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PROGRAM**

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This instruction implements AFPD 14-2, Intelligence Rules and Procedures. It establishes the Intelligence Standardization/Evaluation (Stan/Eval) Program that supports Air Force (AF) objectives and is applicable to all Air Force active and Air Reserve Component (ARC) intelligence personnel assigned to or gained by Major Commands (MAJCOMs) and applies to

commanders, supervisors and intelligence personnel assigned or attached to all intelligence activities of these commands. AFI 14-202, Volume 2, Intelligence Standardization/Evaluation Program, does not apply to personnel currently on flying status.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, Management of Records and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>. The WICC-TDS record-keeping system referenced in this instruction holds System-of-Record Notice (SORN) number F014 AF/A2FM A, WICC-TDS. Restrictions expressed in an instruction can be made more, but not less, restrictive by supplement. The provisions of higher-level publications take precedence over lower-level publications. This policy document supports all Air Force Intelligence Training Transformation (IT2) efforts as mandated by DoD and other national policy directives.

(AFISRA) AFI 14-202 Volume 2, 10 March 2008 is supplemented as follows. This supplement provides information and instructions for the Air Force Intelligence Surveillance and Reconnaissance Agency (AFISRA) Intelligence Standardization/Evaluation (Stan/Eval) Program. This supplement applies to AFISRA, Air National Guard (ANG) and Air Force Reserve Command (AFRC) units under AFISRA oversight. The term MAJCOM, used throughout this supplement refers to AFISRA for AFISRA units, AFRC for their units and NGB for their units. For the purposes of this supplement, the ANG is considered a MAJCOM and will coordinate with the National Guard Bureau (NGB). This supplement also applies to members of other commands, direct reporting units (DRUs), and field operating agencies (FOA) (assigned and attached) when performing intelligence duties in AFISRA weapon systems, functions or activities and under AFISRA oversight. The Privacy Act of 1974 affects this instruction. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rim.cfm>. Contact supporting records managers as required.

(480ISRW) AFI 14-202V2_AFISRASUP_I is supplemented as follows. This supplement implements policy for the management of the 480 Intelligence Surveillance and Reconnaissance Wing (ISR WG) Standardization/Evaluation Program. It establishes the Intelligence Standardization/Evaluation (Stan/Eval) Program that supports Air Force Intelligence, Surveillance, and Reconnaissance (AFISRA) objectives. This supplement applies to all 480 ISR WG subordinate units and units assigned or attached that execute Air Force Distributed Common Ground System (AF DCGS) mission. This supplement also applies to all personnel assigned to the 480th ISR WG augmenting an AF DCGS mission through deployment or virtual connectivity. This supplement does not apply to personnel not gained by or executing mission on behalf of the 480 ISR WG. The 480 ISR WG/CC is the waiver authority for this supplement. Send all waiver requests through 480 ISR WG Stan/Eval. Send recommendation for changes on AF Form 847, *Recommendation for Change of Publication*, through channels to 480 ISR WG/SCXP, 34 Elm Street, Joint Base Langley-Eustis, VA 23665-2092. Ensure that all records

created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <http://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Contact supporting records managers as required. The Privacy Act of 1974 information referenced in this instruction holds (480ISRW) System-of-Record Notice (SORN) number F014 AF/A2FM A, WICC-TDS.

SUMMARY OF CHANGES

(480ISRW) This revision of AFI14-202V2_AFISRASUP_480ISRWSUP_I removes references to the AF Form 4350 Program Manager, specifies a 90-day deadline by which AF Form 4350s will be filed into evaluation folders, adds guidance for documenting the evaluation observation accomplished during intelligence evaluator (IE) certification training, extends the timeline during which a new IE must accomplish an objectivity, mandates the IE objectivity be accomplished on an IE's first evaluation, clarifies how an evaluation ending in Q2 or Q3 impacts a member's INSTR qualification, and extends the timeline units have for submitting Stan/Eval and Training Review Board (STRB) minutes to 480 ISR WG Stan/Eval.

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Chapter 1

PURPOSE

1.1. Intelligence Standardization/Evaluation (Stan/Eval) Program. The purpose of the Intelligence Stan/Eval Program is to provide commanders a tool to validate mission readiness and the effectiveness of intelligence personnel, including documentation of individual member qualifications and capabilities specific to their duty position.

1.2. Objectives. Specific program objectives are to:

1.2.1. Develop and ensure standardization of procedures for intelligence operations.

1.2.2. Ensure compliance with appropriate operational, training and administrative directives.

1.2.3. Evaluate and revise operational directives, procedures, and techniques as required.

1.2.4. Provide a system (F014 AF WICC-TDS, Intelligence Institute Intelligence Training Folder for the Weaponizing Intelligence Combat Capability-Training Documentation System (WICC-TDS)) to assess and document individual proficiency and capability to accomplish assigned intelligence duties.

1.2.4. **(AFISRA)** AFISRA units will utilize the Evaluation Folder (EF) IAW paragraph **7.2.2** to document individual proficiency and capability to accomplish assigned intelligence duties until an alternative to WICC-TDS approved electronic or on-line file documentation system is directed and available for use.

1.2.5. Recognize trends and recommend/initiate changes to training programs and directives.

Chapter 2

HIGHER HEADQUARTERS INTELLIGENCE STAN/EVAL FUNCTIONS AND ORGANIZATION

2.1. Scope. Higher Headquarters (HHQ) include Air Staff and MAJCOM Intelligence Stan/Eval functions for the purposes of this instruction.

2.2. Air Staff.

2.2.1. AF/A2 sets policy and guides the conduct and execution of the Intelligence Stan/Eval Program.

2.2.2. AF/A2 reviews and maintains this instruction.

2.2.3. AF/A2 delegates office of primary responsibility (OPR) for this instruction to AF/A2F.

2.2.4. Unless otherwise specified in this instruction, the AF CFM is the waiver authority for training issues. Request waivers to the basic guidance in this instruction through applicable channels to MAJCOM/A2 or equivalent level. MAJCOM/A2s will forward request in message or memo format to the AF CFM as appropriate.

2.2.4. **(AFISRA)** AFISRA Directorate of Intelligence, Surveillance and Reconnaissance Operations (A3) is MAJCOM/A2 equivalent level. Request all waivers to the basic guidance in this instruction through Stan/Eval channels to AFISRA/A3. AFISRA/A3 is waiver authority for this supplement. Units will request all waivers to this supplement through Stan/Eval channels to AFISRA Stan/Eval. Air Reserve Component (ARC) units will courtesy copy National Guard Bureau (NGB)/A2F (Air National Guard (ANG)) and Air Force Reserve Command (AFRC)/A2F, as appropriate.

2.2.5. AF/A2F monitor and review MAJCOM programs ensuring MAJCOM policies, guidance and supplements are consistent with this directive.

2.3. Major Commands.

2.3.1. General.

2.3.1.1. MAJCOM/A2s or equivalent will designate an OPR responsible for the Intelligence Stan/Eval function.

2.3.1.1. **(AFISRA)** All intelligence, surveillance and reconnaissance activity is considered operations for AFISRA and its subordinate intelligence units. AFISRA/A3 is MAJCOM/A2 equivalent for the purposes of this instruction. AFISRA Stan/Eval is designated OPR responsible for the AFISRA Stan/Eval function.

2.3.1.2. MAJCOM/A2s or equivalent may delegate the Intelligence Stan/Eval responsibilities to the NAF(s), if appropriate. Delegation of responsibilities will be noted in the MAJCOM supplement to this instruction.

2.3.1.2. **(AFISRA)** AFISRA Stan/Eval will maintain a tactical focus and perform the operational role in evaluating unit stan/eval functions within its chain of command.

2.3.1.3. The MAJCOM Intelligence Stan/Eval OPR is responsible for setting MAJCOM policy, establishing administrative processes, and conducting HHQ stan/eval functions.

2.3.1.3. **(AFISRA)** AFISRA Stan/Eval is the AFISRA Intelligence Stan/Eval OPR and will maintain oversight functions for lower echelon units, gained units and ANG units for which oversight responsibility is assigned.

2.3.1.4. Air Reserve Component (ARC) Coordination. Gaining MAJCOM/A2s or equivalent will coordinate Intelligence Stan/Eval Program policies with National Guard Bureau (NGB)/A2I (Air National Guard (ANG)) and Air Force Reserve Command (AFRC)/A2 as applicable.

2.3.2. Functions. The MAJCOM Intelligence Stan/Eval will:

2.3.2.1. Lead MAJCOM will develop and manage the appropriate AFI 14-2 MDS, Weapons System, Intelligence Function, Activity-Specific, Volume 2, Intelligence Evaluation Criteria (referred to from here on as AFI 14-2(MDS)v2) IAW AFPD 14-2, Intelligence Rules and Procedures.

2.3.2.1. **(AFISRA)** For units without published AFI 14-2(MDS) volumes, unit commanders will implement certification and qualification processes as required for Intelligence Personnel until the applicable AFI 14-2(MDS) volumes are published.

2.3.2.2. Convene conferences and working groups, as necessary, to review command Intelligence Stan/Eval policies and procedures.

2.3.2.3. Provide staff coordination and control of Intelligence Read File (IRF) items issued by the MAJCOM to subordinate units.

2.3.2.4. Coordinate and process applicable AF Form 847, Recommendation for Change of Publication. For AF publications, recommend changes IAW Attachment 5.

2.3.2.5. Lead MAJCOM will, using inputs from the field, develop, review, update and distribute MDS-specific master question files (MQFs) to using agencies.

2.3.2.5.1. **(Added-AFISRA)** To ensure standardization, HQ AFISRA Stan/Eval OPRs will retain oversight responsibility of MQFs, but may delegate their actual review and update to lower echelons. Completed MQFs will be returned to AFISRA Stan/Eval in a standardized format (.txt, .xml, or as required by HHQ). Approved MQFs will be maintained on the HQ AFISRA Stan/Eval web page.

2.3.2.6. Coordinate operational procedures, evaluation criteria and guidance with MAJCOMs supporting like weapons systems.

2.3.2.7. **(Added-AFISRA)** Conduct stan/eval visits IAW with this instruction, as supplemented.

2.3.2.8. **(Added-AFISRA)** Administer periodic evaluations, when practical (see paragraphs [3.2.5.1-3.2.5.2](#) Added), to Chiefs of Stan/Eval or senior stan/eval crews in lower echelon units, in gained units, and in ARC units for which oversight responsibility is assigned.

2.3.2.9. **(Added-AFISRA)** Observe execution of unit missions and provide feedback when feasible.

2.3.2.10. **(Added-AFISRA)** Review and coordinate on subordinate unit supplements to operational procedures, intelligence mission guidance and this instruction.

2.3.2.11. **(Added-AFISRA)** Unit supplements will normally be reviewed and returned to units with comments within 60 days of submission. To ensure adequate time for review and implementation, units should submit supplements at least 7 months before a scheduled formal visit. If units submit their supplement less than 3 months before a scheduled visit, the review may be completed during or after the scheduled visit.

2.3.2.12. **(Added-AFISRA)** Review subordinate unit Stan/Eval Board (SEB) minutes and, at a minimum, address any action items requiring HHQ assistance.

2.3.2.13. **(Added-AFISRA)** Initiate corrective action to eliminate noted discrepancies or deficiencies when HHQ action is required. Ensure unit corrective actions are satisfactory.

2.3.3. Organization.

2.3.3.1. The Intelligence Stan/Eval OPR remains within the A2 Directorate and is not part of the MAJCOM Operations Directorate Stan/Eval function (i.e., DOV/OGV); however, coordination regarding staff assistance visits (SAVs), inspections, etc., is encouraged.

2.3.3.1. **(AFISRA)** The Intelligence Stan/Eval OPR resides as part of the AFISRA/A3. See paragraph **2.3.1.1** as supplemented.

2.3.3.2. The OPR may reside within the existing organizational framework (e.g. within the Unit Support Flight) or may be a totally separate function.

2.3.4. Supplement. MAJCOMs may supplement this instruction to clarify policies and procedures consistent with the USAF Intelligence Stan/Eval Program and unique mission requirements, IAW AFPD 14-2.

2.3.4.1. MAJCOM supplements may be more but not be less restrictive than this instruction.

2.3.4.2. Additional forms required by MAJCOM supplements will be approved and issued as AF Forms if they apply to more than one command.

2.3.4.3. MAJCOMS should solicit input from ARC as applicable prior to publishing supplement.

2.3.5. Augmentation. Each MAJCOM may use augmentees from other MAJCOMs to support or conduct cross-command Intelligence Stan/Eval program reviews with concurrence of all the MAJCOM Intelligence Stan/Eval agencies involved. Additionally, MAJCOM/A2s may augment Intelligence Stan/Eval SAVs with qualified unit-level personnel as deemed appropriate.

2.3.5. **(480ISRW)** Whenever practical and approved by HHQ Stan/Eval, Wing Stan/Eval will augment AFISRA/A3V SEVs, SAVs, and Limited Notice Inspections (LNI).

2.4. Intelligence Stan/Eval Visits. HHQ Intelligence Stan/Eval personnel may visit units during the administration of formal inspections, staff assistance visits (SAVs) or as required.

2.4. (AFISRA) HHQ Stan/Eval personnel may also visit units in an informal capacity with appropriate coordination and approval.

2.4.1. General. The HHQ Intelligence Stan/Eval function will coordinate all formal visits (including during SAVs) through the MAJCOM Gatekeeper and the SIO of the unit/organization to be visited. Note: Gatekeepers monitor all inspection activities within their command and deconflict inspections and evaluations of units to minimize impact IAW AFI 90-201, Inspector General Activities.

2.4.1. (AFISRA) Formal HHQ Stan/Eval Visits (SEV) to active-duty and ANG units under AFISRA oversight will be conducted no later than every 36 months. Requests for delays less than three months beyond this period must be approved by AFISRA Stan/Eval. Requests for delays greater than three months must be approved by the AFISRA/A3. *Note:* Unless otherwise noted, and for the purposes of this supplement, AFISRA intelligence and AFISRA-gained ARC unit commanders will perform the SIO functions.

2.4.1.1. (Added-AFISRA) Unit commanders are encouraged to direct self inspections, as applicable to the unit's Stan/Eval organization. Include self inspection reports in SEB minutes. Self inspection checklists are available on the AFISRA Stan/Eval website. Unit specific processes and procedures, as outlined in the unit supplement, should be addressed on local self-inspection checklists as addenda to the AFISRA checklists.

2.4.1.2. (Added-AFISRA) Projected formal SEV schedules will be coordinated with affected units and parent organizations in advance. For planning purposes units may provide and coordinate with HHQ on recommended primary and alternate dates (three month window) prior to the required SEV month.

2.4.1.3. (Added-AFISRA) Formal SEV schedules for units will be coordinated with AFISRA/IG (AFISRA Gatekeeper) for deconfliction prior to publication and prior to any subsequent schedule changes.

2.4.1.4. (Added-AFISRA) Formal SEV schedules for ARC units under AFISRA oversight will be coordinated with HQ AFRC/A2, HQ AFRC/IGIO, NGB/A2I, the unit and State Headquarters, as applicable.

2.4.1.5. (Added-AFISRA) After final coordination with the above agencies, AFISRA Stan/Eval will publish and distribute the verified schedule to each affected unit, parent organization, HQ AFRC/A2, ANG State Headquarters, ANG/A2, ACC/A2, USAFE/A2, PACAF/A2 and other applicable agencies or HHQs no later than 1 March and 1 September.

2.4.2. Inspections.

2.4.2.1. Inspections will be defined in the MAJCOM supplement to this instruction.

2.4.2.1. (AFISRA) AFISRA formal inspections will be conducted as a formal SEV.

2.4.2.2. Inspections will, as a minimum, ensure subordinate units comply with this instruction, MDS, weapons system, or intelligence function, activity-specific grading criteria and appropriate HHQ guidance.

2.4.2.2. (AFISRA) Inspections will determine the effectiveness of the Stan/Eval program and compliance with unit supplement to this publication.

2.4.2.3. Inspections of stan/eval programs can be conducted in conjunction with unit compliance inspections or SAVs.

2.4.2.4. **(Added-AFISRA)** Assess the capability of the Chief of Stan/Eval, Intelligence Evaluators (IE), instructors and unit intelligence personnel to evaluate, instruct and perform the unit's assigned mission.

2.4.2.5. **(Added-AFISRA)** Identify operational or training factors adversely affecting intelligence personnel capability to accomplish the assigned mission and initiate corrective actions as required.

2.4.2.6. **(Added-AFISRA)** Verify intelligence personnel compliance with approved operational procedures.

2.4.2.7. **(Added-AFISRA)** Provide meaningful feedback to commanders from a broad viewpoint as well as the specific evaluation of the existing inspection criteria. The unit operation will be evaluated covering the entire period stemming from the last formal visit, not just a "snapshot" of the unit's current program status.

2.4.2.8. **(Added-AFISRA)** SEV Notification Procedures:

2.4.2.8.1. **(Added-AFISRA)** HQ AFISRA Stan/Eval will send a formal notification message/memorandum to the unit with an info copy the parent HHQ, as applicable, 60 days before the visit. For ARC visits, notification will be sent to the units, the State Adjutant General and NGB/A2, as applicable. The intent of this message/memorandum is to confirm the dates of the visit and inform the unit of the scope of the evaluation and support requirements. As a minimum, the message/memorandum will include the following:

2.4.2.8.1.1. **(Added-AFISRA)** Approximate number of team members.

2.4.2.8.1.2. **(Added-AFISRA)** Planned arrival date.

2.4.2.8.1.3. **(Added-AFISRA)** Number and types of evaluations.

2.4.2.8.1.4. **(Added-AFISRA)** Support required as necessary.

2.4.2.8.1.5. **(Added-AFISRA)** Additional guidance on the selection of individuals and/or crews the team chief desires to evaluate--to include the Chief of Stan/Eval and/or Senior Evaluators.

2.4.2.8.2. **(Added-AFISRA)** Thirty days prior to the inspection, HQ AFISRA Stan/Eval will send a follow-up message/memorandum which will include name, rank, security clearance, restricted area badge number (as applicable), and mission area specialty of each team member.

2.4.2.9. **(Added-AFISRA)** Pre-visit Procedures. Pre-visits normally will be conducted 2-6 months prior to the formal SEV to allow sufficient time to satisfy the requirements of the SEV. The purpose of pre-visit is to focus on evaluations and evaluation profiles. There is no formal in-brief or out-brief associated with a pre-visit. The AFISRA Stan/Eval visit coordinator (VC), in coordination with the AFISRA Chief of Stan/Eval, will use the letter of certifications (letter of Xs) to determine the number of evaluations to be accomplished and the personnel to be evaluated. The AFISRA VC will coordinate with the unit stan/eval on evaluation requirements and schedule. Each AFISRA Stan/Eval

evaluator will record all evaluation results on the applicable evaluation log. The unit stan/eval is responsible for reviewing and ensuring the accuracy of the evaluation logs and giving daily evaluation updates to the VC as soon as possible. Upon completion of the pre-visit, a HHQ evaluator will report the results to the VC to update the formal SEV checklist. The results of the pre-visit will also be debriefed to the AFISRA, Chief of Stan/Eval. All remaining evaluations required to meet formal inspection requirements and any additional evaluations, as deemed necessary by AFISRA Stan/Eval can be completed by another pre-visit, by deputized HHQ evaluators or during the formal SEV.

2.4.2.10. **(Added-AFISRA)** Formal SEV support requirements:

2.4.2.10.1. **(Added-AFISRA)** A private work center large enough to accommodate the team.

2.4.2.10.2. **(Added-AFISRA)** A minimum of two computers with Internet access and a printer.

2.4.2.10.3. **(Added-AFISRA)** DSN telephone; access to a digital scanner and a copier.

2.4.2.10.4. **(Added-AFISRA)** Dedicated parking spots that allow the team easy access to the unit and the work center.

2.4.2.11. **(Added-AFISRA)** Two weeks prior to the formal inspection, the VC will request the following:

2.4.2.11.1. **(Added-AFISRA)** A copy of the unit's IRF library Tab A (table of contents) and the Tab B - Current Read File (CRF) index.

2.4.2.11.2. **(Added-AFISRA)** Current letter(s) of certifications.

2.4.2.11.3. **(Added-AFISRA)** Key personnel list for all group and squadron leadership/supervision.

2.4.2.11.4. **(Added-AFISRA)** Current unit Evaluation Profiles letter.

2.4.2.11.5. **(Added-AFISRA)** Copy of unit supplement to this instruction, as supplemented.

2.4.2.12. **(Added-AFISRA)** Conduct of Visits:

2.4.2.12.1. **(Added-AFISRA)** "Overall Unit Rating" is determined by combining the group Stan/Eval and squadron ratings. The group Stan/Eval rating is based on compliance with paragraph 3.2 and group/squadron-assigned evaluators during objectivity evaluations administered by the HHQ team. Squadron ratings, when applicable, are based on compliance with paragraph 3.3, and the performance of assigned/attached intelligence personnel during mission evaluations.

2.4.2.12.1.1. **(Added-AFISRA)** The overall unit rating will not be higher than Satisfactory if the overall unit program rating is Unsatisfactory.

2.4.2.12.1.2. **(Added-AFISRA)** The overall unit program grade will not be higher than Satisfactory if any unit program is rated Unsatisfactory.

2.4.2.12.2. **(Added-AFISRA)** Intelligence personnel performance during evaluations and closed book testing will comprise 50 percent of unit rating. Stan/Eval programs, procedures and compliance will comprise the other 50 percent. HHQ teams will comment on unit supervision and will identify Limiting Factors (LIMFACs) noted for higher headquarters action that adversely affect the unit's mission accomplishment. If appropriate, HHQ teams may comment on a distinct level of supervision within the unit.

2.4.2.12.3. **(Added-AFISRA)** Stan/Eval programs, to include IE Objectivity Evaluations and group/squadron Operations Supervision will receive a 5-tier rating.

2.4.2.12.3.1. **(Added-AFISRA)** OUTSTANDING. Performance and procedures in effect were error-free and far exceeded all requirements. Program serves as a model which others should emulate.

2.4.2.12.3.2. **(Added-AFISRA)** EXCELLENT. Performance and procedures in effect exceeded requirements and enhanced overall effectiveness.

2.4.2.12.3.3. **(Added-AFISRA)** SATISFACTORY. Performance and/or operations met mission requirements. Procedures and activities were carried out in an effective and competent manner. Resources and programs were efficiently managed. Minor deficiencies existed but do not impede or limit mission accomplishment.

2.4.2.12.3.4. **(Added-AFISRA)** MARGINAL. Most requirements were met, but not in full compliance with directives. Performance and the effectiveness of the program were degraded by deviations from procedures.

2.4.2.12.3.5. **(Added-AFISRA)** UNSATISFACTORY. Deviations or omissions caused the program(s) evaluated to be non-effective. Little compliance with appropriate directives was evident.

2.4.2.12.4. **(Added-AFISRA)** Intelligence-Related Special Interest Items (SIIs). SIIs are established to focus attention on operations related areas and will be evaluated during formal visits. Compliance will be reflected in all ratings and evaluations, and will be commented on separately in formal visit reports.

2.4.2.12.5. **(Added-AFISRA)** Intelligence personnel performance will consist of a representative sample (paragraph [2.4.2.9](#)) of supervisors, instructors, and line intelligence personnel. The goal is to administer qualification evaluations to at least 10 percent of unit intelligence personnel and IE objectivity evaluations to all intelligence evaluators. Individuals maintaining multiple qualifications may be evaluated in any current qualification. The AFISRA Chief of Stan/Eval will determine the final number of evaluations.

2.4.2.12.5.1. **(Added-AFISRA)** Individuals and/or crews identified to be evaluated in the notification messages will, to the maximum extent possible, have all evaluation requisites, except those directed by the inspection team, completed prior to the formal visit to facilitate completion of the AF Forms 4350, *Certificate of Intelligence Qualification*, prior to departure of the inspection team.

2.4.2.12.5.2. **(Added-AFISRA)** Evaluations administered by a unit intelligence

evaluator where a HHQ intelligence evaluator will observe and administer an IE Objectivity Evaluation will primarily be conducted on full notice qualification evaluations. The full evaluation profile should be planned by the objectivity evaluatee (unit IE). These evaluations will constitute an evaluation of the examinee (conducted by the unit IE), as well as the unit intelligence evaluator's objectivity and the unit's evaluation profiles (conducted by the HHQ IE).

2.4.2.12.5.3. **(Added-AFISRA)** No-notice evaluations will be administered to individuals by notifying the unit at an appropriate time (if the individual is already on the schedule) or by requesting that an individual be added to the next day's schedule for this purpose. Any additional or unique HHQ IE evaluation requirements, beyond the scheduled mission profile, will be communicated to the examinee no later than 24 hours prior to the designated crew briefing to facilitate mission planning.

2.4.2.12.5.4. **(Added-AFISRA)** Evaluations administered by HHQ intelligence evaluators (including inspection team designated deputies) within 6 months of a formal Stan/Eval visit will be counted toward the evaluation sample for that visit.

2.4.2.12.5.5. **(Added-AFISRA)** AFISRA Stan/Eval Deputized Evaluators. When necessary, AFISRA Stan/Eval will use deputized external evaluators from other units to assist in completing required evaluations. Deputized external evaluators may give IE objectivity and qualification (e.g., QUAL and MSN) evaluations. As a last resort, unit evaluators can be deputized at AFISRA Stan/Eval's discretion. Deputized evaluators should be the most experienced evaluators in their respective position and have received a successful objectivity evaluation from an AFISRA Stan/Eval evaluator during a pre-visit. Deputized evaluators should primarily be used for qualification evaluations.

2.4.2.12.5.6. **(Added-AFISRA)** Deputized evaluators will be recommended by the VC and designated by the AFISRA Chief of Stan/Eval. Before conducting evaluations deputized evaluators will be in-briefed and placed on AFISRA Stan/Eval evaluator orders. For the purpose of the inspection, deputized evaluators are considered AFISRA evaluators.

2.4.2.12.5.7. **(Added-AFISRA)** External and local deputies will report any evaluations given directly to unit Stan/Eval as soon as possible. Unit Stan/Eval will keep the VC updated on the progress of all evaluation requirements. Evaluation results and any issues or concerns should be discussed with AFISRA Stan/Eval. The VC will determine when deputized evaluators are no longer responsible to AFISRA Stan/Eval for evaluation requirements. Upon completion of requirements, the VC will inform the unit's Chief of Stan/Eval that deputized evaluators are removed from AFISRA evaluator orders.

2.4.2.12.6. **(Added-AFISRA)** In addition to individual evaluations, all available MR/CMR/BMC individuals will be administered a minimum 25 question closed book written examination. Individuals enrolled in a formal training program (other than instructor upgrade) are exempt. Alibis must be forwarded to the VC for approval. Members holding multiple qualifications may be tested in any qualification held.

2.4.2.12.6.1. **(Added-AFISRA)** The written examination will consist of questions from the specific MDS, weapon system or intelligence function and activity duty position MQF. The inspection team may substitute 10% of questions with non-MQF questions developed by the inspection team. These questions, if used, will reflect local procedures, IRFs, and SIIs. If non-MQF questions are used, topics will be identified in the 60-day message.

2.4.2.12.6.1.1. **(Added-AFISRA)** The written examination administered during a Stan/Eval formal inspection may fulfill either the requisite closed-book examination requirement, if it meets all the appropriate criteria, or the semi-annual test requirement at the discretion of the unit commander. This determination will apply to all personnel assigned to the unit.

2.4.2.12.6.1.2. **(Added-AFISRA)** Examination construction. The examinations will be constructed by unit Stan/Eval in accordance with the unit's governing directives and will be forwarded to AFISRA Stan/Eval no later than two weeks prior to the beginning of the formal inspection. The construction of the written examination will be approved by the AFISRA Chief of Stan/Eval. Unit Stan/Eval will provide AFISRA Stan/Eval with two versions of an examination for each specialty. Any changes to this timeline will be coordinated between the VC and unit Stan/Eval.

2.4.2.12.6.2. **(Added-AFISRA)** The minimum passing grade for the written examination is 85%.

2.4.2.12.6.3. **(Added-AFISRA)** The unit's rating for testing will be determined using the grading scale in Table 2.1. Any individual who fails the examination will be given adequate time (24-48 hours) to review the material and retest. An alternate version of the exam will be used for retesting purposes.

Table 2.1. (Added-AFISRA) Stan/Eval Written Examination Rating Criteria.

Formal Stan/Eval Written Examination Rating Criteria			
Rating	% Examinees Passing	and/or	Average Score
OUTSTANDING	100	and	98.0 - 100
EXCELLENT	94.0 – 100	and	95.0 - 97.9
SATISFACTORY	90.0 – 100	and	90.0 - 94.9
MARGINAL	85.0 – 100	or	85.0 - 89.9
UNSATISFACTORY	Below 85.0	or	Below 85.0

2.4.2.12.7. **(Added-AFISRA)** Programs. All programs will be evaluated in accordance with governing directives. In addition to the programs identified in [Table 2.2](#) (Added) of this supplement, any HQ AFISRA/CC area of emphasis may also be evaluated. These areas will be coordinated between the VC and the affected unit. All program managers or alternates will be available for interviews throughout the formal inspection regardless of the coordinated schedule. All evaluation (and training, where applicable) folders need to be placed in a container and left in the teamwork center for the duration of the inspection. The unit Stan/Eval will provide the SEV Team Chief with an inventory of all folders delivered. A SEV team member will verify the

inventory and sign for the folders. All continuity books and associated reference material and products should be available for review. After the initial interview with each program manager, the evaluator may come back during the week to ask more questions, or to review more material. Once the evaluator has completed his inspection, they will validate the results with the program manager. No grades will be given, but weak areas and strong points will be discussed. Special Interest Items will be rated as either compliant or non-compliant.

Table 2.2. (Added-AFISRA) Unit Standardization and Evaluation Programs.

The following programs, at a minimum, will be evaluated in AFISRA units.	
Evaluation Management	Evaluation Profiles
IE Management	Evaluation Folders
Unit Supplement	Examinations
Intelligence Read File (IRF)	AF Form 4350 and Temps
AF Form 847	No-Notice
Stan/Eval Board (SEB)	Trends Analysis
Supplemental Evaluations	Go/No-Go

2.4.2.12.8. **(Added-AFISRA)** Team Chief Responsibilities:

2.4.2.12.8.1. **(Added-AFISRA)** Formally in-brief and out-brief the unit commander/staff.

2.4.2.12.8.2. **(Added-AFISRA)** Plan the number and types of evaluations to be conducted as well as identify which individuals will be evaluated.

2.4.2.12.9. **(Added-AFISRA)** Post-visit Responsibilities:

2.4.2.12.9.1. **(Added-AFISRA)** Provide the unit Chief of Stan/Eval completed AF Forms 4350 for the evaluations given by the team members during the visit. AF Forms 4350 will be created using the approved unit program/database, when possible. Unit stan/eval function will assist HHQ evaluators as needed to facilitate.

2.4.2.12.9.2. **(Added-AFISRA)** Write and distribute copies of the formal report to the appropriate command levels and respective Stan/Eval sections NLT 60 days after completion of the visit. Normally a draft report will be left with the unit prior to the team's departure.

2.4.2.12.9.3. **(Added-AFISRA)** Reporting formal SEV results will be in accordance with [Figure 2.1](#) (Added) of this supplement.

2.4.2.12.9.3.1. **(Added-AFISRA)** Findings. All findings identified in the report must reference a specific publication/directive and/or written procedure and require corrective action by the unit. The AFISRA Stan/Eval function is the focal point and final arbiter of the corrective action required of the unit. The MAJCOM Commander is the final arbiter of any corrective action required of the MAJCOM. The unit will formally report finding disposition to AFISRA Stan/Eval NLT 60 days from receipt of the formal visit report. If not

closed within the 60 day period, findings will continue to be reported in subsequent SEBs, at a minimum, until closed. AFISRA Stan/Eval may require more frequent updates on corrective actions by the unit as determined by the AFISRA Chief of Stan/Eval.

2.4.2.12.9.3.2. **(Added-AFISRA)** AFISRA Stan/Eval will provide feedback on open and closed items. Feedback will be forwarded to the affected unit normally within 90 days of receipt of SEB minutes. AFISRA Stan/Eval feedback will include findings, status (open/closed), and the details that affected the status of a finding. Additionally, AFISRA Stan/Eval may request additional information or documents in order to resolve and close items.

2.4.2.12.9.3.3. **(Added-AFISRA)** Recommendations. Methods or procedures which the team believes will enhance the unit program/items.

2.4.2.12.9.3.4. **(Added-AFISRA)** Commendable Programs/Items. Used to report superior programs/items identified during the formal SEV.

2.4.2.13. **(Added-AFISRA)** Revisits:

2.4.2.13.1. **(Added-AFISRA)** A supplemental visit will be made as soon as practical after an incomplete SEV.

2.4.2.13.2. **(Added-AFISRA)** Units receiving an overall UNSATISFACTORY rating will be scheduled for a follow-up SEV. Follow-up SEVs will normally be accomplished NLT 6 months after the original SEV.

2.4.2.13.3. **(Added-AFISRA)** A 30-day notification memorandum/message will be sent prior to revisits in accordance with paragraph [2.4.2.8.1](#) (Added) of this supplement.

2.4.2.13.4. **(Added-AFISRA)** Reports from revisits will be addenda to the initial visit report and will follow the format in Figure [2.1](#) (Added) of this supplement.

Figure 2.1. (Added-AFISRA) Sample Formal Stan/Eval Visit Report.

The formal SEV report cover will include the following information:

1. The evaluating headquarters.
2. The visited unit designation.
3. The visited unit location.
4. Type(s) of MDS, weapon system or intelligence function and activity.
5. Dates of the visit.
6. Overall rating.

Section A--OVERALL--(Rating)

1. Comment on overall unit performance capabilities. Comments can be subjective and should paint a broad picture of the unit's operation. Address the relationship to performance and program ratings to clarify the overall rating.

2. Supervision. Team chiefs will always comment on leadership and supervision, particularly as it relates to the support of the HHQ Stan/Eval Program.

3. Applicable Special Interest Items. Comment on unit compliance with applicable special interest items.

Section B—Group/Squadron/Unit--(Rating)

1. Intelligence Personnel Performance – (Rating)

a. IE Objectivity Evaluations -- (Rating).

Qual Lvl

<u>#/Type Eval</u>	<u>Q1</u>	<u>Q1D</u>	<u>Q3</u>	<u>Discrepancy Areas</u>
IE Obj MSN				
IE Obj EPE				
IE Obj SIM				

b. Intelligence Personnel Evaluations -- (Rating)

Qual Lvl

<u>Position</u>	<u>Q1</u>	<u>Q1D</u>	<u>Q2</u>	<u>Q3</u>	<u>Total</u>	<u>Discrepancy Areas</u>

c. Intelligence Personnel Testing -- (Rating)

<u>#Personnel Tested</u>	<u>Total # of Personnel</u>	<u>% Tested</u>	<u>Comments</u>

2. IGV Stan/Eval Programs--(Ratings). Cite FINDINGS, RECOMMENDATIONS and COMMENDABLE PROGRAMS/ITEMS following the "word picture" for the programs. Word pictures will focus on IGV responsibilities directed in paragraph 3.2.

3. _____ SQUADRON/UNIT (as applicable) -- (Rating)

a. Intelligence Personnel Evaluations --(Rating)

Qual Lvl

<u>Position</u>	<u>Q1</u>	<u>Q1D</u>	<u>Q2</u>	<u>Q3</u>	<u>Total</u>	<u>Discrepancy Areas</u>

INIT QUAL

INIT MSN

MSN

INIT INSTR/MSN

MSN/EPE

IE OBJ

Note: Unit IEs administered ____ QUAL, ____ MSN, ____ EPE, and ____ SIM Evals

b. Unit Stan/Eval Programs--(Ratings). Cite FINDINGS, RECOMMENDATIONS, and COMMENDABLE PROGRAMS/ITEMS following the word picture for the programs. Word pictures will focus on squadron/detachment responsibilities directed in paragraph 3.3.

