) Are current and complete copies of T.O. 00-5-1, T.O. 00-5-2, and AFR 60-9 and its supplements on hand?

(4) Is the FMCO knowledgeable of the directives governing the aircrew manuals program? (T.O. 00-5-2 and AFR 60-9)

(5) Are AFTO Forms 187 properly filled out to reflect current requirements? (T.O. 005-2, Section V, and AFR 60-9/AFSC Sup 1, para 7-1b(1))

(6) Has a system been set up to ensure timely notification of T.O.s from the TODO to FMCO? (AFR 60-9/AFSC Sup 1, para 7-1b(3))

(7) Are T.O.s, changes, and supplements (including interim messages) expeditiously distributed and issued before the crewmember's next flight? (AFR 60-9/AFSC Sup 1, para 7-1b(2))

(8) Are quantities of T.O.s received equal to quantities requested on AFTO Forms 187 and 276? Are enough ordered to fill the unit's requirement? Are too many ordered? (AFR 60-9/AFSC Sup 1, para 7-1b(4))

(9) Is action taken by the FMCO to acquire shortages? (AFR 60-9/AFSC Sup 1, para 7-1b(5))

(10) How are TDY crewmembers notified of changes that affect flight manuals, checklists, or aircraft operation? (AFR 60-9/AFSC Sup 1, para 7-1b(8))

(11) Are flight manuals, supplements, and messages posted in accordance with T.O. 00-5-2, Section IV, and AFR 60-9, Sup 1?

(12) Are checklist changes and flight manual changes that affect the checklist held until they can both be distributed concurrently? (AFR 60-9, para 6c(2))

(13) Do aircrew members assigned have current and up-to-date flight manuals and checklists? (AFR 60-9, para 8d)

GROUP II - OPERATIONS

AREAS: Aircrew Flight Manuals Control Program

Flight Crew Information File (FCIF)

Supervisor of Flying (SOF)

Class II Mod Flight Manuals

(8) Do the panel minutes:

(a) Include complete review of status of all actions taken or to be taken on discrepancies and recommendations? Items should be annotated as "open" or "closed".

(b) Record and explain the absence of any review panel member?

(c) Assign action agencies for all recommended items?

(9) Are the panel minutes signed by the president and approved by the field commander?

(10) Are panel minutes maintained on file for at least twelve months?

(11) Are self-evaluations documented in the SERP mintues? (AFSCR 60-1, para 4-3c(13))

(12) Are supervisory flight checks being used for no-notice credit being documented separately in the SERP mintues? (AFSCR 60-1, para 6-9e)

(13) Are primary members replaced by alternate members when unable to attend? (AFSCR 60-1, para 4-4a)

(8) Are corrective actions assigned being tracked for compliance?

(9) As a minimum, does the information attached include: total number of flight evaluations, no-notice flight evaluations, discrepancies cited in each area, and closed book examinations? (para 5-2i)

1-7

Standardization/Evaluation Review Panel (SERP): NA-AFCMD

a. References: AFSCR 60-1, para 4-4

b. Evaluation:

(1) Is a SERP established at a level no lower than the flight management level having jurisdiction over all flying activities?

(2) Is the panel composed of the following:

(a) President (ranking rated officer in the flight management area having jurisdiction over all flying activities)

(b) Commanders, chiefs of flying organizations

(c) Chief, Office of Stan/Eval

(d) Flight examiners representing each aircrew specialty (i.e. P-N-FE, etc.)

(e) Unit training officer

(f) Flying safety officer

(g) Life support officer (when applicable)

(h) Any additional members desired

(3) Does the review panel review previous panel actions and outstanding or pending actions for validity and need for additional action?

(4) Does the Chief, OSE, brief the panel on aircrew members evaluated? Does the Chief, OSE, brief the panel on trend analysis data?

(5) Does the panel review aircrew member strengths and weaknesses and corrective actions recommended?

(6) Is trend analysis data for the previous quarter incorporated in the SERP minutes.

(7) Do the SERP minutes indicate a comprehensive and thorough review of agenda items/problems presented to the SERP?

(9) Is the MQF readily available to aircrews? (AFSCR 60-1, para 4-3c(12))

(10) Is a copy of the MQF for each aircrew position being forwarded to HQ AFSC Stan/Eval? (AFSCR 60-1, para 3-1h)

1-5 No-Notice Program:

a. Reference: AFSCR 60-1, para 6-9.

b. Evaluation:

(1) Does the OSE have a no-notice flight check program established? NA-AFCMD

(2) Is it adequate? Are at least ten percent of all flight checks administered no-notice? NA-AFCMD

(3) Are no-notice flight check results reported in the Stan/Eval Review Panel (SERP) minutes? NA-AFCMD

(4) Are no-notice flight checks being given in the last month of eligibility in lieu of a scheduled flight check?

(5) Are no-notice supervisory flight checks distinguished from other no-notice flight checks when reported in the quarterly SERP minutes? NA-AFCMD

(6) How are supervisory flight checks being documented?

1-6 Trend Analysis Program (TA): NA-AFCMD

a. Reference: AFSCR 60-1, Chapter 5.

b. Evaluation:

(1) Is AFSCR 60-1, Chapter 5, supplemented locally? (para 5-2a)

(2) Are local supplements being followed?

(3) Have there been any significant changes to the local TA program? If so, were those changes reported to HQ AFSC? (para 5-2b)

(4) Does evaluation data include aircrew strengths and weaknesses as documented on AF Form 8 and closed book examination results. (para 5-2c)

(5) Does the evaluation data cover pilot, navigator, and flight engineer/mechanic aircrew positons as a minimum? (para 5-2e)

(6) Is the evaluation data obtained from this program reviewed during each SERP meeting? (para 5-2g)

(7) Are trends reflecting aircew deficiencies being corrected by additional flight or ground training scheduled by flight management personnel? (para 5-2h)

(9) Do the "Overall Evaluation" section and the "Discrepancies" section follow when compared against each other? (AFSCR 60-1, Table 3-1)

(10) Are the specific deviations from tolerances cited in the Discrepancies Section awarded the correct HQ, Q, or U grade? (AFSCR 60-1, Table 3-1)

(11) Are supervisor's recommendations, if any, followed up? (AFSCR 60-1, Table 3-1)

(12) Are the supervisory flight examiners designated by the flight manager? (AFSCR 60-1, para 6-10)

(13) Are supervisory flight evaluations being administered? (AFSCR 60-1, para 6-10)

(14) Are supervisory flight checks being logged properly? (AFSCR 60-1, para 6-10)

(15) Are locally produced supervisory logs being maintained for one year? (AFSCR 60-1, para 6-10)

(16) Is there a wide spectrum of supervisory mission evaluations given (local as well as cross-country)?

1-4 Examination Administration:

a. Reference. AFSCR 60-1

b. Evaluation:

(1) Are AFSC proficiency examinations being used? (AFSCR 60-1, para 3-2)

(2) Are the proficiency examinations being supplemented with ten questions pertaining to local area/operating procedures applicable to the aircraft and aircrew position involved? (AFSCR 60-1, para 4-3c(4))

(3) Has the field command OSE published a minimum of two closed book examinations for each aircrew position? (AFSCR 60-1, para 3-2b(1))

(4) Are stan/eval personnel administering and closely controlling all examinations? (AFSCR 60-1, para 3-2)

(5) Are OSE personnel reviewing incorrect answers with the examinee? (AFSCR 60-1, para 3-2c)

(6) Are closed book examinations current? (AFSCR 60-1, para 3-2b(2))

(7) Is the Master Question File (MQF) current? (AFSCR 60-1, para 3-1)

(8) Does the MQF contain excessive True-or-False questions? (AFSCR 60-1, para 3-1e)

1-3 Flight Check Administration:

a. References. AFR 60-1 and AFSCR 60-1.

b. Evaluation:

(1) Are all prerequisites completed prior to the flight check? (AFR 60-1, para 5-1b(1), 5-2b)

(2) Does the remarks section of the AF Forms 8 contain remarks that are meaningful to flight supervisors and in accordance with Table 3-1? (AFSCR 60-1)

(3) Are all unsatisfactory flights and subareas explained on the reverse side of the AF Forms 8 (including corrective action if necessary)? (AFSCR 60-1, table 3-1)

(4) Are those individuals overdue a flight check assigned the proper PQI? (AFR 60-1, para 2-16)

(5) Are the best qualified aircrew members selected for flight examiner duties? (AFSCR 60-1, 4-5c)

(6) Are sufficient FEs available per aircraft? (AFSCR 60-1, para 4-5a)

(7) Are the recurring examinations and flight evaluations accomplished within the appropriate eligibility period? (AFR 60-1, para 5-7)

(8) Are corrective actions/recommendations appropriate to rectify the discrepancies? (AFSCR 60-1, Table 3-1)

(c) Subsection 3. A copy of the latest AF Forms 702 and 1042 will be maintained in this subsection when the individual's FEF is not located on the same base with the crewmember's Individual Flight Record (IFR). The STAN/EVAL office will ensure that the AF Form 1042 has been properly completed before placing it in this subsection.

(3) Section 2. Qualification History (FEF, Section 1) (Ref: AFR 60-1/AFSC Sup 1, Atch 1, para 2b.) AF Forms 8 will be filed in chronological order with the most recent on top. They will include all AF Forms 8 for the most recent two-year flight history including the last two qualification and instrument checks in each aircraft, the last two annual mission evaluations (if not included with qual), and requalification or initial qualification checks as applicable for that period. AF Forms 8 for no-notice and supervisory checks will also be included (if applicable). Also, if applicable, put the most recent AFSC Form 8 and multiple qualification extension letters and messages behind the AF Form 8.

(4) Section 3. Local Option

In AFCMD, this section may contain aeronautical order information, letters of attachment for flight and FCF orders.

Section 3 - LOCAL OPTION

(2) Section 1:

(a) Subsection 1:

1. AF Form 942 attached to top of inside front cover of FEF? (AFR 60-1, Atch 1, para 2a)

2. Is all pertinent information extracted from the AF Form 8 and recorded on the AF Form 942? (AFR 60-1, Atch 1, para 2a)

3. Annual review annotated on AF Form 942? (AFR 60-1/AFSC Sup 1, Atch 1, para 4)

4. For personnel on inactive flying status, FEFs must be filed with their Flight Record Folder. (AFR 60-1, Atch 1, para 1)

5. Are FEFs processed and forwarded or handcarried when an individual is transferred? (AFR 60-1, Atch 1, para 5)

6. The FEFs which should be checked are:

a. Pilots (All items in the checklist are applicable.)

b. Navigators

c. Flight engineers/loadmasters

d. Inactive rated officers

e. Crew members in training

(b) Subsection 2. AF Form 1381 recording USAF, AFSC, or AFSC field command approved training including: (computer print-outs may be used to record training)

1. AFM 50-5 and 51-series courses and training.

2. Simulator

3. USAF approved survival/escape/evasion training courses.

4. Life support continuation training

5. Local area orientation

6. Completion of Phase II training

7. A one-line entry designating new assignment organization and location for intracommand reassignment.

(11) Has the OSE established, or monitored, a notification system for recurrent AFR 60-1, AFSC, and local requirements, and does the OSE ensure action is taken for crewmembers found delinquent? (AFSCR 60-1, para 4-3c(10))

(12) Does the OSE maintain: (AFSCR 60-1, para 4-3c(11))

(a) Copies of pertinent waivers to include multiple currency authorization?

(b) Current aircrew examinations for unit aircraft?

(13) Has the OSE supplemented AFSCR 60-1? (AFSCR 60-1, para 1-4a)

(14) Does the OSE maintain a file of AF Forms 847? Are they reviewed and forwarded properly and promptly? Is follow-up action taken if answers are not received? (AFR 60-9/AFSC Sup 1, para 9)

(15) Is the final approving officer (AF Form 8) the flight manager or his designee? (AFSCR 60-1, Table 3-2)

(16) Does the OSE conduct an annual self-evaluation for the flight manager to include the following areas: (AFSCR 60-1, para 4-3c(13))

(a) OSE?

(b) Annual flight requirements?

(c) Aircrew training program?

(d) Life support program?

(e) Pilot Annual Instrument Refresher Course?

(f) Nav/EWO Annual Refresher Course?

(g) Aircrew Flight Manuals Control Program?

1-2 Stan/Eval Records:

a. References: AFR 60-1, AFR 60-1/AFSC Sup 1, AFM 50-5, AFSCR 55-2, AFSCM 51-1 Vol I.

b. Flight Evaluation Folders (FEF)

(1) General. The FEF is divided into either two or four sections: Section 1

Subsection 1: AF Form 942

Subsection 2: AF Form 1381 (if required)

Subsection 3: AF Forms 702 and 1042 (if required)

Section 2 - Qualification History (AF Form 8)

Chapter 1

OFFICE OF STANDARDIZATION/EVALUATION (OSE)/Group I

1-1 Stan/Eval Organization and Structure:

a. References: AFR 60-1/AFSC Sup 1, AFR 60-9/AFSC Sup 1, AFSCR 60-1.

b. Evaluation:

(1) Is the OSE properly manned with sufficient clerical help?

(2) Are the following adequate:

(a) Office space?

(b) Equipment (files, desks, etc.)?

(c) Testing facilities?

(3) Have flight examiners been designated by the flight manager to perform aircrew evaluation duties for the Chief, OSE? (AFSCR 60-1, para 4-3b)

(4) Are sufficient number of flight examiners and instructors designated? Are they designated in writing? (AFR 60-1, para 1-4g)

NOTE: Field commands are authorized one flight examiner for each five aircrew currencies or fraction thereof. When sufficient personnel are available, there will be a minimum of two flight examiners for each aircraft. (AFSCR 60-1, para 4-5a)

(5) Is the flight examiner who failed the examinee on the initial flight evaluation, or who had conducted corrective action requirements, administering the recheck?

EXCEPTION: When no other flight examiner is available, a statement of explanation will be included in the AF Form 8. (AFSCR 60-1, para 6-19h(1)

(6) Is the Chief, OSE, a qualified rated flight examiner? (AFSCR 60-1, para 4-3b)

(7) Is the OSE established at that level of flight managment best suited to achieve and maintain an effective aircrew evaluation program? (AFSCR 60-1, para 4-3a(1))

(8) Does the OSE direct and control administration of flight evaluations? (AFSCR 60-1, para 4-3c(7))

(9) Does the OSE maintain the Flight Evaluation Folders (FEF) according to AFR 60-1?

(10) Does the OSE review AF Forms 8, Certification of Aircrew Qualification? (AFSCR 60-1, para 4-3c(9))

GROUP I - OFFICE OF STANDARDIZATION/EVALUATION

AREAS: Stan/Eval Organization and Structure

Stan/Eval Records

Flight Check Administration

Examination Administration

No-Notice Program

Trend Analysis Program

Stan/Eval Review Panel

(d) Section IV. The flight manual section will contain appropriate aircraft technical orders for unit-assigned aircraft, including partial flight manuals.

2-3 Supervisor of Flying (SOF)

a. References: AFR 60-2, AFR 60-2/AFSC Sup 1

b. Evaluation:

(1) Is the SOF the primary point-of-contact to inform the aircrews of flight safety conditions and assist them in unusual situations? (AFR 60-2/AFSC Sup 1, para 2b(2))

(2) Does the SOF have the authority to cancel and control flying operations in the absence of higher authority? (AFR 60-2/AFSC Sup 1, para 2b(3))

(3) Does the SOF have a two-way radio with the capability of communicating with airborne aircraft? (AFR 60-2/AFSC Sup 1, para 2b(4))

(4) Is the SOF provided current and forecast weather information and the daily flight schedule? (AFR 60-2/AFSC Sup 1, para 2b(5))

(5) Is the SOF required to perform other functions normally performed by operations or maintenance personnel such as dispatch, transportation, spare aircraft, etc.? (AFR 60-2/AFSC Sup 1, para 2b(6))

(6) Is the maximum duty period limited to 16 hours with minimum rest period before duty at least 8 hours? (AFR 60-2/AFSC Sup 1, para 2b(7))

(7) Has the DO or his equivalent established:

(a) Comprehensive instructions and SOF procedures?

(b) A procedure to ensure the SOF is thoroughly briefed on current operations?

(c) Does SOF have enough up-to-date reference material to accomplish duty tasks (i.e., Current Dash Ones, Normal and Emergency Checklists, appropriate regulations)? (AFR 60-2/AFSC Sup 1, para 2b)

(8) Is there a Letter of Agreement between tenant AFSC flying units and host bases? (AFR 60-2/AFSC Sup 1, para 6)

(9) For contractor facilities, has the Commander AFCMD authorized local procedures to modify SOF requirements when facilities or manning precluded compliance, and have these exceptions been reported to AFSC/TEO? (AFR 60-2/AFSC Sup 1, para 6)

2-4 Class II Mod Flight Manuals:

a. References: AFR 60-1, AFR 60-9, AFSCR 80-33, MIL-M-7700C

b. Evaluation:

(1) Has the Chief, OSE, reviewed the flight manuals or checklists? (AFR 60-9/AFSC Sup 1, para 2g (Added))

(2) Does the aircrew member have a partial flight manual checklist in his possession during flights in modified aircraft? (AFR 60-9, para 8)

(3) Is the partial flight manual the same arrangement as the formal manual? (MIL-M-7700C, para 3.8.4.2)

(4) Are all normal and emergency procedures that have been changed in the basic manual presented in their entirety in the partial? (MIL-M-7700C, para 3.8.4.7)

GROUP III - AIRCREW TRAINING PROGRAM

AREAS: Qualification Training

Continuation Training

Operational Support Personnel Records

Pilot Annual Instrument Refresher Course

Navigator (EWO, WSO) Annual Instrument Refresher Course

Chapter 3

AIRCREW TRAINING PROGRAM

3-1 Qualification Training:

a. References: AFR 60-1, AFR 60-1/AFSC Sup 1, AFSCR 55-2, AFSCR 60-1, AFSCM 51-1 Series (and Field Supplements), Aircrew Training Folders, Instructor and Flight Examiner Authorization Letters, Waivers for Training Deviations

b. Evaluation:

(1) Qualification Training:

(a) Is a training folder maintained and accountable for each crew member in training? (AFSCM 51-1, Vol I, para 1-8a(1))

(b) Are training folders maintained in an inactive file for one year after completion of training? (AFSCM 51-1, Vol I, para 1-8a(4))

(c) Do training folders contain the following requirements, and are folders maintained in the following format: (AFSCM 51-1)

1. Is authorization by the field commander documented in the training folder for local initial qualification training? When required, is there documentation that formal school training was not available? (AFSCM 51-1, Vol I, para 1-6)

NOTE: Units have option as to where documentation is filed.

2. First page - AFSC Form 89:

a. Were applicable blocks completed prior to the first training flight? Were remaining blocks completed prior to the flight evaluation or before certification of qualification when an evaluation was not required? (AFSCM 51-1, Vol I, Table 1-1)

b. Was the first training flight accomplished within three months after reporting for duty? Was initial qualification or requalification training completed within four months of the first training flight? (AFR 60-1 and AFSCM 51-1, para 4-8d)

c. Were exams completed by pilots in single-seat aircraft prior to the first training flight? Were exams completed by all other crew members prior to the qualification flight evaluation when applicable? (AFSCM 51-1, Vol I, para 2-3a)

d. Does the "Flight & Simulator Training" section reflect a chronological sequence of the trainee's progress? (AFSCM 51-1, Vol I, Table 1-1)

e. Is the completion of local area orientation, when required, entered in the form? (AFSCM 51-1, Vol I, Table 1-1)

f. Does the form contain a flight evaluation recommendation by the instructor giving the last training flight? (AFSCM 51-1, Vol I, Table 1-1)

g. Was the training folder reviewed prior to the flight evaluation? (AFSCM 51-1, Vol I, para 1-8a(3))

h. Does the form document the completion of a flight evaluation? (AFSCM 51-1, Vol I, Table 1-1)

i. Is there a separate form for each phase of training which requires a flight evaluation or certification of qualification? (AFSCM 51-1, Vol I, Table 1-1)

3. As a minimum, are the training folders divided into three sections as follows: (AFSCM 51-1, Vol I, para 1-8a(2))

a. Section One. Initial qualification or requalification ground and flying training.

b. Section Two. Phase II ground and flying training and documentation for specialized mission training (i.e., FCF, air refueling).

c. Section Three. Instructor upgrade ground and flying training.

(d) Is there a local mission training form or AFSC Form 92 for each flight and simulator training sortie? Is each form recorded on the AFSC Form 89? (AFSCM 51-1, Vol I, para 1-5c(1))

(e) Are all applicable blocks of the AFSC Form 92 completed accurately? As a minimum, did the instructor:

1. Provide a comprehensive description of the trainee's performance to include areas of weakness? (AFSC Form 92)

2. Provide comments when proficiency level "ones" were recorded, training was incomplete, or corrective action was required? (AFSC Form 92)

3. Document the accomplishment and proficiency level of previously incompleted training on the original AFSC Form 92 or is some way which assures completion of any incomplete training events. (AFSC Form 92)

4. Provide recommendations for the next sortie (i.e., further training or a flight evaluation)? (AFSC 51-1, Vol I, para 1-8b(3)(d))

(f) Are documentation and reviews of each AFSC Form 92 conducted before the next training sortie, when practical? (AFSCM 51-1, Vol I, para 1-8b(3)(e))

(g) Do pilots and navigators who arrive qualified in the assigned aircraft complete a local orientation flight? (AFSCM 51-1, Vol I, para 1-5g) Are required AFSC Forms 92 used and filed in the training folder, or in a central location when no additional training is required? (AFSCM 51-1, Vol I, and applicable aircraft volume)

NOTE: Has the field command established ground and flying training requirements for local area orientation?

