

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

AETC INSTRUCTION 13-101, Volume 2

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Nuclear, Space, Missile, Command and Control

**BATTLE MANAGEMENT
STANDARDIZATION AND EVALUATION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements policy guidance in AFD 13-1, *Command and Control Enterprise (C2E)*. This document establishes the HQ AETC/A3V battle management standardization and evaluation program which provides the organizational structure, policies, administrative procedures, and crewmember positional criteria for standardization/evaluation (Stan/Eval) functions at each level of command. It applies to all personnel, commanders, operations supervisors, and instructors assigned or attached to AETC for battle management duties, regardless of whether duties are performed in a live or simulated environment on AETC battle management systems. Throughout this instruction, Air Force Specialty Code (AFSC) 13B refers to Air Battle Managers (ABM) performing Air Weapons Officer (AWO) functions, and AFSC 1C5X1D refers to Weapons Directors (WD). All guidance found in this instruction applies to 1C5X1 personnel performing the duties of weapons technician (WT), Surveillance Technician (ST), Interface Control Technician (ICT) and Electronic Protection Technician (EPT).

Only unit supplements may amplify guidance to this document, Operations Instructions are not permitted. If the unit has a supplement to this instruction, duties and responsibilities will be specified in that document. Each unit will coordinate its supplement with HQ AETC/A3V before publication. This instruction applies to the ANG units gained to AETC. Each ANG unit will coordinate its supplement with NGB/A3Y before publication. This instruction does not apply to Air Force Reserve Command units.

This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 37 U.S.C. 301a (Incentive Pay), Public Law 92-204, Section 715 (Appropriations Act for 1973), Public Laws 93-570 (Appropriations Act for 1974), 93-294 (Aviation Career Incentive Act of 1974), and Executive Order 9397. The applicable Privacy Act SORN, F011 AF XO A, Aviation Resource Management System (ARMS) is available at <https://dpclo.dod.afpims.mil/Privacy/SORNS.aspx>. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

Submit suggested improvements to this instruction on AF Form 847, Recommendation for Change of Publication, through Stan/Eval channels, to HQ AETC/A3V. (AF Form 847 is prescribed in AFI 11-215, *USAF Flight Manuals Program [FMP]*. Refer to that publication for guidance on filling out the form.) References to forms within this instruction also equate to electronic products when authorized. Attachment 1 contains a glossary of references and supporting information.

For 173 OSS/C2 purposes, references to squadron commander will be fulfilled by the 173 OSS commander; references to director of operations (DO) will be fulfilled by 173 OSS/OSO. For the 173 OSS/C2, references to operations group will be AETC/A3V. All OG/OGV requirements applicable to 337 ACS will be performed by 33 OLB/OGV. Point of contact for guidance about information contained in this publication is Mr. Joe Land, HQ AETC/A3V.

SUMMARY OF CHANGES

This publication is substantially revised and must be reviewed in its entirety. Major changes include incorporation of the 607 ACS and adding Surveillance Technicians, Electronic Protection Technician, Interface Control Technician applicability throughout; adds RQ QUAL evaluation procedures (paragraph 4.9); identifies 607 ACS unique MQF testing requirements (paragraph 4.14.2); clarifies evaluation eligibility window (paragraph 4.20); clarifies SPOT evaluation ratings and area grades (paragraph 4.25.7); expands the guidance on limited evaluations (paragraph 4.27); adds the optional use of the AF Form 942 (paragraph 5.1); adds CRC evaluation criteria (Chapter 7); denotes air refueling qualifications are now considered certifications (paragraph 7.2.6); adds EPT qualification procedures and criteria (Chapter 9); adds ICT qualification procedures and criteria (Chapter 10); and adds ST qualification procedures and criteria (Chapter 11). Renumbered Positional Instructor and Stan/Eval Examiner areas based on CRC IQT criteria nomenclature.

| | |
|--|----------|
| Chapter 1—INTRODUCTION | 9 |
| 1.1. Objective. | 9 |
| 1.2. Organization. | 9 |
| 1.3. Responsibilities and Requirements. | 9 |
| 1.4. Transfers. | 12 |
| 1.5. Deviations to this Instruction. | 13 |

| | |
|--|-----------|
| 1.6. Waivers. | 13 |
| Chapter 2—FORMAL INSPECTIONS AND INFORMAL HEADQUARTERS VISITS | 14 |
| 2.1. Purpose. | 14 |
| 2.2. Formal Inspections. | 14 |
| 2.3. Positional Evaluation Procedures. | 15 |
| 2.4. Academic Testing. | 15 |
| 2.5. Informal Visits. | 16 |
| 2.6. SAVs. | 16 |
| Chapter 3—UNIT STAN/EVAL PROGRAM | 17 |
| 3.1. Squadron Commander Responsibilities. | 17 |
| 3.2. Squadron Stan/Eval Organization. | 17 |
| 3.3. Stan/Eval Examiners (SEE). | 17 |
| 3.4. Squadron Chief of Stan/Eval Responsibilities. | 18 |
| 3.5. Trend Analysis Program. | 19 |
| 3.6. SEE Policies. | 19 |
| Chapter 4—EVALUATIONS | 20 |
| Section 4A—Introduction | 20 |
| 4.1. General. | 20 |
| Section 4B—BQ and PI | 20 |
| 4.2. BQ Overview. | 20 |
| 4.3. Evaluation Procedures | 20 |
| 4.4. PI Overview. | 21 |
| 4.5. PI Evaluation Procedures | 21 |
| Section 4C—Types of Basic Evaluations | 22 |
| 4.6. INIT QUAL | 22 |
| 4.7. QUAL | 22 |
| 4.8. RECHECK | 23 |
| 4.9. Re-qualification Evaluations (RQ QUAL) | 23 |
| 4.10. Additional Training | 24 |
| 4.11. Failure to Complete or Pass a Written Examination or Positional Evaluation | 24 |
| Section 4D—Evaluation Structure | 25 |
| 4.12. Positional Evaluation Requirements. | 25 |

4.13. Positional Evaluation Procedures 25

4.14. Written (MQF) Examinations. 26

4.15. Written Examination Administration Procedures 26

4.16. Security. 27

4.17. MQF. 27

4.18. Examination Questions 29

Section 4E—Timing of Evaluations 29

 4.19. Expiration. 29

 4.20. Eligibility Window. 30

Section 4F—Grading 30

 4.21. Rating Policies 30

 4.22. Overall Qualification Levels. 31

 4.23. Area Grades. 32

Section 4G—Ancillary Evaluations 32

 4.24. Supplementary Evaluations 32

 4.25. SPOT Evaluation 34

 4.26. SEE Objectivity Evaluations 34

 4.27. Letter of X’s. 35

Chapter 5—STAN/EVAL DOCUMENTATION 36

 5.1. Purpose. 36

 5.2. Completion of AF Form 8. 36

 5.3. Suspenses 43

 5.4. Completion of AF Form 4144. 43

 5.5. Flight Evaluation Folder (FEF). 43

Chapter 6—QUAL EVALUATION OF THE AIR WEAPONS OFFICER (AWO) AND WEAPONS DIRECTOR (WD)—607 ACS ONLY 47

 6.1. General. 47

Table 6.1. Mandatory WD/AWO Qualification Evaluation Areas 48

 6.2. Evaluation Criteria. 48

Chapter 7—QUAL EVALUATION OF THE AIR WEAPONS OFFICER (AWO) AND WEAPONS DIRECTOR (WD) 55

Section 7A—Evaluation Procedures and Instructions Note: This section contains criteria applicable to AWO & WD positional evaluations, excluding CRC evaluations at the 607 ACS unless noted otherwise. 55

- 7.1. QUAL Evaluation. 55
- 7.2. Specific Profiles. 55
- 7.3. Evaluation Objective. 56

Section 7B—Qualification Criteria 56

- 7.4. Areas and Ratings. 56
- 7.5. Area 1—Mission Planning 57
- 7.6. Area 2—Briefings/Debriefings 57
- 7.7. Area 3—Equipment Setup 57
- 7.8. Area 4—Airspace Coordination 58
- 7.9. Area 5—Crew Coordination (Critical) 58
- 7.10. Area 6—Communications Selection and Use 58
- 7.11. Area 7—Sensors 59
- 7.12. Area 8—Weather Information 59
- 7.13. Area 9—Assumption of Control 59
- 7.14. Area 10—Handoff Procedures 59
- 7.15. Area 11—Console Operations and Displays 60
- 7.16. Area 12—Communication Procedures 60
- 7.17. Area 13—Mission Positioning 60
- 7.18. Area 14—AR Operations Positioning 63
- 7.19. Area 15—Situation/Threat Information 63
- 7.20. Area 16—Safety of Flight Procedures (Critical) 64
- 7.21. Area 17—Aircraft Emergencies (Critical) 64
- 7.22. Area 18—Equipment Safety Procedures (Critical) 64
- 7.23. Area 19—Documentation 64
- 7.24. Area 20—Risk Management, Decision Making 65
- 7.25. Area 21—Task Management 65

Chapter 8—BMC QUALIFICATION EVALUATION OF THE WEAPONS TECHNICIAN (WT) 66

Section 8A—Evaluation Procedures and Instructions (Note: This section contains criteria applicable to WT positional evaluations) 66

| | | |
|--|---|-----------|
| 8.1. | BMC. | 66 |
| 8.2. | Specific Profiles. | 66 |
| 8.3. | Evaluation Objective. | 67 |
| Section 8B—Qualification Criteria | | 67 |
| 8.4. | Areas and Ratings. | 67 |
| 8.5. | Area 1—Mission Planning | 67 |
| 8.6. | Area 2—Mission Briefing/Debriefing | 67 |
| 8.7. | Area 3—Equipment Setup and Status Reporting | 67 |
| 8.8. | Area 4—Airspace Coordination | 68 |
| 8.9. | Area 5—Crew Coordination | 68 |
| 8.10. | Area 6—Communications Selection and Use | 68 |
| 8.11. | Area 7—Sensors | 68 |
| 8.12. | Area 8—Weather Information | 69 |
| 8.13. | Area 9—Identification | 69 |
| 8.14. | Area 10—Handoff Procedures (Critical) | 69 |
| 8.15. | Area 11—Console Operations and Display | 69 |
| 8.16. | Area 12—Communication Procedures | 70 |
| 8.17. | Area 13—Checklists | 70 |
| 8.18. | Area 14—Mission Assistance | 70 |
| 8.19. | Area 15—Safety of Flight Procedures (Critical) | 70 |
| 8.20. | Area 16—Emergency Procedures | 71 |
| 8.21. | Area 17—Equipment Safety Procedures (Critical) | 71 |
| 8.22. | Area 18—Documentation (as required) | 71 |
| 8.23. | Area 19—Risk Management/Decision Making | 71 |
| 8.24. | Area 20—Task Management | 72 |
| Chapter 9—EVALUATION OF THE ELECTRONIC PROTECTION TECHNICIAN (EPT) | | 73 |
| 9.1. | General. | 73 |
| Table 9.1. | EPT Evaluation Areas | 74 |
| 9.2. | Evaluation Criteria. | 74 |
| Chapter 10—QUALIFICATION EVALUATION OF THE INTERFACE CONTROL TECHNICIAN QUALIFICATION (ICT) | | 82 |

| | | |
|--|--|------------|
| 10.1. | This chapter contains the criteria specifying the tasks required of a qualified ICT consistent with those of AFI 13-1CRC Vol. | 82 |
| Table 10.1. | ICT Evaluation Areas | 83 |
| 10.2. | Evaluation Criteria. | 83 |
| Chapter 11—BMC QUALIFICATION EVALUATION OF THE SURVEILLANCE TECHNICIAN (ST) | | 90 |
| 11.1. | | 90 |
| Table 11.1. | ST Evaluation Areas | 91 |
| 11.2. | Evaluation Criteria. | 91 |
| Chapter 12—QUALIFICATION EVALUATION OF THE POSITIONAL INSTRUCTOR (PI) | | 97 |
| Section 12A— | Evaluation Procedures and Instructions Note: This section contains criteria applicable to positional instructor evaluations. Evaluators will evaluate applicable areas identified by CCV based on the duty positions being evaluated as required/applicable. (T-2) The intent of the PI evaluation is not to duplicate the BMC evaluation of the individual, but to determine the examinee’s instructional capability. | 97 |
| 12.1. | Minimum Mission Level. | 97 |
| 12.2. | Instructor Session. | 97 |
| 12.3. | Evaluation Objective. | 97 |
| 12.4. | Areas and Ratings. | 97 |
| 12.5. | Area 23—Mission Planning | 97 |
| 12.6. | Area 24—Conduct Mission Briefing | 98 |
| 12.7. | Area 25—Instructor Knowledge | 98 |
| 12.8. | Area 26—Conduct Appropriate Demonstration/Performance | 98 |
| 12.9. | Area 27—Monitor Student Performance/Corrective Guidance | 99 |
| 12.10. | Area 28—Situation/Threat Awareness | 99 |
| 12.11. | Area 29—Safety of Flight Procedures (Critical) | 99 |
| 12.12. | Area 30—Use of Training Materials | 99 |
| 12.13. | Area 31—Mission Debrief | 100 |
| 12.14. | Area 32—Ability to Instruct | 100 |
| 12.15. | Area 33—Student Training Documentation | 100 |
| 12.16. | Area 34—Objectivity | 100 |
| Chapter 13—OBJECTIVITY EVALUATION OF THE STAN/EVAL EXAMINER (SEE) | | 101 |

| | |
|--|------------|
| Section 13A—Evaluation Procedures and Instructions | 101 |
| 13.1. Conducting a SEE Objectivity Evaluation | 101 |
| 13.2. Evaluation Objective. | 101 |
| Section 13B—Qualification Criteria | 101 |
| 13.3. Areas and Ratings. | 101 |
| 13.4. Area 35—Compliance with Stan/Eval Directives (Higher Headquarters and Local) | 101 |
| 13.5. Area 36—Evaluation Briefing | 101 |
| 13.6. Area 37—Identification of Discrepancies and Assignment of Area Ratings | 102 |
| 13.7. Area 38—Assignment of Overall Ratings | 102 |
| 13.8. Area 39—Corrective Action | 102 |
| 13.9. Area 40—Mission Debrief | 102 |
| 13.10. Area 41—Evaluation Documentation | 102 |
| Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION | 103 |
| Attachment 2—FORMAL STAN/EVAL WRITTEN EXAMINATION | 112 |
| Attachment 3—REVIEWING AND APPROVING OFFICIALS | 113 |
| Attachment 4—TEMPORARY QUALIFICATION MEMORANDUM | 114 |
| Attachment 5—EVALUATION GRADE CARD | 115 |

Chapter 1

INTRODUCTION

1.1. Objective. The overall objective of the AETC battle management Stan/Eval program is to standardize operations procedures and to provide commanders and operations staffs with meaningful indicators reflecting individual and overall crew effectiveness to perform the unit mission. Specific objectives are to:

- 1.1.1. Participate in development, standardization, and revision of operational procedures for system employment.
- 1.1.2. Coordinate the development of standardized task-oriented criteria, based on unit training mission capabilities.
- 1.1.3. Assess unit effectiveness and compliance with operational directives and procedures.
- 1.1.4. Provide a system to assess individual proficiency and capability to accomplish assigned operations duties.
- 1.1.5. Recommend changes to training programs and directives based on results of unit and positional evaluations.
- 1.1.6. Enhance training effectiveness at AETC formal training units.
- 1.1.7. Enhance safety in flying operations.

1.2. Organization.

- 1.2.1. Major Command (MAJCOM). HQ AETC/A3V is the office of primary responsibility (OPR) for this instruction. HQ AETC/A3V will provide overall management of the AETC battle management Stan/Eval program and will implement the program as outlined in this instruction.
- 1.2.2. OG. Each OG will establish a Stan/Eval function to monitor the effectiveness of subordinate battle management units. **(T-2)** Note: AETC/A3V will perform this function for the 173 OSS/C2.
- 1.2.3. Squadron. Squadrons will establish a Stan/Eval function according to Chapter 3. **(T-2)**

1.3. Responsibilities and Requirements. The evaluation program is an inherent responsibility of commanders and operations staffs. All staffs will review this instruction on a continuing basis to ensure its currency. Individual areas of responsibility follow:

- 1.3.1. Battle management HQ AETC/A3V policy OPR will:
 - 1.3.1.1. Establish an effective battle management Stan/Eval program.
 - 1.3.1.2. Provide staff coordination on matters that relate to the battle management Stan/Eval program.
 - 1.3.1.3. Approve or disapprove wing, OG, and squadron supplements to this instruction.
 - 1.3.1.4. Coordinate on matters relating to battle management operations training to ensure they meet training mission requirements.

1.3.1.5. Participate in the development, evaluation, and standardization of battle management operational procedures.

1.3.1.6. Coordinate on syllabi used in conjunction with AETC training courses.

1.3.1.7. When necessary, establish MAJCOM Stan/Eval special interest items (SII) to evaluate during the course of all formal Stan/Eval visits.

1.3.1.8. Review all inspection reports for unit compliance with operations and Stan/Eval directives.

1.3.1.9. Conduct staff assistance visits (SAV) as required.

1.3.1.10. Designate offices of collateral responsibility (OCR) to ensure the publication of the master question files (MQF).

1.3.1.11. Approve or disapprove waiver requests within 10 days of receipt.

1.3.1.12. Approve or disapprove submitted MQFs.

1.3.1.13. As a minimum have the following qualifications:

1.3.1.13.1. Mission crew commander and senior director experience. Experience is defined as combat mission ready (CMR) in any battle management weapon system.

1.3.1.13.2. ABM experience in two weapon systems. Experience is defined as CMR in at least one system; the second system may be CMR or basic mission capable (BMC) experience.

1.3.1.13.3. Instructor and Stan/Eval experience (from any MAJCOM).

1.3.2. Battle management HQ AETC/A3V standardization and evaluation examiners (SEE) will:

1.3.2.1. Monitor the effectiveness of subordinate unit battle management Stan/Eval training and operations programs.

1.3.2.2. Conduct aircrew Stan/Eval visits (ASEV) and SAVs as requested or required to monitor and assist subordinate units in implementing the policies and procedures prescribed by this instruction.

1.3.2.3. Evaluate personnel qualifications and training mission effectiveness of units aligned or assigned under AETC.

1.3.2.4. Evaluate OG and unit SEEs.

1.3.2.5. Evaluate the effectiveness of the Stan/Eval training and operations personnel for assigned units. Complete this using both written and positional evaluations.

1.3.2.6. Supervise development of tests drawn from the MQF for formal Stan/Eval visits.

1.3.2.7. Validate and consolidate unit MQF inputs, at a minimum, annually.

1.3.2.8. Coordinate all Stan/Eval waiver requests and respond in writing for concurrence or disapproval of the waiver request within 10 working days or one unit training assembly (UTA) after receipt.

1.3.2.9. Administer Stan/Eval objectivity evaluations to subordinate unit Stan/Eval personnel during formal Stan/Eval visits.

1.3.2.10. Evaluate OG Stan/Eval (OGV) for BMC qualification.

1.3.2.11. Minimum personnel for the battle management Stan/Eval SEE function will be determined by AETC/A3V. As a minimum, the function should be manned by AFSCs 13B4B, 13B4C, 13B4D, and 1C571D. A3V SEE personnel will:

1.3.2.11.1. Be experienced in the applicable system and maintain BMC status in a designated crew position such as battle staff, weapons, or surveillance.

1.3.2.11.2. Be designated by AETC/A3V in writing reflecting their current qualifications. SEEs are authorized to maintain dual qualifications.

1.3.2.11.3. Have Air Weapons Officer (AWO) or Weapons Director (WD) experience (BMC or CMR).

1.3.2.11.4. Have instructor and Stan/Eval experience (from any MAJCOM).

1.3.2.11.5. Be fully qualified as a SEE and maintain BMC status in an AWO or WD position (any system) in air-to-air (all A3V SEEs) and aerial refueling (AR) (minimum one A3V SEE).

1.3.2.11.6. Be authorized to maintain multisystem certifications such as qualification in both Modular Control System (MCS) and Battlefield Control System-Tyndall (BCS-T).

1.3.3. Operations Group. (Note: For 173 OSS/C2 functions requiring a qualified 13B or 1C5X1D, AETC/A3V will assume these responsibilities. Establish the OG Stan/Eval function under the chief, OG/OGV, to monitor the effectiveness of subordinate squadron Stan/Eval programs. As a minimum, this function will **(T-2)**:

1.3.3.1. Monitor the effectiveness of the unit Stan/Eval program.

1.3.3.2. Monitor and assess the unit's operational readiness.

1.3.3.3. Evaluate the unit chief of Stan/Eval.

1.3.3.4. Augment the squadron for qualification evaluations as needed.

1.3.3.5. Conduct supplementary evaluations as required by the OG commander.

1.3.3.6. Forward unit requests for waivers to this instruction through the OG commander to the MAJCOM for coordination. AETC/A3V will send a copy of all approved waivers to NGB/A3Y, as required, for file. Units will file a copy of approved written waivers to this volume according to AFI 33-360, Publications and Forms Management.

1.3.3.7. Conduct SAVs as requested from the unit.

1.3.3.8. Review the positional aids including positional checklists and quick reference guides.

1.3.3.9. Review positional evaluation guides.

1.3.3.10. Coordinate and forward unit supplement to HQ AETC/A3V.

1.3.3.11. Forward recommendations for changes, deletion, and additions to MQFs as submitted from the unit.

1.3.3.12. Review and forward unit trend analysis to HQ AETC/A3V. Consolidate unit trend analysis report for OG Stan/Eval review board. Make specific recommendations for corrective actions as needed.

1.3.3.13. Develop local unit SIIs as necessary and forward to HQ AETC/A3V.

1.3.3.14. Act as liaison or intermediary to HQ AETC/A3V and squadron Stan/Eval function.

1.3.3.15. (**Note: N/A 173 OSS/C2.**) The OG commander determines the minimum number of personnel for the OG/OGV battle management function. However, the function should at least be manned by AFSCs 13B3C/D, 1C571, and 1C571D. OG/OGV personnel will:

1.3.3.15.1. Have AWO, WD, Surveillance Technician (ST), Interface Control Technician (ICT) or Electronic Protection Technician (EPT) experience (BMC or CMR).

1.3.3.15.2. Have instructor and Stan/Eval experience (from any MAJCOM).

1.3.3.15.3. Be qualified as a SEE and maintain BMC (any system) in their specialty (AWO, WD, ST, ICT, EPT or WT).

1.3.3.15.4. Be authorized to maintain multisystem certifications such as MCS and BCS-T.

1.3.3.15.5. Be designated in writing reflecting his or her current qualifications.

1.4. Transfers.

1.4.1. Upon permanent change of station (PCS), individuals transferring from a unit that did not possess like equipment will receive an initial qualification evaluation (INIT QUAL). (**T-2**)

1.4.2. Individuals transferring from a unit (any MAJCOM) that possesses like equipment (for example, Modular Control System (MCS) to MCS, or Tactical Display Framework (TDF) to TDF), will retain current qualifications after meeting the requirements specified in the local unit directives. However, prior to performing operations duties unsupervised at a new unit, they must meet the following requirements (**T-2**):

1.4.2.1. Satisfactorily complete training requirements directed by AETCI 13-101 Volume 1, *Battle Management Training Program*, and the unit DO.

1.4.2.2. Satisfactorily complete the Stan/Eval INIT QUAL written examinations for the duty position.

1.4.2.3. Have their existing qualification validated by the final approving officer to perform operations duties at the new unit on a newly prepared AF Form 8, *Certificate of Aircrew Qualification*. (AF Form 8 is prescribed in AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*.)

1.4.2.3.1. If a positional evaluation is not administered, transfer the applicable qualification data from the last positional evaluation to the front of the AF Form 8. The mission description area of the evaluator's remarks will indicate that this is an AETC validation of the individual's qualification.

1.4.2.3.2. The Stan/Eval function may administer a complete or partial positional evaluation to determine qualification.

1.4.3. Individuals in temporary duty (TDY) status to another like unit to perform operations duties need only complete any MAJCOM or unit-directed training and standardization evaluation requirements prior to performing BMC duties unsupervised. Due to core similarities in software, all Tactical Display Framework based control system variants are considered like equipment within AETC. While personnel are TDY within AETC (e.g. 337 ACS personnel to Kingsley Field), the host unit will recognize the TDY personnel's qualifications. Before the TDY personnel may control from host unit equipment unsupervised, the TDY personnel require host unit specified local area orientation (LAO) and system variant difference training. The LAO and difference training will be annotated in the individuals training folder and guest controller documentation. This does not apply for PCSs. For PCSs follow transfer guidance in paragraphs 1.4.1 and 1.4.2

1.5. Deviations to this Instruction. Deviations must be coordinated with HQ AETC/A3V or NGB/A3Y (as appropriate). **(T-2)**

1.6. Waivers.

1.6.1. Policy and procedures are enacted to provide for quality and consistency in training and evaluation. Occasionally, unique circumstances may warrant special consideration and possible waiver of policy provisions. At the same time, because it is important to preserve fidelity of training, evaluation, and policy implementation throughout the command, a process must be established for review of proposed waivers. Waivers that change the intent of the policy outlined in this instruction are not authorized without AETC/A2/3/10 (T-2) approval. Unless otherwise stated in this document, Wing/CCs (T-3) are the approval authority for individual personnel exceptions to the policy outlined in this instruction caused by special or unusual circumstances.

1.6.2. AETC units will coordinate waivers through AETC/A3V. **(T-2)** Squadron commanders will submit all T-2 waiver requests through command channels in electronic format. **(T-3)** Waiver requests must provide justification why the individual or unit cannot comply with requirements. **(T-2)** Units will file a copy of approved written waivers to this volume according to AFI 33-360, *Publications and Forms Management*. **(T-3)** Approved waivers affecting crewmembers must be written into the Additional Comments area of the AF Form 8. **(T-3)**

1.6.3. The OG/CC of local supplements will handle waivers to unit supplemental guidance. **(T-3)**

Chapter 2

FORMAL INSPECTIONS AND INFORMAL HEADQUARTERS VISITS

2.1. Purpose. This chapter describes higher headquarters formal Stan/Eval inspections and informal visits to subordinate units by Stan/Eval personnel. In addition, it provides procedures to be used to establish Stan/Eval SIIs for inspection during formal Stan/Eval visits.

2.2. Formal Inspections. Formal Stan/Eval inspections will be conducted as part of AETC inspection program conducted by AETC/IG IAW AFI 90-201/AETC Supplement, “*Inspector General Activities*”.

2.2.1. The Stan/Eval portion of the AETC IG inspections are designed to:

2.2.1.1. Determine the effectiveness of the unit Stan/Eval program and instructor qualification and training programs.

2.2.1.2. Verify aircrew compliance with published operational procedures and all applicable flying Special Interest Items (SII). This is independent of IG SII inspections.

2.2.1.3. Provide feedback to commanders based on specific evaluation of the existing inspection criteria.

2.2.2. The emphasis during the inspection will be to:

2.2.2.1. Assess operations crew capability to perform the unit’s assigned mission. Assess this with written and positional evaluations (SPOT, INIT QUAL, recurring qualification evaluations [QUAL], etc.).

2.2.2.2. Determine the effectiveness of the unit Stan/Eval program through an evaluation of the individual components specified in paragraph 2.5. The OG/OGV and squadron chief of Stan/Eval will receive complete qualification evaluations in their primary duty positions.

2.2.2.3. Assess the capability of the unit SEEs to evaluate operations crewmembers.

2.2.2.4. Verify compliance with operational procedures and provide an assessment of the unit's ability to perform its assigned training mission based on individual and crew proficiency.

2.2.3. The following areas will be evaluated:

2.2.3.1. Initial qualification training program (IQT).

2.2.3.2. Continuation training (CT) program.

2.2.3.3. Instructor upgrade program (according to HHQ-approved syllabi and local directives).

2.2.3.4. Stan/Eval board (according to approved local directives).

2.2.3.5. AF Form 847 program (according to AFI 11-215 and the AETC supplement).

2.2.3.6. Operations administrative procedures and records.

2.2.3.7. Operational Risk Management (ORM) procedures.

2.3. Positional Evaluation Procedures.

2.3.1. Minimize interference with the unit training schedule. The primary emphasis during the formal Stan/Eval visit will be administering positional evaluations to all individuals selected by the team chief.

2.3.2. All available SEEs will receive a SEE objectivity evaluation (OBJ).

2.3.3. The squadron and OG chiefs of Stan/Eval will receive a complete qualification evaluation in their primary duty position. Note this evaluation as a recurring evaluation if the examinee is within his eligibility period; otherwise, note the evaluation as a SPOT evaluation. The CC may establish a new eligibility period and evaluation due date according to paragraphs 4.25.10 and 4.25.11. Other unit SEEs may receive positional SPOT evaluations.

2.3.4. Perform NO-NOTICE positional evaluations of a representative sample of crewmembers. Make every effort to evaluate a cross section of supervisors and experienced and inexperienced individuals. Document each positional evaluation on AF Form 8. These evaluations may be noted as SPOT evaluations.

2.3.5. Individuals who are multi-qualified may be subject to positional evaluations in each duty position.

2.3.6. Unit SEEs will administer positional evaluations while receiving an objectivity evaluation from a HHQ SEE (T-2). The unit SEE will select, brief, and coordinate the individual's qualification evaluation scenario (T-2). The examinee will perform all mission planning (T-2). This constitutes an evaluation of the unit examinee, the unit SEE's objectivity, and the unit's positional evaluation procedures and profiles. When an objectivity evaluation is conducted, include both the evaluation of the unit SEE and the evaluation of the unit examinee in the visit results.

2.3.7. Administer positional evaluations to individuals by notifying the unit DO immediately prior to the mission briefing (if the individual is already scheduled to work on position) or by requesting an individual be added to the next day's schedule for this purpose.

2.4. Academic Testing. Academic testing will evaluate general systems knowledge and knowledge of operational procedures.

2.4.1. Academic examination procedures follow. HHQ will:

2.4.1.1. Dictate the composition and total number of questions in the examination. Derive questions from the general knowledge and local procedures MQF.

2.4.1.2. Notify the unit of test requirements in a formal notification message. The unit will develop four written tests from the MQF test bank according to direction in the formal notification message. The unit will forward the tests to HHQ NLT 30 days prior to the formal visit.

2.4.1.3. Analyze examination results to evaluate the overall systems knowledge of unit personnel.

2.4.1.4. Pass/fail criteria are the same as for qualification examinations.

2.4.1.5. Formal visit examination results may be used for qualification evaluation written examination credit if the examination is administered within the eligibility period.

2.4.2. All BMC operations personnel available for duty will test unless excused by the team chief. **(T-2)** Attached personnel will test during the inspection. **(T-2)**

2.4.2.1. Available for duty does not include those on leave, TDY, or restricted to quarters or hospital.

2.4.2.2. Test individuals who are multi-qualified in their primary duty position as identified by the DO.

2.4.2.3. BMC personnel in upgrade training for another duty position will test in their primary BMC position.

2.4.2.4. Do not assign positional or instructor duties to BMC qualified individuals who fail the academic written examination during the formal Stan/Eval visit until they have had time to study and complete the re-examination. **(T-2)** A minimum of 24 hours must elapse before administering a re-examination to allow for an adequate period to study. **(T-3)** If a qualified individual fails a re-examination, the SEE that administers the re-examination will document the re-examination failure on an AF Form 8 and treat the failure as an unqualified SPOT evaluation according to paragraph 2.4.2.6. **(T-3)** Failure of the re-examination will result in **(T-2)**:

2.4.2.4.1. A loss of qualification.

2.4.2.4.2. A downgrade to unqualified (UQ) status and placement in remedial training.

2.4.2.4.3. The requirement for a complete qualification evaluation to regain BMC qualification.

2.4.2.5. The academic test rating criteria is included in [Attachment 2](#).

2.4.2.6. Although the academic test is an academic SPOT evaluation, an AF Form 8 is only required for those individuals who fail the written re-examination. Document re-examination failures as an unqualified SPOT evaluation. **(T-3)**

2.5. Informal Visits. HHQ personnel will periodically visit units possessing equipment in which they maintain qualification. The purpose of these visits is to maintain system currency, provide feedback and cross tell to the units, and exchange information. These visits will be conducted on an informal basis and will not result in a visit report. HHQ may, at the request of the DO or chief of the Stan/Eval function, administer prior notice/no-notice positional evaluations during these visits.