EXAMPLES:

FINDING: Four intelligence personnel participated on an operational mission without initialing the most recent IRF item. Develop a system to ensure Go/No-Go items are accomplished prior to operational mission. (Ref: AFI 14-202V2_AFISRASUP, paragraph 8.2 (Added)).

RECOMMENDATION: As an enhancement for your AF Form 847 program advertisement campaign recommend also briefing the program during commander's call and during pre- and post- mission briefings to get maximum notification to staff and line unit members.

COMMENDABLE ITEM: The SELO had developed an outstanding check-ride preparation folder for mission crew Task Phase and EPE evaluations.

Section C--ADDITIONAL COMMENTS

1. Superior Performers. List name and unit of superior performers identified during the formal visit.
2. Limiting Factors.
3. Other: Pertinent comments, action items, concerns, observations and recommendations may be included in this area if there is no other appropriate area in the report.

Section D--GENERAL

1. Team members were: Name/Rank (team chief will be identified)
2. Key Personnel Contacted (as appropriate):

WG/GP/CCs

SQ/CCs

IGV/DOV

Air Force Advisor (if applicable)

Chief, AFISRA Stan/Eval or Team Chief Signature

2.4.2.14. (Added-AFISRA) Members of other units may observe a formal inspection with the approval of the host WG or GP/CC, as well as AFISRA Stan/Eval. They are not involved in the grading of any ground programs or mission debriefs, will not participate

in graded unit functions and will not attend team meetings. They are there on a not-to-interfere basis, and must coordinate activities with the VC. The visited unit will ensure observers are distinguishable from unit personnel (i.e. Observer Badge).

2.4.2.15. **(Added-AFISRA)** During the course of formal inspections, AFISRA Stan/Eval will take note of exceptional performance by unit personnel. These individuals will be recognized as “Superior Performers” and will be requested to attend the out-brief.

2.4.3. Staff Assistance Visits.

2.4.3.1. HHQ Intelligence Stan/Eval may conduct SAVs to solve specific Intelligence Stan/Eval related problems or exchange information. SAVs may cover any Intelligence Stan/Eval related area the unit desires.

2.4.3.1. **(AFISRA)** (N/A AFRC) AFISRA Stan/Eval will normally conduct a scheduled Midterm SEV Staff Assistance Visit (SAV) at the approximate half-way point between formal SEVs. Confirmation notification of the SAV will be sent to the unit approximately 45-60 days prior. SAVs may include any stan/eval or training related area the unit requests.

2.4.3.1.1. **(Added-AFISRA)** SAVs prepare units for a formal SEV, solve specific problems, and generate information exchange between units. All SAVs are scheduled by the AFISRA Stan/Eval VC in coordination with the unit Stan/Eval, unit Commander, and parent organization and approved by the AFISRA Stan/Eval Division Chief. SAVs are recommended but not mandatory and are conducted at unit request with sufficient advance HHQ coordination. Team composition for a SAV will vary according to visit objectives. The team will consist of a Team Chief, VC, and additional personnel to inspect ground programs. SAVs can also cover any other stan/eval-related area the unit desires. AFISRA Stan/Eval will make every effort to conduct SAVs NLT 12 months prior to a unit’s formal SEV. Units should submit SAV requests to AFISRA Stan/Eval at least 18 months prior to a formal SEV to allow for scheduling, HHQ deconfliction, coordination and planning. Requests beyond the 18 month window cannot be guaranteed but will be considered on a case by case basis.

2.4.3.1.2. **(Added-AFISRA)** Staff Assistance Visit Procedures. The purpose of the SAV is to provide assistance to the unit. The VC will confirm with unit Stan/Eval the time and place for an informal in-brief and should be in a room that seats all required attendees. Following the AFISRA Stan/Eval Team Chief’s brief, the host unit may make a short presentation on the unit’s mission, DOC statement, capabilities, limiting factors, and any related local procedures. The SAV team will review programs in accordance with governing directives, utilizing AFISRA Stan/Eval checklists (available on the AFISRA Stan/Eval CoP). The SAV team will provide unit Stan/Eval an overview of each unit program. The team will identify any problem areas with recommended corrective action(s) in a report for the unit. The AFISRA Stan/Eval Chief will review the report upon return from the trip and update the AFISRA/A3 on the unit’s status.

2.4.3.1.3. **(Added-AFISRA)** Reports generated by a SAV will be informal (internal use only).

2.4.3.2. Units may request a MAJCOM or NAF SAV when deemed necessary by the SIO or unit commander.

2.4.4. **(Added-AFISRA)** Informal visits facilitate information exchange and feedback regarding training and stan/eval programs, and provide proficiency and currency opportunities for attached HHQ Stan/Eval personnel. These visits will be coordinated with the unit scheduler, unit Stan/Eval and the unit Commander, unless other procedures are established.

2.4.4.1. **(Added-AFISRA)** HHQ Evaluators Informal Visit Procedures. Each unit Stan/Eval will track evaluation requirements for intelligence personnel positions that are represented at AFISRA Stan/Eval, as required, and coordinate with AFISRA Stan/Eval to conduct the evaluation within the eligibility zone. Evaluators should vary monthly visits among their specific units. AFISRA Stan/Eval intelligence members maintaining a qualification in an AFISRA intelligence position will maintain proficiency, accomplish Ready Intelligence Program (RIP) requirements, and conduct informal visits with the applicable units.

2.4.5. **(Added-AFISRA)** Limited Notice Inspections. AFISRA/A3, AFRC/A2, or NGB/A2 may direct limited notice inspections of subordinate units. The directing authority will determine the scope and direction of this inspection, select the team chief, and will consult appropriate unit leadership preceding the arrival of the evaluation team. Normally unit leadership will be notified at least 48 hours prior to any limited notice inspection. The team chief will report to the unit commander upon arrival and present the evaluation plan for coordination.

2.4.6. **(Added-480ISRW)** Conduct Field Assistance Visits (FAVs). Observe execution of unit mission and provide feedback as necessary.

2.4.6.1. **(Added-480ISRW)** 480 ISR WG Stan/Eval will conduct FAVs on each unit at least once per calendar year. Units will be informed of an upcoming FAV through a visit request. Group commanders may also request a FAV as required. The Wing FAV team will use AF ISR Agency inspection checklists.

2.4.6.1.1. **(Added-480ISRW)** Conduct IE Objectivity critiques during visits.

Chapter 3

UNIT INTELLIGENCE STAN/EVAL FUNCTIONS AND ORGANIZATION

3.1. Scope. This chapter applies to organizations below MAJCOM level. Each unit/organization with an Air Force intelligence mission is required to establish an Intelligence Stan/Eval function for the purposes of this instruction. The SIO is responsible to assign personnel to the Intelligence Stan/Eval function full-time, as an additional duty or a mixture of both. The scope, diversity of duties and number of personnel assigned to the unit will dictate the number of evaluators required. The Intelligence Stan/Eval function should be located at the highest echelon possible (e.g., for the flying wing, the Intelligence Stan/Eval function will be at the OSS/OSF IN level).

3.1. (AFISRA) Note: “Unit,” as used here and throughout this instruction, is a level of organization under HHQs required to establish a Stan/Eval function. Most AFISRA units are composed of an Intelligence Surveillance and Reconnaissance Group (GP) and intelligence squadrons. Where there is no parent group, squadrons/detachments will assume duties listed for groups, where applicable.

3.1. (480 ISR WG) Commander will:

3.1.1. (**Added-480ISRW**) Set policy, establish administrative processes and guide the conduct and execution of the 480 ISR WG AF DCGS Stan/Eval program.

3.1.1.1. (**Added-480ISRW**) Direct evaluations to maintain a quality force.

3.1.1.2. (**Added-480ISRW**) Direct supplementary evaluations.

3.1.1.3. (**Added-480ISRW**) Chair and determine the composition of the Intelligence Stan/Eval Board (SEB).

3.1.1.4. (**Added-480ISRW**) Designate 480 ISR WG Staff evaluators in writing.

3.1.2. (**Added-480ISRW**) 480 ISR WG Stan/Eval will:

3.1.2.1. (**Added-480ISRW**) Apply HHQ policy and guidance across subordinate Groups, Imagery Support Elements (ISE), and Wing Operations Center (WOC).

3.1.2.1.1. (**Added-480ISRW**) Standardize evaluation profiles, crew position duties, task scenario cards, and all evaluator requirements.

3.1.2.2. (**Added-480ISRW**) Convene conferences and working groups, as necessary, to review and improve Wing Stan/Eval policies and procedures.

3.1.2.3. (**Added-480ISRW**) Provide certified Intelligence Evaluators (IE) to augment other agencies when requested.

3.1.2.4. (**Added-480ISRW**) Review unit supplements to operational procedures, mission guidance, and this instruction; make recommendations as necessary.

3.1.2.5. (**Added-480ISRW**) Review group Stan/Eval Board minutes and incorporate data into overall Wing Stan/Eval Board (SEB).

3.1.2.5.1. (**Added-480ISRW**) 480 ISR WG Stan/Eval will communicate with the Groups by the first week of January and July requesting evaluation trends,

examination scores, etc. for inclusion into the Wing SEB. Groups will forward their SEB minutes to 480 ISR WG Stan/Eval 15 days after briefing their SEB.

3.1.2.5.2. **(Added-480ISRW)** Wing SEB minutes will be provided to the Groups via electronic means.

3.1.2.6. **(Added-480ISRW)** Review group letter of certifications (LOX) and provide information to Wing leadership on overall capacity of qualified operators.

3.1.2.7. **(Added-480ISRW)** Develop and maintain a Wing Trends Program. Trends data will be maintained for a minimum of two years. Trends data will be reported in the SEB until trends are closed.

3.1.2.7.1. **(Added-480ISRW)** Wing Trends Program Manager will collect trends data from each Group semi-annually and analyze data. Additionally, the Wing Trends Program manager will:

3.1.2.7.1.1. **(Added-480ISRW)** Compare trend reports and data submitted by each Group to determine if the trended items are common to more than one Group. If trended items are found to be in more than one Group, open a Wing trend, recommend action and establish suspense for all affected units as required.

3.1.2.7.1.2. **(Added-480ISRW)** Monitor open trends to ensure corrective action is appropriate and being administered in a timely manner.

3.1.2.7.1.3. **(Added-480ISRW)** Assist the Group trends monitors and Stan/Eval chiefs as required.

3.1.2.7.1.4. **(Added-480ISRW)** Submit supporting data to the 480 ISR WG/CC if a Wing-wide trend is identified.

3.1.2.8. **(Added-480ISRW)** The 480 ISR WG AF DCGS Stan/Eval program works in conjunction with 480 ISR WG Operations, Weapons and Tactics, and Operations Training.

3.1.2.9. **(Added-480ISRW)** 480 ISR WG Stan/Eval IEs will conduct IE objectivity critiques at subordinate groups annually as part of annual Field Assistance Visits.

3.1.2.10. **(Added-480ISRW)** 480 ISR WG Special Interest Items (SII). 480 ISR WG Stan/Eval may issue SII as directed by the Wing/CC.

3.1.2.10.1. **(Added-480ISRW)** 480 ISR WG Stan/Eval will review all HHQ Stan/Eval or operational-related SIIs and assign OPRs at the Wing level, if applicable. Group Stan/Eval and 480 ISR WG/Stan/Eval will monitor compliance.

3.1.2.10.2. **(Added-480ISRW)** SIIs will be briefed regularly; forums used may include commander's calls, safety meetings, morning meetings, crew briefings, etc.

3.2. Unit Intelligence Stan/Eval. The conduct of the Intelligence Stan/Eval program is directed by and resides under the supervision/responsibility of the unit SIO.

3.2. (AFISRA) Group Stan/Eval is responsible for all stan/eval functions unless delegated to subordinate squadrons.

3.2.1. Unit SIO Responsibilities. Specific responsibilities of the SIO that relate to the Intelligence Stan/Eval program:

3.2.1.1. Establish a unit Intelligence Stan/Eval function to perform the duties directed by this instruction.

3.2.1.1.1. **(Added-AFISRA)** Provide a suitable facility, personnel and resources to accommodate the Stan/Eval function.

3.2.1.2. Direct evaluations to maintain a quality force.

3.2.1.3. Direct supplementary evaluations.

3.2.1.4. Chair and determine the composition of the Intelligence Stan/Eval Board (SEB). The SEB is a forum convened at the SIO level to review and resolve intelligence standardization issues for the unit as well as subordinate and attached units as applicable.

3.2.1.5. Designate evaluators in writing.

3.2.1.6. Attend as many evaluations as practical.

3.2.1.7. **(Added-AFISRA)** Provide a suitable Stan/Eval testing area.

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

3.2.2. Unit Intelligence Stan/Eval Organization.

3.2.2.1. The SIO will define the Intelligence Stan/Eval functional organization IAW with MAJCOM guidance. The number of personnel involved with the unit's/organization's Intelligence Stan/Eval function should be proportionate to the unit's/organization's scope and number of assigned personnel.

3.2.2.1. **(AFISRA)** Primary oversight and administration of the unit stan/eval program will reside with the unit Stan/Eval function. Unit Stan/Eval will ensure objectivity and when practical, enforce the pyramid evaluation structure (See [Table 3.1](#)) to the maximum extent possible.

3.2.2.1. **(480ISRW)** Group Stan/Eval staff should consist of at least a 14N3 OIC and one 1NX7X Superintendent and/or NCOIC. Additional staff will consist of a complement of crew members with expertise across the range of mission positions.

3.2.2.2. The Chief of Stan/Eval will be a qualified and current Intelligence Evaluator IAW the applicable AFI 14-2(MDS)v1.

3.2.2.3. The Chief of Stan/Eval will report directly to, and be rated by, the unit SIO, or by the commander IAW MAJCOM guidance.

3.2.3. Unit Intelligence Stan/Eval Functions. Intelligence Stan/Eval will emphasize the process of standardization among squadrons and intelligence functions, where applicable. The person(s) responsible for Intelligence Stan/Eval will:

3.2.3.1. Establish procedures for review and quality control of AF Form 4350, Certificate of Intelligence Qualification.

3.2.3.1. **(480ISRW)** The Evaluation Folder program manager or designated alternate will review and quality check AF Form 4350 to ensure completeness and accuracy. AF

Form 4350 will be routed for signatures and filed into member's evaluation folder no later than 90 days after the evaluation completion date.

3.2.3.1.1. **(Added-480ISRW)** The AF Form 4350 program manager or designated alternate will review and quality check the forms to ensure completeness and accuracy. AF Form 4350 will be routed for signatures and filed into member's evaluation folder with a goal of 60 days after the evaluation completion date.

3.2.3.2. Establish procedures to maintain and review intelligence evaluation records. Document these procedures. Maintain qualification evaluation records through use of the on-line documentation system.

3.2.3.2.1. **(Added-480ISRW)** The Evaluation Folder Program manager will ensure compliance with Directive-Type Memorandum (DTM) 28 Mar 2008, updated 29 November 2010, "DoD Social Security Number (SSN) Reduction Plan." SSNs will no longer be visible on the outer cover of an EF or AFISRA forms. The exception to this policy is that the last four of an individual's SSN are still required on AF Forms 4350 and 4349. Qualification training and evaluation records with associated EFs will be stored in lockable file cabinets within the Stan/Eval office IAW records management policies. Since the AF Forms 4350 and 4349, and legacy AF Forms 942 and 4143 still contain SSN information, EFs are required to have the appropriate Privacy Act markings.

3.2.3.3. Establish and implement procedures for the Intelligence Examination Program according to Chapter 6 of this instruction. Document the Intelligence Examination Program.

3.2.3.4. Establish, manage and maintain a trend analysis program.

3.2.3.4.1. Scope may include, but is not limited to, trend analysis of evaluations.

3.2.3.4.1. **(AFISRA)** Trend analysis will include all event checks as well as all requisite and periodic written examinations. PEX, or other AFISRA approved database should be used to document trend information. Any documents used to track trend information will be kept and disposed of IAW instructions on the title page of this supplement. Units will identify trends program implementation procedures in the unit supplement to this instruction.

3.2.3.4.2. For units/organizations with more than one type of aircraft/mission, combine common discrepancies to determine trends (e.g. pre-mission briefings).

3.2.3.4.3. When trends are noted, determine corrective action and assign an OPR/OCR; report trends and status to the SIO during the SEB until closed. Intelligence Stan/Eval will publish and define their trends program in written guidance and maintain trend data for at 2 years.

3.2.3.4.4. **(Added-480ISRW)** Trends Program – A trend is defined as a sustained poor or substandard performance or sustained superior performance by several crewmembers in a specific evaluation area over a six-month period. The objectives of Stan/Eval Trends Program will include identification, documentation, and reporting of all evaluation and testing trends, and the initiation of corrective action for negative trends.

3.2.3.4.4.1. **(Added-480ISRW)** All Group Stan/Eval sections will use a trends program to document examination and task/event check trends. A trend will be noted if a minimum of 33 percent of the time a question, a product check, or task event is missed or performed exceptionally well on event or product check. For knowledge phase and task phase trends, if a question or event task has been administered two to four times, at least 66 percent missed constitutes a trend. If a question or event task has been administered five to nine times, at least 50 percent missed constitutes a trend. If a question or event task has been administered ten or more times, at least 33 percent missed constitutes a trend.

3.2.3.4.4.2. **(Added-480ISRW)** Trends program monitor holds the primary responsibility for managing and conducting trend analysis. Trending should be continuous in nature and identify both positive and negative trends.

3.2.3.4.4.2.1. **(Added-480ISRW)** Units will establish procedures for review and quality control of trend data prior to entry into trend program. Program managers or designated alternate will perform a semi-annual inspection of the unit's Trends Program and ensure IEs provide complete and accurate data for trending to the trends monitor.

3.2.3.4.4.3. **(Added-480ISRW)** Compile trend data (task/event check and examinations) semi-annually and forward trends report to the 480 ISR WG Stan/Eval by 25th of Jan and Jul.

3.2.3.5. Manage and conduct intelligence evaluations as required.

3.2.3.5.1. **(Added-480ISRW)** Group Stan/Eval will monitor objectivity of assigned and attached evaluators by conducting objectivity critiques on at least 3 percent of evaluators listed on Letter of Qualification (LoX) annually. IEs undergoing critiques will be debriefed, but will not receive a AF Forms 401 or 4350. IEs conducting objectivity critiques may recommend assigned or attached evaluators for SIO decertification following a critique if necessary. Objectivity critiques conducted by the Wing as part of a Field Assistance Visit may count toward the required total number of critiques.

3.2.3.6. Conduct a SEB and publish minutes IAW the minimum outline of this instruction (Attachment 2) and guidance in the MAJCOM supplement to this instruction.

3.2.3.6. **(AFISRA)** As a minimum, conduct a SEB semi-annually (not later than the last day of January and July). Its purpose is to discuss and evaluate any positive or negative trends and to develop an action plan to correct adverse trends. Positive achievements should also be noted. The SEB will also be used to brief and discuss areas for improvement in training and evaluation processes, any issues requiring higher headquarters involvement for resolution, and any issues that the commander feels warrant discussion. SEB minutes will be prepared IAW **Attachment 2** and copies forwarded to AFISRA Stan/Eval within 30 days of when the SEB is held. Include justification for any deviations regarding the date of the SEB or the absence of required attendees in the SEB minutes.

3.2.3.6.1. **(Added-AFISRA)** The unit commander will chair and determine the composition of the unit SEB. The board will consist of, but is not limited to, the

Commander; the Operations Officer; Stan/Eval Chief and/or Deputy Chief; Operations Training Chief or Deputy Chief and any other personnel the commander deems necessary. Attendees should include squadron commanders and unit Stan/Eval intelligence evaluators to the maximum extent possible. Absent SEB members will, at a minimum, read SEB minutes. Additional required attendees will be addressed in unit supplement.

3.2.3.6.2. **(Added-AFISRA)** Deviations or delays to the timelines in paragraph **3.2.3.6** will be noted in the SEB minutes, stating the reason or cause. Additionally, units will notify AFISRA Stan/Eval when forwarding of SEB minutes will be delayed past the end of February or August, respectively.

3.2.3.6.3. **(Added-480ISRW)** 480 ISR WG Stan/Eval will forward Wing SEB minutes to AFISR Agency Stan/Eval within 15 days of briefing the Wing SEB.

3.2.3.7. Establish and maintain quality control of the unit IRF program (see Chapter 8).

3.2.3.8. **(Added-AFISRA)** Process AF Forms 847:

3.2.3.8.1. **(Added-AFISRA)** For AF publications and technical order recommended changes IAW **Attachment 3**.

3.2.3.8.2. **(Added-AFISRA)** Forward endorsements for all recommended AF Forms 847 to parent organization stan/eval function or AFISRA Stan/Eval function if a parent organization stan/eval does not exist (see also paragraph **3.3.2.5**).

3.2.3.8.2. **(480ISRW)** Group Stan/Eval will forward AF Form 847 submissions to 480 ISR WG Stan/Eval.

3.2.3.8.3. **(Added-480ISRW)** AF Form 847, Recommendation for Change of Publication, submitted to 480 ISR WG Stan/Eval will use computer-generated forms and e-mail.

3.2.3.8.4. **(Added-480ISRW)** The Group Stan/Eval section will be the first to review the recommended change. Each submission will be logged and the Stan/Eval chief will recommend concurrence/non-concurrence to 480 ISR WG Stan/Eval. 480 ISR WG Stan/Eval Program Manager will research the proposal as required and assign a control number. 480 ISR WG Stan/Eval will forward it to AFISR Agency/A3V unless the 480 ISR WG/CC is the approval authority. 480 ISR WG Stan/Eval will maintain an AF Form 847 control log. The log will indicate, at a minimum, the unit that submitted the Form 847, the date it was submitted to 480 ISR WG Stan/Eval and the status of the form with respect to which approving office has it. A copy of the final action will be forwarded to the applicable Group Stan/Eval for subsequent relay to the originator.

3.2.3.8.5. **(Added-480ISRW)** Each Stan/Eval organization is responsible for finalizing and coordinating each AF Form 847 recommending changes to mission manuals, technical orders, and instructions. Each Stan/Eval will maintain a Form 847 control log. This log will indicate, at a minimum, the person who submitted the Form 847 and the date it was submitted to 480 ISR WG Stan/Eval. AF Form 847 submissions and actions will be briefed at each SEB.

3.2.3.9. **(Added-AFISRA)** Publish a unit supplement of procedures for the implementation of this instruction.

3.2.3.10. **(Added-AFISRA)** Monitor the upgrade and objectivity of all intelligence evaluators.

3.2.3.10.1. **(Added-AFISRA)** Upgrading intelligence evaluators must demonstrate a working knowledge of the MAJCOM Stan/Eval Program. Intelligence evaluator certification or qualification will be documented IAW paragraph 7.2.1 prior to performing intelligence evaluator duties.

3.2.3.10.2. **(Added-AFISRA)** An intelligence evaluator's initial evaluation will be monitored and critiqued by a unit Stan/Eval designated evaluator. An initial IE objectivity evaluation is suitable for certified IEs. If the task portion is not observed, than as a minimum, the designated evaluator will observe the briefing, debriefing and critique. The GP/CC may waive this requirement. This does not apply to previously certified/qualified intelligence evaluators regardless of MDS, weapons system, intelligence function or activity.

3.2.3.10.3. **(Added-AFISRA)** Within nine months of IE qualification, an IE Objectivity Evaluation should be accomplished IAW paragraph 5.2.1.4.1 (Added). Does not apply to previously qualified IEs or certified IEs.

3.2.3.11. **(Added-AFISRA)** Establish unit no-notice program and goals. Goals must be quantifiable; zero is not considered a goal. Monitor this program to ensure goals set by the GP/CC or SQ/CC/DO are met and unit no-notice evaluations are distributed proportionately among intelligence personnel positions, MDS, weapons systems, intelligence functions/activities and types of evaluations.

3.2.4. The person responsible for the majority of an individual's qualification training should not perform the initial qualification evaluation for that same individual. Recurring evaluations may be performed by any certified IE.

3.2.4.1. **(Added-AFISRA)** Group Stan/Eval IEs may conduct evaluations in all subordinate squadron missions in which they are qualified. To increase objectivity and standardization, whenever possible, squadron IEs should give evaluations in flights or shifts in which they are not primarily assigned/attached.

3.2.5. **(Added-AFISRA)** When practical, units will adhere to a pyramid style evaluation structure where higher level IE or IE qualified supervisors evaluate subordinate personnel and lower level IEs. This in no way shall restrict unit leadership's discretion to conduct evaluations on assigned/attached personnel.

Table 3.1. (Added-AFISRA) Pyramid Evaluation Structure.

Examinee	Evaluator
SQ assigned/attached personnel	Any IE (IAW paragraph 3.2.4.1. (Added))
SQ/Det/CC, DO, Superintendent & SQ IEs	Group or above
Group Stan/Eval IEs	HHQ IE, HHQ deputized GP IE
HHQ, WG/CC/CV & GP/CC/CD/CCS	Any IE

Notes:

- IEs will not conduct evaluations of supervisors in their chain of command. (Exception: Evaluations for senior or HHQ officers/NCOs).
- Except for IE Objectivity Evaluations, IE will be of like specialty.

3.2.5.1. **(Added-AFISRA)** When using the pyramid evaluation structure, the highest available evaluator in the pyramid evaluation structure (**Table 3.1**) will administer the evaluation. Deviations will be documented in the additional comments section of the Form 4350.

3.2.5.2. **(Added-AFISRA)** Examinees requiring HHQ evaluators will contact AFISRA Stan/Eval for evaluator availability. Reasonable lead time (30-60 days) should be afforded to allow for identification and scheduling of HHQ evaluators. The AFISRA Stan/Eval Chief may delegate if no appropriate HHQ evaluator is available. Deviations will be documented in the additional comments section of the Form 4350.

3.3. (Added-AFISRA) Squadron. The squadron commander is directly responsible to the group commander for the conduct of the squadron stan/eval program when delegated by the group commander.

3.3.1. **(Added-AFISRA)** Group Commander Responsibilities (Squadron Commander when delegated):

3.3.1.1. **(Added-AFISRA)** Direct evaluations as required to maintain a quality force.

3.3.1.2. **(Added-AFISRA)** Direct supplementary evaluations as needed (request assistance from Group Stan/Eval if necessary).

3.3.1.3. **(Added-AFISRA)** Designate unit intelligence evaluators.

3.3.1.4. **(Added-AFISRA)** Annotate all attached HHQ and attached unit intelligence evaluators in the unit letter of certifications, and record attachment in SEB minutes (**Attachment 2**).

3.3.1.5. **(Added-AFISRA)** Attend as many evaluation debriefings as practical.

3.3.1.6. **(Added-AFISRA)** As necessary, may designate Standardization/Evaluation Liaison Officers (SELOs) to assist unit intelligence evaluators in administrative stan/eval duties.

3.3.2. **(Added-AFISRA)** Squadron/Detachment Stan/Eval Functions. The focus of the stan/eval program is at the group level. Its backbone is the program established by the group commander and administered by group intelligence evaluators. Squadron/Detachment stan/eval functions may be delegated the following, otherwise these remain the responsibility of the group stan/eval function:

3.3.2. **(480ISRW)** Where non-collocated subordinate Squadrons or Detachments exist within Groups, certain Stan/Eval functions shall be delegated to the non-collocated Squadron/Detachments that conduct DCGS operations. Non-collocated Squadrons/Detachments will manage, at a minimum, the following programs and their associated materials locally as part of the parent Group's Stan/Eval Program: IRF, Go/No-go, and Examinations. Details of processes and procedures between Groups and subordinate non-located units for all Stan/Eval programs will be outlined in Group Supplements.

3.3.2.1. **(Added-AFISRA)** Managing and conducting intelligence evaluations and emergency procedures evaluations (EPE) as required.

3.3.2.2. **(Added-AFISRA)** Implementing the Intelligence Personnel Examination Program in conjunction with evaluations as outlined in the unit supplement to this instruction.

3.3.2.3. **(Added-AFISRA)** Implementing the unit Stan/Eval Evaluation Folder maintenance and review program directed by the unit supplement to this instruction. This includes maintaining Evaluation Folders, when applicable.

3.3.2.4. **(Added-AFISRA)** Assisting the unit Stan/Eval in managing the unit stan/eval trend program.

3.3.2.5. **(Added-AFISRA)** Reporting recommended changes to AF publications utilizing the AF Form 847 IAW [Attachment 3](#).

3.3.2.6. **(Added-AFISRA)** Implementing the publications program and ensuring compliance with the unit IRF program.

3.3.2.7. **(Added-AFISRA)** Ensuring proper completion, routing, and filing of AF Forms 4350.

3.3.2.8. **(Added-AFISRA)** Maintain a Certification Document (letter of certifications) for all unit personnel and personnel attached to the unit holding an intelligence duty position qualification. Certification Document will be a summary of special certifications and qualifications awarded and will be signed by the GP/CC, SQ/CC, or SQ/DO, as applicable. Letters of certifications may be maintained via PEX or other suitable HHQ approved database. Units will outline certification document procedures in their unit supplement to this instruction.

3.3.2.8.1. **(Added-AFISRA)** As a minimum, the following information will be annotated in the letter of certifications document:

3.3.2.8.1.1. **(Added-AFISRA)** Instructor Qualified Intelligence Personnel

3.3.2.8.1.2. **(Added-AFISRA)** Intelligence Evaluator Qualified Intelligence Personnel

3.3.2.8.1.3. **(Added-AFISRA)** Experienced/non-Experienced Intelligence Personnel (if applicable)

3.3.2.8.1.4. **(Added-AFISRA)** Specialized certifications (if applicable)

3.3.2.9. **(Added-480ISRW)** Group Stan/Eval will perform QC of Go/No-Go validation at least monthly to ensure crewmembers positive control systems are functioning and crews are implementing them successfully. The intent is to ensure procedures set up by Scheduling and Operations Training are effective and MPSs are error-free. QC of Go/No-Go processes must be done on missions after the fact—i.e. using an MPS from a previous day’s mission, and at least once per month in real time prior to a live mission.

3.3.3. **(Added-AFISRA)** Squadron/Detachment Intelligence Stan/Eval Organization (only GP/CC authorized).

3.3.3.1. **(Added-AFISRA)** The Chief of Stan/Eval will be a qualified intelligence evaluator in a unit MDS, weapon system or intelligence function and activity. This requirement can be waived with GP/CC approval and notification to AFISRA Stan/Eval. Record waiver in SEB minutes ([Attachment 2](#)).

3.3.3.2. **(Added-AFISRA)** Squadron Stan/Eval manning (only GP/CC authorized).

3.3.3.2.1. **(Added-AFISRA)** For IFTU Squadrons, the GP/CC may authorize as many additional duty intelligence evaluators as required to accommodate student syllabus evaluation requirements. IFTU additional duty intelligence evaluators should primarily evaluate students rather than permanent party personnel.

3.3.3.2.2. **(Added-AFISRA)** Squadron IE manning will be at the discretion of the GP/CC as required for mission accomplishment. As a guide for systems or intelligence functions and activities not listed in [Table 3.2](#) (Added), recommended intelligence evaluator manning consists of the Commander, Operations Officer, Stan/Eval Chief (if applicable) and up to two additional duty IEs per duty position who are highly qualified instructors.

3.3.3.3. **(Added-AFISRA)** As a guide for systems or intelligence functions and activities listed below, in addition to the Commander and Operations Officer, the following maximum authorized ratios (or fractions thereof rounded up) (see [Table 3.2](#)) should be used when establishing the number of intelligence evaluators designated per duty position. Personnel with multiple qualifications are included in the ratio for each duty position in which they are designated as an evaluator. (*Note:* A senior instructor may be used if the operations officer is not qualified for IE duties.) Ratios include all assigned and attached intelligence personnel:

Table 3.2. (Added-AFISRA) IE(s)/Intelligence Personnel Guideline.

MDS, System , Intelligence Function or Activity	IE Ratio
GSQ-272 (AF DCGS)	1:5 crew members

Note: A minimum of two evaluators are allowed for each MDS, system, intelligence function or activity duty position qualification.

3.3.3.3.1. (**Added-AFISRA**) Squadron intelligence evaluators, when authorized, should be assigned to the intelligence squadron. With GP/CC approval, the unit may designate intelligence evaluators who are not assigned to the intelligence squadron when necessary to meet unique unit requirements. Notify the MAJCOM by recording such designation in the SEB minutes (**Attachment 2**).

Chapter 4

INTELLIGENCE EVALUATORS

4.1. General. The evaluation portion of the Intelligence Stan/Eval Program is administered by Intelligence Evaluators at the unit level.

4.1.1. **(Added-AFISRA)** Group and upper-echelon staff will ensure standardization among unit assigned Intelligence Evaluators. At this level, the emphasis is on standardization. Upper-echelon Intelligence Evaluators may administer evaluations in all subordinate units within their respective qualification.

4.1.2. **(Added-AFISRA)** Unit Stan/Eval Intelligence Evaluators must maintain MR/CMR status. MAJCOM/FOA/NAF Intelligence Evaluators must maintain at least BMC status and will be Intelligence Evaluator certified according to this instruction at an operational unit.

4.2. Selection.

4.2.1. The MAJCOM/A2 will select MAJCOM Intelligence Stan/Eval personnel to oversee the unit intelligence stan/eval evaluation program as part of the MAJCOM Intelligence Stan/Eval function. Selection criteria should consider experience in the applicable weapons system and in the Intelligence Stan/Eval field.

4.2.1. **(AFISRA)** AFISRA/A3 will select AFISRA Stan/Eval personnel. Select Intelligence Evaluators from the most highly qualified and experienced Instructors. **EXCEPTION:** Senior intelligence evaluators are selected IAW paragraph **4.2.2.1** (Added).

4.2.1. **(480ISRW)** The 480 ISR WG/CC will designate Wing Stan/Eval Intelligence Evaluators in writing based on their qualifications. Evaluators and Instructors assigned to Wing DOV in all crew positions must maintain a Q1 rating. Issuance of anything lower than a Q1 on any evaluation will result in a loss of Instructor qualification and Evaluator certification until the individual has re-qualified with a Q1 rating in that crew position.

4.2.2. The unit SIO will select, and designate in writing, all unit Intelligence Evaluators. Selection and designation will be reported in SEB minutes (Attachment 2).

4.2.2. **(AFISRA)** AFISRA/A3 will designate Stan/Eval Intelligence Evaluators, in writing, based on their qualifications.

4.2.2.1. **(Added-AFISRA)** Senior intelligence examiner eligibility is defined as commanders at the NAF and Group levels. Vice commanders (NAF/CV) may perform this function if the principal incumbent is not qualified or not available. This eligibility includes deputy commanders at the Group level in multi-discipline wings where the Group commander and deputy are qualified in different intelligence functions. In single-discipline wings/centers, deputies may perform this function if the principal incumbent is not qualified or not available. Utilization of Senior Intelligence evaluator program is at the sole discretion of the group commander.

4.2.2.2. **(Added-AFISRA)** The GP/CC will select, and designate in writing, all unit Stan/Eval Intelligence evaluators. Selection and designation will be annotated in the unit certification document (letter of Xs) and reported in SEB minutes (**Attachment 2**).

4.2.2.3. **(Added-AFISRA)** When applicable, the squadron/unit commander will select, and designate in writing, squadron/unit Intelligence evaluators. Selection and designation will be annotated in the unit certification document and reported in SEB minutes (**Attachment 2**).

4.2.2.4. **(Added-480ISRW)** Attached evaluators, while conducting evaluations, fall under the authority and direction of the Group Commander.

4.2.3. All Intelligence Evaluators will complete training and certification as directed in AFI 14-202, Volume 1, Intelligence Training, and their applicable AFI 14-2(MDS), Volume 1.