(h) Are flying hour prerequisites met for first pilot qualification? (AFSCM 51-1, Vol I, para 2-2, Fig 2-1, or applicable aircraft volume)

(i) Instructor upgrade training: (AFSCM 51-1, Vol I, Chapter 5)

1. Is a record of training maintained in Section III of the training folder? (AFSCM 51-1, Vol I, para 5-4c)

2. Are instructor ground and flight lesson plans used for training when published in the appropriate AFSCM 51-1 volumes? (AFSCM 51-1, Vol I, para 5-3a and 5-4d)

(j) Are functional check flight qualification training requirements, if required, accomplished in accordance with applicable AFSCM 51-1 supplements?

(k) Is air refueling training being accomplished as required? (AFSCM 51-1, Vol I, para 3-4)

(l) Has the unit established definitive ground and flying training requirements and proficiency levels for mission qualification? (AFSCM 51-1, Vol I, para 3-3)

(m) Have crewmembers been asigned a PQI code upon completion of MR (Phase II) qualification? (AFSCM 51-1, Vol I, para 3-1)

3-2 Continuation Training (Phase III):

a. References: AFR 60-1, AFR 60-1/AFSC Sup 1, AFSCR 55-2, AFSCR 60-1, AFSCM 51-1 Series, AFSCM 51-1/Field Supplements, Information from AFTO Forms 781 (flight times, landings, approaches, and cross-countries), Continuation Training Records (locally developed forms, wall charts, computer printouts, etc.), Instructor and Flight Examiner Authorization Letters, Waivers for Training Deviations

b. Evaluation:

(1) Continuation Training (Phase III):

(a) Are completion of annual, semiannual, and other periodic events being recorded and documented by the unit? Are they maintained for six months after the semiannual training period? (AFSCM 51-1, Vol I, para 4-2)

(b) Is a review accomplished quarterly to assure that aircrew members are obtaining an approximately proportionate share of training throughout the period? (AFSCM 51-1, Vol I, para 4-2b(4))

(c) Are rated personnel completing a proportionate share of the semiannual requirements commencing with the first day of the month following completion of qualification or requalification? (AFR 60-1, para 4-5c)

(d) Has the unit established aircrew simulator training programs when simulators are locally available? Have aircrews completed at least one simulator course annually for each aircraft in which they maintain currency? (AFSCM 51-1, Vol I, para 1-3, or individual volume)

(e) Have procedures been established for completion and documentation of egress and ejection seat training? (AFSCR 55-2)

(f) Are crewmembers receiving ground training semiannually? Does training include aircraft systems, subsystems, components, and emergency procedures? (AFSCM 51-1, Vol I, para 4-2a)

(g) Have unit recurrency procedures complied with AFSCM 51-1, Vol I, para 4-4, and individual aircraft volumes?

(h) Requalification upon loss of mission status: (AFSCM 51-1, Vol I, para 4-5)

1. When all events were not accomplished, was the appropriate status level determined? Was training conducted as locally required?

2. Upon completion of training, was the crewmember recertified?

(i) Multiple qualification requirements: (AFSCM 51-1, Vol I, para 4-6)

1. Has the flight manager designated one aircraft as the primary aircraft?

2. Has the unit determined and published events for aircraft not included in the 51-series publications?

3. Are pilots and nonrated primary crewmembers maintaining currency requirements in each aircraft in which they are qualified? (AFSCM 51-1, Vol I, Fig 4-2)

4. Are navigators maintaining a sortie currency in each aircraft in which they are qualified and a cross-country currency in accordance with AFSCM 51-1, Vol I, para 4-6d?

5. Are at least 1/2 of the requirements obtained in the primary aircraft and 1/3 in the remaining? Is the total obtained not less than the total requirements of the aircraft currency requiring the most sorties? Are instructors accomplishing 1/2 of the requirements in all aircraft in which they instruct?

6. Are crewmembers in the process of training for qualification or requalification in more than one aircraft concurrently? (AFR 60-1/AFSC Sup 1)

(j) Navigator cross-country events: (AFSCM 51-1, Vol I, para 4-2b(7))

1. Are completed navigator cross-country and EWO mission forms logs maintained in accordance with AFM 12-50 and AFSCM 51-1, Vol X)

2. Do navigators in each semiannual training period accomplish at least one night cross-country event? (AFSCM 51-1, Vol 1, Figure 4-2)

3. Are cross-countries a minimum duration of 1 1/2 hours in bomber/cargo and 1 hour in F-4 and F-111 aircraft?

3-3 Operational Support Personnel Records:

a. References: AFSCM 51-1, Vol I, and AFR 60-1/AFSC Sup 1

b. Evaluation:

(1) Are operational support flyers required for the accomplishment of a specific mission which cannot be accomplished by a crewmember? (AFR 35-13, page 4-8, fig 4-3 and page 5-10, fig 5-3)

(2) Are training and qualification records maintained on all operational support personnel authorized to perform inflight duties?

(3) Are training and qualification records maintained only on operational support personnel actively flying or anticipating flight within approximately six months?

(4) Do records contain the following documentation as a minimum?

(a) Current aeronautical orders?

1. Authorization not to extend beyond the end of the fiscal year (civilians).

2. Civilian operational support personnel authorization will be documented on AFSC Form 88, Flight Authorization for Crewmember/Noncrewmember (Civilian).

(b) Ground and flight training completion dates?

(c) Egress training?

(d) Copy of current physiological training record, AF Form 702, if Individual Flight Records (IFR) are not located on the same base?

(e) Copy of medical qualification, AF Form 1042, if IFR not located on the same base?

(5) Verify aircraft designated on aeronautical orders with actual flight authorizations.

3-4 Pilot Annual Instrument Refresher Course (IRC):

a. References: AFR 60-1, para 5-2 through 5-5 and AFSC Sup 1, AFM 12-50, AFP 60-4, and AFP 60-19)

b. Evaluation:

(1) Do all pilots on active flying status attend the annual instrument refresher course and complete the instrument examination.

EXCEPTION: When the instrument evaluation is administered during a no-notice flight evaluation, completing the course and examination is not required prior to the flight, but is required during the eligibility period. (AFR 60-1, para 5-8)

(2) Does the course curriculum meet the six-hour minimum requirement, not including the examination?

(3) Where flight managers have waived pilots from attending the six hour annual instrument refresher course, are pilots completing the IRC programmed text?

NOTE: The exam is still required. (AFR 60-1, para 5-2b)

(4) Does the course include a briefing on the hazards of wind shear and wake turbulence? (AFR 60-1/AFSC Sup 1, para 5-2b)

(5) Has the unit prepared a 100-question written examination including at least 75 questions from the USAF exam. (AFR 60-1/AFSC Sup 1)

(6) Are the answer sheets being destroyed in accordance with AFM 12-50, Disposition of Records?

3-5 Navigator (EWO, WSO) Annual Instrument Refresher Course:

a. References: AFR 60-1, para 5-5 and AFR 60-1/AFSC Sup 1, para 5-5

b. Evaluation:

(1) Do all EWOs and WSOs who fly in the F-4 or the F-111 complete the pilot's annual instrument refresher course and instrument examination? (AFR 60-1/AFSC Sup 1, para 5-5a and b)

(2) Do all remaining navigators, EWOs, and WSOs on active flying status complete either of the following:

(a) Portions of the pilot's annual instrument refresher course and instrument examination applicable to their aircrew specialty. Do applicable portions of the course and examination include, as a minimum, a review of regulations, publications, flight planning, weather and instrument departure and approach procedures? (AFR 60-1/ AFSC Sup 1, para 5-5a and b), or

(b) A locally developed refresher course (minimum of six hours) and a written examination. Does the course curriculum and examination provide an adequate review of publications, regulations, flight planning, weather and inst ent departure and approach procedures? Has the unit submitted a copy of the locally developed course curriculum and examination to the AFSC Directorate of Stan/Eval?

(3) Are answer sheets being destroyed in accordance with AFM 12-50, Disposition of Records?

GROUP IV - LIFE SUPPORT

AREAS: Management and Manning

Support and Supply

Explosive Safety

Ground Safety

Technical Orders

Training

Parachute Program (where applicable)

On-the-Job Training

Helmets and Oxygen Masks

Oxygen Connectors

Emergency Oxygen Cylinders

Parachute/Torso Harness

Survival Vest - SRU-21/P

Strobe Lights

SDU-5E

SDU-30E

Survival Radios

PRC-90

RT-10

Survival Kits

General

MD-1

CNU-68/P, CNU-155/P, CNU-129/P

140000-100

140000-135

ML-4

ACES II

Chapter 4

LIFE SUPPORT PROGRAM/Group IV

-1 Management and Manning:

a. References: AFR 5-31, AFR 30-1, AFR 35-10, AFR 55-27, AFR 66-51, AFM 127-100, AFSCR 55-2, T.O. 15X1-1

b. Evaluation:

(1) Are authorized personnel assigned? If not, what personnel actions have been initiated?

(2) Is the unit manning document in line with concept? Under operations at all levels?

(3) Has action been initiated on the Life Support Officer to reflect AFSC 1495B/2295B? Is the LSO qualified in UE aircraft? (AFR 55-27)

(4) Are required publications on-hand to accomplish assigned mission? (AFR 55-27)

(5) Management/Administration:

(a) Has concurrence of the base fire marshall been btained for designated smoking location within the Life Support ection? (AFM 127-100)

(b) Is the Life Support Section inspected monthly by the base/wing explosive safety representative? (AFR 127-100)

(c) Is the entrance to the Life Support Shop limited to prevent thoroughfare and entry from other shops? (T.O. 15X-1-1)

(d) Are life support personnel certified to clear red "Xs" in aircraft forms?

(e) Do life support personnel who work around egress systems attend cockpit familiarization training annually? (AFR 66-51,

(f) Are life support personnel familiar with maintenance documentation of aircraft records and related maintenance forms? (AFR 66-51)

(g) Are flight surgeons performing periodic visits to the Life Support Sections? (T.O. 15X-1-1, AFSCR 55-2)

(h) Is the publications file maintained in accordance with applicable directives? (AFR 5-31)

(i) Do housekeeping practices meet acceptable candards? (T.O. 15X-1-1)

(j) Is the two-man concept and a command response procedure being used while performing maintenance on life support equipment installed in ejection seat aircraft? (AFR 66-51)

(k) Has the commander specified the calendar months and operational missions when seasonal flying clothing will be worn? (AFSCR 55-2)

(l) Is the publication "Life Science" being distributed to the Life Support Section? (AFSCR 55-2)

(m) Are unsatisfactory reports initiated on malfunctions of life support/survival equipment? (T.O. 00-35D-54, AFR 55-27)

(n) Are personnel certified as being qualified to inspect parachutes, life preservers, and survival kits? (14D1 series and 14S Series T.O.s)

(o) Have commanders ensured that authorized survival equipment is available and on-board all assigned aircraft? (AFR 60-16, T.O. 14D1-1-1 and 14S3-1-3)

(p) If wall charts are used, do they agree with other equipment/personnel records?

(q) Are current operating instructions being maintained to assure standardization in the accomplishment of life support specialist duties, i.e., inspection of parachutes, inspection and repacking of survival kits, inspection through appropriate maintenance facilities? (AFSCR 55-2)

4-2 Support and Supply:

a. References: AFR 55-27, AFM 67-1, AFSCR 55-2

b. Evaluation:

(1) Is the quality of maintenance support acceptable for items of life support equipment routed through maintenance facilities? (AFSCR 55-2)

(2) Has follow-up action been taken on items in back-order status for an excessive period of time? (AFR 55-27)

(3) Are supply difficulty letters being submitted? (AFM 67-1)

(4) Are serviceable and reparable items segregated and binned separately? (AFM 67-1)

(5) Are repairable and condemned items turned in expeditiously? (AFM 67-1)

(6) Are assigned personnel familiar with AFR 67-10 governing property responsibility in possession of the Air Force?

(7) Are AF Forms 1297, Temporary Issue Receipt, and AF Form 261, Personal Flying Equipment Hand Receipt, properly maintained? (AFM 67-1)

(8) Are items authorized in TA 016 and TA 450 on hand or on requisition? (AFSCR 55-2)

(9) Is measuring equipment being calibrated at appropriate intervals? (T.O. 33K-1-100)

(10) Does the life support officer coordinate with the appropriate supply agency for proper equipment for all flying personnel and life support technicians to accomplish the mission? (AFR 55-27 and AFSCR 55-2)

4-3 Explosive Safety:

a. References: AFR 127-100, T.O. 14S-1-3-51

b. Evaluation:

(1) Is there a sufficient amount of fire extinguishers on hand and are they readily accessible? (AFR 127-100)

(2) Are "No Smoking" signs posted in rooms where survival kits containing pyrotechnics are stored/inspected?

(3) Are proper fire symbol signs displayed outside pyrotechnic storage areas? (AFR 127-100)

(4) Are personnel/explosive limits established and posted conspicuously in each storage/working area? (AFR 127-100)

(5) Are explosive operating instructions available and current?

(6) Are Air Force Visual Aids 127-2 and 127-3 posted where pyrotechnics are stored? (AFR 127-100)

(7) Are explosive license for pyrotechnic storage available and current? (AFR 127-100)

(8) Are unserviceable or restricted flares separated from serviceable flares? (AFR 127-100)

(9) Is explosive safety training accomplished annually and recorded on AF Form 1098? (AFR 127-100)

(10) Has the concurrence of the base fire marshal been obtained for a designated smoking location within the Life Support Section? (AFR 127-100)

(11) Are lot numbers of pyrotechnics checked for suspended lot and serviceability? (T.O. 14S-1-3-51)

(12) Are lots of flares stored separately? (AFR 127-100)

(f) Is the MC-1 sleeping bag container positioned at least 5 feet below the raft bottle and tacked to prevent slippage? (T.O. 14S1-3-51)

(g) Is the T-handle metal screw plate of the MC-1 sleeping bag covered with foam padding secured with nylon filament tape with the tape ends folded back 2 inches for a pull tab? (T.O. 14S1-3-51)

(h) Is the survival kit properly safety tied? (T.O. 14S1-3-51)

(3) Survival kits CNU-68/P, CNU-155/P, and CNU-129/P:

(a) Are survival kits functionally checked every 120 days? (T.O. 14S1-3-81 and 14S1-9-1)

(b) Are moving parts cleaned every third 120 day inspection, and is the cleaning annotated on AFTO Form 338? (T.O. 14S1-3-81)

(c) Is the rear compartment of the survival kit properly sealed? (T.O. 14S1-3-81)

(d) Is locktite applied to the screws to minimize the possible loss of the spindle and caps on the survival kit attachment straps? (T.O. 14S1-3-81)

(e) Has an arrow been stenciled on the rear compartment indicating the direction of latch movement? (T.O. 14S1-3-51)

(f) Are survival kits packed to weigh not less than 38 pounds nor more than 42 pounds? (T.O. 14S1-3-51)

(4) Survival Kit 140000-100 (F-4 aircraft):

(a) Is there a tool reset available for performing maintenance on survival kits? (T.O. 15X11-19-2)

(b) Have streamers been locally manufactured to safety the PLB and deployment actuator. (T.O. 15X11-19-2)

(c) Are survival kits functionally checked every 120 days? (T.O. 15X11-19-2)

(d) Is the rucksack attached to the survival kit by a 6-foot nylon cord and swivel hook? (T.O. 14S1-3-51)

(e) Is the Actuator Kit Deployment removed from service after 84 months of service or a total 96 months of shelf/storage life? (T.O. 11P9-1-7)

(f) Are 140000-100 survival kits used in F/RF-4 aircraft modified in accordance with T.O. 15X11-19-502, 15X11-19-508, and 15X11-19-510?

(l) Has a protective disc of heavy paper been placed next to the inside sticker surface of the cap on match box containers which do not have a protective material installed?

(m) Does canned drinking water pass the slap test? (T.O. 14S1-3-51)

(n) Is a back-up stock of survival components on hand for survival kits?

(o) Are AFTO Forms 338 maintained on each survival kit? (T.O. 14S1-3-51)

(p) Are survival components installed in kits, and indicated on AFTO Form 338 compatible with current regulations and technical orders? (T.O. 14S1-3-51 and AFSCR 55-2)

(q) Are DD Forms 1574 completed and stowed in pocket provided on container? (T.O. 14S1-3-51)

(r) Has a survival kit carrying "handle" been fabricated to facilitate handling kits from the aircraft? (T.O. 14S1-3-51)

(s) Are Technical Orders (00-110N-2 and 00-110N-3, 00-11N-10, and 00-110N-12) relating to disposal/identification of radioactive waste and lensatic compasses on hand?

(t) Has liquid type insect repellent been removed from survival kits and only stick type insect repellent installed? (T.O. 14S1-3-51)

(u) Are loose ends of kit straps, on MB-2, MD-1, and ML-4 kits positioned on the inside when used in ejection seat equipped aircraft? (T.O. 14S1-3-51)

(2) MD-1 Survival Kit:

(a) Does the inner container and survival items exceed the limit of 36 pounds? (T.O. 14S1-3-51)

(b) Is locktite applied to screw threads to minimize the possible loss of the spindle and caps on the survival kit straps? (T.O. 14S1-3-51)

(c) Are lanyards flanked each side of the life raft loop in 10 to 12 inch hanks and tacked 3/4 of an inch in from the end using 1/2 inch tackings of single turn 8/4 cord or secured with number 32 rubber bands? (T.O. 14S1-3-51)

(d) Has the inner flap of the container on the lower right side that covers the outer zipper been trimmed and seared approximately 1 inch? (T.O. 14S1-3-51)

(e) Does 2 inches +1 1/2, -0 of slack remain in actuator lanyard after raft is positioned and zipper housing closed? (T.O. 14S1-3-51)

(f) Are the testers TS2530/UR and TS2531/UR being calibrated as required? (T.O. 33K-1-100)

(g) Are RT-10 radios, batteries, and spare batteries inspected by AMS every 120 days? (T.O. 31R2-4-488-1)

(h) Is the battery retainer lanyard replaced when deteriorated? (T.O. 31R2-4-488-1)

4-15 Survival Kits:

a. References: T.O. 14S1 and 15X11-series Tech Orders

b. Evaluation:

(1) General:

(a) Has the Major Air Command designated what type of survival kit will be used? (T.O. 14S1-3-51)

(b) Are personnel authorized by their immediate supervisor to pack survival kits, and is the annotation made in their AF Form 623? (T.O. 14S1-3-51)

(c) Are lot numbers of pyrotechnics recorded on the reverse side of the DD Forms 1574? (T.O. 14S1-3-51)

(d) Have whistles that show the possibility of the ides popping out been sealed with a heating iron or center-punched? (T.O. 14S1-3-51)

(e) Are lot numbers of pyrotechnics checked for serviceability? (T.O. 11A10-26-7 and T.O. 11A-1-1) (MK-13 - 4 year service, A/P-25S-A - indefinite service)

(f) Have all chains attached to whistles been replaced with a 30 to 36-inch length of 100 lb test nylon cord? (T.O. 14S1-3-51)

(g) Are first aid kits inspected by Medical Supply? (T.O. 00-35A-39, para 8d)

(h) Are survival food packets inspected by the Base Veterinarian and is certification of the inspections maintained on file? (T.O. 14S1-3-51)

(i) Are the AFTO Forms 338 properly completed to include recording compliance of TOs and TCTOs? (T.O. 14S1-3-51)

(j) Does the inspection date of the radio coincide with the inspection date of the life raft installed in survival kits? (T.O. 14S1-3-51)

(k) Are pyrotechnics which are removed from survival kits because of expired service life retained for training? Recommended (T.O. 11A10-24-7)

(c) Are batteries model K-312 replaced after 36 months of life from date of manufacture? (T.O. 14S-1-102)

(d) Do strobe lights pass flash rate test of 50 (+)(-) 10 flashes per minute? (T.O. 14S-1-102)

4-14 Survival Radios:

a. References: T.O. 31R2-2PR-101, T.O. 31R2-4-488-1

b. Evaluation:

(1) RC-90:

(a) Is a radio test set AN/PRM-32 available to test radio sets AN/PRC-90 at organizational level? (T.O. 31R2-2PR-101)

(b) Is a battery test adapter MX88-1/PRC-90 available to test AN/PRC-90 radio batteries on the TS 2530/UR tester? (T.O. 31R2-2PR-101)

(c) Has the AN/PRM-32 tester been calibrated by PMEL as required? (T.O. 31R2-2PR-101)

(d) Have batteries that exceed 36 months of life from the date of manufacture been removed from service? (T.O. 31R2-2PR-101)

(e) Are batteries removed from service that have less than 6 hours of operational life left? (T.O. 31R2-2PR-101)

(f) Are the 120-day inspections recorded on the inspection label? (T.O. 31R2-2PR-101)

(g) Have all PRC-90 survival radios been modified to the half-wave antenna?