2.5.1. Scheduling. Coordination will be made through the unit DO to ensure sortie and equipment availability.

2.6. SAVs. IAW AFI 90-201/AETC Supplement, SAVs may only be requested by Wg/CCs to the functional area or directed by AETC/CC or CV. Purpose is to provide problem-solving assistance when necessary or address specific areas of interest or concern. A SAV report will be completed for these visits. This SAV report should identify problems and provide recommendations for any additional assistance.

Chapter 3

UNIT STAN/EVAL PROGRAM

3.1. Squadron Commander Responsibilities. (T-2)

- 3.1.1. Establish and support a Stan/Eval function within the organization to perform the duties listed in this instruction.
- 3.1.2. Provide a suitable facility to accommodate the Stan/Eval function.
- 3.1.3. Provide a suitable Stan/Eval testing facility that provides a quiet, distraction-free, atmosphere and allows easy monitoring of examinees by Stan/Eval personnel.
- 3.1.4. During formal visits:
 - 3.1.4.1. Make operations personnel available for testing according to Chapter 2.
 - 3.1.4.2. Give priority to formal visit testing and evaluations.

3.2. Squadron Stan/Eval Organization. (T-3)

- 3.2.1. Squadrons will establish a Stan/Eval function under the squadron commander.
- 3.2.2. The chief/superintendent of Stan/Eval will:
 - 3.2.2.1. Be an experienced 13BXX or 1C571/D.
 - 3.2.2.2. Be BMC and live AR certified (live AR N/A for 607 ACS).
 - 3.2.2.3. Be live positional instructor qualified (N/A for 173 OSS/C2).
 - 3.2.2.4. Have previous instructor and/or Stan/Eval experience (1 year in unit experience also meets this requirement).
 - 3.2.2.5. Be certified as a SEE.

3.3. Stan/Eval Examiners (SEE).

- 3.3.1. General. SEEs may administer positional evaluations as follows: AWOs and WDs can evaluate either position. AWOs and WDs may evaluate WTs. Units are required to maintain one qualified SEE in every mission design series (MDS) and duty position held at the squadron (does not include squadron certifications).
- 3.3.2. Authorized Categories of SEEs. Permanent and additional duty.
 - 3.3.2.1. Permanent SEEs work in the Stan/Eval function full time and are supervised by the chief of stan/ eval or the senior examiner for the respective position or branch. Permanent SEEs may be either assigned or attached to the organization.
 - 3.3.2.1.1. Permanently assigned SEEs are those authorized by this instruction and assigned to the unit at which they perform examiner duties.
 - 3.3.2.1.2. Permanently attached SEEs are those assigned to another unit and attached to the Stan/Eval function of the organization where duty is performed.
 - 3.3.2.2. Additional duty SEEs have primary duties outside the Stan/Eval function.

3.3.2.2.1. The chief of Stan/Eval or senior examiner may or may not directly supervise additional duty SEEs, but they will function under the control of the chief of Stan/Eval when performing Stan/Eval duties. **(T-2)**

3.3.2.2.2. Instructors designated as additional duty SEEs will not evaluate students whom they have regularly instructed. **(T-3)** Unit CCs will define what constitutes “regular instruction” so unit SEEs can maintain objectivity for evaluations.

3.3.3. Number of SEEs:

3.3.3.1. Designate a minimum of one SEE (permanent or additional duty) for each crew position. **(T-2)** An examiner who is multi-qualified may be used to evaluate more than one position.

3.3.3.2. The squadron commander will determine the number of permanent SEEs. **(T-3)** Address this determination in the unit supplement (or memorandum if no supplement) to this instruction.

3.3.3.3. Squadron commanders will designate additional duty SEEs in writing. **(T-3)** The number of additional duty SEEs will be kept to the minimum required.

3.4. Squadron Chief of Stan/Eval Responsibilities. **(T-2)**

3.4.1. Administer qualification evaluations.

3.4.2. Monitor the objectivity of unit SEEs.

3.4.3. Establish procedures for review and quality control of AF Form 8 prior to submission to the reviewing and certifying officials.

3.4.4. Ensures written exams are administered.

3.4.5. Review applicable operations publications and directives, and recommend changes as required.

3.4.6. Develop and maintain all positional aids used in daily operations. Unit developed checklists derived from publications in the AF Technical Order System will not be used in lieu of technical order checklists unless approved by MAJCOM Stan/Eval. When approved, as a minimum, these checklists will contain all items (verbatim and in order) as those listed in the applicable checklists. These checklists will reflect the same change number, change date and supplement numbers as the technical order checklist for configuration control.

3.4.7. **(N/A 173 OSS/C2)** Develop a trend analysis program that identifies operational or training factors that positively or adversely affect training. Make specific recommendations for corrective actions as needed.

3.4.8. Establish a program to ensure training of SEEs in unit and MAJCOM Stan/Eval procedures prior to performing examiner duties.

3.4.9. During Aircrew Standardization/Evaluation Visit (ASEV) and/or Compliance Inspections (CI), coordinate with the DO to:

3.4.9.1. Make operations personnel available for testing.

3.4.9.2. Give priority to formal visit testing and evaluations.

3.4.9.3. Be available for an evaluation conducted according to published procedures.

3.4.10. Prepare a unit supplement to this instruction outlining the unit program and local procedures (as applicable, supplements are not mandatory).

3.5. Trend Analysis Program. (N/A 173 OSS/C2) Each unit will establish a trend analysis program to track positive and negative trends identified during evaluations of unit personnel. **(T-2)** As a minimum, the program will cover **(T-2)**:

3.5.1. Evaluations.

3.5.2. Written testing.

3.6. SEE Policies.

3.6.1. Individuals selected for SEE duties will also be instructors in the position which they evaluate. **(T-2)**

3.6.2. Do not use permanent SEEs as primary IQT instructors on a continuing basis. **(T-2)** Where manning shortages or instructor availability requires SEE usage, take care to ensure that the SEE administering the majority of training does not administer the qualification evaluation.

3.6.3. The OG/OGV and squadron chiefs of Stan/Eval should receive recurring qualification evaluations from AETC/A3V. However, if AETC/A3V is unable to visit the unit during the eligibility period or does not maintain the required qualification, the evaluation may be given by an OG SEE or squadron SEE. All other squadron SEEs will normally receive their recurring qualification evaluations from OG/OGV or squadron Chief of Stan/Eval.

3.6.4. Individuals nominated for permanent or additional SEE duty will demonstrate a thorough knowledge of the AETC Stan/Eval program and applicable instructions prior to SEE certification. **(T-2)**

3.6.5. The SEE shares the responsibility for safe mission conduct with the individual being evaluated. Whenever a SEE observes a breach of safety or discipline or an unsafe situation develops during the evaluation, the SEE will take immediate corrective action to ensure mission safety. **(T-2)** The SEE will thoroughly debrief the individual involved, their immediate supervisor, and the DO/CC. **(T-2)**

Chapter 4

EVALUATIONS

Section 4A—Introduction

4.1. General. This chapter establishes procedures for conducting battle management qualification evaluations. Not only are the majority of AETC personnel live mission qualified in a specific system and duty position, but they are also qualified as formal course positional instructors (PI). PIs may be qualified as live instructors, simulation instructors, or both.

4.1.1. Basic qualified (BQ) refers to the qualification status of an individual who has successfully completed IQT and an INIT QUAL.

4.1.2. Basic Mission Capable (BMC) BMC refers to the mission status of an individual, who has satisfactorily completed Initial Qualification Training (IQT) and Battle Management Instructor Training (BMIT), but does not maintain Combat Mission Ready (CMR) status. BMC crewmembers do not maintain CMR status due to duty assignment or other reasons as determined by the appropriate authority. These individuals will accomplish training requirements according to AETCI 13-101, Volume 1 and complete an evaluation as detailed in this publication prior to performing operational duties in a live environment unsupervised. (T-2)

4.1.3. The battle management Stan/Eval program utilizes different types of evaluations to ensure qualification of personnel and standardization of operations. SEEs will use the policies, procedures, and evaluation criteria in this instruction for conducting all positional evaluations. SEEs will use qualification ratings detailed in this instruction, which are reflective of standard AETC flying training ratings found in AFI 11-202, Volume 2, Aircrew Standardization/Evaluation Program as well as AFI 13-1 Stan Eval Volume 2. An overall rating of Qualification Level 3 (Q3) and unqualified status could result from an unsatisfactory rating of single critical or multiple noncritical areas. Specific criteria are listed in the individual chapters or areas. SEEs may use the AF Form 4144, Positional Evaluation Checklist, or a locally developed form (such as the sample form in Attachment 5) to initially document all evaluations.

Section 4B—BQ and PI

4.2. BQ Overview. BQ is a status gained thru evaluations that are conducted to ensure an individual is proficient in performing operations duties unsupervised on a specific system and duty position in a live flying environment. The methods for determining the examinee's level of job knowledge and proficiency for BQ are academic testing and positional evaluation.

4.3. Evaluation Procedures

4.3.1. Individuals must successfully complete an INIT QUAL after IQT to gain BQ status. (T-2) To successfully complete a BQ evaluation, the examinee must demonstrate to the SEE the knowledge and ability to do assigned functions safely and effectively.

4.3.2. All BQ personnel must successfully complete the recurring QUAL evaluation to maintain BMC status. **(T-2)** Recurring qualification evaluations for BMC personnel consist of a BQ positional evaluation, instructor evaluation as applicable, and a written examination.

4.3.3. Failure of a QUAL evaluation results in a downgrade to unqualified (UQ) status for qualified individuals. Individuals downgraded to UQ status will be supervised by an instructor in that crew position and will be assigned remedial training. **(T-2)** All remedial training must be completed prior to a re-evaluation (RECHECK). **(T-2)**

4.3.4. A QUAL evaluation will update an individual's evaluation due date only when it is a complete evaluation resulting in a Q2 or better. A complete evaluation requires the examinee accomplish all written examinations and a positional evaluation over all applicable areas listed by the appropriate criteria. **(T-2)**

4.3.5. Document all qualification evaluations on AF Form 8 according to Chapter 5 of this instruction. **(T-2)**

4.3.6. All areas of evaluations used to determine BQ status may be conducted off-station at any AETC battle management unit. SEEs will make the determination if further evaluation is required once back on home station IAW paragraph 4.12.4. **(T-2)**

4.4. PI Overview. All individuals maintaining live and/or simulation positional instructor qualification must complete initial and recurring instructional capability evaluations. **(T-2)** The evaluation will assess their judgment, technical knowledge, instructor ability (including error analysis of student activity), and use of grading documents as well as proficiency in their specialty (AWO, WD, WT, etc.). **(T-2)**

4.5. PI Evaluation Procedures

4.5.1. After completion of a formal AETC instructor program, SEEs will perform an initial positional instructor evaluation (IPIE) on PIs in an area representative of their instructor duties. **(T-2)** IPIEs will be accomplished on actual instructional missions whenever possible. The instructional mission should utilize students that are reflective of the instructor's normal duties (e.g. international students for BCS-I PIs, USAF students for BCS-T PIs). Subsequently, evaluate personnel designated as PIs on their ability to instruct during QUALS to maintain PI status. **(T-2)** If BMC qualified, the PI QUAL will be given concurrently with the QUAL **(T-2)** (Note: the QUAL portion of the evaluation will be given prior to the PI portion). If not BMC qualified, the individual will still require a PI QUAL according to the timelines specified in Section 4C. **(T-2)** SEEs may require the evaluatee to present verbal explanations of equipment operations, procedures, and techniques pertinent to the evaluatee's crew position and PI responsibilities. Note: Individuals (MAJCOM excluded) who are multisystem certified may be evaluated on both systems during their recurring evaluations. Example- the QUAL portion of their evaluation on one system and the positional instructor evaluation on the second system (Airmanship is not considered multisystem and requires a separate PI QUAL, per chapter 9).

4.5.2. All areas of PI QUALS may be conducted off-station at any AETC battle management unit. SEEs will make the determination if further evaluation is required once back on home station IAW paragraph 4.12.4. **(T-2)**

Section 4C—Types of Basic Evaluations

4.6. INIT QUAL

4.6.1. The INIT QUAL is a positional and written evaluation given to determine an individual's qualification status. Complete this evaluation within 30 days (2 UTAs) after the unit Chief of Training (COT) has certified an individual's training is complete. NOTE: INIT QUALs may be given by any SEE or flight examiner (FE); they are not restricted to CCV duties.

4.6.2. The INIT QUAL written examinations will be successfully completed before beginning the positional evaluation. **(T-3)**

4.6.3. The positional evaluation is complete when all applicable tasks defined in this publication are accomplished to include additional training (AT).

4.6.4. Both the written examination and positional evaluation will be conducted with prior notice. **(T-2)**

4.6.5. Designate individuals who successfully complete INIT QUAL as BQ (and BMC) and/or PI (simulation or live) as applicable, enter them into CT and add to the Letter of Xs (Letter of Xs is optional for 173 OSS/C2). **(T-3)**

4.6.6. CCV will notify the COT, DO, and CC of any failure of INIT QUAL written exams. **(T-2)** Do not schedule the individual for a reexamination for a minimum of 24 hours to allow time for additional study. **(T-3)** Failure of the reexamination results in an overall rating of "Q3" for the evaluation.

4.6.7. Failure of the positional evaluation requires individual to be returned to training for remedial training according to AETCI 13-101, Volume 1. The individual must accomplish the entire positional portion of the INIT QUAL once released to Stan/Eval. **(T-2)**

4.6.8. Consecutive failures of an INIT QUAL require individual be returned to training and referral to squadron commander for administrative action according to AFI 11-402, Aviation and Parachutist Service, Aeronautical Ratings and Badges; or AFI 36-2101, Classifying Military Personnel (Officer and Enlisted). **(T-2)**

4.6.9. Successful completion of INIT QUAL establishes an expiration date and eligibility period. **(T-2)**

4.7. QUAL

4.7.1. The QUAL is an academic and positional evaluation required for an individual to maintain BMC and (or) PI qualification.

4.7.2. The written examination (if applicable) and positional evaluation may be given in any order. The written examination may be administered anytime during the eligibility window, however, it must be administered NLT 30 days after the first positional event is completed.

4.7.3. The positional evaluation is complete when all applicable tasks in this publication are accomplished to include AT.

4.7.4. Successful completion establishes a new expiration date and eligibility period.

4.7.5. When an individual fails the written evaluation, the chief of Stan/Eval will immediately notify the unit CC, DO and COT. **(T-2)** The COT will place the individual in non-basic mission capable (N-BMC) status. **(T-2)** Do not schedule the individual for positional duties until he has had time for study (minimum 24 hours) and has completed the re-examination. **(T-2)** Until a re-examination is accomplished, individuals in N-BMC status may only perform positional duties when supervised by an instructor for that duty position. **(T-2)** A successful re-examination and completion of the positional evaluation will result in a return to BMC status. Failure of the re-examination will result in an overall rating of “Q3” for the evaluation. **(T-2)**

4.7.6. Failure of the positional evaluation will result in an overall rating of “Q3.”

4.7.7. An overall rating of “Q3” will result in a downgrade to UQ status, assigned remedial training, and the individual must be supervised by an instructor in that crew position if performing positional duties. **(T-2)**

4.7.8. Handle remedial training according to AETCI 13-101, Volume 1.

4.8. RECHECK

4.8.1. A RECHECK is a prior notice qualification evaluation given to an individual who failed an INIT QUAL, a QUAL, a SPOT eval, or in some cases a supplementary eval. (Note: Failure of a QUAL results in downgrade to UQ status.)

4.8.2. Complete the RECHECK within 30 days (2 UTAs) from the release of the remedial training date. **(T-3)**

4.8.3. The RECHECK of an individual who failed a QUAL will concentrate on the specific scenario or events that resulted in the “Unqualified” rating unless a complete RECHECK is deemed necessary by the squadron commander. **(T-3)** In all cases, the SEE will evaluate and rate each task the examinee performs during the course of the re-evaluation. Document the results on a separate AF Form 8 as a “RECHECK.” **(T-3)**

4.8.4. Successful completion establishes a new expiration date and eligibility period based on the month in which the RECHECK was completed. Specific SPOT eval exceptions exist and are outlined in 4.24.4. of this publication.

4.8.5. Failure of a RECHECK will be viewed as a serious lack of proficiency. Enter the comments in the "Additional Comments" paragraph of the examiner's remarks section on the AF Form 8. **(T-3)** The squadron commander and DO will consider the examiner's comments. Within 14 calendar days or 1 UTA, the squadron commander will decide whether an additional RECHECK will be administered or if proceedings will be initiated to remove the individual's AFSC according to AFI 36-2101 and AFI 11-402. **(T-3)**

4.8.6. If a decision is made to conduct a second RECHECK, it will be a complete qualification evaluation consisting of both the written examinations and the positional evaluation. Failure of a second RECHECK requires AFI 36-2101 and AFI 11-402 proceedings.

4.9. Re-qualification Evaluations (RQ QUAL)

4.9.1. RQ QUAL evaluations are used to requalify:

4.9.2. Previously qualified crewmembers returning to a battle management system IAW AETCI 13-101 Volume 1.

4.9.3. Crewmembers that have become unqualified due to failure to meet lookback (exceeding 180 days).

4.9.4. Due to Commander Directed Downgrade for demonstrated lack of ability/proficiency.

4.9.5. Crewmembers who fail to complete their required periodic evaluation within the allotted 17 months.

4.9.6. Failure to complete a recurring evaluation prior to the end of the 30 day window once an evaluation has started. NOTE: In cases of individuals who fail to complete a recurring evaluation prior to the end of the 30 day window, no remedial training is required and a RQ QUAL evaluation will be accomplished within the next 30 days. **(T-3)**

4.10. Additional Training

4.10.1. AT is required for all critical tasks rated unsatisfactory (U). **(T-2)**

4.10.2. SEEs may recommend AT for noncritical areas rated Q-, or they may choose to only debrief (see 4.10.3).

4.10.3. SEEs will normally recommend AT for noncritical areas rated U. However, it is not required for non-critical areas if the assignment of such action will not constructively improve the examinee's performance. In such cases, corrective action by the SEE must include a thorough debrief of the examinee. **(T-2)** The SEE will enter the word "debriefed" in the discrepancies paragraph of the "Examiner's Remarks" on AF Form 8. **(T-3)** This authority must be judiciously exercised.

4.10.4. For all areas that have AT assigned, SEEs will debrief the examinee's supervisor, COT, CC, and DO. **(T-2)**

4.10.5. Prescribed AT will be specific, accomplished, and documented according to Air Force training directives and Chapter 5 of this instruction. **(T-2)**

4.11. Failure to Complete or Pass a Written Examination or Positional Evaluation

4.11.1. Failure to complete recurring evaluation requirements within the eligibility period (3-month window) will result in a loss of qualification (RQ QUAL or sim positional instructor, as applicable) until a complete re-qualification is successfully conducted. **(T-2)** The Chief of Stan/Eval will notify the DO, CC, and the COT if an individual does not complete written examination or positional evaluation requirements during the specified eligibility period. **(T-3)**

4.11.2. Downgrade individuals who fail to pass a QUAL to UQ status in that position. **(T-2)** These individuals will not perform positional duties except under the direct supervision of an instructor in the same crew specialty. **(T-2)** (NOTE: Individuals failing to pass an INIT QUAL are returned to training and must complete another INIT QUAL).

4.11.3. Place individuals who fail a written examination in N-BMC status (returned to training for initial evaluations if they fail twice). **(T-2)** These individuals will not perform positional duties except under the direct supervision of an instructor in the same crew

specialty. (T-2) Downgrade individuals failing the re-examination to UQ status in that position. (T-2)

4.11.4. Individuals receiving an overall "Q3" rating on a qualification evaluation must satisfactorily complete a RECHECK before regaining qualified status. (T-2) Examinees who fail to complete the RECHECK within the time limits require a MAJCOM waiver. These individuals may only continue to perform positional duties under the direct supervision of an instructor until the waiver is approved. (T-2)

4.11.5. Multi-qualified individuals receiving a "Q3" overall rating on a qualification evaluation which serves as a prerequisite for a supervisory certification (e.g. Senior Director, Squadron Duty Officer, Safety Monitor) will be decertified in that supervisory position. (T-2) Note: Instructors downgraded to UQ status will lose their instructor rating and must complete a positional RQ QUAL, positional instructor evaluation, and be reappointed as an instructor by the DO before resuming duties as an instructor. (T-2)

Section 4D—Evaluation Structure

4.12. Positional Evaluation Requirements. Minimum positional evaluation requirements for qualification evaluations are detailed in subsequent chapters of this instruction.

4.12.1. Base outlines on evaluation criteria and tailor them to match the minimum scenario requirements specified. They will include the minimum events, procedures, and details necessary to ensure that a complete evaluation is accomplished for both the live and simulated environment (if required). (T-2)

4.12.2. If using simulation equipment, specify specific scenarios. (T-2) Simulation evaluation scenarios most readily available and commonly used are those created and approved for formal student training. These do not require documented CCV approval to be used in evaluations.

4.12.3. Include unit procedures for the conduct of these evaluations in a unit-developed document. (T-2) This may be a unit-developed checklist, SEE's guide, or a supplement to this instruction. As a minimum, these procedures will include SEE and examinee responsibilities and information that the SEE will furnish to the examinee. (T-2)

4.12.4. (337 ACS only) Airmanship evaluations are considered Positional Instructor evaluations only.

4.12.5. As feasible, AWO/WD evaluations will be conducted using the following precedence of resources: local high performance (HP) sortie on unit equipment; off-station HP sortie on local equipment; MU-2 sortie (337 ACS only) and high fidelity sim.

4.13. Positional Evaluation Procedures

4.13.1. Prior to a positional evaluation, the examiner will brief the examinee on conduct and purpose of the evaluation, and will ensure that the examinee is familiar with the evaluation criteria. (T-2) The SEE will schedule all evaluations and obtain coordination to ensure adequate assets (live or simulated) are available to complete the evaluation. (T-2)

4.13.2. During the positional evaluation, the SEE will determine the examinee's performance for each area according to criteria specified in this regulation. (T-2) Emphasis will be on

deviations from prescribed tolerances or critical areas of the criteria noted during the positional. **(T-2)** The examiner will not use trick questions or unrealistic compounding of emergencies or problems during the evaluation. **(T-2)**

4.13.3. Following the evaluation, the SEE will compare the examinee's performance with the criteria provided and assign an appropriate rating for each task. **(T-2)** The SEE will thoroughly debrief the examinee on all aspects of the positional evaluation to include overall performance, specific discrepancies, and AT recommended. **(T-2)** Evaluation tasks requiring additional training will be debriefed with the examinee's supervisor, COT, DO, and CC. If able, CCV should also be present at the staff debrief. **(T-2)**

4.13.4. Events not covered in an evaluation mission may be observed on a subsequent mission as long as the following requirements are met:

4.13.4.1. Upon completion of the first positional event, the evaluation must be completed within 30 days. **(T-2)**

4.13.4.2. The evaluation must be completed within the eligibility window (evaluation eligibility zone). **(T-2)**

4.13.4.3. Document such evaluations using First event/Second event, etc. formatting on the back side of the AF Form 8. **(T-3)**

4.14. Written (MQF) Examinations. Written examinations are only required for INIT QUAL and QUAL evaluations, unless specified for PI evaluations by the squadron commander.

4.14.1. Unit Stan/Eval functions will develop and control written examinations for each position. **(T-2)** However, when different positions are responsible for identical information, Stan/Eval may use the same examinations for these positions.

4.14.2. Unit Stan/Eval will maintain two INIT QUAL/QUAL tests on file for each duty position. **(T-2)** Unit Stan/Eval must ensure that no more than 50 percent of the questions are duplicated between tests. **(T-2)** The tests will consist of 40 questions from the AETC MQF and 10 questions from the local procedures/system MQF, except for 607 ACS evaluations. **(T-2)** 607 ACS evaluations for the AWO and WD positions will consist of 85 questions from the ACC CRC Weapons MQF, 10 questions from the local procedures MQF and 5 questions from the AETC MQF. **(T-2)** 607 ACS evaluations for the ICT, EPT and ST positions will consist of 85 questions from the ACC CRC (ICT, EPT and SURV) MQF and 15 questions from the local procedures MQF. **(T-2)**

4.14.3. Review all examinations for accuracy annually, as a minimum, and after any applicable publication changes. **(T-2)**

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

4.14.4.1. Individual examinations, to include re-examinations, are randomly generated from the MQF and unit- developed questions.

4.15. Written Examination Administration Procedures

4.15.1. The minimum passing grade for any MQF examination is 85 percent (except for compliance with academic instructor requirements IAW AETCI 36-2604). **(T-2)**

4.15.2. Grade all examinations prior to the individual's next scheduled period for performing operations duties. Critique examinations to 100 percent. **(T-2)**

4.15.3. Failure of the written examination twice will result in return to training status for individuals attempting initial upgrade. **(T-2)**

4.15.4. For individuals currently BMC qualified, failure of the written examination results in placement in N-BMC "status" and requires a re-examination. **(T-2)**

4.15.5. When an individual fails a written examination, notify the unit CC, DO and COT in writing. The notification will state that the individual may only perform positional duties when supervised by an instructor in that crew position and also requires a re-examination. Conduct required training according to AETCI 13-101, Volume 1. **(T-2)**

4.15.6. A minimum of 24 hours must elapse before a re-examination may be administered to allow for an adequate period of study. **(T-2)** Use an alternate examination. **(T-2)**

4.15.7. Accomplish re-examinations within 30 days (2 UTAs) after the COT or noncommissioned officer in charge has certified that the individual is ready for the re-examination. **(T-2)**

4.15.8. Failure of the re-examination will result in an overall rating of "Q3" for the qualification evaluation and a downgrade to UQ. **(T-2)**

4.15.9. Maintain examination answer sheets through the end of the current quarter and the AF Form 8 is signed by the final approving officer (whichever occurs first) for trend reporting purposes. **(T-2)** Electronic storage methods are also approved.

4.16. Security. Stan/Eval personnel must maintain positive control of all examinations. To prevent compromise when not in use, secure examinations and answer keys in a locked container. **(T-2)**

4.17. MQF. The MQF is a set of questions applicable to crew duty positions and is based on the weapons system or unit mission and local procedures. The MQF is the question bank used for developing INIT QUAL and QUAL written examinations. The questions are derived from operational publications and MAJCOM training materials. This question file and source instructions will be accessible to all unit operations personnel.

4.17.1. Responsibilities. The responsibility for ensuring that MQFs contain current and essential test questions is shared by all users.

4.17.1.1. HQ AETC/A3V policy OPR is responsible for:

4.17.1.1.1. Approving recommended changes, additions, and deletions to the MQF.

4.17.1.1.2. Establishing procedures for submission of recommended changes, additions, and deletions.

4.17.1.2. The HQ AETC/A3V SEEs are responsible for:

4.17.1.2.1. Developing the MAJCOM MQF to enhance standardization among subordinate units and forwarding the final draft to HQ AETC/A3V. The process will be completed NLT 15 December.

4.17.1.2.2. Developing and maintaining tests to support evaluation requirements for formal Stan/Eval visits according to paragraph 2.4. Review and update tests as necessary to ensure they are accurate and current.

4.17.1.2.3. Ensuring ACC CRC MQF is available to 607 ACS.

4.17.1.3. Each OGV is the unit point of contact for input of all proposed changes or updates to MQFs. OGV will submit, through channels, suggested changes from these reviews and any new proposed questions that result from new operations directives. **(T-2)**

4.17.1.4. Each squadron CCV will **(T-2)**:

4.17.1.4.1. Develop and control tests used for written examinations.

4.17.1.4.2. Administer and grade written tests.

4.17.1.4.3. Recommend changes, additions, and deletions, and forward them through their OGV to AETC/A3V.

4.17.1.4.4. Develop local procedures/system MQF. The MQF is due to AETC/A3V NLT 30 November.

4.17.1.4.5. Conduct semiannual MQF testing. Units are required to conduct semi-annual MQF testing only if there were any academic testing failures during the last formal inspection. Tests will consist of 40 general knowledge MQF questions and 10 local procedures/system MQF questions; procedures described in paragraph 4.14 apply to semiannual MQF testing, as well as initial or recurring evaluations. With MAJCOM approval, units may substitute open-book tests using questions derived from syllabus, wing/squadron standards, mission guides, etc. Results of semi-annual MQF testing, if required, will be forwarded to AETC/A3V.

4.17.2. Review and Update Procedures:

4.17.2.1. Stan/Eval functions will continually monitor applicable sections of the MQFs for necessary updates. They will accomplish periodic reviews at least annually. **(T-2)**

4.17.2.2. The unit chief of Stan/Eval is authorized to make corrections, change spelling, or correct erroneous or invalid questions resulting from recent changes to systems and (or) operational procedures to MQFs. Submit these corrections in writing through Stan/Eval channels to HQ AETC/A3V within 10 days after implementation. **(T-2)** Submit new questions resulting from revisions or changes to directives to HQ AETC/A3V for approval prior to implementation. **(T-2)**

4.17.3. Classification Guidelines:

4.17.3.1. The overall classification of the MQF is determined by the highest classification of its contents.

4.17.3.2. Classify test questions extracted from the MQF according to their classification in the MQF. Mark tests appropriately and protect them according to security directives. **(T-2)** Whether they contain classified questions or not, handle the tests as controlled items. **(T-2)**

4.18. Examination Questions

4.18.1. Question Sources. Examination questions will focus on information that is necessary for safe, effective mission accomplishment. Emphasize systems and operational procedures knowledge that the crewmember must immediately recall while performing operational duties. (T-2) Also, key information from publications not immediately available on position will be subject to testing.

4.18.2. Construction of Questions

4.18.2.1. Write examination questions in a manner that measures knowledge of the correct information at the desired level of knowledge.

4.18.2.2. Stan/Eval written examinations may contain multiple choice (four choices desired with only one most correct answer), completion (fill-in-the-blank) items, or true/false type questions.

4.18.2.3. Completion (fill-in-the-blank), performance, or computation questions must include answer parameters (for example, answer within +50 knots).

4.18.2.4. Questions that have numerical answers will have the answers arranged in order from largest to smallest or vice versa.

4.18.2.5. In general, avoid negative statements. However, if the word “not” appears in the question, either underline it or type it in all capital letters for attention.

4.18.2.6. Fill-in-the-blank or matching questions, in conjunction with a map, may be used for questions covering local airfields, geographic points or fixes, airspace, tactical air navigation points, or radar and flying units.

4.18.2.7. Local procedures questions may encompass:

4.18.2.7.1. Airspace use and coordination of air traffic control procedures.

4.18.2.7.2. Operations instructions.

4.18.2.7.3. Aircraft emergency procedures.

4.18.2.7.4. Associated flying unit operating procedures, where applicable.

4.18.2.7.5. Weapons and tactics, as appropriate. However, if used, weapons and tactics questions should be applicable to the performance of unit-specific operational duties.

4.18.2.7.6. Unit procedures (for example, squadron instructions).

Section 4E—Timing of Evaluations

4.19. Expiration. Qualification evaluations expire on the last day of the 17th month following the successful completion of the INIT QUAL or QUAL. This is the expiration date of qualification. For example, if the initial, RECHECK or recurring positional evaluation was completed 15 March 2011, the recurring qualification evaluation must be accomplished by 31 August 2012. To the max extent possible, recurring basic qualification and instructor positional evaluations are accomplished concurrently. (T-2)

4.20. Eligibility Window. The evaluation eligibility period is the 3-months prior to the evaluation due date. The written examination and positional evaluation may be administered anytime within the 3-month eligibility period. The written examination and positional evaluation may be given in any order (Exception: INIT QUALs require the written examination to be administered first). Both the written and positional portions of the evaluation must be completed within 30 days (2 UTAs) after completion of the first positional event. **(T-2)** For the example in paragraph 4.18, administer the next written and positional evaluation any time between 1 June and 31 August 2012. Complete all requirements for the recurring qualification evaluation within the eligibility period. **(T-2)**

4.20.1. Extended Evaluations. Squadron commanders may extend the expiration date of QUALs up to 4 months for the following reasons:

4.20.1.1. Individuals will be assigned PCS or permanent change of assignment (PCA) to a unit that does not possess the same mission equipment.

4.20.1.2. Individuals will be separating or retiring from the service.

4.20.1.3. Individual is in DNIC/DNIF status.

4.20.1.4. Extended TDY/deployment (Note: not to be used as a management scheduling tool). NOTE: Extensions beyond 4 months require AETC/A3V approval. Document such extensions with a memorandum for record (MFR) placed in the individual's flight evaluation folder (FEF) on top of the affected AF Form 8.