4.2.3.1. **(Added-480ISRW)** In addition to HHQ-approved IE certification course, IE candidates will receive additional hands-on training on how to complete required forms used to document evaluations. Evaluator candidates will observe at least one complete MSN evaluation on a similar crew position conducted by an evaluator of like crew position. The organization will document the accomplishment of evaluation observation(s) in the Evaluator candidate's 623A as part of the certification documentation. Evaluators will also be administered an IE objectivity evaluation NLT 9 months after completion of IE certification. The objectivity must occur on the Evaluator's first evaluation following completion of their IE certification and appointment.

4.2.3.2. **(Added-480ISRW)** IE candidates will complete an upgrade process prior to performing duties as an evaluator IAW applicable HHQ guidance.

4.2.3.2.1. **(Added-480ISRW)** In addition to HHQ-approved IE certification course, IE candidates will receive additional hands-on training on how to complete required forms used to document evaluations. Evaluator candidates will observe at least one complete MSN evaluation on a similar crew position conducted by an evaluator of like crew position. Evaluators will also be administered an IE objectivity evaluation NLT 3 months after completion of IE certification.

4.2.4. **(Added-AFISRA)** For AFRC and ANG units:

4.2.4.1. **(Added-AFISRA)** The Air Force advisor and active duty unit evaluators may be designated as intelligence evaluators.

4.2.4.2. **(Added-AFISRA)** Air Technician (AT)/Active Guard and Reserve (AGR) serving in a military position that does not require maintaining mission ready (MR)/combat mission ready (CMR) status, may perform duties as an intelligence evaluator. However, they must maintain BMC and intelligence evaluator status.

4.3. Functions.

4.3.1. MAJCOM Intelligence Stan/Eval personnel will perform Intelligence Stan/Eval functions as directed by the MAJCOM and as outlined in Chapter 2 of this instruction.

4.3.1. **(AFISRA)** HHQ AFISRA Stan/Eval personnel will perform intelligence Stan/Eval functions as directed by AFISRA and as outlined in **Chapter 2** of this instruction. HHQs AFISRA Stan/Eval personnel may maintain evaluator status in any primary assigned MDS, weapon system or intelligence function and activity.

4.3.2. Unit Intelligence Evaluators will:

4.3.2.1. Conduct evaluations as required and support unit Intelligence Stan/Eval functions as outlined in Chapter 3 of this instruction.

4.3.2.1.1. (**Added-480ISRW**) Evaluators will not evaluate personnel they have primarily instructed (i.e. not more than 50% of JQS items closed out and/or 50% of days trained) without prior approval from the Group CC. Only exception is for crew specialties with three instructors or less.

4.3.2.2. Maintain qualification as defined in AFI 14-2(MDS)v1.

4.3.2.2. (**AFISRA**) Maintain qualification as Instructors as defined in AFI 14-2(MDS)v2. **EXCEPTION:** Not required for senior intelligence evaluators.

4.3.2.3. Conduct thorough pre-event preparation and post-event discussion (debrief) with the examinee and applicable members on all aspects of the evaluation.

4.3.2.4. Immediately notify the examinee's supervisor and flight commander, as applicable, whenever unsatisfactory performance is observed.

4.3.2.4. (**AFISRA**) Immediately (within 24 hours) notify the examinee's squadron commander/operations officer and flight commander/supervisor whenever Qualification Level 2 or 3 ("Q-2" or "Q-3") performance is observed.

4.3.2.5. (**Added-AFISRA**) Maintain MR/CMR status as defined in AFI 14-2(MDS)v1. **EXCEPTIONS:** IFTU and HHQ must maintain at least BMC status.

4.3.2.6. (**Added-AFISRA**) Administer evaluations only within their duty position specialty/weapon system and will only evaluate those missions/positions in which they maintain qualification. **EXCEPTION:** SPOT evaluations and where specifically authorized in AFI 14-2 (MDS)v2. AFISRA Stan/Eval may establish procedures for intelligence evaluators to administer evaluations outside of Group/Unit.

4.3.2.7. (**Added-AFISRA**) Conduct a thorough pre-mission briefing and post-mission debriefing to the examinee and applicable intelligence personnel on all aspects of the evaluation.

4.3.2.8. (**Added-AFISRA**) Immediately correct breaches of mission or system safety/discipline during an evaluation (this applies to all intelligence personnel). If this situation occurs, the intelligence evaluator will also debrief an appropriate unit supervisor and if appropriate document the deviation on an AF Form 4350.

4.3.2.9. (**Added-AFISRA**) Reporting Deviations by Like/Unlike Specialty: Evaluators, conducting evaluations or performing IE, instructor, or intelligence personnel duties must report intelligence personnel (within their mission area regardless of the individual's duty specialty) not receiving an evaluation who commit significant deviations from established procedures/ directives to the unit Stan/Eval chief and unit supervision for necessary action. If the commander determines the deviation(s) warrant a downgrade or an overall Qualification Level 3, document the deviation(s) on an AF Form 4350 IAW paragraph **7.5** (Added).

4.3.2.10. (**Added-AFISRA**) For integrated units, cross-component evaluations are approved and will be coordinated between the host unit and the associate unit IAW their MOU (see **AFPD10-3**).

4.3.2.11. **(Added-AFISRA)** Normally, intelligence evaluators will not evaluate personnel they have primarily instructed or recommended for upgrade.

4.4. (Added-AFISRA) Senior Intelligence Evaluator Program (Optional).

4.4.1. **(Added-AFISRA)** Group commanders may maintain Intelligence Evaluator status from a previously qualified intelligence duty position. Vice commanders and deputies may perform this function if the principal incumbent is not qualified or available.

4.4.2. **(Added-AFISRA)** Group commanders and group deputy-commanders do not require, nor do they have to maintain, instructor qualification or MR/CMR status. To become an evaluator, group commanders, and applicable group deputy-commanders, must maintain at least BMC status and be Intelligence Evaluator certified. For other than SPOT evaluations, Senior evaluators will evaluate only events for which they are current and at a level for which they are qualified.

4.4.3. **(Added-AFISRA)** Senior evaluators will not perform instructor duties unless instructor qualified. Senior evaluators will not conduct initial or requalification instructor evaluations unless instructor qualified. Senior Intelligence Evaluator upgrade and documentation will be outlined in the unit supplement of the unit to which they are attached for qualification.

4.4. (480ISRW) Senior Intelligence Evaluator Program will not be used within the 480 ISR WG and subordinate Groups.

4.5. (Added-AFISRA) Intelligence duty positions that do not require a mission performance or task phase evaluation do not require Intelligence Evaluators.

Chapter 5

EVALUATIONS

5.1. General. The Intelligence Stan/Eval Program utilizes qualification evaluations to ensure certification of intelligence personnel and standardization of intelligence operations. Intelligence qualification evaluations are administered periodically and documented on the AF Form 4350. Certification of core tasks of specialty training standard (STS) may be accomplished concurrently with intelligence evaluations.

5.1.1. **(Added-AFISRA)** Supplementary evaluations are utilized to ensure qualification of intelligence personnel and standardization of operations. Supplementary evaluations are unstructured tools to be used by the commander to ensure standardization of missions and other operations.

5.1.2. **(Added-AFISRA)** Emergency Procedures Evaluations (EPEs) may be used as requisites for some intelligence personnel crewmember qualification evaluations as specified in the AFI 14-2(MDS)v2.

5.2. Intelligence Qualification Evaluations. Intelligence qualification evaluations consist of two structured phases, knowledge and task. Each phase requires the completion of requisite events. The knowledge phase includes a series of written (and/or oral, if applicable) examinations. The task phase includes a hands-on evaluation of intelligence performance.

5.2. (AFISRA) The knowledge phase evaluates intelligence personnel knowledge of the duty position and applicable procedures. The task (mission performance) phase includes a demonstrated task or event check conducted during a live mission or, if applicable, under simulated conditions (see paragraphs **5.2.5** and **5.2.5.1** (Added)). AFISRA intelligence personnel must satisfy the evaluation task criteria and demonstrate an ability to operate applicable equipment/systems safely and effectively during all phases of an evaluation to receive a qualified grade on an evaluation. The knowledge phase for intelligence personnel evaluations includes requisites listed in paragraph **5.2.1.1** See **Chapter 6** of this instruction for additional guidance on intelligence personnel examinations.

5.2.1. Intelligence Qualification Evaluation Types. There are four types of intelligence qualification evaluations that may be further described by the following designators. Qualification evaluations (QUAL) are administered at the culmination of IQT to ensure basic qualification in the duty position of the intelligence professional. Mission Qualification (MSN) evaluations ensure the individual's ability to support full mission planning and employment in accomplishing the unit's operational mission. Provisions are made to ensure intelligence personnel are certified and maintain specialized qualifications (e.g., external intelligence trainer (EIT), intelligence evaluator (IE)) and provide the flexibility to evaluate and certify specific intelligence performance (through SPOT evaluations). Intelligence personnel will complete the following types of intelligence qualification evaluations as appropriate:

5.2.1. **(AFISRA)** Periodic qualification evaluations are administered to ensure basic qualification in the MDS, weapon system or intelligence function and activity and intelligence duty position (QUAL) and qualification to employ the MDS, weapon system or intelligence function and activity in accomplishing the unit's operational mission (MSN).

Evaluations are also accomplished to ensure intelligence personnel are certified and maintain specialized qualifications (e.g., instructor (INSTR) qualification). Evaluation and certification of specific member performance may also be accomplished (SPOT).

5.2.1.1. **QUAL Evaluations.** All intelligence personnel will complete a QUAL evaluation in their primary assigned mission, to include requisites, as specified in the applicable AFI 14-2(MDS)v2.

5.2.1.1.1. **(AFISRA) QUAL and MSN evaluation requisites** may include open book examination, closed book examination, and if applicable, Critical Action Procedures (CAPs) / EPE.

5.2.1.2. **MSN Evaluations.** All intelligence personnel maintaining MR/CMR or BMC status will complete an initial MSN evaluation (INIT MSN) upon the completion of Mission Qualification Training. Periodic MSN evaluations in their primary assigned mission, to include requisites in the applicable AFI 14-2(MDS)v2, are then administered to ensure proficiency is maintained. The MSN evaluation should reflect the type and difficulty of tasks required in the performance of support to contingency and training operations.

5.2.1.2. **(AFISRA) QUAL and MSN evaluations** may be combined into a single evaluation as specified in AFI 14-2(MDS)v2.

5.2.1.3. **Specialized Qualification Evaluations.** All intelligence personnel maintaining specialized qualifications in a particular MDS, weapons system or intelligence function or activity, must complete initial and periodic evaluations of their specialized qualifications IAW their respective AFI 14-2(MDS), Volumes 1-3.

5.2.1.3.1. **(Added-AFISRA) Instructor Evaluations.** Intelligence personnel maintaining Instructor qualification in a particular MDS must complete initial and periodic evaluations of instructional capability in that MDS. The emphasis on an Initial Instructor (INIT INSTR) evaluation should be placed on examinee demonstration of instructional ability. This does not preclude the update of a required periodic evaluation if all required task (mission performance) phase requirements are completed during the instructor evaluation and the examinee subsequently completes all knowledge phase requirements for the evaluation within the periods described in paragraph 5.2.7 (Added). Label the evaluation appropriately (EXAMPLE: "INIT INSTR/MSN"). Do not add on missions (activities) to complete the requirements for a periodic evaluation unless the group/squadron commander concurs.

5.2.1.3.1.1. **(Added-AFISRA)** To initially qualify as an Instructor in a particular MDS, weapon system or intelligence function and activity, personnel must successfully complete an initial Instructor (INIT INSTR) evaluation. Accomplish INIT INSTR evaluations on actual instructional missions whenever possible. When students are not available or mission requirements/crew composition requirements prevent inclusion of students, another intelligence person or the evaluator may serve as the student for the purpose of evaluating the examinee's instructional ability.

5.2.1.3.1.2. **(Added-AFISRA)** Evaluation of the ability of intelligence personnel to instruct will be conducted during all subsequent periodic evaluations. The AF

Form 4350 Event Check description for these periodic evaluations will not include Instructor (INSTR) as the AF Form 4350 duty position is already annotated with highest qualification demonstrated during the evaluation (e.g. DOC-I, TR-I, CO-I, IMS-I).

5.2.1.3.1.3. **(Added-AFISRA)** If instructor qualification is lost in an MDS, weapon system, or intelligence function and activity, it may be regained through an instructor requalification evaluation (see paragraphs 5.2.3.2.2 and 5.2.3.2.3) as directed in AFI 14-2(MDS)v2.

5.2.1.3.1.3. **(480ISRW)** In order to maintain an Instructor (INSTR) qualification, individuals must maintain a Q1 rating on evaluations for the respective crew positions for which they are an INSTR. Individuals earning anything below a Q1 on any evaluation will immediately lose the ability to instruct for that crew position until a Q1 rating is attained.

5.2.1.3.2. **(Added-AFISRA)** Intelligence Evaluator Certification. When directed in AFI 14-2(MDS)v2 intelligence personnel selected to attain Intelligence Evaluator certification must be qualified in instructor ability (see paragraph 5.2.1.3.1 (Added)) and maintain the instructor qualification. Intelligence Evaluator certification will be IAW AFI 14-2(MDS)v2. The emphasis on initial Intelligence Evaluator certification training is the candidate evaluator's knowledge of evaluator duties, objectivity and evaluation ability. Intelligence Evaluator certification will be demonstrated during subsequent IE spot objectivity evaluations and will not be used to update a required periodic evaluation. Procedures and time limits for initial and subsequent IE objectivity evaluations will be addressed in unit supplements.

5.2.1.3.3. **(Added-AFISRA)** Intelligence Evaluator Evaluations. When and as directed in the AFI 14-2(MDS) series volumes intelligence personnel maintaining Intelligence Evaluator qualification must complete initial evaluations of evaluator ability. The emphasis on an initial Intelligence Evaluator (INIT IE) evaluation is the candidate evaluator's demonstration of evaluator duties, objectivity and ability. Initial IE evaluations will not be used to update a required periodic evaluation.

5.2.1.3.3.1. **(Added-AFISRA)** Initial Intelligence Evaluator Evaluations. To initially qualify as an Intelligence Evaluator personnel must successfully complete an INIT IE evaluation. Accomplish INIT IE evaluations on actual missions or activities whenever possible. When examinees are not available or mission requirements/crew composition requirements prevent inclusion of an examinee, another intelligence person or the evaluator may serve as the student for the purpose of evaluating the IE candidate's evaluator ability. Annotate use of simulated student in the Comments section of the AF Form 4350, Certificate of Intelligence Qualification IAW AFI14-202v2 and as supplemented. Initial IE evaluations will not be used to update a required periodic evaluation. The AF Form 4350 Event Check description for these initial evaluations will be annotated INIT IE and the AF Form 4350 duty position will be documented as IE. Initial IE evaluations may be conducted on AFISRA authorized simulations.

5.2.1.3.3.2. **(Added-AFISRA)** Intelligence Evaluator Periodic Evaluations. Periodic evaluation of the ability of intelligence personnel to evaluate may be

conducted during subsequent periodic evaluations. IE periodic evaluations will be IAW their respective AFI 14-2(MDS), Volumes 1-3. The emphasis of IE periodic evaluations is evaluator objectivity. The examinee is required to demonstrate evaluator objectivity in a graded area. Evaluators will brief specific area(s) in which examinee demonstrated evaluator objectivity, and document these on the back of the AF Form 4350. To the maximum extent possible, the IE periodic should be scheduled with an actual examinee. An IE periodic evaluation that is combined with the positional evaluation must clearly delineate roles during the evaluation. An IE is only required to complete one IE periodic evaluation regardless of the number of qualifications held. The AF Form 4350 Event Check description for these periodic evaluations will not include Intelligence Evaluator (IE) as the AF Form 4350 duty position is already annotated with highest qualification demonstrated during the evaluation (e.g. DOC-IE, TR-IE, CO-IE, IMS-IE).

5.2.1.3.3.3. **(Added-AFISRA)** If evaluator qualification is lost, it may be regained through an intelligence evaluator requalification evaluation (see paragraphs [5.2.3.2.7](#) (Added), [5.2.3.2.7.1](#) (Added) and [5.2.3.2.7.2](#) (Added)) as directed in AFI 14-2(MDS)v2.

5.2.1.4. SPOT Evaluations (Optional). A SPOT evaluation is an evaluation not intended to satisfy the requirements of a periodic (i.e., MSN) or specialized qualification evaluation. SPOT evaluations have no specific requisites or requirements, unless specified in MAJCOM supplements. An evaluation begun as a SPOT evaluation may become (and be documented as) a required periodic evaluation if all requirements are completed during the SPOT evaluation and the examinee subsequently completes all knowledge phase requirements for the evaluation within the periods described in paragraph 5.2.6. Do not add on events to complete the requirements for a periodic evaluation unless the SIO concurs with the member's desire to realign the evaluation expiration date and approves the additional time requirements. All evaluations not listed in paragraphs 5.2.1.1. - 5.2.1.4. will be documented as SPOT evaluations. Note: When the evaluator administering a SPOT evaluation is not qualified in support to the MDS or position of the examinee, the evaluation will not be credited toward a periodic evaluation.

5.2.1.4.1. **(Added-AFISRA)** IE Objectivity Evaluations. An evaluation of the objectivity and skill of an IE in administering an evaluation. Use SPOT as the type of evaluation under the Task Phase, then explain in the mission description that the evaluation was an IE Objectivity Evaluation. Overall rating for this type of an evaluation will be either qualified (1) or unqualified (3).

5.2.1.4.1.1. **(Added-AFISRA)** The grading criteria in [Attachment 12](#) (Added) will be used.

5.2.1.4.1.2. **(Added-AFISRA)** A qualified rating (1) indicates that the IE objectivity examinee complied with HHQ and local Stan/Eval directives, properly briefed and debriefed the examinee, correctly identified discrepancies, awarded the correct grade for each evaluated area, awarded the appropriate overall grade and, if required, assigned appropriate additional training.

5.2.1.4.1.3. **(Added-AFISRA)** An unqualified rating (3) will be awarded when

the IE objectivity examinee failed to satisfy the requirements of a qualification rating (1). The certification of the lower level IE receiving an unqualified IE Objectivity Evaluation will be determined by the SQ/CC or GP/CC as applicable. The SQ/CC or GP/CC may, at his/her discretion issue a commander directed AF Form 4350 for the examinee based upon the higher level IE recommendation.

5.2.2. Combined Intelligence Evaluations. To promote efficient use of resources, accomplish evaluations concurrently, whenever practical. If combined, include the designation of each evaluation in the Task Phase of the AF Form 4350 - e.g., EIT/MSN.

5.2.2. (AFISRA) If combined, include the designation of each evaluation in the Task Phase of the AF Form 4350, e.g., RQ INSTR/MSN. Evaluations in multiple duty positions will be addressed in unit supplements.

5.2.3. Intelligence Evaluation Prefixes. The following prefixes will be used, if applicable, to further describe the evaluations listed in paragraphs 5.2.1.1. - 5.2.1.4.:

5.2.3.1. Initial (INIT). The first evaluation of any type for a position or specialized qualification (e.g., INIT MSN, INIT EIT).

5.2.3.1. (AFISRA) (e.g., INIT QUAL, INIT MSN, INIT INSTR, INIT INSTR/MSN).

5.2.3.2. Requalification (RQ). An evaluation administered to requalify on an item due to loss of currency exceeding 6 months (for currency items as specified in applicable AFI 14-2(MDS)v1), a recheck following a failed periodic evaluation (see paragraph 7.4.7. for rechecks) or loss of qualification due to supervisor or SIO-directed downgrade.

5.2.3.2. (AFISRA) Requalification is also used to remedy a loss of qualification due to expiration of a required periodic evaluation.

5.2.3.2.1. When loss of qualification is for expiration of a required periodic evaluation, the evaluation given will be IAW the guidance for that periodic evaluation. The AF Form 4350 description will be documented with an RQ prefix.

5.2.3.2.2. When loss of qualification is due to loss of currency, the evaluation profile will be as directed by the SIO and will include, as a minimum, those items for which the individual is non-current for over 6 months. The AF Form 4350 Event/Check description will be documented with RQ SPOT (exception: when loss of qualification is due to loss of currency for specialized qualification as defined in AFI 14-2(MDS)v1, the AF Form 4350 Event/Check description will be documented with RQ specialized qualification evaluation designator (e.g. RQ EIT)).

5.2.3.2.2. (AFISRA) *Note:* (See paragraph 5.2.1.4) An evaluation begun as a SPOT evaluation may become (and be documented as) a required periodic evaluation if all requirements are completed during the SPOT evaluation and the examinee subsequently completes all knowledge phase requirements for the evaluation within the periods described in paragraph 5.2.6

5.2.3.2.3. When loss of qualification is for failure to pass an evaluation, the recheck evaluation will be IAW the provisions of paragraph 5.2.12. The AF Form 4350 Event/Check description will be documented with an RQ prefix or RQ SPOT, as applicable.

5.2.3.2.4. When loss of qualification is due to an SIO-directed downgrade (see paragraph 7.4.8.), the evaluation profile will be as directed by the SIO. The AF Form 4350 Event/Check description will be documented with an RQ prefix or RQ SPOT, as applicable.

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

5.2.3.2.6. **(Added-AFISRA)** When requalification deals with instructor capability, the AF Form 4350 Event/Check description will be documented with RQ INSTR (not RQ SPOT).

5.2.3.2.7. **(Added-AFISRA)** When requalification deals with Intelligence Evaluator capability, the AF Form 4350 Event/Check description will be documented with RQ IE (not RQ SPOT).

5.2.3.2.7.1. **(Added-AFISRA)** The emphasis of all RQ IE evaluations is evaluator duties, objectivity and ability. These evaluations should be scheduled with a crewmember requiring an evaluation. As a last resort, a qualified crewmember or the evaluator may act as the examinee. Annotate (Note) use of simulated student in the Comments section of the AF Form 4350, Certificate of Intelligence Qualification IAW AFI14-202, Volume 2, as supplemented.

5.2.3.2.7.2. **(Added-AFISRA)** Requalification IE evaluations will not be used to satisfy requirements of a periodic evaluation. Intelligence Personnel RQ IE evaluations may be conducted on AFISRA authorized simulations.

5.2.3.3. No-Notice (N/N). A no-notice evaluation is one where the examinee is notified of the evaluation at or after the beginning of normal preparation for an event. The beginning of normal preparation for an event will be determined by the evaluator and may be defined further by the unit. The intent is to preclude extraordinary preparation for the event because it is to be an evaluation.

5.2.3.3.1. The no-notice evaluation program provides SIOs and supervisors a sampling of daily performance and an assessment of unit training effectiveness.

5.2.3.3.1. **(AFISRA)** The no-notice evaluation program provides unit commanders and supervisors a sampling of daily performance and an assessment of unit training effectiveness.

5.2.3.3.1.1. **(Added-480ISRW)** The annual minimum for no-notice evaluations is 10 percent of qualified personnel by position.

5.2.3.3.1.2. **(Added-480ISRW)** Stan/Eval will compute the number of no-notice evaluations required annually, by using the January LOX to determine the number of eligible crewmembers. Stan/Eval should complete at least fifty percent of their no-notice goal by 1 July.

5.2.3.3.1.3. **(Added-480ISRW)** Group Stan/Eval will report their annual goals to 480 ISR WG Stan/Eval NLT the tenth of January. Report the total number of qualified crewmembers in each crew specialty and the number of evaluations required for that year using the January LoX. 480 ISR WG Stan/Eval will report the number of no-notices and give the status of completion in the SEB.

5.2.3.3.2. If an examinee elects, a no-notice evaluation may update a MSN evaluation expiration date provided all requirements for the evaluation are completed within the periods described in paragraph 5.2.6. If all requirements were not completed on the first event, subsequent events are authorized to complete required events. If the examinee elects not to update a MSN evaluation expiration date, the evaluation will be documented as a N/N SPOT evaluation.

5.2.3.3.2. **(480ISRW)** If individual elects to update an evaluation expiration date, all written open and closed book examinations will be accomplished within 10 calendar days.

5.2.3.4. More than one prefix may be used to describe an evaluation (e.g., N/N SPOT). The applicability of any prefixes to portions of any combined evaluations will be explained under Task Description in the Evaluator's Remarks (see paragraph 7.4.5.8.).

5.2.3.5. **(Added-AFISRA)** Simulator (SIM). An evaluation where the task phase requisite is conducted under approved simulated conditions.

5.2.4. Knowledge Phase Requisites. The knowledge phase for periodic intelligence qualification evaluations includes a series of requisites listed below. See Chapter 6 of this instruction for additional guidelines on examinations.

5.2.4.1. QUAL Evaluations. As specified in AFI 14-2(MDS)v2.

5.2.4.2. MSN Evaluations. As specified in AFI 14-2(MDS)v2.

5.2.5. Task Phase Requisites. The profile used to fulfill the task phase requisite must incorporate all appropriate requirements set in the applicable AFI 14-2(MDS)v2, and allow accurate measure of the proficiency of the examinee. Evaluation profiles will reflect unit tasking, daily training events, be realistic and incorporate current operational support requirements.

5.2.5. **(AFISRA)** Such profiles will be based on training programs when applicable, and scenarios constructed by the operational squadron.

5.2.5.1. **(Added-AFISRA)** Evaluation profile. The evaluation profile lists all tasks/subtasks that an individual duty position may be evaluated on during an evaluation and relates those tasks to the overall required grading criteria for the duty position.

5.2.5.1.1. **(Added-AFISRA)** There will be a different evaluation profile for each MDS, weapons system, or intelligence function and activity that a duty position covers. Each task or grading criteria, covering a number of tasks, will have a task scenario card in the event that a specific activity(s) is not observed during the live mission on which the evaluation is conducted.

5.2.5.1.2. **(Added-AFISRA)** Product check checklists will be incorporated into the evaluation profiles for those duty positions that require product checks.

5.2.5.1.3. **(Added-AFISRA)** Evaluation profiles will be combined into a single unit evaluation profile letter and signed by the unit commander. The evaluation profiles letter will be posted in the IRF IAW governing guidance, where it will be available for review by all intelligence personnel prior to an evaluation.

5.2.6. Timing of Intelligence Qualification Evaluations.

5.2.6.1. Expiration Date. Required periodic evaluations expire on the last day of the 19th month following the month in which the task phase was successfully completed (e.g. an individual's INIT MSN occurs in January 2007, the individual enters continuation training in February 2007, the eligibility window for the individual's periodic MSN begins in March 2007, and certification expires in September 2008). (See Table 5.1.)

5.2.6.1. (AFISRA) For AFISRA intelligence units required periodic evaluations expire on the last day of the 17th month following the month in which the task phase was successfully completed (e.g. a periodic evaluation in which the task phase was completed on 9 Oct 04 expires on 31 Mar 06.). (See [Table 5.2](#) (Added)).

Table 5.1. Eligibility Window and Expiration Date Timelines.

INIT MSN/MSN Month	Start CT	Enter eligibility Window (14 months after INIT MSN/MSN)	Expiration month (20 mo. post INIT MSN/MSN)
Jan	Feb	Mar	Sep
Feb	Mar	Apr	Oct
Mar	Apr	May	Nov
Apr	May	Jun	Dec
May	Jun	Jul	Jan
Jun	Jul	Aug	Feb
Jul	Aug	Sep	Mar
Aug	Sep	Oct	Apr
Sep	Oct	Nov	May
Oct	Nov	Dec	Jun
Nov	Dec	Jan	Jul
Dec	Jan	Feb	Aug

Table 5.2. (Added-AFISRA) Eligibility Window and Expiration Date Timelines.

Qualification Month/Start CT	Enter eligibility Window (12 months after initial or recurring)	Expiration month (17 mo. post initial or recurring)
Jan	Jan	Jun
Feb	Feb	Jul
Mar	Mar	Aug
Apr	Apr	Sep
May	May	Oct
Jun	Jun	Nov
Jul	Jul	Dec

Aug	Aug	Jan
Sep	Sep	Feb
Oct	Oct	Mar
Nov	Nov	Apr
Dec	Dec	May

5.2.6.2. Scheduling. Schedule periodic evaluations in the eligibility period (6-month period prior to expiration date).

5.2.6.2. **(AFISRA)** Every effort should be made to schedule intelligence personnel periodic evaluations during the first half (3 months) of the eligibility window to preclude qualification expiration, extensions, waivers and/or out-of-the-eligibility period evaluations.

5.2.6.3. SIO-Extended Evaluations. SIOs may extend the expiration date of periodic evaluations up to 3 months for the reasons listed below. Document such extensions with a Memo for Record placed in the individual's on-line intelligence training and evaluation record.

5.2.6.3. **(AFISRA)** Place the original document or a copy of the memo in the individual's evaluation folder.

5.2.6.3.1. Individual assigned PCS/PCA.

5.2.6.3.2. Individual departing for extended TDY.

5.2.6.3.3. Individual removal from active intel status (e.g. separation or retirement from the Service).

5.2.6.3.4. Individual participating in real world operations (to include operations other than war, etc.) who are not able to complete the required event evaluation(s) before or during deployment.

5.2.6.3.4. **(AFISRA)** This also includes unavailability of systems/assets due to deployments in support of real world operations.

5.2.6.4. Transfers. Upon PCS or TDY, individuals meeting the requirements specified in the gaining MAJCOM intelligence directives (if applicable) may retain current qualifications. However, prior to performing duties unsupervised at a new unit, they must meet the following requirements:

5.2.6.4.1. Satisfactorily complete training requirements directed by the gaining MAJCOM and the unit.

5.2.6.4.1. **(AFISRA)** At a minimum, individuals will complete unit specific local procedures training.

5.2.6.4.2. Satisfactorily complete the Intelligence Stan/Eval written examination for the duty position.

5.2.6.4.2. **(AFISRA)** At a minimum, the Stan/Eval written examination will assess individual knowledge of unit specific local procedures. Stan/Eval written examination procedures will be outlined in the unit supplement.

5.2.6.4.2. **(480ISRW)** Written exams will be accomplished using electronic software whenever possible.

5.2.6.4.3. **(Added-480ISRW)** Losing organization will provide transferring individuals with a memorandum which lists the respective dates the individual last performed duties in the crew position for each qualification held. Groups should forward an electronic copy of the memorandum to the gaining organization whenever feasible.

5.2.6.4.4. **(Added-480ISRW)** TDY of an Individual. When a crewmember is transferred to another unit for a short-duration TDY (less than 120 days), the organization where the individual is assigned should forward to the organization where the individual will perform crew duties (1) a copy of the individual's EF and (2) a Memorandum for Record that lists dates when the individual last performed duties for currency in the crew position for each qualification held. Groups should forward an electronic copy of the EF to the gaining organization whenever feasible.

5.2.7. Requisite Completion. One set of requisites may be used to satisfy the requirements of combined evaluations as defined in AFI 14-2(MDS)v2. Requisites from a completed evaluation may not be used for subsequent evaluations.

5.2.7. **(AFISRA)** For all evaluations, accomplish requisites as follows:

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

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

5.2.7.3. **(Added-AFISRA)** Recheck. For evaluations used to remedy a failed evaluation:

5.2.7.3.1. **(Added-AFISRA)** Requisites that were valid for a failed evaluation per paragraph [5.2.7.1](#) (Added) or [5.2.7.2](#) (Added) remain valid, IAW paragraph [5.2.12](#)

5.2.7.3.2. **(Added-AFISRA)** Valid requisite completion dates from the Q-3 AF Form 4350 will not be annotated on the recheck AF Form 4350. The recheck AF Form 4350 will only include documentation of the task phase evaluation, unless requisites were not completed or are required to complete the recheck. If the task/event recheck is completed prior to completion of required requisites, delay completion of the AF Form 4350 until requisites are complete and enter the requisites on the recheck AF Form 4350.

5.2.8. Evaluation Criteria Source. The lead MAJCOM will establish and maintain standardized QUAL, MSN and specialized qualification evaluation criteria in the appropriate AFI 14-2(MDS)v2. The lead MAJCOM is responsible for coordinating the establishment of areas/subareas to be used for documenting required evaluations including those required and

critical for evaluation completion. A critical area is a designated area that is absolutely necessary for the success of the mission where failure to follow the strict requirements of instructions/regulations, safe operations or conduct could compromise the mission. Grade all critical areas as either qualified (Q) or unqualified (U). Critical areas will be identified in the individual AFI 14-2(MDS)v2s as applicable.

5.2.9. Grading system. A two-tiered grading system is used to evaluate and document performance. The first tier is comprised of the individual areas/subareas (e.g. debriefing, mission planning, etc.) where a grade of Q, Q- or U is assigned based on established criteria, cumulative grades for each task (e.g. preparation, delivery, adherence to unit standards, etc.) in an area/subarea on a gradesheet and evaluator judgment. The second tier consists of the overall qualification level itself (Q-1, Q-2 or Q-3) which is determined from the compilation of these individual scores/grades from all the individual areas/subareas.

5.2.9. (AFISRA) EPEs, when applicable, will be graded by qualification levels Q-1, Q-2 or Q-3.

5.2.9.1. Written, Computer Based or Electronic Examinations. Grade written, computer based or electronic examinations as a percentage of correct answers. See paragraph 6.4.6. for minimum passing grade specifics.

5.2.9.2. Area/Subarea Grades. AFI 14-2(MDS)v2, will establish areas and subareas to be evaluated and the appropriate grading criteria for those areas/subareas. Areas will have a two-level (Q/U) or three-level (Q/Q-/U) grading system. The overall area grade will be the lowest of any subarea grade awarded.

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

5.2.9.2.2. Qualified with discrepancies (Q-). Q- indicates the examinee is qualified to perform the assigned area tasks, but requires debriefing or additional training as determined by the evaluator. Deviations from established standards must not exceed the prescribed Q- tolerances or jeopardize safety/security.

5.2.9.2.3. Unqualified (U). Assign a U area grade for any performance outside allowable parameters or deviations from prescribed procedures/tolerances that adversely affected mission accomplishment or compromised safety. An examinee receiving an area grade of U normally requires additional training. When, in the judgment of the evaluator, additional training will not constructively improve the examinee's performance, it is not required. In this case, the evaluator must thoroughly debrief the examinee.

5.2.9.3. Qualification Levels. Overall evaluation performance is graded by qualification levels as follows:

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

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

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

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

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

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

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

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

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

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

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

5.2.10. Grading Policies.

5.2.10.1. Requisite Examination. The evaluator will consider performance on requisite examinations in assigning the overall qualification level.

5.2.10.2. Performance Areas/Subareas. Use the grading criteria in the applicable AFI 14-2(MDS)v2, to grade areas/subareas accomplished during an evaluation.

5.2.10.3. Overall Qualification Levels.

5.2.10.3.1. The overall qualification level awarded is based on performance during both the knowledge and task phases. This grade will be awarded only after all evaluation requirements have been completed and given due consideration.

5.2.10.3.2. To receive a qualified grade on an evaluation, the member must satisfy the criteria set forth in the applicable AFI 14-2(MDS)v2 and demonstrate proficiency in all phases of an evaluation.

5.2.10.3.3. Overall qualification grades will be a cumulative process. While AFI 14-2(MDS)v2 may dictate the highest grade for an event based on area and subarea performance, evaluator judgment will always be the determining factor in deciding the overall qualification level.

5.2.11. Remedial Action. All grades of Q- or less require action to remedy the discrepancy. Remedial action includes debriefing the discrepancies and/or assignment of additional training and/or imposing of restrictions.

5.2.11.1. Debriefed Discrepancy. Remedial action accomplished during debrief of the evaluation wherein the evaluator provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy the discrepancy. The discrepancy area/subarea description is annotated with "Debriefed" in paragraph B of the Evaluator's Remarks section of the AF Form 4350 Comments.

5.2.11.2. Additional Training. Any training recommended by an evaluator to remedy deficiencies identified during an evaluation.