(h) Are spare radios stored with the batteries removed? (T.O. 31R2-2PR-101)

(2) RT-10:

(a) Are K-308A batteries removed from service that exceed 36 months of life from date of manufacture? (T.O. 31R2-4-488-1)

(b) Are K-308A batteries removed from service which have less than 10 hours of operational time remaining? (T.O. 31R2-4-488-1)

(c) Are RT-10 radios periodically inspected? (T.O. 31R2-4-488-1)

(d) Is there a tester TS2630/UR available for inspecting K-308A batteries? (T.O. 31R2-4-488-1)

(e) Is there a tester TS2531/UR available to perform the periodic check on RT-10 radios? (T.O. 31R2-4-488-1)

(4) Are unassembled vests inspected every 6 months? (T.O. 14S1-3-51)

(5) Are tourniquets secured to the vest using a length of 0-36 inch cord ticket 8/4 olive drab? (T.O. 14S1-3-51)

(6) Are mirrors installed with the reflective side facing inward? (T.O. 14S1-3-51)

(7) Is the survival radio secured to the vest using nylon cord MIL-C-5040 olive drab? (T.O. 14S1-3-51)

(8) Are in-use survival radios inspected and performance tested at 120-day intervals?

4-13 Strobe Lights SDU-5/E - SDU-30/E:

a. References: T.O. 14S10-2-2, T.O. 14S-1-102

b. Evaluation:

(1) SDU-5/E:

(a) Is a protector cap or flash guard installed over the off/on switch to prevent inadvertent actuation? (T.O. 14S10-2-2)

(b) Is the initial flash rate test accomplished on all strobe lights to include those received from stock? (T.O. 14S10-2-2)

(c) Is the strobe light checked for flash rate during inspection for two minutes; 50 (+)(-) 10 flashes per minute? (T.O. 14S10-2-2)

(d) Is there a tester TS2530 UR AN/URM 172 or TS-23A available for testing the strobe light battery? (T.O. 14S10-2-2)

(e) Are batteries removed from service which have exceeded 36 months of life from date of manufacture? (T.O. 14S10-2-2)

(f) Are strobe lights being inspected in conjunction with equipment on which they are installed? (T.O. 14S10-2-2)

(g) Are batteries with less than 5 hours of operational life remaining removed from service? (T.O. 14S10-2-2)

(h) Are batteries removed from strobe lights in storage? (T.O. 14S10-2-2)

(2) SDU-30/E:

(a) Have lithium batteries model K-316LI been removed from service? (T.O. 14S-1-102)

(b) Have all SDU-30/E lights been tested to prevent possible failure, and have they been marked with a red dot to indicate inspection completion?

(27) Are washers installed on CRU-60/P mounting brackets when required? (T.O. 14D1- series)

(28) Are restraint harnesses being inspected in accordance with -6 aircraft T.O.s? (T.O. 13A1-1-1)

(29) Has the last four inches of the withdrawal line containing the parachute closure pins been color-coded blue? (T.O. 14D1-2-376)

(30) Does the ejector snap release lever separate from the closed position with a 6 (+) (-) 1 pounds pull. (T.O. 14D1-2 series)

(31) Has the torso harness hardware been cleaned? (T.O. 14D1-2-81)

(32) Has 100 pound test nylon cord or 500-pound test nylon cord with cord lines removed for lacing of MD-1 cylinder been utilized? (T.O. 14D1-2-81)

(33) Has the opening where cable extends from oxygen compartment been hand tacked with on turn #3 cord cotton thread? (T.O. 14D1-2-81)

(34) Is a three-foot nylon cord attached to the SDU-5/E strobe light? (T.O. 14S10-2-2)

(35) Has four-line jettisoning lanyard and flute been installed on all parachutes? (14D1- series)

(36) Is the automatic timer type F-1B, set at 14,000 feet, 1 second for ejection seat type aircraft and 14,000 feet, 5 seconds for nonejection seat type aircraft? (14D1- series)

(37) Have the F-1B releases without protective shield been checked every 48 months or after 27 operations whichever occurs first? (T.O. 14D1-2-81)

(38) Have F-1B releases with protective shield been checked for not more than 60 operations? (14D1-series T.O.s)

4-12 Survival Vest SRU-21/P:

a. References: T.O. 14S1-3-51

b. Evaluation:

(1) Is there an unauthorized duplication of survival items when survival vests are used concurrent with survival kits? (Exception for aircraft having dual mission.) (T.O. 14S1-3-51)

(2) Are survival vests in ready-use status inspected every 120 days? (T.O. 14S1-3-51)

(3) Are 120-day inspections recorded on the AFTO Form 406? (T.O. 14S1-3-51)

(9) Are distress marker lights attached to all individual issued personnel parachutes? (AFSCR 55-2)

(10) Are SRU-16/P minimum survival kits, AFP 64-15, and riser ook blade knife attached to all parachutes or harnesses? (AFSCR 55-2)

(11) Are personnel locator beacons installed in all parachutes? (AFSCR 55-2)

(12) Are all parachutes completely inspected and repacked in accordance with applicable Tech Order? (T.O. 14D1-2 series)

(13) Are all man-carrying personnel parachutes routine inspected every 30 days by life support personnel? (T.O. 14D1-1 series)

(14) Are all aircraft-installed personnel parachutes given a routine inspection in accordance with the -6 series of the aircraft technical orders?

(15) Are ripcord pins on B-20 parachutes properly inserted in the cones to preclude parachute malfunction? (T.O. 14D1-3-61)

(16) Is a functional check of the automatic release performed every eight months? (14D1- series)

(17) Is the actuator cartridge CCU 4/A (025) replaced after three years of service and not to exceed five years from date of anufacture? (T.O. 11P-1-7)

(18) Are PCU torso harnesses routine inspected every 30 days? (T.O. 14D1-2-361)

(19) Are the set screws flush with the canopy release body? (T.O. 14D1-2-361)

(20) Are the horizontal backstraps properly adjusted and tacked with two turns of double-waxed 8/4 cotton thread? (T.O. 14D1-2-361)

(21) Are all required elastic keepers present and in serviceable condition?

(22) Are automatic release arming cable pins checked for full insertion during the routine 30-day inspection? (T.O. 14D1-2-81)

(23) Is there a locally manufacuted safety cover installed over the exposed end of the A/P28S-20 and A/P28S-21 parachute automatic rip cord release cable when the parachute is handled? (T.O. 14D1-2-296)

(24) Has the in-service (I-date) been stenciled on the torso harnesses?

(25) Do the parachute "D" ring handles meet the required eparation pull strength? (T.O. 14D1-2-81)

(26) Have reinforcing panels been installed on torso harnesses which have IFUs attached? (T.O. 14D1-2-361, 14S-1-102)

(4) Are required tools (Go-No-Go gage, torque wrench, and yoke assembly) available for performing maintenance on emergency oxygen cylinders? (T.O. 15X1-4-2-12)

(5) Are cylinders being placed in a vise with padded or wooden block retainers for disassembly? (T.O. 15X1-4-2-12)

(6) Are the screws holding the housing and the pull cable ball on the bail-out cylinders properly secured? Is the cable frayed? (T.O. 15X1-4-2-12)

(7) Are the bailout cylinder hoses checked for deterioration? (T.O. 15X1-4-2-12)

(8) Are bailout bottles inspections conducted in accordance with the current T.O.s? (T.O. 15X series)

(9) Are proper safety precautions observed in areas where oxygen is used and stored.

(10) Are "No Smoking" signs posted in areas where oxygen is used and stored? (OSHA STD)

4-11 Parachutes/Torso Harness:

a. References: 14D1-series Tech Orders

b. Evaluation:

(1) Are storage facilities adequate according to 14D series T.O.s?

(2) Are parachutes and other equipment authorized and required for flights issued on AF Form 1297, Temporary Issue Receipt? (AFM 67-1, Vol IV, Part 1, Chap 12, Para 7a)

(3) Is follow-up action initiated on parachutes signed out on AF Form 261 over a 30-day period? (AFM 67-1)

(4) Are personnel certified by the commander or his representative as being qualfied to inspect parachutes? (T.O. 14D1-series)

(5) Are ejector snaps checked for proper operation and snap guard clearance? (T.O. 14D1- series)

(6) Are parachutes assigned compatible with T.O. 14D-1-1-1?

(7) Are in-service dated parachute components removed from service after seven years? (T.O. 14D1- series) Must not exceed ten years from manufacture; three years of storage allowed but at no time to exceed seven years in-service use.

(8) Are AFTO Forms 391, 392, and 393 properly maintained to include: installation date, expiration date, serial number, installed/attached accessories, number of operations, inspection dates, and TCTOs accomplished? (T.O. 00-25-241)

(24) Are mask hoses in good condition; check convolutions for wear or cracks? (T.O. 15X5-4-4-12)

(25) Are mask harnesses properly tacked? (T.O. 15X5-4-4-12)

(26) Is the length of the anti-stretch cord in the oxygen mask hose not less than 14 1/2 inches nor more than 23 1/2 inches? (T.O. 15X5-4-4-12)

(27) Are chin straps installed on all helmets? (T.O. 14P3-4-112)

(28) Are chin and nape strap pad replaced when dirty or unserviceable. (T.O. 14P3-4-112)

4-9 Oxygen Connectors:

a. References: AFSCR 55-2, T.O. 15X5-4-1-101

b. Evaluation:

(1) Are only spacers PT. NO. NAS42DD6-6 or AN960PD8 used on harness mounting brackets (black washers may corrode)? (T.O. 15X5-4-1-101)

(2) Are CRU-60/P connectors inspected concurrently with the equipment on which it is installed? (oxygen masks and chutes/30 days, -4 aircraft/14 days) (T.O. 15X5-4-101, 14D1- series, AFSCR 55-2)

(3) Are the "C" ring adjuster pliers available? (T.O. 15X5-4-1-101)

(4) Is there a light coat of krytox applied to the "O" ring on the CRU-60/P connector? (T.O. 15X5-4-1-101)

(5) Is either the MQ-1, MH-2, or TTU-213E or equivalent tester available for testing CRU-60/P connectors? (T.O. 15X5-4-1-101)

(6) Are testers MH-2 and TTU-21E being calibrated by PMEL when required? (T.O. 33K-1-100)

4-10 Emergency Oxygen Cylinders:

a. References: T.O. 15X-1-1, 15X1-4-2-12

b. Evaluation:

(1) Are emergency oxygen cylinders being recharged in a timely manner? (T.O. 15X1-4-2-12)

(2) Are screws holding the housing and pull cable ball on the emergency oxygen cylinders properly secured and free of burrs? T.O. 15X1-4-2-12)

(3) Does cleanliness of technician, clothing, tools, and work area meet the serviceing standards? (T.O. 15X-1-1, 15X1-4-2-12)

(6) Are helmets without oxygen masks inspected every 90 days? (T.O. 14P3-4-112)

(7) Is there an MQ-1 tester available and utilized for communications and leak testing of helmets and oxygen masks? (T.O. 15X5-4-4-12)

(8) Has a helmet-sizing caliper been fabricated from sheet aluminum to assist in obtaining direct measurements of head size? (T.O. 14P3-4-112)

(9) Are the proper solutions being used to clean and disinfect oxygen masks? (T.O. 15X5-4-4-12)

(10) Are preflight inspections being performed on each oxygen mask prior to flight? (T.O. 15X5-4-4-12)

(11) Are chin and nape strap washers and locknuts properly installed and sealed with loctite? (T.O. 14P3-4-112)

(12) Do helmet visors operate freely? (T.O. 14P3-4-112)

(13) Are ensolite and comfort pads installed, where practical, in helmets that are not custom fit? (T.O. 14P3-4-112)

(14) Are edge rolls properly secured and serviceable? (T.O. 14P4-4-112)

(15) Are visor lens ground, when required, to mate properly when the helmet is used inconjunction with the oxygen mask? (T.O. 14P3-4-112 and T.O. 15X5-4-4-12)

(16) Are microphones properly installed in oxygen masks to preclude leakage? (T.O. 15X5-4-4-12)

(17) Are the proper tools on hand to perform maintenance on oxygen masks? (T.O. 15X5-4-4-12)

(18) Is a nylon or leather pull tab attached to the chin strap adjustment buckle? (T.O. 14P3-4-112)

(19) Is the excess chin strap webbing allowed to dangle free for easy access of adjustment when the helmet is used in ejection seat aircraft? (T.O. 14P3-4-112)

(20) Is the MQ-1 tester being self-calibrated (six months) and AFTO Form 108 attached? (T.O. 00-20-14)

(21) Are only aviators breathing oxygen used in conjunction with the MQ-1 tester?

(22) Are smoke masks inspected for general condition every 30 days? (T.O. 15X5-5-3-1)

(23) Are smoke masks completely disassembled, cleaned, and inspected every 120 days? (T.O. 15X5-5-3-1)

(4) Is the AF Form 623 being maintained at the lowest level of supervision having facilities for storage and maintenance of forms? AFM 50-23)

(5) Are all AF Forms 623a removed from the AF Form 623 that are not applicable to the airman's current OJT training objective? (AFM 50-23)

(6) Are all AF Forms 1096, ECI forms - course examination - report of volume review exercise removed from the AF Form 623 when the individual has completed UGT to the level for which the CDC is required? (AFM 50-23)

(7) Are tasks required in the performance of the present duty positions circled in Column 2A, 3A, or 4A to specify that the task is required. (AFM 50-23)

(8) Are AF Forms 797 used to record additional items not listed in the JPG for which duties are being performed? (AFM 50-23)

(9) Is there a copy of AF Form 2096 placing an individual in OJT status or awarding him the appropriate skill level?

(10) Are AF Forms 1098 used to document selected special task qualifications of a critical nature?

(11) Is there a privacy act statement maintained within the F Form 623? (44 USC 3101, 10 USC 8012, EO 9397)

(12) Are individuals on OJT counseled by the supervisor at: six months/3 level; eight months/5-level; fourteen months/7-level, and is the counseling recorded in the AF Form 623?

4-8 Helmets and Oxygen Masks:

a. References: AFSCR 55-2, T.O. 14P3-4-112, T.O. 15X5-4-4-12

b. Evaluation:

(1) Are life support technicians cognizant of their responsibilities on helmet inspections and maintenance? (T.O. 14P3-4-112 and AFSCR 55-2)

(2) Are adequate facilities available for performing maintenance and storage of oxygen masks and helmets? (T.O. 15X-1-1)

(3) Is a padded surface available to support helmets during repair? (T.O. 14P3-4-112)

(4) Are AFTO Forms 334 being maintained on each helmet and oxygen mask to record inspections, modification, and replacement of components? (T.O. 14P-4-112)

(5) Are helmets with oxygen masks inspected every 30 days? T.O. 14P3-4-112)

(18) Are current changes and modifications to support systems and equipment briefed in a timely manner? (AFSCR 55-2)

(19) Is outside experience utilized to supplement the continuation program, i.e., flight surgeon, personnel who have recently ejected, etc.?

(20) Is the parasail training program conducted safely and in accordance with directives?

(21) Parachute Program: (AFSCR 55-2, AFR 60-1, AFR 35-5)

(a) Are AF Forms 922, Individual Jump Record, maintained in an individual Jump Record Folder (JRF) by the servicing Flight Management Office (FMO)? (AFR 35-5, AFR 60-1)

(b) Is a copy of AF Form 1887, Request and Authorization for Aeronautical Orders, contained in each JRF? (AFR 60-1)

(c) Has the commander or his designated representative certified the AF Form 922? (AFR 60-1)

(d) Is the JRF certified annually by each jumper? (AFR 60-1)

(e) Has a training folder been established and maintained for each individual in jump status? (AFSCR 55-2)

(f) Are jumps recorded on AF Form 922 by calendar quarter (AFR 60-1, AFSCR 55-2)

(g) Has a job proficiency guide continuation sheet, AF Form 797, been accomplished for each individual jumper? (AFSCR 55-2)

(h) Has the unit established a comprehensive list of regulations and instructions that apply to their particular operation? (AFSCR 55-2)

(i) Is each jumper accomplishing the proficiency requirements as specified in AFSCR 55-2, Chapter 8?

4-7 On the Job Training:

a. References: AFR 55-27, AFM 50-23

b. Evaluation:

(1) Does the unit have an effective proficiency training program for 122X0 life support personnel? (AFR 55-27)

(2) Are the tasks dated and initialed in the STS by the supervisor when completed? (AFM 50-23)

(3) Has the trainee initialed each completed item in the STS? (AFM 50-23)

4-6 Training:

a. References: AFR 55-27, AFR 127-100, AFSCR 55-2, T.O. 14D1-2-411

b. Evaluation:

(1) Are life support instructors properly trained? (AFR 55-27)

(2) Are instructors certified? (AFSCR 55-2)

(3) Are lesson outlines current, and do they cover subject matter thoroughly? (AFR 55-27)

(4) Are all applicable directives either on hand or available to instructors? (AFR 55-27)

(5) Are training aids, publications, and films being utilized?

(6) Are only inert explosives placed on display boards. (AFR 127-100)

(7) Are flares, used for training, handled and maintained in accordance with tech data?

(8) Are explosive safety licenses current and posted? (AFR 127-100)

(9) Are life support training requirements/frequency being accomplished?

(10) Are classrooms and training areas maintained in a neat, orderly, and safe manner. (AFR 127-100)

(11) Are parasails properly maintained? (T.O. 14D1-2-411)

(12) Are parachutes used for jump demonstrations maintained in strict compliance with 14D1-series technical orders?

(13) Is training equipment maintained in a clean orderly fashion and marked with "FOR TRAINING ONLY" in one-inch letters. (T.O. 14S-1-102)

(14) Are training aids current and have arrangements been made with maintenance for accomplishing TCTOs as required? (AFSCR 55-2)

(15) Have all actions been taken to make every phase of survival and egress training as realistic as possible? (AFSCR 55-2)

(16) Are all publications available for conducting a training program? (AFR 55-27)

(17) Are aircrews properly attired to actively participate during training sessions? (AFSCR 55-2)

4-4 Ground Safety:

a. Reference: AFR 92-1, OSHA STD

b. Evaluation:

(1) Is electrical equipment properly grounded? (OSHA STD)

(2) Are electrical fans equipped with suitable mesh guards? (OSHA STD)

(3) Are smoking materials placed in suitable ashtrays or containers? (OSHA STD)

(4) Are fire regulations posted? (AFR 92-1)

4-5 Technical Orders:

a. References: T.O. 00-5-2

b. Evaluation:

(1) Is the T.O. file content consistent with and limited to mission requirement? (T.O. 00-5-2)

(2) Are AF Forms 614 used to sign-out T.O.s which are physically removed from the file area?

(3) Are T.O.s filed within five days after receipt?

(4) Are safety and operational supplements referenced on the title page of the basic T.O.?

(5) Are safety and operational supplements filed in front of the basic T.O. in reverse order with safety supplements filed on top of operational supplements if straight sequencing numbers are not used?

(6) Are all entries on AFTO Forms 110 made in pencil to allow for update entries?

(7) Are annual checks posted to the AFTO Forms 131, and are routine checks accomplished and posted within ten working days following receipt of a TO Index revision?

(8) Are Time Compliance Tech Orders (TCTO) removed from file only when directed by the Technical Order Index even though the T.O.s recision date has past?

(9) Have technical order familiarization procedures been established for assigned personnel?

(10) Are DD Forms 334 used to identify T.O.s that are a part of the file but kept in another location?

(11) Are all TCTOs complied with and completed within time limits specified?

(g) Has the Koch Survival (140000-100) Kit been weighed prior to installing in rocket assist ejection seat to ensure the weight of the kit is 38 to 49 pounds? (T.O. 1F-4C-2-3)

(h) Is ballast (if required) in a durable heat-sealed plastic bag placed in the center of Koch Survival Kit container (140000-100) under rucksack? (T.O. 1F-4C-2-3)

(5) Survival Kit 140000-135 (A-7 aircraft):

(a) Are the required tools (cable actuating tool T-782-13, installation/arming tool T-782-31, spring scale 0-100 lbs, cable and ball insertion tool, handle pull fixture) available for accomplishment of kit maintenance. (T.O. 15X11-19-12)

(b) Is date of manufacture and date of installation of the kit deployment actuator recorded on the AFTO Form 338? (T.O. 15X11-19-12)

(c) Is sealant, Grade -6, being applied to the threads of loose screws (25 and 26 figure -1) of the selector switch assembly? (T.O. 15X11-19-13)

(d) Are locally manufactured streamers and safety pins used to safety the PLB when removed from aircraft? (T.O. 14S1-3-51)

(6) Survival Kit ML-4:

(a) Is an arrow with lettering stenciled on top flap of outside ML-4 container to facilitate donning of kit? (T.O. 14S1-3-51)

(b) Are rubber bands used to secure dropline in ML-4 container? (T.O. 14S1-3-51)

(c) Are ML-4 kits safe tied with cotton thread?