4.20.2. If a recurring evaluation is not completed prior to the end of the eligibility period, downgrade the examinee to UQ status and complete a RQ QUAL within 30 days of release from remedial training. The SEE will include a short explanation of the circumstances surrounding the late evaluation on the AF Form 8. Enter this statement in Section IV, Comments. Update the recurring qualification evaluation due date when a complete qualification evaluation is accomplished.

4.20.3. No-notice Evaluations:

4.20.3.1. Use the no-notice evaluation program as a management tool to evaluate crewmembers on an unscheduled basis. **(T-2)**

4.20.3.2. Distribute no-notice evaluations proportionately among crew positions. **(T-2)**

4.20.3.3. Do not conduct INIT QUALs, initial positional instructor evaluations, and RECHECKs as no-notice. **(T-2)**

Section 4F—Grading

4.21. Rating Policies

4.21.1. To receive an overall qualified rating (Qualification Level 1[Q1] or Qualification Level 2 [Q2]) on a qualification evaluation, the individual must demonstrate the ability to correctly perform positional duties, successfully complete required missions, and operate unit equipment safely and effectively during the evaluation. **(T-2)**

4.21.2. All areas required for a specific qualification specified in the applicable criteria volume must be rated for an initial or recurring qualification evaluation to be complete. **(T-2)**

If the evaluation constitutes a RECHECK, all AT must be completed prior to the RECHECK evaluation, and if required, those areas being reevaluated must be rated as well as any other areas observed. **(T-2)** Rate all areas observed during the SPOT evaluation. **(T-2)**

4.21.3. When sortie availability does not allow for a complete evaluation of all mission events during an initial or recurring qualification positional evaluation, the events not performed may be completed using simulation equipment (Distributed Training Operations Center (DTOC) /Distributed Mission Operations Center (DMOC)/Full Mission Trainer (FMT). However, at a minimum, evaluate weapons personnel on a live air-to-air mission. **(T-2)** The mission description entered on AF Form 8 will indicate any missions evaluated using simulation equipment. **(T-3)**

4.21.4. When a required area cannot be evaluated on position due to equipment limitations, operational requirements, or weather conditions, the area may be rated through using training devices or oral examination. SEEs will make every effort to evaluate all required areas on position before resorting to this provision. If this provision is used, include an explanation in the "Remarks" section of AF Form 8 stating the reasons an area was not rated on position and the method of evaluation. **(T-3)** This provision is not applicable to the mission events required for the completion of a weapons evaluation. Simulation profiles may be those already approved for use in formal student training or created and approved by CCV based on a need for a specific level of activity and difficulty for the simulation evaluation. The SEE's judgment will be the determining factor in the effective use of the simulation. **(T-2)** The SEE may declare either the simulated evaluation or a particular event non-effective if the simulation scenario does not meet requirements due to unforeseen circumstances (equipment failure, simulation error, etc.).

4.21.5. For all initial and recurring qualification evaluations, conduct a complete positional evaluation. **(T-2)** This is true even if a critical area is rated U prior to the completion of all areas. The only reason to terminate any positional qualification evaluation before all areas have been observed or rated is a compromise of flight safety.

4.21.6. When safety of flight is jeopardized, the SEE will take immediate corrective action and terminate the evaluation or the mission, as appropriate. **(T-2)** A safety of flight deviation will result in an overall rating of qualification level 3 (Q3). **(T-2)** Explain the discrepancy on AF Form 8. **(T-3)**

4.21.7. If a U area rating is given in a critical area, the SEE must give an overall rating of Q3. **(T-2)**

4.22. Overall Qualification Levels. There are three possible overall qualification levels that can be awarded based on an individual's performance. They are qualification level 1 (Q1), qualification level 2 (Q2), and qualification level 3 (Q3). (See paragraph 4.21.4 for rating deviations.) The standards for awarding each qualification level are as follows:

4.22.1. Q1. Evaluators will award a Q1 rating when the examinee has demonstrated desired performance and knowledge of procedures, equipment, and directives within specified limits and tolerances. The examination may have areas rated as debriefed as long as the examinee did not have any deficiencies that required AT or imposed restrictions. If the individual has demonstrated exceptional skill and knowledge in all phases of the evaluation, he or she can

receive an exceptionally qualified (EQ) annotation. The evaluation must be free of discrepancies, and the requisite written examination score must be a 96 percent or higher.

4.22.2. Q2. A Q2 rating is awarded when the examinee demonstrates the ability to perform duties in a safe manner, but one of the following conditions exist: an area is assigned AT, or a grade of U is given in a noncritical area and no AT is assigned. The examinee is considered fully qualified and may still perform BMC and instructor duties while completing any assigned AT unless specified otherwise on the AF Form 8.

4.22.3. Q3. A Q3 rating is awarded anytime a U is awarded in a critical area, or in the SEE's judgment, there is justification based on discrepancies to award a Q-/U grade on two or more noncritical areas. A Q3 on an evaluation will result in a UQ status, which will require a RECHECK or RQ QUAL. **(T-2)**

4.22.4. Rating Deviations. Evaluators will not consider momentary deviations when grading if the examinee applied prompt corrective action and such deviations did not impact safety of flight. Cumulative deviations will determine the overall rating. Regardless of performance, an EQ rating may not be awarded during a SPOT evaluation unless the individual chooses to complete all examination requirements for a recurring evaluation.

4.23. Area Grades. A three-level grading system is established for individual areas as specified in the appropriate grading criteria of this publication. Note: Areas identified as critical will only be graded Q or U. **(T-2)** The grading system is as follows:

4.23.1. Q. This grade is the desired level of qualification. To receive this grade, the examinee must have demonstrated a satisfactory knowledge of all required information, performed duties within tolerances prescribed by this publication, and accomplished the assigned mission.

4.23.2. Q-. This grade indicates the examinee is qualified to perform the assigned tasks, but requires debriefing or AT as determined by the SEE. Deviations from standards did not jeopardize mission accomplishment. The SEE must annotate any discrepancies on AF Form 8 as "debriefed" or in sufficient detail to allow the examinee's AT to be focused on specific learning objectives. **(T-3)**

4.23.3. U. This grade is assigned for any performance outside allowable parameters or deviations from prescribed procedures that compromise mission accomplishment. AT is normally required, and the SEE must annotate the AF Form 8 in sufficient detail to allow the examinee's AT to be focused on specific learning objectives. **(T-2)** In some cases, it is not necessary to require AT, especially if the assignment of such action will not constructively improve the examinee's performance. In such a case, annotate the AF Form 8 as "debriefed". **(T-3)**

Section 4G—Ancillary Evaluations

4.24. Supplementary Evaluations

4.24.1. Commanders use supplementary evaluations as administrative tools to identify and evaluate implemented solutions to operational problems. These evaluations are most often administered as inspections (using specifically prepared checklists) whose results are

reported to the commander. The form and content of supplementary evaluations is entirely at the discretion of the commander.

4.24.1.1. Commanders will determine evaluated areas. **(T-2)**

4.24.1.2. 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. **(T-2)**

4.24.2. The focus of any supplementary evaluation should be one specific area of crew performance such as radio transmissions, crew pre-mission briefings, or checklist use. (These areas are listed as examples and are not intended to be used as mandatory areas to be inspected.) Specific areas of emphasis are needed so that data logged during supplementary evaluations may be used to identify trends or deficiencies as well as their cause.

4.24.3. Any unit SEE may conduct supplementary evaluations. Data could be obtained through daily observation of crew operations, or during simulated or live exercises.

4.24.4. The evaluation should not be all encompassing nor should it result in the assignment of an overall rating for any specific crewmember. Positional supplementary evaluations do not constitute qualification evaluations (except in cases where flight safety is compromised). Therefore, do not use AF Form 8 to document positional supplementary evaluation results, unless flight safety is compromised, then an AF Form 8 will be filed as a Commander-Directed Downgrade. **(T-2)**

4.24.5. The unit chief of Stan/Eval will accomplish the following when a specific area is identified for a positional supplementary evaluation **(T-2)**:

4.24.5.1. Outline the specific objectives of the evaluation and ensure development of checklists for use by unit SEEs.

4.24.5.2. Determine an adequate time frame in order to achieve the objectives.

4.24.5.3. Notify operations personnel of the evaluation objectives and time frame for evaluation.

4.24.5.4. Ensure unit SEEs record the results of each evaluation.

4.24.5.5. Consolidate the information obtained during the evaluation period.

4.24.5.6. Evaluate the results and determine if corrective actions should be recommended.

4.24.5.7. Report supplementary evaluation results to the appropriate OPR through the CC. The report will include the objectives of the evaluation, the timeframe during which it was performed, discrepancies that were noted, recommended corrective action, and suspense dates for completion of corrective action. The unit CC approves and endorses all recommendations for corrective actions.

4.24.5.8. Perform follow-up to ensure that completed corrective action was effective.

4.24.5.9. Retain a copy of supplementary evaluation reports and checklists developed for at least 1 year.

4.25. SPOT Evaluation

4.25.1. A SPOT evaluation is an evaluation other than one used to satisfy the requirements of a periodic, initial instructor or RQ QUAL instructor evaluation. The evaluation may be No-Notice. It requires AF Form 8/8A documentation.

4.25.2. Positional evaluations conducted during formal inspections will normally be SPOT evaluations.

4.25.3. SPOT evaluations are normally limited in scope. They may consist of positional evaluation and (or) written examination.

4.25.4. The positional evaluation may cover any task or combination of tasks contained in the applicable positional criteria. In addition to the tasks scheduled, the SEE will evaluate and rate each task performed by the examinee during the course of the SPOT evaluation.

4.25.5. SPOT evaluations may be conducted with no notice.

4.25.6. SPOT evaluations are assigned overall qualification ratings and area grades just as any other recurring evaluation using the levels detailed in this publication.

4.25.7. An area grade of U in a critical area results in an overall grade of Q3. Administer a complete RECHECK as in paragraph 4.8. **(T-2)**

4.25.8. An area grade of U in a noncritical area only requires RECHECK in the failed area. **(T-2)** However, depending on the extent of the lack of proficiency identified in the SPOT evaluation, the CC may recommend a complete RQ QUAL, consisting of both the written examination and the positional evaluation.

4.25.9. Successful completion establishes a new expiration date and eligibility period based on the month in which the RECHECK was completed. Specific SPOT eval exceptions exist and are outlined in 4.24.4. of this publication.

4.25.10. After a SPOT evaluation is conducted, unless the SPOT eval covers all the required areas and no additional evaluation is needed (e.g. formal HHQ Stan/Eval visits), the CC may direct the SEE to complete an additional events to meet the criteria necessary for use as a QUAL evaluation. This will establish a new eligibility zone and expiration date. If this option is used, document the circumstances in the Additional Comments section of the Form 8. **(T-3)**

4.25.11. If a complete positional evaluation conducted outside the eligibility period is to be used to update an individual's Expiration Date of Qualification, complete all requirements, both positional and academic, within 30 days (2 UTAs). **(T-2)** If not completed within 30 days, only a SPOT evaluation can be awarded for either the written or positional (whichever was completed).

4.25.12. HHQ appointed examiners can administer SPOT checks at any time in any MDS.

4.26. SEE Objectivity Evaluations

4.26.1. Stan/Eval examiner is not a qualification, it is a certification. A SEE administers an objectivity evaluation to determine whether another SEE is certified to administer a qualification evaluation. Observations, analysis, and other substantial actions are directed primarily at the SEE conducting the evaluation, and will not interfere with or affect the

individual on position except for flight safety issues. Objectivity evaluations are not a recurring requirement and as such may be graded on a 1 or 3 rating level when given.

4.26.1.1. A 1 rating indicates that the observed SEE complied with HHQ and local Stan/Eval directives, properly briefed and debriefed the examinee, correctly identified discrepancies, awarded the correct area and overall rating, properly documented the evaluation, and if required, recommended appropriate AT.

4.26.1.2. A 3 rating is given when the observed SEE fails to satisfy the requirements of paragraph 4.25.1.1.

4.26.1.3. An overall 3 grade must be given if any task area is rated U. **(T-2)**

4.26.2. AETC/A3V battle management SEEs maintaining a BMC qualification may perform an objectivity evaluation on any battle management SEE (regardless of position). Unit chiefs of Stan/Eval (or designated representative) will conduct objectivity evaluations on all assigned SEEs.

4.26.3. A SEE objectivity evaluation does not fulfill the requirements of a qualification evaluation.

4.26.4. Document the SEE objectivity evaluation on AF Form 8 IAW Chapter 5. **(T-3)**

4.26.5. AF Form 8 will be reviewed, approved, and filed in the examinee's evaluation folder (EF). **(T-2)**

4.26.6. Commanders, AETC/A3V SEEs and unit chiefs of Stan/Eval are not authorized to change or to direct a change of rating (area or overall) on AF Form 8 completed by a unit SEE unless a valid administrative error was made.

4.27. Letter of X's. The DOT or CCV (determined locally by the squadron) will maintain a letter of Xs, designating the live and simulation qualifications of all unit personnel (N/A for 173 OSS/C2). **(T-2)** The Letter of Xs will supplement the AF Form 8 to show the specific mission AWOs, WDs, WTs, STs, ICTs, and EPTs are qualified to conduct and or teach. **(T-2)** NOTE: Airmanship evaluations are PI evaluations and not BMC evaluations. See AETCI 13-101, Vol 1 for Letter of X's specifics.

Chapter 5

STAN/EVAL DOCUMENTATION

5.1. Purpose. This chapter directs the use and provides guidance for the completion and maintenance of AF Forms 8 and 942, AF Forms 4144 and 3132, General Purpose (11 x 81/2).

5.1.1. In all instances of documentation, use of electronic forms is authorized, to include use of Common Access Card (CAC)-enabled signatures and wholly electronic Flight Evaluation Folders (FEF).

5.1.1.1. In all instances, computer-generated forms must mirror AF forms as published on the USAF E-Publishing web site. **(T-2)**

5.1.1.2. In all instances of data entry, if an electronic form is used, the format required by the electronic form will be used. **(T-2)**

5.2. Completion of AF Form 8. Complete AF Form 8 for each INIT QUAL, QUAL, RECHECK, RQ QUAL, SEE objectivity, and SPOT evaluation according to the following instructions. **(T-2)** For date fields use a two-digit day, three-letter month and two-digit year format (e.g. 24 Jun 13). Make basic entries according to the formats prescribed in the following paragraphs.

5.2.1. Date Completed. Enter the date the final positional portion of the evaluation was completed or the additional training if assigned. If the positional evaluation had to be conducted in parts, enter the date the last part was completed.

5.2.2. Examinee Identification

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

5.2.2.2. Organization and Location. Use the unit designation and location that the examinee is assigned or attached. AETC/A3V may use their office symbol in place of the unit designation.

5.2.2.3. Aircraft/Crew Position. Enter the qualification level and the position; for example, BMC/WD. After completing an INIT QUAL for a secondary qualification, annotate the AF Form 8 as BMC/WT and enter "This is the individual's secondary qualification." in Section IV on the reverse side of the AF Form 8.

5.2.2.3.1. If an individual is instructor qualified, enter as an instructor position by adding an "I" to the normal designator, such as IWD (instructor weapons director).

5.2.2.3.2. If an individual is completing a qualification for instructor, such as going from WD to IWD, enter IWD.

5.2.2.3.3. If the individual is qualified in an additional position, such as a WD also being evaluated to qualify or re-qualify as a WT, enter the position in which the individual is qualifying.

5.2.2.3.4. For objectivity evaluations, put "E" (for evaluator) and the position of the observed SEE.

5.2.2.4. Eligibility Period. Enter the 3-month period preceding the expiration date from the last similar evaluation (for example, if the last evaluation expires September 2008, enter Jul-Sep 08).

5.2.2.4.1. Enter “N/A” (not applicable) for initial evaluations, evaluations accomplished outside the examinee’s normal eligibility period, SPOT evaluations and objectivity evaluations.

5.2.2.4.2. Dual entries are authorized for misaligned combined evaluations (for example, if last instructor AWO [IAWO] evaluation expires November 2010 and QUAL evaluation expires January 2011, enter “IAWO: Sep-Nov 10/QUAL: Nov 10-Jan 11” for a combined IAWO/QUAL evaluation). If aligning a QUAL with an INSTR and the examinee is in the zone for an evaluation, enter “N/A” in the INSTR portion and the eligibility period in the QUAL portion.

5.2.3. Section II —Qualification:

5.2.3.1. Ground Phase:

5.2.3.1.1. Examination/Check. Enter the title, date completed, and score of each examination. In the event of a failed examination with a successful re-examination, enter the date the examination was successfully completed with both scores. For example: “MQF 12 Jun 13 78/96”. Note: When an examinee passes the written examination but receives a “Q3” rating for the positional evaluation, AF Form 8 for the RECHECK will include the written examination entries from the previous AF Form 8, unless an entire RECHECK is required. In the event the examinee fails a re-examination, enter both scores and dates and enter a “3” in the unqualified block on the AF Form 8.

5.2.3.2. Flight Phase:

5.2.3.2.1. Mission/Check.

5.2.3.2.1.1. Enter the type of check completed (QUAL, INSTR, and SPOT). This will be “QUAL” for all evaluations except instructor or Stan/Eval objectivity evaluations. For an instructor qualification, enter the word “INSTR” and the duty position. For Stan/Eval objectivity evaluations, enter “SPOT.”

5.2.3.2.1.2. Prefixes. The following prefixes will be used, when applicable, to further describe the evaluations.

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

5.2.3.2.1.2.2. RQ QUAL. An evaluation administered to remedy a loss of qualification due to:

5.2.3.2.1.2.2.1. Expiration of a required periodic evaluation. The RQ QUAL will be IAW the guidance for that periodic evaluation.

5.2.3.2.1.2.2.2. Loss of currency that requires a RQ QUAL evaluation.

5.2.3.2.1.2.2.3. Commander-directed downgrade.

5.2.3.2.1.2.2.4. The RQ prefix will not be used to prefix a qualification evaluation following a failed INIT evaluation. No qualification was achieved, thus RQ QUAL is not possible.

5.2.3.2.1.2.3. No-Notice (N/N). The no-notice evaluation program provides commanders a sampling of daily operations performance and an assessment of unit training effectiveness.

5.2.3.2.1.2.3.1. A no-notice evaluation is one where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission. The beginning of normal preparation for a mission will be determined by the examiner and will be defined in supplements to this instruction. The intent is to preclude extraordinary preparation for the mission.

5.2.3.2.1.2.3.2. An examinee may utilize a no-notice evaluation to update a QUAL/MSN evaluation expiration date provided all requirements for the evaluation are completed within the prescribed time periods of this publication. If all requirements were not completed on the first simulation or live fly event, subsequent simulation or live fly events are authorized to complete all required areas.

5.2.3.2.1.2.3.3. If the examinee chooses to utilize a N/N SPOT to update his/her QUAL/MSN, document the evaluation as a N/N QUAL/MSN.

5.2.3.2.1.2.3.4. If the examinee elects not to update a QUAL/MSN evaluation expiration date, the evaluation will be documented as a N/N SPOT evaluation.

5.2.3.2.1.2.4. Simulated (SIM). An evaluation where the positional phase requisite is conducted during a virtual/constructive mission scenario.

5.2.3.2.1.2.5. Multiple Prefixes. More than one prefix may be used to describe an evaluation (e.g., N/N, SIM SPOT).

5.2.3.2.2. In the "Date" column, enter the date of each session or mission needed to complete the evaluation. If more than one session or mission is involved to successfully complete an evaluation, show each session or mission on subsequent lines. All events will be listed in chronological order, and will correspond to multiple entries under mission description, Section IV.

5.2.3.3. Qualification Level

5.2.3.3.1. Place a "1" or "2" in the qualified block or a "3" in the unqualified block for the member's overall qualification level. For SEE objectivity evaluations, enter "1" in the qualified block or a "3" in the unqualified block."

5.2.3.3.2. Combined evaluations (for example, INST/QUAL, INST/QUAL/AR) require only one qualification level number if all parts of the evaluation were awarded the same qualification level grade.

5.2.3.3.3. If the qualification levels of a combined evaluation vary, indicate the qualification level for each part separately (for example, "QUAL: 1" and "AR: 2" in

the qualified block, or “QUAL: 1” in the qualified block, and “AR: 3” in the unqualified block).

5.2.3.4. Expiration Date of Qualification

5.2.3.4.1. For evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the flight phase of the evaluation was successfully completed.

5.2.3.4.2. For evaluations, to include SEE objectivity evaluations, which do not establish a new eligibility period, enter “N/A.”

5.2.3.4.3. Combined evaluations require only one date if all parts of the evaluation were successfully completed and “N/A” if all parts were assigned an unqualified grade.

5.2.3.4.4. For a combined evaluation where one component is successfully completed and one component is assigned an unqualified grade, indicate by assigning a new expiration date for those portions completed successfully, and “N/A” for those portions awarded an unqualified grade (e.g. the Expiration Date of Qualification would list “QUAL: mmm yy” under the QUALIFIED column and “INSTR: N/A” in UNQUALIFIED column).

5.2.3.5. Additional Training

5.2.3.5.1. Due Dates. If AT is required, enter the not-later-than training date. AT must be identified within seven days of evaluation and completed within 30 days once identified (2 UTAs).

5.2.3.5.2. Date Additional Training Completed. Enter the date(s) the examinee completed AT. If no AT is recommended, enter “N/A.” The AF Form 8 DATE COMPLETED field at the top right corner should reflect the date that AT was completed.

5.2.3.5.3. Certifying Official. The COT is the certifying official and will sign and date the AF Form 8 once all AT is complete. The SEE will not sign the permanent AF Form 8 prior to the Certifying Official.

5.2.3.6. Restrictions. Place an "X" in the applicable block if comments are annotated in Section IV.

5.2.3.6.1. Indicate imposed restrictions that must be completed before the individual can perform duties unsupervised by an instructor. List the specific restriction imposed in this area. For example, “Must be supervised by an instructor until accomplishment of a complete qualification evaluation.”

5.2.3.6.2. Not all AT will require a restriction to be imposed. Impose a restriction when the individual must be supervised or must complete a requirement prior to performing duties unsupervised. All failed evaluations will have a restriction imposed.

5.2.3.6.3. When a restriction is imposed because of an individual’s inability to perform certain tasks, AT will be assigned.

5.2.3.6.4. Note restrictions on the First Line in section IV.

5.2.3.7. Exceptionally Qualified Designation. An exceptionally qualified comment can be awarded when, in the judgment of the examiner, the examinee has demonstrated exceptional skill and knowledge in all phases of the evaluation; and the examinee has scored a 96 percent or higher on requisite written examination and the evaluation has no downgrades in any evaluated areas.

5.2.3.7.1. Enter designation in all capital letter. Document justification for award of exceptionally qualified designation (e.g., areas of excellence) in Additional Comments inside Examiner's Remarks, Section IV Comments.

5.2.3.7.2. The designation can only be applied to the total evaluation; not to separate requisites.

5.2.3.8. Commander-Directed Downgrade. Place an "X" in the appropriate block if applicable. See paragraph 5.2.6 for further guidance.

5.2.4. Section III—Certification:

5.2.4.1. Flight Examiner:

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

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

5.2.4.1.1.2. Will always place an "X" in the remarks block, and add any comments to the Additional Comments section inside Examiner's Remarks, Section IV, or write "None".

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

5.2.4.1.2. If two or more SEEs are required to complete an evaluation, the examiner completing the evaluation will sign Section III of the AF Form 8. The other examiner will sign the back of the Form 8 for the portion of the evaluation they completed or as the Graduate Training Management System (GTMS) allows. If not using GTMS, and digital signatures are used, the Form 8 must be converted to PDF to allow a digital signature in Section IV.

5.2.4.1.3. The SEE will not sign before AT was certified as completed.

5.2.4.2. Reviewing and Final Approving Officers:

5.2.4.2.1. Use Attachment 3 to determine the reviewing and final approving officers. The reviewing and final approving officers will indicate whether they concur or do not concur. If they do not concur or if they have remarks, they will also mark the "Remarks" block and enter the remarks on the back of the AF Form 8. Remarks are required if they do not concur. In no case will SEEs act as the reviewing or final reviewing officer for a positional evaluation they administered. If no comments are required, write in "None". Units will not "pre-annotate" concur/non-concur or remarks for reviewing and final approving officers.

5.2.4.2.2. After final approval, the examinee will review AF Form 8 and sign and date the form at the bottom. This signature certifies the individual has seen the form, been briefed on its contents, and understands his or her current qualification status

and any restrictions or AT that have been imposed. It does not imply agreement or approval of the contents.

5.2.5. Section IV—Comments. Use the following headings as applicable in the space provided on the reverse side of the form:

5.2.5.1. Mission Description. The mission description should be a brief and meaningful narrative providing supervisors with a summary of all information pertinent to the mission and practical events conducted during the evaluation. This narrative should not use terminology or acronyms unique to a unit or location. It should include, as a minimum, whether a live or simulation scenario was conducted, the number and type of participants, type of events, and equipment limitations or problems experienced. It will also include the airspace, type of control provided, a summary of events conducted, and equipment limitations or problems experienced. This summary should not recreate the entire mission but provide an overview. All events will be listed in chronological order and prefaced with First Event, Second Event, etc.

5.2.5.2. Discrepancies. Document discrepancies by annotating the grading area number, grading area title, (followed by any subarea title in parenthesis) grade awarded (Q-/U), annotation if discrepancy was debriefed and synopsis of discrepancy. Examiners must provide a detailed explanation of noted discrepancies to ensure examinee understanding. The discrepancy must clearly inform the supervisor of the action the examinee took or failed to take. If no discrepancies were noted, type “None.” If debriefing is the only action necessary, enter “Debriefed.” after the specific discrepancy.

5.2.5.3. Recommended Additional Training. Recommend training to improve performance for discrepancies identified, other than those that were debriefed. Record the position or area in which the AT is required. If there is no recommendation, type “None.”

5.2.5.4. Additional Comments. Usually an optional paragraph, comments in this section are restricted to significant information dealing with the examinee's performance that is not documented elsewhere. Efficiency report-type comments or comments comparing the examinee to other individuals are prohibited. Comments are mandatory for those failing a RECHECK and for evaluations that were not completed prior to the end of the eligibility period. In this case, the SEE will include a short explanation of the circumstances surrounding the late evaluation and will detail why a RECHECK is now required. If there are no comments, type in “None”.

5.2.5.4.1. Document any commendable items under Additional Comments using the following format: “Commendable” followed by grading area number, grading area title (followed by any subarea title in parenthesis) and examiner’s description of commendable circumstances.

5.2.5.4.2. If an alternate evaluation method is used to satisfy a part of the positional phase requirements, enter area number, area title, reason not accomplished in the normal method, alternate evaluation method used and date.

5.2.5.4.3. Document individual or group waivers applicable to the evaluation.

5.2.5.4.4. Incorporate the information contained in any applicable MFRs (e.g., extension, waivers). MFRs become a permanent part of the FEF only when the Major

discrepancy addressed by the MFR is not addressed or corrected by a later AF Form 8.

5.2.5.5. Reviewing Officer's Remarks. Any comments or exceptions to the examiner's remarks are indicated here or "None."

5.2.5.6. Final Approving Officer's Remarks. Any comments or exceptions to the examiner's or reviewing officer's remarks are indicated here or "None."

5.2.5.7. Non-concurrence by Reviewing and Final Approving Officers. The reviewing and final approving officers will ensure the recommended AT is adequate to correct the noted deficiencies. If a reviewing or final approving 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.

5.2.6. Commander Directed Downgrade Guidance. Any commander (squadron or above) in the member's chain of command may direct a downgrade to an intermediate level of qualification or unqualified status without administering an evaluation under the following guidance:

5.2.6.1. For flying-related cases, use for cause only, for example, breach of flight safety - including incidents not observed by an examiner, or observed, but by an examiner of another specialty.

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

5.2.6.3. Commanders will direct local Stan/Eval function to prepare an AF Form 8 as follows:

5.2.6.3.1. Section I.

5.2.6.3.1.1. Organization and Location. Complete Name, Rank, last 4 of SSAN, and organization and office symbol blocks as detailed in par 5.2.2.

5.2.6.3.1.2. Crew Position. Enter the crew member's downgraded crew position. If the individual is to be downgraded to a different status and the commander has no intention of reinstatement, enter the status /position to which he will be qualified (e.g., live positional instructor downgraded to simulation positional instructor but could maintain BMC status).

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

5.2.6.3.2. Section II:

5.2.6.3.2.1. Enter the qualifications to be downgraded with the date of the situation that caused the downgrade in the appropriate flight or ground phase blocks.

5.2.6.3.2.2. Grade and/or qualification level. Enter "3" if downgrade is permanent. Enter "2" if temporary until AT, if required, can be accomplished.

5.2.6.3.2.3. Enter the AT due date, if required.

5.2.6.3.2.4. Expiration Date of Qualification. Enter “N/A” for individuals downgraded to Unqualified.

5.2.6.3.2.5. In the comments section type “commander-directed downgrade” followed by any restrictions, a detailed narrative of the situation causing the downgrade, related comments, any AT requirements and/or actions necessary to regain qualification.

5.2.6.3.3. Section III. Only the commander directing the downgrade and the individual concerned will sign the AF Form 8. The directing commander will sign in the final approving officer block and “X” the remarks block.

5.3. Suspenses

5.3.1. Temporary Qualification letters (or AF Form 8A) will be issued for all evaluations (INIT QUAL, QUAL, OBJ). Use the memorandum format at Attachment 4 as a temporary record of the qualification results. A temp QUAL letter should be generated by each examiner administering a portion of the eval until it is completed. Place temporary qualification memorandums in section II of the individual's EF within 24 hours after completion of the evaluation. The certificate will be signed by the SEE and the unit chief of Stan/Eval after his review. Temporary qualification memorandums need not be typed. Only one temporary qualification letter (if given by the same SEE) is required at the completion of the evaluation for a combined evaluation. Do not remove the temporary qualification certificate from the FEF until AF Form 8 is routed and complete.

5.3.2. Each unit will develop procedures to ensure tracking of AF Form 8.

5.3.3. Units will complete all reviews and approvals, and file the completed AF Form 8 or in the EF within 30 days (2 UTAs) of the completed positional evaluation.

5.4. Completion of AF Form 4144. The SEE can use this form to record the events of the evaluation. Use it as a working copy, a guide to conduct the evaluation, or to debrief the examinee. Maintain the form according to local procedures. If used, complete the form as follows (**T-2**):

5.4.1. Type of Evaluation. Enter the type of evaluation as initial, recurring, SPOT, instructor qualification, etc.

5.4.2. Date. Date of portions of evaluation observed.

5.4.3. Duty Position. Enter the qualification type and position, for example, BMC/WD.

5.4.4. Examiner. Enter the grade and last name of the examiner.

5.4.5. Evaluation Areas. This should be overprinted with the individual unit's evaluation criteria task areas. Enter an “X” in the rating box for Q, Q-, or U in each individual evaluation area.

5.4.6. Remarks. This section is for SEEs use. Recommended use is as a guide for debriefing.

5.5. Flight Evaluation Folder (FEF). The FEF is designed to maintain those basic source documents that provide a history of each individual's qualifications. An FEF must be established for each crewmember maintaining a qualification status of BMC or positional instructor (live or simulated). (**T-2**) The FEF must include the following evaluation records: AF Form 8 or AF

Form 4143 and other computer-generated forms used to indicate qualification status. (T-2) The organization to which the individual is assigned or attached will maintain the FEF. Individuals assigned or attached to other than US Air Force units may use the appropriate format of the service to which they are attached. The unit chief of Stan/Eval is responsible for maintaining the FEF.

5.5.1. Contents of the FEF. The FEF is comprised of two sections:

5.5.1.1. Section 1 is on the left side of the folder. Place AF Form 3132 or AF Form 942 in chronological order, with the most recent on top. Extract pertinent information from AF Form 8 and make it a permanent part of the folder. A one-line entry is required for each change in MAJCOM and change in organization down to the unit level. Use a one-line entry for each positional evaluation. AF Form 942, Record of Evaluation. The AF Form 942 is an index providing pertinent information extracted from all the AF Forms 8s accomplished by the individual. The AF Form 942 is very similar to the AF Form 3132 and is detailed in AFI 11-202 Volume 2, AETC Supplement. (**NOTE:** The AF Form is 942 mandatory for 607 ACS in lieu of the AF Form 3132). Complete AF Form 3132, as follows:

5.5.1.1.1. Name. Print or write.

5.5.1.1.2. MAJCOM. Enter AETC.

5.5.1.1.3. Unit. Enter the individual's assigned unit.

5.5.1.1.4. Type System. Enter the type system, for example, MCS or BCS-T.

5.5.1.1.5. Crew Position. Enter the qualification type and position, for example, BMC/WD.

5.5.1.1.6. Type Evaluation. Enter type of evaluation as INIT QUAL, QUAL, SPOT, RQ QUAL, RECHECK, or SEE objectivity.

5.5.1.1.7. Qualification Level. Enter Q1, Q2, or Q3. For SEE objectivity evaluations, enter Q or "UQ."

5.5.1.1.8. Date Completed. Enter the date completed; which is the same date entered in the "Date Completed" block in the upper right-hand corner of the AF Form 8 or AF Form 4143.