5.2.11.2.1. Additional training may include self-study, instruction, use of a computer based training program or an event. Once additional training is complete, the examinee must demonstrate satisfactory knowledge or proficiency.

5.2.11.2.2. Additional training is documented in paragraph C, Recommended Additional Training, under Evaluator's Remarks in the AF Form 4350 Comments. Description of additional training will include how satisfactory knowledge or proficiency will be demonstrated to an evaluator, supervisor or instructor.

5.2.11.2.3. Due dates and dates on which additional training is completed will be documented in the appropriate areas of the AF Form 4350 (see paragraphs 7.4.5.6. and 7.4.5.7.).

5.2.11.2.3.1. For Active Duty intelligence personnel, additional training due dates will be no later than the end of the first full month following the month in which the evaluation was conducted. For example, if an evaluation is accomplished on 15 February, all additional training must be completed by 31 March.

5.2.11.2.3.2. For AFRC and ANG intelligence personnel, to include IMAs, additional training due dates will be no later than the end of the second full month or two unit training assemblies (UTAs) following the month in which the evaluation was conducted. For example, if an evaluation is accomplished on 15 February, all additional training must be completed by 30 April (assuming the individual attended two UTAs during that time to complete the requirements).

5.2.11.3. Restrictions.

5.2.11.3.1. When called for by this instruction or deemed necessary in the judgment of the evaluator and/or supervisor, the examinee will not perform applicable duties while unsupervised until successful completion of assigned additional training and/or a recheck.

5.2.11.3.2. Restrictions should address the specific task or event that requires supervision until successful retraining is completed. Restrictions are not punitive, but designed to enhance performance and proficiency.

5.2.11.3.2. (AFISRA) Restrictions should address the criteria for removal of the restrictions.

5.2.11.3.2.1. (Added-AFISRA) Substandard performance in any area/subarea may require restrictions to ensure operational safety or mission accomplishment.

5.2.11.3.2.2. (Added-AFISRA) Formal training units will include restrictions on

the AF Forms 4350 for any required items not accomplished due to training limitations, regardless if the method of qualification is by evaluation or instructor certification. Under no circumstance will intelligence personnel perform duties in areas with restrictions imposed unless under the direct supervision of an instructor. In this case, MDS, weapon system or intelligence function and activity specific guidance will outline requirements for removal of restrictions.

5.2.11.3.3. Specific restrictions will be documented.

5.2.11.3.3. (AFISRA) Document specific restrictions and the criteria for the removal of the restrictions as the first item of the AF Form 4350 Comments. Restrictions associated with failed requisite examinations will not be documented on the AF Form 4350.

5.2.12. Failure to Pass an Evaluation.

5.2.12.1. Recheck. If an individual fails an evaluation, a successful recheck must be completed within 30 days (60 days for ARC or two UTAs). SIOs may approve waivers to the time limits up to an additional 30 days (30 days or one UTA for ARC) on a case-by-case basis. Document such action with a Memo for Record.

5.2.12.1. (AFISRA) A recheck is successfully completed when the individual performs to Q criteria (Q or Q-/debriefed) for each area graded U. Document commander approved waivers to the recheck time limit with a Memo for Record placed in Section II of the EF. Incorporate the information contained in the memo onto the affected AF Form 4350 under Evaluator's Remarks, paragraph D, Additional Comments, when action is complete, and remove the memo from the EF. Memos for Record become a permanent part of the EF only when the Major discrepancy addressed by the memo is not addressed or corrected by a later Form 4350. Every reasonable effort must be made to requalify the individual. Commanders will determine the number of event checks to be allowed during this period, based on the individual's experience level, present qualifications and hours of training required. The intelligence evaluator that administered the original check will not normally administer the recheck.

5.2.12.2. Status Downgrade. Downgrade members receiving a Q-3 on a QUAL or MSN evaluation to non-mission ready (N-MR)/non-combat mission ready (N-CMR), non-basic mission capable (N-BMC), or non-basic qualified (N-BQ) status, as applicable. For specialized qualification evaluations, status (i.e., MR/CMR or BMC) need not be downgraded if the discrepancies were only in specialized qualification areas. Note: Status downgrade does not affect AFSC skill levels.

5.2.12.3. Restrictions. Restrict individuals failing to complete an evaluation within the required period or receiving a Q-3 on an evaluation, as listed above, until a successful evaluation is completed:

5.2.12.3. (AFISRA) When called for by this instruction, and as supplemented or deemed necessary in the judgment of the intelligence evaluator, restrictions will be imposed on the examinee until successful completion of assigned additional training and/or a recheck.

5.2.12.3.1. QUAL Evaluation. Place the examinee on supervised status.

5.2.12.3.1. **(AFISRA)** For QUAL evaluations, place the examinee on supervised status in the MDS, weapon system or intelligence function and activity for which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional MDS, weapon system or intelligence function and activity. For specialized qualified, universally qualified, or multiple qualified intelligence individuals maintaining qualification for similar duty in multiple MDS, weapon system or intelligence function and activities, AFI 14-2(MDS)v2 may direct supervised status in all MDS, weapon system or intelligence function and activity in which the individual maintains qualification.

5.2.12.3.2. **MSN Evaluation.** The examinee may perform basic qualification tasks unless specifically restricted. Place the examinee on supervised status for mission tasks.

5.2.12.3.3. **Specialized Qualification Evaluation.** Examinees receiving an unsatisfactory grade in any specialized area(s) will not perform specialized duties until a successful recheck is complete.

5.2.13. **Supervised Status.** If unsatisfactory performance requires the member to be placed on supervised status, the type of supervisor will be determined by the SIO (or equivalent) or as specified in AFI 14-2(MDS)v1.

5.2.14. **(Added-AFISRA)** Alternate Means of Evaluation. When live-mission evaluation of a required area is not possible, the area may be evaluated verbally or via an approved simulation. Intelligence Evaluators will make every effort to evaluate all required areas during a live-mission before resorting to this option. See the appropriate AFI 14-2(MDS)v2, for areas prohibited from verbal/simulated evaluation.

5.2.15. **(Added-AFISRA)** Failure to Complete an Evaluation within the Required Period. If an individual fails to complete an evaluation (either knowledge phase or task phase) within the eligibility period for an in-the-eligibility period evaluation or within the period listed in paragraph 5.2.7.2 (Added) for an out-of-the-eligibility period evaluation, the individual loses the qualification covered by the evaluation and the restrictions of paragraph 5.2.12.3 apply. Qualification may be re-established by administering a requalification evaluation (see paragraph 5.2.3.2) or by completion of the delinquent evaluation. GP/CCs may approve waivers to preclude the re-accomplishment of completed requisites to complete the evaluation on a case-by-case basis. Document such action with a Memo for Record placed in Section II of the EF. Incorporate the information contained in the memo onto the affected AF Form 4350 under Evaluator's Remarks, paragraph D, Additional Comments, when action is complete, and remove the memo from the EF. Memos for Record become a permanent part of the EF only when the Major discrepancy addressed by the memo is not addressed or corrected by a later Form 4350.

5.3. (Added-AFISRA) Emergency Procedures Evaluations (when applicable).

5.3.1. **(Added-AFISRA)** Scope. Evaluate intelligence personnel's knowledge of MDS-Specific EPs and systems knowledge for all QUAL evaluations; evaluate MSN specific emergency procedures and systems knowledge during MSN evaluations. Only one EPE needs to be accomplished for each combined evaluation (i.e., one EPE for a MSN/QUAL

evaluation). The combined EPE must be of a scope and duration to cover required areas and must be within the requisite zone for each evaluation.

5.3.2. **(Added-AFISRA)** Satisfactory Performance. Satisfactory performance for EPEs requires knowing or performing the proper action in the correct sequence, responses may be verbal. Intelligence personnel are responsible for any CAPs when applicable to their duty position.

5.3.3. **(Added-AFISRA)** Content and Administration. AFI 14-2(MDS)v2 will specify contents of EPEs, grading areas to be evaluated, grading criteria and whether EPEs may be done during a live mission, on a SIM, or verbally.

5.3.4. **(Added-AFISRA)** Grading. The intelligence evaluator will assign an EPE grade 1, 2, or 3 (Qualification Level 1, 2, or 3) in the Qualification Knowledge Phase block of the AF Form 4350, regardless of whether all or a portion of the EPE was performed during a live mission.

5.3.5. **(Added-AFISRA)** Additional Training. For an EPE requiring additional training, the intelligence evaluator will indicate if the additional training will be accomplished before intelligence individual can perform duties unsupervised in the assigned duty position under restrictions in the Comments block of the AF Form 4350.

5.3.6. **(Added-AFISRA)** CAPs Failure. An incorrect response to a CAP situation during an EPE requires an unqualified (3) EPE grade. Any intelligence personnel who receives a 3 grade as a result of CAPs error will not perform duties in the assigned duty position again until a successful reevaluation is accomplished.

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

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

5.4.1. **(Added-AFISRA)** Supplementary evaluations are not intelligence personnel qualification evaluations.

5.4.2. **(Added-AFISRA)** Supplementary evaluations should examine the effectiveness of unit operational procedures and training programs. They may be used as an effective means of validating the effectiveness of evaluation trend corrective actions.

5.4.3. **(Added-AFISRA)** Commanders will determine evaluated areas. The stan/eval function will determine the method of evaluation, is responsible for administrative management of data collection, and will report results as directed by the commander.

5.4.4. **(Added-AFISRA)** Individuals other than intelligence evaluators, as determined by the GP/CC, may conduct supplementary evaluations.

5.4.5. **(Added-AFISRA)** Supplementary evaluations may be administered in conjunction with a qualification evaluation. If conducted during a mission, supplementary evaluations

should not be all-encompassing, nor result in the assignment of an overall rating for any specific intelligence personnel, nor be documented on an AF Form 4350.

5.4.6. **(Added-AFISRA)** Supplementary evaluation results will be documented in SEB minutes

5.5. (Added-480ISRW) Product checks conducted as part of a qualification evaluation will use 480 ISR WG approved quality control checklists and report writing guides whenever available.

5.5.1. **(Added-480ISRW)** The minimum passing grade for product checks during qualification evaluations will be identified in the Wing product evaluation guides. Product checks will be graded using Wing mission management quality control standards.

5.6. (Added-480ISRW) Initial Cadre. Initial Cadre memorandum is used to establish a process to create Instructors and Evaluators as crew members on a new mission crew position, and/or mission. The personnel identified as initial cadre would then train and qualify follow-on crews as required.

Chapter 6

INTELLIGENCE EXAMINATION PROGRAM

6.1. Purpose. The Intelligence Examination Program measures an individual's knowledge of normal procedures, threats and other information essential for effective intelligence operations through the administration of written, computer based or electronic examinations. Poor testing performance on examinations indicates areas requiring increased training emphasis.

6.2. Scope. The Intelligence Examination Program includes requisite examinations for periodic evaluations and unit periodic examinations. Requisite examinations include qualification open book and closed book tests as described in paragraph 5.2.4.

6.2. (AFISRA) The ability to focus on specific knowledge areas is enhanced by the management of examination content and use of appropriate master question files.

6.3. Administrative Procedures.

6.3.1. Program Documentation. Lead MAJCOM will describe the MDS/weapons system/function/activity-specific intelligence examination program in written guidance. Units will describe the unit specific examination process in written guidance.

6.3.1. **(AFISRA)** Units will use an AFISRA approved computer based or on-line Stan/Eval examination software for program management when available and directed.

6.3.1.1. **(Added-AFISRA)** Computer Based or Electronic Examinations. Computer based or electronic information management tools may fulfill the requirement for examinations as outlined in this instruction.

6.3.2. Retention of Examination Records. Retain graded exam answer sheets/computer records until AF Form 4350 is completed.

6.3.3. Examination Question Review. Intelligence Stan/Eval will review all MQFs (HHQ and local) and prepared exams for accuracy annually and after any changes in source documents. Identify corrections/changes to HHQ MQF to the responsible MAJCOM.

6.3.3. **(AFISRA)** Intelligence Stan/Eval will review all secure question banks (HHQ and local) and prepared exams for accuracy annually and after any changes in source documents. If a complete review was accomplished due to a source document change it may be annotated as the annual review. Units will document their procedures for reviewing and updating MQFs and prepared exams in their unit supplement to this instruction.

6.3.3. **(480ISRW)** Groups will review MQFs and SQBs annually for classification, content, and source verification. Documentation of review will be forwarded to Wing Stan/Eval within 30 calendar days of completion. Groups will inform the Wing when submitting new MQF questions to HHQ for approval and when requesting additions or changes to any MQF via HHQ.

6.3.4. **(Added-AFISRA)** End-of-Course Examinations. IFTUs administering USAF Formal Schools listed in the Air Force Education and Training Course Announcements (ETCA) database (<https://etca.randolph.af.mil>) may use end-of-course (EOC) examinations to fulfill the requirements of the open book, and closed book and EPE/CAPs (if applicable) requisite

examinations when directed in the AFI 14-2(MDS)v2. IFTU graduates will be Basic Qualified status upon of successful completion of a qualification evaluation and will require an MSN evaluation from assigned unit for MR/CMR status.

6.3.4.1. **(Added-AFISRA)** Unless otherwise stated in the AFI 14-2(MDS)v2, the IFTU in coordination with AFISRA Stan/Eval will ensure the EOC examination meets the requirements of this instruction before awarding credit for requisite completion.

6.3.4.2. **(Added-AFISRA)** EOC examination test questions are not required to incorporate MAJCOM MQFs. All questions must reflect the latest changes to all systems and/or operational procedures and not conflict with any MQFs.

6.3.4.3. **(Added-AFISRA)** All EOC examinations that fulfill the requirements of requisite examinations will be graded according to paragraph 6.4.6 and entered on the AF Form 4350.

6.4. Required Tests. Individuals will complete examinations as requisites for periodic MSN evaluations (see paragraph 5.2.4.) and any other examination required by the appropriate AFI 14-2(MDS)v2. Requisites may be completed anytime during the eligibility period for credit.

6.4.1. Unit Intelligence Stan/Eval functions will develop and control written examinations for each duty position. However, when different duty positions are responsible for identical information, a single examination will suffice.

6.4.2. Unit Intelligence Stan/Eval will maintain two tests on file for each duty position and ensure that no more than 50% of the questions are duplicated between tests.

6.4.3. Units using computer-generated examinations do not need to maintain the examinations referenced above provided the following restrictions are observed:

6.4.3.1. Individual examinations are randomly generated from the standardized MQF.

6.4.3.2. Re-examinations are constructed so that duplication of questions is kept to a minimum.

6.4.4. Change 50 percent of the questions on the requisite examinations every calendar year.

6.4.5. Test Security. Intelligence Stan/Eval personnel will maintain positive control of all tests, applicable answer sheets and associated computer based/electronic media.

6.4.5. **(AFISRA)** Ensure all controlled test materials (e.g., secure question banks, examinations, answer sheets) are appropriately and conspicuously marked.

6.4.6. Grading Policy. Minimum Passing Grade. The minimum passing grade for examinations is 85 percent-corrected to 100 percent.

6.4.7. Types of Tests.

6.4.7.1. Open Book Tests. Open book test questions will come from publications made available to the individual during testing. Each unit may develop an open book secure question bank (SQB) that serves as the source for some or all of the open book test questions. Do not distribute the SQB to personnel and safeguard it in the same manner as any other required Intelligence Stan/Eval examination.

6.4.7.1.1. **(Added-AFISRA)** The emphasis of open book exams is on technical orders, manuals, handbooks and instructions that may not require immediate recall or are not regularly referenced.

6.4.7.1.2. **(Added-AFISRA)** Units will forward SQBs to AFISRA Stan/Eval for approval. AFISRA Stan/Eval will maintain the master copy of all SQBs.

6.4.7.1.3. **(Added-AFISRA)** Do not select open book questions from any closed book MQF.

6.4.7.2. Closed Book Tests. Closed book questions will come from MQFs. These questions will emphasize system knowledge and information necessary for mission accomplishment.

6.4.7.2. **(AFISRA)** Major emphasis of closed book exams will be on mission systems and mission knowledge that the intelligence personnel must immediately recall while performing mission and key information from publications not readily available while performing mission.

6.4.7.2.1. **(Added-AFISRA)** MDS-Specific MQFs. AFISRA Stan/Eval will ensure MDS-Specific MQFs containing approved questions for closed book testing are available for use and distribution to applicable intelligence personnel.

6.4.7.2.1.1. **(Added-AFISRA)** The highest organization with a stan/eval function (Gp or Sq) may be delegated to develop MQFs for MDS, weapon systems or intelligence functions and activities without AFISRA expertise. That organization will submit these MQFs to the AFISRA Stan/Eval for approval prior to their publication (See paragraph [2.3.2.5.1](#) (Added)). HQ AFISRA Stan/Eval OPRs retains oversight responsibility and final authority of the all published MQFs.

6.4.7.2.1.2. **(Added-AFISRA)** AFISRA OPRs will review MQFs annually and distribute changes to MQFs as necessary.

6.4.7.2.1.2.1. **(Added-AFISRA)** Units may edit MQFs to accommodate local testing procedures, classification limitations, administrative errors and reflect recent changes to systems and/or operational procedures; however, subject matter may not be changed.

6.4.7.2.1.2.2. **(Added-AFISRA)** Units will forward edits of MQF questions to AFISRA Stan/Eval.

6.4.7.2.2. **(Added-AFISRA)** AFISRA Stan/Eval will maintain the master copy of all MQFs.

6.4.7.2.3. **(Added-AFISRA)** Local Procedures MQF. Units may develop and distribute a local procedures MQF databank to augment HHQ MQFs.

6.4.7.2.3.1. **(Added-AFISRA)** Local Procedures MQFs may be used to supplement the AFISRA approved MQF. Units may supplement up to 20% local procedures MQFs. Local Procedures MQFs may include any information necessary for safe operations and mission accomplishment not included in the MQF. Local instructions, local procedures, unit supplements to AFI 14-

2(MDS)v3, are examples of sources for the Local Procedures MQF.

6.4.7.3. **(Added-AFISRA)** Critical Action Procedures (CAPs) Requisite Examinations. Intelligence personnel knowledge of applicable CAPs will be evaluated through a written examination as a requisite to all periodic evaluations when and as required in the applicable AFI 14-2(MDS)v2. Satisfactory performance for a CAPs examination will require writing the proper critical actions in the correct sequence, not necessarily a verbatim response.

6.4.7.3.1. **(Added-AFISRA)** The IE will assign a CAPs grade (Q or U) in the Qualification Knowledge Phase block of the AF Form 4350.

6.4.7.3.2. **(Added-AFISRA)** CAPs examinations are written from memory. Abbreviations which do not affect the correct meaning of the procedure are acceptable.

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

6.4.8.1. Reexamination Policy. An individual failing a required test must be afforded an adequate study period prior to reexamination. The individual will be reevaluated using an alternate exam.

6.4.8.2. Reexamination Period. Individuals who fail a required test must complete a successful reexamination within 30 days (AFRC/ANG: 60 days or two unit training assemblies (UTAs)) following the date of the failure. Waiver authority to extend the time allowed to successfully complete the examination is the SIO. Document such waivers with a Memo for Record placed in the training record of the individual.

6.4.8.2. **(AFISRA)** Individuals who fail a required examination must complete a successful reexamination within 30 calendar days (ARC: 60 calendar days or three unit training assemblies (UTAs)) following the date of the failure, or the end of their eligibility period, whichever occurs first. Waiver authority to extend the time allowed to successfully complete the examination is the SIO. Document such waivers with a Memo for Record placed in Section II of the EF of the affected individual. Incorporate the information contained in the memo onto the affected AF Form 4350 under Evaluator Remarks, paragraph D, Additional Comments, when action is complete, and remove the memo from the EF. Memos for Record become a permanent part of the EF only when the Major discrepancy addressed by the memo is not addressed or corrected by a later AF Form 4350.

6.4.8.2. **(480ISRW)** Examinees that fail a written, computer based, or electronic examination must retake the examination within 30 calendar days; however, examinees must be given adequate study time prior to re-testing and will not be compelled to re-test based on operational needs.

6.4.8.3. Supervised Status Requirement. Place individuals who fail a requisite open book or closed book examination in supervised status until successful retesting is completed. For individuals who maintain multiple qualifications, supervised status resulting from failure of either an open book or closed book examination applies only to

the MDS, weapons system, function or activity for which the examination was administered.

6.4. (AFISRA) Intelligence personnel will complete open and closed book requisites for periodic QUAL evaluations and any other examinations required by the appropriate AFI 14-2(MDS)v2 (see paragraph 5. 2.4.1). For IFTU see paragraph 6.3.4 (Added).

6.5. (Added-AFISRA) Unit Semi-annual Examinations. Each unit will conduct testing at least semi-annually for all intelligence personnel. The intent of this testing is to evaluate additional knowledge beyond the scope of requisite exams, such as a cross-section of general knowledge, tactical/threat knowledge, and/or operational procedures, etc., to determine if knowledge deficiencies exist within the unit. This exam may be open or closed book, but will not count as a requisite exam, nor will a requisite exam satisfy the requirement for a periodic exam.

6.5.1. **(Added-AFISRA)** Unit Semi-annual Examinations are intended to encourage individual review of operationally relevant topics selected by the unit commander. The unit commander will determine whether the test is administered open or closed book and whether proctoring is required. A majority of the questions must come from sources other than MAJCOM-approved MQFs (i.e. system manuals, Instructions, SPINS, etc). Classified tests will be handled appropriately.

6.5.2. **(Added-AFISRA)** Units will describe this program in the unit supplement to this instruction, to include procedures for failed exams.

6.6. (Added-AFISRA) Stan/Eval and Training Review Board (STRB). Following a second failure of any qualification requisite examination or event check, a commander's Stan/Eval and Training Review Board will be scheduled. Units establish written commander's STRB procedures using paragraph 6.7 as a guide. Outline unit procedures and time constraints for convening of the STRB in the unit supplement to this instruction.

6.6.1. **(Added-AFISRA)** The review board consists of, but is not limited to the unit Commander; Operations Officer (optional); unit Stan/Eval Chief or Deputy Chief ; unit Operations Training Chief or Deputy Chief; examinee's supervisor; examinee's primary instructor (as applicable); the intelligence evaluator (as applicable) and the examinee.

6.6.1. **(480ISRW)** STRB will be a formal review board scheduled after the second failure in the same portion (e.g. two task failures) of any evaluation. It will identify missed areas on the evaluation. These items will be reviewed to ensure they are still relevant to the position qualification. Also, the STRB will cover the training process, proficiency, currency of materials and supervisory involvement, identifying possible improvement areas and discussing a remedial plan.

6.6.2. **(Added-AFISRA)** The STRB will be chaired by the unit Commander and will consider all pertinent factors contributing to the failed evaluation, failure to attain/maintain proficiency or failure to progress.

6.6.2. **(480ISRW)** Group Stan/Eval will compile STRB minutes and forward them to 480 ISR WG Stan/Eval no later than ten duty days following the STRB.

6.6.3. **(Added-AFISRA)** Although a STRB is mandatory only in the above instances, the unit Commander may initiate a review board at their discretion, for example after the first examination failure or for failure to progress in training within established guidelines.

6.6.4. **(Added-AFISRA)** STRB minutes should be compiled IAW Attachment 11 (Added).

6.7. (Added-AFISRA) Commander's Stan/Eval and Training Review Board Process. The STRB process should be completed within 10 duty days from the date the initiating authority (IA) recommends a board.

6.7.1. **(Added-AFISRA) Entry.** Enter examinees following a second failure of any examination or event check. The IA, or above, enters the examinee in the STRB process when notified by the Chief, Stan/Eval of the failures.

6.7.2. **(Added-AFISRA) IA.** The IA is a supervisor or FLT/CC with administrative control of the examinee. The IA:

6.7.2.1. **(Added-AFISRA)** Notifies examinee in writing of their consideration for a STRB.

6.7.2.2. **(Added-AFISRA)** Briefs the examinee on the STRB process.

6.7.2.3. **(Added-AFISRA)** The IA may elect to continue the examinee in academic training with the concurrence of the reviewing authority (RA).

6.7.2.4. **(Added-AFISRA)** Completes a memorandum recommending the STRB, ensures the examinee receives a copy and is allowed to comment on a memorandum.

6.7.2.5. **(Added-AFISRA)** Sends the completed memorandum to the RA along with the examinee's memorandum, copies of training/evaluation records, and any attachments.

6.7.3. **(Added-AFISRA) RA.** The unit commander or director of operations is the RA. The RA:

6.7.3.1. **(Added-AFISRA)** Examines the examinee's training records and, as necessary, interviews the examinee and the examinee's civilian and military supervisors, instructors, or the squadron operations officer. The RA recommends elimination from or retention in training, or consideration for reinstatement in training and a re-evaluation at a later date following further review.

6.7.3.2. **(Added-AFISRA)** Endorses and makes recommendation on the memorandum and forwards with all applicable records to the approving authority (AA) for final review. The records include a written summary of the significant facts and specific rationale used in arriving at the recommendations.

6.7.3.3. **(Added-AFISRA)** Terminates or completes the STRB when it becomes apparent circumstances require convening an investigation under the provisions of AFI 51-602, *Boards of Officers*, or when information surfaces that would cause the student to be medically disqualified.

6.7.4. **(Added-AFISRA) AA.** The Group/CC, Squadron/CC or designated representative, is the AA. The AA:

6.7.4.1. **(Added-AFISRA)** Eliminates or reinstates the examinee.

6.7.4.2. **(Added-AFISRA)** Endorses the memorandum and annotates any recommendations for follow-on training for the examinee.

Chapter 7

EVALUATION DOCUMENTATION

7.1. Scope. Administration of the Intelligence Evaluation Program requires accurate documentation. Evaluation results are recorded on the AF Form 4350, Certificate of Intelligence Qualification, which then serves to record and certify that an individual is qualified for his or her duty position. An individual's chronological history of evaluations is recorded on an AF Form 4349, Record of Intelligence Evaluation. Both of these AF Forms are maintained in the individual's qualification evaluation record within the on-line documentation system. Evaluation records will be kept throughout an individual's service and go with the individual to each assignment.

7.1. (AFISRA) Intelligence Personnel will use evaluation folders (see paragraph 7. 6) to maintain the source documents that constitute the history of qualification (AF Forms 4350) for each individual until an approved on-line documentation system is available and directed. A complete history of the AF Forms 4350 in a member's EF will be maintained on an accompanying of an AF Form 4349, *Record of Intelligence Evaluation*.

7.2. On-line Documentation System. The on-line documentation system contains the source documents that constitute the history of intelligence qualifications for each intelligence specialist. The AF Form 4350 is the source document used to record and certify the individual's qualification for his/her intelligence duty position. A complete history of the AF Forms 4350 in a member's record is maintained on an accompanying AF Form 4349.

7.2.1. All intelligence personnel supporting the operational mission of the unit/organization must have a qualification training and evaluation record, which includes all AF Forms 4350, AF Forms 4349, and additional MAJCOM specified items. The qualification training and evaluation record is separate and distinct from an individual's training records.

7.2.1.1. **(Added-AFISRA) Qualifications and Certifications.** Intelligence personnel qualifications are attained through evaluations and documented on the AF Form 4350. Intelligence personnel certifications attained through methods other than evaluation (instructor-certified events and commander certifications for example) may be documented on an AFISRA Form 403, Certification of Intelligence Personnel Training (see Attachment 13 (Added)), or AFISRA Form 402, Intelligence Personnel Certifications (see Attachment 14 (Added)). HQ AFISRA may direct the use of the AFISRA Form 402 or 403 for specific MDS, System, Intelligence Function or Activity. As an alternative to use of AFISRA Form 403 or AFISRA Form 402, AFISRA may also approve use of a unit certification document signed by an authorized official. When applicable, units will outline procedures for documenting intelligence personnel certifications using the AFISRA Form 402, AFISRA Form 403 and other AFISRA approved certification document in the unit supplement to this instruction.

7.2.1.1.1. **(Added-AFISRA) Changes to the qualifications/certifications** which occur prior to the printing of a new letter of certifications product will be annotated and initialed by the certifying official. Units that opt not to use, or do not have access to an electronic certifications tracking product containing the required information will use a single letter indicating unit intelligence personnel qualifications and

certifications (see paragraph **3.3.2.8** (Added)). These letters/electronic products will be certified and maintained either in the EF or other suitable location. A letter of certification extract (abbreviated document) which only contains the pertinent individual(s) information may be used; such extract must be signed by the original letter of certification certifying official. A certified letter/product will be included in the individual's EF going PCS or PCA. If an individual's EF is required to be hand carried TDY, a copy of this certified letter/product will be included. Short duration TDYs (<120 days) do not require transfer of the EF; a letter of certification extract for the individual should suffice.

7.2.2. Evaluation Materials Contained in the On-Line Documentation System. The on-line documentation consists of both qualification training and evaluation materials. The forms that make up the individual's permanent qualification evaluation records are included in the following sections:

7.2.2. (AFISRA) All intelligence personnel assigned to an intelligence unit (including attached or gained personnel), IAW applicable AFI 14-2(MDS) volumes and this instruction, as supplemented, must have an evaluation folder, which includes all AF Forms 4350 and AF Forms 4349 that make up the individual's permanent qualification evaluation records.

7.2.2.1. AF Form 4349 Section. This section contains AF Forms 4349, MAJCOM required items and those items authorized by the unit in written guidance (e.g., logs of initial and annual reviews). AF Forms 4349 should be on top of this section, in chronological order with the most recent on top.

7.2.2.2. AF Form 4350 Section. This section contains AF Forms 4350 for all evaluations listed on the AF Forms 4349 Section. File AF Forms 4350 in chronological order with the most recent on top.

7.2.2.3. Memos for Record (MFR) Section. MFRs documenting waivers, extensions and major discrepancies relating to qualification are filed in chronological order and are linked with AF Forms 4349.

7.2.2.4. (Added-AFISRA) EFs will be maintained by the unit stan/eval function on all assigned and attached personnel holding an MDS, weapon system or intelligence function and activity certification.

7.2.2.5. (Added-AFISRA) HHQ intelligence personnel on active intelligence crew or activity status may have their EFs maintained by the HHQ Stan/Eval function or by the stan/eval function at which they maintain a qualification.

7.2.2.6. (Added-AFISRA) The EF for intelligence personnel in inactive status, non-AFI 14-2(MDS)v2 AFISRA assignment or assigned or attached to other than AFISRA Intelligence Units will be maintained IAW with this instruction, as supplemented (see paragraph **7.6.1.3** (Added)).

7.2.2.7. (Added-AFISRA) Individuals assigned or attached to other than AFISRA Intelligence Units may use the format of the service or agency of the unit of attachment to document their history of intelligence qualification/certification.

7.2.3. Gradesheets. While gradesheets are used during qualification, recurring, and specialized qualification evaluations, they do not become part of the individual's permanent

evaluation record. Gradesheets are discarded or turned over to the individual after the AF Form 4350 has been accomplished.

7.3. Review of Qualification Training and Evaluation Records.

7.3. (AFISRA) Review of Qualification EF. Document the procedures on how to accomplish an initial review and how to implement the periodic review of EFs in the unit supplement to this instruction.

7.3.1. Initial Review. The unit will review the records for all newly assigned intelligence personnel to identify previous training and qualifications. The reviewing organization is responsible for establishing the currency and qualification of the intelligence specialist as determined from the latest applicable documentation. Following determination of the currency and qualification of the intelligence specialist, the unit maintaining the record is responsible only for documentation subsequently placed in the record.

7.3.1. **(AFISRA)** Units will review the EF for all newly assigned intelligence members to establish their currency and qualification prior to the intelligence member performing any AFI 14-2(MDS) intelligence activity related duties or participating in any AFI 14-2(MDS) operational missions.

7.3.1.1. **(Added-AFISRA)** The reviewing organization is responsible for establishing the currency and qualification of the intelligence personnel as determined from the latest applicable documentation in Sections I and II of the EF. Following determination of the currency and qualification of the intelligence personnel, the unit maintaining the EF is responsible only for documentation subsequently placed in the EF.

7.3.1.2. **(Added-AFISRA)** If the EF of HHQ personnel in an active intelligence duty status is maintained by the stan/eval function at their assigned stations, that stan/eval function will also review the EF prior to the member performing any AFI 14-2(MDS) intelligence related duty or participating in an AFI 14-2(MDS) operational mission.

7.3.2. Annual Review. As a minimum, the Intelligence Stan/Eval function will review each individual's record annually (manually or via a report generated by the on-line documentation system) for expiration dates of required evaluations.

7.3.2. **(AFISRA)** The Stan/Eval function will review all unit EFs to confirm expiration dates used to track required intelligence personnel qualification evaluations are the same as those listed in the EFs. Annual review of EFs for personnel in inactive status is not required. Documentation of reviews will be outlined in the unit supplement.

7.3.2. **(480ISRW)** Periodic Review. The Stan/Eval function may conduct periodic reviews to check for discrepancies defined in Initial, Posting, and Annual review instructions. Any intermittent EF review not falling in the category of Initial, Posting, or Annual may be labeled "Periodic" on the Evaluation Folder Review Log.

7.3.2.1. **(Added-AFISRA)** Posting Review. The Stan/Eval function will review each AF Form 4350, AFISRA Form 402, or AFISRA Form 403 when they are placed in the EF to ensure accuracy and completeness. This review will confirm that the eligibility period and qualification as documented are correct, all required task evaluation events were accomplished and requisites were accomplished within the eligibility period and that the AF Form 4350 contains all signatures and initials within allotted time. AFISRA

Forms 402 or 403 will be reviewed for correct certification signature and to ensure all previous entries are accounted for and are accurate. Posting reviews may also serve as annual reviews when all provisions in paragraph 7.3.2 are met. Documentation of posting reviews will be outlined in the unit supplement.

7.3.2.2. **(Added-AFISRA)** EF Discrepancies. EF Discrepancies include those of the AF Forms 4349, AF Form 4350, AFISRA Form 402, and AFISRA Form 403.

7.3.2.2.1. **(Added-AFISRA)** Categories of Discrepancies. Discrepancies are categorized by their impact on qualification/certification.

7.3.2.2.2. **(Added-AFISRA)** Discrepancies that alter the qualification/certification of the affected intelligence member are considered major.

7.3.2.2.3. **(Added-AFISRA)** Those discrepancies that do not alter the qualification/certification of the affected intelligence member are considered minor and include typos, formatting and misspellings.

7.3.2.3. **(Added-AFISRA)** Major Discrepancies Disposition. Identified major discrepancies are documented on a permanent MFR filed in Section I or II immediately above the affected AF Form 4350 (certification certificate), or in chronological order with the AF Forms 4350 and any AFISRA Forms 402 or 403 for items other than those found on AF Forms 4350 or AFISRA Forms 402 or 403. Any MFR created to document late evaluations, GP/CC waivers, etc. is removed from the EF once the information is incorporated onto the completed affected AF Form 4350 under Evaluator Remarks paragraph D, Additional Comments. Memos for Record become a permanent part of the EF only when the major discrepancy addressed by the MFR is not addressed or corrected by a later AF Form 4350.

7.3.2.4. **(Added-AFISRA)** Minor Discrepancies Disposition. Minor discrepancies are documented on a non-permanent record as defined by the unit supplement to this instruction.

7.3.2.4.1. **(Added-AFISRA)** The record of minor discrepancies is to be used to ensure standardization of AF Forms 4349, AF Forms 4350, AFISRA Forms 402 or 403, and intelligence member EFs.

7.3.3. Corrections.

7.3.3.1. AF Forms 4350. As source documents, AF Forms 4350 may be corrected by use of an electronic correction form in the on-line documentation system provided the intelligence evaluator who signed the AF Form 4350 verifies the change.

7.3.3.1. **(AFISRA)** The AF Form 4350 may be corrected by use of white-out/over-print or pen and ink alteration of the original document provided the intelligence evaluator signing Section III of the form initials the correction. Units should use discretion when applying this rule. For only minor discrepancies, that does not alter or put into question the qualification, documentation on a minor discrepancies log is the preferred method. For significant alterations and corrections, which alter the qualification, re-accomplish the AF Form 4350 if all signatories are available or document on a Major Discrepancies memorandum.