(d) Are life rafts used in ML-4 survival kits folded in accordance with the special instructions in T.O. 14S-1-102.

(7) ACES II:

(a) Are ACES II kits inspected every 120 days? (T.O. 14S1-11-3)

(b) Does the center aft tab of survival kit mounting beacon plunger bracket have a 15-20 degree forward bend? (T.O. 14S1-11-3)

(c) Is the cord lanyard of dropline to actuation cable or CO_2 cylinder attached with a bowline knot? (T.O. 14S1-11-3)

(d) Is the auxiliary kit slide fastened with two turns of cotton thread to prevent inadvertent opening? (T.O. 14S1-11-3)

(e) Is the DD Form 1574 properly completed and stowed in pocket located on top face of container? (T.O. 14S1-11-3)

4-16 Flotation Equipment:

a. References: T.O. 14S-1-02

b. Evaluation:

(1) Are all types of life rafts functionally tested every third inspection cycle? (T.O. 14S-1-102)

(2) Are cylinders and valves remaining with the same raft and used to accomplish the functional check? (T.O. 14S-1-102)

(3) Are personnel authorized by their immediate supervisor to inspect and pack flotation equipment, and is it annotated in their AF Form 623? (T.O. 14S-1-102)

(4) Are all life rafts inspected every 120 days? (T.O. 14S-1-102)

(5) Has a hydrostatic test been accomplished on multiplace raft cylinders every 5 years? (T.O. 14S-1-102)

(6) Is care taken during the folding of one-man rafts to ensure the spray shield velcro tapes do not stick together? (T.O. 14S-1-102)

(7) Is the adapter spring and clip included when weight checking one-man raft cylinders? (T.O. 14S-1-102)

(8) Is the torque wrench used to tighten the hex nut on one-man rafts returned to the lowest setting when stored? (T.O. 32B14-3-101)

(9) Is there a locally manufactured adapter available for deflating LRU-16/P one-man life rafts? (T.O. 14S-1-102)

(10) Are life raft retainers properly positioned around one-man life rafts when used in the ML-4 container? (T.O. 14S-1-102)

(11) Has the spring adapter been removed from the cylinder valve when one-man life rafts are used by pararescue personnel? (T.O. 14S-1-102)

(12) Is all stenciling to include restenciling of faded markings accomplished on all life rafts? (T.O. 14S-1-102)

(13) Are one-man life raft hex nuts torqued 50 to 60 inch-pounds when packed? (T.O. 14S-1-102)

(14) Are multipace raft inspection cards, AFTO Forms 337, properly completed and maintained? (T.O. 14S-1-102)

(15) Are MA-1/2 sea rescue kit cards and AFTO Forms 339 roperly completed and maintained? (T.O. 14S-1-102)

(16) Is the static line of the MA-1/2 sea rescue kits 15 ft in length when used on the C-130 aircraft? (T.O. 14S-1-102)

(17) Are all snap hooks used on the MA-1/2 sea rescue kits painted in the proper color code?

(18) Are survival radios properly packaged and packed when installed in the MA-1/2 sea rescue kit? (T.O. 14S-1-102)

(19) Is the plastic hand pump placed in a tube prior to being packed in the MA-1/2 sea rescue kit. (T.O. 14S-1-102)

(20) Are the MA-1/2 sea rescue kit containers #2 and #4 stenciled "Emergency Radio Inside?" (T.O. 14S-1-102)

(21) Are the raft oars wrapped in brown paper and secured with rubber bands? (T.O. 14S-1-102)

(22) Do the life preserver inspection cards, AFTO Forms 466 and 366 reflect the same information? (T.O. 14S-1-102)

(23) Are life preservers returned to the PMS Fabric Shop every 120 days for periodic inspection? (T.O. 14S-1-102)

(24) Are LPU closure pins safety tied? (T.O. 14S-1-102)

(25) Have glove fasteners been installed on closure pin protector cover? (T.O. 14S-1-102)

(26) Are inflator lanyards properly routed and securely tied at the knob end? (T.O. 14S-1-102)

(27) Do LPU-3/P chest strap hardware mate together at a 90-degree angle? (T.O. 14S-1-102).
angle? (T.O. 14S-1-102)

4-17 Life Rafts:

a. References: (T.O. 14S-1-102)

b. Evaluation:

(1) One-Man:

(a) Are proper facilities available to perform inspections on flotation equipment? (T.O. 14S-1-102)

(b) Are one-man rafts inspected prior to issue and every 120 days? (T.O. 14S-1-102)

(c) Are rafts inflated to a pressure of 2.0 PSI (pressure adjusted due to temperature) for a minimum of 6 hours and ensure the correct pressure shall not be less than 1.75 using a mercury monometer, FSN 6685-526-5711 or pressure gage, FSN 6685-953-9090? (T.O. 14S-1-102)

(d) Are life raft inspections being entered on AF Form 1574 and AFTO Form 33[illegible]? (T.O. 14S-1-102)

(e) Is AF Form 1574 serviceable tag filled out with date and place, and signature of inspector? (T.O. 14S-3-51 and 14S-1-102)

(f) Are LRU life rafts stenciled with type of inspection, date accomplished, and organization performing the inspection on bottom of raft floor with 1/2 inch letters? (T.O. 14S-1-102)

(g) Were the CO_2 cylinders marked with the date of the weight check on a "2 X 3" strip of fiberglass fabric adhesive tape or stenciled on cylinder in not less than 1/4 inch letters? (T.O. 14S-1-102)

(h) Is TALC FSN 6810-264-9074 or equal used to dust both sides of the spray shield and tube while the raft is inflated? (T.O. 14S-1-102)

(i) Is an adapter, Bendix part number 1617810-1, installed in the inlet valve of the LRU-3/P life rafts? (T.O. 14S-1-102)

(j) Is the life raft retainer installed around the LRU-3/P life raft used in survival kits? (T.O. 14S-1-102)

(k) Has a 14-inch length of red nylon cord (MIL-C-5040B Type III) been attached to the bridle loop on the sea anchor with a bowline knot and the other end attached to the patch loop with a slip knot? (T.O. 14S-1-102)

(l) Are all one-man rafts used for life support training stenciled with two-inch letters "FOR TRAINING ONLY"? (T.O. 14S-1-102)

(m) Are CO_2 cylinders being filled by the aircraft environmental section?

(n) Are the floor and spray shields inflated only during the 12-month inspection? (T.O. 14S-1-102, para 2-55.5)

(o) Has the sea anchor line been faked in eight-inch hanks and each end secured with No. 32 rubber bands, FSN 7510-243-3434, or equivalent? (T.O. 14S-1-102)

(p) Has the bottom of the sea anchor been tied with a common knot and a slip knot? (T.O. 14S-1-102, para 4-12.5)

(q) Is deflation of spray shield accomplished as outlined in T.O. 14S-1-102, para 4-12.2?

(r) Are LRU-6/P rafts oral inflation assemblies for the flotation tube candy-striped with red pressure sensitive tape? (T.O. 14S-1-102, para 4-24)

(s) Are instructions on how to increase pressure stenciled on inboard side of raft tube adjacent to oral inflation valve pocket? (T.O. 14S-1-102)

(t) Are instructions on how to remove cylinder without wrench stenciled on outboard side of raft tube directly above cylinder? (T.O. 14S-1-102, table 2-4)

(2) MA-1 (Four-Man) and LRU-1/P (Seven-Man):

(a) Is the CO_2 cylinder properly inspected and marked? (T.O. 14S-1-102)

(b) Is the safety valve wired to prevent movement of sleeve? (T.O. 14S-1-102)

(c) Is the knife removed from bow of raft and stowed in accessories container?

(d) Are oars wrapped in protective material and secured with rubber bands?

(e) Are repair plugs (4) and pliers wrapped together in waterproof paper? (T.O. 14S-1-102)

(f) Are inspections recorded to the left of the CO_2 bottle? (T.O. 14S-1-102)

(g) Is an AF Form 1574 attached to the carrying case handle; does date coincide with date of raft? (T.O. 14S-1-102, para 5-22/ 6-19/7-19)

(h) Does the raft have a completed AFTO Form 337? (T.O. 14S-1-102)

(3) F-2B (20-Man):

(a) Are accessory kits used with multi-placed life rafts inspected by life support personnel?

(b) Are all 20-man life rafts inspected every 120 days, or if installed in wing wells, slides, etc., during major aircraft inspection cycle not to exceed 140 plus or minus 10 days? (T.O. 14S-1-102)

(c) Are the date and the activity performing the inspection stenciled in 1/4 to 1/2 inch lettering on the raft tube above the CO_2 cylinder? (T.O. 14S-1-102)

(d) Is the inspection date on the raft the same as the inspection date stamped on DD Form 1574? (T.O. 14S-1-102)

(e) Is a patch type pocket installed on the opposite end of carrying case (end without lanyards) for AF Form 1574? (T.O. 14S-1-102)

(f) Are AFTO Forms 337 maintained on all life rafts and accessory kits? (T.O. 14S-1-102)

(q) Was each MK-13 signal flare marked with date of installation? (T.O. 14S-1-102)

(h) Are radios assembled as an operating unit? (T.O. 4S-1-102)

(i) Is raft knife stowed in accessories container? (T.O. 14S-1-102)

(j) Are accessory containers sealed with three each 24 pound breaking strength cord, each tied with a square knot and sealed with a lead seal when stowed outside of raft container (T.O. 14S-1-102)

(k) Is "Survival Kit Attached at This Point" stenciled in 1/2 inch letters one foot below where line is attached with raft? (T.O. 14S-1-102)

(l) Is a spare clamp with a locally fabricated red streamer attached used in place of equalizer clamp furnished with raft? (T.O. 14S-1-102)

(m) Are 20-man life rafts installed in aircraft wells equipped with Knapp Monarch CO_2 valves only? (T.O. 14S-1-102)

(n) Is the twenty-foot section of lanyard tied to stern mast ring; is the line folded in one-foot hanks? (T.O. 14S-1-102)

(o) Is the accessory attached to the life raft on the ide oposite the cylinder? (T.O. 14S-1-102)

(p) Is the five-foot portion of lanyard tied to the loop end of the actuating cable of the CO_2 valve?

(q) Are the CO_2 cylinder hex nuts on the raft inlet valve tightened to a torque of 140 to 150 inch pounds? (T.O. 14S-1-102)

(r) Is the MA-1 raft case properly sealed, one strand nylon thread through each eyelet, and lead seal on free ends? (T.O. 14S-1-102)

(s) Is the LRU-1/P raft encased properly, one strand size E nylon around the pins and cones of the two ends and center eyelets? (T.O. 14S-1-102)

(t) Are condemned rafts that are used for training properly stenciled? (T.O. 14S-1-102)

(u) Are life rafts properly stored? (T.O. 14S-1-102)

(4) Life Preservers:

(a) Do inspection dates on cells conicide with inspection dates on AFTO Form 336? (T.O. 14S-1-102)

(b) Are life preservers inspected every 120 days? (T.O. 14S-1-102)

(c) Are five percent or one of the life preservers being functionally checked during each inspection cycle and properly annotated on each cell and the AFTO Form 336? (T.O. 14S-1-102)

(d) Are preserver cells marked with date-of-inspection and activity performing the inspection with 1/8 to 1/4 inch letters? (T.O. 14S-1-102)

(e) Are cell protector flaps installed around the CO_2 inflator on each preserver? (T.O. 14S-1-102)

(f) Was the inflator valve safety tied to the inflator body with one turn of size "A" nylon thread? (T.O. 14S-1-102)

(g) Were life preservers (cotter pin) sealed with size "A" nylon thread and tied with a surgeon's knot? (T.O. 14S-1-102)

(h) Are the breather clip lanyard and inflator lanyard on LPU-2/P life preservers tied together with two turns of size "E" nylon thread or two turns of tape? (T.O. 14S-1-102)

(i) Are actuation lanyards dangling further than necessary? (T.O. 14S-1-102)

(j) Is a braided nylon cord, type I of MIL-C-7515, stock number 4020-530-0174, used to secure cells to case and secured with square knot? (T.O. 14S-1-102)

(k) Was velcro tape protection installed? (T.O. 14S-1-102)

(l) Are CO_2 cylinders used for test purposes painted red with the word "discharged" stenciled on both sides? (T.O. 14S-1-102)

(m) Are oral valve mouth pieces pushed in and the clip installed? (T.O. 14S-1-102)

(n) Prior to installing the LPU-3/P life preserver on parachute harness vest, is a harness patch installed? (T.O. 14D1-2-81, 14S-1-102)

(o) Are LPU-3/P equipped with a slider keeper tab on the slider stirrup to prevent slider creepage? (T.O. 14S-1-102)

(p) Are cells that are inflated left for a minimum of six hours and temperature and pressure recorded? (T.O. 14S-1-102)

(q) Has a container closure tool been fabricated to assist in packing the LPU life preserver? (T.O. 14S-1-102) (Optional)

(r) Is the working area utilized for inspection of the preservers a padded or a smooth surface? (T.O. 14S-1-102)

4-17 Protective Equipment - (Suits):

a. References: T.O. 14P3-6-series Tech Orders

b. Evaluation:

(1) Anti-G Suits:

(a) Are anti-G suits inspected and maintained by life support personnel? (T.O. 14P3-6-71 and 14P3-6-121)

(b) Is there an AFTO Form 335 maintained on each garment assigned for recording the 120-day inspection? (T.O. 14P3-6-121)

(c) Are waist and thigh lacing covers hand-tacked at top, center, and bottom if lacing cover has not been modified? (T.O. 14P3-6-121)

(d) Do garments used in F-4 aircraft have velcro pile tape (one in calf and two in thigh area) attached? (T.O. 14P3-6-121)

(e) Is there a suitable air source for conducting the inflation test, and has the air gage been calibrated? (T.O. 14P3-6-121 and 33K-1-100)

(f) Are excessively dirty anti-G suits washed either by hand or in an automatic washer using mild soap (never dry cleaned)? (T.O. 14P3-6-71, Section VI and 14P3-6-112, Section VI)

(g) Is the five-inch survival knife pocket the only additional pocket installed on anti-G suits? (T.O. 14P3-6-71, Section VI)

(h) Is the hook blade knife (MC-1) tied to the pocket with a minimum of 60 inches of 100-pound test nylon cord? (T.O. 14P3-6-71, Section II and 14P3-6-121, Section I)

(i) Is MC-1 knife stowed in pocket with hook blade open and cord wrapped around knife to prevent accidental opening of switch blade? (T.O. 14P3-6-71, Section II and 14P3-6-112, Section I, AFSCR 55-2)

(j) Is the finger loop stitched closed on the leg of the anti-G garment when utilized in the F-4? (T.O. 14P3-6-71, Section V and 14P3-6-121, Section V, AFSCR 55-2)

(k) Are anti-G suits with glossy or polished nylon surface in excess of three square inches condemned? (T.O. 14P3-6-71, Section III)

(2) CWU-16/P Coveralls:

(a) Are the coveralls being inspected by FMS every 140 days? (T.O. 14P3-5-61)

(b) Is the inspection being recorded on AFTO Form 336 and on the coverall carrying case next to the instruction panel? (T.O. 14P3-5-61)

(3) CWU-21/P Anti-Exposure Suit:

(a) Are anti-exposure suits being inspected every 40 hours of use or 4 months whichever occurs first? (T.O. 14P3-5-81)

(b) Are AFTO Forms 335 maintained on each anti-exposure suit issued? (T.O. 14P3-5-81)

(c) Are anti-exposure suits being properly stored? (T.O. 14P3-5-81)

GROUP V - CONTRACTOR/AFPRO EVALUATION

AREAS: Government Flight Representative (GFR)

Contractor's Flight Operations Procedures

Forms and Records

Flight Crewmember Qualification Requirements

Flight Crewmember/Personnel Approval

Flight Crewmember Proficiency Requirements

Ground Personnel

CHAPTER V

CONTRACTOR/AFPRO EVALUATION

I References: AFR 55-22 and AFR 55-22/Sup 1

II Evaluation:

5-1 Government Flight Representative (GFR):

a. Has the approving authority delegated responsibility to the GFR for approval of contractor flight operations? (Para 1-2) Has the contractor been notified? (Para 2-1)

b. Is an alternate GFR designated to act in the absence of the primary GFR? (Para 2-1)

c. Is the GFR on current flight status (or Code 3)? (Para 2-1)

d. Is the GFR qualified in the mission, design, and series aircraft at the contractor's facility? (Para 2-1)

e. Has the GFR approved formal training listed in AFM 50-5? Was it processed properly (indorsed by ACO to GFR, then to AFSC/MPAT)? (Sup 1, para 6-2c)

f. Have requests for informal training been approved by the GFR? Was the training first sought from AFSC before other MAJCOMs through HQ AFSC/TEO? (Sup 1, para 6-2c)

g. Does the Cognizant Government Flight Representative (CGFR) have a request for supporting contract administration? Is his authority limited to that specified in the request? Has the contractor's requesting official been apprised of its contents? (Sup 1, para 1-2.1)

h. Has the GFR given written final administrative approval on contractor's flight operations procedures for both flight and ground operations? (Para 1-10, 2-2, and Sup 1, para 2-2)

i. Has the GFR reviewed the procedures at least every 12 months and whenever the primary GFR is changed? (Para 2-4)

j. Was the initial review within 60 days after assignment of a new GFR? Were additional single sets reviewed within 30-day periods if more than one contractor? (Sup 1, para 2-4)

k. Were temporary recalls of aircraft documented to show date and time of recall and return to contractor? If recall was for another Government organization, was the recall in writing? (Sup 1, para 2-2a)

5-2 Contractor's Flight Operations Procedures:

a. Has the contractor prepared procedures for all operating facilities? Are they separate and distinct from industrial procedures? Do they describe controls so that personnel do not perform duties that they are not qualified or authorized to perform? (Para 3-1)

b. Does the contractor maintain a record of the review dates and action taken on procedures reviewed by the GFR? (Para 2-4)

c. Does the contractor's flying field facility conform or exceed AFSCR/AFLCR 55-5 requirements, and if not, is a Government waiver in effect? (Sup 1, para 2-2b)

d. Do the approved written contractor operations procedures cover these areas:

(1) Flight Management:

(a) Scheduling and planning:

1. Flight planning facilities? (Para 3-2a(1))

2. Obtaining GFR approval for all flights, including advance planning, to avoid designated approval personnel not being available? (Para 3-2a(2))

3. Identification of contractor individual responsible for giving flight authorization? (Para 3-2a(3))

4. Procedures governing mixed crew for multi-place aircraft or formation flights? (Para 3-2a(4))

5. Designating the pilot-in-command for aircraft with more than one pilot and formation flights? (Para 3-2a(5))

6. Estimating minimum crew requirements for various types of flying activities? (Para 3-2a(6))

7. Maximum crew-duty time (10 hours/single pilot, 12 hours/dual pilot, 16 hours/dual with autopilot used, and 12 hours dual for acceptance/FCF)? Twelve hours downtime with eight hours for sleep. May be extended two hours by GFR with justification on case-by-case basis? (Para 3-2a(7))

8. Procedures to ensure flight crewmembers exposed to night or instrument flying are current in these flight conditions? (Para 3-2a(8))

9. Flight Crew Information File (FCIF) and procedures for review prior to flight. Interim changes or revisions to the procedures must be included. Is the FCIF maintained properly? (Para 3-2a(9) and Sup 1, para 3-2a(9)(a) and (b))

(b) Contractor personnel use tech manuals and checklists in all flight operations where tech data has been published? (Includes towing, taxiing, refueling, etc.) (Para 3-2b)

(c) Aircraft currency requirements? (Para 3-2(c)

(d) Multiple currency requirements? Authorized by AFSC/TE for pilots and by the GFR for other crew members or flight personnel. (Para 3-2d and Sup 1, para 3-2d)

(e) Maintaining qualifications and training folders for crewmembers and flight and ground personnel? (Para 3-2e)

(f) Procedures for inspection of aircrew training and records folders? (Para 3-2f)

(g) Flight crew qualifications for varying flight conditions? (Para 3-2g)

(h) Criteria for standardizaton or evaluation of flight crewmembers? (Para 3-2h)

(i) Request for Government approval of qualification training? (Para 3-2i)

(j) Approval of contractor flight crewmember? (Para 3-2j)

(k) Documentation of qualification and experience? (certificates, licenses, logbooks, permits, instrument ratings, etc.) (Para 3-2k)

(l) Procedures and criteria for selecting and designating aircrew instructors and flight examiners? (Para 3-2l)

(m) Procedures for termination of approval? (Para 3-2m)

(n) Provisions for determining weight and balance for each aircraft and flight? (Para 3-2n)

(o) Procedures for use of personal and life support equipment? (Para 3-2o)

(p) Flight Safety:

1. Does the accident prevention program include provisions for:

a. Contractor's consolidated safety council? (Para 3-2p(1)(a))

b. Regular flight safety surveys at least semiannually? (Para 3-2p(1)(b))

c. Safety publications? (Para 3-2p(1)(c))

d. Published safety responsibilities? (Para 3-2p(1)(d))

e. Hazard mishap reporting and correction procedures? Timely telephone notification followed by written notice? (Para 3-2p(1)(e)) and Sup 1, para 3-2p(1)(e))

f. Monthly flying safety meetings? (Para 3-2p(1)(f))

g. Designation of aviation officer with specific duties and responsibilities? (Para 3-2p(1)(g))

h. Fire protection and prevention program? (Para 3-2p(1)(h)))

i. Ground handling and servicing procedures? (Para 3-2p(1)(j))

k. FOD control procedures? (Para 3-2p(1)(k))

2. Does the preaccident and crash alarm system include a current roster of Government people (with home and office phone numbers) to be notified of damaged or destroyed aircraft? Are there procedures for contractor and subcontractor participation in accident investigations? (Para 3-2p(2))

3. Provisions for search and rescue procedures? (Para 3-2p(3))

4. Procedures for medical examination of personnel involved in an aircraft mishap? (Para 3-2p(4))

(q) Requirement for requesting GFR approval of noncrewmember or flight personnel to fly in aircraft. (Sup 1, para 3-2q)

(2) Do flight crewmember requirements provide for:

(a) Detailed qualification, requalification, upgrading, cross-training, and instructor qualification programs? Procedures should include the expiration dates for recurring training requirements and assure flight crewmembers do not fly if training requirements have not been met. (Para 3-3a)

(b) Training requirements:

1. Survival training requirements? (Para 3-3b(1))

2. Personal and life support equipment training? (Para 3-3b(2))

3. Egress training? (Para 3-3b(3))

4. Physiological training? (Para 3-3b(4))

AD-A156 175 AIR FORCE CONTRACT MANAGEMENT DIVISION AIRCREW STANDARDIZATION AND EVALUA.. (U) AIR COMMAND AND STAFF COLL MAXWELL AFB AL H B HEDGPETH APR 85 ACSC-85-1120 2/2

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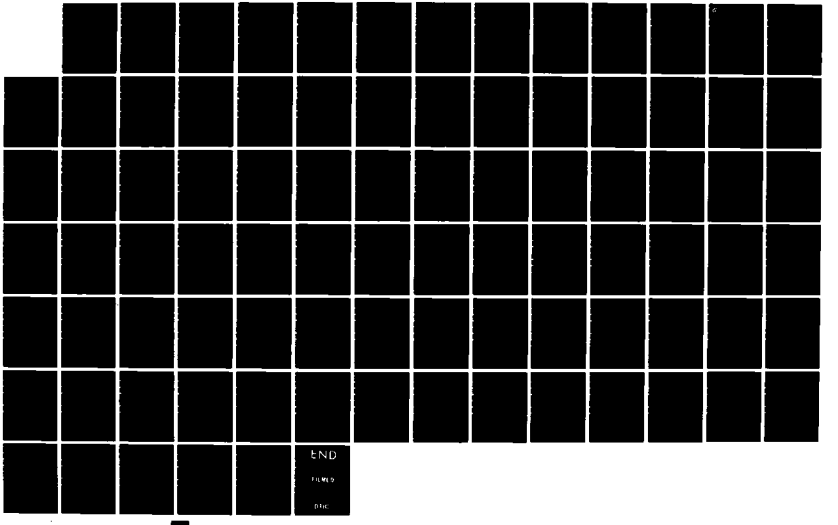
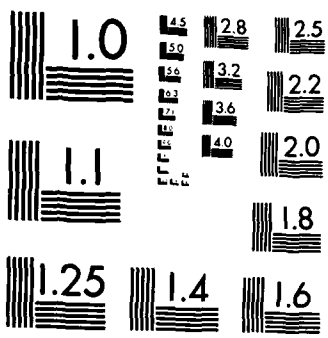




5. Ground school requirements? (Para 3-3b(5))

6. Emergency procedures training, including simulator? (Para 3-3b(6))

(c) Flying requirements:

1. Annual flying requirements? (Para 3-3c(1))

2. Annual proficiency flight checks? (Para 3-3c(2))

3. Annual instrument flight checks? (Para 3-3c(3))

4. Who may administer flight checks? (Para 3-3c(4))

5. Current FAA flight physical? (Para 3-3c(5))

6. Contractor physical requirements when FAA physical is not required? (Para 3-3c(6))

(3) Do flight personnel (noncrew members) requirements provide for:

(a) Procedures for selection and flight status approval? (Para 3-4a)

(b) Determination of contents and maintenance of records folder? (Para 3-4b)

(c) Flying requirements:

1. Physiological training? (Para 3-4c(1))

2. Qualification procedures? (Para 3-4c(2))

3. Egress training? (Para 3-4c(3))

4. Contractor physical requirements? (Para 3-4c(4))

(4) Do ground personnel requirements provide for:

(a) Qualification procedures including emergency procedures? (Para 3-5a)

(b) Ground egress training? (para 3-5b)

(c) Contractor physical requirements? (para 3-5c)

(5) Procedures for passenger transportation requests through the GFR? (Para 3-6 and Sup 1, para 3-6)

(6) Do planning and flight mission procedures provide for:

(a) Mission profiles? (Para 3-7a)

(b) Use of ground radar, ground radio, and chase aircraft to monitor position and aircraft status? (Para 3-7b)

(c) Crew briefings:

1. Station and takeoff times? (Para 3-7c(1)

2. Primary mission? (Including mission aircraft, support aircraft, weather, crewmembers' duties, routes and ranges, communications, specific mission procedures, and recovery and landing.)

3. Alternate mission? (Para 3-7c(3))

4. Life support systems and equipment? (Para 3-7c(4))

5. Emergency procedures? (Including hand signals for tandem aircraft.) (Para 3-7c(5))

6. Security assigned to mission? (Para 3-7c(6))

7. Ground coordination procedures? (Para 3-7c(7))

8. Passenger briefing? (Para 3-7c(8))

9. Mission debriefing? (Para 3-7c(9))

(d) Contractor operational procedures:

1. Basic regulations to include flight areas? (Para 3-7d(1))

2. Weather minimum? (Para 3-7d(2)

3. Traffic control tower requirements? (Para 3-7d(3))

4. Filing of flight plans? (Para 3-7d(4))

5. Standard operating procedures to include:

a. Radio failure? (Para 3-7d(5)(a))

b. Gear malfunction? (Para 3-7d(5)(b))

c. Crosswind landing criteria? (Para 3-7d(5)(c))

d. Airdrome traffic procedures? (Para 3-7d(5)(d))

e. Emergency procedures for takeoff and landing to include procedures for use of fire equipment and barriers/ arresting gear? (Para 3-7d(5)(e))

f. Controlled bailout/ejection and jettisoning areas? (Para 3-7d(5)(f))

g. Arming and dearming (if applicable)? (Para 3-7d(5)(g))

h. Minimum fuel procedures? (Para 3-7d(5)(h))

i. Severe weather plans? (Para 3-7d(5)(i))

(7) Procedures to prevent unlawful seizure? (Para 3-8)

(8) Are operations of experimental tests, engineering tests, and associated experimental ground operations of aircraft covered as separate sections in the procedures? (Para 3-9)

5-3 Forms and Records:

a. Have all contractor flight crewmembers received written approval of the GFR prior to flight? (Para 6-3b)

b. Does the contractor maintain record folders for flight crews in training and, as a minimum, does it include: (Para 4-2)

(1) A record of qualification training? (Para 4-2a)

(2) A record of the grade and date of the current aircraft and aircrew examinations? (Para 4-2b)

(3) Hour, type, and dates of ground school completed? (Para 4-2c)

(4) Flight resume of training covered? (Para 4-2d)

(5) A record of training prerequisites? (Para 4-2e)

c. After training and qualifications, does the contractor maintain the following information as a minimum: (Para 4-3)

(1) Complete training folder? (Para 4-3a)

(2) Copies of GFR flight crewmember approvals? (Para 4-3b)

(3) Certification of current FAA flight physical? (Para 4-3c)

(4) Copies of aircrew proficiency during the last two years? (Para 4-3d)

(5) Certificate of physiological training? (Para 4-3e)

(6) Certificate of applicable egress and [illegible] training? (Para 4-3f)

(7) Copies of all applicable FAA certificates? (Para 4-3g)

d. Do the folders for flight personnel (noncrew members) include.

(1) Completed copy of contractor's authorization to fly? (Para 4-4a)

(2) Certification of current medical examination? (Para 4-4b)

(3) Certification of training and qualification as required? (Para 4-4c)

(4) Certification of physiological training? (Para 4-4d)

(5) Certification of applicable survival and egress training? (Para 4-4e)

e. Maintain records folder for ground personnel including fire fighting and crash/rescue. It will include: (Para 4-5)

(1) Certification of qualification training? (Para 4-5a)

(2) Certification of continuation training (ground egress, engine runup, towing, crash/rescue, etc.) (Para 4-5b)

(3) Certification of current medical examination. (Para 4-5c)

f. Is a record of flight time by aircraft, depicting date and conditions of flight for each crewmember, being maintained? (Para 4-6)

5-4 Flight Crewmember Qualification Requirements:

a. In all cases, a curent FAA commercial rating, instrument rating, and Class II physical qualifications are required. (Para 5-1)

b. Experimental test flights and associated experimental ground operations:

(1) Pilot minimums: (Para 5-1a(1))

(a) 1500 hours first pilot time.

(b) 100 hours first pilot engineering/acceptance flight time.

(c) Graduate of military test pilot school.

(2) Copilot minimums are the same as pilots except only 1000 hours of first pilot time. (Para 5-1a(2))

(3) Do TPS waivers meet the waiver requirements? (Para 5-1a(3)).

c. Engineering, acceptance, support flights:

(1) Pilot minimums: (Para 5-1b(1))

(a) 1000 hours first pilot time.

(b) Highly qualified in mission, design, and series aircraft.

(2) Copilot minimums are the same as pilot except 500 hours of first pilot time. (Para 5-1b(2))

d. Qualification in aircraft.

(1) Have the following minimums been completed (pilot): (Para 5-2a

(a) Completion of ground school course?

(b) Minimums in AFR 55-22, attachment 4?

(c) Comprehensive written examination?

(d) Knowledge of aircraft systems, normal and emergency procedures, demonstrated to IP?

(2) Have the following minimums been completed (copilot)? (Para 5-2b)

(a) Five hours or three sorties?

(b) Five dual or supervised landings?

(c) Completion of ground school course?

(d) Comprehensive written examination?

(e) Knowledge of aircraft systems, normal and emergency procedures, demonstrated to IP?

(3) Other flight crewmember minimums: (Para 5-2c)

(a) Ground and flight training.

(b) Comprehensive written examination.

(c) Knowledge of aircraft systems, normal and emergency procedures, demonstrated to crew position instructor.

(4) Flight personnel and ground personnel must complete a written exam, including emergency procedures applicable to duties, before performing the function. (Para 5-2d)

e. Currency requirements (pilot/copilot): (Para 5-3)

(1) One flight and landing every 45 days in each aircraft of significant difference in which they are qualified.

(2) Recurrency:

(a) 45-90 days: Takeoff and landing with IP/FE.

(b) Over 90 days: Flight evaluation.

f. Physiological training for all crew/noncrew members: (Para 5-4)

(1) Flights above 18,000 feet: Altitude chamber training.

(2) Flights above 12,000 feet: Physiological training.

g. Egress training annually for all personnel involved in flight operations (ground and flight). (Para 5-5)

5-5 Flight Crewmember/Personnel Approval:

a. Is there a list provided to the GFR of officials (first level management) who can submit requests for crewmember approval and qualfification training? (Para 6-1/1-8)

b. Does the GFR act on requests within 10 days? (Para 6-2a/6-3a) Following the approval for training, was it initiated within 90 days and completed without interruption? (Para 6-2b) Are the original forms maintained by the GFR? (Para 6-2/6-3a)

c. Are requests for aircraft initial flights handled within the 90/30-day cycle? (Para 6-4)

d. Are contractor IPs approved by the GFR? Is the certification documented on DD Form 1821? (Para 6-6a) Do IPs have at least 1,500 hours first pilot time? (Para 6-6c)

e. Are contractor personnel administering flight checks qualified as instructors as outlined in contractor's operations procedures? (Para 6-6c)

f. Has the GFR withdrawn approval on personnel who have failed to accomplish semiannual proficiency requirements? (Para 6-7c(3))

g. Is verification by the GFR, as to the qualifications of contractor personnel flying military aircraft at locations other than the principal location, furnished to the GFR at the other location? (Para 6-8) Does it include:

(1) Level of pilot's qualification?

(2) Last flight?

(3) Time in model aircraft?

(4) Time in model aircraft last 90 days?

h. Did requalification after failing to maintain proficiency consist of a flight evaluation with an IP/FE? Did the GFR approve the extent of the evaluation determined by the IP/FE? Additional flying time at Government expense is not furnished if a training period is required. (Para 6-10)

5-6 Flight Crewmember Proficiency Requirements:

a. Are crewmembers completing minimum events/hours of tables 7-1 through 7-6? (Para 7-2)

b. Does each pilot/copilot fly at least 35 hours each six months and 80 hours a year? (Para 7-2a)

c. Does each crewmember receive an evaluation in each aircraft qualification each 12 months? Are they documented on the DD Form 1821? (Para 7-3)

d. Does the evaluation include an oral demonstration of knowledge of the contractor's procedures? Were open and closed book examinations completed prior to the evaluation? (Para 7-5)

e. Was 50 percent of the basic requirements accomplished in each aircraft for multiple current crewmembers? (Para 7-6)

5-7 Ground Personnel:

a. Are personnel qualified as outlined in the procedures? (Para 8-1)

b. People approved to run-up or taxi aircraft must:

(1) Semiannually demonstrate to an instructor the ability to perform duties. (Para 8-2a)

(2) Have operated aircraft at least once during the last 45 days. (Para 8-2b)

APPENDIX

B - FLIGHT EXAMINER DESIGNATION LETTER

DEPARTMENT OF THE AIR FORCE

DET 21, AF CONTRACT MGT DIV, AF PLANT REPRESENTATIVE OFC (AFSC)
LOCKHEED-GEORGIA COMPANY
MARIETTA, GA 30063

REPLY TO ATTN OF FO

DATE

SUBJECT Flight Examiner Designation

TO AFCMD/SEO

_____is designated as a Flight Examiner in the _____aircraft as of this date.

OLIN L. BANKHEAD JR., Major, USAF
Flight Manager

APPENDIX

C - REQUIREMENT NOTIFICATION SYSTEM

DEPARTMENT OF THE AIR FORCE

[illegible] REPRESENTATIVE OFC (DET 21), AF CONTRACT LOGY GRP (AFSC)
LOCKHEED-GEORGIA COMPANY
MARIETTA, GA 30063

REPLY TO ATTN OF: FO

DATE

SUBJECT: Notification of Annual Training and Evaluation Requirements

TO: _____, _____
Name and Rank / Crew Position

1. You are five months from the expiration date of your _____ flight check. This check must be completed no later than _____. The flight check will be scheduled after you have completed the written examinations/requirements indicated below. These should be accomplished by the end of the first month of your eligibility period.

a. ( ) Open Book written examination (All) _____ date completed

b. ( ) Closed Book written examination (All) _____ date completed

c ( ) Mission Examination (All) _____ date completed

d. ( ) Annual Instrument or Navigator refresher course/exam (P,N) _____ date completed

e. ( ) AFR 60-11 examination (P,FE) _____ date completed

2. In addition to flight check requirements, the following requirements must be completed.

	expiration	completed
a. ( ) Flight Physical		
b. ( ) Physiological Training		

3. Return this letter to Detachment Standardization Officer/NCO when above requirements are complete.

_____
(SIGNATURE OF DETACHMENT STANDARDIZATION OFFICER/NCO

1st IND

TO: AFPRO-FO

RECURRING REQUIREMENTS

The following individuals are eligible to complete their annual AFR 60-1 requirements in their respective crew positions. Due dates are indicated, however, individuals will make every reasonable effort to complete the required written examinations during the first month of their eligibility. Other recurring requirements are also indicated. Your initials in the "Acknowledged" block indicate you have read and understood these requirements. Your initials in the "completed" block indicates you have completed the requirement listed. Enter the date of completion. Flight publications will be checked by the Flight Examiner in conjunction with flight evaluation unless noted otherwise.

NAME	REQUIREMENT	DUE DATE	ACKNOW-LEDGED	COMP	DATE

b. Our mission has been subdivided into functional elements. AFR 55-22, and AFSCR 60-1 lists these functions as follows:

(1) GFR's, when practical and possible, will be qualified in the type, model, and series aircraft operated at the contractor's facility.

(2) The GFR is responsible for surveillance of all contractor flight operations involving Government aircraft and other aircraft for which the Government is assuming some of the risk of loss or damage.

(3) The GFR will act as the final administrative approval for all flights and procedures for ground operations of installed engines, engaging of rotors, and towing of Government aircraft.

It is very important to remember that when the contractor is not acting in accordance with safety release procedures prescribed in the contract, test plans, or other applicable directives, or if safety of flight is involved, the GFR may withdraw approval of the flights and procedures.

(4) The GFR approves flight crewmembers, qualifications training, and the contractor procedures.

(5) The GFR will conduct a review of the contractor's procedures in accordance with AFR 55-22 at least every 12 months and whenever the primary GFR is changed to ensure currency and compliance.

1. Introduction: Rated personnel with various backgrounds are being assigned to AFCMD Flight Operations. The AFCMD flight operations constitute a very unique environment for most military line pilots. In order to adequately introduce newly assigned personnel to the perplexing duties they will encounter, AFCMD/SEO has developed this course of instruction.

This course will provide new personnel with an overview of where they fit in the overall picture and their relationships with AFCMD, staff and contractor elements. The program will continue by discussing in depth the details of their everyday duties. We will then cover a number of special problem areas that require increased attention. This information will provide new flight operations personnel with the technical background to rapidly and confidently assume their new duties.

LESSON 1 General Overview

a. In any military organization, an overview of our duty requirements must begin with an examination of our mission. As General LeMay once told a group of ROTC commanders "There are three things you should never forget, #1 the mission, #2 the mission, and #3 the mission." AFR 55-22 provides us with the following mission:

"The Government Flight Representative, GFR, is responsible for surveillance of all contractor flight operations involving Government aircraft and other aircraft for which the Government is assuming some of the risk of loss or damage. Conducts aircraft flight acceptance, flight management, standardization/evaluation and flight safety programs."

APPENDIX

H - AFCMD/SEO GFR TRAINING GUIDE

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE [illegible] COMMAND
AIRCREW STANDARDIZATION AND EVALUATION
EGLIN AIR FORCE BASE, FLORIDA 32542

REPLY TO ATTN OF: Det 24/OSE (Maj Bean, 872-3930) 19 December 1983

SUBJECT: Format of AF Forms 8 Accomplished by SAC Examiners

TO: AFPRO/FO (Det 47)

1. Certificates of Aircrew Qualification, AF Forms 8, completed by SAC flight examiners, may be accomplished according to the format prescribed by the flight examiner's MAJCOM, with the following provisions:

a. AFSC Stan/Eval must approve evaluations administered by out-of-command flight examiners. Notation of this approval will be typed on the reverse side of the AF Form 8.

b. Certification of the AF Form 8 will be by the SAC flight examiner in block 1; blocks 2 and 3 will be accomplished IAW AFSCR 60-1.

c. When AF Forms 8 are forwarded to AFCMD/SE and/or AFSC Stan/Eval for certification, Det 47 will attach a letter noting any restrictions, additional training, and/or discrepancies noted during the evaluation. Discrepancies will be identified according to areas/subareas described in AFSCR 60-1. This letter will be used by AFCMD/SE for trend analysis.

2. Flight Evaluations administered by Det 47 mission flight examiners will be documented on AF Forms 8 according to guidance in AFSCR 60-1.

3. All AF Forms 8 will be on file in the individual Flight Evaluation Folder, maintained at Det 47. A copy of the Form 8 may be retained by the SAC flight examiner's unit, if desired.

4. This letter will be reviewed annually; any difficulties will be reported to AFSC Stan/Eval (POC Major Bean). Det 47 will coordinate the contents of this letter with KC-10 flight examiners and AFCMD/SE. If mutually agreeable with all parties, the conditions of this letter are effective immediately.

Ralph A. [illegible]
[illegible] A. [illegible], Colonel, USAF
Director, AFSC Stan/Eval
DCS/Test and Evaluation

APPENDIX

G - DET 24/OSE OUT-OF-COMMAND CHECKRIDES LETTER

DEPARTMENT OF THE AIR FORCE

AF PLANT REPRESENTATIVE OFC (DET 21), AF CONTRACT MGT DIV (AFSC)
LOCKHEED-GEORGIA COMPANY
MARIETTA, GA 30063

REPLY TO ATTN OF FO

(date)

SUBJECT Routing of AF Form 8 for: _____

TO Action Agencies

1. This cover sheet is attached to an AF Form 8 in order to provide controlled routing. The cover sheet will accompany the AF Form(s) 8 until it is filed in the individuals FEF. Reviews and approvals will be completed in a timely manner.