5.5.1.1.9. Primary/Secondary Duty Position. Enter the primary and secondary qualifications, as applicable.

5.5.1.1.10. Review Date: Enter date any review accomplished such as described in Par 5.6.4.

5.5.1.1.11. Except where specifically noted otherwise use upper and lower case letters.

5.5.1.1.12. Requirements for font, indentation, and justification (right, left or centered) of data are not specified.

5.5.1.1.13. Use each form until it is completely filled. If additional blocks are not needed, Z out any unused blocks.

5.5.1.1.14. Do not annotate a change of MAJCOM if the individual is receiving an evaluation from an evaluator in a different MAJCOM unless the individual is enrolled in a formal training program.

5.5.1.1.15. Computer Generated AF Form 942. Computer generated forms may be used as long as cumulative entries are retained. Electronic copies of the AF Form 942 or Form 3132 should be forwarded with the EF when the individual moves to a new squadron.

5.5.1.2. Section 2 (qualification history) is on the right side of the folder. This section contains AF Form 8, AF Form 4143, and other MAJCOM evaluation forms for all operations positions in which qualification is now or was previously maintained. Maintain all positional evaluation forms to provide a history of evaluations administered. File in chronological order with the most recent on top. If evaluation forms are not available for a specific period, then make a line entry on AF Form 3132 or AF Form 942, stating the forms are unavailable. An MFR should be placed in the appropriate chronological spot where the affected forms would have been found. The MFR must explain the disposition of the affected records and how the member's qualifications were checked to ensure that qualifications/currencies were maintained despite the lack/loss of records.

5.5.2. Description of Folders. Units are encouraged to use evaluation folders from other units providing the following caveats are met:

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

5.5.2.2. Standard 2 3/4 inch metal fasteners may be used.

5.5.2.3. Affix a label bearing the individual's name and last four of their SSAN to the inside back cover so that the folder may be identified when filed. Include additional information on the label if required.

5.5.2.4. Folders must bear the "Privacy Act" statement or a "For Official Use Only" label/stamp on both sides of the folder.

5.5.3. Transfer of EF. PCS individuals will hand-carry EF records to the next unit of assignment. If an electronic method is used to maintain the records, then the records may be transferred via electronic means.

5.5.4. Review of EF. The unit chief of Stan/Eval will conduct an initial review of the EF for all newly assigned personnel to verify their qualification. Document the initial review on the AF Form 3132 or AF Form 942. The unit chief of Stan/Eval will initiate action to obtain any material that is required and not on file.

5.5.4.1. CCV staff will conduct a Posting Review whenever a new AF Form 8 is filed. The review will ensure that the contents of previously filed MFRs/waivers affecting the AF Form 8 have been added to the document that is about to be filed. Once the permanent AF Form 8 is fully signed/filed, the MFRs will be removed from the FEF. Minor discrepancies not affecting qualifications can be annotated on a locally generated minor discrepancies log and kept in Part 1 behind last AF Form 3132.

5.5.4.2. The Stan/Eval function will annually review all assigned and attached aircrew members' EFs. Document reviews on the AF Form 3132 or AF Form 942 as "Annual Review."

5.5.4.3. MFRs

5.5.4.3.1. MFRs documenting waivers, extensions, and/or unusual circumstances to potentially be included in an AF Form 8/8a are filed on top of the affected AF Form 8/8a.

5.5.4.3.1.1. Incorporate the information contained in the MFR onto the affected AF Form 8 under Examiner Remarks paragraph D, Additional Comments, when action is complete.

5.5.4.3.1.2. Once MFR information is incorporated onto the AF Form 8, remove the MFR from the FEF.

5.5.4.3.2. Expiration Date Extensions

5.5.4.3.2.1. On the expiration date extension MFR specify extension authority, the new expiration date, and a brief description of the extension.

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

5.5.4.3.3. Permanent MFRs. MFRs become a permanent part of the FEF only when a Major discrepancy addressed by the MFR is not addressed or corrected by a later AF Form 8 or an unusual circumstance cannot be documented any other way.

5.5.4.4. FEF Discrepancies. FEF Discrepancies include those of the AF Form 8 and AF Forms 3132/942 documentation.

5.5.4.4.1. Major Discrepancies. Discrepancies that alter the qualification of the affected crewmember.

5.5.4.4.1.1. Major discrepancies are documented on a permanent MFR filed in Section II immediately above the affected AF Form 8 or in chronological order for items other than those found on AF Forms 8.

5.5.4.4.1.2. Major discrepancies are test scores, dates of evaluation/testing, signatures, restrictions, etc., items that directly relate to the qualification of an individual.

5.5.4.4.1.3. MFRs documenting similar major discrepancies found on multiple AF Form 8s will be filed on top of the latest affected AF Form 8.

5.5.4.4.2. Minor Discrepancies. Discrepancies that do not alter the qualification/certification of the affected crewmember (e.g. typos, formatting and misspellings).

5.5.4.4.2.1. . Minor discrepancies will be annotated on a minor discrepancy log, located behind the AF Form 942 and 4348 (if used), in Section I of the FEF.

Chapter 6

QUAL EVALUATION OF THE AIR WEAPONS OFFICER (AWO) AND WEAPONS DIRECTOR (WD)—607 ACS ONLY

6.1. General. This chapter contains the criteria specifying the tasks required of a WD or AWO QUAL Evaluation consistent with those of AFI 13-1CRC Vol. 2. Should conflicts between criteria specified in this chapter and AFI 13-1CRC Vol. 2 arise, AFI 13-1CRC Vol. 2 criteria take precedence. Mandatory evaluation areas are listed in Table 6.1.

6.1.1. Evaluation Objectives

6.1.1.1. QUAL Evaluation. The examinee must demonstrate the ability to operate safely and effectively IAW appropriate technical orders, manuals, directives, and operating procedures. Qualification evaluations will encompass all areas identified in the evaluation matrix. **(T-2)** The examinee must demonstrate a degree of knowledge and proficiency essential for successful mission accomplishment and safety of flight.

6.1.1.2. WD/AWO qualification evaluations will be conducted on a live mission (to the maximum extent possible) or high fidelity sim mission (example: Network Training Center (NTC)/Full Mission Trainer (FMT)/Distributed Mission Operations (DMO). **(T-2)** The control mission profile must meet the minimum requirements of **Paragraphs 6.1.1.4.1 through 6.1.1.4.3 (T-2)** SEEs will make the determination as to whether briefed/conducted control activities fulfill control requirements. The live/virtual mission does not have to conform to a specific profile (e.g., Offensive or Defensive Counter-air) if the unit is unable to schedule aircraft to conduct such a mission. During the QUAL evaluation, Counter-air and Air Refueling control must be evaluated. **(T-2)** Tasks not observed and assessed during the normal course of the evaluation will be evaluated separately while the examinee is on position. **(T-2)**

6.1.1.3. The evaluation will be conducted in controlled radar and communications jamming environment; otherwise, radar and communications jamming may be simulated. **(T-2)** When possible, the evaluation will be conducted with a full operational crew.

6.1.1.4. The examinee must control one Counter-air and one Air Refueling mission to complete the evaluation. **(T-2)**

6.1.1.4.1. Counter-air missions will be conducted where weapons examinees provide tactical or broadcast control, with a minimum of one intercept, as briefed by the aircrew. **(T-2)** The control will be provided to at least two separate fighters/elements simultaneously committed against a minimum of two targets. **(T-2)** The examiner will ensure the weapons examinee participates in all phases of the mission. **(T-2) NOTE:** It is not a requirement for this mission to result in a maneuvering dogfight.

6.1.1.4.2. Air refueling evaluations require control be provided to at least two separate receivers rendezvousing on one or more tankers. **(T-2)** The weapons examinee is to demonstrate a close control rendezvous. **(T-2)** Switch actions will be used at the discretion of the examinee.

Table 6.1. Mandatory WD/AWO Qualification Evaluation Areas

| Evaluation Areas |
|--|
| General |
| 1. Mission Planning |
| 2. Briefing/Debriefing |
| 3. Equipment Setup and Checkout |
| 4. Console Operations and Displays |
| 5. Positional Changeover Briefing (N/A) |
| 6. Emergency Action Procedures and Equipment |
| 7. Authentication Procedures (N/A) |
| 8. COMSEC (CRITICAL) |
| 9. Safety (CRITICAL) |
| 10. Aircraft Emergency (CRITICAL) |
| Tactical Employment |
| 11. Coordination (CRITICAL) |
| 12. Crew Discipline (CRITICAL) |
| 13. Radio/Telephone (R/T) Procedures |
| 14. Electronic Protection (EP) Operations (N/A) |
| 15. Anti-Radiation Missile (ARM) Procedures (N/A) |
| 16. Battle Management |
| 17. Crew Leadership (N/A) |
| 18. Airspace Management |
| 19. Assumption of Control |
| 20. Counter-air Mission |
| 21. Counterland Mission (N/A) |
| 22. Air Refueling Mission (SIM only for IQT students) |
| Note: Areas 5, 7, 14, 15, 17, and 21 are N/A to the Qualification Evaluation, but are shown only for cross referencing with AFI 13-1CRC Vol 2 Areas. |

6.2. Evaluation Criteria.**6.2.1. AREA 1—MISSION PLANNING**

6.2.1.1. **Q.** Extracted information from mission planning documents required to plan and execute the tasked mission IAW AFTTP 3-1 General Planning and operations directives. Extracted Rules of Engagement (ROE) information and assisted in mission planning as applicable. Participated in and extracted pertinent information from a briefing with the aircrew as applicable. Read and initialed all items in the OIF and/or read files.

6.2.1.2. **Q-.** Extracted information from mission planning documents required to plan and execute the tasked mission. Extracted ROE information and assisted in mission

planning as applicable. Participated in and extracted pertinent information from a briefing with the aircrew as applicable. Read and initialed all items in the OIF and/or read files. Committed errors or omissions that did not adversely affect mission accomplishment.

6.2.1.3. **U.** Failed to extract mission planning information required to execute the tasked mission. Failed to extract ROE information. Did not participate in or extract pertinent information from a briefing with the aircrew as applicable. Failed to read and/or initial all items in the OIF and/or read files. Committed errors or omissions that jeopardized mission accomplishment.

6.2.2. AREA 2—BRIEFING/DEBRIEFING

6.2.2.1. **Q.** Attended and participated in all required briefings/debriefings and extracted/provided all necessary information. Performed briefings/debriefings in an organized, logical sequence IAW applicable directives. Briefed all areas necessary to conduct tasked mission(s) and conducted aircrew briefings/debriefings IAW AFI 11-214 and other directives. Provided constructive feedback on team and individual performance. Provided specific instructional fixes to correct errors, and requested inputs from others. Summarized mission execution, identified lessons learned, and compared mission results with crew objectives.

6.2.2.2. **Q-.** Attended and participated in all required briefings/debriefings. Briefed areas necessary to conduct the mission and/or conducted briefings/debriefings with aircrew with errors or omissions that did not jeopardize mission accomplishment. Did not effectively establish nor maintain team concept or environment for open communications and feedback.

6.2.2.3. **U.** Failed to attend and participate in all required briefings/debriefings. Conducted crew and aircrew briefings/debriefings with errors or omissions that jeopardized mission accomplishment. Failed to ensure the crew was thoroughly briefed on all aspects of the mission. Failed to establish and maintain team concept and environment for open communications and feedback.

6.2.3. AREA 3—EQUIPMENT SETUP AND CHECKOUT

6.2.3.1. **Q.** Ensured operational checks were completed on all equipment before mission. Ensured equipment outages were reported. Ensured the required radios were available, frequencies assigned, and cryptographic equipment loaded and configured. Configured the Voice Control Access System (VCAS) for operations as required and accessed as needed IAW checklists. Setup and operated the Operator Console Unit Workstation (OCUWS) to optimize situational awareness IAW checklists. Directed data base loads and approved changes to data base information.

6.2.3.2. **Q-.** Ensured operational checks were completed on all equipment before mission. Ensured equipment outages were reported. Ensured the required radios were available, frequencies assigned, and cryptographic equipment loaded and configured. Configured the VCAS for operations as required and accessed as needed IAW checklists. Setup and operated the OCUWS to optimize situational awareness IAW checklists. Directed data base loads and approved changes to data base information. Committed errors or omissions that did not adversely affect mission accomplishment.

6.2.3.3. **U.** Failed to ensure operational checks were completed on all equipment before mission. Failed to ensure equipment outages were reported. Failed to ensure the required radios were available, frequencies assigned, and cryptographic equipment loaded and configured. Failed to configure the VCAS for operations as required and accessed as needed IAW checklists. Failed to setup and operate the OCUWS to optimize situational awareness IAW checklists. Failed to direct data base loads and approved changes to data base information. Committed errors or omissions that could have jeopardized mission accomplishment.

6.2.4. AREA 4—CONSOLE OPERATIONS AND DISPLAYS

6.2.4.1. **Q.** Interpreted, initiated, and updated data for computer displays. Accomplished switch actions and responded to alarms and alerts. Used situation displays and switch actions to optimize situation awareness.

6.2.4.2. **Q-.** Interpreted, initiated, and updated data for computer displays. Accomplished switch actions and responded to alarms and alerts. Used situation displays and switch actions to optimize situation awareness. Committed errors or omissions that did not adversely affect mission accomplishment.

6.2.4.3. **U.** Failed to interpret, initiate, and update data for computer displays. Failed to accomplish switch actions and respond to alarms and alerts. Used situation displays and switch actions to optimize situation awareness. Committed errors or omissions that jeopardized mission accomplishment.

6.2.5. AREA 5—POSITIONAL CHANGEOVER BRIEFING (N/A)

6.2.6. AREA 6—EMERGENCY ACTION PROCEDURES AND EQUIPMENT

6.2.6.1. **Q.** Demonstrated thorough knowledge of emergency action procedures/equipment. Properly diagnosed emergency. Thoroughly familiar with additional emergency duties. Coordinated with other crew members without delay.

6.2.6.2. **Q-.** Committed errors, omissions or delays in emergency action procedures or had minor errors in knowledge of emergency procedures/equipment that did not result in an unsafe situation or jeopardize mission accomplishment.

6.2.6.3. **U.** Unsatisfactory knowledge of emergency action procedures/equipment. Misunderstood additional emergency duties. Improperly or ineffectively coordinated with other crew members causing errors, omissions, delays, or confusion that resulted in an unsafe situation and/ or jeopardized mission accomplishment.

6.2.7. AREA 7—AUTHENTICATION PROCEDURES (N/A)

6.2.8. AREA 8—COMMUNICATIONS SECURITY (COMSEC) (CRITICAL)

6.2.8.1. **Q.** Used and controlled COMSEC IAW established procedures.

6.2.8.2. **U.** Failed to use and control COMSEC IAW established procedures.

6.2.9. AREA 9—SAFETY (CRITICAL)

6.2.9.1. **Q.** Aware of and complied with all safety factors required for safe operation and mission accomplishment. Ensured appropriate safety checks were accomplished as needed. Ensured adequate coordination to prevent unsafe acts. Located safety hazards

and explained proper use of safety equipment. Located electrical, fire, and radiation safety hazards in the Operations Module (OM). Located and explained the proper use of fire extinguishers. Located and explained the use of the OM “Master Off” switch.

6.2.9.2. **U.** Was not aware of or did not comply with all safety factors required for safe operation or mission accomplishment. Failed to ensure appropriate safety checks were accomplished when needed. Failed to locate safety hazards and/or explain proper use of safety equipment. Failed to locate electrical, fire, and radiation safety hazards in the OM. Failed to locate and/or explain proper use of fire extinguishers. Failed to locate and/or explain the use of the OM “Master Off” switch. Committed errors or omissions that could have jeopardized safety and/or mission accomplishment or resulted in an unsafe act.

6.2.10. **AREA 10—AIRCRAFT EMERGENCIES (CRITICAL)**

6.2.10.1. **Q.** Recognized the existence of an aircraft emergency. Assisted controlled aircraft experiencing an emergency in a timely manner. Coordinated responses IAW an emergency checklist. Entered the appropriate emergency point on the scope. Notified crew members of the aircraft emergency.

6.2.10.2. **U.** Failed to recognize an aircraft emergency. Failed to assist controlled aircraft experiencing an emergency. Failed to respond in a timely manner. Did not follow the aircraft emergency checklist. Failed to enter an appropriate emergency point on the scope. Did not notify crew members of aircraft emergency. Committed errors or omissions that led to the loss of the aircraft and/or aircrew, or jeopardized mission accomplishment.

6.2.11. **AREA 11—COORDINATION (CRITICAL)**

6.2.11.1. **Q.** Coordinated with the mission crew to ensure equipment and assets were available and used to accomplish the assigned mission. Ensured coordination and information flow within the section and cross-sections as required.

6.2.11.2. **U.** Failed to coordinate with the mission crew to ensure equipment and assets were available and used to accomplish the assigned mission. Failed to ensure coordination and information flow within the section and cross-sections as required. Committed errors or omissions that jeopardized mission accomplishment.

6.2.12. **AREA 12—CREW DISCIPLINE (CRITICAL)**

6.2.12.1. **Q.** Demonstrated strict professional crew discipline throughout all phases of the mission. Executed the assigned mission in a timely and efficient manner.

6.2.12.2. **U.** Failed to exhibit strict crew discipline. Violated or ignored rules or instructions. Decision or lack thereof resulted in failure to accomplish the assigned mission. Demonstrated poor judgment to the extent, that safety or mission accomplishment was compromised.

6.2.13. **AREA 13—RADIO/TELEPHONE (R/T) PROCEDURES**

6.2.13.1. **Q.** Employed R/T procedures IAW AFI 11-214 and AFTTP 3-1. Acknowledged all communications.

6.2.13.2. **Q-** Employed R/T procedures with errors or omissions that did not jeopardize mission accomplishment. Performance included errors, omissions, or delays that did not jeopardize mission accomplishment or safety.

6.2.13.3. **U.** Failed to employ R/T procedures IAW AFI 11-214 and AFTTP 3-1. Did not acknowledge all communications.

6.2.14. AREA 14—ELECTRONIC PROTECTION (EP) OPERATIONS (N/A)

6.2.15. AREA 15—ANTI-RADIATION MISSILE (ARM) PROCEDURES (N/A)

6.2.16. AREA 16—BATTLE MANAGEMENT

6.2.16.1. **Q.** Committed weapons resources to counter the threat IAW theater ROE. Coordinated and/or established CAP and hand-over/recovery points as required. Managed air refueling assets and AOR fuel requirements. Coordinated airborne orders and scramble/divert alert aircraft when directed or delegated.

6.2.16.2. **Q-** Committed weapons resources to counter the threat IAW theater ROE. Coordinated and/or established CAP and hand-over/recovery points as required. Managed air refueling assets and AOR fuel requirements. Coordinated airborne orders and scramble/divert alert aircraft when directed or delegated. Committed errors or omission that did not adversely affect mission accomplishment.

6.2.16.3. **U.** Failed to commit weapons resources to counter the threat IAW theater ROE. Failed to coordinate and/or establish CAP and hand-over/recovery points as required. Failed to manage air refueling assets and AOR fuel requirements. Failed to coordinate airborne orders and scramble/divert alert aircraft when directed or delegated. Committed errors or omissions that jeopardized mission accomplishment.

6.2.17. AREA 17—CREW LEADERSHIP (N/A)

6.2.18. AREA 18—AIRSPACE MANAGEMENT

6.2.18.1. **Q.** Complied with airspace management requirements and restrictions IAW procedures. Initiated airspace requests, and verified airspace restrictions and limitations IAW applicable directives. Ensured all efforts were made to keep controlled aircraft inside the lateral and vertical confines of the airspace in a timely manner.

6.2.18.2. **Q-** Complied with airspace management requirements and restrictions IAW procedures. Initiated airspace requests, and verified airspace restrictions and limitations IAW applicable directives. Ensured all efforts were made to keep controlled aircraft inside the lateral and vertical confines of the airspace in a timely manner. Committed errors or omissions that did not jeopardize mission accomplishment.

6.2.18.3. **U.** Failed to comply with airspace management requirements and restrictions IAW procedures. Failed to initiate airspace requests, and did not verify airspace restrictions and limitations IAW applicable directives. Failed to ensure all efforts were made to keep controlled aircraft inside the lateral and vertical confines of the airspace in a timely manner. Committed errors or omissions that could have jeopardized mission accomplishment.

6.2.19. AREA 19—ASSUMPTION OF CONTROL

6.2.19.1. **Q.** Located mission aircraft using reported position, Identification Friend or Foe/Selective Identification Feature (IFF/SIF), Precise Participant Location and Identification (PPLI), pilot maneuvering and/or external sources in a timely manner. Voiced “contact/negative contact” as appropriate. Passed or confirmed altimeter IAW local or theater procedures. Provided aircrew with a working frequency and/or net and time of day (TOD) when applicable. Provided aircrew a situation update. Conducted IFF/SIF checks and advised aircrew of status. Conducted radar handoffs IAW procedures.

6.2.19.2. **Q-.** Located mission aircraft using reported position, IFF/SIF, PPLI, pilot maneuvering and/or external sources in a timely manner. Voiced “contact/negative contact” as appropriate. Passed or confirmed altimeter IAW local or theater procedures. Provided aircrew with a working frequency and/or net and TOD when applicable. Provided aircrew a situation update. Conducted IFF/SIF checks and advised aircrew of status. Conducted radar handoffs IAW procedures. Committed errors or omissions that did not jeopardize mission accomplishment.

6.2.19.3. **U.** Failed to locate aircraft using reported position, IFF/SIF, PPLI, pilot maneuvering and/or external sources in a timely manner. Failed to voice “contact/negative contact” as appropriate. Did not pass or confirm altimeter IAW local or theater procedures. Failed to provide aircrew with a working frequency and/or net and TOD when applicable. Did not provide aircrew a situation update. Failed to conduct IFF/SIF checks and advise aircrew of status. Failed to comply with procedures for conducting radar handoffs. Committed errors or omissions that could have jeopardized mission accomplishment.

6.2.20. AREA 20—COUNTERAIR MISSION

6.2.20.1. **Q.** Controlled aircraft using radar and/or IFF/SIF presentations consistent with continuum of control. Controlled operations that effectively protected assets and/or accomplished the mission. Kept aircraft informed of all factor groups through "Picture" and threat calls. Provided/updated threat information (to include changes in targets and enemy order of battle) to aircraft under control. Threat information is accurate to within 10 degrees and 3 nm, or as briefed by flight lead. Identified all factor groups as able. Positioned aircraft to accomplish mission objectives IAW AFI 11-214 and AFTTP 3-1 General Planning consistent with briefed mission, rules of engagement, operations directives, and aircraft capabilities.

6.2.20.2. **Q-.** Controlled aircraft with errors or omissions that did not jeopardize mission accomplishment.

6.2.20.3. **U.** Controlled aircraft with errors or omissions that jeopardized mission accomplishment. Positioning was not consistent with continuum of control, rules of engagement, operations directives and/or mission objectives.

6.2.21. AREA 21—COUNTERLAND MISSION

6.2.21.1. **Q.** Controlled or provided positioning assistance to aircrews using radar and/or IFF/SIF presentations. As required/requested, provided vectoring assistance to route or

target points to place aircraft in a position to accomplish mission IAW AFI 11-214 and AFTTP 3-1 General Planning consistent with briefed mission, ROE, operations directives and aircraft capabilities. Provided/updated threat information (to include changes in targets and enemy order of battle) to aircraft under control. Threat information is accurate to within 10 degrees and 3 nm, or as briefed by flight lead or mission commander. Provided minimum risk/safe passage and flight join up assistance as required/requested.

6.2.21.2. **Q-**. Controlled or provided positioning, vectoring, safe passage, or join up assistance with errors or omissions that did not jeopardize mission accomplishment.

6.2.21.3. **U**. Controlled or provided positioning, vectoring, safe passage, or join up assistance with errors or omissions that jeopardized mission accomplishment.

6.2.22. **AREA 22—AIR REFUELING MISSION**

6.2.22.1. **Q**. Controlled or provided positioning assistance to aircrews using radar and/or IFF/SIF presentations with a minimum of one close control rendezvous. Prioritized refueling activity and placed receivers and/or tankers in a position within air refueling parameters to accomplish mission objectives IAW AFI 11-214 and AFTTP 3-1 General Planning, and consistent with aircraft capabilities. Demonstrated RV Alpha and RV Delta tactics. Provided/updated threat information (to include changes in targets and enemy order of battle) to aircraft under control. Threat information is accurate to within 10 degrees and 3 nm. Obtained and disseminated post-refueling offload information as required. Maintained SA.

6.2.22.2. **Q-**. Controlled or provided positioning assistance to aircrews with errors or omissions that did not jeopardize mission accomplishment.

6.2.22.3. **U**. Controlled or provided positioning assistance to aircrews with errors or omissions that jeopardized mission accomplishment. Final positioning was not within air refueling parameters IAW AFI 11-214.

Chapter 7

QUAL EVALUATION OF THE AIR WEAPONS OFFICER (AWO) AND WEAPONS DIRECTOR (WD)

Section 7A— Evaluation Procedures and Instructions **Note:** This section contains criteria applicable to AWO & WD positional evaluations, excluding CRC evaluations at the 607 ACS unless noted otherwise.

7.1. QUAL Evaluation. The minimum event for the basic qualification is a live counter air mission or air-to-surface mission. **(T-2)** The examinee must demonstrate a degree of knowledge and proficiency essential for successful mission accomplishment, profile execution, and safety of flight. Examinee will be evaluated on all phases of a given control mission while aircraft are on their assigned frequency. **(T-2)**

7.2. Specific Profiles. WD/AWO qualification evaluations will be conducted on live missions (to the maximum extent possible) or high fidelity sim mission (example: Network Training Center (NTC)/Full Mission Trainer (FMT)/Distributed Mission Operations (DMO). **(T-2)** Additionally, the SEE is responsible for determining whether briefed or conducted control activities meet qualification requirements. With the exception of the air combat training or dissimilar air combat training (air-to-air) portion of the evaluation, the missions conducted have to conform to specific profiles as defined by the OG/OGV. **(T-3)** If the individual is designated to be live air refueling (AR) certified by the squadron operations officer (DO), the evaluation may include a live AR sortie. Live certification in AR will be annotated, using a letter of Xs. **(T-2)**

7.2.1. Live Counter-air Mission. Conduct a live air-to-air or air-to-surface mission where the AWO/WD provides control to high performance aircraft as briefed by the aircrew. **(T-2)** An INIT QUAL or QUAL may be conducted using general aviation contract aircraft only if it is representative of duties based on qualification or lookback. To meet evaluation requirements, missions should consist of at least two engagements or a single continuous engagement lasting more than 10 minutes.

7.2.1.1. Control should be provided to fighters or elements (blue air) against adversaries (red air) who are cleared for evasive maneuvering. The SEE will ensure that the AWO/WD participate in all phases of the mission. **(T-2)** Another controller on a separate frequency may control the adversaries. The SEE will determine whether the examinee controls blue air or red air.

7.2.1.2. If a mission is scheduled or degrades to a two-versus-one engagement, the SEE will determine the mission's suitability for an evaluation based on the workload of the examinee. **(T-2)** The SEE will determine whether the examinee controls blue air or red air. **(T-3)** A two-versus-one engagement is the minimum sufficient to meet evaluation requirements. **(T-2)**

7.2.2. Aerial Refueling (AR) Operations.

7.2.2.1. Conduct an AR operation where control is provided to at least one receiver. **(T-2)** The AWO/WD must demonstrate proficiency on AR tactics using the continuum of control dictated by the mission requirements, available equipment, weather conditions

and consistent with procedures outlined in ATP-56, Part 2, Annex 1. (T-2) This evaluation will consist of a complete AR operation, from anchor activation to the return of the airspace block. (T-2)

7.2.2.2. Evaluations may be scheduled for an AR operation with more than one tanker (cell) or receivers. Increased difficulty level over single tanker operations does not prohibit the requirement to achieve rendezvous criteria outlined in Area 14, Air Refueling Operations Positioning.

7.2.2.3. The examinee will have two opportunities to meet criteria for a RV Alpha or RV Delta rendezvous. (T-2) Failure to achieve parameters in two attempts will result in a rating of U for Area 14. (T-2)

7.2.2.4. If, due to mission degradation, the examinee is unable to complete the AR, then they may be accomplished in the SIM/FMT using the same evaluation criteria. Annotate the AF Form 8 in the remarks section indicating the SIM/FMT portions of the evaluation that must be evaluated under live conditions for the next recurring evaluation. (T-3)

7.2.3. Air-to-Surface Event. The AWO/WD directs at least one flight of aircraft conducting air-to-surface tactics against a ground objective. (T-2) Weapons personnel will provide tactical or broadcast control to an aircraft or flight of aircraft where flight integrity is maintained that enters an air-to-surface tactical engagement. (T-2) To meet mission requirements, the mission should consist of at least two engagements, or a single engagement lasting at least 10 minutes.

7.2.4. Critical Areas. Certain areas require a degree of knowledge and proficiency absolutely mandatory for successful mission accomplishment. Consequently, a U rating in any of the following critical areas will result in an overall grade of Q3: Area 5, Crew Coordination, Area 16, Safety of Flight, Area 17, Aircraft Emergencies, and Area 18, Equipment Safety Procedures. (T-2) In addition, Area 41 (Ground Safety Hazards) and Area 42 (OPSEC/COMSEC/Authentication) are also considered critical areas for CRC evaluations only and a U rating in either of those areas will result in an overall grade of Q3 for CRC evaluations. (T-2)

7.2.5. Receiving a U Rating in Area 14. An examinee that receives a U rating in Area 14 is prohibited from conducting live AR operations unsupervised. (T-2) However, if this is the only area rated U, the examinee will still be qualified to perform duties on air-to-air missions. (T-3) The additional comments section of the AF Form 8 will contain the statement, "Not air refueling certified." Once the Training Requirement (TR) is complete, annotate as "air refueling certified." (T-2)

7.3. Evaluation Objective. The examinee must demonstrate the ability to operate safely and effectively according to technical orders, Federal Aviation Administration (FAA) regulations, and other operational directives. (T-2)

Section 7B—Qualification Criteria

7.4. Areas and Ratings. Paragraphs 7.5 through 7.25 provide the different qualification areas, possible ratings for each, and definitions of the ratings (Q, Q-, and U, as applicable) for each area. Unless otherwise noted in the area, each area is applicable to evaluations for AWO/WD regardless of location or system.

7.5. Area 1—Mission Planning

7.5.1. **Q.** Properly annotated forms and complied with guidance in the operations information file (OIF) prior to mission execution. Noted all factors applicable to mission execution; for example, number and type aircraft, call signs, planned scenarios or tactics, blocks, airspace and limitations, and radio frequencies. Reviewed mission guides, airspace and radio limitations, and emergency and no radio (NORDO) procedures. Developed a sound plan of action to accomplish the mission IAW AFTTP 3-1. Was aware of alternatives available if mission couldn't be completed as planned. Was prepared at briefing time. Ensured Operational Risk Management (ORM) checklist was signed off.

7.5.2. **Q-.** Forms were incomplete and/or failed to comply with guidance in the OIF. Resulting omissions noted in mission planning did not jeopardize the outcome of the mission, but caused delays, and detracted from mission accomplishment.

7.5.3. **U.** Forms were incomplete and/or failed to comply with guidance in the OIF. Resulting omissions compromised mission execution or safety of flight. Major errors in mission planning prevented safe and effective mission accomplishment. Faulty knowledge of operations and/or procedures prevented meaningful contribution to aircrew briefing. Was not prepared at briefing time. Did not sign off ORM checklist.

7.6. Area 2—Briefings/Debriefings

7.6.1. **Q.** Attended all required briefings and/or debriefings and extracted and/or provided all necessary information. Performed briefings and /or debriefings in an organized, logical sequence according to applicable directives. Planned all areas necessary to conduct tasked mission(s) and conducted aircrew briefings and/or debriefings according to AFI 11-214, Air Operations Rules and Procedures, AETC supplement, and other directives.