7.3.3.2. AF Forms 4349. AF Forms 4349, not being source documents, may be altered without restriction to reflect the assignment of the affected member and the contents of AF Form 4350 Section.

7.3.3.2. **(AFISRA)** AF Forms 4349, not being source documents, may be altered without restriction to reflect the assignment of the affected intelligence member and the contents of Section II of the EF. However, content must be legible, standardized and professional in appearance.

7.3.3.3. **(Added-AFISRA)** AFISRA Form 403. As a source document, the AFISRA Form 403 may be corrected by use of white-out/over-print or pen and ink alteration of the original document provided the certifying official signing that line of the AFISRA Form 403 initials the correction. For significant corrections, which alter the certification's intent, make a new AFISRA Form 403 entry.

7.3.3.4. **(Added-AFISRA)** AFISRA Form 402. As a source document, the AFISRA Form 402 may be corrected by use of white-out/over-print or pen and ink alteration of the original document provided the certifying official signing that line of the AFISRA Form 402 initials the correction. For significant corrections, which alter the certification's intent, make a new AFISRA Form 402 entry.

7.3.4. Transfer of Qualification Training and Evaluation Record. When custody of the record is transferred to a new unit or base, the losing unit will ensure the record is properly archived in the on-line documentation system for the gaining unit's retrieval. The qualification training and evaluation records for personnel in inactive status or not serving with an Air Force intelligence operational mission will be stored on the on-line documentation system in a dormant status. Individuals should retain an electronic back-up copy of their records during their inactive status.

7.3.4. **(AFISRA)** Transfer of EF. When custody of the EF is transferred to a new unit or base:

7.3.4.1. **(Added-AFISRA)** Retention of Records. Retain all records in the folder until reviewed by the gaining unit. After review, return to the individual those forms not retained in the folder.

7.3.4.2. **(Added-AFISRA)** PCS of Individual. Intelligence personnel will normally hand-carry their EF to the gaining organization.

7.3.4.2.1. **(Added-AFISRA)** When circumstances prevent this, the losing organization will mail the folder to the gaining unit.

7.3.4.2.2. **(Added-AFISRA)** Mail any evaluation records not included in the folder at time of transfer to the gaining organization with clear identification of the individual concerned.

7.3.4.2.3. **(Added-AFISRA)** When mailing an EF or any of its contents, retain a copy until the gaining organization has received the original EF.

7.3.4.2.4. **(Added-AFISRA)** If any EF information is maintained electronically, suitable back up storage media containing that information will be utilized to ensure information is not lost.

7.3.5. Disposition of Qualification Training and Evaluation Record.

7.3.5. (AFISRA) Disposition of Evaluation Folder.

7.3.5.1. Dispose of the record according to Air Force Records Disposition Schedule (AFRDS), and this instruction.

7.3.5.1. (AFISRA) Dispose of the intelligence members EF according to the Air Force Records Disposition Schedule (AFRDS), and this instruction.

7.3.5.2. Outdated material and miscellaneous documentation identified during reviews will be returned to the member for disposal.

7.4. AF Form 4350, Certificate of Intelligence Qualification.

7.4.1. Purpose. Use the AF Form 4350 to record and to certify intelligence qualification as demonstrated in required evaluations.

7.4.1. (AFISRA) Certification of an AF Form 4350 is accomplished by four individuals, beginning with the Intelligence Evaluator, who completes the evaluation by signing the AF Form 4350. Next, the Reviewing Officer and Final Approving Officer review the contents, the intelligence evaluator's overall assessment, ensure all required additional training was adequate to correct the noted deficiencies and is complete, and sign the AF Form 4350. The final signature is provided by the examinee, who will sign the completed AF Form 4350. **EXCEPTION:** For a SIO-Directed Downgrade AF Form 4350, only the commander signs as the Final Approving Officer (see paragraph 7.4.6.2.1.2 (Added)).

7.4.2. General Data Entry. Use the following guidance when completing an AF Form 4350.

7.4.2. (AFISRA) See Attachment 5 (Added) for sample AF Forms 4350.

7.4.3. Date Completed. Use the latest completion date (knowledge or task phase) of the evaluation requisites or additional training. Use this date on the AF Form 4349.

7.4.4. Section I - Examinee Information.

7.4.4.1. Name, Grade and last 4 digits Social Security Account Number (SSAN).

7.4.4.1. (AFISRA) Name and Grade – Enter the last name, first name and middle initial of the examinee in the “NAME” block (i.e. Doe, John W.). Enter the pay grade of the examinee in the “GRADE” block (i.e. O-3, E-1, E-6, GG-8), or “CTR” for contractors without a pay grade. DO NOT enter the examinee's rank in this block.

7.4.4.2. Organization and Location.

7.4.4.2.1. Use the unit designation and location where the examinee is assigned or attached.

7.4.4.2.2. When attending an IFTU course in which an evaluation is administered, the organization and location will reflect the IFTU organization/location.

7.4.4.3. Duty Position. Enter the MDS/specialty in which the evaluation was given (e.g. F-16).

7.4.4.3.1. (Added-AFISRA) Enter the weapons system, or intelligence function and activity in which the evaluation was given on the first line of the Duty Position block.

7.4.4.3.2. **(Added-AFISRA)** Enter the examinee's highest qualification reflecting the intention of the evaluation (e.g., CO, DLO, DMS, GMS, EMS, DOC etc.) in that particular MDS, weapon system, intelligence mission or intelligence function and activity on the second line of the Duty Position block. Enter the instructor or evaluator identifier (e.g., CO-I, DLO-I, DMS-I, GMS-I, EMS-I, DOC-I, etc.) for instructor qualified positions.

7.4.4.3.2.1. **(Added-AFISRA)** For dual- or multi-qualified individuals (CO/DLO, CO/GMS, GA-I/GRE/IMS, etc.), accomplish separate forms for each unique qualification, even when the examinee was evaluated on the same mission. Enter evaluator identifier "IE" for IE Objectivity Evaluations.

7.4.4.4. Eligibility Period.

7.4.4.4.1. Enter the type of evaluation with the 6-month period preceding the expiration date from the last similar evaluation (e.g., if the last MSN evaluation expires Sep 07, enter MSN: Apr-Sep 07). For personnel with specialized training evaluation requirements list all eligibility periods as applicable (e.g., if the MSN evaluation expires Sep 07 and the EIT evaluation expires Dec 07, enter MSN: Apr-Sep 04/EIT: Jul-Dec 07).

7.4.4.4.1. **(AFISRA)** When the type of evaluation is a combined QUAL/MSN and the previous evaluation which established the current eligibility period was also a combined QUAL/MSN enter QUAL/MSN for the type of evaluation (e.g., QUAL/MSN: Apr-Sep 07). If more space is needed to enter additional eligibility periods list the type of evaluation with the eligibility period in the "Additional Comments" on the back of the form.

7.4.4.4.2. Enter N/A (not applicable) for initial periodic evaluations, periodic evaluations accomplished outside the examinee's normal eligibility period and SPOT evaluations.

7.4.4.4.3. **(Added-AFISRA)** For periodic evaluations where the evaluation expiration date of the previous evaluation is extended under the provisions of paragraph 5.2.6.3, enter the 6-month period preceding the original expiration date. **Note:** Commanders (SIOs) extend only the expiration date, not the eligibility period.

7.4.5. Section II - Qualification.

7.4.5.1. Knowledge Phase.

7.4.5.1.1. Examination/Check. Make a separate entry for each knowledge requisite (e.g., MQF Test, Visual Recognition Test).

7.4.5.1.1.1. **(Added-AFISRA)** Annotate "CLOSED BOOK" for all closed book MQF based examinations.

7.4.5.1.1.2. **(Added-AFISRA)** Annotate "OPEN BOOK" for all open book SQB based examinations.

7.4.5.1.1.3. **(Added-AFISRA)** Units may designate additional examination identifiers or abbreviations in addition to the requirements of paragraphs 7.4.5.1.1.1 (Added) and 7.4.5.1.1.2 (Added) to further describe the area of

examination. Units will list additional authorized examination descriptions in their unit supplement to this instruction.

7.4.5.1.1.4. **(Added-AFISRA)** If requisites exceed available lines document additional requisite completion in the Comments section.

7.4.5.1.1.5. **(Added-AFISRA)** Annotate “CAPs” as required by the applicable AFI 14-2(MDS)v2.

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

7.4.5.1.3. Grade. Enter score; if initial test resulted in a failing grade, enter failed examination score with successfully completed score as follows: 84/98.

7.4.5.1.3.1. **(Added-AFISRA)** Enter failed CAPs with successful re-accomplishment as follows: U/Q.

7.4.5.1.3.2. **(Added-AFISRA)** Enter failed EPE grades with a successful recheck as follows: 3/1.

7.4.5.2. Task Phase.

7.4.5.2.1. Event/Check.

7.4.5.2.1.1. Use the following designators to describe the purpose of the evaluation(s): QUAL, MSN, Specialized Training Evaluation (e.g., EIT, IE) and SPOT.

7.4.5.2.1.1. **(AFISRA)** Use the designator INSTR to describe the Instructor or (Intelligence Qualification Trainer) evaluation.

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

7.4.5.2.1.2.1. **(Added-AFISRA)** The only annotations of INSTR used are INIT INSTR and RQ INSTR as described in paragraphs [5.2.1.3](#), [5.2.1.3.1](#) (Added) and [5.2.1.3.3](#) (Added).

7.4.5.2.1.2.2. **(Added-AFISRA)** The prefix SIM is authorized to describe an entire evaluation conducted under approved simulated conditions.

7.4.5.2.1.3. Make a single line entry to document the task(s) used to complete the evaluation.

7.4.5.2.1.4. **(Added-AFISRA)** Make multiple single line entries for each task/event if two or more tasks/events are required and they are administered by either different intelligence evaluators or on separate days

7.4.5.2.2. Date. Enter the date the task was completed.

7.4.5.2.2.1. **(Added-AFISRA)** For evaluations conducted on missions consisting of a single event spanning more than one day, a single line entry with the date the mission was completed will be used. Document this fact in the Mission Description portion of the Evaluator’s Remarks.

7.4.5.3. Qualification Level.

7.4.5.3.1. Place a “1” or “2” in the qualified block or a “3” in the unqualified block for the individual’s overall qualification level.

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

7.4.5.3.3. If the qualification levels assigned to parts of a combined evaluation vary, indicate the qualification level for each party separately (e.g., “EIT: 1” and “MSN: 2”) in the qualified block.

7.4.5.4. Expiration Date of Qualification.

7.4.5.4.1. For an evaluation that establish a new eligibility period, enter the month and year that is 20 months after the month in which the event phase of the evaluation was successfully completed.

7.4.5.4.1. **(AFISRA)** For an evaluation that establishes a new eligibility period, AFISRA units will enter the month and year that is 17 months after the month in which the event phase of the evaluation was successfully completed. Spell out the month and enter the full 4 digit year. Do not abbreviate.

7.4.5.4.2. For an evaluation that does not establish a new eligibility period, enter “N/A.”

7.4.5.4.3. **(Added-AFISRA)** For a combined evaluation where one component is successfully completed and one component is assigned an unqualified grade, indicate by assigning a new expiration date for those portions completed successfully, and “N/A” for those portions awarded an unqualified grade (e.g., MSN 1 and INSTR 3, then enter “MSN-Jul 06/INSTR-N/A”).

7.4.5.5. Restrictions. Place an “X” in the applicable block and list specific restrictions as the first item in the comments block.

7.4.5.5. **(AFISRA)** When no restrictions are stipulated enter “Restriction(s): NONE” as the first item, or second item if EXCEPTIONALLY QUALIFIED is awarded (see paragraph [7.4.5.9](#)) of the AF Form 4350 Comments.

7.4.5.6. Additional Training Due Date(s).

7.4.5.6.1. If required, enter a date not to exceed the last day of the first (AFRC/ANG second month or two UTAs) following the event requiring additional training (e.g. 26 Feb 07 Event Eval, 31 Mar 07 due date; [AFRC/ANG: 30 Apr 07 due date]); otherwise, enter “N/A.”

7.4.5.6.2. If more than one date is required, preface the due dates as appropriate.

7.4.5.7. Date Additional Training Completed.

7.4.5.7.1. Enter the date(s) the examinee completed additional training, otherwise, enter “N/A.”

7.4.5.7.2. If more than one date is required, preface the date completed as appropriate.

7.4.5.7.3. The final approving officer signing Section III of the AF Form 4350 is responsible for certifying additional training was complete.

7.4.5.7.4. The trainer (or other designated individual) conducting the additional training with the examinee will sign and date Section II of the Additional Training block on the AF Form 4350. If more than one trainer was involved in administering the additional training, the trainer completing the additional training will sign and date Section II of the Additional Training block on the AF Form 4350. See paragraph 5.2.11.2.4.

7.4.5.8. Comments.

7.4.5.8.1. Use the following headings and format in the space provided. See Table 7.1. Example Format of Comments Section of AF Form 4350.

Table 7.1. Example Format of Comments Section of AF Form 4350.

COMMENTS (If more space is needed, continue on reverse)

EXCEPTIONALLY QUALIFIED (if applicable). If awarded, comments documenting justification of exceptionally qualified designation by the intelligence evaluator are mandatory, see paragraph 7.4.5.9.

Restriction(s): Required for less than qualified evaluation performance, see paragraph 5.2.11.3.

Evaluator's Remarks:

A. Evaluation Descriptions

1. Knowledge Description. Knowledge descriptions will list the examinations accomplished with the corresponding percent of questions answered correctly.

2. Task Description. Task descriptions should be of sufficient detail to verify that the significant required areas for the evaluations were accomplished.

B. Discrepancies- (Document all discrepancies of Q- or U) or enter "NONE." See paragraph 5.2.11.1.

1. Knowledge. Note: Include date of the failed knowledge phase, if applicable, by entering the original score and date as follows: "(Date of 82%: 16 Dec 07)"

2. Task.

Use the following entries if appropriate:

C. Recommended Additional Training. See paragraph 5.2.11.2.

1. Knowledge.

2. Task.

D. Additional Comments. Comments in this section are restricted to significant information dealing with the evaluation not documented elsewhere. OPR/EPR type comments, or comments comparing the examinee to other individuals are prohibited.

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

If the recheck evaluator of the knowledge recheck is different than the initial intelligence evaluator, the recheck evaluator will sign and date an appropriate statement under this paragraph.

Reviewing Officer's Remarks:

Final Approving Officer's Remarks:

Additional Reviews:

7.4.5.9. Exceptionally Qualified Designation (Optional).

7.4.5.9.1. An exceptionally qualified comment can be awarded when, in the judgment of the evaluator:

7.4.5.9.1.1. The individual has demonstrated exceptional skill and knowledge in all phases of the evaluation; and exceeded all the evaluator's expectations of professionalism and subject matter competency.

7.4.5.9.1.2. The member has not failed any requisite.

7.4.5.9.1.3. **(Added-AFISRA)** The intelligence member received a qualified grade with no remedial action on all areas/subareas evaluated during the event/task phase and when applicable, emergency procedures evaluations.

7.4.5.9.2. The designation will be annotated on the front of the AF Form 4350, first line of the Comments section, on a single line, in all capital letters ("EXCEPTIONALLY QUALIFIED").

7.4.5.9.3. The designation can only be applied to the total evaluation - not to separate requisites.

7.4.5.9.4. Lead MAJCOM will determine additional guidance for the awarding of the EQ designation.

7.4.6. Section III - Certification.

7.4.6.1. Evaluator.

7.4.6.1.1. If two or more evaluators are required to complete an evaluation, the evaluator completing the evaluation will sign Section III of the AF Form 4350.

7.4.6.1.1. **(AFISRA)** The evaluator completing the evaluation:

7.4.6.1.1.1. **(Added-AFISRA)** Is responsible for the content of the AF Form 4350.

7.4.6.1.1.2. **(Added-AFISRA)** Will always place an “X” in the remarks block and make comments in the comments block.

7.4.6.1.1.3. **(Added-AFISRA)** Will be the first dated signature on Section III of the AF Form 4350.

7.4.6.1.2. If more than one evaluator was involved in administering the evaluation, additional evaluator(s) will enter remarks in the Comments block of the AF Form 4350 describing those parts of the evaluation they evaluated and sign a signature block immediately adjacent their remarks.

7.4.6.1.2. **(AFISRA)** Signature block will consist of name, grade, unit and IE’s office symbol as depicted in **Figure A5.1** (Added).

7.4.6.2. Reviewing and Final Approving Officer. The Reviewing Officer is the examinee’s supervisor and the Final Approving Officer will be the SIO.

7.4.6.2.1. The Reviewing and Final Approving Officer will ensure the recommended additional training is adequate to correct the noted deficiencies.

7.4.6.2.1.1. **(Added-AFISRA)** The Reviewing Officer will review the content, the intelligence evaluator’s overall assessment, ensure all required additional training was adequate to correct the noted deficiencies and is complete, and will place an “X” in the “Concur” block indicating concurrence with the AF Form 4350. If the Reviewing Officer does not agree with the overall rating, the overall grade will not be changed. The Reviewing Officer will place an “X” in the “Do Not Concur” block and will comment in Section IV, Comments block. The Reviewing Officer will sign and date the AF Form 4350 after the evaluator, prior to the Final Approval Officer.

7.4.6.2.1.2. **(Added-AFISRA)** The Final Approval Officer will review the content, the intelligence evaluator’s overall assessment, ensure all required additional training was adequate to correct the noted deficiencies and is complete, and will place an “X” in the “Concur” block indicating concurrence with the content on the AF Form 4350. If the Final Approval Officer does not agree with the overall rating, the overall grade will not be changed. Place an “X” in the “Do Not Concur” block and comment in Section IV, Comments block. The Final Approval Officer will sign and date the AF Form 4350 after the Reviewing Officer.

Table 7.2. (Added-AFISRA) Form 4350 Reviewing/Final Approving Officers.

<u>Examinee</u>	<u>Reviewing Officer</u>	<u>Approving Officer</u>
SQ Assigned	Flt, Det/CC or SQ/ADO	SQ/CC
SQ ADO or Flt, Det/CC	SQ/DO	SQ/CC
SQ/DO	SQ/CC	GP/CC
SQ/CC	GP/CD (*SQ/CD or DO)	GP/CC (*MAJCOM/A3)
WG/GP/SQ Attached	Attached SQ/CC	Assigned WG/GP/SQ/CC
GP/CD	Attached SQ/CC	GP/CC
GP/CC	Attached SQ/CC	WG/CC
WG/CV	Attached SQ/CC	WG/CC

WG/CC	Attached SQ/CC	MAJCOM/A3
MAJCOM Attached	Attached SQ/CC	MAJCOM//A3O/A3T/A3V/IG
MAJCOM IG/A3	Attached SQ/CC	MAJCOM /CV
<i>Note:</i> *Geographically separated ANG Squadrons with no parent Group/Wing.		

7.4.6.2.1.3. **(Added-AFISRA)** Only handwritten pen/ink or electronic signatures are authorized. Rubber stamp or other mechanical signature devices are not authorized.

7.4.6.2.2. If a Reviewing or Final Approving Officer does not agree with the overall rating, the overall grade will not be changed. The Reviewing or Final Approving Officer will mark the "Do Not Concur" block and will comment in the Comments section.

7.4.6.2.3. **(Added-AFISRA)** See Table 7.3 (Added) for Reviewing and Final Approving Officials other than formal course evaluations at an IFTU. The same individual will not sign as both the Reviewing and Final Approving Officer in Section III of the AF Form 4350.

7.4.6.2.3.1. **(Added-AFISRA)** If Reviewing or Approving Officers are unavailable due to extended TDY or deployment, the acting commander (deputy or vice commander) or next higher available level of supervision may serve as the Reviewing or Approving Officer. The signature block (name and title) of the Reviewing or Approving Officer actually signing the AF Form 4350 will be used.

7.4.6.2.3.2. **(Added-AFISRA)** In no case will the intelligence evaluator administering any part of the intelligence evaluation be the reviewing or approving officer.

7.4.6.2.3.3. **(Added-AFISRA)** If the IE is the examinee's Flt/CC, the reviewing officer will be the SQ/DO, approving officer will be the SQ/CC.

7.4.6.2.3.4. **(Added-AFISRA)** If the IE is the examinee's DO, reviewing officer will be the examinee's Flt/CC, approving officer will be the SQ/CC.

7.4.6.2.3.5. **(Added-AFISRA)** If the IE is the examinees SQ/CC, reviewing officer will be the GP/CD, approving officer will be the GP/CC.

7.4.6.2.4. **(Added-AFISRA)** For evaluations completed at formal course IFTU locations, the reviewing and final approving officers should be assigned to the IFTU.

7.4.6.3. Examinee. The examinee will be the last dated signature on the AF Form 4350.

7.4.6.3.1. **(Added-AFISRA)** Signature block will consist of name and grade only. Do not include branch of service.

7.4.7. Knowledge and/or Task Rechecks.

7.4.7.1. The recheck will be documented on the original AF Form 4350 generated to document the Q-3 evaluation.

7.4.7.1.1. Date Completed. Use the latest completion date (knowledge phase or successful task recheck) of the evaluation.

7.4.7.1.2. Task Phase. Document the date of the task recheck on a separate line as “TASK RECHECK” below the evaluation entry under Task Phase.

7.4.7.1.3. Qualification Level. Annotate the overall qualification grade as “3/1” in the qualified block.

7.4.7.1.4. Expiration Date of Qualification. For evaluations that establish a new eligibility period, enter the month and year that is 20 months after the month in which the recheck was successfully completed.

7.4.7.1.4. (AFISRA) For evaluations that establish a new eligibility period, AFISRA units will enter the month and year that is 17 months after the month in which the recheck was successfully completed (see [Table 5.2](#) (Added)).

7.4.7.1.5. Restrictions. Place an “X” in the “Yes” block and list specific restrictions as the first item in the Comments block based on the original failed evaluation.

7.4.7.1.6. Evaluator's Remarks: Recommended Additional Training. Document all recommended additional training associated with grading areas whose deficiencies will be remedied by a recheck.

7.4.7.1.7. The evaluator that administered the evaluation will sign the front of the AF Form 4350. If the recheck evaluator is different than the initial evaluator, the recheck evaluator will sign and date an appropriate statement in the Comments/Evaluator's Remarks.

7.4.8. SIO-Directed Downgrade. The SIO may direct a downgrade to an intermediate level of qualification or unqualified status without administering an evaluation when such actions by the individual directly affect the SIO's confidence in the individual's ability to perform the unit's intelligence mission safely and to the level of proficiency commensurate with the individual's skill level. Do not use the directed downgrade as a substitution for, or in lieu of, administrative or judicial actions. SIOs will direct the local Intelligence Stan/Eval function to prepare an AF Form 4350 as follows:

7.4.8.1. Section I. Complete Section I as directed above.

7.4.8.2. Section II.

7.4.8.2.1. Enter the qualification(s) to be downgraded (i.e., QUAL, MSN and/ or specialized qualification) with the date of the situation that caused the downgrade in the Event/Check task phase block(s).

7.4.8.2.2. Enter the qualification level (2 or 3) in the appropriate block.

7.4.8.2.3. Enter the additional training due date, if required.

7.4.8.2.4. In the comments section type “SIO-Directed Downgrade” followed by any restrictions, a detailed narrative of the situation causing the downgrade, related comments, any additional training requirements and/or actions necessary to regain qualification (e.g., full RQ evaluation or task recheck). See [Table 7.2](#).

Table 7.3. Example Format for Comments Section for SIO-Directed Downgrade.

COMMENTS (If more space is needed, continue on reverse)

SIO-Directed Downgrade

A. Restrictions(s): If the downgrade is to an unqualified status, specify restrictions associated with the downgrade.

B. Narrative. Provide a detailed narrative of the situation/event causing the individual to be downgraded to an intermediate level or to an unqualified status by the SIO. Include “with cause” in the reasoning statement. Include provision for how the individual is to regain qualification if downgraded to unqualified status.

C. Recommended Additional Training. If required; otherwise state “NONE”

7.4.8.3. Section III. Only the SIO directing the downgrade and the individual concerned will sign the AF Form 4350. The directing SIO will sign in the final approving officer block and “X” the remarks block. Additional reviews are at the MAJCOM discretion.

7.4.9. (Added-AFISRA) Temporary Evaluation Certification and Suspende.

7.4.9.1. **(Added-AFISRA)** File an AFISRA Form 401, *Temporary Certificate of Intelligence Qualification* or suitable alternative in the intelligence member’s evaluation folder NLT the next duty day after all evaluation requirements are complete (i.e., all knowledge and task requisites) as a temporary record of the evaluation results.

7.4.9.2. **(Added-AFISRA)** The temporary evaluation certificate will include examinee, evaluator, type evaluation, qualification level, and date completed. List any discrepancies by area/subarea, any restrictions, any additional training and any additional training due dates. The evaluator completing the evaluation will sign and date the certificate. Procedures concerning the temporary evaluation certificate will be outlined in the unit supplement to this instruction.

7.4.9.3. **(Added-AFISRA)** Remove the temporary evaluation certificate when the permanent AF Form 4350 is filed in the examinees evaluation folder.

7.4.9.4. **(Added-AFISRA)** File the completed AF Form 4350 (all reviews/approvals accomplished) in the evaluation folder not later than the end of the third month following the date completed on the AF Form 4350.

7.5. AF Form 4349, Record of Intelligence Evaluation. The AF Form 4349 is an index providing pertinent information extracted from all the AF Forms 4350 accomplished by the intelligence specialist.

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

7.5.1. **(AFISRA)** The sample AF Form 4349 is provided to demonstrate the content, not the format, of the data presented (see Figure [A7.1](#) (Added)).

7.5.1.1. **(Added-AFISRA)** To facilitate the entry of data on the form, except type of evaluation designations in capital letters, use conventional sentence structured upper and lower case letters.

7.5.1.2. **(Added-AFISRA)** Requirements for letter font, numbers of spaces for indentation and justification (right, left or centered) of data are not specified in this supplement. Unit supplements may direct specific format standards for such data entry.

7.5.1.3. **(Added-AFISRA)** Use each AF Form 4349 until it is filled unless electing to use the computer generated version.

7.5.2. For combined evaluations in which different qualification levels are awarded to any of the portions, a single line entry will be made for each different qualification level awarded indicating which portions of the combined evaluation received that qualification level.

7.5.2. **(AFISRA)** For Unit Type enter the type system, or intelligence function and activity used and duty position evaluated during the evaluation as it appears in the Duty Position area under Section I. Examinee Qualification of the subject AF Form 4350.

7.5.3. Type of Evaluation. Enter type of evaluation (or applicable portions of a combined evaluation) in which different qualification levels were awarded to different portions - as it appears on the AF Form 4350.

7.5.3. **(AFISRA)** For Type of Evaluation enter the evaluation type as it appears under the Event Check block in "Section II Qualification" of the subject AF Form 4350.

7.5.4. Date Completed. Enter date from the Date Completed area of the subject AF Form 4350 (i.e., the latest completion date of the evaluation knowledge and task phase requisites, not including additional training).

7.5.5. Qualification Level (Unit). Enter the appropriate qualification level as appears on the subject Form 4350 (1, 2, 3 or 3/1).

7.5.5.1. **(Added-AFISRA)** Enter the intelligence personnel's unit of assignment, in parenthesis, centered, directly below the qualification level.

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

7.5.6. **(AFISRA)** Center the MAJCOM title, in parenthesis, under Qualification Level (UNIT) block. Entries will be in chronological order with all other entries. (See Figure A7.1).

7.5.6.1. **(Added-AFISRA)** TDY students at IFTUs do not require this entry, while in student status, if no evaluation is completed until end of course.

7.5.7. **(Added-AFISRA) Computer Generated AF Form 4349.** A computer generated AF Form 4349 may be used as long as cumulative entries are retained. Units may elect to maintain an electronic copy of each individual's AF Form 4349 to negate re-accomplishing data entry for each individual. Electronic copies of the AF Form 4349 should be forwarded with the EF when the individual moves to a new squadron if maintained.

7.6. (Added-AFISRA) Evaluation Folders. The EF contains the source documents that constitute the history of qualification for each individual member. The AF Form 4350 is the source document used to record and certify the qualification of each individual. A complete history of the AF Forms 4350 in an EF is maintained on an accompanying AF Form 4349.

7.6.1. **(Added-AFISRA)** Maintenance. Each intelligence individual holding a duty position requiring a qualification must have a EF, which includes all AF Forms 4350, AF Forms 4349, AFISRA Forms 402 or 403 (optional; see paragraphs **7.2.1.1** (Added)), and additional MAJCOM specified items.

7.6.1.1. **(Added-AFISRA)** The EF must be maintained by a stan/eval functional office - normally in the organization to which the individual is assigned or attached for intelligence duties.

7.6.1.2. **(Added-AFISRA)** The EF for intelligence personnel in inactive intelligence duty status will be maintained by the losing intelligence unit for a period of not less than 5 years and 90 days, or until a new gaining intelligence unit, where the member will resume active intelligence duty status, requests the EF.

7.6.1.2.1. **(Added-AFISRA)** Intelligence units will file the original EF as inactive and provide the intelligence personnel with a copy, when requested.

7.6.1.2.2. **(Added-AFISRA)** After a 5 year period of inactive intelligence duty status Intelligence personnel may request the original contents of their EF.

7.6.1.3. **(Added-AFISRA)** EF maintenance may be further defined in the unit supplement to this instruction.

7.6.1.4. **(Added-AFISRA)** Individuals assigned or attached to other than USAF units may use the format of the service of the unit of attachment to document their history of qualification/certification.

7.6.2. **(Added-AFISRA)** Contents of EF. Divide the EF into two sections:

7.6.2.1. **(Added-AFISRA)** Section I (left side). This Section contains AF Forms 4349, AFISRA Forms 402 or 403 (if used); see paragraph **7.2.1** (Added) for use of alternate documentation, minor discrepancy logs, MAJCOM required items and those items authorized by the unit supplement to this instruction (e.g., logs of initial and annual reviews). Section I may contain two tabbed sub-sections, Tabs are optional. For ease of filing and standardization, all documents will be filed and standard two hole punched across the top margin. Documents which are printed landscape layout (i.e., AFISRA Form 402) will be filed and standard two hole punched along the left margin.

7.6.2.1.1. **(Added-AFISRA)** AF Forms 4349 will be the first item on top, under Tab 1 this section (when tabs are used), in chronological order with the most recent on top. Place the AFISRA Forms 402 or 403, if used (or alternate document) or any certifications, qualifications, authorizations, and/or cross-references to such documents underneath the AF Forms 4349.

7.6.2.1.2. **(Added-AFISRA)** Tab 2 (if used) maintain any additional information as directed by MAJCOM or unit supplement (e.g., logs of initial/annual reviews and minor discrepancy logs). Define additional Tab 2 information in unit supplement.

7.6.2.2. **(Added-AFISRA)** Section II (right side). This Section contains AF Forms 4350 and Memos for Record for all evaluations listed on the AF Form 4349 in Section I.

7.6.2.2.1. **(Added-AFISRA)** File AF Forms 4350 in chronological order with the most recent on top. Individuals who maintain qualification in two or more mission

design systems or two or more duty positions in the same mission design system will file AF Forms 4350 in chronological order – without consideration of MDS, weapon system or intelligence function and activity or duty position.

7.6.2.2.2. **(Added-AFISRA)** Memos for Record documenting waivers and extensions are filed on top of the affected AF Form 4350. Incorporate the information contained in the MFR onto the affected AF Form 4350 under Evaluator Remarks paragraph D, Additional Comments, when action is complete, and remove the MFR from the EF. Permanent MFRs documenting major discrepancies relating to qualification (see paragraph 7.3.2.2.2 (Added)) are filed immediately above the latest affected AF Form 4350 or, in cases where the MFR is for items other than those found on AF Forms 4350, in chronological order with AF Forms 4350. Memos for Record become a permanent part of the EF only when the Major discrepancy addressed by the MFR is not addressed or corrected by a later Form 4350.

7.6.2.2.3. **(Added-AFISRA)** Memos for Record documenting major discrepancies of a particular AF Form 4350 will be filed on top of that AF Form 4350 regardless of date the discrepancy is discovered.

7.6.2.2.4. **(Added-AFISRA)** Memos for Record documenting similar discrepancies found on multiple AF Forms 4350 will be filed on top of the latest affected AF Form 4350.

7.6.2.2.5. **(Added-AFISRA)** Copies of these source documents may be filed with other unit agencies for evaluation program management.

7.6.3. **(Added-AFISRA)** Description of Folders.

7.6.3.1. **(Added-AFISRA)** Folders must be letter size, able to separate contents into two sections and constructed of heavy stock (recommend press board folder or equivalent).

7.6.3.2. **(Added-AFISRA)** Standard 2¾-inch metal fasteners may be used.

7.6.3.3. **(Added-AFISRA)** Affix a label bearing the individual's full name to the inside back cover so that the folder may be identified when filed. Include additional information on the label if required.

7.6.3.4. **(Added-AFISRA)** Folders must bear the "Privacy Act" statement and a "For Official Use Only" label/stamp on both sides of the EF folder.

Chapter 8

ADDITIONAL PROGRAMS

8.1. Intelligence Read File (IRF).

8.1.1. Purpose. The purpose of the IRF is to provide a central repository for messages and directives of a temporary nature directly pertinent to the conduct of intelligence operations. These materials are designated by the MAJCOM/A2 and SIO to be read by all assigned intelligence personnel.

8.1.2. Unit Intelligence Stan/Eval Responsibilities. Unit intelligence organizations will establish and maintain an IRF according to MAJCOM directives. The Unit Intelligence Stan/Eval function will maintain all Intelligence Stan/Eval guidance (e.g., appointment letters, Intelligence Stan/Eval Operating Instructions and applicable AFIs) and ensure they are current and complete.

8.1.3. IRF Organization. Units will establish and maintain a table of contents for the IRF containing, as a minimum, a listing of the AFI 14-202 series and the applicable MAJCOM supplements and the applicable MDS-specific instructions (i.e. AFI 14-2(MDS)v1-3). The IRF will consist of a minimum of four volumes and may be printed or electronic materials or a mixture of both. Label electronic tabs and/or binders on the spine indicating Volume and Title as follows:

Table 8.1. IRF Volume Titles.

Volume	Title
Volume I	Current Read File
Volume II	Air Force Instructions/Directives/MAJCOM Supplements
Volume III	MAJCOM/NAF/Local Directives
Volume IV	AFTTP 3-1 Volume 2/AFTTP 3-1 MDS-specific Volume(as applicable)/Manuals/Checklists

8.1.3. (AFISRA) Volume I is a table of contents for all volumes and current read file items, Volumes II through IV are made up of publications and manuals, and Volume V (optional) is reserved for safety information. If units choose hardcopy format and the contents of any volume exceed the capacity of its binder, use an additional binder and identify the first and subsequent binders by a letter and/or number of sequence (e.g., IIIA, IIIB; II-1, II-2). At GP/CC's discretion, the IRF library may be electronic, provided measures are in place to ensure currency of publications and unrestricted access by unit intelligence personnel. Units will prepare to support deployed forces with appropriate IRF information. Units will develop a deployment plan to successfully transfer timely IRF information to deployed intelligence personnel supporting operations. Units utilizing electronic media will ensure backup copies of IRF Volumes I and II (paper or electronic) are maintained in case of connectivity problems, external power supply problems, or unit deployment/field conditions.

Table 8.1. (AFISRA) IRF Volume Titles.

