

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

AETC INSTRUCTION 13-101, Volume 4

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Nuclear, Space, Missile, Command and Control

***F-15 CIVILIAN CSI PROGRAM FOR
BATTLE MANAGEMENT TRAINING***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements policy guidance in AFD 13-1, *Command and Control Enterprise (C2E)*. It authorizes and establishes procedures and criteria for training, qualifying and evaluating Civilian Simulator Instructors (CSI) assigned to Air Battle Management (ABM) training organizations.

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. Forward proposed unit-level supplements to this instruction to HQ AETC/A3V for coordination prior to publication. After publication, send one copy of unit-level supplements to HQ AETC/A3V. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, and T-3") number following the compliance statement. See AFI 33-360, Publications and Forms Management, Table 1.1 for a description of the authorities associated with the Tier numbers. 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. Request waivers to this instruction through standardization and evaluation (Stan/Eval) channels to HQ AETC/A3V. The operations group (OG) commander of the unit that generated the supplement will handle waivers to supplemental guidance.

Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW 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/A3VO. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This document is new and must be completely reviewed. This publication incorporates all applicable F-15 Civilian CSI (CSI) guidance previously contained in AETCI 11-203, *Civilian Flying Training Simulator Instructor Program*.

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Chapter 1

GENERAL GUIDANCE

1.1. General. The purpose of this instruction is to provide the basic guidelines used to train and evaluate AETC F-15 CSIs in the support of battle management formal training. The objective is to set training policy, management criteria and administrative practices to achieve and maintain CSI qualifications.

1.2. Waivers. Policy and procedures are enacted to provide for quality and consistency in training and evaluation whether at an undergraduate or graduate level. Occasionally, unique circumstances may warrant special consideration and possible waiver of policy provisions.

1.2.1. Universal waivers that would change the intent of the policy outlined in this instruction are not authorized without HQ AETC/A2/3/10 approval (T-2). Wing/CCs are the approval authority for individual exceptions to the policy outlined in this instruction caused by special or unusual circumstances (T-3).

1.2.2. Request waivers via memo or AETC Form 6, *Waiver Request*. Coordinate all T-2 waiver requests through AETC/A3V. Waiver requests must provide justification why the individual or unit cannot comply with requirements. Squadron will file a copy of approved written waivers to this volume IAW AFI 33-360, *Publications and Forms Management*.

1.3. Unit CSI Organization.

1.3.1. CSIs will be assigned to the Air Control Squadron (ACS). (T-2)

1.3.2. A CSI flight commander will be appointed to manage CSI training and evaluation programs. (T-3) **Note:** A CSI examiner may be assigned to OGV to manage CSI evaluations.

1.4. Responsibilities.

1.4.1. **HQ AETC/A3Z.** HQ AETC/A3Z is responsible for determining CSI training requirements via syllabus development and oversight.

1.4.2. **HQ AETC/A3V.** AETC/A3V is the office of primary responsibility (OPR) for this instruction and will:

1.4.2.1. Provide standardized command guidance for AETC CSI programs in support of ABM training.

1.4.2.2. Process all change requests.

1.4.2.3. Review unit supplemental publications and training programs.

1.4.2.4. Provide assistance for unit implementation, direction, and monitoring of CSI training programs.

1.4.2.5. Initiate action to correct deficiencies in training resources.

1.4.2.6. Ensure HQ AETC approved syllabuses and formal training programs are implemented.

1.4.2.7. Monitor unit training programs.

1.4.3. **Operations Group Commanders.** OG/CCs will:

1.4.3.1. Supplement this instruction, to ensure all local training and evaluation requirements are documented. **(T-2)**

1.4.3.2. Ensure ACS manages CSI training programs to meet unit needs. **(T-2)**

1.4.3.3. Review programs and supplements annually. **(T-2)**

1.4.4. **Air Control Squadron Commanders.** ACS/CCs will:

1.4.4.1. Establish squadron CSI training and certification/qualification policies and guidance to include, but not limited to, Initial Qualification Training (IQT), Flight Lead Upgrade (FLUG) Training, Instructor Operating System (IOS) Training, Buddy Simulator Instructor (BSI) programs, Academic Instructor (AI) training and Continuation Training (CT). **(T-2)**

1.4.4.1.1. Ensure training programs are designed to achieve the highest degree of qualification and proficiency consistent with safety and resource availability. **(T-2)**

1.4.4.2. Ensure new CSIs are briefed on their responsibilities. **(T-2)**

1.4.4.3. Review completed training documentation, assign qualified CSIs to a training status, and certify instructors on an AF Form 4348, *USAF Aircrew Certifications or AF Form 8 Certificate of Aircrew Qualification*. **(T-2)**