7.6.2. **Q-.** Attended all required briefings and/or debriefings. Extracted and/or provided information or performed briefings and/or debriefings with errors or omissions that did not jeopardize mission accomplishment. Planned all areas necessary to conduct tasked missions and conducted aircrew briefings and/or debriefings with errors or omissions that did not jeopardize mission accomplishment.

7.6.3. **U.** Failed to attend required briefings and/or debriefings. Extracted and/or provided information or performed briefings and/or debriefings with errors or omissions that could have jeopardized mission accomplishment. Planned all areas necessary to conduct tasked missions and conducted aircrew briefings and/or debriefings with errors or omissions that could have jeopardized mission accomplishment.

7.7. Area 3—Equipment Setup

7.7.1. **Q.** Followed technical manuals, operating guides, and other equipment-related instructions to build the best radar presentation and maximize console operations. Selected appropriate video maps, overlays, or intercept training areas. Recognized, corrected, and reported alerts, alarms, or system errors.

7.7.2. **Q-.** Committed obvious errors or deviations, but did not cause damage to equipment or jeopardize mission outcome.

7.7.3. **U.** Committed major errors or omissions with the potential to damage equipment or hinder mission accomplishment. Radar presentation or console setup jeopardized mission outcome.

7.8. Area 4—Airspace Coordination

7.8.1. **Q.** Complied with memorandums of agreement (MOA), letters of agreement (LOA), approved checklists, and local operating directives to confirm airspace, exchanged pertinent mission information (such as, call sign, frequency, phone number, etc.), and receives airspace restrictions. Coordinated with adjoining airspace users to verify communications. Conducted appropriate post-mission coordination according to MOAs and local directives. If WT is used, effectively supervised to ensure all requirements per written directives are followed.

7.8.2. **Q-.** Deviated from MOAs, LOAs, approves checklists, and/or local operating directives when coordinating airspace. Resulting errors did not jeopardize mission accomplishment, but created delays and/or confusion. Failed to properly coordinate with agencies working in adjacent airspace. If WT is used, failed to effectively supervise causing errors that did not jeopardize mission accomplishment, but created delays and/or confusion.

7.8.3. **U.** Committed major errors and/or omissions that compromised mission execution or created an unsafe working environment. Aircraft entered or remained in an unauthorized airspace without appropriate coordination.

7.9. Area 5—Crew Coordination (Critical)

7.9.1. **Q.** Coordinated with the mission crew to ensure equipment and assets were available and used to accomplish the assigned mission. Ensured coordination and information flow within the section and cross-sections as required. Provided direction and information when necessary. Focused crew attention on task at hand. Solicited inputs from other crewmembers when appropriate.

7.9.2. **U.** Failed to coordinate with the mission crew to ensure equipment and assets were available and used to accomplish the assigned mission. Failed to ensure coordination and information flow within the section and cross-sections as required. Committed errors or omissions that could have jeopardized mission accomplishment. Poor crew coordination seriously degrades mission accomplishment or safety of mission.

7.10. Area 6—Communications Selection and Use

7.10.1. **Q.** Demonstrated satisfactory ability to establish primary and alternate ground-to-ground and ground-to-air communications. Set and programmed frequencies, made required communication checks, and reported outages according to technical manuals and local directives.

7.10.2. **Q-.** Made errors in communications selection that impacted the ability to communicate with the aircrew or other agencies. Had difficulty establishing communications or was slow to react to errors. Did not establish or coordinate for alternate communications in a timely manner.

7.10.3. **U.** Errors and/or omissions created severe delays or prevented mission accomplishment.

7.11. Area 7—Sensors

7.11.1. **Q.** Corrected or reported degraded presentations. Recognized the presence of electronic or mechanical jamming or interference.

7.11.2. **Q-.** Errors and/or omissions resulted in degraded radar and identification friend or foe (IFF) presentation, or hindered mission effectiveness, but did not jeopardize overall mission.

7.11.3. **U.** Lack of system knowledge hindered mission outcome. Failed to recognize or compensates for the presence of electronic or mechanical jamming or interference.

7.12. Area 8—Weather Information

7.12.1. **Q.** Obtained and extracted essential weather information (including winds aloft for AR). Processed weather information, and provided updates to the aircrew upon notification of weather changes affecting the mission according to AFI 11-214, Air Operations Rules and Procedures, AETC supplement, and local directives. Relayed weather updates and recovers airbase status in a timely manner.

7.12.2. **Q-.** Errors and/or omissions of essential weather information caused delays in mission accomplishment, but does not jeopardize overall mission.

7.12.3. **U.** Unable to obtain or extract essential weather information or failed to relay important weather information.

7.13. Area 9—Assumption of Control

7.13.1. **Q.** Located mission aircraft using reported position, identification friend or foe/selective identification feature (IFF/SIF), pilot maneuvering and/or external sources in a timely manner. Voiced “radar contact” or “negative radar contact” as appropriate. Passed or confirmed altimeter IAW local or theater procedures. Provided aircrew with a working frequency and/or net and time of day (TOD) (if applicable). Provided aircrew a situation update. Conducted IFF/SIF checks and advised aircrew of status. Conducted radar handoffs IAW procedures.

7.13.2. **Q-.** Delays in identifying either participating or nonparticipating aircraft hindered mission accomplishment, but did not jeopardize overall mission. Committed errors or omissions that did not jeopardize mission accomplishment.

7.13.3. **U.** Failed to locate aircraft using reported position, IFF/SIF, pilot maneuvering and/or external sources in a timely manner. Failed to voice “radar contact” or “negative radar contact” as appropriate. Did not pass or confirm altimeter IAW local or theater procedures. Failed to provide aircrew with a working frequency and/or net and TOD (if applicable). Did not provide aircrew a situation update. Failed to conduct IFF/SIF checks and advise aircrew of status. Failed to comply with procedures for conducting radar handoffs. Committed errors or omissions that could have jeopardized mission accomplishment.

7.14. Area 10—Handoff Procedures

7.14.1. **Q.** Completed all handoffs according to MOAs, local operating directives, or published FAA guidance. Transmitted air traffic control (ATC) instructions and advisories received from ATC verbatim. Completed handoffs at the appropriate altitude prior to handoff

or exit point. If WT is used, ensured WT was properly supervised and followed all applicable directives.

7.14.2. **Q-** Committed errors or omissions, causing delays that hindered the aircrew's mission accomplishment.

7.14.3. **U.** Did not comply with handover procedures according to MOAs, local operating directives, or published FAA guidance. Failed to complete handoffs at the appropriate altitude prior to handover or exit point.

7.15. Area 11—Console Operations and Displays

7.15.1. **Q.** Interpreted, initiated, and updated data for computer displays, accomplished switch actions, and responded to alarms and alerts according to applicable directives. Used switch actions to determine coordinates in the appropriate reference system as required. Consoles operations and displays optimized situational awareness.

7.15.2. **Q-** Interpreted, initiated, and updated data for computer displays, accomplished switch actions, or responded to alarms and alerts with errors or omissions that did not jeopardize mission accomplishment. Omissions or errors in console operations and displays contributed to a lack of situational awareness that did not jeopardize mission accomplishment.

7.15.3. **U.** Interpreted, initiated, and updated data for computer displays, accomplished switch actions, or responded to alarms and alerts with errors or omissions that could have jeopardized mission accomplishment. Omissions or errors in console operations and displays contributed to a lack of situational awareness that could have jeopardized mission accomplishment.

7.16. Area 12—Communication Procedures

7.16.1. **Q.** Able to understand and prioritize multiple radio transmissions. Correctly formulated timely and/or accurate responses using proper terminology. Complied with and acknowledged all required instructions. All required radio calls were made according to directives. Inter-crew communication was clear and concise.

7.16.2. **Q-** Occasional deviations from procedures required retransmissions. Slow to initiate (or missed) some required calls. Made minor errors or omissions that did not significantly detract from situational awareness or mission accomplishment. Transmissions were not in proper sequence or used nonstandard terminology. Communication was sometimes unclear or confusing, but did not significantly impact mission accomplishment or flight safety.

7.16.3. **U.** Incorrect procedures or poor performance caused confusion and jeopardized mission accomplishment. Omitted (or missed) numerous required radio calls. Inaccurate or confusing terminology significantly detracted from situational awareness, threat warning, or mission accomplishment. Unclear or confusing inter-crew communication significantly impacted mission accomplishment or flight safety.

7.17. Area 13—Mission Positioning

7.17.1. Air Combat Tactics (ACT), Offensive Counter-Air (OCA) Air-to-Air Control (if Applicable)

7.17.1.1. **Q.** Controlled fighters using radar and/or IFF/SIF presentations consistent with continuum of control and considered the enemy order of battle. Controlled force protection and/or sweep operations that effectively protected assets and/or accomplished the mission. Keeps fighters informed of all factor groups through "Picture" and threat calls. Positioned fighters to accomplish mission objectives according to AFI 11-214, AETC supplement, and AFTTP 3-1 consistent with aircraft capabilities, rules of engagement, operations directives, and battle staff direction.

7.17.1.2. **Q-.** Controlled fighters with errors or omissions that did not jeopardize mission accomplishment.

7.17.1.3. **U.** Controlled fighters with errors or omissions that could have jeopardized mission accomplishment. Positioning was not consistent with continuum of control, mission objectives, operations directives, rules of engagement, or battle staff direction. Note: A grade of U for this area can result in a qualification level 3 for the evaluation.

7.17.2. Air Combat Tactics (ACT), Defensive Counter-Air (DCA) Air-to-Air Control (if Applicable)

7.17.2.1. **Q.** Controlled fighters using radar and/or IFF/SIF presentations consistent with continuum of control. Controlled CAP operations that effectively protected assets and/or accomplished the mission. Kept fighters informed of all factor groups through "Picture" and threat calls. Identified all factor groups as able. Positioned fighters to accomplish mission objectives according to AFI 11-214 and AFTTP 3-1 consistent with aircraft capabilities, rules of engagement, operations directives, and battle staff direction.

7.17.2.2. **Q-.** Controlled fighters with errors or omissions that did not jeopardize mission accomplishment.

7.17.2.3. **U.** Controlled fighters with errors or omissions that could have jeopardized mission accomplishment. Positioning was not consistent with continuum of control, mission objectives, operations directives, rules of engagement, or battle staff direction. Note: A grade of U for this area can result in a qualification level 3 for the evaluation.

7.17.3. Tactical Intercept (TI) Air-to-Air Control (if Applicable)

7.17.3.1. **Q.** Controlled fighters using radar and/or IFF/SIF presentations consistent with continuum of control. Adhered to aircraft radar timelines during launch and leave and/or launch and decide tactics. Kept fighters informed of all factor groups through "Picture" and threat calls. Identified all factor groups as able. Positioned fighters to accomplish mission objectives according to AFI 11-214 and AFTTP 3-1 consistent with aircraft capabilities, rules of engagement, operations directives, and battle staff direction.

7.17.3.2. **Q-.** Controlled fighters with errors or omissions that did not jeopardize mission accomplishment.

7.17.3.3. **U.** Controlled fighters with errors or omissions that could have jeopardized mission accomplishment. Positioning was not consistent with continuum of control, mission objectives, operations directives, rules of engagement, or battle staff direction. Note: A grade of U for this area can result in a qualification level 3 for the evaluation.

7.17.4. Cutoff (if Applicable): Note: Target cleared on a briefed threat axis that the pilot could deviate +/-20 degrees at the start of the engagement. If the target deviated, it maintained the new heading until the completion of the intercept.

7.17.4.1. **Q.** Established an accurate cutoff heading no later than 10 NM from the target that provided collision guidance to a point 0 to 3 NM behind the target.

7.17.4.2. **Q-.** Controlled or provided positioning assistance to aircrews with errors or omissions that did not jeopardize mission accomplishment.

7.17.4.3. **U.** Failed to meet air-to-air positioning criteria as outlined in paragraphs 2.17.4.1 and jeopardized mission accomplishment. Note: A grade of U for this area can result in a qualification level 3 for the evaluation.

7.17.5. Stern (if Applicable). Note: Target cleared on a briefed heading that the pilot could deviate +/-20 degrees at the start of the engagement. If the target deviated, it maintained the new heading until the completion of the intercept.

7.17.5.1. **Q.** Directed fighter to a valid turn point from which a final turn, not less than 90 and no more than 180 degrees, was executed. At rollout, final positioning was 0 to 3 NM astern of the target and within a 40-degree cone (+/-20 degrees of the target track line).

7.17.5.2. **Q-.** Controlled or provided positioning assistance to aircrews with errors or omissions that did not jeopardize mission accomplishment.

7.17.5.3. **U.** Failed to meet air-to-air positioning criteria as outlined in paragraphs 2.17.5.1 and jeopardized mission accomplishment. Note: A grade of U for this area can result in a qualification level 3 for the evaluation.

7.17.6. Air-to-Surface

7.17.6.1. **Q.** Directed air-to-surface missions consistent with the continuum of control. Provided flight follow of aircraft as required. Complied/assisted with minimum risk routes and safe passage procedures. Implemented special instructions (SPINS)/ROE/airspace control orders (ACO) procedures as directed. Effectively committed assets IAW tasking (i.e., Smack, Target, Investigate). Effectively passed/received target information. Accurately prioritized taskings, confirmed principle of distinction (PID)/collateral damage estimate (CDE) of targets. Updated kill box/keypad status, joint engagement zones (JEZ), restricted operation zones (ROZ), free fire zones, hot areas, operating points, tanker and recovery airfield statuses, and locations of friendly and enemy surface to air missiles (SAMs) as applicable to mission accomplishment. Assisted in marshaling forces as required. Assisted with recovery of mission aircraft. Provided threat warning and updates to all factor groups. Provided vectoring assistance to a specified IP, route, target point or FAC as required/requested. Forwarded BDA or in-flight reports to the SD. Maintained SA.

7.17.6.2. **Q-.** Implemented SPINS/ROE/ACO procedures as directed with errors or omissions that did not jeopardize mission accomplishment. Engagement authorization and/or SPINS guidance were understood and/or executed with errors or omissions or in a lengthy time period that did not jeopardize mission accomplishment. Pass/receive target information, mis-prioritized taskings or delayed relay of area statuses (kill box/keypad,

JEZ etc...) with errors that did not affect mission accomplishment. Committed errors or omissions that did not affect mission accomplishment.

7.17.6.3. **U.** Failed to direct air-to-surface missions consistent with the continuum of control. Failed to provide flight follow of aircraft as required. Did not comply/assist with minimum risk routes and safe passage procedures. Failed to implement SPINS/ROE/ACO procedures as directed. Engagement authorizations and/or other SPINS guidance were understood and/or executed with errors, omissions or delays that jeopardized mission accomplishment. Passed/received target information, mis-prioritized taskings, or delayed relay of area statuses (kill box/keypad, JEZ etc...) with errors that effected safety or mission accomplishment. Note: A grade of U for this area can result in a qualification level 3 for the evaluation.

7.18. Area 14—AR Operations Positioning

7.18.1. **Q.** Controlled or provided positioning assistance to aircrews using radar and/or IFF/SIF presentations. Ensured altimeter settings were passed to all players. Prioritized refueling activity and placed receivers and/or tankers in a position to accomplish mission objectives according to ATP-56, AFI 11-214 (with applicable MAJCOM supplement) and AFTTP 3-1 and consistent with aircraft capabilities. Obtained and disseminated post-refueling offload information as required. Provided and/or updated threat information to aircraft under control as required.

7.18.2. **Q-.** Controlled or provided positioning assistance to aircrews with errors or omissions that did not jeopardize mission accomplishment. Committed errors or omissions that did not jeopardize mission accomplishment.

7.18.3. **U.** Controlled or provided positioning assistance to aircrews with errors or omissions that could have jeopardized mission accomplishment. Did not ensure altimeter settings were passed to all players. Failed to prioritize refueling activity and/or did not place receivers and/or tankers in a position to accomplish mission objectives according to ATP-56, AFI 11-214 (with applicable MAJCOM supplement) and AFTTP 3-1 and consistent with aircraft capabilities. Failed to obtain and disseminate post-refueling offload information as required. Final positioning was not within air refueling parameters according to AFI 11-214. Note: A grade of U for this area can result in a qualification level 3.

7.19. Area 15—Situation/Threat Information

7.19.1. **Q.** Provided initial situation and threat briefs to aircraft upon check-in. Correctly identified, labeled, and anchored groups and formations according to AFI 11-214, applicable volumes of AFTTP 3-1, and local operating directives. Updated threat briefings as requested or as the situation changed. Threat information, to include targets, was accurate to within 10 degrees and 2 NM of sensor returns. If required or requested, information was accurate to the closest cardinal direction or quadrant. Maintained surveillance of adversaries, airspace (according to MOAs or local operating directives), and other mission-related factors. Prioritization of mission requirements improved or contributed to situational awareness and mission success.

7.19.2. **Q-.** Was slow to respond to changes in adversary tactics. Advisory calls concerning airspace or threat information were slow or sporadic. Threat information (to include targets) was approximately correct, but not within 10 degrees and 2 NM of sensor returns.

7.19.3. U. Did not demonstrate the appropriate response to changes in adversary tactics or threat information. Did not advise aircrew of airspace calls or critical mission information according to MOAs or local operating directives. Actions jeopardized mission accomplishment. Misanalysis of adversary tactics, mission requirements, and failure to prioritize compromised mission accomplishment.

7.20. Area 16—Safety of Flight Procedures (Critical)

7.20.1. Q. Ensured all efforts were made to make participants maintain airspace integrity, including time limits. Ensured compliance with all applicable MOAs, FAA directives, and mandatory safety calls (e.g., fights on, terminate, and knock-it-off) during all phases of the mission, including the notification of the appropriate agency when an uncontrolled ingress or egress are imminent or taking place. Provided accurate traffic and safety advisories, ensured proper vertical and horizontal separation, and complied with airspace and altitude restrictions. Transmitted weapons safety checks, when applicable, and used directive control to keep aircraft clear of hazards according to AFI 11-214, AETC Supplement, and other directives.

7.20.2. U. Was not aware of or did not comply with safety factors during the mission. Actions and responses were unsafe and/or dangerous.

7.21. Area 17—Aircraft Emergencies (Critical)

7.21.1. Q. Recognized the existence of an aircraft emergency. Assisted controlled aircraft experiencing an emergency in a timely manner. Coordinated responses IAW an emergency checklist. Entered the appropriate emergency point on the scope. Notified SD or equivalent (if present) of the aircraft emergency.

7.21.2. U. Failed to recognize an aircraft emergency. Failed to assist controlled aircraft experiencing an emergency. Failed to respond in a timely manner. Did not follow the aircraft emergency checklist. Failed to enter an appropriate emergency point on the scope. Did not notify SD or equivalent (if present) of aircraft emergency. Committed errors or omissions that could have led to the loss of the aircraft and/or aircrew, or jeopardized mission accomplishment.

7.22. Area 18—Equipment Safety Procedures (Critical)

7.22.1. Q. Properly executed required actions necessary to continue the mission or safely transfer aircraft to the appropriate agency while experiencing an equipment malfunction. Safely demonstrated actions during either a simulated or actual operations room or equipment emergency (halon dump, electrical fire, smoke emitting from a console, etc.). Notified affected personnel in a timely matter.

7.22.2. U. Failed to take required action when experiencing an equipment malfunction. Failed to ensure the safe transfer of all aircraft to the appropriate agency.

7.23. Area 19—Documentation

7.23.1. Q. Properly documented or verified the WT properly prepared, and submitted required documentation (AF Form 4146 for CRC evaluations IAW AETCI 13-101 Vol 3) at the conclusion of the mission according to directives.

7.23.2. **Q-** Required documentation contained errors that detracted significantly from the required documentation, but did not prohibit the communication of the content. Committed errors or omissions that did not affect mission accomplishment.

7.23.3. **U.** Pertinent information was either missing or not legible. Contents could not be communicated through the documentation. Committed errors or omissions that could have negatively impacted mission accomplishment.

7.24. Area 20—Risk Management, Decision Making

7.24.1. **Q.** Accurately identified all contingencies and alternatives. Gathered and crosschecked available data before deciding. Clearly stated decisions and ensured they were understood.

7.24.2. **Q-** Made minor errors in identifying contingencies, gathering data, or communicating a decision that did not affect safe or effective mission accomplishment.

7.24.3. **U.** Improperly or ineffectively identified contingencies, gathered data, or communicated a decision that seriously degraded mission accomplishment or safety of mission.

7.25. Area 21—Task Management

7.25.1. **Q.** Correctly prioritized and managed multiple tasks, based on existing and new information that assured mission success. Practiced checklist discipline where required.

7.25.2. **Q-** Made minor errors in prioritization or management of tasks that did not affect safe or effective mission accomplishment. Made minor errors in checklist discipline that did not impact mission safety or accomplishment.

7.25.3. **U.** Incorrectly prioritized or managed tasks that seriously degraded mission accomplishment or safety of mission. Checklist discipline negatively impacted mission accomplishment or safety.

Chapter 8

BMC QUALIFICATION EVALUATION OF THE WEAPONS TECHNICIAN (WT)

Section 8A—Evaluation Procedures and Instructions

8.1. BMC. The minimum event for the BMC qualification is a live counter-air or air-to-surface mission. **(T-2)** The evaluation may also include the AR operation. The examinee must demonstrate a degree of knowledge and proficiency essential for successful mission accomplishment and safety of flight. **(T-2)** Examinee will be evaluated on all phases of a given control mission while aircraft are on their assigned frequency. **(T-2)**

8.2. Specific Profiles. To the maximum extent possible, the WT will be evaluated on live missions where the AWO/WD provides control as briefed by the aircrew. The SEE is responsible for determining whether briefs or conducts control activities meet qualification requirements. With the exception of the air-to-air portion of the evaluation, the missions conducted have to conform to specific profiles as defined by OG/OGV. **(T-3)**

8.2.1. Live Air-to-Air Mission

8.2.1.1. Assist in the conduct of a live air-to-air mission where the AWO/WD provides control as briefed by the aircrew. **(T-2)** To meet evaluation requirements, missions should consist of at least two engagements or a single continuous engagement lasting at least 10 minutes.

8.2.1.2. The WT must monitor fighters or elements (blue air) against adversaries (red air) who are cleared for evasive maneuvering. **(T-2)** The SEE will ensure the WT participates in all phases of the mission to the maximum extent possible. Another control team on a separate frequency may control the adversaries.

8.2.1.3. If a mission is scheduled or degrades to a two-versus-one engagement, the SEE will determine the mission's suitability for an evaluation based on the workload of the examinee. A two-versus-one engagement is the minimum sufficient to meet evaluation requirements. **(T-2)**

8.2.2. AR Operations

8.2.2.1. The examinee will assist the AWO/WD in the conduct of AR operations. **(T-2)** The missions need not include specific AR rendezvous. This evaluation consists of a complete AR operation, from anchor activation to the return of the airspace block. **(T-2)**

8.2.2.2. Evaluations may be scheduled for an AR operation with more than one tanker (cell) or set of receivers.

8.2.3. Air-to-Surface Event. The examinee will assist the AWO/WD in the conduct of an air-to-surface mission where the AWO/WD directs at least one flight of aircraft conducting air-to-surface tactics against a ground objective. **(T-2)**

8.2.4. Critical Areas. Certain areas require a degree of knowledge and proficiency that is absolutely mandatory for successful mission accomplishment. Consequently, a U score in any of the following critical areas will result in an overall grade of Q3: Area 10, Handoff

Procedures; Area 16, Safety of Flight Procedures; and Area 18, Equipment Safety Procedures. (T-2)

8.3. Evaluation Objective. The examinee must demonstrate the ability to operate safely and effectively according to technical orders, FAA regulations, and other operational directives.

Section 8B—Qualification Criteria

8.4. Areas and Ratings. Paragraphs 8.5 through 8.25 provide the different qualification areas, possible ratings for each, and definitions of the ratings (Q, Q-, and U, as applicable) for each area.

8.5. Area 1—Mission Planning

8.5.1. **Q.** Received the mission briefing from the AWO/WD. Noted all factors applicable to airspace coordination and mission execution; for example, number and type aircraft, call signs, planned scenarios or tactics, blocks, airspace and limitations, and radio frequencies. Was aware of alternate mission, weather, and emergency/NORDO procedures. Developed a sound plan of action to accomplish all airspace and mission coordination. Properly annotated forms, and complied with guidance in the OIF prior to accepting first handover. Was aware of alternatives available if mission could not be completed as planned. Was prepared at briefing time. Ensured Operational Risk Management (ORM) checklist was signed off.

8.5.2. **Q-.** Forms incomplete and/or failed to comply with guidance in the OIF. Resulting omissions noted in mission planning did not jeopardize the outcome of the mission, but caused delays and detracts from mission accomplishment. Due to lack of compliance, mission information had to be reemphasized by the aircrew or the AWO/WD real time.

8.5.3. **U.** Forms incomplete and/or failed to comply with guidance in the OIF. Resulting omissions compromises mission execution or safety of flight. Major errors or omissions could have resulted in unsafe or ineffective mission accomplishment. Fails to understand or clarify mission profile. Has faulty knowledge of operating data or procedures. Is not prepared at briefing time. Did not sign off ORM checklist.

8.6. Area 2—Mission Briefing/Debriefing

8.6.1. **Q.** Received AWO/WD mission briefing according to locally developed guidance. If required debriefed mission essential information with the AWO/WD.

8.6.2. **Q-.** Failed to clarify errors or omissions during the mission briefing or debriefing.

8.6.3. **U.** Major errors or omissions jeopardized mission outcome. Unprepared to receive AWO/WD mission briefing.

8.7. Area 3—Equipment Setup and Status Reporting

8.7.1. **Q.** Followed technical manuals, operating guides, and other equipment-related instructions to build the best radar presentation and maximize console operations. Selected appropriate video maps, overlays, or intercept training areas. Recognized, corrected, and reported alerts, alarms, or system errors.

8.7.2. **Q-.** Committed obvious errors or deviations, but did not cause damage to equipment or jeopardize mission outcome.

8.7.3. U. Committed major errors or omissions with the potential to damage equipment or hinder mission accomplishment. Radar presentation or console setup jeopardized mission outcome.

8.8. Area 4—Airspace Coordination

8.8.1. Q. Followed MOAs and local operating directives to confirm airspace, exchange pertinent mission information (call sign, frequency, phone number, etc.), and receives airspace restrictions. Conducted post-mission coordination according to MOAs and local operating directives.

8.8.2. Q-. Deviations from MOAs and local operating directives created delays and/or confusion.

8.8.3. U. Major errors and/or omissions created an unsafe working environment. Aircraft entered or remained in an unauthorized airspace without appropriate coordination.

8.9. Area 5—Crew Coordination

8.9.1. Q. Provided direction and information when necessary. Effectively coordinated with other crewmembers throughout the mission. Solicited inputs from other crewmembers when appropriate.

8.9.2. Q-. Crew coordination was adequate to accomplish the mission. Deficiencies in crew communication or interaction resulted in degraded crew or mission efficiency.

8.9.3. U. Poor crew coordination seriously degraded mission accomplishment or safety of mission.

8.10. Area 6—Communications Selection and Use

8.10.1. Q. Demonstrated satisfactory ability to establish primary and alternate ground-to-ground and ground-to-air communications. Set and programmed frequencies, made required communication checks, and reported outages according to technical manuals and local directives. Conducted necessary coordination with external agencies to ensure communication equipment was configured correctly for unique mission requirements.

8.10.2. Q-. Made errors in communications selection that impacted the ability to monitor the aircrew or other agencies. Had difficulty establishing communications or was slow to react to errors. Did not establish or coordinate for alternate communications in a timely manner.

8.10.3. U. Unable to establish either ground-to-ground or ground-to-air communications. Errors and/or omissions created severe delays or prevented mission accomplishment. Failed to conduct the necessary coordination with external agencies to ensure communication equipment was configured correctly for unique mission requirements.

8.11. Area 7—Sensors

8.11.1. Q. Corrected or reported degraded presentations. Assisted the AWO/WD in recognizing the presence of electronic or mechanical jamming or interference.

8.11.2. Q-. Errors and/or omissions resulted in degraded radar/IFF presentation or hindered mission effectiveness, but did not jeopardize the overall mission. Slow to assist the AWO/WD in recognizing the presence of electronic or mechanical jamming or interference.

8.11.3. U. Lack of system knowledge hindered mission outcome. Failed to recognize (or assist the AWO/WD in recognizing) the presence of electronic or mechanical jamming or interference.

8.12. Area 8—Weather Information

8.12.1. Q. Contacted the appropriate external agency for essential weather information. Provided updates to the AWO/WD upon notification of weather changes affecting mission aircraft according to AFI 11-214 and local directives. Relayed weather updates and recovery airbase status in a timely manner to appropriate crew positions.

8.12.2. Q-. Errors and/or omissions of essential weather information caused delays in mission execution, but did not jeopardize the overall mission.

8.12.3. U. Unable to obtain or extract essential weather information or failed to relay important weather information.

8.13. Area 9—Identification

8.13.1. Q. Assisted the AWO/WD in locating all mission aircraft within 1 minute prior to declaring radar contact. During the mission, assisted the AWO/WD in identifying both participating and nonparticipating aircraft, using IFF/SIF, point outs, or pilot maneuvering.

8.13.2. Q-. Deviations from standards (greater than 1 minute) created significant delays in identifying either participating or nonparticipating aircraft. Slowness of identification procedures hindered portions of the mission, but did not jeopardize overall mission.

8.13.3. U. Unable to assist the AWO/WD in locating all mission aircraft within 2 minutes prior to declaring radar contact. Point outs, pilot maneuvering, or IFF/SIF interpretation was incorrect. Actions jeopardized mission.

8.14. Area 10—Handoff Procedures (Critical)

8.14.1. Q. Completed all handoffs according to MOAs, ATC guidance, and local operating directives. Passed ATC clearances and advisories verbatim. Verified that handoffs occurred at the appropriate altitude and exit point.

8.14.2. U. Did not comply with handoff procedures according to MOAs, local operating directives, or ATC guidance. Deviations created an unsafe working environment.

8.15. Area 11—Console Operations and Display

8.15.1. Q. Interpreted, initiated, and updated data for computer displays, accomplished switch actions, and responded to alarms and alerts in accordance with applicable directives. Console operations and displays optimized situational awareness.

8.15.2. Q-. Interpreted, initiated, and updated data for computer displays, accomplished switch actions, or responded to alarms and alerts with errors or omissions that did not jeopardize mission accomplishment. Omissions or errors in console operations and displays contributed to a lack of situational awareness that did not jeopardize mission accomplishment.

8.15.3. U. Interpreted, initiated, updated data for computer displays, accomplished switch actions, or responded to alarms and alerts with errors or omissions that could have jeopardized mission accomplishment. Omissions or errors in console operations and displays

contributed to a lack of situational awareness that could have jeopardized mission accomplishment.

8.16. Area 12—Communication Procedures

8.16.1. **Q.** Able to understand and prioritize multiple radio transmissions. Correctly formulated timely and accurate responses using proper terminology. Complied with and acknowledged all required instructions. All required radio calls made in accordance with directives. Inter-crew communication was clear and concise.

8.16.2. **Q-.** Occasional deviations from procedures required retransmissions. Slow to initiate (or missed) some required calls. Made minor errors or omissions that did not significantly detract from situational awareness or mission accomplishment. Transmissions were not in proper sequence or used nonstandard terminology. Communication was sometimes unclear or confusing, but did not significantly impact mission accomplishment or flight safety.

8.16.3. **U.** Incorrect procedures or poor performance caused confusion and jeopardized mission accomplishment. Omitted (or missed) numerous required radio calls. Inaccurate or confusing terminology significantly detracted from situational awareness, threat warning, or mission accomplishment. Unclear or confusing inter-crew communication significantly impacted mission accomplishment or flight safety.

8.17. Area 13—Checklists

8.17.1. **Q.** Followed procedures established in OG/OGV approved local operating directive and/or positional checklist

8.17.2. **Q-.** Deviations or errors in checklist usage caused minor delays, but did not jeopardize mission execution.

8.17.3. **U.** Did not follow established operating procedures written in the positional checklist. Poor checklist discipline created numerous errors or delays and jeopardized mission execution.

8.18. Area 14—Mission Assistance

8.18.1. **Q.** Demonstrated required knowledge of mission flow from ingress to egress. Assisted AWO/WD with calls, and executed required actions promptly and without error. Anticipated pilot and AWO/WD requests that enhanced mission execution.

8.18.2. **Q-.** Errors and/or omissions in knowledge of mission flow caused delays and/or confusion. Was slow to respond with required and directed actions. Did not aggressively anticipate aircraft actions or requirements.