2. The routing of this AF Form 8 is as follows:

ACTION AGENCIES	DATE RCVD	DATE FWD	INITIALS (IN INK)	REMARKS
AFPRO/FO				
Det 24/OSE				
AFCMD/SEO				
AFPRO/FO				

_____
(Signature of Detachment Standardization Officer/NCO)

APPENDIX

F - AF FORM 8 ROUTING FORM

BACK OF AF FORM 8

1. AREA SUMMARY: HQ_____ Q_____ U_____

2. MISSION DESCRIPTION:
   a. Type of mission and where accomplished.
   b. Significant factors that had a bearing on the evaluation.

EXAMPLES

a. Functional Check Flight (FCF) of a Service Life Extension Program EC-130Q accomplished at Dobbins AFB, local FCF area, and Lovell Field, TN (Chattanooga).
b. Surface winds at Lovell Field were 90 to the runway at 20G25 knots.

a. Acceptance Check Flight (ACF) of a new C-130H accomplished at Dobbins AFB..., etc.
b. The #3 engine fire light illuminated during the approach to Dobbins AFB. The emergency was handled IAW T.O. 1C-130H-1 and the mission was terminated. The checkride was complete.

3. OVERALL EVALUATION:
   a. AFSC Status Level.
   b. Descriptive statement on the examinee's performance. (For example, Capt Doe's performance was excellent throughout the mission. Of special note were his crosswind landing procedures).
   c. Strengths which would aid in identifying individuals as instructors or flight examiners.
   d. Examinee weaknesses having a bearing on discrepancies listed.
   e. Recommendation for upgrade (as applicable).

4. DISCREPANCIES: (see AFSCR 60-1, Table 3-1)
   a. Cite each Q area/subarea requiring corrective action.
   b. Cite all subareas graded U.

5. CORRECTIVE ACTION:
   (Each discrepancy requires a corrective action statement. See AFSCR 60-1, Table 3-1).

6. CORRECTIVE ACTION:
   (Each discrepancy requires a corrective action statement. See AFSCR 60-1, Table 3-1).

6. PERSONS DEBRIEFED:

Name	Grade	Position	Date
*Richard L. Fehrenbach	MAJ	GFR/Chief, FO	
**Jesse C. Worthington	MAJ	Flight Manager	

7. Reviewing or final approving officer's comments and supervisor's recommendations, if required.

*Maj Fehrenbach will initial over his name prior to sending out AF Form 8 for review. For Maj Fehrenbach's checkrides, put Col Gerber's name here and get his initials.

**For Maj Worthington's checkrides, leave this off.

SUSPENSE FILE.

CERTIFICATE OF AIRCREW QUALIFICATION

CERTIFICATE OF AIRCREW QUALIFICATION		DATE COMPLETED
		19 JAN 82

I. EXAMINEE IDENTIFICATION

NAME *(Last, First, Middle Initial)*	GRADE	SSAN
DOE, JOHN M., JR	CAPT	123-45-6789
ORGANIZATION AND LOCATION	**ACFT/CREW POSITION**	**ELIGIBILITY PERIOD**
DET 47 AFCMD LONG BEACH, CA	KC-10/PILOT/FE	NOV 81 - MAR 82

II. QUALIFICATION

GROUND PHASE			FLIGHT PHASE	
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE
OPEN BOOK	12 DEC 81	90	QUAL/INSTRUMENT	
CLOSED BOOK	15 DEC 81	93	MISSION EVAL	19 JAN 82
INSTRUMENT REF COURSE	16 DEC 81			
INSTRUMENT EXAM	17 DEC 81	96		
AFR 60-11	17 DEC 81	98		

QUALIFICATION LEVEL			RESTRICTION *(Explain in Comments)*	ADDITIONAL TRAINING
QUALIFIED		UNQUALIFIED		DUE DATES
1	2	3	☐ YES ☒ NO	NA
X				
EXPIRATION DATE OF QUALIFICATION: MAR 83				DATE ADDITIONAL TRAINING COMPLETED: NA

COMMENTS *(If more space is needed, continue on reverse)*

(Explain restrictions, if any)

III. CERTIFICATION

	TYPE NAME AND GRADE	ORGANIZATION	CHECK: CONCUR	CHECK: DO NOT CONCUR	CHECK: REMARKS	SIGNATURE	DATE
1	FLIGHT EXAMINER	DET 47 AFCMD			X		20 JAN 82
2	REVIEWING OFFICER						
3	FINAL APPROVING OFFICER						

I CERTIFY [illegible] understand the action [illegible]

DATE	TYPED NAME AND GRADE OF EXAMINEE	SIGNATURE
20 JAN 82	JOHN M DOE, JR, CAPT	

AF FORM APR 79 8 PREVIOUS EDITION WILL BE USED

8. DATE: Enter one date for each fight.

9. TYPE NAME AND GRADE AND ORGANIZATION: For the Flight Manager and the GFR the following entries will be made for reviewing and final approving officers respectively.

GAUTHIER, R.A. DET 25 AFSC
Col

MANNION, T.J., JR. HQ AFCMD
Col

For all others, the following entries will be made for reviewing and final approving officers respectively.

WEINRICH, J.A. HQ AFCMD
Maj

HOULE, G.N. DET 47 AFCMD
Capt

10. DATE: Date of signature.

AFPRO/OSE GUIDE FOR AF FORM 8 PREPARATION

This guide is based on the following regulations: AFR 60-1 (6 Aug 82) with AFSC Sup 1 (5 Nov 82), and AFSCR 60-1 (13 Apr 82). Only selected blocks on the form are addressed in order to clarify and/or standardize the entries. Always refer to the appropriate regulations when completing AF Forms 8.

INSTRUCTIONS: Refer to attached AF Form 8 example and AFSCR 60-1.

1. DATE COMPLETED: The date the final requirement (ground or flight phase) was completed.

2. ACFT/CREW POSITION: Enter aircraft type and crew position, and indicate instructor or flight examiner status by abbreviation (IP, IN, IFE, FE). Separate with slashes. For example, KC-10/Flight Engineer/IFE.

3. ELIGIBILITY PERIOD: Enter N/A for all evaluations.

4. Enter the exams listed below as appropriate. If more space is needed, use the comments block.

EXAM	REQUIRED FOR	APPLICABLE TO
Open Book	Qual Eval	All Crewmembers
Closed Book	Qual Eval	All Crewmembers
AFR 60-11	Qual Eval	Pilots and Flight Engineer
Instrument	Instrument Eval	Pilots
Refresher Course	Qual Eval	
Instrument Exam	Instrument Eval	Pilots
	Qual Eval	

5. DATE: Enter the date the exam was successfully completed (passed).

6. GRADE: If the exam was failed and subsequently passed, enter both grades; e.g., 65/90 or 95/U/Q for boldface failure.

7. MISSION/CHECK: If more than one evaluation is administered on the same flight, enter each evaluation one after the other on the same line or lines and separate with slashes. If more than one flight is required to complete a check, enter each flight on a separate line. Enter the flight evaluation listed below as appropriate.

EVALUATON	AF FORM 8 ENTRY	APPLICABLE TO
Initial Qualification	Initial Qual Eval	All Crewmembers
Requalification	Requal Eval	All Crewmembers
Annual Qualification	Qual Eval	All Crewmembers
Mission Qualification	Mission Qual Eval	All Crewmembers
Annual Mission	Mission Eval	All Crewmembers
Instructor Upgrade	Instructor Upgrade	All Crewmembers
Annual Instrument	Instrument Eval	Pilots
No-Notice Eval	No-Notice Eval	All Crewmembers
Supervisory Eval	Supervisory Eval	All Crewmembers

APPENDIX

E - AF FORM 8 GUIDE

DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE CONTRACT MANAGEMENT DIVISION (AFSC)
KIRTLAND AIR FORCE BASE, NEW MEXICO 87117

REPLY TO ATTN OF: SEO

8 Dec 1983

SUBJECT: Flight Evaluation Folders

TO: Det 24, OSE

Flight Evaluation Folders (FEF) contain source documents that provide a current history of an individual's flying activity. To provide flight managers a more complete history, AFCMD has authorized all AFPRO flight operations divisions to include a section III in FEF's. It is not mandatory that all FEF's must have this new section, but if used, only the following information may be inclued:

a. Aeronautical Order Information.

b. Letters of Attachment for Flight.

c. FCF Orders.

Robert A. Chamberlain

ROBERT A. CHAMBERLAIN
Major, USAF
Flight Operations Officer

cc: All AFCMD Det's/FO
AFPRO Douglas/FO

APPENDIX

D - AFCMD/SEO FEF LETTER

(6) Maintain close liaison and coordination with the contractor to ensure that the number of flights required for acceptance of production aircraft is maintained at a minimum consistent with production and contract compliance.

(7) Maintain close surveillance of Government Furnished Property (GFP), loaned, and bailed aircraft to ensure continued use is necessary. Leased aircraft surveillance will be according to the terms of the lease and/or other governing directives.

(8) Require satisfactory justification by the contractor before approval of crewmembers. Contractors flying hours/sortie program should support requests for additional aircrew members without undue additional proficiency costs.

(9) Monitor flight activities of contractor aircrew members to determine currency, proficiency, reliability and utilization.

(10) Schedule, with AFCMD Directorate of Safety and Flight Operations (AFCMD/SE), all newly assigned flight managers of government flight representatives for a training/orientation course to be conducted by AFCMD/SEO. Flight managers and government flight representatives are responsible for training their alternates/deputies within 30 days of their initial duty assignment.

(11) Identify the full scope of the Supervisor of Flying (SOF) Program in each AFPRO 55 series regulation, in accordance with AFR 60-2/AFCMD Sup 1.

(12) Maintain a Flight Crew Information File in accordance with AFR 60-1, AFSC Supplement 1, paragraph 1-4i(2).

(13) Inform AFCMD/SEO promptly whenever a contractor is a candidate for an aircraft contract.

(14) Document all flights of USAF aircraft by a flight authorization in accordance with AFR 60-1, AFR 55-22.

(15) Bring conflicting contractural and systems program office (SPO) instructions to the attention of the procuring agency and resolve by contract change if appropriate.

(16) Ensure that Air Force flight crews perform functional/acceptance test flights according to applicable -6CF, TO 1-1-300 or by SPO approved procedures.

(17) Appoint a Life Support Officer, if contractor personal equipment is used, to be the focal point on personal equipment problems.

(18) Ensure that procedures and facilities for dealing with transient crews are in accordance with AFCMD Supplement to AFR 60-1.

(19) Assign a person as the flight manuals control officer, and ensure the program is conducted in accordance with AFR 60-9 and the AFSC supplement thereto.

(20) Conduct the AFPRO Aircrew Readiness program in accordance with AFR 60-1/AFSC Sup 1, AFCMD Sup 1, by continually evaluating the readiness of assigned crewmembers to perform flight duty effectively and safely.

(21) Continually evaluate the contractor's management of aircrew readiness according to AFR 60-1, AFCMD Sup 1.

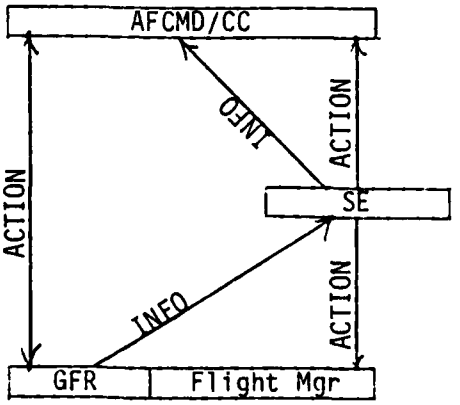
(22) Designate a standardization/evaluation officer to administer the program in accordance with AFSCR 60-1, with exceptions listed in AFCMD Supplement to AFSCR 60-1.

(23) Ensure aircrew training is in accordance with AFSCM 51-1.

If fulfilling all of these functions seems like a difficult task, let me assure you that it is.

c. We will now examine the relationship that flight operations personnel should establish or maintain with the chain of command, quality assurance personnel, the administrative contracting officer (ACO) and various contractor personnel.

(1) The chain of command is as shown:



As a member of an AFPRO, you report to the AFPR for OER matters, the AFCMD/CC for GFR authority, and AFCMD/SE for flight management. However, it is necessary to keep all parties informed.

(2) The Flight Operations and Quality Assurance functions at the AFPRO level are very dependent on one another. Close communication must exist to ensure that an airplane can be accepted with all systems operating according to contract in a minimum number of flights, *i.e. no* repeat discrepancies.

(3) The ACO occupies a unique position with great responsibility. An ACO has a warrant that authorizes them individually to obligate Government funds. Only the ACO may direct the contractor to perform a task or establish a desired program. It is important that the ACO is informed of contractor deficiencies or noncompliance. Litigation may result if flight personnel direct a well intentional but noncontracturally required action from the contractor.

(4) Contractors operate on a strict profit basis, and will perform only those services specified by the contract. The first question that arises when

dealing with contractors is; what does the contract say? This attitude sets the proper tone for our relationship with contractor personnel. All contracts with the contractor should establish a formal, professional relationship. AFR 30-30 must be understood and its requirements applied as a continuing standard of conduct.

LESSON 2 Normal Operations

We will now attempt to discuss our hardline duty requirements and how each segment of our job should be properly accomplished. Let's begin with the contractor's flight procedures.

a. Contractor's Flight Operations Procedures are given in AFR 55-22. These procedures constitute the backbone of our relationship with the contractor's flying personnel and provide guidance to the entire flying program. These procedures must cover in detail all operations conducted by the contractor's management, flight crewmembers, flight personnel (noncrewmembers), ground personnel, and crash/rescue personnel in support of aircraft flight or ground operations. Flight operations include operation of installed engines, towing, training, engaging of rotors, and high speed taxi tests.

(1) Procedure Approval. The contractor prepares and maintains current, specific, written procedures, separate and distinct from industrial procedures, to cover flight operations at all operating facilities. These procedures must describe how the contractor controls the activities so that individuals do not perform duties that they are not qualified or authorized to perform. The GFR

for each facility or another qualified staff member, may assist but should not actually prepare these procedures.

(2) Approved contractor procedures for operating facilities must cover all the areas listed in AFR 55-22. The contractor forwards the completed procedures to the GFR for approval. The procedures for each operating location must be approved by the cognizant GFR and the contractor at each such facility. Current copies of these procedures are to be maintained by the GFR and the contractor at each such facility. Furnish a list of the approved crews at the principle facility to all remote or geographically separated operating locations. The contractor will not begin flight operations until the procedures have been approved, in writing, by the GFR.

(3) Procedure Deficiencies. If the GFR determines the procedures are deficient, inadequate, or outdated, notify the contractor and the ACO. Failure of the contractor to correct the procedures in a reasonable time are grounds for withdrawal of the GFR's approval of the flight crewmembers and contractor's procedures. Flight operations conducted after such withdrawal are deemed operations without the approvals required by applicable clauses of the contract.

(4) Noncompliance. Noncompliance with approved procedures or development of dangerous practice must be brought to the immediate attention of the contractor and the ACO by the GFR. When the initial notification is oral, the GFR immediately prepares a formal written statement fully outlining the deficiencies as a matter of contract record. Failure to comply with approved procedures or development of a dangerous practice is unacceptable and therefore

an unreasonable condition within the meaning of the clause of the contract. This is grounds for termination of the Government's assumption of risk for loss or damage to Government aircraft. The Government reserves the right to take such other action as may be necessary for preserving the aircraft.

(5) Procedures Revisions. The contractor establishes a procedures review system. Whenever the procedures need revising, the contractor submits revisions with supporting documents to the GFR for approval.

b. Contractor's Forms and Records. Use DD Form 1821, OMB Approval No. 22-R0197, to record individual flight crew personnel records and approval to operate Government aircraft. Make the forms and records available to the GFR and other appropriate government personnel at the request of the GFR.

(1) Records.

(a) Training Folder. Maintain a training folder on each flight crewmember while in training status. This folder serves as a management tool to record training progress and assists in the orderly progression of training. The folder contains:

1. A record of qualification training.

2. A record of the grade and date of the current aircraft and aircrew examinations.

3. Hour, type, and dates of ground school completed.

4. Each training and checkout flight numbered with a resume as to the areas covered including how the trainee performed during that training period.

5. Record of training prerequisites.

a. Survival training requirements, if applicable.

b. Personal and life support equipment training.

c. Egress training.

d. Physiological training, if required.

e. Ground School requirements.

f. Emergency procedures training, including simulator, if available.

(b) Crewmember.

A flight crewmember is defined as any instructor/flight examiner, pilot, copilot, flight engineer/mechanic, navigator, sensory systems operator, boom operator, loadmaster, remote piloted vehicle operator, and defensive systems operator when assigned to their respective crew positions to conduct any flight under the contract. Maintain a record folder for each flight

crewmember after the completion of training and qualification. Include in the record folder:

1. A complete training folder as required in AFR 55-22 para 4-2.

2. Copies of GFR flight crewmember approvals. Include documented records of completed special training which is needed to perform all maneuvers required to conduct the test, functional/acceptance check flights and mission profile, for example: formation, refueling, instrument, night, low level, etc.

3. Certification of current FAA flight physical.

4. Completed copies of aircrew proficiency during the last 2 years.

(c) Noncrewmember. These are flight personnel designated by the contractor to perform a function while the aircraft is in flight; for example, technicians, observers, inspectors, systems engineers, and photographers. A record folder will be maintained by the contractor. This folder will contain:

1. A completed copy of contractor's noncrewmember's authorization to fly.

2. Certification of current medical examination.

3. Certification of training and qualifications as required by the contractor's procedures.

4. Certification of physiological training, when required.

5. Certification of applicable egress and survival training required by the contractor's procedures.

(d) Ground Personnel. These include personnel designated by the contractor to perform preflight/postflight inspections, aircraft towing and taxiing, engine runup functions, and to operate associated aerospace ground support equipment. The contractor will maintain a records folder for ground personnel, including firefighting, crash/rescue. This folder will include:

1. Certification of qualification training.

2. Certification of continuation training (ground egress, engine runup, towing, crash/rescue, etc.).

3. Certification of current medical examination, when required.

(e) Flight Time Records. The contractor will maintain a record of flight time by type, model, and series of aircraft depicting date and condition of flight for each flight crewmember.

(2) Crewmember approvals. Only contractor designated requesting officials may submit requests for crewmember approval and for qualification

training. A list of designated requesting officials must be provided to the GFR. The GFR must evaluate each flight crewmember based on such factors as total experience, currency of experience, experience in similar aircraft, and type of flying experience. In all cases a current FAA commercial rating, instrument rating, and Class II physical qualification is required. We must then determine the type of flying the contractor is conducting. Contractors conducting experimental test flights as defined by paragraph 5-1a, of AFR 55-22 require pilots with not less than 1500 hours first pilot time, to include 100 hours as first pilot during engineering and/or acceptance flights. Graduation from a military test pilot school (TPS) is required.

Copilots for experimental test flights require not less than 1000 hours first pilot time, to include 100 hours of pilot time during engineering and/or acceptance flights. Again, graduation from a TPS is required.

Contractors conducting engineering, acceptance, or support flights as defined by paragraphs 5-1(b), of AFR 55-22 do not require as stringent criteria as those of test flights. Pilots need 1000 hours first pilot time, and copilots need 500 hours first pilot time, and be qualified in type, model, and, if appropriate, series of aircraft. If the proposed contractor pilot meets the minimum criteria we are ready for GFR approval.

(a) Request for Government Approval for Aircrew Qualification and Training. The contractor forwards two copies to the GFR. The GFR approves by signing both copies or provides complete rational if the request is rejected. The GFR files the original and returns the duplicate. The GFR is allowed 10 working days for processing.

(b) Request for Approval of Contractor Flight Crewmember. We must now consider the minimums for crewmember qualification. Minimum flight time and sorties for pilots are listed in Attachment 4, AFR 55-22. Minimum requirements include the satisfactory completion of a written questionnaire and a demonstration of knowledge of systems, including normal and emergency systems pertaining to the specific mission, design, and series of aircraft. Night flying and instrument practice may be required by the GFR. Copilot minimums for initial qualification are listed in paragraph 5-2b of AFR 55-22. Don't forget the requirements for physiological and egress training. The contractor sends two copies of the request for approval to the GFR. Within 10 days, after evaluating the training, the GFR may sign both copies and send the copy back to the contractor.

(c) Instructor flight crewmember. Only the most highly qualified, proficient, and experienced personnel are designated as instructor flight crewmembers. The GFR approves the IP and documents the certification of instructor pilot status on DD Form 1821. Instructor pilots must have at least 1500 hours first pilot time and be well qualified in the type, model, and series aircraft.

c. Military Personnel Records. Let's examine the proper maintenance of the military flying records.

(1) Flight Time Records. The formal service record of flying time will be maintained at the nearest appropriate military flight support facility.