1.4.4.4. Certify highly experienced CSIs as Instructor CSIs (ICSI) to ensure effective training of the CSI cadre. **(T-2)**

1.4.4.5. Certify the minimum number of highly-qualified ICSIs as CSI Examiners (CSIE) to meet CSI evaluation requirements listed in Chapter 3 and ensure quality of the CSI cadre. **(T-2)**

1.4.4.6. Publish a roster (Letter of Xs [LoX]) of CSI qualifications and certifications as required. The ACS/CC will determine what additional items are included on the LoX. **(T-2)**

1.4.4.7. Identify the levels of supervision required to accomplish required CSI training. **(T-3)**

1.4.4.8. Ensure end-of-cycle CSI training deficiencies are corrected and completed when required. Report end-of-cycle training deficiencies and additional training, if required, to the OG/CC. **(T-3)**

1.4.5. **CSI Flight Commander.** CSI Flight Commander will:

1.4.5.1. Manage unit CSI cadre to ensure effective utilization and training. **(T-2)**

1.4.5.2. Monitor currencies and requirements of assigned CSIs. **(T-2)**

1.4.5.3. Ensure CSIs only participate in sorties, events, and tasks for which they are adequately prepared, trained, qualified, and certified unless the activity is part of an upgrade syllabus or program leading to qualification or certification. **(T-2)**

1.4.5.4. Maintain training folders and other documentation. **(T-2)**

1.4.5.5. Regularly update the squadron commander on the status of all personnel in training and provide the squadron commander estimated completion dates. **(T-3)**

1.4.5.6. Determine if and when CSIs will be upgraded to: AI, Flight Lead (FL), ICSI, CSIE.

1.4.5.7. Supervise overall scheduling, training and progress of all unit training programs. **(T-3)**

1.4.5.8. Initiate annual review of all programs and supplements for ACS/CC and OG coordination. **(T-3)**

1.4.5.9. Brief new CSIs on flight policies, training and instruction, grading practices, and other applicable items before the new instructor conducts student training. **(T-3)**

1.4.6. **Individual CSIs.** Each CSI will:

1.4.6.1. Ensure required pre-requisites are completed before starting training. **(T-3)**

1.4.6.2. Ensure completion of training requirements and currencies IAW this instruction. **(T-2)**

1.4.6.3. Participate only in activities for which the CSI is adequately prepared, trained, qualified, and certified unless the activity is part of an upgrade syllabus or program leading to qualification or certification. **(T-2)**

1.5. Go/No-Go Procedures. The ACS will establish a positive control system that ensures CSIs have completed all training required for the proposed mission. **(T-2)** As a minimum, the Go/No Go system will monitor:

1.5.1. Qualifications and certifications.

1.5.2. Currency items required IAW this instruction.

1.5.3. Flight Crew Information File (FCIF).

Chapter 2

TRAINING

2.1 Training Concepts and Procedures.

2.1.1. CSI training programs are diverse due to the wide range of missions the CSIs support and the varying degree of experience and currency of each new CSI.

2.1.2. Prerequisites. Experience as a rated military aviator (pilot) is critical to the successful completion of assigned duties. Previous experience as an instructor in fighter aircraft is highly desirable.

2.1.3. The following training programs are built around the baseline CSI, they may be expanded when a new CSI is less experienced or has a prolonged lapse in currencies. Annotate all events with an "ADD" suffix if inserting additional training events. **(T-3)** As well, each program may be shortened for a highly experienced CSI with recent currency. Annotate the training record with "Previously Complied With (PCW)" for ground training events or "Proficiency Advanced (PA)" for positional events when a CSI's performance warrants. **(T-3)** The CSI Flight Commander is the approval authority for any of the above training program modifications. **(T-3)**

2.2. CSI Training Programs.

2.2.1. Initial Qualification Training (IQT). IQT has two components, Full Mission Trainer (FMT) upgrade and IOS upgrade, which are detailed in a single HQ AETC-approved syllabus. The ACS/CC will approve a tailored training program derived from the IQT syllabus for each new CSI based on the new CSI's experience and proficiency. **(T-3)** Except in unusual circumstances, candidates undergoing IQT will receive academic and FMT instruction with a minimum of interruption, and complete training within the time specified by the syllabus. **(T-3)**

2.2.1.1. On completion of the FMT portion of IQT, the CSI will be qualified as an F-15 simulator pilot (wingman). On completion of the IOS qualification, the CSI will be qualified as a CSI and can execute and provide instruction on all ABM/F-15 FMT missions.