8.18.3. **U.** Failed to assist the aircrew or AWO/WD during the mission. Did not respond to aircrew or AWO/WD directives and/or requests.

8.19. Area 15—Safety of Flight Procedures (Critical)

8.19.1. **Q.** Prompted the AWO/WD to ensure all participants maintained airspace integrity, including time limits. Assisted with the compliance of all applicable MOAs, FAA directives, and mandatory safety calls (such as fights on, terminate, or knock-it-off) during all phases of the mission. Provided FAA agencies with accurate traffic and safety advisories, ensured proper altitude separation, and complied with airspace and altitude restrictions. Assisted the

AWO/WD with weapons safety checks, when applicable. Provided timely inputs to keep aircraft clear of hazards according to AFI 11-214 and other directives. Using the proper format, notified the appropriate agency when an uncontrolled ingress or egress was imminent or taking place.

8.19.2. U. Was not aware of or did not comply with safety factors during the mission. Actions and responses were unsafe and/or dangerous.

8.20. Area 16—Emergency Procedures

8.20.1. Q. Demonstrated thorough knowledge of emergency procedures. Implemented necessary actions with little hesitation. Coordinated effectively with other crewmembers and/or appropriate agencies. Ensured required checklist items were completed.

8.20.2. Q-. Committed errors, omissions or delays in emergency procedures. Had minor errors in knowledge of emergency procedures. Missed checklist/coordination items which did not result in an unsafe situation or jeopardize mission accomplishment.

8.20.3. U. Unsatisfactory knowledge of emergency procedures. Improperly and/or ineffectively coordinated with other crewmembers and/or agencies causing delays/confusion which did or could have compromised the situation.

8.21. Area 17—Equipment Safety Procedures (Critical)

8.21.1. Q. Properly executed required actions necessary to continue the mission or safely transfer aircraft to the appropriate agency while experiencing an equipment malfunction. Safely demonstrated actions during an operations room or equipment emergency (such as halon dump, electrical fire, or smoke emitting from a console). Notified all affected personnel in a timely matter.

8.21.2. U. Failed to take required action when experiencing an equipment malfunction. Failed to ensure the safe transfer of all aircraft to the appropriate agency.

8.22. Area 18—Documentation (as required)

8.22.1. Q. Properly prepared and submitted required documentation according to local directives. Writing was neat and legible with no errors noted.

8.22.2. Q-. Required documentation contained errors that detracted significantly from the required documentation, but did not prohibit the communication of the content.

8.22.3. U. Pertinent information was either missing or not legible. Contents could not be communicated through the documentation.

8.23. Area 19—Risk Management/Decision Making

8.23.1. Q. Accurately identified all contingencies and alternatives. Gathered and crosschecked available data before deciding. Clearly stated decisions and ensured they were understood.

8.23.2. Q-. Made minor errors in identifying contingencies, gathering data, or communicating a decision that did not affect safe or effective mission accomplishment.

8.23.3. **U.** Improperly or ineffectively identified contingencies, gathered data, or communicated a decision that seriously degraded mission accomplishment or safety of mission.

8.24. Area 20—Task Management

8.24.1. **Q.** Correctly prioritized and managed multiple tasks, based on existing and new information that assured mission success. Practiced checklist discipline where required.

8.24.2. **Q-** Made minor errors in prioritization or management of tasks that did not affect safe or effective mission accomplishment. Made minor errors in checklist discipline that did not impact mission safety or accomplishment.

8.24.3. **U.** Incorrectly prioritized or managed tasks that seriously degraded mission accomplishment or safety of mission. Checklist discipline negatively impacted mission accomplishment or safety.

Chapter 9

EVALUATION OF THE ELECTRONIC PROTECTION TECHNICIAN (EPT)

9.1. General. This chapter contains the criteria specifying the tasks required of a qualified EPT consistent with those of AFI 13-1CRC Vol. 2. Should conflicts between criteria specified in this chapter and AFI 13-1CRC Vol. 2 arise, AFI 13-1CRC Vol. 2 criteria take precedence. Mandatory evaluation areas are listed in Table 9.1. EPT evaluations will be conducted either during routine daily operations. **(T-3)** The examinee must demonstrate a degree of knowledge and proficiency essential for successful mission accomplishment. Examinee will be evaluated on all phases of a mission. **(T-2)**

9.1.1. Evaluation Objectives.

9.1.1.1. Qualification Evaluation. The examinee must demonstrate the ability to operate safely and effectively IAW appropriate technical orders, manuals, directives, and operating procedures. **(T-2)** Qualification evaluations will encompass all areas identified in the evaluation matrix. **(T-2)** The examinee must demonstrate a degree of knowledge and proficiency essential for successful mission accomplishment and safety of flight. EPT performance evaluations will be conducted in a live environment. **(T-2)** Tasks not observed and assessed during the normal course of the evaluation will be evaluated separately while the examinee is on position. **(T-2)** The deployment of the EPT with the deployed radar (DR) can be simulated. When possible the evaluation will be conducted in a controlled radar and communication jamming environment, otherwise electronic and communication jamming should be simulated.

Table 9.1. EPT Evaluation Areas

| Evaluation Areas |
|---|
| General |
| 1. Mission Planning |
| 2. Briefing/Debriefing |
| 3. Equipment Setup and Checkout |
| 4. Console Operations and Displays |
| 5. Positional Changeover Briefing |
| 6. Emergency Action Procedures and Equipment |
| 7. Authentication Procedures |
| 8. COMSEC (CRITICAL) |
| 9. Safety (CRITICAL) |
| 10. Aircraft Emergency (CRITICAL) |
| Tactical Employment |
| 11. Coordination (CRITICAL) |
| 12. Crew Discipline (CRITICAL) |
| 13. Radio/Telephone (R/T) Procedures |
| 14. Electronic Protection Operations |
| 15. Anti-Radiation Missile (ARM) Procedures |
| 16. Battle Management (N/A) |
| 17. Crew Leadership (N/A) |
| 18. Tactical Data Link (TDL) Operations (N/A) |
| 19. Weather Inputs |
| 20. System Operations |
| 21. Forward Tell Operations |
| 22. Documentation |

9.2. Evaluation Criteria.**9.2.1. AREA 1—MISSION PLANNING**

9.2.1.1. **Q.** Extracted information from mission planning documents needed to execute the tasked mission IAW AFTTP 3-1 volumes and operations directives as directed by the Air Surveillance Officer (ASO)/Air Surveillance Technician (AST). Developed an effective EMCON plan to counter theater electronic attack (EA) threat. Read and initialed all items in the OIF and/or read files.

9.2.1.2. **Q-.** Extracted information from mission planning documents needed to execute the tasked mission IAW AFTTP 3-1 volumes and applicable operations directives as directed by the ASO/T. Developed an effective EMCON plan to counter theater EA threat. Read and initialed all items in the OIF and/or read files. Committed errors or omissions that did not adversely affect mission accomplishment.

9.2.1.3. **U.** Failed to extract information from mission planning documents needed to execute the tasked mission IAW AFTTP 3-1 volumes and applicable operations directives as directed by the ASO/T. Did not develop an effective EMCON plan to counter theater EA threat. Failed to read and/or initial all items in the OIF and/or read files. Committed errors or omissions that could have jeopardized mission accomplishment.

9.2.2. **AREA 2—BRIEFING/DEBRIEFING**

9.2.2.1. **Q.** Attended all required briefings/debriefings and extracted/provided all necessary information (i.e. weather, EMCON). Performed briefings/debriefings in an organized, logical sequence IAW applicable directives. Planned all areas necessary to conduct tasked mission(s) and conducted aircrew briefings/debriefings (if applicable) IAW AFI 11-214 and other directives. Provided constructive feedback on team and individual performance. Provided specific instructional fixes to correct errors, and requested inputs from others. Summarized mission execution, identified lessons learned, and compared mission results with crew objectives.

9.2.2.2. **Q-.** Attended all required briefings/debriefings and extracted/provided all necessary information (i.e. weather, EMCON). Performed briefings/debriefings in an organized, logical sequence IAW applicable directives. Planned all areas necessary to conduct tasked mission(s) and conducted aircrew briefings/debriefings (if applicable) IAW AFI 11-214 and other directives. Provided constructive feedback on team and individual performance. Provided specific instructional fixes to correct errors, and requested inputs from others. Summarized mission execution, identified lessons learned, and compared mission results with crew objectives. Extracted/provided information or conducted briefings/debriefings and/or ensured the aircrew (if applicable) was thoroughly briefed on all aspects of the mission with errors or omissions that did not jeopardize mission accomplishment.

9.2.2.3. **U.** Failed to attend and participate in all required briefings/debriefings. Conducted crew and aircrew briefings/debriefings with errors or omissions that jeopardized mission accomplishment. Failed to ensure the crew was thoroughly briefed on all aspects of the mission. Failed to establish and maintain team concept and environment for open communications and feedback. Committed errors or omissions that jeopardized mission accomplishment.

9.2.3. **AREA 3—EQUIPMENT SETUP/CHECKOUT**

9.2.3.1. **Q.** Setup and operated the AN/UPA-59A and AN/UPX-27 for operations. Interrogated, read, and interpreted Mode 1, 2, 3A, and C readouts. Loaded Mode 4 IAW unit checklist. Setup and operated AN/TPS-75 radios, Voice Communication Access Unit (VCAU), and landlines IAW unit checklists. Ensured AN/TPS-75 radar van radios were powered. Ensured mission frequencies were set in radios. Ensured cryptographic radios were configured as required.

9.2.3.2. **Q-.** Setup and operated the AN/UPA-59A and AN/UPX-27 for operations. Interrogated, read, and interpreted Mode 1, 2, 3A, and C readouts. Loaded Mode 4 IAW unit checklist. Setup and operated AN/TPS-75 radios, VCAU, and landlines IAW unit checklists. Ensured AN/TPS-75 radar van radios were powered. Ensured mission

frequencies were set in radios. Ensured cryptographic radios were configured as required. Committed errors or omissions that did not jeopardize mission accomplishment.

9.2.3.3. **U.** Failed to setup and operate the AN/UPA-59A and AN/UPX-27 for operations. Failed to interrogate, read, and interpreted Mode 1, 2, 3A, and C readouts. Failed to load Mode 4 IAW unit checklist. Failed to setup and operate AN/TPS-75 radios, VCAU, and landlines IAW unit checklists. Failed to ensure AN/TPS-75 radar van radios were powered. Failed to ensure mission frequencies were set in radios. Failed to ensure cryptographic radios were configured as required. Committed errors or omissions that jeopardized mission accomplishment.

9.2.4. **AREA 4—CONSOLE OPERATIONS AND DISPLAYS**

9.2.4.1. **Q.** Setup and operated the Situation Display Console (SDC) IAW unit checklists. Located and explained SDC controls and indicators. Customized SDC presentation for optimum situational awareness. Interpreted the message and data block on the SDC. Set up and operated AN/TPS-75 radios, VCAU, and landlines IAW unit checklists. Ensured AN/TPS-75 radar van radios were powered. Ensured mission frequencies were set in radios. Ensured cryptographic radios were configured as required.

9.2.4.2. **Q-.** Setup and operated the SDC IAW unit checklists. Located and explained SDC controls and indicators. Customized SDC presentation for optimum situational awareness. Interpreted the message and data block on the SDC. Set up and operated AN/TPS-75 radios, VCAU, and landlines IAW unit checklists. Ensured AN/TPS-75 radar van radios were powered. Ensured mission frequencies were set in radios. Ensured cryptographic radios were configured as required. Committed errors or omissions that did not adversely affect mission accomplishment.

9.2.4.3. **U.** Failed to setup and operate the SDC IAW unit checklists. Failed to comply with unit criteria. Could not locate and explain SDC controls or indicators. Failed to customize the SDC for optimum situational awareness. Failed to interpret the message and data block on the SDC. Failed to set up and operate AN/TPS-75 radios, VCAU, and landlines IAW unit checklists. Did not ensure AN/TPS-75 radar van radios were powered. Did not ensure mission frequencies were set in radios. Failed to ensure cryptographic radios were configured as required. Committed errors or omissions that jeopardized mission accomplishment.

9.2.5. **AREA 5—POSITIONAL CHANGEOVER BRIEFING**

9.2.5.1. **Q.** Briefed the relieving EPT on the current operational situation before departing position. Conducted positional changeover briefing IAW checklist.

9.2.5.2. **Q-.** Briefed the relieving EPT on the current operational situation before departing position. Conducted positional changeover briefing IAW checklist. Committed errors or omissions that did not adversely affect mission accomplishment.

9.2.5.3. **U.** Failed to brief the relieving EPT on the current operational situation before departing position. Failed to follow checklist when conducting positional changeover briefing. Committed errors or omissions that jeopardized mission accomplishment.

9.2.6. AREA 6—EMERGENCY ACTION PROCEDURES AND EQUIPMENT

9.2.6.1. **Q.** Demonstrated thorough knowledge of emergency action procedures/equipment. Properly diagnosed emergency. Thoroughly familiar with additional emergency duties. Coordinated with other crew members without delay.

9.2.6.2. **Q-.** Committed errors, omissions, or delays in emergency action procedures or had minor errors in knowledge of emergency procedures/equipment that did not result in an unsafe situation or jeopardize mission accomplishment.

9.2.6.3. **U.** Unsatisfactory knowledge of emergency action procedures/equipment. Misunderstood additional emergency duties. Improperly or ineffectively coordinated with other crew members causing errors, omissions, delays or confusion that resulted in an unsafe situation and/ or jeopardized mission accomplishment.

9.2.7. AREA 7—AUTHENTICATION PROCEDURES

9.2.7.1. **Q.** Authenticated voice transmission within time limits specified on authenticators.

9.2.7.2. **Q-.** Authenticated voice transmission within time limits specified on authenticators. Committed errors or omissions that did not jeopardize mission accomplishment.

9.2.7.3. **U.** Committed errors or omissions that jeopardized mission accomplishment.

9.2.8. AREA 3—COMMUNICATIONS SECURITY (COMSEC) (CRITICAL)

9.2.8.1. **Q.** Used and controlled COMSEC IAW established procedures.

9.2.8.2. **U.** Failed to use and control COMSEC IAW established procedures.

9.2.9. AREA 9—SAFETY (CRITICAL)

9.2.9.1. **Q.** Aware of and complied with all safety factors required for safe operation and mission accomplishment. Ensured adequate coordination to prevent unsafe acts. Located safety hazards and explained proper use of safety equipment. Located electrical, fire, and radiation safety hazards in the AN/TPS-75 shelter. Located and explained proper use of fire extinguishers. Located and explained the use of the AN/TPS-75 radar van “Main Power Safety Interrupt” Switch.

9.2.9.2. **U.** Was not aware of or did not comply with all safety factors required for safe operation or mission accomplishment. Failed to locate safety hazards and/or explain proper use of safety equipment. Failed to locate safety hazards and explain proper use of safety equipment. Failed to locate electrical, fire, and safety hazards in the AN/TPS-75 shelter. Failed to locate and/or explain proper use of fire extinguishers. Failed to locate and explain the use of the AN/TPS-75 radar van “Main Power Safety Interrupt” Switch. Committed errors or omissions that resulted in an unsafe act and/or jeopardized mission accomplishment.

9.2.10. AREA 10—AIRCRAFT EMERGENCY (CRITICAL)

9.2.10.1. **Q.** Recognized the existence of an aircraft emergency. Provided timely assistance for aircraft experiencing emergency situations IAW aircraft emergency

checklist. Recognized emergency symbols and IFF displays. Notified crew members of the aircraft emergency.

9.2.10.2. **U.** Failed to recognize an aircraft emergency. Failed to provide timely assistance to aircraft experiencing emergency situations. Failed to comply with the emergency checklist when responding to aircraft emergencies. Failed to recognize emergency symbols and IFF displays. Failed to notify crew members of the aircraft emergency. Committed errors or omissions that endangered the unit and/or jeopardized mission accomplishment.

9.2.11. AREA 11—COORDINATION (CRITICAL)

9.2.11.1. **Q.** Coordinated with the mission crew to ensure equipment and assets were available and used to accomplish the assigned mission. Ensured coordination and information flow within the section, across the sections, and with external agencies as required.

9.2.11.2. **U.** Failed to coordinate with the mission crew to ensure equipment and assets were available and used to accomplish the assigned mission. Failed to ensure coordination and information flow within the section, across the sections, and with external agencies as required. Committed errors or omissions that jeopardized mission accomplishment.

9.2.12. AREA 12—CREW DISCIPLINE (CRITICAL)

9.2.12.1. **Q.** Demonstrated strict professional crew discipline throughout all phases of the mission. Executed the assigned mission in a timely, efficient manner.

9.2.12.2. **U.** Failed to exhibit strict crew discipline. Violated or ignored rules or instructions. Decision or lack thereof resulted in failure to accomplish the assigned mission. Demonstrated poor judgment to the extent, that safety or mission accomplishment was compromised.

9.2.13. AREA 13—RADIO/TELEPHONE (R/T) PROCEDURES

9.2.13.1. **Q.** Employed R/T procedures IAW AFI 11-214 and AFTTP 3-1. Acknowledged all communications.

9.2.13.2. **Q-.** Employed R/T procedures with errors or omissions that did not jeopardize mission accomplishment. Performance included errors, omissions, or delays that did not jeopardize mission accomplishment or safety.

9.2.13.3. **U.** Failed to employ R/T procedures IAW AFI 11-214 and AFTTP 3-1. Did not acknowledge all communications.

9.2.14. AREA 14—ELECTRONIC PROTECTION OPERATIONS

9.2.14.1. **Q.** Promptly informed the ASO/T when EA was experienced. Used AN/TPS-75 system displays, EP functions, and switch actions to maintain an optimal air picture and to control radar emissions. Recommended EP and EMCON measures and levels to the crew as appropriate. Selected appropriate video(s) to neutralize the effects of anomalous propagation, thunderstorms, and unusual weather conditions. Selected appropriate video(s) to detect jammers and associated jammer track(s). When necessary, coordinated

with other command and control (C2) units and agencies to identify and locate jammers or other sources of interference.

9.2.14.2. **Q-**. Promptly informed the ASO/T when EA was experienced. Used AN/TPS-75 system displays, EP functions, and switch actions to maintain an optimal air picture and to control radar emissions. Recommended EP and EMCON measures and levels to the crew as appropriate. Selected appropriate video(s) to neutralize the effects of anomalous propagation, thunderstorms, and unusual weather conditions. Selected appropriate video(s) to detect jammers and associated jammer track(s). When necessary, coordinated with other C2 units and agencies to identify and locate jammers or other sources of interference. Committed errors or omissions that did not jeopardize mission accomplishment.

9.2.14.3. **U**. Failed to promptly inform the ASO/T when EA was experienced. Failed to use AN/TPS-75 system displays, EP functions, and switch actions to maintain an optimal air picture and/or control radar emissions. Failed to recommend EP and/or EMCON measures and levels to the crew when appropriate. Failed to select the appropriate video(s) to neutralize the effects of anomalous propagation, thunderstorms, and/or unusual weather conditions. Failed to select appropriate video(s) to detect jammers and associated jammer track(s). Did not coordinate with other C2 units and agencies to identify and locate jammers or other sources of interference. Committed errors or omissions that jeopardized mission accomplishment.

9.2.15. **AREA 15—ANTI-RADIATION MISSILE (ARM) PROCEDURES**

9.2.15.1. **Q**. Recognized or received ARM attack profile warning and notified the crew. Complied with ARM attack checklist. Conducted ARM defense procedures as required and recommended actions to counter ARM tactics.

9.2.15.2. **Q-**. Recognized or received ARM attack profile warning and notified the crew. Complied with ARM attack checklist. Conducted ARM defense procedures as required and recommended actions to counter ARM tactics. Committed errors or omissions that did not adversely affect mission accomplishment.

9.2.15.3. **U**. Failed to recognize ARM attack profile and/or receive ARM profile warning. Failed to notify the crew. Failed to comply with ARM attack checklist. Failed to conduct ARM defense procedures as required and/or recommend actions to counter ARM tactics. Committed errors or omissions that jeopardized mission accomplishment.

9.2.16. **AREA 16—BATTLE MANAGEMENT (N/A)**

9.2.17. **AREA 17—CREW LEADERSHIP (N/A)**

9.2.18. **AREA 18—TACTICAL DATA LINK (TDL) OPERATIONS (N/A)**

9.2.19. **AREA 19—WEATHER INPUTS**

9.2.19.1. **Q**. Extracted weather information (air pressure, air temperature, and relative humidity) from a weather report. Interpreted and entered weather information into the radar system using the Radar Control Panel (RCP)IAW unit checklists.

9.2.19.2. **Q-**. Extracted weather information (air pressure, air temperature, and relative humidity) from a weather report. Interpreted and entered weather information into the

radar system using the Radar Control Panel (RCP)IAW unit checklists. Committed errors or omissions that did not adversely affect mission accomplishment.

9.2.19.3. **U.** Failed to extract weather information (air pressure, air temperature, and relative humidity) from a weather report. Failed to correctly interpret and enter weather information into the radar system using the Radar Control Panel (RCP)IAW unit checklists. Committed errors or omissions that resulted in mission failure.

9.2.20. **AREA 20—SYSTEM OPERATIONS**

9.2.20.1. **Q.** Controlled, configured, and monitored the operational status of the AN/TPS-75 radar using the RCP IAW unit checklists. Coordinated with the crew to accomplish a correlation check with the theater designated senior radar element. Evaluated remote radar data for correlation. Ensured data was received on all tracks within the area of interest of the AOR. Conducted PREP assessment IAW directives. Coordinated with radar maintenance personnel to ensure optimum levels of radar performance.

9.2.20.2. **Q-.** Controlled, configured, and monitored the operational status of the AN/TPS-75 radar using the RCP IAW unit checklists. Coordinated with the crew to accomplish a correlation check with the theater designated senior radar element. Evaluated remote radar data for correlation. Ensured data was received on all tracks within the area of interest of the AOR. Conducted PREP assessment IAW directives. Coordinated with radar maintenance personnel to ensure optimum levels of radar performance. Committed errors or omissions that did not jeopardize mission accomplishment.

9.2.20.3. **U.** Failed to control, configure, and monitor the operational status of the AN/TPS-75 radar using the RCP IAW unit checklists. Failed to coordinate with the crew to accomplish a correlation check with the theater designated senior radar element. Failed to evaluate remote radar data for correlation. Failed to ensure data was received on all tracks within the area of interest of the AOR. Failed to conduct PREP assessment as required by directives. Failed to coordinate with radar maintenance personnel to ensure optimum levels of radar performance. Committed errors or omissions that resulted in mission failure.

9.2.21. **AREA 21—FORWARD TELL OPERATIONS**

9.2.21.1. **Q.** Performed Voice Tell operations IAW AFI 13-1 CRC, Vol. 3 and AFTTP 3-1 as directed.

9.2.21.2. **Q-.** Performed Voice Tell operations IAW AFI 13-1 CRC, Vol. 3 and AFTTP 3-1 as directed. Committed errors or omissions that did not adversely affect mission accomplishment.

9.2.21.3. **U.** Failed to perform Voice Tell operations IAW AFI 13-1 CRC, Vol. 3 and AFTTP 3-1 as directed. Committed errors or omissions that jeopardized mission accomplishment.

9.2.22. **AREA 22—DOCUMENTATION**

9.2.22.1. **Q.** Submitted EA and Air Force Spectrum Interference Resolution (AFSIR) reports IAW directives when jamming and/or interference were encountered. Ensured the

single word PREP assessment was recorded in the operations logbook/AF Form 4145 as applicable.

9.2.22.2. **Q-** Submitted EA and AFSIR reports IAW directives when jamming and/or interference were encountered. Ensured the single word PREP assessment was recorded in the operations logbook/AF Form 4145 as applicable. Committed errors or omissions that did not adversely affect mission accomplishment.

9.2.22.3. **U.** Fail to submit EA and AFSIR reports IAW directives when jamming and/or interference were encountered. Failed to ensure the single word PREP assessment was recorded in the operations logbook/AF Form 4145 as applicable. Committed errors or omissions that jeopardized mission accomplishment.

Chapter 10

QUALIFICATION EVALUATION OF THE INTERFACE CONTROL TECHNICIAN QUALIFICATION (ICT)

10.1. This chapter contains the criteria specifying the tasks required of a qualified ICT consistent with those of AFI 13-1CRC Vol. 2. Should conflicts between criteria specified in this chapter and AFI 13-1CRC Vol. 2 arise, AFI 13-1CRC Vol. 2 criteria take precedence. Mandatory evaluation areas are listed in Table 10.1. **(T-2)** The examinee must demonstrate a degree of knowledge and proficiency essential for successful mission accomplishment. Examinee will be evaluated on all phases of a mission. **(T-2)**

10.1.1. Evaluation Objectives.

10.1.1.1. Qualification Evaluation. The examinee must demonstrate the ability to operate safely and effectively IAW appropriate technical orders, manuals, directives and operating procedures. Qualification evaluations will encompass all areas identified in the evaluation matrix. **(T-2)** The examinee must demonstrate a degree of knowledge and proficiency essential for successful mission accomplishment and safety of flight. **(T-2)** ICT performance evaluations will be conducted either during routine daily operations. **(T-3)** Tasks not observed and assessed during the normal course of the evaluation will be evaluated separately while the examinee is on position. **(T-2)** The evaluation requires the participation of at least one external TACS unit or agency. **(T-2)** At least one TDL A (Link 11), B (Link 11B) or J (Link 16) will be used. **(T-2)** Link events can occur on different days and/or with different agencies.

10.1.1.2. Mission Evaluation. ICT are waived from the mission evaluation and will become CMR upon completion of IQT.

Table 10.1. ICT Evaluation Areas

| Evaluation Areas |
|---|
| General |
| 1. Mission Planning |
| 2. Briefing/Debriefing |
| 3. Equipment Setup and Checkout |
| 4. Console Operations and Displays |
| 5. Positional Changeover Briefing |
| 6. Emergency Action Procedures and Equipment |
| 7. Authentication Procedures |
| 8. COMSEC (CRITICAL) |
| 9. Safety (CRITICAL) |
| 10. Aircraft Emergency (CRITICAL) |
| Tactical Employment |
| 11. Coordination (CRITICAL) |
| 12. Crew Discipline (CRITICAL) |
| 13. Radio/Telephone (R/T) Procedures |
| 14. Electronic Protection Operations (N/A) |
| 15. Anti-Radiation Missile (ARM) Procedures (N/A) |
| 16. Battle Management (N/A) |
| 17. Crew Leadership (N/A) |
| 18. Tactical Data Link (TDL) Operations |
| 19. Air Picture Management (N/A) |
| 20. Database Initialization |
| 21. Database/System Operations |
| 22. Sensor Operations (N/A) |

10.2. Evaluation Criteria. All areas in this section will be graded using the grading policy in AFI 13-1STAN/EVAL Vol. 2 and any criteria listed within the individual areas (T-2).

10.2.1. AREA 1—MISSION PLANNING

10.2.1.1. **Q.** Extracted information from mission planning documents as directed by the ASO/T. Assisted in the preparation of information required for the crew briefing. Read and initialed all items in the OIF and/or read files.

10.2.1.2. **Q-.** Extracted information from mission planning documents as directed by the ASO/T. Assisted in the preparation of information required for the crew briefing. Read and initialed all items in the OIF and/or read files. Committed errors or omissions that did not adversely affect mission accomplishment.

10.2.1.3. **U.** Failed to extract information from mission planning documents as directed by the ASO/T. Did not assist in the preparation of information required for the crew briefing. Failed to read and/or initial all items in the OIF and/or read files. Committed errors or omissions that jeopardized mission accomplishment.

10.2.2. **AREA 2—BRIEFING/DEBRIEFING**

10.2.2.1. **Q.** Attended all required briefings/debriefings and extracted/provided all necessary information (i.e. unit's track number block, any participating unit (PU), Joint Tactical Information Distribution System (JTIDS) Unit (JU), filter plan, etc.). Performed briefings/debriefings in an organized, logical sequence IAW applicable directives. Planned all areas necessary to conduct tasked mission(s) and conducted aircrew briefings/debriefings IAW AFI 11-214 (if applicable) and other directives. Provided constructive feedback on team and individual performance. Provided specific instructional fixes to correct errors, and requested inputs from others. Summarized mission execution, identified lessons learned, and compared mission results with crew objectives.

10.2.2.2. **Q-.** Attended all required briefings/debriefings and extracted/provided all necessary information (i.e. unit's track number block, any PUs/JUs, filter plan, etc.). Performed briefings/debriefings in an organized, logical sequence IAW applicable directives. Planned all areas necessary to conduct tasked mission(s) and conducted aircrew briefings/debriefings IAW AFI 11-214 (if applicable) and other directives. Provided constructive feedback on team and individual performance. Provided specific instructional fixes to correct errors, and requested inputs from others. Summarized mission execution, identified lessons learned, and compared mission results with crew objectives. Committed errors or omissions that did not adversely affect mission accomplishment.

10.2.2.3. **U.** Did not attend all required briefings/debriefings and did not extract/provide all necessary information (i.e. unit's track number block, any PUs/JUs, filter plan, etc.). Did not perform briefings/debriefings in an organized, logical sequence IAW applicable directives. Failed to plan all areas necessary to conduct tasked mission(s) and conducted aircrew briefings/debriefings IAW AFI 11-214 (if applicable) and other directives. Failed to establish and maintain team concept and environment for open communications and feedback. Committed errors or omissions that jeopardized mission accomplishment.

10.2.3. **AREA 3—EQUIPMENT SETUP AND CHECKOUT**

10.2.3.1. **Q.** Configured OM and JM communications equipment for operations. Ensured operational checks were completed on all necessary equipment (Recorder Reproducer Unit (RRU), JTIDS Interface Bus (JIB), Joint Range Extension (JRE), JTIDS terminal, etc.) before the mission and equipment outages were reported. Ensured radios were available, frequencies assigned and cryptographic equipment loaded and configured. Performed initial data link equipment checkout. Configured the Radio Patch Panel (RPP) for operations. Set up and operated the VCAS IAW checklist. Located and explained VCAS controls and indicators. Configured the VCAS for operations as required. Accessed VCAS communications.

10.2.3.2. **Q-**. Configured OM and JM communications equipment for operations. Ensured operational checks were completed on all necessary equipment (RRU, JIB, JRE, JTIDS terminal, etc.) before the mission and equipment outages were reported. Ensured radios were available, frequencies assigned and cryptographic equipment loaded and configured. Performed initial data link equipment checkout. Configured the RPP for operations. Set up and operated the VCAS IAW checklist. Located and explained VCAS controls and indicators. Configured the VCAS for operations as required. Accessed VCAS communications. Committed errors or omissions that did not adversely affect mission accomplishment.

10.2.3.3. **U**. Failed to configure OM and/or JM communications equipment for operations. Failed to ensure operational checks were completed on all necessary equipment (RRU, JIB, JRE, JTIDS terminal, etc.) before the mission and equipment outages were reported. Failed to ensure radios were available, frequencies assigned and cryptographic equipment loaded and configured. Did not perform initial data link equipment checkout. Failed to configure the RPP for operations. Failed to set up and/or operate the VCAS IAW checklist. Failed to locate and/or explain VCAS controls and/or indicators. Failed to configure the VCAS for operations as needed. Failed to access VCAS communications. Committed errors or omissions that jeopardized mission accomplishment.

10.2.4. **AREA 4—CONSOLE OPERATIONS AND DISPLAYS**

10.2.4.1. **Q**. Setup and operated the OM and JM IAW unit checklists. Located controls and indicators on the JRE and/or OCUWS control panel. Used switch actions to customize data links and the OCUWS presentation.

10.2.4.2. **Q-**. Setup and operated the OM and JM IAW unit checklists. Located controls and indicators on the JRE and/or OCUWS control panel. Used switch actions to customize data links and the OCUWS presentation. Committed errors or omissions that did not adversely affect mission accomplishment.

10.2.4.3. **U**. Failed to setup and operate the OM and JM IAW unit checklists. Failed to locate controls and indicators on the JRE and/or OCUWS control panel. Failed to use switch actions to customize the JRE and the OCUWS presentation. Committed errors or omissions that jeopardized mission accomplishment.

10.2.5. **AREA 5—POSITIONAL CHANGEOVER BRIEFING**

10.2.5.1. **Q**. Briefed the relieving crew member on the current operational situation before departing position. Conducted positional changeover briefing IAW checklist.