(2) Training Folders. The military aircrew training folder or form will be maintained at the AFRPO. When it is necessary for military flight acceptance aircrews to obtain, on a continuing basis, proficiency flying requirements from a military unit, the training folder may be maintained by that organization. The Flight Manager will establish flight management controls to ensure maintenance of proficiency in production aircraft and the fulfilling of all flight check requirements.

d. Flight Authorizations. Document all flights of USAF aircraft by a flight authorization. The following rules apply to contractor flights:

(1) AFCMD Form 99, Request for Flight Approval, will constitute flight authorization for all contractor-in-command flights when the form is cosigned by a minimum of the contractor's approving official and the government flight representative (GFR).

(2) When military personnel are participating in contractor flights identify them on the AFCMD Form 99 by name, grade, and serial number.

(3) Flight authorization procedures for Air Force pilots are IAW AFR 60-16.

e. Control of New Production and Maintenance/Modification Aircraft. Contractor aircrews operate new production and maintenance/modification aircraft for which AFCMD has the responsibility in accordance with the contract and the contractor's approved operating procedures. Additionally, Air Force aircrews

operate such aircraft according to applicable 60 and 55 series publications. Bring conflicting contractual and systems project office (SPO) instructions to the attention of the procuring agency and resolve by contract change if appropriate. For those flights requiring HQ AFSC approval, route the written request through AFCMD/SE.

(1) Flight Approval. Before flight, the cognizant Government Flight Representative (GFR) or his designated alternate approves in writing all contractor flights of new production and maintenance/modification aircraft. An AFCMD Form 99 will be used to approve functional check flights, acceptance check flights, or flights of chase/target aircraft in support of functional/acceptance flights. The GFR signing the approval ensures all personnel participating in the flight are duly approved, qualified, current, and essential to the mission and that the proposed flight is in accordance with a flight program authorized by contract. The Air Force Plant Representative (AFPR) establishes procedures to ensure that approval is available to the contractor in a timely and convenient manner and will not constitute a delaying factor in the performance of a flight mission.

(2) Test and Test Support Aircraft. Use of test support aircraft for which AFCMD is responsible, is limited to authorized test, test support, ferry, maintenance test missions, proficiency training, and required check flights.

(3) Support Flights. Support flights out of the local area and flight demonstrations as prescribed in AFR 55-22, are accomplished only after having been properly approved. If authorized by the contract, approval authority rests with the GFR.

possessed by the contracting facility (AFPRO-AFSC). This code is for use as possession reporting identifiers only.

Excess and Inactive Category:

XU Bailment - Other: Assigned for the purpose of bailment to approved Air Force contractors for purposes other than research, development, or test. Example: Aircraft provided for transportation of contractor personnel and equipment and target and chase aircraft for support of production contracts. Use of these aircraft will be as specified in the bailment agreement. They may be withdrawn from bailment for Air Force use as provided in HQ USAF ASPR Supplement 13-1003 paragraph b(6).

XY Loan or Lease: Aircraft on loan or lease to non-Air Force activities, for non-Air Force tests, missions, or other projects. Included in this category will be aircraft on loan or lease to commercial airlines, on loan to other Government agencies, and on loan to the National Aeronautics and Space Administration or to USAF Aero Clubs.

XS Excess: Aircraft excess to all internal USAF requirements that are in storage and/or awaiting disposition. Aircraft in this code will be maintained in a serviceable condition.

ACCEPTANCE FLIGHTS - Flights of new production/maintenance/modification aircraft where the purpose of the flight is to prove contractual compliance rather than airworthiness. The provisions of TO 1-1-300 do not apply to these flights.

EJ Ground Test: Aircraft assigned or possessed for nonflying ground testing and evaluation of the aircraft or systems.

Temporary Possession Categories:

PL En Route Aircraft--Delivery Flight: Applies to all aircraft transfers accomplished by a neutral flight crew (crew not under control of the losing or receiving command). Used for reporting from the time of acceptance by the flight crew to the time of delivery to the receiving organization.

PN Other than Security Assistance Program (SAP): (AFLC) Aircraft temporarily possessed by USAF for any purpose for delivery and assignment to recipients other than SAP countries; i.e., US navy, US Army, ONA, AFM, etc.

PP New Production Aircraft: Aircraft accepted by the AFPR but have not been reported/released to the intended recipient.

PR Flyable Storage: Aircraft temporarily in flyable storage.

Code Work Status Category

VJ Contractor Possession-Contract Work: (AFSC only). Aircraft on contract to a civilian facility (domestic or foreign) for the performance of modification or instrumentation not funded by AFLC. To be reported as

GLOSSARY

Aircraft identifiers to be used as Aircraft Reporting Codes - Source: AFR 300-4.

Code Test and Test Support Categories:

EB Contractor test/test support: Aircraft provided to contractors as Government Furnished Property (GFP) in support of a prime Air Force contract. These aircraft will be used for complete system evaluation, testing to improve the capabilities for the designated aircraft, support of specific test programs, or production support.

ED Non or Partially Accepted Aircraft: Aircraft in custody of the contractor that are prototype test, unaccepted prototype, experimental or production aircraft that do not have a DD 250 accomplished or that have only a partial DD 250 accomplished.

EH Test Support: Aircraft assigned or possessed for participation in test programs including pace, chase, test bed, range and test pilot training support.

EI Test: Aircraft assigned or possessed for complete system evaluation or for testing to improve the capabilities for the aerospace vehicle designated.

(3) Crash/rescue

(4) Target or Target Training

(5) Aircraft delivery

(6) Demonstration flights

(7) Administrative flights, such as cargo flights, personnel carrier, or emergency flights.

(8) Aircrew evaluation, training, and proficiency

LESSON 5 Specific Position Briefing

This lesson will be specifically tailored for the newly assigned GFR and flight operations manager. It will outline the contractor's organization and examine the facility where he will be stationed. He will then receive an introduction to the principal contractor and Government personnel to familiarize him with those individuals that he will need as a point of contact or source of information. This introduction will include all of the individuals associated with the contracts that he will be working with initially.

final assessment of damage, if any, resulting from the adverse weather.

LESSON 4 Special Interest Areas

a. Foreign Object Damage (FOD) Program. This very important program must be monitored constantly. To begin, you should know what FOD requirements are stated in the contract. AFR 66-33 contained a very comprehensive FOD program. Cooperation between the contractor, Quality Assurance and the Flight Operations personnel is necessary for a successful FOD program.

b. Test Pilot School Waivers. Pilots flying experimental test flights must be graduates of a military test pilot school or obtain a waiver. If the individual meets the requirements as listed in AFR 55-22 Chapter 5, the contractor submits a request for waiver to the GFR. The GFR forwards the request with recommendations, through channels as appropriate, to Headquarters, US Army Material Development and Readiness Command; Headquarters, Air Force Systems Command; Headquarters, Air Force Logistics Command; or Headquarters, Naval Air Systems Command.

c. Support Flights. Support flight must be authorized by the contract before the GFR can approve them. GFR approval is required prior to flight. Support flight include the following:

(1) Photographic

(2) Care/pace

action when the aircraft are threatened by a hurricane, flood, or high winds. Contractor crews should be considered in the plan provided their instrument qualification and proficiency are current. If hurricane proof buildings are available, evacuation may not be required. Consult the publications to determine how to secure your specific type of aircraft. The contractor's severe weather plan will contain the following:

(1) Conditions which constitute severe weather phenomena, such as hurricane, thunderstorm, tornado, heavy snow, subfreezing temperature, hail, or high winds.

(2) Provisions for obtaining weather information.

(3) Provisions for dissemination of the weather information to affected personnel and flight crews on an around the clock basis.

(4) Specific responsibilities assigned to each member of the contractor's severe weather team, with appropriate management monitoring for compliance.

(5) Responsibility for decision making criteria as to whether to evacuate, to move into buildings, or to tie down.

(6) Provisions for damage assessment resulting from the severe weather.

(7) Provisions for formal notification to the military departments of

3. Destruction or damage to the aircraft beyond economical repair.

(b) A Class B mishap is stated as a mishap resulting in damage costing over $100,000 but less than $500,000.

(c) A Class C mishap is used to report damage over $1000 but less than $100,000.

(2) Reports. Reporting procedures are given in complete detail in AFR 127-4.

(3) Press Releases. In a word - don't. Refer any press inquiries or reporters to the nearest unit information officer. Forgo the temptation to appear on the evening news and let the people handle the situation who have the proper training and know the pitfalls.

(4) Posse Comitatus. A little latin to remind you of a legal concept regarding crash sites. Military personnel or contractor personnel acting as an agent of the government may not restrain the free movement of civilians. The military can warn them of the hazards within a crash site and ask that they not enter, but we can't actually stop them. Only state and local police can legally stop civilians.

c. Severe Weather Plans. These plans are established to ensure timely

(2) To notify search, rescue, and other appropriate agencies in the event an aircraft is overdue.

(3) To effect coordination with police and other agencies.

(4) To secure the involved aircraft and site to preserve the wreckage as evidence for the investigation.

(5) For accident/incident reporting.

(6) For contractor participation in aircraft mishap investigations.

(7) To notify appropriate AFPRO/contractor personnel. Contractor procedures should reflect most of these preplanned items.

b. Aircraft Damaged/Destroyed.

(1) To properly begin a discussion of Air Force mishap reporting, we must learn the classes of damage.

(a) Air Force defines a Class A mishap as follows:

1. $500,000 or more in damage.

2. A fatality.

(7) Categories of persons who may fly on aircraft under AFCMD cognizance and necessary levels of approval are listed in AFR 60-1/AFSC Sup 1.

h. Contractor Visits. The GFR will visit the contractor facilities for which he is responsible once each quarter.

i. Required Reports. AFCMD Supplement to AFR 60-1 lists detailed procedures for required reports. The following reports are of primary interest to flight operations.

(1) Aircrew Currency Report

(2) Aerospace Vehicle Status Report

(3) Summary of Approved Flights for Individuals Other than Assigned Crewmembers/Noncrewmembers

LESSON 3 Emergency Operations

a. Preaccident Plan.

The flight operations preaccident plan will include the following procedures:

(1) To assure immediate awareness of an overdue aircraft.

(2) The provisions of this paragraph also apply to contractor pilot-in-command flights unless specific provisions to the contrary are included in the contract. Approval levels for contractor personnel flying in government aircraft in official observer, passenger of VIP status are the same as listed below.

(3) Passengers will not be flown on preacceptance aircraft.

(4) Flights of persons other than crewmembers and noncrewmembers, as defined in AFR 60-1/AFSC Sup 1, will be on a noninterference with the mission basis.

(5) Flight approvals required by this paragraph will be in writing. Exception: It has occurred that verbal approvals for VIPs or other dignitaries have been given by the appropriate approving authority. If this occurs, be sure to notify AFCMD/SE and record the circumstances (names, dates, etc.) in a Memorandum for Record. AFCMD/SE will provide guidance as to whether or not the verbal approval should be honored.

(6) Detachment flight managers and CMO Det 2 will submit a quarterly report to summarize all approved flights by individuals other than crewmembers or noncrewmembers. Mail this report to AFCMD/SE by the third workday of January, April, July and October. This allows AFCMD/CC/SE to review flights authorized under this paragraph, and to submit the AFSC/TEO report required by para 2-13c, AFR 60-1/AFSC Sup 1.

(2) Temporary Recall of Bailed, Loaned, or Government Furnished Property Aircraft. Bailed, loaned, or government furnished property aircraft may be temporarily recalled to provide for transition, proficiency, or aircrew evaluation flights for AFCMD or Joint Test Force (JTF) aircrews when such flights will not interfere with the contractual purpose of the aircraft. Give the contractor at least 24 hours notice before the temporary recall of the aircraft. The exact procedure to be used should be coordinated by the Air Force Plant Representative or Contract Management Office commander and Joint Test Force commander with the contractor and the administrative contracting officer. The AFCMD Government Flight Representative (GFR) aircrew flight management responsibility is relieved whenever the Air Force Joint Test Force pilot is designated pilot-in-command.

(3) Reacceptance. The contractor is required to return bailed, loaned, or government furnished property aircraft to the configuration specified by the specific agreement upon termination of the contract. Perform a reacceptance flight is required by the contract or if determined necessary by the Air Force Plant Representative or the Contract Management Officer commander.

g. Who may fly in aircraft under AFCMD cognizance and who must approve such flights.

(1) Since the primary flight operations mission of AFCMD flying detachments is to perform acceptance check flights and functional check flights, the flight of persons other than required personnel must be closely controlled and clearly in support of mission requirements and the national interest.

5. The AFPRO chief of flight operations coordinates with the AFPRO Quality Assurance Division chief as prescribed in the applicable AFPRO 55 series regulation or in the development of a local operating instruction (OI) covering the accumulation of aircrew manhours for reflights or aircraft turnback due to contractor caused deficiencies. If reflights become excessive, the manhours accumulated will be referred to the administrative contracting officer (ACO) for recovery of costs for government reinspection according to DAR/ASPR 7-103.5.

f. Control of Bailed, Loaned or Government Furnished Property (GFP) Aircraft.

(1) Flight Approval. Before each flight the GFR will approve on AFCMD Form 99 contractor flights of bailed, loaned, or government furnished property aircraft. Instructions for preparation and submittal are contained on the form. The GFR signing the authorization ensures that all personnel participating in the flight are duly approved, qualified, current, and essential to the mission and that the proposed flight is in accordance with a flight program authorized by the contract. The AFPRO establishes procedures to ensure that authorization is available to the contractor in a timely and convenient manner and will not constitute a delaying factor in the performance of a flight mission. Flights of bailed, loaned, or government furnished property status aircraft with mixed crews may be accomplished provided the contractor pilot is in command of the aircraft.

(d) Records Review. Before the first flight, the contractor reviews aircraft records to ensure they reflect the correct aircraft status. The AFPRO quality assurance division verifies the accuracy of the contractor's review through application of AFCMDR 74-1, Procurement Quality Assurance Program. The AFPRO's quality assurance division concurrence with the contractor's certificate of completion and ready for flight is evidenced by a round DOD inspection stamp on the certification.

(e) Procedures:

1. Test fly and accept aircraft according to the established flight test procedures which should be a part of the contract. All applicable flight requirements and tolerances should be part of the flight test specification, and the flight test worksheet should be an excerpt of the flight test specification, if a part of the contract.

2. Place proper emphasis upon ground functional testing in areas that do not have a mandatory requirement for inflight examination. Additionally, do not perform reflights to attain a degree of equipment performance and reliability not inherent in the system.

3. Normally, ground abort should occur if equipment failure before takeoff would require another flight before final acceptance.

4. Do not fly aircraft with parts shortages that would invalidate any part of the flight test requirements.

(4) Acceptance Flights:

(a) Contractor Flights. Although specific contract provisions govern, it is normally the responsibility of the contractor to conduct the minimum number of flights of new production aircraft to ensure airworthiness. The GFR ensures that the contract provides for contractor flights prior to approving such flights. Normally, AFSC Stan/Eval will not perform evaluations on contractor crewmembers during first flights of production aircraft. Program planning between the SPO, AFPRO and the contractor should include allowance for a predetermined number of sorties to allow for Stan/Eval check rides to include the Stan/Eval checks on contractor pilots.

(b) Air Force Flights. Air Force flight crews perform functional/acceptance tests flights according to applicable -6CF or by system program office approved acceptance procedures. The -6CF procedures may be expanded if necessary to support mission requirements.

(c) Flights with Mixed Crews. Multiplace aircraft may be flown by mixed crews (Air Force/contractor) when authorized. Precise duties and responsibilities of the contractor and Air Force crewmembers on such flights shall be defined in a written agreement. It must be established before flight who will be in command of the aircraft and which checklists (contractor or Air Force) will be used. In the case of contractor flights as defined in (a) above, the contractor pilot will be in command. The GFR will designate the pilot-in-command on all other flights including AFSC Stan/Eval flights where the contractor pilot is receiving an evaluation.

BAILED AIRCRAFT - Military aircraft furnished to a contractor under the terms of a bailment agreement for some specific purpose in connection with a prime military contract. (This category is being phased out and is being replaced with either Lease or Government Furnished Property (GFP) arrangements.)

FCIF - Flight Crew Information File.

FCF (Functional Check Flight) - The first flight of maintenance/modification aircraft to determine the airworthiness of the airframe, engine(s), and/or critical subcomponents. (See TO 00-20-5.) The provisions of TO 1-1-300 apply to these flights.

FMCO - Flight Manuals Control Officer

GOVERNMENT FLIGHT REPRESENTATIVE (GFR): That pilot on unconditional flight status to whom the commander has delegated authority to approve contractor personnel and procedures for operating aircraft for which the Government, according to contract, is liable for flight risk. (See AFR 55-22.)

LSO - Life Support Officer.

SUPPORT FLIGHT - Includes such flights as:

Photographic flights

Chase flights

Target or target-towing

Ferry flights

Demonstration flights

Hurricane evacuation flights

Administrative flights

Reliability, extended flight checks, training, instrument, or navigation proficiency flights

Pre-hire flights

DIRECTIVES REFERENCES

AF REGULATIONS

23-19	Aerospace Rescue and Recovery Service (ARRS)
50-9	Special Training
50-27	Air Force Aerospace Physiological Training Program
50-55	USAF Training for Air Force Contractor Employees
55-2	Airspace Management
55-3	(C) Reporting Meaconing, Intrusion, Jamming, and Interference of Electronic Systems
55-4	Aircraft Hurricane Evacuation
55-5	Overdue Aircraft
55-14	Operational Procedures for Aircraft Carrying Dangerous Materials
55-16	The Air Force Notice to Airmen (NOTAM) System

55-20	Use of US Air Force Installations by Other than United States Department of Defense Aircraft
55-22	Contractor's Flight Operations, AFSC Sup 1, AFCMD Sup 1
55-27	Air Force Life Support Systems Program
55-34	Reducing Flight Disturbances
55-36	Flight Delivery of Aircraft
55-42	Management and Use of Aircraft Arresting Systems
60-1	Flight Management, AFSC Sup 1, AFCMD Sup 1
60-9	Flight Manual Program
60-10	Record Flights and Flights of a Spectacular Nature
60-11	Aircraft Operation and Movement on the Ground or Water
60-14	Preventing and Resisting Unlawful Seizure (Hijacking) of Aircraft (FOUO)
60-15	Aircraft Cockpit and Formation Flight Signals

60-16	General Flight Rules, AFSC Sup 1
60-18	Air Force Participating in Aerial Events and Demonstrations
60-22	Identification and Security Control of Military Aircraft
60-24	Security Control of Air Traffic and Air Navigation Aids (SCATANA)
60-30	Non-Air Force Pilots Flying Air Force Test Aircraft
62-5	Reporting and Investigating Alleged Violations of Flying Regulations
64-4	Life Support Equipment
65-112	Aerospace Vehicle Movement Reports
66-33	Preventing Foreign Object Damage (FOD) to aircraft, Missiles or Drones
66-35	Release of Aircraft of Missile from Grounding Status (RCS: LOG-MMA(D7107)
67-24	USAF Invoice - AF Form 15 and Invoice Envelope - AF Form 15A

76-20	Authority to Airlift Civilian Celebrities and/or Entertainers
76-21	Preparation and Use of AF Form 96, "Passenger Manifest"
80-14	Test and Evaluation
105-4	Flight Weather Briefing
105-9	Providing Operational Meteorological Support to Nonmilitary Users Individuals
127	Series - Safety

AF MANUALS

51-12	Weather for Aircrews
55-8	US Standard Flight Inspection Manual
55-9	US Standard for Terminal Instrument Procedures (TERPS)
55-48	Airfield Management and Base Operations
55-354	Sonic Boom Reporting System A049/FF

60-5	Air Traffic Control Procedures
60-352	Flight Management Data System
64-3	Survival - Training Edition
64-5	Survival
64-6	Aircraft Emergency Procedures Over Water
64-15	Survival Uses of the parachute
65-110	Standard Aerospace Vehicle and Equipment Inventory, Status, and Utilization Reporting
127	Series - Safety

AFSC REGULATIONS

55-1	Operations Centers
55-2	AFSC Life Support Program
55-5	Minimum Airfield Requirements for Operations of Military Aircraft (Contractor Flight Test Operations/Projects and Tests)

60-1	AFSC Aircrew and Life Support Evaluation Program
76-2	Airlift of Cargo and Passenger Traffic by Military Aircraft
105-1	Hazardous Weather Plans

AFSC MANUALS

51	Series - Flying Training (as applicable)

AFSC PAMPHLET

127-2	Flight Safety Planning Guide for Flight Testing

DOD DIRECTIVE

4515.13-R	Air Transportation Eligibility

AFCMD REGULATION

AFMCD Supplement 1 to AFSCR 127-3 - Accident Prevention Program

T.O.'S

DAR CLAUSES

7-104.10	Ground and Flight Risk
7-204.21	Flight Risk
10-404	Aircraft - Ground and Flight Risk
10-503	Aircraft - Flight Risk

APPENDIX

I - AFCMD FORM 99 CHECKLIST

CMSEP FORM 99 CHECKLIST

1. FO-2a/MOV 1 - Juanita

Did the contractor identify by position or title the individual responsible for giving written flight authorization?