Volume	Title
Volume V	Safety Information (Optional)

8.1.3.1. The Current Read File will consist of information directed by the MAJCOM, HHQ, and the unit SIO.

8.1.3.1. (**AFISRA**) Wing/Center/Group agencies desiring to insert information into the IRF will submit the information to unit Stan/Eval for coordination and distribution (Volume V excluded). Items entered into Volume I will be limited to those items that contain information temporary in nature. To prevent overwhelming intelligence personnel with unnecessary details, salient points may be extracted from lengthy documents or highlighted if inclusion in Volume I is necessary. Above the Wing/Center/Group level, the MAJCOM Stan/Eval function is the focal point for all IRF information. Volume I will be divided into three parts:

8.1.3.1. (**480ISRW**) Wing issued NOTAMs, CIFs and MCNs will be re-issued by Stan/Eval with unit tracking number. The Wing tracking number will be referenced in the group/unit CIF/MCN for accountability.

8.1.3.1.1. (**Added-AFISRA**) Part A is a table of contents listing all material contained in IRF Volumes I through V.

8.1.3.1.2. (**Added-AFISRA**) Part B is the Current Read File of temporary messages. Messages contain information temporary in nature, directly pertinent to critical or safe conduct of intelligence operations, missions and/or functions, such as Mission Control Notes (MCN) and must be read before performing intelligence duties and functions and/or participating on operational missions.

8.1.3.1.2.1. (**Added-AFISRA**) Part B will contain messages instituting revisions to mission procedures that directly affect safe conduct and security of intelligence missions or activities. MAJCOM directed IRF items for Part B, other than AFISRA/A3 directed items, will be approved by the applicable MAJCOM/A2 and coordinated through HQ AFISRA Stan/Eval for AFISRA units, NGB/A2I for ANG units, and HQ AFRC/A2V for AFRC units.

8.1.3.1.2.1.1. (**Added-AFISRA**) Part B items will be on an AFISRA/A3V approved form or contain, as a minimum, an issue date, a Stan/Eval-issued control number, subject, submitter or authority and termination date. **Note:** The subject should match the originating message subject. The Go/No-Go box will be checked for all Part B items or the item must contain as the first line of text “Go/No-Go Y/N: Y” (This will indicate an item required to be read before performing intelligence duties and functions and/or participating on operational missions). Units will review items for applicability in conjunction with the AFISRA quarterly message. The most current list of active IRF items can be viewed at the AFISRA Stan/Eval website.

8.1.3.1.2.1.2. (**Added-AFISRA**) Items in Part B will be numbered with two-digit year and sequential order (i.e., 09-02) and filed in reverse numerical sequence with the latest item on top. Classified entries will be cross-

referenced to the appropriate location. Part B may be indexed and divided by MDS, weapon system or intelligence function and activity. A chronological log of all Part B contents will be the first item in Part B or index(s) if divided. If unit IRF database is contained on an unclassified net and a classified Part B message is issued, the IRF will cross reference the specific location where intelligence personnel can review classified message.

8.1.3.1.2.2. **(Added-AFISRA)** Part C is the Current Read File that contains information temporary in nature but not related to the safe conduct and security of intelligence missions or activities and not required to be read before performing intelligence duties and functions and/or participating on operational missions.

8.1.3.1.2.2.1. **(Added-AFISRA)** Part C will contain current operational and mission guidance of a non-critical/non-safety of intelligence operations nature. Items in Part C will be numbered with two-digit year and sequential order (i.e., 09-02) and filed in reverse numerical sequence with the latest item on top. Part C may be indexed and divided by MDS, weapon system or intelligence function and activity. A chronological log of all Part C contents will be the first item in Part C or index(s) if divided. If unit IRF database is contained on an unclassified net and a classified Part C message is issued, the IRF will cross reference the specific location where intelligence personnel can review classified message.

8.1.3.1.2.2.2. **(Added-AFISRA)** At a minimum, ARC units will document review of IRF Part C monthly, in conjunction with the unit UTA.

8.1.3.1.2.3. **(Added-AFISRA)** Refer to **Attachment 10** (Added) for a sample message format for use when issuing an IRF current read file item from a MAJCOM stan/eval organization.

8.1.3.2. MAJCOMs may waive Volumes II-IV requirements for special training units (e.g., Red Flag).

8.1.3.3. **(Added-AFISRA)** All publications in the library will be current and complete.

8.1.3.4. **(Added-AFISRA)** The IRF index and library will be filed IAW AFI 33-360, regardless of hardcopy or electronic format.

8.1.3.4.1. **(Added-AFISRA)** If any part of the IRF library is maintained electronically and not specifically addressed above, units will ensure that the information is current and accessible for concurrent viewing by multiple intelligence personnel.

8.1.3.4.2. **(Added-AFISRA)** At a minimum, units will maintain the required index and location of electronic files in the applicable binder in the IRF library.

8.1.3.4.3. **(Added-AFISRA)** Procedures for maintaining, updating and backup to prevent loss or corruption of the electronic data will be outlined in the unit supplement/addendum.

8.1.3.5. **(Added-AFISRA)** Until supplements are incorporated electronically, ensure appropriate Air Force/Field Guidance Memoranda are filed with publications IAW AFI 33-360.

Table 8.2. (Added-AFISRA) IRF Volume II Mandatory Publications.

Publication	Title
AFI 14-104	<i>Oversight of Intelligence Activities</i>
AFI 14-119	<i>Intelligence Support to Force Protection (FP)</i>
AFI 14-202, V1	<i>Intelligence Training</i>
AFI 14-202, V2	<i>Intelligence Standardization/Evaluation Program</i>
AFI 14-202, V3	<i>General Intelligence Rules</i>
AFI 14-2(MDS), V1, V2, and V3	<i>14-2 MDS, Intelligence Function or Activity-specific Training, Evaluation Criteria, and General Rules Volume's (as applicable)</i>

8.2. Go/No-Go Procedures. Units will establish a positive control system that ensures members have completed all training and Intelligence Stan/Eval items required for the duty position.

8.2.1. As a minimum, the Go/No Go system will monitor the training items from AFI 14-202, Volume 1, the training items required from AFI 14-2(MDS)v1, and the Intelligence Stan/Eval testing items required IAW AFI 14-202, Volume 2 and AFI14-2(MDS)v2.

8.2.1. **(AFISRA)** The Go/No Go system will monitor intelligence individuals currency on all IRF (Volume I, Part B and C (*Note:* Part C is optional)) items.

8.2.1.1. **(Added-AFISRA)** As a minimum, the Go/No Go system will monitor:

8.2.1.2. **(Added-AFISRA)** The ground training items required for the mission, intelligence activity or function from the applicable AFI 14-2 MDS-Specific Volume 1.

8.2.1.3. **(Added-AFISRA)** The stan/eval examination items required for mission from AFI 14-202, Volume 2, and this supplement.

8.2.1.4. **(Added-AFISRA)** Currency on all IRF (Volume 1, Part B and C (*Note:* Part C is optional)) items.

8.2.1.4.1. **(Added-AFISRA)** An initial review and certification of all volumes will be accomplished prior to an any individual's first operational mission. Assigned or attached intelligence personnel on extensive absence from actual participation in operational missions (90 days or more) will accomplish a complete review of all volumes and recertify they have reviewed, as necessary, prior to participation in any operational mission.

8.2.1.4.2. **(Added-AFISRA)** . Individuals will annotate initial review of each item on their AFISRA Form 109, *Intelligence Read File Review*, or MAJCOM approved alternative. Additionally, unit Stan/Eval will ensure crewmember review the entire IRF Part B and Part C active files each year by checking for acknowledgment on the individual's AFISRA Form 109.

8.2.2. Units will issue guidance to define and publish their positive control system.

8.2.2. **(AFISRA)** Units will define and publish their positive control system in the unit supplement to this supplement.

8.2.2.1. **(Added-480ISRW)** Units will ensure a documented and standardized internal unit method for tracking, documenting and verifying Go/No Go requirements is published and accessible to all unit members.

8.2.3. **(Added-AFISRA)** Use the Go/No-Go procedures to document the review, certification, and acknowledgment of Volume 1 Part B information by assigned, attached, and visiting intelligence personnel. Volume 1 Part C may be monitored by using Go/No Go procedures at unit discretion. Units may utilize MAJCOM approved electronic tracking databases for Go/No-Go to ensure verification that intelligence personnel have acknowledged each applicable IRF item. Backup Go/No-Go procedures will be maintained to permit Go/No-Go verification procedures when information system connectivity difficulties are experienced.

8.2.4. **(Added-AFISRA)** Units will designate person(s) to verify Go/No-Go status prior to releasing intelligence personnel for any scheduled mission.

8.3. Electronic Data Storage. Units may use electronic database files for record keeping, trend analysis, printing of standard forms, etc.

8.3.1. **(Added-AFISRA)** Intelligence mission related SIIs are items of emphasis of existing procedure(s) designed to mitigate or eliminate specific risks or trends. SIIs do not add to or amend established procedures. SIIs will be based on analysis of risks and trends from a variety of sources to include, but not limited to, inspection findings/recommendations, safety related incidences, trend analysis, deployed area of operations and potential problems with equipment/procedures.

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

8.3.3. **(Added-AFISRA)** SII(s) may be issued/rescinded from the MAJCOM, NAF or unit level.

8.4. (AFISRA) Intelligence Mission Related Special Interest Item (SII).

8.4.1. **(Added)** Intelligence mission related SIIs are items of emphasis of existing procedure(s) designed to mitigate or eliminate specific risks or trends. SIIs do not add to or amend established procedures. SIIs will be based on analysis of risks and trends from a variety of sources to include, but not limited to, inspection findings/recommendations, safety related incidences, trend analysis, deployed area of operations and potential problems with equipment/procedures.

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

8.4.3. **(Added)** SII(s) may be issued/rescinded from the MAJCOM, NAF or unit level.

Chapter 9

SUPPLEMENTS AND FORMS ADOPTED

9.1. MAJCOMs, Numbered Air Forces (NAFs), Direct Reporting Units (DRUs) and Field Operating Agencies (FOAs) may supplement this instruction. MAJCOMs, NAFs, FOAs and DRUs will coordinate their supplement to this instruction with AF/A2 for approval before publication and forward one copy to AF/A2 after publication. NAFs will coordinate their supplement to this instruction with their gaining MAJCOM prior to submitting the supplement to AF/A2 for approval and publication.

9.2. Units must document Intelligence Stan/Eval procedures. Units may supplement this instruction. The purpose of the unit supplement is to document the processes by which units implement the requirements of this instruction. MAJCOMs can define the scope and content of unit supplements in their MAJCOM supplement.

9.2.1. Units will coordinate their supplement with the next higher NAF or MAJCOM, as applicable, prior to publication.

9.2.2. Air Force Reserve Command (AFRC) units will provide a copy of their supplement to 1) AFRC/A2, 2) their NAF, 3) their gaining MAJCOM and 4) their gaining NAF. Air National Guard (ANG) units will provide a copy of their supplement to their respective MAJCOM and the active duty NAF with Intelligence Stan/Eval oversight responsibility.

9.2.3. Units will forward one copy of their supplement to said higher headquarters after publication.

9.2.4. Post the unit supplement behind the basic instruction and MAJCOM supplement.

9.2. (AFISRA) AFISRA units with an intelligence Stan/Eval function will supplement this publication. Until supplements are published and electronically incorporated as outlined in AFI 33-360, and as supplemented (when applicable), units may publish a Field Guidance Memorandum.

9.3. Forms Adopted. The following forms are adopted: AF Form 847, Recommendation for Change of Publication; AF Form 4350, Certificate of Intelligence Qualification; AF Form 4349, Record of Intelligence Evaluation; and AF Form 4381, Intelligence Gradesheet.

9.4. (Added-AFISRA) Forms Prescribed AFISRA Form 109, Intelligence Read File Review, AFISRA Form 401, Temporary Certificate of Intelligence Qualification, AFISRA Form 402, Intelligence Personnel Certifications, and AFISRA 403, Certification of Intelligence Personnel Training.

9.4. (480ISRW) AF 847, *Recommendation for Change of Publication*

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Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- (Added-AFISRA) AFMAN 33-363, *Management of Records*, 1 Mar 2008
- (Added-AFISRA) AFD 10-3, *Air Reserve Component Forces*, 17 May 2006
- DoDI 3305.02, *General Intelligence Training*
- (Added-480ISRW) AFI 14-202 Volume 1, *Intelligence Training*, 10 Mar 2008
- (Added-480ISRW) AFI 14-202 Volume 2, *Intelligence Standardization Evaluation Program*, 10 Mar 2008
- (Added-480ISRW) AFI 14-202 Volume 3, *General Intelligence Rules*, 10 Mar 2008
- (Added-480ISRW) AFI 11-215_ACCSUP_I, *USAF Flight Manuals Program (FMP)*, 31 Aug 2011
- (Added-480ISRW) AFI 33-360, *Publications Management Program*, 7 Feb 2013
- (Added-480ISRW) AFI 14-118, *Intelligence Support To Force Protection (FP)*,
- (Added-480ISRW) AFI 14-202 Volume 1, *Intelligence Training*, 10 Mar 2008
- (Added-480ISRW) AFI 14-202 Volume 2, *Intelligence Standardization Evaluation Program*, 10 Mar 2008
- (Added-480ISRW) AFI 14-202 Volume 3, *General Intelligence Rules*, 10 Mar 2008
- (Added-AFISRA) AFI 14-202V3, *General Intelligence Rules*, 10 Mar 2008
- (Added-AFISRA) AFI 33-332, *Privacy Act Program*, 29 Jan 2004
- (Added-AFISRA) AFI 33-360, *Publications and Forms Management*, 18 May 2006
- (Added-480ISRW) AFI 33-360, *Publications Management Program*, 7 Feb 2013
- (Added-480ISRW) AFD 14-2, *Intelligence Rules and Procedures*, 29 Nov 2007
- AFPD 14-2, *Intelligence Rules and Procedures*, 29 Nov 2007
- AFI 14-202, Volume 1, *Intelligence Training*, 10 Mar 2008
- AFMAN 37-123, *Management of Records*,
- (Added-480ISRW) AFMAN 36-2108, *Airman Classification*

Abbreviations and Acronyms

- (Added-480ISRW) —U - Unqualified
- (Added-480ISRW) AF DCGS—Air Force Distributed Common Ground System
- (Added-480ISRW) BQE—Basic Qualification Evaluation
- (Added-480ISRW) BQT—Basic Qualification Training

(Added-480ISRW) **CIF**—Crew Information File

(Added-480ISRW) **DOT**—Squadron Operations Training

(Added-480ISRW) **DOV**—Squadron Standardization and Evaluations

(Added-480ISRW) **DQT**—Difference Qualification Training

(Added-480ISRW) **EF**—Evaluation Folder

(Added-480ISRW) **EQ**—Exceptionally Qualified

(Added-480ISRW) **FAV**—Field Assistance Visit

(Added-480ISRW) **FE**—Flight Examiner

(Added-480ISRW) **G/N/G**—Go/No-Go

(Added-480ISRW) **IS**—Intelligence Squadron

(Added-480ISRW) **ISR WG**—Intelligence Surveillance and Reconnaissance Wing

(Added-480ISRW) **ISR WG/DOV**—Intelligence Surveillance and Reconnaissance Wing Standardization and Evaluations

(Added-AFISRA) **Letter of Xs**—Letter of Certifications

AF—Air Force

AFI—Air Force Instruction

(Added-AFISRA) **AFISRA**—Air Force Intelligence, Surveillance, and Reconnaissance Agency

(480ISRW) **AFISRA**—Air Force Intelligence Surveillance and Reconnaissance Agency

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

(480ISRW) **AFRC**—Air Force Reserve Command

AF/SCE—Air Force Service Cryptologic Element

(Added-AFISRA) **AFSC**—Air Force Specialty Code

AGR—Active Guard and Reserve

AIA—Air Intelligence Agency

ANG—Air National Guard

(Added-AFISRA) **AOR**—Area of Responsibility

(480ISRW) **AOR**—Area of Responsibility

(Added-AFISRA) **ARC**—Air Reserve Component

BMC—Basic Mission Capable

BQ—Basic Qualification

CC—Commander

CCP—Consolidated Cryptologic Program

CMR—Combat Mission Ready

DRU—Direct Reporting Unit

(AFISRA) DRU—Direct Reporting Unit

EIT—External Intelligence Trainer

EOC—End of Course

EPR—Enlisted Performance Report

ETCA—Education and Training Course Announcement

FOA—Field Operating Agency

(Added-AFISRA) GP—Group

(Added-AFISRA) GSU—Geographically Separated Unit

HHQ—Higher Headquarters

HQ—Headquarters

IAW—In Accordance With

IE—Intelligence Evaluator

(480ISRW) IE—Intelligence Evaluator

IFTU—Intelligence Formal Training Unit

(Added-AFISRA) IGV—Intelligence, Surveillance, and Reconnaissance Group Stan/Eval

INIT—Initial (Evaluation)

(Added-AFISRA) INSTR—Instructor

(480ISRW) INSTR—Instructor

IQT—Initial Qualification Training

IRF—Intelligence Read File

(480ISRW) IRF—Intelligence Read File

(Added-AFISRA) ISR—Intelligence, Surveillance, and Reconnaissance

(Added-480ISRW) LNI—Limited Notice Inspection

(Added-480ISRW) LOX—Letter of Certifications

MAJCOM—Major Command

(Added-480ISRW) MCN—Mission Control Note

MDS—Mission Design Series

(480ISRW) MDS—Mission Design Series: M - Mission U, D - Design -2, S - Series S

(Added-480ISRW) MFR—Memorandum for Record

(Added-480ISRW) MOA—Memorandum of Agreement
(Added-480ISRW) MPS—Mission Planning Sheet
(Added-480ISRW) MQE—Mission Qualification Evaluation
MQF—Master Question File
(480ISRW) MQF—Master Question File
MQT—Mission Qualification Training
MR—Mission Ready
(480ISRW) MR—Mission Ready
MSN—Mission Qualification Evaluation
N/A—Not Applicable
NAF—Numbered Air Force
(Added-480ISRW) NBMC—Non-Basic Mission Capable
N-BMC—Non-Basic Mission Capable
(Added-480ISRW) NCMR—Non-Combat Mission Ready
N-CMR—Non-Combat Mission Ready
(Added-AFISRA) NLT—no-later-than
(Added-480ISRW) NMR—Non Mission Ready
N-MR—Non-Mission Ready
N/N—No-Notice
(Added-480ISRW) NOTAM—Notice to Airman
OG—Operations Group
(Added-480ISRW) OI—Operating Instruction
(Added-480ISRW) OIC—Officer in Charge
OPR—Office of Primary Responsibility. Officer Performance Report
(480ISRW) OPR—Office of Primary Responsibility
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
(Added-AFISRA) PEX—Patriot Excalibur
(Added-480ISRW) Q1—Qualification Level 1
(Added-480ISRW) Q2—Qualification Level 2
(Added-480ISRW) Q3—Qualification Level 3
(Added-480ISRW) QE—Qualification Evaluation

QUAL—Qualification Evaluation

Q—Qualified

RQ—Requalification Evaluation

(480ISRW) RQ—Re-qualification

(Added-480ISRW) RQE—Recurring Qualification Evaluation

(Added-480ISRW) RQT—Recurring Qualification Training

SAV—Staff Assistance Visit

(480ISRW) SAV—Staff Assistance Visit

SEB—Standardization/Evaluation Board

(480ISRW) SEB—Standardization and Evaluations Board

(Added-480ISRW) SELO—Standardization and Evaluations Liaison Officer

(Added-480ISRW) SEV—Standardization and Evaluation Visits

(Added-480ISRW) SII—Special Interest Item

(Added-480ISRW) SIM—Simulated

(Added-480ISRW) SPOT—Spot Evaluation

SQB—Secure Question Bank

(480ISRW) SQB—Secure Question Bank

SSAN—Social Security Account Number

Stan/Eval—Standardization/Evaluation

(Added-480ISRW) STAN/EVAL—Standardization and Evaluations

(Added-AFISRA) STRB—Stan/Eval and Training Review Board

(480ISRW) STRB—Standardization and Evaluations and Training Review Board

TDY—Temporary Duty

(480ISRW) TDY—Temporary Duty

U—Unqualified

(Added-480ISRW) UA—Unit Addendum

USAF—United States Air Force

UTA—Unit Training Assembly

(Added-AFISRA) VC—Visit Coordinator

(Added-480ISRW) WOC—Wing Operations Center

Terms

Active Guard and Reserve (AGR)—Members of a Reserve component on active duty under Titles 10 U.S.C., 14 U.S.C., or full-time National Guard duty under 32 U.S.C. 502(f) for a period of 180 consecutive days or more. The tour purpose is organizing, administering, recruiting, instructing or training the Reserve components according to Subsection 101(d)(6).

Additional Training—Any training recommended to remedy deficiencies identified during an evaluation that must be completed by the due date. This training may include self-study, instruction, computer-based training or supervised tasks. Additional training must include demonstration of satisfactory knowledge or proficiency to an intelligence evaluator, supervisor or trainer to qualify as completed.

Air Force/Service Cryptologic Element (SCE)—Air Force organization responsible to Director, National Security Agency for all matters involving the conduct of cryptologic activities.

(Added-480ISRW) Air Reserve Technician (ART)—A civilian employee of the United States Air Force Reserve Command (AFRC) who provides permanent party support to an AFRC unit and occupies an AFRC Unit Manning Document military position in the unit comparable to his or her civilian position.

(Added-480ISRW) Area of Responsibility (AOR) Qualification—An individual who is qualified in a specific AOR.

(Added-480ISRW) Attached Personnel—Anyone not assigned to the unit but maintaining qualification through that unit. MAJCOM, NAF, Wing and Group staff personnel are an example of attached personnel.

Basic Mission Capable (BMC)—The status of intelligence personnel who have satisfactorily completed MQT, are qualified in the unit mission, but do not maintain MR/CMR status. Personnel must be able to attain MR/CMR currency status within 30 days, or as otherwise specified in the applicable AFI 14-2(MDS)v1.

Basic Qualification (BQ)—The status of intelligence personnel who have satisfactorily completed IQT and are qualified to perform basic duties, but may not perform mission duties unsupervised. BQ is a prerequisite for all personnel to enter MQT. The member must perform at a minimum level as established in the applicable AFI 14-2(MDS)v1. BQ is not a long term qualification status.

(Added-AFISRA) Certification—Procedure used to document competency in a particular task. Not interchangeable with “qualification,” which requires evaluation AF Form 4350 documentation. Types of certifications are Area, Platform, and Mission. Area Certification allows a qualified individual to perform duties in a specific (geographic /AOR) mission area, with a specific platform or in support of a specific mission. Mission certification includes mission knowledge and theater procedures training associated with different ISR missions. Certifications may encompass written academic examination(s) and proficiency checks. Certification is a training (e.g. DOT/DOK) function, not a Stan/Eval (e.g. IGV/DOV) function. Except for IE certifications which are managed by unit Stan/Eval. Area, platform and mission certification training may be performed during MQT.

(480ISRW) Certification—Designation of an individual by the unit commander as having completed required training and being capable of operating a specific crew position.

Combat Mission Ready—The status of intelligence personnel who have satisfactorily completed MQT and maintain qualification and currency in the appropriate tasks and knowledge required by their respective AFI 14-2(MDS)v1. See Mission Ready (MR).

(Added-480ISRW) Combat Mission Ready (CMR)—The status of individuals assigned to a combat mission or a unit with a primary combat mission who successfully complete IQE, BQE, and MQE and comply with CT requirements.

Continuation Training (CT)—CT provides the volume, frequency and mix of training necessary for intelligence personnel to maintain proficiency in their assigned qualification level. The Ready Intelligence Program (RIP) outlines the minimum CT requirements. RIP is designed to focus training on capabilities needed to accomplish a unit's core tasked missions. Continuation Training is separate from skill level upgrade training, although CT may fulfill some skill level upgrade training requirements. CT and RIP are discussed further in Chapter 4 of AFI 14-202, Volume 1, Intelligence Training.

(480ISRW) Continuation Training (CT)—All training necessary to maintain proficiency and remain mission capable. Academic and positional training required to maintain MR, CMR, and/or BMC qualification.

(Added-480ISRW) Crew—The total complement of crewmembers (primary crewmember, mission crewmember) required to operate a mission system and to complete an assigned mission.

(Added-480ISRW) Crew Information File (CIF)—A collection of publications and material determined by the MAJCOM and unit as necessary for day-to-day operations.

(Added-480ISRW) Crew Position—The specific seat an individual operates (MOC, GMS, IMS, EMS).

(Added-480ISRW) Critical Task—Tasks where strict adherence to procedures and directives is mandatory or failure to satisfactorily accomplish this task directly impacts either overall mission success or safety.

Debriefed Discrepancy—Remedial action taken by an intelligence evaluator to remedy a discrepancy noted during an evaluation. This action is accomplished during debrief of the evaluation wherein the intelligence evaluator provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy said discrepancy. The discrepancy area/subarea description is annotated with "Debriefed" in the Evaluator's Remarks section of the AF Form 4350 Comments.

(480ISRW) Debriefed Discrepancy—Remedial action taken by a flight examiner to remedy a discrepancy noted during a mission or, if applicable, simulator evaluation. This action is accomplished during debrief of the evaluation wherein the flight examiner provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy said discrepancy. The discrepancy area/sub-area description is annotated with "Debriefed" in the Examiner's Remarks section of the AF Form 4143 Comments.

(Added-480ISRW) Difference Training—Training of new features, variations, capabilities and/or procedures to mission qualified crew members. Usually used when systems are upgraded from one version, variant, or block to another.

(Added-480ISRW) Dual Qualification—An individual who is qualified in more than one crew position.

Education and Training Course Announcement (ETCA)—Air Force Database located at URL: <https://etca.keesler.af.mil/> that incorporates all the information previously contained in AFCAT 36-2223, USAF Formal Schools Catalog. ETCA is prescribed by AFI 36-2201, Chapter 8, Formal Training.

Eligibility Period—The 6-month period prior to the expiration date of an evaluation.

(Added-AFISRA) Emergency Procedures Evaluations (EPE)—Used to evaluate crewmember Emergency Procedures knowledge and/or actions. Qualification evaluations which update an expiration date may include an EPE, IAW AFI 14-2(MDS)v2. For MDS and intelligence system crewmembers, an EPE can be accomplished orally using the Emergency Procedures grading criteria to evaluate this event. Units will determine scenarios for EPEs. The IE will assign an overall EPE grade (1, 2, or 3) in the qualification ground phase block of the AF Form 4350.

Evaluation—1) Procedure to determine the effectiveness of the performance of an instructional product or process in order to ascertain specific causes for the effectiveness or lack of it, and to make decisions appropriate to the extent of the effectiveness. Evaluation of formal courses includes field evaluation and internal evaluation. 2) The review and analysis of qualitative or quantitative data obtained from design review, hardware inspection, testing or operational use of equipment. See also Joint Pub 1-02.

(Added-480ISRW) Evaluation Folder (EF)—A two-part folder containing the source documents that constitute the history of mission position qualifications of each crew member.

External Intelligence Trainer (EIT)—Current and qualified (CMR or BMC) intelligence personnel who have completed the EIT Specialized Training and maintain currency as an EIT. Only EITs may conduct unsupervised intelligence training for aircrew.

External Intelligence Trainer Evaluation—An evaluation that certifies and maintains external intelligence trainer qualification of the examinee. Includes evaluations that initially qualify and requalify an intelligence member as an external intelligence trainer (i.e., INIT EIT and RQ EIT) as directed in AFI 14-2(MDS)v1. The designator for the external intelligence trainer evaluation is “EIT” as used with the AF Form 4350 and AF Form 4349.

External Intelligence Training—Intelligence training given by intelligence personnel to pilots, aircrew, or other non-intelligence AFSC personnel.

(Added-480ISRW) Formal Training Unit (FTU)—A unit with a primary mission and equipment to train crew personnel according to approved syllabi.

Initial Evaluation—The first evaluation of any type for a duty position (e.g., INIT MSN, INIT EIT).

(Added-480ISRW) Initial Qualification Evaluation (IQE)—The evaluation of a crewmember's Initial Qualification Training (IQT). Usually the evaluation determines the basic skills of a crewmember prior to release from Operations Training to a flight or day shop activity.

Initial Qualification Training (IQT)—Training needed to qualify intelligence personnel for basic duties in an assigned position for a specific MDS, weapons system, intelligence function or activity, without regard for a unit's specific mission.

(480ISRW) Initial Qualification Training (IQT)—Introductory training for general and common functions across the AF DCGS weapon system. Training includes familiarization with weapon system concepts of operation and architectures across all crew positions, basic system operations and processes.

(Added-AFISRA) Instructor—An experienced MR/CMR or BMC qualified individual certified to instruct other individuals in operations, academics and positional duties. Instructors can certify training complete on appropriate mission JQS.

(480ISRW) Instructor—An experienced CMR or BMC qualified individual qualified to instruct other individuals in operations, academics and positional duties.

(Added-480ISRW) Instructor Evaluation—Evaluation that certifies and/or maintains the instructor qualification of the examinee.

(Added-480ISRW) Intelligence Evaluator—A crew member designated to perform evaluation duties as specified by this instruction.

Intelligence Evaluator (IE)—Current and qualified (CMR or BMC) intelligence personnel who have completed the IE Specialized Training and maintain currency as an IE. IEs must be current and qualified in the events they evaluate. Only IEs may conduct intelligence qualification (mission or specialized) evaluations (initial or periodic).

Intelligence Evaluator (IE) Evaluation—An evaluation that certifies and maintains intelligence evaluator qualification of the examinee. Includes evaluations that initially qualify and requalify an intelligence member as an intelligence evaluator (i.e., INIT IE and RQ IE) as directed in AFI 14-2(MDS)v1. The designator for the intelligence evaluator evaluation is "IE" as used with the AF Form 4350 and AF Form 4349.

(Added-AFISRA) Intelligence Evaluator (IE) Objectivity Evaluation—A IE Objectivity Evaluation is an evaluation administered to a lower echelon IE who is administering an evaluation (see paragraph 5.2.1.4.1 (Added))

Intelligence Formal Training Unit (FTU)—Formal intelligence training to support a specific mission design series weapons system or specific intelligence function. Intelligence personnel will complete Intelligence FTUs, where available, as part of Initial Qualification Training.

Intelligence Qualification Trainer—Intelligence personnel designated by the SIO to conduct qualification training for other intelligence personnel. Intelligence Qualification Trainers must meet requirements as outlined in AFI 14-202 Volume 1.

Intelligence Read File (IRF)—A collection of publications and material determined by the MAJCOM and unit as necessary for day-to-day intelligence operations.

(Added-480ISRW) Lead Command—The Air Force MAJCOM or agency possessing an MDS that is designated by HQ USAF as responsible for the coordination of MDS-specific activities.

Lead Major Command (MAJCOM)—The Air Force MAJCOM or agency possessing an MDS, weapons system or intelligence function, activity that is designated by AFPD 14-2 as responsible for the coordination of specific intelligence activities pertaining to that particular MDS, weapon system or intelligence function, activity.

Master Question File (MQF)—Question bank used to construct closed book exams.

(480ISRW) Master Question File (MQF)—Question bank used to construct closed book exams.

(Added-480ISRW) Mission Qualification Evaluation (MQE)—The evaluation of Mission Qualification Training (MQT) of a crewmember in the performance of duties of a particular crew position in the accomplishment of the unit's mission. Individuals assigned to a non-combat mission or a unit with a primary non-combat mission who successfully complete IQE, BQE, and MQE requirements are awarded Mission Ready (MR) status. Individuals assigned to a combat mission or a unit with a primary combat mission who successfully complete IQE, BQE, and MQE requirements are awarded Combat Mission Ready (CMR) status.

Mission Qualification Evaluation (MSN)—An evaluation that certifies and maintains the qualification (MR/CMR or BMC) of the examinee. Includes evaluations that initially qualify and requalify an intelligence member (i.e., INIT MSN, RQ MSN). The MSN is administered to ensure the individual's ability to support full mission planning and employment in accomplishing the unit's operational mission as directed by AFI 14-2(MDS)v1. The designator for the mission qualification evaluation is "MSN" as used with the AF Form 4350 and AF Form 4349.

Mission Qualification Training (MQT)—Training needed to qualify intelligence personnel to perform their specific unit mission in an assigned position. AFI 14-2(MDS)v1 prescribes minimum MQT requirements.

(480ISRW) Mission Qualification Training (MQT)—Mission oriented training for specific areas of responsibility, specific ISR systems, and intelligence problem sets. Training includes familiarization with assigned theater and/or mission specific tasks for each mission crew position.

Mission Ready (MR)—Intelligence personnel who have satisfactorily completed MQT and maintain qualification and currency in the appropriate tasks and knowledge required by their respective AFI 14-2(MDS)v1. See Combat Mission Ready (CMR).

(480ISRW) Mission Ready (MR)—The status of individuals assigned to a non-combat mission or a unit with a primary non-combat mission who successfully complete IQE, BQE, and MQE requirements and comply with CT requirements.

(Added-480ISRW) Multiple Qualifications—Apply if an individual is qualified in more than one MDS (i.e., U-2 and RQ-1).

(Added-480ISRW) No—Notice Evaluation—Evaluation where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission.

(Added-480ISRW) Non Basic Mission Capable (NBMC)—The status of individuals who do not successfully complete IQE and BQE requirements; fails to meet continuation training requirements; fails to complete an evaluation by the scheduled date; fails to meet annual certification requirements (live and/or simulated); or the unit commander or DO determines to be non-proficient. An instructor must supervise these individuals.

(Added-480ISRW) Non Combat Mission Ready (NCMR)—The status of individuals assigned to a combat mission or a unit with a primary combat mission who do not successfully complete IQE, BQE and MQE requirements; fails to meet continuation training requirements; fails to complete an evaluation by the scheduled date; fails to meet annual certification requirements (live and/or sim); or the unit commander or DO determines to be non-proficient. An instructor must supervise these individuals.

(Added-480ISRW) Non Mission Ready (NMR)—The status of individuals assigned to a non-combat mission or a unit with a primary non-combat mission who do not successfully complete IQE, BQE and MQE requirements; fails to meet continuation training requirements; fails to complete an evaluation by the scheduled date; fails to meet annual certification requirements (live and/or sim); or the unit commander or DO determines to be non-proficient. An instructor must supervise these individuals.

No-Notice Evaluation—An evaluation where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission.

(Added-480ISRW) Office of Collateral Responsibility (OCR)—Any headquarters, agency, or activity having coordinating functional interest in, and responsibility for, a specific action, project, plan, program or problem.

Office of Primary Responsibility (OPR)—Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program, or problem.

(480ISRW) Office of Primary Responsibility (OPR)—Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program or problem.

(Added-480ISRW) Primary Responsible Unit (PRU)—A unit tasked with the conduct and execution of a given mission (e.g., core DGS site).

Proficiency—The quality of having competence and a command of the fundamentals derived from practice and familiarity. A measure of how well a task is completed. An individual is considered proficient when he/she can perform tasks at the minimum acceptable levels of speed, accuracy, and safety.

Qualification Evaluation (QUAL)—An evaluation that certifies the basic qualification (BQ) of the examinee. The QUAL is administered to ensure basic qualification in support to the MDS, weapons system, function or activity, and duty position of the intelligence professional. The designator for the qualification evaluation is “QUAL” as used with the AF Form 4350 and AF Form 4349.

Recheck—A subsequent evaluation used to remedy a failed evaluation.

(480ISRW) Recheck—A subsequent evaluation used to remedy a failed evaluation.

(Added-480ISRW) Recurring Qualification Evaluation (RQE)—An evaluation administered to remedy a loss of BMC, MR or CMR qualification due to expiration of a required periodic evaluation or loss of currency exceeding 6 months.

(Added-480ISRW) Remoted Unit (RU)—A unit tasked to support a PRU with the execution of a given mission (e.g., distributed nodes).

Requalification Evaluation—An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency exceeding 6 months (as specified in applicable AFI 14-2(MDS)v2) or a recheck following a failed evaluation.