2.2.1.2. Prerequisites. Personnel selected to become CSIs will be highly experienced, previously qualified instructor pilots in a military fighter aircraft (F-15, F-16, F-22, F-35, F-18). **(T-3)**

2.2.1.3. Academic Training. Academic training will be IAW the HQ AETC approved IQT syllabus, and will be tailored to the individual's background and experience. **(T-2)**

2.2.1.4. CSI candidates in IQT will train under the supervision of an ICSI until completing the qualification evaluation. **(T-2)**The CSI course syllabus mission objectives and tasks are minimum requirements for qualification.

2.2.2. Buddy Simulator Instructor Program (BSI). After completion of the IOS checkout, the new CSI will be assigned to a highly qualified ICSI (per the CSI Flight Commander) who will monitor the new instructor's performance and provide guidance in all areas of job requirements. **(T-3)**

2.2.2.1. The SQ/CC will review completed BSI program documentation and certify instructors on an AF Form 4348. **(T-3)**

2.2.2.2. The SQ/CC may waive the BSI program for any CSI who has previously completed a Buddy Instructor Pilot/BSI program in the same MDS aircraft or simulator.

2.2.3. Flight Lead Upgrade Training (FLUG). On completion of FLUG, the CSI can be qualified as a 2-ship and/or a 4-ship flight lead. The Squadron Commander will approve a tailored training program derived from the unit FLUG program for each new CSI based on their experience and proficiency. **(T-3)**

2.2.4. Academic Instruction (AI). Academic training is specifically defined in each formal syllabus and must be presented by a qualified AI. **(T-2)** The CSI Flight Commander will approve CSI entry into AI upgrade training. **(T-3)**

2.2.4.1. Prerequisites. The CSI must have completed the FMT track of the IQT syllabus. **(T-3)**

2.2.4.2. Academic Training. All CSIs instructors selected to become AIs must be qualified IAW AETCI 36-2604 before conducting any academic training. **(T-2)** BMIT Track1 satisfies CSI AI qualification requirements.

2.2.5. F-22 Replication. On completion of this training, the CSI will be certified as a wingman and/or 2-ship flight lead on UABM syllabus F-22 missions and also to run these missions from the IOS. **(T-3)** The Squadron Commander will approve a tailored training program derived from the unit F-22 upgrade program for each new CSI based the CSI's experience and proficiency. **(T-3)**

2.2.5.1. There are three phases of training: F-22 wingman upgrade, F-22 flight lead upgrade, and F-22 IOS operator.

2.2.5.2. Prerequisites. The CSI Flight Commander will ensure appropriate clearances are received prior to any F-22 replication training. **(T-3)** F-22 upgrade missions (wingman, IOS and FLUG) may occur simultaneously with F-15 upgrades if the CSI has the necessary clearances.

2.2.5.3. FMT Training. CSIs in F-22 training will train under the supervision of an ICSI. **(T-3)** The unit prescribed F-22 replication missions are the minimum requirements for qualification.

2.2.6. Instructor CSI (ICSI). CSIs who demonstrate superior expertise can be selected to be an ICSI. An ICSI can conduct qualification training for new CSIs in the FMT and on the IOS and conduct F-22 replication and FI academic briefs. ICSIs will also lead the mission and/or run the IOS for UABM X-rides, Progress Checks and Elimination Checks.

2.2.6.1. All ICSI upgrade training will be accomplished by the CSI flight commander or assistant. **(T-3)**

2.2.7. CSI Evaluator (CSIE). CSIEs are required to conduct CSI initial and recurring evaluation requirements and to ensure quality and standardization of the CSI cadre. **(T-2)** On completion of this training, the CSI will be able to conduct academic and positional certifications and evaluations in the classroom, the FMT and on the IOS. All training for this position will be IAW this instruction and AFI 11-202/AETC Supplement. **(T-2)**

2.2.7.1. CSIEs will be selected from the most highly-qualified ICSIs, typically the Flight Commander and the Assistant Flight Commander. **(T-3)**

2.2.7.2. CSIE training will be conducted by the flight commander or qualified CSIE.
(T-3)

Table 2.1. CSI Training Programs.

Program	Documentation	Certification
IQT (FMT/IOS)	Graduate Training Information Management System (GTIMS)	Form 8 / 942 (Recurring)
BSI		Form 4348 (one time)
2-FLUG	GTIMS	Form 4348 (one time)
4-FLUG	GTIMS	Form 4348 (one time)
AI		Form 281 or 620 / 4348 (Recurring)
F-22	GTIMS	Form 4348 (one time)
ICSI		Form 4348 (one time)
CSIE		Form 8 / 942 (one time)

2.3. Training Records and Reports. ACS will:

2.3.1. Maintain a training folder for each assigned CSI. The training folder will include records of individual training to include, but not limited to, IQT, BSI, FLUG, AI, F-22, ICSI and CSIE certification, IAW the RDS. **(T-2)**

2.3.2. The AF Form 4348 provides a permanent record and certification source for CSI certifications not attained through an AF Form 8, Certificate of Aircrew Qualification. Following certifying official signature on the AF Form 4348, records of training leading up to the certification may be removed from the training folder. (AF Form 4348 is prescribed in AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*. Refer to that publication for guidance on filling out the form.)