Yes____ No____ Remarks (171d)_____

2. FO-2a/MOV 2 - Juanita

Was the Form 99 correctly filled out prior to GFR approval?

Yes____ No____ Remarks (171d)_____

3. FO-2a/MOV 3 - Cauthen

Was scheduling notified in advance to preclude interruption to either Government or contractor?

Yes____ No____ Remarks (171d)_____

4. FO-2a/MOV 4 - Juanita

Prior to GFR approval were specific duties defined for mixed aircrewmembers?

Yes____ No____ Remarks (171d)_____

5. FO-2a/MOV 5. Juanita

Was the pilot in command designated on the Form 99 prior to GFR approval?

Yes____ No____ Remarks (171d)_____

6. FO-2a/MOV 6 - Cauthen

For flight activities were minimum crew requirements met?

Yes____ No____ Remarks (171d)_____

7. FO-2a/MOV 7 - Cauthen

Will there be adequate crew rest by all crewmembers prior to flight?

Yes____ No____ Remarks (171d)_____

8. FO-2b/MOV 7 - Juanita

Are all noncrewmembers listed on the approved printout sheet?

Yes____ No____ Remarks (171d)_____

9. FO-3c/MOV 1 - Cauthen

Is there a government approved test plan for each flight prior to GFR approval?

Yes____ No____ Remarks (171d)_____

10. FO-4d/MOV 1 - Juanita

Were required egress, personal and life support, survival and physiological training, and physical checked prior to GFR approval?

Yes____ No____ Remarks (171d)_____

APPENDIX

J - CMSEP FLIGHT CHECKLIST

CONTINUED

U.S. Department of the Air Force: HQ Air Force Systems Command. Contractor's Flight Operations. AFSC Supplement 1 to AF Regulation 55-22. Andrews Air Force Base, D.C., 22 May 1980.

U.S. Department of the Air Force: HQ Air Force Contract Management Division (AFSC). Contractor's Flight Operations. AFCMD Supplement 1 to AF Regulation 55-22. Kirtland Air Force Base, New Mexico, 20 April 1983.

U.S. Department of the Air Force. Air Force Life Support Systems Program. AF Regulation 55-27. Washington, D.C., 20 July 1978.

U.S. Department of the Air Force. Flight Management. AF Regulation 60-1. Washington, D.C., 6 August 1982.

U.S. Department of the Air Force: HQ Air Force Systems Command. Flight Management. AFSC Supplement 1 to AF Regulation 60-1. Andrews Air Force Base, D.C., 5 November 1982.

U.S. Department of the Air Force: HQ Air Force Contract Management Division (AFSC). Flight Management. AFCMD Supplement 1 to AF Regulation 60-1. Kirtland Air Force Base, New Mexico, 21 March 1983.

U.S. Department of the Air Force. Supervisor of Flying Program. AF Regulation 60-2. Washington, D.C., 30 August 1978.

U.S. Department of the Air Force: HQ Air Force Systems Command. Supervisor of Flying (SOF) Program. AFSC Supplement 1 to AF Regulation 60-2. Andrews Air Force Base, D.C., 2 October 1978.

U.S. Department of the Air Force: HQ Air Force Contract Management Division (AFSC). Supervisor of Flying (SOF) Program. AFCMD Supplement 1 to AF Regulation 60-2. Kirtland Air Force Base, New Mexico, 15 March 1979.

U.S. Department of the Air Force. Flight Manuals Program. AF Regulation 60-9. Washington, D.C., 25 September 1980.

U.S. Department of the Air Force: HQ Air Force Systems Command. Flight Manuals Program. AFSC Supplement 1 to AF Regulation 60-9. Andrews Air Force Base, D.C., 1 October 1981.

U.S. Department of the Air Force: HQ Air Force Contract Management Division (AFSC). Flight Manuals Program. AFCMD Supplement 1 to AF Regulation 60-9. Kirtland Air Force Base, New Mexico, 13 June 1983.

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Official Documents

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Other Sources

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B. RELATED SOURCES

Regulations

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U.S. Department of the Air Force. Air Force Standards. AF Regulation 30-1. Washington, D.C., 4 May 1983.

U.S. Department of the Air Force. Dress and Personal Appearance of Air Force Personnel. AF Regulation 35-10. Washington, D.C., 15 September 1983.

U.S. Department of the Air Force. Contractor's Flight Operations. AF Regulation 55-22. Washington, D.C., 3 April 1979.

9. FO-2d/MOV 2
Has the contractor IP/FE accomplished any no-notice evaluation to any other flight crewmember within the last_____?

YES_____ NO_____ REMARKS (171b)_____

10. FO-2d/MOV 2&3
Has the goverment IP/FE accomplished any no-notice evaluation to any contractor flight crewmembers within the last_____?

YES_____ NO_____ REMARKS (171b)_____

11. FO-2d/MOV 7
In conjunction with the flight evaluation, are the flight crewmember demonstrating orally the IP/FE their knowledge of the contractor's procedures that apply to their crew position?

YES_____ NO_____ REMARKS (171d) _____

12. FO-2d/MOV 4
Has the GFR approved the contractor's open book proficiency and closed book emergency procedures examination for the aircraft audits associated systems?

YES_____ NO_____ REMARKS (171d)_____

13. FO-2d/MOV 2
Periodically, is the GFR administering written examination to the contractor crewmembers to evaluate knowledge of the aircraft procedures and systems?

YES_____ NO_____ REMARKS (171d)_____

CMSEP CONTRACTOR FLIGHT EVALUATION PROGRAM CHECKLIST

1. FO-2d/MOV 5
If there is an approved civilian equivalent aircraft available, is there a minimum of 50% of their requirements accomplished in that aircraft?

YES_____ NO_____ REMARKS (171b)_____

2. FO-2d/MOV 6
If a pilot fails to maintain currency and proficiency, are they placed in appropriate training as approved by the GFR, and completed a satisfactory flight evaluation before being permitted to fly as a crewmember?

YES_____ NO_____ REMARKS (171b)_____

3. FO-2d/MOV 5
Are all contractor flight crewmember meeting their requirements outlined in table 7-3,7-4, and 7-6?

YES_____ NO_____ REMARKS (171b) _____

4. FO-2d/MOV 5
Are all pilots and copilots accomplishing their 80 hours annual requirements, with a minimum of at least 35 hours being accomplished in one of the semiannual period and the remaining 45 hours in the other?

YES_____ NO_____ REMARKS (171b)_____

5. FO-2d/MOV 5
At least 50% of the pilot/copilot requirements can be met in the simulator, has the GFR made sure that operation and cockpit configuration are similar to the applicable Government aircraft?

YES_____ NO_____ REMARKS (171b)_____

6. FO-2d/MOV 1
Are all contractor flight crewmembers receiving flight evaluations within the 12 month intervals?

YES_____ NO_____ REMARKS (171b)_____

7. FO-2d/MOV 4
Are all phases of the flight evaluation documented on the DD Form 1821?

YES_____ NO_____ REMARKS (171b)_____

8. FO-2d/MOV 1
Has the contractor designated IP/FE to administer the annual proficiency flight and/or instruments evaluation?

YES_____ NO_____ REMARKS (171b)_____

APPENDIX

M - CMSEP CONTRACTOR FLIGHT EVALUATION PROGRAM CHECKLIST

FLIGHT ENGINEER PROFICIENCY CHECK RECORD

NAME (last, first, middle initial)			DATE (mo, day, year)	
AIRLINE/COMPANY (IF BOEING, ENTER ORGANIZATION)			TYPE (simulator/airplane/CPT)	
LOCATION			A/P REGISTRY	
EXTERIOR PREFLT (date)	BLOCK TIME	SIMULATOR +	SATISFACTORY	
		AIRPLANE +	UNSATISFACTORY	

S = SATISFACTORY U = UNSATISFACTORY (remarks required)

NORMAL PROCEDURES		ALTERNATE/SUPPLEMENTARY PROCEDURES (LIST ITEMS)	
1	EQUIPMENT EXAM (Oral or Written)	1	
2	PREFLIGHT	2	
3	ENGINE START	3	
4	TAXI-OUT AND TAKEOFF	4	
5	CLIMB	5	
6	CRUISE	6	
7	DESCENT AND APPROACH	7	
8	LANDING	8	
9	TAXI-IN AND PARK	9	
10	POSTFLIGHT	10	
11	CREW COORDINATION	11	
12		12	
		13	

SYSTEMS OPERATION & LIMITATIONS		EMERGENCY/ABNORMAL PROCEDURES (LIST ITEMS)	
1	AIRPLANE GENERAL		
2	AIR CONDITIONING AND PRESSURIZATION	1	
3	AUXILIARY POWER UNIT	2	
4	ELECTRICAL AND ELECTRONICS	3	
5	FIRE PROTECTION	4	
6	FLIGHT CONTROLS	5	
7	FUEL SYSTEM	6	
8	HYDRAULIC SYSTEMS	7	
9	ICE AND RAIN PROTECTION	8	
10	LANDING GEAR AND BRAKES	9	
11	OXYGEN AND EMERGENCY EQUIPMENT	10	
12	PNEUMATICS	11	
13	POWER PLANT	12	
14	WARNING SYSTEMS	13	

REMARKS: _____

CHECK AIRMAN SIGNATURE

NAME OF NAVIGATOR (last, first, middle initial)	ORGANIZATION	DATE OF CHECK

All items must be graded S, U, or W

S = SATISFACTORY
U = UNSATISFACTORY
W = WAIVED

AIRPLANE MODEL & REGISTRY MARKS

FLIGHT TIME +

MISSION PLANNING	
1 ROUTE PLANNING	
2 CHARTS	
3 FLIGHT PLAN/RANGE CONTROL	
4 CREW/MISSION BRIEFING	

PREFLIGHT	
1 PERSONAL EQUIPMENT	
2 NAVIGATION KIT	
3 AIRCRAFT NAVIGATIONAL EQUIPMENT	
4 EMERGENCY EQUIPMENT	

TAKEOFF	
1 EQUIPMENT SET FOR TAKEOFF	
2 MONITOR TAKEOFF	

CLIMB	
1 MONITOR CLIMB/INFORMATION	
2 LEVEL OFF POSITION/INFORMATION	

INFLIGHT CRUISE	
1 INSTRUMENT USE	
2 ENROUTE NAVIGATION/RANGE CONTROL	
3 NAVIGATION TECHNIQUE/LOG	

DESCENT/LANDING/POSTFLIGHT	
1 MONITOR DESCENT/INFORMATION	
2 MONITOR LANDING	
3 POSTFLIGHT	

EMERGENCY PROCEDURES	
1 NAVIGATION EQUIP FAILURE/MALFUNCTION	
2 AIRCRAFT EMERGENCY	
3 HIJACKING	

GENERAL	
1 SAFETY	
2 CREW COORDINATION	

TYPE NAVIGATION QUALIFIED	
1 RADIO	
2 RADAR	
3 LORAN	
4 DOPPLER	
5 CELESTIAL	
6 INERTIAL NAVIGATION	
7 OMEGA	
8 DEAD-RECKONING	
9 VLF	
10 EXAM DATE CERTIFYING OFFICIAL	
11 OPEN BOOK	
12 CLOSED BOOK	
13 BOOK	
14 BOLDFACE EMERG PROCS	
15 D6-5152 REVIEW	

LOG AND CHART	
1 PROCEDURES	
2 COMPLETENESS	
3 ACCURACY	

Place REMARKS on backside of sheet

Proficiency grade:

☐ SATISFACTORY ☐ UNSATISFACTORY

SIGNATURE OF CHECK AIRMAN

FT-186

PILOT PROFICIENCY INSTRUMENT CHECK

NAME OF PILOT (LAST, FIRST, MIDDLE INITIAL)

DATE OF CHECK

TYPE OF CHECK
☐ PROFICIENCY
☐ INSTRUMENT

AIRPLANE OR SIMULATOR USED

REMARKS

For commercial-model airplanes ignore letters in left-hand margin. Items that may be waived are indicated by asterisk*.
For military-model airplanes ignore asterisks and comply with letters in left-hand margin. P denotes item required for proficiency check I denotes item required for instrument check. Other items optional.

All items must be graded S, U, or W { S = SATISFACTORY; U = UNSATISFACTORY; W = WAIVED

		ACCOM. IN AIRPLANE	ACCOM. IN SIMULATOR
	PREFLIGHT		
P	1. EQUIPMENT EXAMINATION (ORAL OR WRITTEN)		
P I	2. *PREFLIGHT INSPECTION		
P	3. TAXIING		
P	4. POWERPLANT CHECKS		
	TAKEOFFS		
P	5. NORMAL		
I	6. INSTRUMENT		
	7. CROSSWIND		
	8. WITH SIMULATED POWERPLANT FAILURE		
	9. *REJECTED TAKEOFF		
	INSTRUMENT PROCEDURES		
I	10. *AREA DEPARTURE		
I	11. *HOLDING		
I	12. *AREA ARRIVAL		
I	13. ILS APPROACHES		
I	14. OTHER INSTRUMENT APPROACHES		
	15. CIRCLING APPROACHES		
I	16. MISSED APPROACHES		
	INFLIGHT MANEUVERS		
I	17. *STEEP TURNS		
	18. *APPROACHES TO STALLS		
	19. *SPECIFIC FLIGHT CHARACTERISTICS		
	20. POWERPLANT FAILURE		
	LANDINGS		
P	21. NORMAL		
	22. FROM AN ILS		
	23. CROSSWIND		
I P	24. WITH SIMULATED POWERPLANT(S) FAILURE		
	25. REJECTED LANDING		
	26. FROM CIRCLING APPROACH		
P	27. NORMAL AND ABNORMAL PROCEDURES		
P	28. EMERGENCY PROCEDURES		
P	29. HIJACKING PRECAUTIONS		

PILOT PROFICIENCY/INSTRUMENT CHECK GRADE
☐ SATISFACTORY ☐ UNSATISFACTORY

SIGNATURE OF CHECK PILOT OR INSTRUCTOR

EXAM	DATE	CERTIFYING PERSONAL
OPEN BOOK		
CLOSED BOOK		
BOLDFACE EMERG. PROCE		
D6-5152 REVIEW		

FT-17 REV. 8/74

APPENDIX

L - BOEING FORMS FT 170, FT 186, AND CS-22

CMSEP TRAINING FOLDER CHECKLIST

FO-2c/MOV 2,3, CAUTHEN

AS A MINIMUM OF EACH FLIGHT CREWMEMBER IN TRAINING, ARE THE FOLLOWING MAINTAINED IN THEIR TRAINING FOLDER?

a. A RECORD OF QUALIFICATION TRAINING?
YES_____ NO_____ REMARKS (171b)_____

b. a record of grades and sates of the current aircraft/aircrew exams?

YES_____ NO_____ REMARKS(171b)_____

c. HOURS, TYPE, AND DATES OF GROUND SCHOOLS COMPLETED?

YES_____ NO_____ REMARKS(171b)_____

d. EACH TRAINING FLIGHT NUMBERED WITH A RESUME AS TO AREAS COVERED INCLUDING HOW THE TRAINEE PERFORMED DURING THAT FLIGHT?

YES_____ NO_____ REMARKS(171b)_____

e. HAS THE FOLLOWING REQUIREMENTS BEEN ACCOMPLISHED AND DOCUMENTED IN THE TRAINING FOLDER?

(1) PHYSIOLOGICAL TRAINING YES_____NO_____REMARKS (171b)_____

(2) QUALIFICATION PROCEDURES YES_____NO_____REMARKS(171b)_____

(3) EGRESS TRAINING YES_____ NO_____REMARKS(171b)_____

(4) PHYSICAL REQUIREMENTS YES_____NO_____REMARKS(171b)_____

FO-2C/MOV 4

HOW IS THE TRAINEE PROGRESSING IN THE APPROPRIATE TRAINING? (ie GOOD ON TIME WITH NO PROBLEMS; SLOW DUE TO LACK OF ACFT SORTIES)

FO-2c/MOV 5

HOW IS THE TRAINEE PROGRESSING IN THE SPECIAL TRAINING OUTLINED BY BOEING-PREPARED INSTRUCTIONS? (ie IFR/NIGHT, INSTRUMENT, SIMULATOR TRAINING)

CMSEP FORM 1821 CHECKLIST

.-2b/MOV 1 - CAUTHEN (cross reference FO-2c checklist for qualification)

1. Did the contractor submit the right form and number of copies to the GFR for processing, analyzing, and approving?

Yes____ No____ Remarks (171d)_____

2. If the GFR rejects the request, was the contractor provided with an copy of the GFR rationale why?

Yes____ No____ Remarks (171d)_____

3. If the GFR approves the request, were both copies signed and duplicate copy returned to the contractor?

Yes____ No____ Remarks (171d)_____

4. Before the request was approved or rejected, did the contractor crewmember fly or placed the individual in qualification training?

Yes____ No____ Remarks (171d)_____

5. Was the minimum time limit of 10 working days met by the GFR for processing, analyzing and approving or rejecting contractor Request for Qualification Training?

Yes____ No____ Remarks (171d)_____

6. Following approval was training initiated within 90 days and completed without ..terruption?

Yes____ No____ Remarks (171d)_____

7. If interrupted for any reason, was the GFR notified and coordinated with to resume the individual's qualification training.

Yes____ No____ Remarks (171d)_____

8. If formal training is requested by the contractor, were the following steps accomplished?

a. Was request for formal training sent to GFR (listed in AFM 50-5) as prescribed in AFR 50-3?

Yes____ No____ Remarks (171d)_____

b. Was the request indorsed by the ACO, showing that the contract cost adjustment has been made or is not required, and send through channels to Hq AFSC/DPAT?

Yes____ No____ Remarks (171d)_____

APPENDIX

K - CMSEP DD FORM 1821 AND TRAINING FOLDER CHECKLISTS

10. FO-3e/MOV 1 - ROSENFELDER

Were government technical manuals and checklists used in all flight operations where applicable technical data has been published?

Yes____ No____ Remarks (171d)_____

11. FO-4a/MOV 1 - HEDGPETH

Were recurring egress, personal and life support, survival, physiological training for flight crewmembers accomplished?

Yes____ No____ Remarks (171d)_____

12. FO-4d/MOV 2 - HEDGPETH

Were recurring egress, personal and life support, survival, physiological training for noncrewmembers accomplished?

Yes____ No____ Remarks (171d)_____

13. FO-5b/MOV 3 - HEDGPETH

Were flight crewmembers' safety responsibilities briefed?

Yes____ No____ Remarks (171d)_____

14. FO-5c/MOV 1 - HEDGPETH

Was fire protection and prevention program relating to flight operation accomplished (fire bottles, trucks, personnel, etc,in position for engine start)?

Yes____ No____ Remarks (171d)_____

15. FO-5c/MOV 2 - HEDGPETH

Were crash and rescue methods and responsibilities accomplished?

Yes____ No____ Remarks (171d)_____

16. FO-4d/MOV 4 - ROSENFELDER

During this flight did contractor flight crew/noncrewmembers wear NOMEX (or equivalent) flight suits and wear or have available NOMEX or equivalent gloves?

Yes____ No____ Remarks (171d)_____

FLIGHT _____ CHECKLIST

1. FO-3a/MOV 1 - HEDGPETH

Did Boeing use flight following agencies and coordination requirements necessary to obtain services?

Yes____ No____ Remarks (171d)_____

2. FO-3a/MOV 2 - HEDGPETH

Did Boeing comply with airfield directives and requirements?

Yes____ No____ Remarks (171d)_____

3. FO-3a/MOV 3 - HEDGPETH

Were requirements of AFSC/AFLCR 55-5 met?

Yes____ No____ Remarks (171d)_____

4. FO-3b/MOV 1 - ROSENFELDER

Were flight planning facilities used, and were they adequate?

Yes____ No____ Remarks (171d)_____

5. FO-3b/MOV 2 - ROSENFELDER

Was a weight and balance form correctly completed prior to the flight?

Yes____ No____ Remarks (171d)_____

6. FO-3b/MOV 3 - ROSENFELDER

Was a crew briefing that included at least the contents identified in AFR 55-22, para 3-2a(9), AFCMD Sup 1, AFSC Sup 1 and AFR 55-22, para 3-7c accomplished? (Contractor procedures located in D6-5152, page 6-1 and 6-18.)

Yes____ No____ Remarks (171d)_____

7. FO-3c/MOV 1 - HEDGPETH

Was there a government approved test plan for mission that was directed by the contractor?

Yes____ No____ Remarks (171d)_____

8. FO-3c/MOV 2 - HEDGPETH

Did test plan include or reference specific mission profiles for each type of flight regularly conducted by the flight crewmembers, and did profiles prescribe specific geographical area or point-to-point routes, flight-following procedures?

Yes____ No____ Remarks (171d)_____

9. FO-3d/MOV 1 - ROSENFELDER

Were post flight documentation requirements addressed?

Yes____ No____ Remarks (171d)_____

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