Requisites—Requirements such as exams, academics, etc., that have to be accomplished before an evaluation is considered complete.

(480ISRW) Requisites—Requirements such as exams, EP tests, etc., that have to be accomplished before an evaluation is considered complete.

(Added-480ISRW) Secure Question Bank (SQB)—Questions used to construct open book examinations. Aircrew members do not have access to the SQB.

Senior Intelligence Officer (SIO)—The highest-ranking Air Force officer holding the 14N3 or 14N4 Air Force Specialty Code (AFSC) or Series 0132 Civilian and serving in an Air Force intelligence position. The SIO's authority extends to all directly subordinate and tenant intelligence units within the organizational chain of command. Installations with intelligence activities in different chains of command will have separate SIOs. In this capacity, the SIO provides senior guidance on all policy development, interpretations, and applications. Further, the SIO serves as the chief advisor and mentor for AF intelligence officers, enlisted and civilians (as appropriate) in terms of career development and progress.

Specialized Qualification Evaluation—An evaluation that certifies and maintains the specialized qualification of the examinee. Includes evaluations that initially qualify and requalify an intelligence member for a particular skill or duty position. Specific types of specialized qualification evaluations are identified in the applicable AFI 14-2(MDS)v1 (e.g., External Intelligence Trainer (EIT), Intelligence Evaluator (IE)).

Specialized Training—Training in any skill necessary to carry out the unit's assigned missions that is not required for every intelligence unit member. Specialized training is accomplished after Mission Qualification Training and after the member has attained MR/CMR or BMC status, and is in addition to MR/CMR or BMC requirements. For example, as outlined in AFI 14-2F-16, F-16 Unit Intelligence Training, an External Intelligence Trainer (EIT) requires Specialized Training and certification to conduct intelligence training for pilots. EITs have additional qualification and currency requirements to maintain proficiency in conducting intelligence training.

SPOT Evaluation—An evaluation other than one used to satisfy the requirements of a periodic, initial or requalification evaluation.

(480ISRW) SPOT Evaluation—An evaluation other than one used to satisfy the requirements of a periodic evaluation.

Staff Assistance Visit (SAV)—A visit from higher headquarters intelligence personnel usually to review subordinate unit processes and procedures to evaluate and improve programs and overall combat readiness.

Stan/Eval Board (SEB)—A forum convened at the group level to review and resolve standardization issues.

(480ISRW) Stan/Eval Board (SEB)—A forum convened at the unit level to review crew performance and resolve crew-related issues.

Stan/Eval Function—An organization at appropriate echelons of command that accomplishes the objectives of this instruction.

(480ISRW) Stan/Eval Function—Organization at appropriate echelon of command that accomplishes the objectives of this instruction.

(Added-480ISRW) Standardization/Evaluation Liaison Officer (SELO)—An individual (officer, enlisted or civilian) tasked to perform squadron Stan/Eval administrative duties.

Supervised Status—The status of a member who must operate under the supervision of either an instructor or a designated supervisor (as specified in the applicable AFI 14-2(MDS)v2 qualified in that specific position.) The evaluator determines when supervision is required. The type of supervisor, i.e., instructor or designated supervisor, is as specified in the applicable AFI 14-2(MDS)v2, or as determined by the SIO.

(480ISRW) Supervised Status—The status of a crew member who must perform mission duties under the supervision of either an instructor or a designated supervisor qualified in that specific crew position. The flight examiner determines when supervision is required.

(Added-480ISRW) Supplemental Intelligence Evaluator—Individual designated in writing by Group CC to meet unique mission requirements or mission examiner shortfalls. Individuals will reside in subordinate squadrons/detachments

(Added-480ISRW) Supplementary Evaluation Program—Unit directed evaluation of unit activities other than the evaluations listed in this instruction.

Trend Program—Analysis designed to identify areas requiring attention, monitoring or correction.

(480ISRW) Trend Program—Analysis designed to identify areas requiring attention, monitoring or correction.

Unit—A level of organization under HHQs (MAJCOM) required to establish a stan/eval function.

(480ISRW) Unit—A level of organization under HHQs (MAJCOM, NAF and/or Wing) required to establish a Stan/Eval function.

(Added-480ISRW) Unqualified—This is the status of an individual who has not completed initial training requirements, has failed an evaluation (IQE, MQE, RQE), or has been downgraded at the direction of the CC/DO. Unqualified crewmember status categories include NBMC, NMR, and NCMR.

User Command—Any Air Force MAJCOM/agency, other than the lead command, that possess a particular MDS, weapons system or intelligence function, activity.

Attachment 2

INTELLIGENCE STAN/EVAL BOARD MINUTES

NOTE: The information below is an example of the minimum information a Board should address.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: INTELLIGENCE STAN/EVAL BOARD MINUTES

1. Personnel Attending: (name and organization)

2. Overview:

a. Manning. (Enter any Intelligence Stan/Eval manning problems discussed. Record all current intelligence evaluators including attached HHQ.)

b. Summary.

(1) Evaluations. Report evaluations by work center/duty position and type of evaluation (QUAL, MSN, Specialized Qualification Evaluations as outlined in the appropriate AFI 14-2(MDS)v2). Include SPOT and N/N evaluations, when applicable. Show qualification levels, sub-levels and rates (Rate = # given divided by total given).

(a) Q-1s

(b) Q-2s

(c) Q-3s

(d) Total evaluations for each work center/duty position

(2) Examinations. Report examination results by work center/duty position and type of examination (open book, closed book, other).

(3) Waivers and Extensions. Identify all waivers and extensions granted to extend the period of qualification, preclude re-accomplishment of requisites, extend recheck periods, extend additional training periods and extend periods to re-accomplish examinations.

(4) Trends. Identify new, continuing and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s) and any suspense date.

(5) Report progress toward achievement of no-notice requirements, if applicable.

c. Intelligence Publications Program. Review open AF Forms 847.

3. Old Business. Enter the disposition of any items left open at the last Board meeting. If final action was taken on an item during the quarter, state the action taken and then close the item if closure is approved by the Board Chairman. If an item remains open, list the action taken since the last Board. Findings from formal Intelligence Stan/Eval inspections will be addressed and covered until they are closed out.

4. New Business. Enter all new business discussed during the Board. The new business items are those included on the published agenda along with any unplanned items discussed.

5. Other: This is an optional paragraph that can be used as necessary.

6. Problems Requiring HHQ Assistance: Enter problems that, based on Board resolution, require HHQ assistance. The assistance may be in any form (for example, staff assistance visit requests, clarification of directives, change of directives, and so forth).

(SIGNATURE BLOCK)

Attachments:

1. Board Agenda

2. Intelligence Evaluator Roster Reviewed
3. As Required

Attachment 3

RECOMMENDING CHANGES TO AF PUBLICATIONS

A3.1. General. The Intelligence Stan/Eval function is responsible for the orderly and efficient processing of recommended changes to Air Force publications at each command level. Unless different guidance is provided by the appropriate AF publication OPR, submit recommended changes and improvements to Air Force publications on AF Form 847 according to the procedures below. Submit recommended changes for conditions that have negative effects on operational efficiency, to correct content errors or to recommend improved procedures or processes. Do not use the AF Form 847 to call attention to typographical, printing or quality errors unless they cause misinterpretation. Such deficiencies can be remedied by direct communication with the AF publication OPR.

A3.2. Processing AF Forms 847.

A3.2.1. Submit and process all AF Forms 847 through MAJCOM channels as outlined in the MAJCOM supplement to this instruction, in accordance with routing as outlined in Figure A6.1.. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility. Units will submit AF Form 847s electronically to the maximum extent possible.

A3.2.2. At each level the Intelligence Stan/Eval function will document receipt of original AF Forms 847, ensure the AF Form 847 reaches the appropriate functional OPR at that level for review, forward approved original AF Forms 847 to the next command level while informing the preceding command level of disposition (positive and negative) with comments. The advent of electronic Forms 847 may allow each level to inform all levels below (including the originator) of such disposition. The goal is to keep each command level and the originator advised of the progress and disposition of a submitted AF Form 847.

A3.2.3. The parent MAJCOM of the originator will forward the reviewed original AF Form 847 to the AF publication OPR. Once the AF publication OPR decides on disposition of the AF Form 847, the AF publication OPR will notify the submitting, parent MAJCOM as to disposition. The parent MAJCOM will then inform the lower command levels of the disposition of the original AF Form 847.

A3.2.4. The parent MAJCOM of the originator will simultaneously forward information copies of AF Forms 847 to all other MAJCOMs that utilize the subject AF publication. The other using MAJCOMs may forward comments on the information AF Form 847 suggestions to the AF publication OPR.

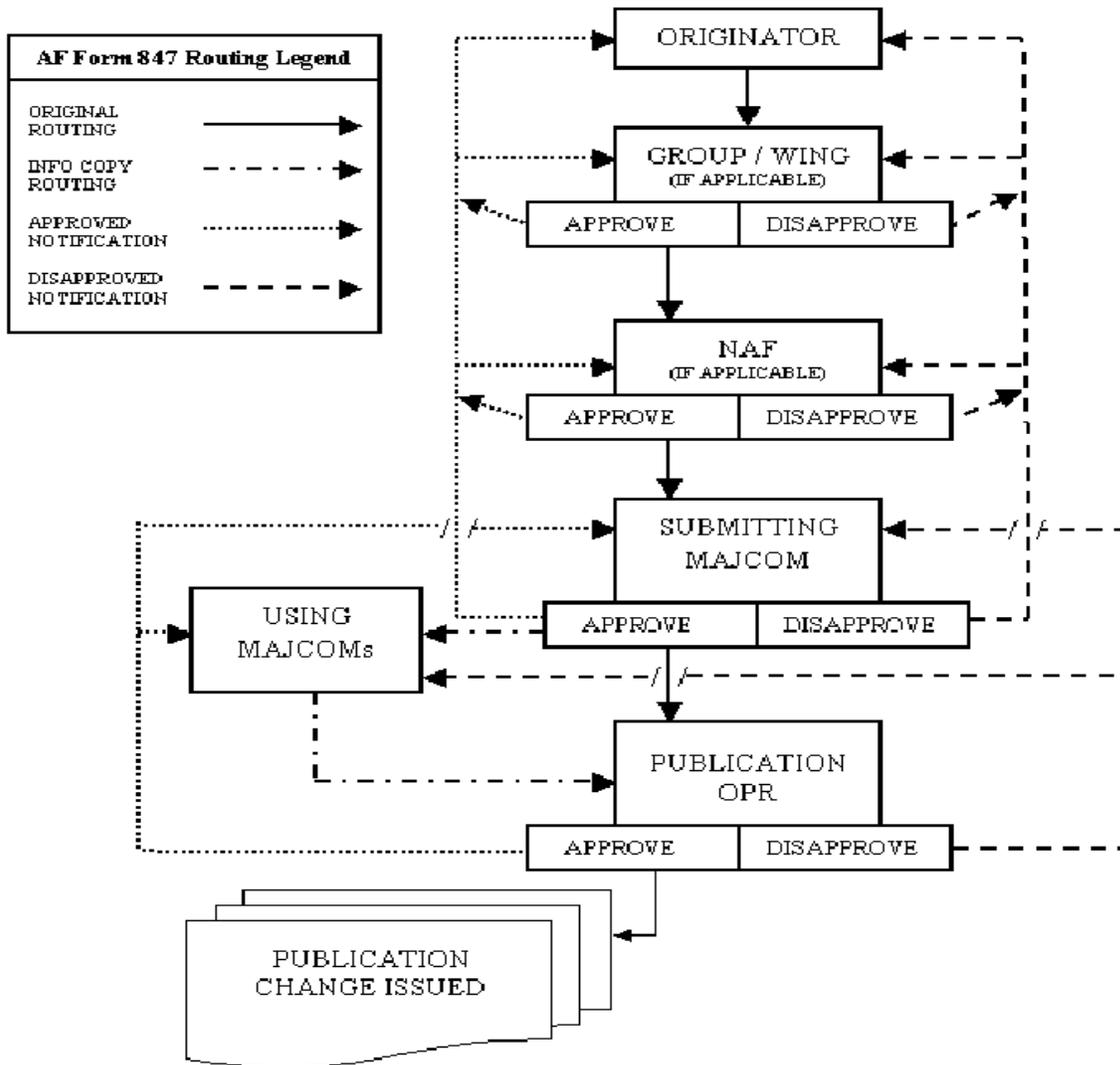
A3.2.5. An AF Form 847 may be disapproved by any command level reviewing the original AF Form 847. All disapproved recommendations will be returned to the submitting command level with justification annotated on the AF Form 847 stating the reason for the disapproval. MAJCOMs may address how to resubmit an AF Form 847 disapproved at a command level below the AF publication OPR in their supplement to this instruction.

A3.2.6. The movement and disposition of the original AF Form 847 will be tracked by the Intelligence Stan/Eval function at all command levels that review the original AF Form 847. There is no requirement to track receipt or disposition of information copies of an AF Form 847.

Attachment 4

ROUTINE AF FORM 847 PUBLICATION ROUTING PROCESS

Figure A4.1. Routine AF Form 847 Publication Routing Process.



Attachment 5 (Added-AFISRA)

SAMPLES AF FORM 4350 CERTIFICATE OF INTELLIGENCE QUALIFICATION

Figure A5.1. IFTU INIT-QUAL (front).

CERTIFICATE OF INTELLIGENCE QUALIFICATION						
AUTHORITY: 10 U.S.C 8013 AND EO 9397 PRINCIPAL PURPOSE: Recording mandatory individual training events for input into intelligence training database. ROUTINE USES: None DISCLOSURE IS VOLUNTARY: Failure to provide SSN for individuals who must meet training currency standards could result in loss of currency and professional qualification. SSN is used for identification and records.						
					DATE COMPLETED	
					2008/12/11	
I. EXAMINEE QUALIFICATION						
NAME (Last, First, Middle Initial)			GRADE	SSN (Last 4 digits)		
Smith, Douglas W.			E-2	1234		
ORGANIZATION AND LOCATION			DUTY POSITION	ELIGIBILITY PERIOD		
315 TRS Goodfellow AFB, TX			GSQ-272 CO	N/A		
II. QUALIFICATION						
KNOWLEDGE PHASE			TASK PHASE			
EXAMINATION CHECK	DATE	GRADE	EVENT CHECK	DATE		
CLOSED BOOK (EOC)	2008/12/08	98	SIM INIT QUAL	2008/12/11		
QUALIFICATION LEVEL		RESTRICTIONS (EXPLAIN IN COMMENTS)	ADDITIONAL TRAINING			
QUALIFIED	UNQUALIFIED		DUE DATES			
1		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	N/A			
EXPIRATION DATE OF QUALIFICATION			DATE ADDITIONAL COMPLETED			
N/A		N/A				
COMMENTS (if more space is needed, continue on reverse) Restriction(s): NONE See reverse for remarks.						
III. CERTIFICATION						
TYPED NAME AND GRADE	ORGANIZATION	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 EVALUATOR	315 TRS/DOT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(William E. Valuator signature)	(Date Signed)
William E. Valuator, E-5						
2 REVIEWING OFFICER	315 TRS/DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Ima N. Charge signature)	(Date Signed)
Ima N. Charge, O-2						
3 FINAL APPROVING OFFICER	315 TRS/CC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Silas I. Oliver signature)	(Date Signed)
Silas I. Oliver, O-5						
I CERTIFY that I have been briefed and understand the action being taken on this date						
DATE	TYPED NAME AND GRADE OF EXAMINEE				SIGNATURE	
(Date Signed)	Douglas W. Smith, E-5				(Douglas W. Smith signature)	

Figure A5.2. IFTU INIT-QUAL (back).

AF FORM 4350, Continuation Sheet	
Evaluator's Remarks:	
A. Evaluation Descriptions	
1. Knowledge Description. Closed Book (End of Course Exam): 98%	
2. Task Description. Ann Smith planned, executed, and debriefed a simulated SIGINT prime U-2 mission. All required items were accomplished for normal mission operations to include pre- and post-mission activities, crew coordination, graphic functions, search and acquisition, geolocation data manipulation, audio manipulation and retrieval, and system applications. No system malfunctions, limitations, or abnormalities were noted. Ann Smith discussed and demonstrated proper procedures for a simulated emergency evacuation. This evaluation satisfies all the INIT QUAL requirements for the GSQ-272 CO position.	
B. Discrepancies: NONE	
C. Recommended Additional Training: NONE	
D. Additional Comments: NONE	
Reviewing Officer's Remarks: NONE	
Final Approving Officer's Remarks: NONE	
Additional Reviews: NONE	

Figure A5.3. EQ-1 INSTR-MSN (front).

CERTIFICATE OF INTELLIGENCE QUALIFICATION						
AUTHORITY: 10 U.S.C 8013 AND EO 9397 PRINCIPAL PURPOSE: Recording mandatory individual training events for input into intelligence training database. ROUTINE USES: None DISCLOSURE IS VOLUNTARY: Failure to provide SSN for individuals who must meet training currency standards could result in loss of currency and professional qualification. SSN is used for identification and records.						
					DATE COMPLETED	
					2009/10/30	
I. EXAMINEE QUALIFICATION						
NAME (Last, First, Middle Initial)			GRADE	SSN (Last 4 digits)		
Delta, Juliet B.			O-3	6989		
ORGANIZATION AND LOCATION			DUTY POSITION	ELIGIBILITY PERIOD		
117 IS Birmingham IAF, AL			GSQ-272 DOC-I	MSN: Oct 09 - Mar 10		
II. QUALIFICATION						
KNOWLEDGE PHASE			TASK PHASE			
EXAMINATION CHECK	DATE	GRADE	EVENT CHECK	DATE		
CLOSED BOOK	2009/10/25	100	MSN	2009/10/30		
OPEN BOOK	2009/10/25	100				
QUALIFICATION LEVEL		RESTRICTIONS (EXPLAIN IN COMMENTS)	ADDITIONAL TRAINING			
QUALIFIED	UNQUALIFIED		DUE DATES			
1		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	N/A			
EXPIRATION DATE OF QUALIFICATION			DATE ADDITIONAL COMPLETED			
March 2011		N/A				
COMMENTS (if more space is needed, continue on reverse) EXCEPTIONALLY QUALIFIED Restriction(s): NONE See reverse for remarks.						
III. CERTIFICATION						
TYPED NAME AND GRADE	ORGANIZATION	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 EVALUATOR	117 IS/DOV	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(William E. Valuator signature)	(Date Signed)
William E. Valuator, O-3						
2 REVIEWING OFFICER	117 IS/DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Ima N. Charge signature)	(Date Signed)
Ima N. Charge, O-4						
3 FINAL APPROVING OFFICER	117 IS/CC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Silas I. Oliver signature)	(Date Signed)
Silas I. Oliver, O-5						
I CERTIFY that I have been briefed and understand the action being taken on this date						
DATE	TYPED NAME AND GRADE OF EXAMINEE			SIGNATURE		
(Date Signed)	Juliet B. Delta, O-3			(Juliet B. Delta signature)		

Figure A5.4. EQ-1 INSTR-MSN (back).

AF FORM 4350, Continuation Sheet

Evaluator's Remarks:

A. Evaluation Descriptions

1. Knowledge Description.
Open Book: 100%
Closed Book: 100%

2. Task Description. Capt Delta planned, briefed, led, instructed, and debriefed a CENTCOM MQ-1 mission. All required items were accomplished for normal mission operations to include automated OB, ATO/ACO/SPINS, MQ-1 mission briefing, step briefing and intelligence reports. Her briefing included additional items that greatly improved the situational awareness of the crew. Capt Delta quickly reacted to an actual lost link situation during a TST scenario by requesting additional support from other assets and expert coordination the MQ-1 crew. Throughout the mission, Capt Delta expertly managed mission taskings and was able to increase mission effectiveness through use of ad hoc taskings. Capt Delta provided pre-mission instruction on threat knowledge and theater SERE procedures. Mission instruction included collection and reporting techniques. This evaluation satisfies the requirements for the GSQ-272 DOC-1 position in support of an MQ-1 mission.

B. Discrepancies: NONE

C. Recommended Additional Training: NONE

D. Additional Comments: NONE

Reviewing Officer's Remarks: NONE

Final Approving Officer's Remarks: NONE

Additional Reviews: NONE

Figure A5.5. Q-2 with Restriction (front).

CERTIFICATE OF INTELLIGENCE QUALIFICATION							
AUTHORITY: 10 U.S.C 8013 AND EO 9397 PRINCIPAL PURPOSE: Recording mandatory individual training events for input into intelligence training database. ROUTINE USES: None DISCLOSURE IS VOLUNTARY: Failure to provide SSN for individuals who must meet training currency standards could result in loss of currency and professional qualification. SSN is used for identification and records.							
					DATE COMPLETED		
					2008/01/25		
I. EXAMINEE QUALIFICATION							
NAME (Last, First, Middle Initial) Lima, Sierra M.			GRADE E-3	SSN (Last 4 digits) 6789			
ORGANIZATION AND LOCATION 6 IS Osan AB, KOR			DUTY POSITION GSQ-272 IA	ELIGIBILITY PERIOD N/A			
II. QUALIFICATION							
KNOWLEDGE PHASE			TASK PHASE				
EXAMINATION CHECK	DATE	GRADE	EVENT CHECK	DATE			
OPEN BOOK	2008/01/10	96	INIT MSN	2008/01/11			
CLOSED BOOK	2008/01/14	83/98					
QUALIFICATION LEVEL			RESTRICTIONS (EXPLAIN IN COMMENTS)	ADDITIONAL TRAINING			
QUALIFIED	UNQUALIFIED			DUE DATES			
2			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	29 Feb 08			
EXPIRATION DATE OF QUALIFICATION June 2009				DATE ADDITIONAL COMPLETED			
			Area 6: 22 Jan 08, Area 9: 25 Jan 08 (trainer signature)				
COMMENTS (if more space is needed, continue on reverse) Restriction(s): A1C Lima will not conduct MPC Briefings or Debriefings unsupervised until completing additional training and demonstrating satisfactory knowledge or proficiency. See reverse for remarks.							
III. CERTIFICATION							
1	TYPED NAME AND GRADE	ORGANIZATION	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
	EVALUATOR William E. Valuator, O-3	694 ISRG/IGV	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(William E. Valuator signature)	(Date Signed)
	REVIEWING OFFICER Ima N. Charge, O-4	6 IS/DOFA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Ima N. Charge signature)	(Date Signed)
	FINAL APPROVING OFFICER Silas I. Oliver, O-5	6 IS/CC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Silas I. Oliver signature)	(Date Signed)
I CERTIFY that I have been briefed and understand the action being taken on this date							
DATE (Date Signed)	TYPED NAME AND GRADE OF EXAMINEE Sierra M. Lima, E-3					SIGNATURE (Sierra M. Lima signature)	

Figure A5.6. Q-2 with Restriction (back).

AF FORM 4350, Continuation Sheet

Evaluator's Remarks:

A. Evaluation Descriptions

1. Knowledge Description.
Open Book: 96%
Closed Book: 83%/98%

2. Task Description. A1C Lima planned, executed, and debriefed a simulated Korean U-2 mission. All required items were accomplished for normal mission operations to include manual/automated OB, ATO/ACO/SPINS, MPC feasibility briefing, mission package construction, mission briefing, step briefing and reporting. Inclement weather caused minor system aberrations but did not significantly affect mission execution. A1C Lima discussed and demonstrated proper procedures for a simulated sudden power loss. This evaluation satisfies the requirements for the GSQ-272 IA position in support of a U-2 mission.

B. Discrepancies

1. Knowledge: Closed Book. Date of 83%: 10 Jan 08.

2. Task:
Area 6. MPC Feasibility Briefing - Q-. The examinee was slow to answer several questions regarding enroute threats to the target area. Delivery was choppy and hesitant. Additional training is required.
Area 9. Debriefing - Q-. The examinee was prompted to ask amplifying questions regarding an observed SAM launch (simulated) and did not adequately control the pace or content of the debrief. The examinee was also slow to recognize incorrectly recorded information which affected MISREP dissemination timelines and accuracy requirements. Additional training is required.

C. Recommended Additional Training

1. Knowledge: NONE

2. Task:
MPC Feasibility Briefing. Review enroute threat checklist and discuss procedures to prepare for premission questions. Conduct practice briefings in front of a live audience with a dynamic environment to develop critical briefing skills.
Debriefing: Review MISREP checklist to become thoroughly familiar with required amplifying questions and MISREP standards. Practice pace and quality of MISREP completion as well as procedures to recognize and correct faulty information.

3. I certify that A1C Lima satisfactorily demonstrated all required knowledge and proficiency items.

ULYSSES B. GOODE, MSgt, USAF
6 IS IA Instructor

D. Additional Comments: NONE

Reviewing Officer's Remarks: NONE

Final Approving Officer's Remarks: NONE

Additional Reviews: NONE

Figure A5.7. Q-3 INIT MSN (front).

CERTIFICATE OF INTELLIGENCE QUALIFICATION							
AUTHORITY: 10 U.S.C 8013 AND EO 9397 PRINCIPAL PURPOSE: Recording mandatory individual training events for input into intelligence training database. ROUTINE USES: None DISCLOSURE IS VOLUNTARY: Failure to provide SSN for individuals who must meet training currency standards could result in loss of currency and professional qualification. SSN is used for identification and records.							
					DATE COMPLETED		
					2008/02/10		
I. EXAMINEE QUALIFICATION							
NAME (Last, First, Middle Initial)			GRADE	SSN (Last 4 digits)			
Tryin, Benjamin A.			E-4	1234			
ORGANIZATION AND LOCATION			DUTY POSITION	ELIGIBILITY PERIOD			
66 IS Thornton AFB, TX			GSQ-212 ID	N/A			
II. QUALIFICATION							
KNOWLEDGE PHASE			TASK PHASE				
EXAMINATION CHECK	DATE	GRADE	EVENT CHECK	DATE			
OPEN BOOK	2008/01/08	94	INIT MSN	2008/01/11			
CLOSED BOOK	2008/01/10	96	TASK RECHECK	2008/02/10			
QUALIFICATION LEVEL			RESTRICTIONS (EXPLAIN IN COMMENTS)	ADDITIONAL TRAINING			
QUALIFIED	UNQUALIFIED			DUE DATES			
3/1			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	29 Feb 08			
EXPIRATION DATE OF QUALIFICATION				DATE ADDITIONAL COMPLETED			
July 2009			Area 10: 30 Jan 08, Area 14: 7 Feb 08 (trainer signature)				
COMMENTS (if more space is needed, continue on reverse) Restriction(s): SrA Tryin will not perform any GSQ-212 ID duties unsupervised until completing additional training and demonstrating satisfactory knowledge and proficiency through a successful INIT MSN/QUAL evaluation. See reverse for remarks.							
III. CERTIFICATION							
1	TYPED NAME AND GRADE	ORGANIZATION	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
	EVALUATOR						
	Mister E. Valuator, E-4	606 ISRG/DOV	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(Mister E. Valuator signature)	(Date Signed)
	REVIEWING OFFICER						
	Newton I. Ward, O-4	66 IS/ADO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Newton I. Ward signature)	(Date Signed)
	FINAL APPROVING OFFICER						
	Silas I. Oliver, O-5	66 IS/CC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Silas I. Oliver signature)	(Date Signed)
I CERTIFY that I have been briefed and understand the action being taken on this date							
DATE	TYPED NAME AND GRADE OF EXAMINEE				SIGNATURE		
(Date Signed)	Benjamin A. Tryin, E-3				(Benjamin A. Tryin signature)		

Figure A5.8. Q-3 INIT MSN (back).

AF FORM 4350, Continuation Sheet	
Evaluator's Remarks:	
A. Evaluation Descriptions	
1. Knowledge Description.	
Open Book: 94%	
Closed Book: 96%	
2. Task Description. SrA Tryin planned, executed, and debriefed an Atlantis scenario during a routine GSQ-212 mission. All required items were accomplished for normal mission operations to include manual/automated OB, ATO/ACO/SPINS, MPC feasibility briefing, mission package construction, mission/step briefing and reporting. No system malfunctions, limitations, or abnormalities were noted. SrA Tryin discussed and demonstrated procedures for a simulated JWICS network outage.	
B. Discrepancies	
1. Knowledge: NONE	
2. Task:	
Area 5. Manual OB - U. Examinee created nonstandard symbology rather than using applicable reference materials. Debriefed.	
Area 9. Debriefing - U. Examinee neglected to follow required checklist items. Debriefed.	
Area 10. MPC Feasibility Briefing - Q-. Examinee did not adequately prepare the briefing and required prompting to include required elements. Additional training is required.	
Area 14. Intelligence Reports - U. Examinee failed to follow checklist procedures for mission reporting, resulting in a transmission error. Examinee was unable to recover and mission supervisor intervention was required to disseminate the report. Additional training is required.	
C. Recommended Additional Training	
1. Knowledge: NONE	
2. Task:	
MPC Feasibility Briefing. Review briefing preparation checklist and discuss proper procedures for research, analysis and classification. Demonstrate proficiency through a successful task recheck.	
Intelligence Reports. Review mission reporting QC checklist and practice report authentication and transmission procedures. Demonstrate proficiency through a successful task recheck.	
D. Additional Comments:	
1. SrA Tryin must reaccomplish the full task phase of the INIT MSN evaluation.	
2. Task Recheck Description. SrA Tryin planned, executed, and debriefed a simulated Lancer scenario during a routine GSQ-212 mission. All required items were accomplished for normal mission operations to include manual/automated OB, ATO/ACO/SPINS, MPC feasibility briefing, bomber mission package preparation, mission/step briefing and reporting. No system malfunctions, limitations, or abnormalities were noted. SrA Tryin discussed and demonstrated proper procedures for a simulated dust storm. This INIT MSN/QUAL evaluation satisfies the requirements for the GSQ-212 ID position.	
3. Discrepancies: NONE	
4. Recommended Additional Training: NONE	
TASS R. ECHECKER III, TSgt, USAF	
66 IS Intelligence Evaluator	
Reviewing Officer's Remarks: NONE	
Final Approving Officer's Remarks: NONE	
Additional Reviews: NONE	

Figure A5.9. SIO-Directed Downgrade (front).

CERTIFICATE OF INTELLIGENCE QUALIFICATION						
AUTHORITY: 10 U.S.C 8013 AND EO 9397 PRINCIPAL PURPOSE: Recording mandatory individual training events for input into intelligence training database. ROUTINE USES: None DISCLOSURE IS VOLUNTARY: Failure to provide SSN for individuals who must meet training currency standards could result in loss of currency and professional qualification. SSN is used for identification and records.						
					DATE COMPLETED	
					2008/02/17	
I. EXAMINEE QUALIFICATION						
NAME (Last, First, Middle Initial)			GRADE	SSN (Last 4 digits)		
Sierra, James I.			E-5	1234		
ORGANIZATION AND LOCATION			DUTY POSITION	ELIGIBILITY PERIOD		
69 IS Arroyo AFB, IL			GSQ-212 ID-I	N/A		
II. QUALIFICATION						
KNOWLEDGE PHASE			TASK PHASE			
EXAMINATION CHECK	DATE	GRADE	EVENT CHECK	DATE		
			MSN	2008/02/02		
QUALIFICATION LEVEL		RESTRICTIONS (EXPLAIN IN COMMENTS)	ADDITIONAL TRAINING			
QUALIFIED	UNQUALIFIED		DUE DATES			
	3	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	31 March 2008			
EXPIRATION DATE OF QUALIFICATION			DATE ADDITIONAL COMPLETED			
N/A			17 Feb 08 (trainer signature)			
COMMENTS (if more space is needed, continue on reverse) SIO-Directed Downgrade A. Restriction(s): SSgt Sierra will not perform mission duties or instructor duties unsupervised until a successful RQ INSTR/MSN evaluation (knowledge and task phases) is complete. B. Narrative. On 2 Feb 08, SSgt Sierra was unable to prepare the appropriate information for a mission briefing without significant assistance. SSgt Sierra is unable to perform or instruct intelligence duties as a GSQ-212 ID and is downgraded with cause. SSgt Sierra will require additional training and evaluation to resume duties. C. Recommended Additional Training. SSgt Sierra will reaccomplish all mission briefing items trained during MQT.						
III. CERTIFICATION						
TYPED NAME AND GRADE	ORGANIZATION	CHECK			SIGNATURE	DATE
		CONCUR	DO NOT CONCUR	REMARKS		
1 EVALUATOR		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2 REVIEWING OFFICER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3 FINAL APPROVING OFFICER		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Hugh G. Hammer, O-5	69 IS/CC				(Hugh G. Hammer signature)	(Date Signed)
I CERTIFY that I have been briefed and understand the action being taken on this date						
DATE	TYPED NAME AND GRADE OF EXAMINEE			SIGNATURE		
(Date Signed)	James I. Sierra, E-5			(James I. Sierra signature)		

Figure A5.10. Q-1 Requalification (front).

CERTIFICATE OF INTELLIGENCE QUALIFICATION							
AUTHORITY: 10 U.S.C 8013 AND EO 9397 PRINCIPAL PURPOSE: Recording mandatory individual training events for input into intelligence training database. ROUTINE USES: None DISCLOSURE IS VOLUNTARY: Failure to provide SSN for individuals who must meet training currency standards could result in loss of currency and professional qualification. SSN is used for identification and records.							
						DATE COMPLETED	
						2008/12/11	
I. EXAMINEE QUALIFICATION							
NAME (Last, First, Middle Initial) Hightower, Thomas W.			GRADE E-6		SSN (Last 4 digits) 1234		
ORGANIZATION AND LOCATION 15th Intelligence Squadron Vandenberg AFB, CA			DUTY POSITION GSQ-282 ISD		ELIGIBILITY PERIOD N/A		
II. QUALIFICATION							
KNOWLEDGE PHASE			TASK PHASE				
EXAMINATION CHECK	DATE	GRADE	EVENT CHECK	DATE			
			RQ MSN	2007/12/23			
QUALIFICATION LEVEL			RESTRICTIONS (EXPLAIN IN COMMENTS)		ADDITIONAL TRAINING		
QUALIFIED	UNQUALIFIED				DUE DATES		
1			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		N/A		
EXPIRATION DATE OF QUALIFICATION May 2009					DATE ADDITIONAL COMPLETED		
					N/A		
COMMENTS (if more space is needed, continue on reverse) Restriction(s): NONE See reverse for remarks.							
III. CERTIFICATION							
#	TYPED NAME AND GRADE	ORGANIZATION	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
1	EVALUATOR William E. Valuator, E-5	15 IS/DOT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(William E. Valuator signature)	(Date Signed)
2	REVIEWING OFFICER Ima N. Charge, O-2	15 IS/DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Ima N. Charge signature)	(Date Signed)
3	FINAL APPROVING OFFICER Silas I. Oliver, O-5	15 IS/CC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Silas I. Oliver signature)	(Date Signed)
I CERTIFY that I have been briefed and understand the action being taken on this date							
DATE	TYPED NAME AND GRADE OF EXAMINEE				SIGNATURE		
(Date Signed)	Douglas W. Smith, E-5				(Douglas W. Smith signature)		

Figure A5.11. Q-1 Requalification (back)

AF FORM 4350, Continuation Sheet	
Evaluator's Remarks:	
A. Evaluation Descriptions	
1. Knowledge Description. <i>N/A</i>	
2. Task Description. This Requalification qualification evaluation consisted of: manual OB, automated OB, ATO/ACO/SPINS, MPC initial feasibility briefing, mission package construction, mission briefing, debriefing and intelligence reports. No system malfunctions, limitations, or abnormalities were noted. TSgt Hightower discussed and demonstrated proper procedures for a simulated emergency evacuation. This evaluation satisfies all the RQ MSN requirements for the GSQ-282 ISD position.	
B. Discrepancies: NONE	
C. Recommended Additional Training: NONE	
D. Additional Comments: This Requalification evaluation was required to remedy a failed periodic mission qualification evaluation. This evaluation was debriefed with the 15 IS/DO.	
Reviewing Officer's Remarks: NONE	
Final Approving Officer's Remarks: NONE	
Additional Reviews: NONE	

Figure A5.12. Q-1 No-Notice SPOT (front).