10.2.5.2. **Q-**. Briefed the relieving crew member on the current operational situation before departing position. Conducted positional changeover briefing IAW checklist. Committed errors or omissions that did not adversely affect mission accomplishment.

10.2.5.3. **U**. Failed to brief the relieving crew member on the current operational situation before departing position. Failed to follow checklist when conducting positional changeover briefing. Committed errors or omissions that jeopardized mission accomplishment.

10.2.6. **AREA 6—EMERGENCY ACTION PROCEDURES AND EQUIPMENT**

10.2.6.1. **Q.** Demonstrated thorough knowledge of emergency action procedures/equipment. Properly diagnosed emergency. Thoroughly familiar with additional emergency duties. Coordinated with other crew members without delay.

10.2.6.2. **Q-.** Committed errors, omissions or delays in emergency action procedures or had minor errors in knowledge of emergency procedures/equipment that did not result in an unsafe situation or jeopardize mission accomplishment.

10.2.6.3. **U.** Unsatisfactory knowledge of emergency action procedures/equipment. Misunderstood additional emergency duties. Improperly or ineffectively coordinated with other crew members causing errors, omissions, delays or confusion that resulted in an unsafe situation and/ or jeopardized mission accomplishment.

10.2.7. **AREA 7—AUTHENTICATION PROCEDURES**

10.2.7.1. **Q.** Authenticated voice transmission within time limits specified on authenticators.

10.2.7.2. **Q-.** Authenticated voice transmission within time limits specified on authenticators. Committed errors or omissions that did not jeopardize mission accomplishment.

10.2.7.3. **U.** Committed errors or omissions that jeopardized mission accomplishment.

10.2.8. **AREA 8—COMMUNICATIONS SECURITY (COMSEC) (CRITICAL)**

10.2.8.1. **Q.** Used and controlled COMSEC IAW established procedures.

10.2.8.2. **U.** Failed to use and control COMSEC IAW established procedures.

10.2.9. **AREA 9—SAFETY (CRITICAL)**

10.2.9.1. **Q.** Aware of and complied with all safety factors required for safe operation and mission accomplishment. Ensured appropriate safety checks were accomplished as needed. Ensured adequate coordination to prevent unsafe acts. Located safety hazards and explained proper use of safety equipment. Located electrical, fire, and safety hazards in the OM. Located and explained the proper use of fire extinguishers. Located and explained the use of the OM “Master Off” switch.

10.2.9.2. **U.** Was not aware of or did not comply with all safety factors required for safe operation or mission accomplishment. Failed to ensure appropriate safety checks were accomplished when needed. Failed to locate safety hazards and explained proper use of safety equipment. Failed to locate electrical, fire, and radiation safety hazards in the OM. Failed to locate and explain proper use of fire extinguishers. Failed to locate and explain the use of the OM “Master Off” switch. Committed errors or omissions that resulted in an unsafe act and/or jeopardized mission accomplishment.

10.2.10. **AREA 10—AIRCRAFT EMERGENCIES (CRITICAL)**

10.2.10.1. **Q.** Recognized the existence of an aircraft emergency. Assisted controlled aircraft experiencing an emergency in a timely manner. Coordinated responses IAW an emergency checklist. Entered the appropriate emergency point on the scope. Notified crew members of the aircraft emergency.

10.2.10.2. **U.** Failed to recognize an aircraft emergency. Failed to assist controlled aircraft experiencing an emergency. Failed to respond in a timely manner. Did not follow the aircraft emergency checklist. Failed to enter an appropriate emergency point on the scope. Did not notify crew members of aircraft emergency. Committed errors or omissions that led to the loss of the aircraft and/or aircrew, or jeopardized mission accomplishment.

10.2.11. AREA 11—COORDINATION (CRITICAL)

10.2.11.1. **Q.** Coordinated with the mission crew to ensure equipment and assets were available and used to accomplish the assigned mission. Ensured coordination and information flow within the section, across the sections, and with external agencies as required.

10.2.11.2. **U.** Failed to coordinate with the mission crew to ensure equipment and assets were available and used to accomplish the assigned mission. Failed to ensure coordination and information flow within the section, across the sections, and with external agencies as required. Committed errors or omissions that jeopardized mission accomplishment.

10.2.12. AREA 12—CREW DISCIPLINE (CRITICAL)

10.2.12.1. **Q.** Demonstrated strict professional crew discipline throughout all phases of the mission. Executed the assigned mission in a timely, efficient manner.

10.2.12.2. **U.** Failed to exhibit strict crew discipline. Violated or ignored rules or instructions. Decision or lack thereof resulted in failure to accomplish the assigned mission. Demonstrated poor judgment to the extent, that safety or mission accomplishment was compromised.

10.2.13. AREA 13—RADIO/TELEPHONE (R/T) PROCEDURES

10.2.13.1. **Q.** Employed R/T procedures IAW AFI 11-214 and AFTTP 3-1. Acknowledged all communications.

10.2.13.2. **Q-.** Employed R/T procedures with errors or omissions that did not jeopardize mission accomplishment. Performance included errors, omissions, or delays that did not jeopardize mission accomplishment or safety.

10.2.13.3. **U.** Failed to employ R/T procedures IAW AFI 11-214 and AFTTP 3-1. Did not acknowledge all communications.

10.2.14. AREA 14—ELECTRONIC PROTECTION OPERATIONS (N/A)

10.2.15. AREA 15—ANTI-RADIATION MISSILE (ARM) PROCEDURES (N/A)

10.2.16. AREA 16—BATTLE MANAGEMENT (N/A)

10.2.17. AREA 17—CREW LEADERSHIP (N/A)

10.2.18. AREA 18—TACTICAL DATA LINK (TDL) OPERATIONS

10.2.18.1. **Q.** Conducted data link operations as directed. Modified data link data base information as directed. Used switch actions to initiate, build and maintain a Link 11A link. Reported Link 11A problems IAW established procedures. Used switch actions to

initiate, build and maintain a Link 11B link. Reported Link 11B problems IAW established procedures. Used switch actions to initiate, build and maintain Link-1 and Link 16 links. Reported Link-1 and/or Link 16 problems IAW established procedures. Used DCN to coordinate with other data link agencies. Coordinated the designation and use of frequencies and/or channels assigned to interface data links and voice coordination networks. Implemented changes in interface configurations as directed. Built and implemented data link filters as required. Recommended changes in data link configurations to the AST. Interpreted and responded to data link messages in a timely manner.

10.2.18.2. **Q-**. Conducted data link operations as directed. Modified data link data base information as directed. Used switch actions to initiate, build and maintain a Link 11A. Reported Link 11A problems IAW established procedures. Used switch actions to initiate, build and maintain a Link 11B link. Reported Link 11B problems IAW established procedures. Used switch actions to initiate, build and maintain Link-1 and Link 16 links. Reported Link-1 and/or Link 16 link problems IAW established procedures. Used DCN to coordinate with other data link agencies. Coordinated the designation and use of frequencies and/or channels assigned to interface data links and voice coordination networks. Implemented changes in interface configurations as directed. Built and implemented data link filters as required. Recommended changes in data link configurations to the AST. Interpreted and responded to data link messages in a timely manner. Committed errors or omission that did not jeopardize mission accomplishment.

10.2.18.3. **U**. Failed conduct data link operations as directed. Failed to modified data link data base information as directed. Failed to use switch actions to initiate, build and maintain a Link 11A. Failed to report Link 11A problems IAW established procedures. Did not use switch actions to initiate, build and maintain a Link 11B. Failed to report Link 11B problems IAW established procedures. Failed to use switch actions to initiate, build and maintain Link-1 and Link 16 links. Failed to report Link-1 and/or Link 16 problems IAW established procedures. Failed to use DCN to coordinate with other data link agencies. Did not coordinate the designation and use of frequencies and/or channels assigned to interface data links and voice coordination networks. Did not implement changes in interface configurations as directed. Failed to build and implement data link filters as required. Did not recommend changes in data link configurations to the AST. Failed to interpret and respond to data link messages in a timely manner. Committed errors or omissions that jeopardized mission accomplishment.

10.2.19. **AREA 19—AIR PICTURE MANAGEMENT (N/A)**

10.2.20. **AREA 20—DATA BASE INITIALIZATION**

10.2.20.1. **Q**. Loaded data base as directed. Performed hard drive directory and file management functions. Downloaded operating software into the System Server Unit (SSU). Purged, formatted, copied and/or compared a hard drive as required. Entered the UNIX terminal mode as directed. Selected, copied, deleted, reviewed, renamed, created and/or printed hard drive directories as necessary. Set directory defaults and file attributes. Patched and dumped software as needed. Ensured system configuration met operational needs.

10.2.20.2. **Q-**. Loaded data base as directed. Performed hard drive directory and file management functions. Downloaded operating software into the SSU. Purged, formatted, copied and/or compared a hard drive as required. Entered the UNIX terminal mode as directed. Selected, copied, deleted, reviewed, renamed, created and/or printed hard drive directories as necessary. Set directory defaults and file attributes. Patched and dumped software as needed. Ensured system configuration met operational needs. Committed errors or omissions that did not jeopardize mission accomplishment.

10.2.20.3. **U**. Failed to load data base as directed. Failed to perform hard drive directory and file management functions. Failed to download operating software into the SSU. Failed to purge, format, copy and/or compare a hard drive as required. Failed to enter the UNIX terminal mode as directed. Failed to select, copy, delete, review, rename, create and/or print hard drive directories as necessary. Failed to set directory defaults and file attributes. Failed to patch and dump software as needed. Failed to ensure system configuration met operational needs. Committed errors or omissions that jeopardized mission accomplishment.

10.2.21. **AREA 21—DATA BASE/SYSTEM OPERATIONS**

10.2.21.1. **Q**. Operated data base. Ensured data base ATO information was correct and up to date. Performed and/or coordinated all SSU read and write activities. Managed data base and system configuration to meet mission needs. Performed and coordinated system resets and/or IPLs as directed by the ASO/T. Recommended system configuration changes to the ASO/T as appropriate. Monitored Performance Monitor and Test (PM & T) functions for system degradation. Reported equipment discrepancies to the crew in a timely manner. Assisted maintenance in troubleshooting equipment problems as necessary. Configured system and data base as directed by the ASO/T.

10.2.21.2. **Q-**. Operated data base. Ensured data base ATO information was correct and up to date. Performed and/or coordinated all SSU read and write activities. Managed data base and system configuration to meet mission needs. Performed and coordinated system resets and/or Initiate Program Loads (IPL) as directed by the ASO/T. Recommended system configuration changes to the ASO/T as appropriate. Configured system and data base as directed by the ASO/T. Monitored PM & T functions for system degradation. Reported equipment discrepancies to the crew in a timely manner. Assisted maintenance in troubleshooting equipment problems as necessary. Committed errors or omissions that did not jeopardize mission accomplishment.

10.2.21.3. **U**. Failed to operate the data base. Failed to ensure data base ATO information was correct and up to date. Failed to perform and coordinate all SSU read and/or write activities. Failed to manage data base and system configuration to meet mission needs. Failed to perform and/or coordinate system resets and/or IPLs as directed by the ASO/T. Failed to configure system and data base as directed by the ASO/T. Failed to monitor PM & T functions for system degradation. Failed to report equipment discrepancies to the crew in a timely manner. Committed errors or omissions that jeopardized mission accomplishment.

10.2.22. **AREA 22—SENSOR OPERATIONS (N/A)**

Chapter 11

BMC QUALIFICATION EVALUATION OF THE SURVEILLANCE TECHNICIAN (ST)

11.1. This chapter contains the criteria specifying the tasks required of a qualified ST consistent with those of AFI 13-1CRC Vol. 2. Should conflicts between criteria specified in this chapter and AFI 13-1CRC Vol. 2 arise, the AFI criteria takes precedence. Mandatory evaluation areas are listed in Table 11.1.

11.1.1. Evaluation Objectives.

11.1.1.1. Qualification Evaluation. The examinee must demonstrate the ability to operate safely and effectively IAW appropriate technical orders, manuals, directives and operating procedures. Qualification evaluations will encompass all areas identified in the evaluation matrix. **(T-2)** The examinee must demonstrate a degree of knowledge and proficiency essential for successful mission accomplishment and safety of flight. ST qualification evaluations will be conducted, at a minimum, with a surveillance team during a live/virtual/constructive mission. **(T-2)** Tasks not observed and assessed during the normal course of the evaluation will be evaluated separately while the examinee is on position. **(T-2)** All efforts should be made to conduct the evaluation with a full operations crew. When possible the evaluation will be conducted in a controlled radar and communications jamming environment; otherwise, radar and communications jamming may be simulated.

Table 11.1. ST Evaluation Areas

| Evaluation Areas |
|---|
| General |
| 1. Mission Planning |
| 2. Briefing/Debriefing |
| 3. Equipment Setup and Checkout |
| 4. Console Operations and Displays |
| 5. Positional Changeover Briefing |
| 6. Emergency Action Procedures and Equipment |
| 7. Authentication Procedures |
| 8. COMSEC (CRITICAL) |
| 9. Safety (CRITICAL) |
| 10. Aircraft Emergency (CRITICAL) |
| Tactical Employment |
| 11. Coordination (CRITICAL) |
| 12. Crew Discipline (CRITICAL) |
| 13. Radio/Telephone (R/T) Procedures |
| 14. Electronic Protection (EP) Operations |
| 15. Anti-Radiation Missile (ARM) Procedures (N/A) |
| 16. Battle Management (N/A) |
| 17. Crew Leadership (N/A) |
| 18. Tactical Data Link (TDL) Operations (N/A) |
| 19. Air Picture Maintenance |
| 20. Database Initialization (N/A) |
| 21 Forward Tell Operations |
| 22. Track Identification |

11.2. Evaluation Criteria. All areas in this section will be graded using the grading policy in AFI 13-1STAN/EVAL Vol. 2 and any criteria listed within the individual areas.

11.2.1. AREA 1—MISSION PLANNING

11.2.1.1. **Q.** Extracted information from mission planning documents as directed by the ASO/T. Read and initialed all items in the OIF and/or read files.

11.2.1.2. **Q-** Extracted information from mission planning documents as directed by the ASO/T. Read and initialed all items in the OIF and/or read files. Committed errors or omissions that did not adversely affect mission accomplishment.

11.2.1.3. **U.** Failed to extract information from mission planning documents as directed by the ASO/T. Failed to read and/or initial all items in the OIF and/or read files. Committed errors or omissions that could have jeopardized mission accomplishment.

11.2.2. AREA 2—BRIEFING/DEBRIEFING

11.2.2.1. **Q.** Attended all required briefings/debriefings and extracted/provided all necessary information. Performed briefings/debriefings in an organized, logical sequence IAW applicable directives. Provided constructive feedback on team and individual performance. Provided specific instructional fixes to correct errors, and requested inputs from others. Summarized mission execution, identified lessons learned, and compared mission results with crew objectives.

11.2.2.2. **Q-.** Attended all required briefings/debriefings. Extracted/provided information or conducted briefings/debriefings and/or ensured the aircrew was thoroughly briefed on all aspects of the mission. Provided constructive feedback on team and individual performance. Provided specific instructional fixes to correct errors, and requested inputs from others. Summarized mission execution, identified lessons learned, and compared mission results with crew objectives. Committed errors or omissions that did not jeopardize mission accomplishment.

11.2.2.3. **U.** Failed to attend all required briefings/debriefings and extract/provide all necessary information. Failed to establish and maintain team concept and environment for open communications and feedback. Committed errors or omissions that jeopardized mission accomplishment.

11.2.3. AREA 3—EQUIPMENT SETUP AND CHECKOUT

11.2.3.1. **Q.** Ensured operational checks were completed on all equipment before mission. Ensured equipment outages were reported. Ensured the required radios were available, frequencies assigned and cryptographic equipment loaded and configured. Configured the VCAS for operations as required and accessed as needed IAW checklists. Setup and operated the OCUWS to optimize situational awareness IAW checklists.

11.2.3.2. **Q-.** Ensured operational checks were completed on all equipment before mission. Ensured equipment outages were reported. Ensured the required radios were available, frequencies assigned and cryptographic equipment loaded and configured. Configured the VCAS for operations as required and accessed as needed IAW checklists. Setup and operated the OCUWS to optimize situational awareness IAW checklists. Committed errors or omissions that did not adversely affect mission accomplishment.

11.2.3.3. **U.** Failed to ensure operational checks were completed on all equipment before mission. Failed to ensure equipment outages were reported. Failed to ensure the required radios were available, frequencies assigned and cryptographic equipment loaded and configured. Failed to configure the VCAS for operations as required and accessed as needed IAW checklists. Failed to setup and operate the OCUWS to optimize situational awareness IAW checklists. Committed errors or omissions that could have jeopardized mission accomplishment.

11.2.4. AREA 4—CONSOLE OPERATIONS AND DISPLAYS

11.2.4.1. **Q.** Interpreted, initiated, and updated data for computer displays. Accomplished switch actions and responded to alarms and alerts. Performed surveillance-related console operations and switch actions to maintain an accurate air picture.

11.2.4.2. **Q-**. Interpreted, initiated, and updated data for computer displays. Accomplished switch actions and responded to alarms and alerts. Performed surveillance-related console operations and switch actions to maintain an accurate air picture. Committed errors or omissions that did not adversely affect mission accomplishment.

11.2.4.3. **U**. Failed to interpret, initiate, and update data for computer displays. Failed to accomplish switch actions and respond to alarms and alerts. Did not perform surveillance-related console operations and switch actions to maintain an accurate air picture. Committed errors or omissions that jeopardized mission accomplishment.

11.2.5. **AREA 5—POSITIONAL CHANGEOVER BRIEFING**

11.2.5.1. **Q**. Briefed the relieving crew member on the current operational situation before departing position. Conducted positional changeover briefing IAW checklist.

11.2.5.2. **Q-**. Briefed the relieving crew member on the current operational situation before departing position. Conducted positional changeover briefing IAW checklist. Committed errors or omissions that did not adversely affect mission accomplishment.

11.2.5.3. **U**. Failed to brief the relieving crew member on the current operational situation before departing position. Did not conduct positional changeover briefing IAW checklist. Committed errors or omissions that jeopardized mission accomplishment.

11.2.6. **AREA 6—EMERGENCY PROCEDURES AND EQUIPMENT**

11.2.6.1. **Q**. Demonstrated thorough knowledge of emergency procedures/equipment. Properly diagnosed emergency. Thoroughly familiar with additional emergency duties. Coordinated with other crew members without delay.

11.2.6.2. **Q-**. Committed errors, omissions or delays in emergency procedures or had minor errors in knowledge of emergency procedures/equipment that did not result in an unsafe situation or jeopardize mission accomplishment.

11.2.6.3. **U**. Unsatisfactory knowledge of emergency procedures/equipment. Misunderstood additional emergency duties. Improperly or ineffectively coordinated with other crew members causing errors, omissions, delays or confusion that resulted in an unsafe situation and/ or jeopardized mission accomplishment.

11.2.7. **AREA 7—AUTHENTICATION PROCEDURES**

11.2.7.1. **Q**. Authenticated voice transmission within time limits specified on authenticators.

11.2.7.2. **Q-**. Authenticated voice transmission within time limits specified on authenticators. Committed errors or omissions that did not jeopardize mission accomplishment.

11.2.7.3. **U**. Committed errors or omissions that jeopardized mission accomplishment.

11.2.8. **AREA 8—COMMUNICATIONS SECURITY (COMSEC) (CRITICAL)**

11.2.8.1. **Q**. Used and controlled COMSEC IAW established procedures.

11.2.8.2. **U**. Failed to use and control COMSEC IAW established procedures.

11.2.9. **AREA 9—SAFETY (CRITICAL)**

11.2.9.1. **Q.** Aware of and complied with all safety factors required for safe operation and mission accomplishment. Ensured adequate coordination to prevent unsafe acts. Located safety hazards and explained proper use of safety equipment. Located electrical, fire, and radiation safety hazards in the OM. Located and explained the use of fire extinguishers. Located and explained the use of the OM “Master Off” switch.

11.2.9.2. **U.** Was not aware of or did not comply with all safety factors required for safe operation or mission accomplishment. Failed to locate safety hazards and explain the proper use of safety equipment. Failed to locate electrical, fire, and radiation safety hazards in the OM. Failed to locate and explain proper use of fire extinguishers. Failed to locate and explain the use of the “OM Master Off” switch. Committed errors or omissions that could have jeopardized personnel safety or equipment.

11.2.10. AREA 10—AIRCRAFT EMERGENCIES (CRITICAL)

11.2.10.1. **Q.** Recognized and reacted to assist an aircraft experiencing an emergency situation. Recognized emergency symbology and codes on the scope. Coordinated emergency responses in a timely manner IAW emergency checklist. Entered an emergency point on the scope.

11.2.10.2. **U.** Failed to recognize and/or assist an aircraft experiencing an emergency situation. Failed to recognize emergency symbology or codes on the scope. Failed to coordinate emergency responses in a timely manner IAW emergency checklist. Failed to enter an emergency point on the scope. Committed errors or omissions that endangered aircrews and aircraft and jeopardized mission accomplishment.

11.2.11. AREA 11—COORDINATION (CRITICAL)

11.2.11.1. **Q.** Coordinated with the mission crew to ensure equipment and assets are available and used to accomplish the assigned mission. Ensured coordination and information flow within the section and cross-sections as required.

11.2.11.2. **U.** Failed to coordinate with the mission crew to ensure equipment and assets are available and used to accomplish the assigned mission. Failed to ensure coordination and information flow within the section and cross-sections as required. Committed errors or omissions that jeopardized mission accomplishment.

11.2.12. AREA 12—CREW DISCIPLINE (CRITICAL)

11.2.12.1. **Q.** Demonstrated strict professional crew discipline throughout all phases of the mission. Executed the assigned mission in a timely, efficient manner.

11.2.12.2. **U.** Failed to exhibit strict crew discipline. Violated or ignored rules or instructions. Decision or lack thereof resulted in failure to accomplish the assigned mission. Demonstrated poor judgment to the extent, that safety or mission accomplishment was compromised.

11.2.13. AREA 13—RADIO/TELEPHONE (R/T) PROCEDURES

11.2.13.1. **Q.** Employed R/T procedures IAW AFI 11-214 and AFTTP 3-1. Acknowledged all communications.

11.2.13.2. **Q-** Employed R/T procedures with errors or omissions that did not jeopardize mission accomplishment. Performance included errors, omissions, or delays that did not jeopardize mission accomplishment or safety.

11.2.13.3. **U-** Failed to employ R/T procedures IAW AFI 11-214 and AFTTP 3-1. Did not acknowledge all communications.

11.2.14. AREA 14—ELECTRONIC PROTECTION (EP) OPERATIONS

11.2.14.1. **Q.** Recognized and reported EA indications to the ASO/T.

11.2.14.2. **Q-** Recognized and reported EA indications to the ASO/T. Committed errors or omissions that did not adversely affect mission accomplishment.

11.2.14.3. **U.** Failed to recognize and/or report EA indications to the ASO/T. Committed errors or omissions that could have jeopardized mission accomplishment.

11.2.15. AREA 15—ANTI-RADIATION MISSILE (ARM) PROCEDURES (N/A)

11.2.16. AREA 16—BATTLE MANAGEMENT (N/A)

11.2.17. AREA 17—CREW LEADERSHIP (N/A)

11.2.18. AREA 18—TACTICAL DATA LINK (TDL) OPERATIONS (N/A)

11.2.19. AREA 19—AIR PICTURE MAINTENANCE

11.2.19.1. **Q.** Interpreted track symbols and modifiers. Read and interpreted information displayed in the Hooked Data Readout (HDRO). Used switch actions associated with initiating and maintaining tracks. Used switch actions to hook tracks on the OCUWS. Used switch actions to maintain surveillance tracks within 2 nm of radar data.

11.2.19.2. **Q-** Interpreted track symbols and modifiers. Read and interpreted information displayed in the HDRO. Used switch actions associated with initiating and maintaining tracks. Used switch actions to hook tracks on the OCUWS. Used switch actions to maintain surveillance tracks within 2 nm of radar data. Committed errors or omissions that did not adversely affect mission accomplishment.

11.2.19.3. **U.** Failed to use system displays and switch actions to display and maintain an air picture. Failed to interpret track symbols and modifiers. Failed to read and interpret information displayed in the HDRO. Failed to use switch actions associated with initiating and maintaining tracks. Failed to use switch actions to hook tracks on the OCUWS. Failed to maintain surveillance tracks within 2 nm of radar data. Committed errors or omissions that could have jeopardized mission accomplishment.

11.2.20. AREA 20—DATABASE INITIALIZATION (N/A)

11.2.21. AREA 21—FORWARD TELL OPERATIONS

11.2.21.1. **Q.** Performed Voice Tell operations IAW AFI 13-1 CRC, Vol. 3 and AFTTP 3-1 as directed.

11.2.21.2. **Q-** Performed Voice Tell operations IAW AFI 13-1 CRC, Vol. 3 and AFTTP 3-1 as directed. Committed errors or omissions that did not adversely affect mission accomplishment.

11.2.21.3. **U.** Failed to perform Voice Tell operations IAW AFI 13-1 CRC, Vol. 3 and AFTTP 3-1 as directed. Committed errors or omissions that could have jeopardized mission accomplishment.

11.2.22. **AREA 22—TRACK IDENTIFICATION**

11.2.22.1. **Q.** Identified air tracks in the assigned area IAW identification procedures specified by the ROE. Located and used switch actions to identify tracks. Interrogated Mode 4 and used switch actions required to display appropriate ID symbology.

11.2.22.2. **Q-.** Identified air tracks in the assigned area IAW identification procedures specified by the ROE. Located and used switch actions to identify tracks. Interrogated Mode 4 and used switch actions required to display appropriate ID symbology. Committed errors or omissions that did not jeopardize mission accomplishment.

11.2.22.3. **U.** Failed to identify air tracks in the assigned area IAW identification procedures specified by the ROE. Did not comply with identification procedures specified in the ROE. Failed to locate and/or use switch actions to identify tracks. Failed to interrogate Mode 4. Failed to use switch actions to display appropriate ID symbology. Committed errors or omissions that could have resulted in fratricide or jeopardized mission accomplishment.

Chapter 12

QUALIFICATION EVALUATION OF THE POSITIONAL INSTRUCTOR (PI)

Section 12A—Evaluation Procedures and Instructions

12.1. Minimum Mission Level. The minimum level of mission that must be accomplished for the PI is one that is representative of the instructor's duties. **(T-2)** A second live or simulation training event may be utilized to observe areas not adequately evaluated during the first mission. Individuals identified on the unit Letter of X's as "Airmanship" qualified positional instructors will receive an evaluation in this area in addition to positional instructor controlling abilities on scope at least every other evaluation. **(T-2)**

12.2. Instructor Session. During the mission, the examinee will conduct an instructional session. **(T-2)** The event will be task oriented to allow the examinee to make necessary inputs. **(T-2)** The SEE is responsible for determining if the examinee has met instructional requirements. The student's performance during the mission does not determine whether this area is rated satisfactory. Note: Live instructors - A live control event may not be required due to BMC qualification prerequisite. If a live control event is required (i.e., recurring/marrying up evaluations), examinee must demonstrate the knowledge and ability to control an effective mission. **(T-2)** BMC evaluation must be completed prior to instructor evaluation. **(T-2)** Simulation only instructors will perform a demonstration/performance session with the student. **(T-2)** "Chalk- talks/board briefs" conducted by the examinee as part of the mission brief may be used to satisfy requirements in Area 25, Demonstration/Performance.

12.3. Evaluation Objective. The examinee must demonstrate the ability to instruct safely and effectively according to technical orders, FAA regulations, and other operational directives. **(T-2)**

12.4. Areas and Ratings. Paragraphs 12.5 through 12.16 provide the different qualification areas, possible ratings for each, and definitions of the ratings (Q, Q-, and U, as applicable) for each area. PI evaluation criteria will be the same as specified for the student in the syllabus or lesson plan unless otherwise specified in this instruction. **(T-2)**

12.5. Area 23—Mission Planning

12.5.1. **Q.** Noted all factors applicable to the mission; for example, number and type aircraft, call signs, planned scenarios or tactics, blocks, airspace and limitations, and radio frequencies. Was aware of alternate mission, weather, NOTAMS, and emergency and NORDO procedures. Developed a sound plan of action to accomplish the mission. Properly annotated forms, and complied with guidance in the OIF. Reviewed student grade book for appropriate documentation. Assessed student progression and formulated objectives to be attained during the mission. Ensured all documentation was accurate and complete. Ensured Operational Risk Management (ORM) checklist was signed off by student.

12.5.2. **Q-.** Forms were incomplete and/or failed to comply with guidance in the OIF. Resulting errors or omissions noted in mission planning did not jeopardize mission outcome, but caused delays and detracted from mission accomplishment. Due to lack of compliance, mission information had to be reemphasized during the mission. Incomplete review of

student grade book resulted in inappropriate mission objectives for the student. Failed to ensure all documentation was accurate and complete.

12.5.3. **U.** Forms were incomplete and/or failed to comply with guidance in the OIF. Resulting omissions compromised mission execution or safety of flight. Failed to understand or clarify mission profile. Had faulty knowledge of operating data or procedures. Failed to review student grade book. Failed to set student mission objectives. Failed to ensure student had signed off ORM checklist.

12.6. Area 24—Conduct Mission Briefing

12.6.1. **Q.** Received aircrew briefing with student (if applicable). Observed student's coordination with the aircrew and adversary controller. Presented a comprehensive, instructional briefing that encompassed all aspects of the mission according to locally developed instructor standards. Briefing complied with locally developed unit standards/guide. Developed student mission plan that accounted for mission requirements, employment considerations, equipment limitations, and desired learning objectives. Briefed Special Interest Items (SII) as applicable.

12.6.2. **Q-.** Failed to provide necessary inputs to student's coordination with the aircrew and/or adversary controller. Resulting errors or omissions delayed mission execution, but did not jeopardize the sortie. Mission briefing focused primarily on administrative items or failed to provide employment considerations for the phases of the intercept.

12.6.3. **U.** Failed to observe student's coordination with the aircrew and/or adversary controller. Failed to properly conduct the mission briefing or provided briefing information that was not according to locally developed squadron standards/guide. Did not brief applicable SIIs.

12.7. Area 25—Instructor Knowledge

12.7.1. **Q.** Demonstrated in-depth knowledge of procedures, requirements, weapon systems, mission, and tactics.

12.7.2. **Q-.** Had noncritical deficiencies in depth of knowledge, procedures, requirements, weapon systems, mission, or tactics.

12.7.3. **U.** Had critical deficiencies in knowledge and familiarity with procedures, requirements, weapon systems, mission, or tactics.

12.8. Area 26—Conduct Appropriate Demonstration/Performance

12.8.1. **Q.** Conducted demonstration or sample intercept according to approved guidance. Described procedures, standards, and techniques to execute the mission. Repeated demonstration or provided alternate techniques to enhance student's understanding.

12.8.2. **Q-.** Demonstration or sample intercept had noticeable deviations and/or incomplete explanations. Required to repeat demonstration to be within parameters according to approved guidance (i.e., syllabus requirements).

12.8.3. **U.** Failed to conduct a demonstration or sample intercept within parameters according to approved guidance. Failed to repeat demonstration even though student obviously did not understand fundamentals.

12.9. Area 27—Monitor Student Performance/Corrective Guidance

12.9.1. **Q.** Observed student and provided appropriate corrective guidance. Made timely inputs and provided directive guidance to prevent mission degradation. Included techniques or tips for improving performance.

12.9.2. **Q-.** Inconsistent corrective guidance allowed student to make errors or omissions that caused delays in mission accomplishment. Did not provide any personal techniques or tips for improving performance. Mission not jeopardized by actions.

12.9.3. **U.** Failed to provide appropriate corrective guidance to student. Inputs did not increase student's situational awareness. Jeopardized mission accomplishment.

12.10. Area 28—Situation/Threat Awareness

12.10.1. **Q.** During all phases of the mission, ensured situation or threat information was according to applicable volumes of AFTTP 3-1, AFI 11-214, AETC Supplement and local operating directives. For example, briefing was updated as requested or as the situation changed; groups and/or formations were correctly identified, labeled, and anchored; and threat information was accurate to within 10 degrees and 2 NM of sensor returns or closest cardinal direction or quadrant. Monitored student workload and task saturation level. Coordinated with other instructors and/or students on a real-time basis to maximize effectiveness of training.

12.10.2. **Q-.** Was slow to correct (or did not correct) student in response to changes in adversary tactics.

12.10.3. **U.** Failed to ensure correct student responses throughout the mission. Did not effectively monitor student workload. Allowed student to continue even though his or her task saturation was preventing the accomplishment of mission. Actions jeopardized mission accomplishment.