CERTIFICATE OF INTELLIGENCE QUALIFICATION							
AUTHORITY: 10 U.S.C 8013 AND EO 9397 PRINCIPAL PURPOSE: Recording mandatory individual training events for input into intelligence training database. ROUTINE USES: None DISCLOSURE IS VOLUNTARY: Failure to provide SSN for individuals who must meet training currency standards could result in loss of currency and professional qualification. SSN is used for identification and records.							
					DATE COMPLETED		
					2008/12/11		
I. EXAMINEE QUALIFICATION							
NAME (Last, First, Middle Initial) Magellan, James M.			GRADE O-6	SSN (Last 4 digits) 1234			
ORGANIZATION AND LOCATION 88th Intelligence Squadron Shaw AFB, CA			DUTY POSITION GSQ-272 DOC	ELIGIBILITY PERIOD N/A			
II. QUALIFICATION							
KNOWLEDGE PHASE			TASK PHASE				
EXAMINATION CHECK	DATE	GRADE	EVENT CHECK	DATE			
			N/N SPOT	2007/12/23			
QUALIFICATION LEVEL			RESTRICTIONS (EXPLAIN IN COMMENTS)	ADDITIONAL TRAINING			
QUALIFIED	UNQUALIFIED			DUE DATES			
1			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	N/A			
EXPIRATION DATE OF QUALIFICATION				DATE ADDITIONAL COMPLETED			
N/A			N/A				
COMMENTS (if more space is needed, continue on reverse) Restriction(s): NONE See reverse for remarks.							
III. CERTIFICATION							
	TYPED NAME AND GRADE	ORGANIZATION	CHECK			SIGNATURE	DATE
			CONCUR	DO NOT CONCUR	REMARKS		
1	EVALUATOR William E. Valuator, O-4	88 IS/DOV	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(William E. Valuator signature)	(Date Signed)
2	REVIEWING OFFICER Ima N. Charge, O-5	88 IS/DO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Ima N. Charge signature)	(Date Signed)
3	FINAL APPROVING OFFICER Silas I. Oliver, O-5	88 IS/CC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Silas I. Oliver signature)	(Date Signed)
I CERTIFY that I have been briefed and understand the action being taken on this date							
DATE (Date Signed)	TYPED NAME AND GRADE OF EXAMINEE Magellan, James M., O-3				SIGNATURE (James M. Magellan signature)		

Figure A5.13. Q-1 No-Notice SPOT (back).

AF FORM 4350, Continuation Sheet	
Evaluator's Remarks:	
A. Evaluation Descriptions	
1. Knowledge Description. N/A	
2. Task Description. This was a No-Notice evaluation on an Area 12 mission profile with multiple simulated threats, simulated system failures and EPs. On-station/Off-station calls, manual OB, MPC initial feasibility briefing, debriefing and intelligence summaries were accomplished without deviation. All sub-areas were performed in an outstanding manner.	
B. Discrepancies: NONE	
C. Recommended Additional Training: NONE	
D. Additional Comments: NONE	
Reviewing Officer's Remarks: NONE	
Final Approving Officer's Remarks: NONE	
Additional Reviews: NONE	

Attachment 6 (Added-AFISRA)

SAMPLE AFISRA FORM 401, TEMPORARY EVALUATION CERTIFICATE

TEMPORARY EVALUATION CERTIFICATE				
EXAMINEE (LAST, FIRST MI)	SQUADRON/UNIT	CREW POSITION	ACTIVITY	DATE
LIMA, SIERRA M. (E-3)	59 IS	MSA	GSQ-272	15 FEB 2009
TYPE OF EVALUATION	EVALUATOR		OVERALL GRADE	
MSN	TSGT WILLIAM E. VALUATOR		2	
<p>DISCREPANCIES</p> <p>Area 9. Debriefing - U Failed to ask amplifying questions regarding the observed SAM launch (simulated). Did not control the debrief. Inaccurately recorded information affecting MISREP dissemination. Additional training is required.</p> <p>Area 10. MPC Feasibility - Q- The examinee failed to anticipate several questions regarding enroute threats to the target area. Delivery was choppy, hesitant and un-professional. Additional training is required.</p>				
RECOMMENDED ADDITIONAL TRAINING/CORRECTIVE ACTION				DATE DUE
Area 9: Debriefing. Reaccomplish MQT syllabus and demonstrate proficiency to the satisfaction of an MSA Instructor.				25 MAR 2009
Area 10: MPC Feasibility. Reaccomplish MQT syllabus and demonstrate proficiency to the satisfaction of an MSA Instructor.				
ADDITIONAL TRAINING ACCOMPLISHED				DATE COMPLETED
<p>RESTRICTIONS</p> <p>Will not perform MSA duties unsupervised until the assigned MQT syllabus areas for the above additional training task areas have been satisfactorily demonstrated to an MSA Instructor as recommended.</p> <p>Note: Examinee has accomplished all requisite examinations; Scores and dates as follows: OPEN BOOK 98% (13 Feb 2009), CLOSED BOOK 96% (12 Feb 2009).</p>				
INTELLIGENCE EVALUATOR SIGNATURE			DATE	

Attachment 7 (Added-AFISRA)

SAMPLE AF FORM 4349 RECORD OF INTELLIGENCE EVALUATION

RECORD OF INTELLIGENCE EVALUATION							
<small>AUTHORITY: 10 U.S.C 8013 AND EO 9397 PRINCIPAL PURPOSE: Recording mandatory individual training events for input into intelligence training database. ROUTINE USES: None DISCLOSURE IS VOLUNTARY: Failure to provide SSN for individuals who must meet training currency standards could result in loss of currency and professional qualification. SSN is used for identification and records.</small>							
Name (LAST, FIRST, MIDDLE INITIAL) Doe, John M.				SSN 000-00-6789			
UNIT TYPE	TYPE OF EVALUATION	DATE COMPLETED	QUALIFICATION LEVEL (UNIT)	UNIT TYPE	TYPE OF EVALUATION	DATE COMPLETED	QUALIFICATION LEVEL (UNIT)
			(AETC)				
GSQ-272 IA	INIT QUAL	2 FEB 2009	1 (315 TRS)				
			(AFISRA)				
GSQ-272 IA	INIT MSN	10 MAY 2009	1 (30 IS)				
GSQ-272 IA	MSN	20 AUG 2010	1 (30 IS)				
GSQ-272 IA-I	INIT INSTR	9 JUN 2011	1 (30 IS)				
GSQ-272 IRE	INIT MSN	11 JUL 2011	3/1 (30 IS)				
GSQ-272 IA-I	MSN	14 NOV 2011	1 (30 IS)				
GSQ-272 IRE	MSN	27 OCT 2012	1 (30 IS)				
GSQ-272 IA-I	MSN	8 FEB 2013	1 (30 IS)				
GSQ-272 IRE-I	MSN	2 JAN 2014	1 (30 IS)				
GSQ-272 IA-I	RQ MSN	22 AUG 2014	1 (13 IS)				
GSQ-272 IMS	INIT MSN	2 SEP 2014	1 (13 IS)				
GSQ-272 IRE-I	MSN	14 APR 2015	1 (13 IS)				
GSQ-272 IA-I	MSN	15 NOV 2015	1 (13 IS)				

Attachment 10 (Added-AFISRA)**INTELLIGENCE READ FILE MESSAGE TEMPLATE****A10.1. (AFISRA) Example IRF Current Read File Message.**

Note: The information below is an example of a template which may be used when drafting an IRF message. Units normally transfer the message body into the appropriate form before inclusion into the Current Read File.

FROM: HQ AFISRA LACKLAND AFB TX//A3/A3XV//

TO: 113 IS TERRE HAUTE IN//DO/DOV//
123 IS LITTLE ROCK AFB AR//DO/DOV//
152 IS RENO NV//DO/DOV//
169 IS SLC UT//DO/DOV//
497 ISRG LANGLEY AFB VA//CC/IGV//
548 ISRG BEALE AFB CA//CC/IGV//
692 ISRG HICKAM AFB HI//CC/IGV//
693 ISRG RAMSTEIN AB GE//CC/IGV//
694 ISRG OSAN AB KO//CC/IGV//
707 ISRG FT MEADE MD//CC/IGV//
94 IS FT MEADE MD//DO/DOV//

INFO: HQ AFRC ROBINS AFB GA//A2/A2V//
NGB WASHINGTON DC//A2/A2OT//
HQ AETC RANDOLPH AFB TX//A2/A2FV//
11 IS HURLBURT

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

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

1. Applicability paragraph. This paragraph lists the ISRG(s) that the IRF item is applicable to, lists the ISRG(s) that will retransmit the IRF item and those ISRGs for which the IRF item is “for information only.”

2. Directive paragraph. IRF authors will use this paragraph to give direction to intelligence personnel regarding procedures or guidance. This information will be placed immediately following the applicability paragraph in order to ensure a consistent place for new procedures or guidance.

3. Amplification paragraph. This paragraph should focus on background information or any other amplifying data deemed necessary by the IRF item author for intelligence personnel to understand the impetus behind the IRF item. The IRF item should be limited to one or two pages in length. Additional supporting background documentation should be included in attachments or references.

- a. Amplifying data may be organized into subparagraphs or follow-on paragraphs.
 - b. If follow-on paragraphs are used, ensure paragraphs are numbered correctly.
4. Administrative paragraph. Use this paragraph to show where the IRF item is to be placed (Part B or C), and how for long the IRF item is to remain in effect. Other items of an administrative nature may also be placed in this paragraph.
 5. Receipt/POC paragraph. This paragraph directs units to acknowledge receipt of the IRF item within a desired period of time, IRF item POC(s), and the POC phone number and email address.

Attachment 11 (Added-AFISRA)**STAN/EVAL AND TRAINING REVIEW BOARD (STRB) MINUTES****A11.1. (AFISRA) Example STRB Minutes Memorandum.**

MEMORANDUM FOR 30 IS/DOT

7 Aug 09

FROM: 497ISRG/CC

SUBJECT: Stan/Eval and Training Review Board (STRB) for SrA John L. Example

1. An STRB was convened on 6 Aug 2009 to determine the cause of SrA Example's evaluation failure.

2. The panel consisted of the following individuals:

Lt Col Masters	- 30IS Commander
Maj Gaffney	- 30IS Operations Officer
2Lt Young	- 30IS Flight CC
MSgt Blacksmith	- 497ISRG Chief, Stan/Eval
MSgt Jones	- 30IS Chief, Operations Training
SSgt Marks	- Intelligence Evaluator
TSgt White	- Examinee's Instructor
TSgt Holden	- Examinee's Supervisor
SrA Example	- Examinee

3. Background:

a. Name and Category: SrA John L. Example 30IS GSQ-272/GA

b. History:

- (1) Dec 08 – INIT QUAL (Q1)
- (2) 2 Feb 09 - Entered into MQT
- (3) 8 May 09 - Mission Progress Check performed by TSgt White. Closed book progress check score – 63% / Open book progress check score – 30%.
- (4) 8 Jun 09 - Evaluation date of 30 Jun 09 was established.
- (5) 1 Jul 09 - SrA Example failed his Closed Book examination and scored a 45%.
- (6) 14 Jul 09- SrA Example failed his Closed Book examination and scored a 75%. His training records indicated that he was not signed off on all of the tasks required for MQT.
- (7) 20 Aug 09- An STRB was conducted to discuss the causes and possible solutions of SrA Example's initial and second failure. The panel agreed that there were two primary causes: (1) SrA Example's well-documented lack of self-motivation towards training, and (2) a lack of supervised study.

4. Circumstances surrounding the failure: SrA Example failed to satisfactorily pass his Closed Book examination on his INIT QUAL.

5. Test Scores: Closed Book – 45/75%; Open Book – 80%. MSgt Blacksmith read the above information to the panel. The following panel discussion took place with SrA Example:

6. STRB Discussion:

a. SSgt Marks briefed the board on the results of this evaluation. SSgt Marks pointed out that had it not been for the below minimum test scores on the written tests, SrA Example may have passed this evaluation, since his system and mission performance is excellent.

b. The lack of immediate supervisor interaction was also addressed by the members, noting that SrA Example's supervisor, TSgt Holden, had a TDY schedule that was very nearly opposite that of SrA Example. It was also noted that TSgt Holden, however, did not review SrA Example's training as often as needed and that the Flight CC did not oversee SrA Example's training during TSgt Holden's absences.

7. Observations: The board determined that there were two primary causes that contributed to this evaluation failure:

a. Lack of self-motivation on SrA Example's part with regard to his academic training progression.

b. Lack of training supervisory continuity during his training. There was no primary academic Instructor assigned to SrA Example.

8. Recommendations:

a. The board recommended that SrA Example be placed on mandatory 1.5 hours of supervised study each day, including weekends. During this supervised study, he will work with TSgt Holden to the greatest extent possible. MSgt Teacher will sit in on these training sessions as needed.

b. TSgt Holden will be restricted from TDYs during the remedial period in order provide appropriate supervisory oversight and involvement each day, including weekends.

c. It is the determination of this board that SrA Example will follow the above plan and be given an additional 30 days to prepare for his evaluation. This evaluation will take place no later than 7 Sep 09.

WHY B. YOUNG, 2Lt, USAF
30 IS B Flight Commander

cc:
30 IS/DOFB
Supervisor
Individual

1st Ind, 30 IS/DO-1, 7 Aug 09, STRB Minutes

10 Aug 09

MEMORANDUM FOR 30 IS/DO

Concur/Nonconcur

CHARLES T. SMITH, SMSgt, USAF
Operations NCOIC

2nd Ind, 30 IS/DO, 7 Aug 09, STRB Minutes

12 Aug 09

MEMORANDUM FOR 323 IOS Commander

Concur/Nonconcur

MARK A. GAFFNEY, Maj, USAF
Operations Officer

3rd Ind, 30 IS/CC, 7 Aug 09, STRB Minutes

15 Aug 09

MEMORANDUM FOR 30 IS/DOT

Approved/Disapproved

HARVEY L. MASTERS, Lt Col, USAF
Commander

Attachment 12 (Added-AFISRA)

IE OBJECTIVITY EVALUATION GRADING CRITERIA

A12.1. (AFISRA) IE Objectivity Grading Criteria. The following grading criteria will be used by IEs when conducting IE Objectivity Evaluations. Awarding a “Q-“ with corrective training or a “U” in any of the areas will result in a Q-3 for the overall grade for the specialized crew position. Cumulative deviations will be considered when determining the overall rating of either “1” or “3.”

Table A12.1. Grading Criteria.

AREA 1 – COMPLIANCE WITH STAN/EVAL DIRECTIVES	
Q	Complied with all directives pertaining to the administration of the evaluation. Utilized/possessed all required forms/documents, as a minimum to include; checklists, task scenario cards, evaluation profiles, product check checklists, and publications. Adhered to required Go/No-Go criteria. Read and reviewed required IRF documents.
Q-	Complied with most directives. Utilized/possessed most required forms. Deviations did not jeopardize the effectiveness of the evaluation or mission safety.
U	Failed to comply with directives or possess required forms/documents, which could possibly have jeopardized mission safety. Did not adhere to Go/No-Go criteria. Did not read/ review IRF documents prior to conducting the evaluation.
AREA 2 – IE’S BRIEFING	
Q	Briefed the examinee on the conduct of the evaluation, mission requirements, responsibilities, grading criteria, and evaluator actions/position during the evaluation. Covered tasks to be evaluated and the standard for performance for the task. Utilized unit checklists as guidelines for performance standards. Detailed which tasks may need to be simulated and how/when the simulation will occur. Explained which products will be generated. Provided the examinee with Product Check Checklists for required products. Pointed out which tasks are critical. Delineated the flow of the evaluation.
Q-	Items were omitted during the briefing causing minor confusion. Did not fully brief the examinee as to the conduct and purpose of the evaluation.
U	IE failed to adequately brief the examinee.
AREA 3 – IDENTIFICATION OF DISCREPANCIES AND ASSIGNMENT OF AREA GRADES	
Q	Identified all discrepancies and assigned proper area grade. Utilized proper checklists/forms to annotate grade/discrepancies. Annotated all grades and discrepancies as they occurred. Task performance notes were specific, clear and thorough. Used cumulative discrepancies to ascertain area grades.
Q-	Most discrepancies were identified. Failed to assign Q- grade when appropriate. Assigned discrepancies for performance which was within standards. Most task performance notes were specific and clear.
U	Failed to identify discrepancies related to mission discipline or deviations which merited an unqualified grade. Assigned Q- grades, which should have been U or

	assigned U grades for performance within standards. Task performance notes were generic and could have lead to the failed identification of discrepancies.
AREA 4 – ASSESSMENT OF OVERALL PERFORMANCE	
Q	Awarded the appropriate overall grade based on the examinee’s performance. Utilized cumulative area grades to determine overall grade.
Q-	Awarded an overall grade without consideration of cumulative deviations in the examinee’s performance.
U	Did not award a grade commensurate with overall performance.
AREA 5 – APPROPRIATE ASSIGNMENT OF ADDITIONAL TRAINING	
Q	Assigned proper additional training if warranted. Assigned training for all areas rated “U”, if deemed constructive by the IE. Debriefed/assigned additional training for all areas rated “Q-“.
Q-	Additional training assigned was insufficient to ensure the examinee would achieve proper level of qualification.
U	Failed to assign additional training when warranted.
AREA 6 – MISSION DEBRIEF	
Q	Debriefed the examinee on all aspects of the evaluation, within 24 hours of the completion of the evaluation. Debrief included all key mission events, providing instruction and references as required. Reconstructing the mission in chronological order, covering all tasks evaluated, what operations/actions the examinee took, any discrepancy for the task, the grading criteria area the task fell into, any additional training for the task. Specified how and to whom examinee would demonstrate task proficiency for those tasks/grading criteria areas in which additional training was assigned. Detailed grades for each grading area and the overall evaluation grade.
Q-	Failed to discuss all deviations and assigned grades. Did not advise the examinee of additional training, if required. Failed to debrief or adequately reconstruct all key mission events.
U	Did not discuss any assigned area grades or the overall rating. Changed grades without briefing the examinee. Did not debrief mission at all. Debriefed few or no key mission events. Did not cover additional training plan.
AREA 7 – EVALUATION DOCUMENTATION	
Q	Correctly completed all required documentation. Temporary Certificate of Qualification filed in the EF NLT the next duty day. An appropriate annotation made in the individual’s training records, when applicable.
Q-	Minor errors in documentation, which did not affect the validity of the evaluation.
U	Failed to complete all required documentation. Major errors caused the validity of the evaluation to be questioned.
AREA 8 – BRIEFING THE SUPERVISOR ON THE EVALUATION	
Q	Debriefed the examinee’s supervisor within 24 hours, immediately after correction of breaches of mission safety/discipline, when additional training is levied due to “Q-/U” area grades, and/or along with the examinee during the Mission Debrief. Covered, as a minimum, the same items as in the Mission Debrief.
Q-	Did not discuss all discrepancies, grades, or additional training with supervisor.
U	Failed to debrief the examinee’s supervisor.

AREA 9 – IE’S PERFORMANCE	
Q	IE performed as briefed during the Evaluator’s Briefing, conducting the evaluation in the order and fashion that was presented in order not to confuse the examinee. Covered all required grading criteria areas. Only provided clarification/shortcuts/training after examinee exhibited appropriate task knowledge/ability. Prepared for the evaluation by reviewing evaluation materials and, if necessary, the examinee’s performance on written requisites. Removed examinee from position when warranted. Thoroughly versed in mission/crew position duties and responsibilities for the position being evaluated.
Q-	Committed minor errors during the evaluation which did not detract from the evaluation, cause confusion for the examinee, and/or interfere with mission accomplishment. Reviewed some of the evaluation materials.
U	Committed major errors disrupting the examinee’s performance, preventing a thorough evaluation, interfering with mission accomplishment. Did not adequately prepare for the evaluation. Lacked mission knowledge.

Attachment 13 (Added-AFISRA)**AFISRA FORM 403, CERTIFICATION OF INTELLIGENCE PERSONNEL TRAINING**

A13.1. (AFISRA) AFISRA Form 403, *Certification of Intelligence Personnel Training*. Optional, unless directed by HQ AFISRA. When used comply with the following guidance when completing an AFISRA Form 403. Special certifications may be documented IAW AFI 14-2(MDS)v1 on AFISRA Form 403, AFISRA Form 402 (see paragraph A14.) or locally created training folder trackers. IE certifications will be signed by the SQ/CC or GP/CC. See **Attachment 8** for sample AFISRA Form 403.

A13.2. (AFISRA) Purpose. The AFISRA Form 403 provides a permanent record/certification source for intelligence personnel certifications not attained through an AF Form 4350 qualification. (Units may use a AFISRA agency approved a unit certification document signed by an authorized official. An authorized official for a unit certification document will be an official authorized to approve an AF Form 4350, or another appropriate authority designated in writing by this official.)

A13.2.1. **(AFISRA)** Maintain a separate AFISRA Form 403 in the EF, Section I, documenting certifications by individual assigned unit and primary MDS, intelligence system, function and/or activity (Activity). For intelligence personnel with multiple intelligence Activities certifications attained through difference training, only one AFISRA Form 403 is required; specify the primary mission MDS, intelligence system, function or Activity designation. File AF Forms 403 in chronological order with the most recent on top. **Note:** May also be filed in an intelligence personnel member's permanent training folder, as a training completion document. When AFISRA Form 403 is used as a training completion document, refer to AFI 14-202, Volume 1, as supplemented, for guidance.

A13.2.2. **(AFISRA)** Unit stan/eval will document all initial, downgrade and re-certifications for intelligence personnel assigned/attached to their unit to indicate a chronological history of certifications of intelligence personnel while assigned/attached to their unit.

A13.2.2.1. **(AFISRA)** The AFISRA Form 403 will document all certifications attained in previous and current MDS(s), intelligence system(s), function(s) and/or Activity(s). Retain as a historical source document. File AF Forms 403 in chronological order with the most recent on top.

A13.2.2.2. **(AFISRA)** During the initial review of individual EF, also review AFISRA Form 403 entries in the intelligence personnel's training folder to determine applicable certifications of new assigned/attached intelligence personnel. Document intelligence personnel certifications as specified by the assigned/attached unit commander on a new AFISRA Form 403.

A13.2.2.2.1. **(AFISRA)** The IGV/DOV Chief or other individual designated by the squadron commander will sign a one line entry below all other entries signifying acceptance of those events listed above (see paragraph **A13.7** for documentation requirements).

A13.2.2.3. **(AFISRA)** AFI 14-202, Volume 2/MAJCOM Supplement will specify AFISRA Form 403 certifying officials, IAW paragraph **A13.4.3**

A13.2.3. (AFISRA) Do not use AFISRA Form 403 to document one-time training/new equipment unless directed by HHQ.

A13.2.4. (AFISRA) Appropriate guidance that may require intelligence personnel certification using AFISRA Form 403 entry include AFI 14-202, Volume 1, as supplemented; AFI 14-2(MDS)v1; AFI 14-2(MDS)v3; CONOPS; HHQ messages; and local unit guidance.

A13.3. (AFISRA) General Data Entry.

A13.3.1. (AFISRA) Complete individual identification block with last name, first name, middle initial, any titles (e.g., Jr. or II), follow the name with the individuals grade in parenthesis.

A13.3.2. (AFISRA) Use one row for each certification or decertification.

A13.3.3. (AFISRA) Enter each certification or decertification in chronological order base on the date the action is completed.

A13.3.4. (AFISRA) For date fields in the AFISRA Form 403, use a two-digit day, three-letter month and four-digit year format (e.g., 20 Dec 2005), or as required by electronic form (20051220).

A13.4. (AFISRA) Certification.

A13.4.1. (AFISRA) Subject Title. Enter each certification title on the AFISRA Form 403.

A13.4.2. (AFISRA) Date Certified. Enter the effective date of certification.

A13.4.2.1. (AFISRA) For certifications attained as part of an IFTU, the date will match the date of the applicable AF Form 4350, or enter the date of completion or graduation from IFTU if no AF Form 4350 is issued.

A13.4.3. (AFISRA) Certification Official/Organization. The Certifying Official will sign above their typed name, rank, organization and office symbol.

A13.4.4. (AFISRA) The Certifying Official is the person authorized by governing directives to approve or certify an intelligence personnel member for a specific position or event.

A13.4.5. (AFISRA) If a certification is given with restrictions, state the restrictions on the AFISRA Form 403. Use additional lines on the AFISRA Form 403, as necessary.

A13.5. (AFISRA) Decertification. Decertification of events fall into two categories: Decertification for Cause (with prejudice) and Discretionary Decertification (without prejudice).

A13.5.1. (AFISRA) Decertification for Cause. Used for observed substandard performance.

A13.5.1.1. (AFISRA) This action is normally associated with SIO-Directed Downgrade, but also applies to commander-directed decertification of evaluators (resulting from substandard performance).

A13.5.1.2. (AFISRA) To document Decertification for Cause, line out the event, date and certifying official/ organization/location; annotate "Decertification for Cause" under Training Requirement/ Subject Title; enter date of decertification under Date Completed;

enter name, rank, organization, and office symbol and signature of decertifying official under Certifying Official/Organization.

A13.5.2. (AFISRA) Discretionary Decertification. An administrative action not based on performance.

A13.5.2.1. (AFISRA) Such decertification is warranted when loss of currency or certification occurs that will not be regained IAW AFI 14-2(MDS)v1, when instructor certified events become core mission events, or when a higher certification is obtained making the previous entry obsolete. Discretionary Decertification is also applicable for decertification of flight examiners as a result of reasons other than substandard performance.

A13.5.2.2. (AFISRA) To document Discretionary Decertification: line out the event, date and certifying official/organization/location; annotate “Discretionary Decertification” under Training Requirement/Subject Title; enter date of decertification under Date Completed; enter name, rank, organization and office symbol of the decertifying official under Certifying Official/ Organization. **Note:** For decertification due to loss of currency with no requirement for re-certification, the effective date of decertification will be the date of certification loss.

A13.5.2.3. (AFISRA) For events that have changed in name only (e.g., Imagery Screener to Imagery Viewer) no action is necessary. If desired for clarity: line out the event, date and certifying official/organization/location; annotate “Renamed (new name)” under Subject Title.

A13.5.2.4. (AFISRA) For members who change MDS, intelligence system, function or Activity (intelligence Activity) while assigned/attached to the same stan/eval organization, prepare a new AFISRA Form 403 indicating the new intelligence Activity and transcribe all events which apply to the new intelligence Activity IAW paragraph [A13.3.2.2](#)

A13.6. (AFISRA) Unusual Circumstances. When unusual circumstances require additional information for an AFISRA Form 403 entry, use additional lines as necessary or reaccomplish the AFISRA Form 403.

A13.7. (AFISRA) Computer Generated AF Forms 1381. Units may use a computer-generated AFISRA Form 403 to make new entries or corrections as long as cumulative hard copy entries are maintained. Computer-generated forms must mirror AF forms as published on the Air Force e-Publishing web site.

A13.7.1. (AFISRA) A computer-generated AFISRA Form 403 must be signed IAW paragraph [A13.3.2.2.1](#)

A13.7.2. (AFISRA) The last signature on a computer-generated AFISRA Form 403 certifies:

A13.7.2.1. (AFISRA) New or rescinded certification attained while assigned/attached to unit of certifying official.

A13.7.2.2. (AFISRA) All cumulative entries were maintained; that they were signed or had proper documentation; or were carried forward from a previously signed computer-generated AF Form 403.

A13.8. (AFISRA) Unit Supplement. Describe unit AFISRA Form 403 procedures/program. Include a list of certifications applicable to the unit with appropriate source documents and designated certifying officials. Document procedures to ensure certifications reflected on AFISRA Form 403 are also included in letter of certifications products. Annotate if someone other than the Chief of IGV/DOV has been authorized by the squadron commander to sign the last line of an AFISRA Form 403.

Attachment 14 (Added-AFISRA)**AFISRA FORM 402, INTELLIGENCE PERSONNEL CERTIFICATIONS.**

A14.1. (AFISRA) AFISRA Form 402, *Intelligence Personnel Certifications*. Optional, unless directed by HQ AFISRA. Use in place of AFISRA Form 403 when directed. When used, comply with the following guidance when completing an AF Form 402. See [Attachment 9](#) for sample AFISRA Forms 402.

A14.2. (AFISRA) Purpose. The AFISRA Form 402 provides a permanent record and certification source for intelligence personnel certifications not attained through an AF Form 4350 qualification.

A14.2.1. **(AFISRA)** Maintain a separate AFISRA Form 402 in the EF, Section I, under Tab 1 documenting certifications by assigned unit mission and primary MDS. For intelligence personnel with intelligence duty certifications in multiple MDS, intelligence systems, functions and/or activities which do not require qualification in each system, function or Activity, only one AFISRA Form 402 is required; specify the primary mission MDS, intelligence system, function and/or activity designation. File AFISRA Forms 402 in chronological order with the most recent on top.

A14.2.2. **(AFISRA)** Unit stan/eval will document all initial, downgrade and re-certifications for intelligence personnel assigned/attached to their unit to indicate a chronological history of certifications of intelligence personnel while assigned/attached to their unit.

A14.2.2.1. **(AFISRA)** The AFISRA Form 402 will document all certifications attained in previous and current MDS(s), intelligence system(s), function(s) and/or activity(s). Retain in the EF, Section I, under Tab 1, as a historical source document. File AFISRA Forms 402 in chronological order with the most recent on top.

A14.2.2.2. **(AFISRA)** During the initial review of individual EF, also review previous AFISRA Form 402 entries to determine all applicable certifications of new assigned/attached intelligence personnel. Then, document applicable intelligence personnel certifications accepted by the gaining unit commander on a new AFISRA Form 402.

A14.2.2.2.1. **(AFISRA)** The unit Stan/Eval (IGV/DOV) Chief or other individual designated by the squadron commander will sign a one line entry below all other entries verifying that above certification transcriptions are accurate (see paragraph [A14.8](#) for documentation requirements).

A14.2.2.3. **(AFISRA)** When certifications are documented on AFISRA Form 402, IE certifications will be signed by the SQ/CC or GP/CC. All other certifications will be signed by the SQ/CC or SQ/DO.

A14.2.3. **(AFISRA)** Do not use AFISRA Form 402 to document one-time training/new equipment unless directed by HHQ.

A14.2.4. **(AFISRA)** Appropriate guidance that may require intelligence personnel certification using AFISRA Form 402 entry include: AFI 14-202, Volumes 1/MAJCOM Supplement; AFI 14-2 MDS Specific, Volume 1; AFI 14-2 MDS Specific, Volume 3; CONOPS; HHQ messages; and local unit guidance.

A14.3. (AFISRA) General Data Entry.

A14.3.1. (AFISRA) Complete individual identification block with last name, first name, middle initial, any titles (e.g., Jr. or II), unit MDS, intelligence system, function and/or activity (under Activity) and unit organization/location.

A14.3.2. (AFISRA) Use one line for each certification.

A14.3.3. (AFISRA) Enter each certification in chronological order base on the date the action is completed.

A14.3.4. (AFISRA) For date fields in the AFISRA Form 402, use a two-digit day, three-letter month and four-digit year format, or as required for electronic forms.

A14.4. (AFISRA) Certification.

A14.4.1. (AFISRA) Certified Event Title. Enter each certification title on the top block on the AFISRA Form 402.

A14.4.2. (AFISRA) Enter the instructor's rank, name and organization who completed applicable training for the certified event below the event title of the Certified Event block for the Activity under which the certification is given.

A14.4.3. (AFISRA) Date Certified. Enter the effective date of certification.

A14.4.3.1. (AFISRA) For certifications attained as part of a IFTU, the date will match the date of the applicable AF Form 4350, or enter the date of completion or graduation from IFTU if no AF Form 4350 is issued.

A14.4.4. (AFISRA) **Certification Official/Organization.** The Certifying Official will sign above, or in the remarks block adjacent to, their typed name, rank, organization and office symbol.

A14.4.5. (AFISRA) The Certifying Official is the person authorized by governing directives to approve or certify an intelligence personnel for a specific position or event.

A14.4.6. (AFISRA) If a certification is given with restrictions, state the restrictions on the AFISRA Form 402 in the Remarks block.

A14.5. (AFISRA) Decertification. Decertification of events fall into two categories: Decertification for Cause (with prejudice) and Discretionary Decertification (without prejudice).

A14.5.1. (AFISRA) Decertification for Cause. Used for observed substandard performance.

A14.5.1.1. (AFISRA) This action is normally associated with SIO/Commander-Directed Downgrade, but also applies to SIO/commander-directed decertification of evaluators and trainers (resulting from substandard performance).

A14.5.1.2. (AFISRA) To document Decertification for Cause, place an "X" in the appropriate box; enter date of decertification under Decertification Date block; enter name, rank, organization and office symbol and signature of the decertifying official under Decertifying Official/Organization block; see [Attachment 9](#) for example.

A14.5.2. (AFISRA) Discretionary Decertification. An administrative action not based on performance.

A14.5.2.1. (AFISRA) Such decertification is warranted when loss of currency or certification occurs that will not be regained IAW AFI 14-2(MDS)v1, when instructor certified events become core mission events, or when a higher certification is obtained making the previous entry obsolete. Discretionary Decertification is also applicable for decertification of evaluators and trainers as a result of reasons other than substandard performance.

A14.5.2.2. (AFISRA) To document Discretionary Decertification, place an “X” in the appropriate box; enter date of decertification under Decertification Date block; enter name, rank, organization and office symbol and signature of the decertifying official under Decertifying Official/Organization block; see [Attachment 9](#). **Note:** For decertification due to loss of currency with no requirement for re-certification, the effective date of decertification will be the date of certification loss.

A14.5.2.3. (AFISRA) For events that have changed in name only (e.g., Imagery Screener to Intelligence Screener) no action is necessary. If desired for clarity: annotate “Renamed (new title)” under Remarks.

A14.5.2.4. (AFISRA) For members who change MDS, intelligence system, function and/or activity (Intelligence Activity) while assigned/attached to the same stan/eval organization, prepare a new AFISRA Form 402 indicating the new Intelligence Activity and transcribe all events which apply to the new Intelligence Activity IAW paragraph [A14.2.2.2](#)

A14.6. (AFISRA) Unusual Circumstances. When unusual circumstances require additional information for an AFISRA Form 402 entry, use additional lines as necessary or reaccomplish the AFISRA Form 402.

A14.7. (AFISRA) Computer Generated AFISRA Form 402. Units may use a computer-generated AFISRA Form 402 to make new entries or corrections as long as cumulative hard copy entries are maintained. Computer-generated AF forms must mirror AF forms published on the Air Force e-Publishing web site.

A14.7.1. (AFISRA) A computer-generated AFISRA Form 402 must be signed IAW paragraphs [A14.2.2.2.1](#), [A14.4.4](#), [A14.5.1](#), and [A14.5.2](#) as applicable.

A14.7.2. (AFISRA) The signature on a computer-generated AFISRA Form 402 certifies:

A14.7.2.1. (AFISRA) New or rescinded certification attained while assigned/attached to unit of certifying official.

A14.7.2.2. (AFISRA) All cumulative entries were maintained; that they were signed or had proper documentation; or were carried forward from a previously signed computer-generated AFISRA Form 402.

A14.8. (AFISRA) Unit Supplement. Describe unit AFISRA Form 402 procedures/program. Include a list of certifications applicable to the unit with appropriate source documents and designated certifying officials. Document procedures to ensure certifications reflected on AFISRA Form 402 are also included in appropriate certification product (letter of certifications). Annotate if someone other than the Chief of Stan/Eval (IGV/DOV) has been authorized by the squadron commander to sign the last line of an AFISRA Form 402 to signify transcription accuracy IAW paragraph [A14.2.2.2.1](#)