12.11. Area 29—Safety of Flight Procedures (Critical)

12.11.1. **Q.** Ensured all participants maintained airspace integrity, including time limits. All mandatory safety calls (such as fights on, terminate, and knock-it-off) were passed. Provided accurate traffic and safety advisories, ensured proper altitude separation, and complied with airspace and altitude restrictions. Provided assistance to pilot to avoid factor traffic, keeping aircraft clear of hazards according to AFI 11-214, AETC Supplement and other directives. Ensured compliance with all applicable MOAs, FAA, and local directives during all phases of the mission. Conducted aircrew duties in a safe manner, not detrimental to equipment or flight safety. Intervened as necessary to prevent unsafe flight operations.

12.11.2. **U.** Was not aware of (or did not ensure) compliance with safety factors during the mission, either directly or through the student. Actions and/ or responses were unsafe and/or dangerous. Jeopardized overall mission accomplishment.

12.12. Area 30—Use of Training Materials

12.12.1. **Q.** Demonstrated sound knowledge and/or use of visual aids, recording devices, and other applicable training aids.

12.12.2. **Q-.** Utilized visual aids, but techniques detracted from student's learning experience.

12.12.3. U. Failed to demonstrate sound knowledge and/or use of visual aids, recording devices, and other applicable training aids.

12.13. Area 31—Mission Debrief

12.13.1. Q. Thoroughly debriefed student on the objectives and key aspects of the mission according to approved squadron standards. Evaluated student's performance with respect to the briefed mission plan and individual goals. Discussed appropriate techniques and highlighted performance, with special emphasis on areas for improvement, if applicable. Debriefed SIIs as applicable.

12.13.2. Q-. Mission debrief did not completely address briefed mission plan or individual goals. Discussion of techniques for improvement on a few areas was below standards.

12.13.3. U. Failed to thoroughly debrief student on the objectives and key aspects of the mission according to approved squadron standards. Did not evaluate student's performance with respect to the briefed mission plan and individual goals. Failed to discuss appropriate techniques and adequately highlight performance with emphasis on areas that did not meet standards for progression. Did not debrief SIIs as applicable.

12.14. Area 32—Ability to Instruct

12.14.1. Q. Demonstrated excellent instructor ability. Clearly defined mission requirements and any required additional training or corrective action. Instruction was accurate, effective, and timely. Verbal or written communication was effective and unambiguous. Maintained rapport with student, and demonstrated appropriate questioning techniques.

12.14.2. Q-. Problems with instruction or analysis detracted from effectiveness of instruction. Communication was effective, but contained numerous verbal or visual distractions. Did not maximize rapport with the student.

12.14.3. U. Unable to perform, teach, or assess techniques, procedures, systems use, or tactics. Communication was not effective.

12.15. Area 33—Student Training Documentation

12.15.1. Q. Properly prepared and submitted required documentation according to approved directives. No errors were noted.

12.15.2. Q-. Required documentation contained errors that detracted significantly from the required documentation, but did not prevent communication of the content.

12.15.3. U. Pertinent information was missing or could not be understood.

12.16. Area 34—Objectivity

12.16.1. Q. Provided feedback and grades according to established AETC rating criteria. Graded procedure instead of technique.

12.16.2. Q-. Had difficulty maintaining objectivity. Graded several items primarily on technique instead of procedure.

12.16.3. U. Failed to provide objective feedback and grades that were according to established AETC rating criteria.

Chapter Chapter13

OBJECTIVITY EVALUATION OF THE STAN/EVAL EXAMINER (SEE)

Section 13A—Evaluation Procedures and Instructions

13.1. Conducting a SEE Objectivity Evaluation

13.1.1. All areas of the objectivity evaluation are considered critical to its success, and the evaluation will be graded only as 1 or 3. **(T-2)** A score of U in an area will result in an overall grade of 3. **(T-2)** Cumulative deviations will be considered when determining an overall rating of 1 or 3.

13.1.2. Only one SEE objectivity evaluation will be required, and it will suffice for all areas the SEE is qualified to evaluate in. If the SEE is qualified in two systems, the objectivity evaluation will only be required in one system.

13.1.3. There are no requirements to conduct an objectivity evaluation on a SEE solely because he or she has become certified/qualified in another system, or positional certification.

13.1.4. SEEs with prior experience as evaluators from other MAJCOMs will still receive an objectivity evaluation. **(T-2)**

13.1.5. There is no requirement for recurring objectivity evaluations.

13.1.6. SPOT objectivity evaluations will be given at the discretion of the AETC, group, or squadron chiefs of Stan/Eval, and these evaluations may be given in any or all areas of the SEE's qualification.

13.2. Evaluation Objective. The examinee must demonstrate a thorough understanding of Stan/Eval directives, and ensure safety of flight as well as compliance with applicable technical orders, FAA regulations, and operational directives. **(T-2)**

Section 13B—Qualification Criteria

13.3. Areas and Ratings. Paragraphs 13.4 through 13.10 provide the different qualification areas, possible ratings for each, and definitions of the ratings (Q and U, as applicable) for each area.

13.4. Area 35—Compliance with Stan/Eval Directives (Higher Headquarters and Local)

13.4.1. **Q.** Complied with directives pertaining to administration of the evaluation. Deviations did not jeopardize effectiveness of the evaluation or mission accomplishment.

13.4.2. **U.** Failed to comply with directives pertaining to administration of the evaluation. Deviations jeopardized effectiveness of the evaluation or mission accomplishment.

13.5. Area 36—Evaluation Briefing

13.5.1. **Q.** Briefed the conduct of the evaluation, mission scenarios, and grading criteria according to Stan/Eval directives. Omissions did not impact evaluation outcome.

13.5.2. U. Did not thoroughly brief conduct of the evaluation, mission scenarios, and grading criteria according to Stan/Eval directives. Omissions impacted the evaluation outcome.

13.6. Area 37—Identification of Discrepancies and Assignment of Area Ratings

13.6.1. Q. Identified discrepancies and assigned area ratings according to this instruction.

13.6.2. U. Failed to properly identify discrepancies or assign area ratings according to this instruction.

13.7. Area 38—Assignment of Overall Ratings

13.7.1. Q. Assigned correct overall rating according to Stan/Eval directives.

13.7.2. U. Failed to assign the correct overall rating according to Stan/Eval directives.

13.8. Area 39—Corrective Action

13.8.1. Q. Recommended corrective actions or additional training areas were based on identified discrepancies. Corrective actions were designed to ensure correction of examinee's deficiencies.

13.8.2. U. Failed to recommend corrective actions or additional training areas based on identified discrepancies. Recommended actions will not ensure correction of identified discrepancies.

13.9. Area 40—Mission Debrief

13.9.1. Q. Debriefed examinee on all aspects of the evaluation.

13.9.2. U. Failed to debrief examinee on all aspects of the evaluation.

13.10. Area 41—Evaluation Documentation

13.10.1. Q. Completed required evaluation documentation according to Stan/Eval directives. Errors in documentation did not affect evaluation validity.

13.10.2. U. Failed to complete required evaluation documentation according to Stan/Eval directives. Errors in documentation affected evaluation validity.

MICHAEL A. KELTZ, Major General, USAF
Director of Intelligence, Operations, and Nuclear
Integration

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

AFPD 13-1, *Command and Control (C2) Enterprise*, 6 Aug 2012

AFI 13-1CRC Volume 1, *Control and Reporting Center (CRC)—Training*, 29 Oct 2009

AFI 13-1CRC Volume 2, *Ground Command and Control Systems Standardization/Evaluation Program--Modular Control System evaluation Criteria*, 27 Oct 2009

AFI 13-1STAN-EVAL2, *Ground Command and Control Systems Standardization/ Evaluation Program--Organization and Administration*, 11 Dec 2009

AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, 13 Sep 2010

AFI 11-214, *Air Operations Rules and Procedures*, 14 Aug 2012

AFI 11-215, *USAF Flight Manuals Program (FMP)*, 22 Dec 2008

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, 13 Dec 2010

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

AFMAN 33-363, *Management of Records*, 01 Mar 2008

AFI 36-2101, *Classifying Military Personnel (Officers and Enlisted)*, 25 Jun 2013

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

AFI 48-123, *Medical Examination and Standards*, 5 Nov 2013

AFI 11-214/AETC Sup 1, *Air Operations Rules and Procedures*, 24 Feb 2014

AFI 11-215/AETC Sup 1, *USAF Flight Manuals Program (FMP)*, 22 Aug 2011

AFI 11-290/AETC Sup 1, *Cockpit/Crew Resource Management Training Program*, 30 Apr 2014

AETCI 13-101 Volume 1, *Battle Management Training*, 2014

AETCI 13-101 Volume 3, *Battle Management Operations*, 2014

AETCI 36-2604, *Flying Training Instructor Programs*, 9 Oct 2013

AETCI 36-2205 Volume 1, *Formal Flying Training Administration and Management*

NATO ATP-56, *Air to Air Refueling (AAR)*

Adopted Forms

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 8A, *Certificate of Aircrew Qualification (Multiple Aircraft)*

AF Form 847, *Recommendation for Change of Publication*

AF Form 942, *Record of Evaluation*

AF Form 3132, *General Purpose (11 x 8 ½)*

AF Form 4144, *Positional Evaluation Checklist*

Abbreviations and Acronyms

ABM—Air Battle Manager
ACO—Airspace Control Order
ACS—Air Control Squadron
AFSC—Air Force Specialty Code
AETC—Air Education and Training Command
AFI—Air Force Instruction
ANG—Air National Guard
AR—Air Refueling
ASO—Air Surveillance Officer
AST—Air Surveillance Technician
AT—Additional Training
ATC—Air Traffic Control
ATO—Air Tasking Order
AWO—Air Weapons Officer
BCS—T—Battlefield Control System-Tyndall
BCS—RO—Battlefield Control System-Range Operations
BDA—Battle Damage Assessment
BMC—Basic Mission Capable
C2—Command and Control
CAP—Combat Air Patrol
CDE—Collateral Damage Estimation
CMR—Combat Mission Ready
COT—Chief Of Training
CT—Continuation Training
DO—Director of Operations
DMOC—Distributed Mission Operations Center (DMOC)
DNIC—Duty Not Involving Controlling
DNIF—Duty Not Including Flying
DTOC—Distributed Training Operations Center
EA—Electronic Attack
EPT—Electronic Protection Technician

EQ—Exceptionally Qualified
FAA—Federal Aviation Administration
FAC—Forward Air Controller
FEF—Flight Evaluation Folder
FMT—Full Mission Trainer
GTMS—Graduate Training Management System
HHQ—Higher Headquarters
HQ—Headquarters
IAWO—Instructor Air Weapons Officer
ICAO—International Civil Aviation Organization
ICT—Interface Control Technician
IFF/SIF—Identification Friend or Foe/Selective Identification Feature
IG—Inspector General
INIT QUAL—Initial Qualification Evaluation
IQT—Initial Qualification Training
IPIE—Initial Positional Instructor Evaluation
IPL—Initiate Program Load
IWD—Instructor Weapons Director
JU—JTIDS Unit
MAJCOM—Major Command
MCC—Mission Crew Commander
MCS—Modular Control System
MDS—Mission Design Series
MFR—Memorandum for Record
MOA—Memorandum of Agreement
MQF—Master Question File
MQT—Mission Qualification Training
MSA—Minimum Safe Altitude
MSN—Mission
N/A—Not Applicable
N-BMC—Non-Basic Mission Capable
NLT—Not Later Than

NM—Nautical Mile
NOTAM—Notice To Airman
NTN—NATO Track Number
OCUWS—Operator Console Unit Workstation
OG—Operations Group
OGV—OG Stan/Eval
OI—Operating Instructions
OIF—Operations Information File
OM—Operations Module
OPR—Office of Primary Responsibility
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PI—Positional Instructor
PID—Principle of Distinction
PM&T—Performance Monitor and Test
PPLI—Precise Participant Location and Identification
PU—Participating Unit
Q—Qualified
Q1—Qualification Level 1
Q2—Qualification Level 2
Q3—Qualification Level 3
R/T—Radio/Telephone
RCP—Radar Control Panel
RN—Reference Number
ROE—Rules of Engagement
QUAL—Recurring Qualification Evaluation
RTB—Return To Base
SAR—Search and Rescue
SAS—1—System Access Subunit Area 1
SAV—Staff Assistance Visit
SD—Senior Director
SD—Situation Display

SEE—Standardization/Evaluation Examiner

SII—Special Interest Item

SIM—Simulator

SPINS—Special Instructions

SSAN—Social Security Account Number

SSU—System Server Unit

ST—Surveillance Technician

Stan/Eval—Standardization/Evaluation

TD—Tabular Display

TDF—Tactical Display Framework

TDY—Temporary Duty

TF—Training Folder

TOD—Time of Day

TR—Training Requirements

U—Unsatisfactory

UQ—Unqualified

UTA—Unit Training Assembly

VCAS—Voice Control Access System

VCAU—Voice Communications Access Unit

WD—Weapons Director

WG—Wing

WT—Weapons Technician

Terms

Academic Training—Training that results from self-study, group study, or classroom instruction.

Academic Evaluation—Those written evaluations which are required for satisfactory completion of the qualification evaluation. As a minimum, this will include a written examination drawn from the MAJCOM approved MQF.

Additional Extended Training Period—Training period for individuals who fail to progress after one extended training period.

Additional Training—This includes any training or action recommended by a SEE that must be completed following an evaluation. Document completion on AF Form 8. The COT, with the concurrence of the DO, determines TRs to correct deficiencies identified by Stan/Eval. AT must be identified within seven days of evaluation and completed within 30 days once identified (2 UTAs).

Annual/Calendar Year—A period starting 1 October and continuing through 30 September.

Attached Personnel—This includes anyone not assigned to the unit but maintaining qualification through that unit. MAJCOM and OG personnel are an example of attached personnel.

Basic Mission Capable (BMC)— For AETC battle management units, the status of an individual who is assigned to a unit which does not have a primary combat mission, but has successfully completed IQT, passed an initial qualification evaluation, completed BMIT, and is complying with CT requirements for a designated duty position. This individual would require mission qualification training (MQT) training and may require some part of IQT by a combat ready unit before entry into combat.

Basic Qualified (BQ)—The status of an individual who has successfully completed IQT and an INIT QUAL. Individual lacks the knowledge of Joint and Combined operations procedures to operate in a theater. Individuals in this status may perform non-combat missions without instructor supervision.

Certification—Designation of an individual by the organization commander as having completed required training and being capable of performing in a role, mission, job, etc., for which no qualification training program exists. Certifications associated with squadron unique positions have no HHQ formal training program or syllabus.

Certifying Official—A person the commander assigns to determine an individual's ability to perform a task to required standards.

Combat Mission Ready (CMR)—The status of an individual who successfully completes IQT and MQT, passes initial and mission qualification evaluations, complies with CT requirements, and is assigned to a unit with a primary combat mission.

Continuation Training (CT)—Academic and positional training required to maintain CMR/BMC qualification.

Critical Task—These are tasks where strict adherence to procedures and directives is mandatory; failure to satisfactorily accomplish this task directly impacts either overall mission success or flight safety.

Currency—Currency is compliance with CT requirements and positional proficiency required by this directive.

Downgrade—The downgrading of an individual from BMC to UQ status due to failure of any positional evaluation, failure to complete a recurring evaluation by the scheduled date, failure to meet annual TRs, or the unit commander determines the individual to be non-proficient.

Eligibility Period—The 3-month period prior to expiration date of the evaluation during which an individual must complete all written and positional requirements for the recurring qualification evaluation.

Evaluation—Verbal, written, and positional methods used to determine individual proficiency to include positional evaluations and written evaluations as prescribed by governing directives.

Evaluation Folder (EF)—The EF contains the basic documents that show the history of an individual's positional qualification. Only one EF will be developed and maintained for an individual.

Experienced—An experienced AWO/WD is an individual who has been formally awarded a 13B3/4X/1C5X1D AFSC, has one year in the AFSC after award, performed as a CMR/BMC AWO/WD for a minimum of 6 months and has at least 50 career controlled events while performing in a CMR/BMC status, of which a minimum of 25 must be current assigned unit system specific (live/DMO) controlled events. An experienced EPT/ST is an individual who has been formally awarded a 13BXX/1C5X1 AFSC, has one year experience in the AFSC after award, has at least 50 career event operations performing duties in a CMR/BMC status, of which 25 must be current assigned unit system specific event operations, and performed in that particular position, as CMR/BMC, for a period of 6 months. ICTs must perform in that particular duty position, as CMR/BMC, for a period of 6 months.

Note: Instructors may credit one mission for every two live student missions for which they were primary instructor. Unit DOs may determine equivalent general positional hours for individuals that were previously assigned to units that did not track event operations.

Extended Training Period—Training period designed for individuals who fail to progress into the next phase of training

Informal Visit—This is an announced visit by HHQ SEEs to subordinate units for proficiency training or for orientation.

Initial Qualification Evaluation (INIT QUAL)—The first evaluation given to determine an individual's BMC qualification status. It will consist of a positional evaluation and a written examination.

Initial Qualification Training (IQT)—Academic and positional training required to attain BMC status.

Instructor—A qualified or certified individual authorized to instruct other individuals in operations academics and positional duties.

Mission—Department of Defense definition: The task, together with the purpose, that clearly indicates the action to be taken and the reason therefore. In common usage, especially when applied to lower military units, a duty assigned to an individual or unit, a task. For the purpose of this instruction, a more detailed explanation of this term applies: A mission includes briefing, controlling, and debriefing. Briefings should include training objectives. Controlling consists of taking radio and radar control of aircraft, and accomplishing one or more types of mission, such as air-to-air, air refueling, air-to-surface, and active air defense scrambles. Debriefing should be with the pilots (and instructor where applicable). The brief and debrief may be accomplished via telephone or radio; however, face-to-face briefs provide optimum training.

Master Question File (MQF)— A bank of questions whose development is provided or overseen by a headquarters-designated OPR. Stan/Eval functions use the MQF in constructing written examinations that this instruction requires.

Mission Qualification Training (MQT)—Specific training designed to prepare crew members to perform duties/tasks in support of a unit mission or tasking. Graduates of MQT are certified CMR/BMC by the squadron commander.

Non-Basic Mission Capable (N-BMC)— (Noncurrent)—Individual is N-BMC upon loss of currency, for example, did not meet lookback or annual training requirements, or fails initial written examination during recurring evaluation.

No-notice Evaluation—Give this evaluation at such time that preparation, beyond that which is normally accomplished for the mission, is not possible. These evaluations may be complete qualification evaluations, a written examination only, or a positional evaluation covering only selected areas.

Positional Evaluation—This is the portion of a qualification evaluation that covers on-position duties, actions, and responsibilities. This includes knowledge of console operations and unit equipment capabilities and limitations.

Positional Training— Hands-on training resulting from performance of duties in assigned positions.

Prorating—This is the process of determining the TRs proportionately. This process is used when personnel are TDY, DNIF, DNIC, or on emergency leave for more than 30 days.

Qualification Evaluation—Conduct this written and (or) positional evaluation to check an individual's proficiency in performing operations duties or to let an examinee demonstrate to the SEE the academic knowledge and ability to do assigned crewmember functions safely and effectively. Types of qualification evaluations are INIT QUAL, recurring, RECHECK and SPOT. Document qualification evaluations on AF Form 8.

Recurring Qualification Evaluation (QUAL)—This is an academic and positional evaluation required for an individual to maintain BMC status.

RECHECK—This is a prior notice qualification evaluation given to an individual who has been regressed to UQ status.

Re-examination—This is the re-accomplishment of a required written examination following a failure.

Regression—This is the movement of an individual from BMC to N-BMC.

Remedial Training—Training for individuals who fail a SPOT or recurring evaluation, or do not complete CT requirements. Once qualified, all personnel should meet all TRs, or otherwise be downgraded from BMC status to UQ.

SPOT Evaluation—An evaluation normally outside the eligibility period to ensure correction of identified discrepancies or to SPOT check an individual's proficiency. A SPOT evaluation is normally limited in scope. It may be either a positional evaluation and (or) a written examination. These evaluations may be either no-notice or with prior coordination. An evaluation begun as a SPOT evaluation may become (and be documented as) a recurring evaluation if all recurring evaluation requirements are completed during the SPOT evaluation. Do not add on missions to complete the requirements for a periodic evaluation unless the group or squadron commander concurs with the aircrew member's desire to realign the evaluation expiration date, and approves the additional flight time requirements. Note: When the flight examiner administering a SPOT evaluation is not qualified in the MDS and crew position of the examinee, the evaluation will not be credited toward a periodic evaluation.

Standardization/Evaluation Examiner (SEE)—A SEE is an operations crewmember who has completed an objectivity evaluation, and is designated to perform evaluation duties as specified by this instruction.

Stan/Eval Objectivity Evaluation—A HHQ SEE or the OG chief of Stan/Eval (or his or her designated representative) gives this evaluation to unit SEEs to determine their ability to perform SEE duties. Document certification as a SEE on an AF Form 8, and designate the individual by letter upon completion of this evaluation.

Stan/Eval Special Interest Item (SII)—This is an operational area of concern designated by headquarters staff for evaluation during formal Stan/Eval visits.

Time Periods—The following definitions are provided for interpretation of timing requirements specified in this instruction:

Training Period—A specific amount of time to accomplish a prescribed phase of training.

Unit Training Assembly (UTA)—For the purpose of this instruction, a UTA is considered to be the 2-day period per month that ANG operations personnel spend on duty. The acronym UTA equals one full ANG drill weekend. When computing due dates, the UTA weekend on which an event initially takes place does not count. For example, a reference allows two UTAs for completion of an event. The original decision or event occurs during the drill weekend in March. The unit or individual would have until the end of the drill weekend in May to complete the action or response. The use of weekday and evening training periods will not shorten this time period.

Unit—For the purpose of this instruction, a unit is defined as a squadron required to establish its own Stan/Eval program.

Unqualified— The status of an individual who: has not entered or completed IQT training requirements and has not successfully passed an INIT QUAL for BMC status; or has twice failed the academic portion of an evaluation; or has failed a recurring or SPOT positional evaluation or has failed a reexamination; or has failed to meet TRs; or has been downgraded at the direction of the commander or DO due to failure to complete a recurring qualification evaluation.

Weapons Director (WD)—Personnel with a duty AFSC 1C5X1D with duties involving control of aircraft.

Weapons Technician (WT)—Personnel with a duty AFSC 1C5X1 with duties involving assisting in the control of aircraft

Attachment 2

FORMAL STAN/EVAL WRITTEN EXAMINATION

Table A2.1. Thirty-four or More Crewmembers Tested.

| | A | B | C | D |
|------|----------------|------------------|-----|---------------|
| ITEM | Rating | Per Cent Passing | | Average Score |
| 1 | Outstanding | 100 | and | 98.0 – 100 |
| 2 | Excellent | 94.0 - 100 | and | 95.0 - 97.9 |
| 3 | Satisfactory | 90.0 - 100 | and | 90.0 - 94.9 |
| 4 | Marginal | 85.0 - 100 | or | 85.0 - 89.9 |
| 5 | Unsatisfactory | Below 85.0 | or | Below 85.0 |

Table A2.2. Thirty-three or Less Crewmembers Tested.

| | A | B | C | D | E |
|------|----------------|----------------------|---------------------|-----|------------------|
| ITEM | Rating | 16-33 Crewmembers | < 16 Crewmembers | | Average Score |
| 1 | Outstanding | 0 fail | 0 fail | and | 98.0 – 100 |
| 2 | Excellent | 1 fail | 0 fail | and | 95.0 - 97.9 |
| 3 | Satisfactory | 2 fail | 1 fail | and | 90.0 - 94.9 |
| 4 | Marginal | 3 fail | 2 fail | or | 85.0 - 89.0 |
| 5 | Unsatisfactory | 4 or more fail | 3 or more fail | or | Below 85.0 |

Attachment 3

REVIEWING AND APPROVING OFFICIALS

Table A3.1. Reviewing and Approving Officials

| | A | B | C | D |
|---|-------------|---------------------|---|---|
| ITEM | Type Unit | Type Crewmember | Reviewing Officer (note 1) | Approving Officer (notes 1,2) |
| 1 | OG/Squadron | Assigned | DO or equivalent of the unit to which individual is assigned. | Unit CC of the unit to which individual is assigned |
| | | Attached | DO or equivalent of the unit to which individual is attached. | Unit CC of which individual is assigned |
| 2 | MAJCOM | Qualified personnel | DO or equivalent of the unit to which individual is attached. | AETC/A3V |
| <p>NOTES:</p> <p>1. Levels shown are minimum required. Additional reviews may be made as appropriate.</p> <p>2. Reviewing officer for SQ/CC is SQ/DO. Approving officer is OG/CC.</p> <p>3. Reviewing officer for SQ/DO is SQ/CC. Approving officer is OG/CC.</p> | | | | |

Attachment 4

TEMPORARY QUALIFICATION MEMORANDUM

Figure A4.1. Sample Memo

TEMPORARY QUALIFICATION MEMORANDUM

MEMORANDUM FOR: _____

FROM: _____

SUBJECT: Temporary Qualification Memorandum

1. _____ was administered a/an _____ qualification evaluation that was complete/incomplete. The written examination score(s) were/was _____. The overall grade is _____ and the test date/score was _____.
2. Discrepancies: (List)
3. Recommendation(s) for Additional Training: (List)

(Signature of Stan/Eval Examiner) (Signature of Chief of Stan/Eval)

Note: The temporary qualification memorandum is a form memorandum used pending completion of the AF Form 8. Remove this temporary memo once you're ready to post the completed AF Form 8.

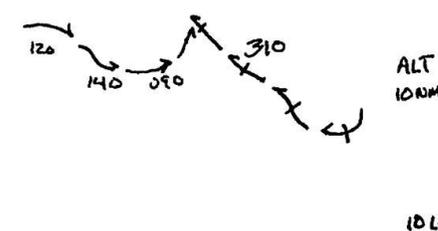
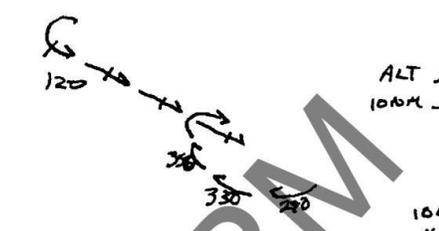
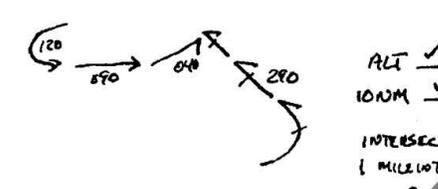
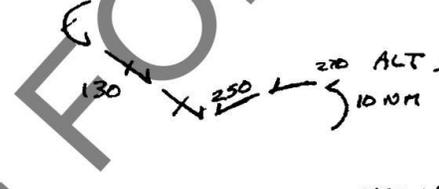
Attachment 5

EVALUATION GRADE CARD

Figure A5.1. Sample Evaluation Grade Card

| WD/WT OR INSTRUCTOR EVALUATION GRADE CARD | | | | | | | |
|--|----|--|-----------------------------------|---|-------------------|----|---|
| EXAMINEE NAME Mathew Smith | | GRADE Capt | DUTY POSITION Weapons Director | | | | |
| TYPE EVALUATION <input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> RECURRING <input type="checkbox"/> REEVALUATION <input type="checkbox"/> SPOT <input type="checkbox"/> S/E OBJECTIVITY | | | | | SEE Capt Jones | | |
| <input checked="" type="checkbox"/> PRIOR NOTICE <input type="checkbox"/> NO NOTICE | | ADDITIONAL TRAINING REQUIRED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | OVERALL QUALIFICATION <input type="checkbox"/> EQ <input checked="" type="checkbox"/> Q1 <input type="checkbox"/> Q2 <input type="checkbox"/> Q3 | | | |
| MISSION PROFILE 1 - V-1 MU2's in EMOA. Capt Smith successfully completed 2 cutoff & 2 stern intercepts. | | | | | | | |
| DISCREPANCIES None | | | | | | | |
| RECOMMENDED ADDITIONAL TRAINING/CORRECTIVE ACTION None | | | | | | | |
| EVALUATION CRITERIA IAW AETCI 13-101 | | | | | | | |
| REQUIRED ITEMS FOR ALL WD EVALS | | | | | | | |
| | Q | Q- | U | | Q | Q- | U |
| 1. MISSION PLANNING | X | | | 11. CONSOLE OPS/DISPLAY | X | | |
| 2. MISSION BRIEF/DEBRIEF | X | | | 12. R/T PROCEDURES | X | | |
| 3. EQUIP SET-UP/STATUS | X | | | 13. **AIR/AIR POSITIONING** | X | | |
| 4. AIRSPACE COORDINATION | X | | | 14. **AIR REFUELING POSITIONING** | NA | | |
| 5. CREW COORDINATION | NA | | | 15. SA/THREAT INFO | X | | |
| 6. COMM SELECTION/USE | X | | | 16. **SAFETY OF FLIGHT** | X | | |
| 7. SENSORS | X | | | 17. **SAR PROCEDURES** | NA | | |
| 8. WEATHER INFORMATION | X | | | 18. **EQUIPMENT SAFETY PROCEDURES** | X | | |
| 9. IDENTIFICATION | X | | | 19. DOCUMENTATION | X | | |
| 10. HANDOVER PROCEDURES | X | | | | | | |
| REQUIRED ITEMS FOR WT EVALS | | | | | | | |
| | Q | Q- | U | | Q | Q- | U |
| 20. MISSION PLANNING | | | | 30. CONSOLE OPS/DISPLAY | | | |
| 21. MISSION BRIEF/DEBRIEF | | | | 31. R/T PROCEDURES | | | |
| 22. EQUIP SET-UP/STATUS | | | | 32. CHECKLISTS | | | |
| 23. AIRSPACE COORDINATION | | | | 33. MISSION ASSISTANCE | | | |
| 24. CREW COORDINATION | | | | 34. SA/THREAT INFO | | | |
| 25. COMM SELECTION/USE | | | | 35. **SAFETY OF FLIGHT** | | | |
| 26. SENSORS | | | | 36. **SAR PROCEDURES** | | | |
| 27. WEATHER INFORMATION | | | | 37. **EQUIPMENT SAFETY PROCEDURES** | | | |
| 28. IDENTIFICATION | | | | 38. DOCUMENTATION | | | |
| 29. ** HANDOVER PROCEDURES** | | | | | | | |
| REQUIRED ITEMS FOR INSTRUCTOR EVALS | | | | | | | |
| | Q | Q- | U | | Q | Q- | U |
| 39. MISSION PLANNING | | | | 45. **SAFETY OF FLIGHT** | | | |
| 40. CONDUCT MISSION BRIEF | | | | 46. TRAINING MATERIALS | | | |
| 41. INSTRUCTOR KNOWLEDGE | | | | 47. MISSION DEBRIEF | | | |
| 42. CONDUCT DEMO/PERFORMANCE | | | | 48. ABILITY TO INSTRUCT | | | |
| 43. MONITOR STUDENT PERFORMANCE/ CORRECTIVE GUIDANCE | | | | 49. STUDENT TRAINING DOCUMENTATION | | | |
| 44. SA/THREAT INFO | | | | 50. OBJECTIVITY | | | |
| ** INDICATES CRITICAL AREA | | | | USE REVERSE SIDE TO DEPICT MISSION FLOW FOR EACH MISSION. | | | |

(Front)

| | |
|--|---|
| <p>MISSION TYPE <i>INT</i></p> <p>DATE <i>6 OCT 97</i></p> <p>#<i>1</i></p>  <p>ALT ✓ 10 NM ✓</p> <p>10 Laps 1 mile</p> | <p>MISSION TYPE <i>INT</i></p> <p>DATE</p> <p>#<i>2</i></p>  <p>ALT ✓ 10 NM ✓</p> <p>10 Laps 1 mile</p> |
| <p>MISSION TYPE <i>INT</i></p> <p>DATE <i>#3</i></p>  <p>ALT ✓ 10 NM ✓</p> <p>INTERSECT 1 MILE 70°</p> | <p>MISSION TYPE <i>INT</i></p> <p>DATE <i>#4</i></p>  <p>ALT ✓ 10 NM ✓</p> <p>MERGE 60°</p> |
| <p>MISSION TYPE</p> <p>DATE</p> | <p>MISSION TYPE</p> <p>DATE</p> |
| <p>MISSION TYPE</p> <p>DATE</p> | <p>MISSION TYPE</p> <p>DATE</p> |

(Reverse)