2.3.2.1. For each certification achieved and listed on the LoX, ACS will maintain documentation on an AF Form 4348 in the individual's training folder or on an AF Form 8 in the member's Flight Evaluation Folder (FEF). **(T-2)** Use one line for each positional certification. If a certification is given with restrictions, state the restrictions on the AF Form 4348 in the Remarks block.

2.3.2.2. Academic certifications may be entered one line per academic block when the CSI is qualified in multiple lessons in that block. Additionally, the annual recertification must be logged on the AF Form 4348.

2.3.2.3. Decertification of events fall into two categories: Decertification for Cause (with prejudice) and Discretionary Decertification (without prejudice). Supervisors should consult with the servicing Civilian Personnel Office on processing any appropriate administrative actions as a result of decertification.

2.3.2.3.1. Decertification for Cause. This action is normally associated with Commander-Directed Downgrade of a CSI, but also applies to commander-directed decertification of examiners (resulting from substandard performance). This category of Decertification warrants a review of all the CSI's qualifications and certifications with consideration to suspending some or all of them. To document Decertification for Cause, place an "X" in the appropriate box; enter date of decertification under Decertification Date block; enter name, rank, organization and office symbol and signature of the decertifying official under Decertifying Official/Organization block.

2.3.2.3.2. Discretionary Decertification. An administrative action not based on performance. Such decertification is warranted when loss of certification occurs that will not be regained, when instructor-certified events become core mission events, or when a higher certification is obtained making the previous entry obsolete. Discretionary Decertification is also applicable for decertification of CSIEs as a result of reasons other than substandard performance. This category of Decertification does not require any review of the CSI's remaining qualifications / certifications. To document Discretionary Decertification, place an "X" in the appropriate box; enter date of decertification under Decertification Date block; enter name, rank, organization and office symbol and signature of the decertifying official under Decertifying Official/Organization block.

2.3.2.4. The CSI Flight Commander will inspect training folders of CSIs who have completed IQT and forward the folders through the squadron DO to the squadron commander. **(T-3)** Maintain all completed training records in each CSI's training folder until the AF Form 4348 is signed by the SQ/CC and disposed of IAW the RDS. **(T-2)**

2.3.2.5. During the initial review of individual training folder for new CSIs (if one exists), review previous AF Form 4348 (or other certification documentation) entries to determine all applicable certifications of the newly assigned CSI. Document applicable certifications accepted by the ACS commander on a new AF Form 4348. **(T-2)** The CSI Flight Commander or other individual designated by the SQ/CC will sign a one line entry below all other entries verifying that: "*The above certification transcriptions are accurate.*" **(T-3)**

2.3.2.6. Computer-generated AF forms must mirror AF forms published on the Air Force e-Publishing web site.

2.3.2.7. Describe unit AF Form 4348 procedures/program in the unit supplement. **(T-2)** Include a list of certifications applicable to the unit and designated certifying officials. **(T-2)**

2.3.3. Use AF Form 4293, *Student Activity Record*, to document any unusual occurrence that could affect training progress. ICSIs should annotate areas of difficulty on the form. **(T-3)**

2.3.4. ACS may specify additional training folder requirements.

2.3.5. Document training in either GTIMS or through unit specified procedures as applicable and determined by the flight commander. Track the following information for all CSIs as applicable:

2.3.5.1. Ground training dates accomplished and expiration dates. **(T-3)**

2.3.5.2. FMT and IOS sorties by month, and cumulative totals. **(T-3)**

2.3.5.3. Academic Instructor currency by date last accomplished and expiration date. **(T-3)**

2.3.5.4. Recurring academic instructor recertification and testing. **(T-3)**

2.3.5.5. Periodic evaluations by date last accomplished and expiration date. **(T-3)**

2.3.5.6. Training events accomplished and amount remaining for the semiannual training cycle. **(T-3)**

2.3.5.7. FMT and IOS currency by date last accomplished and expiration date. **(T-3)**

2.4. Loss of CSI Qualification. Failure of an evaluation, a commander-directed downgrade, or failure to perform CSI duties for more than 225 days will result in a loss of CSI qualification. To regain qualification, CSIs must, at a minimum, successfully complete an evaluation according to Chapter 3 of this instruction. **(T-2)**

2.5. Loss of AI Qualification. CSIs will be decertified as AIs if they fail any academic evaluation. **(T-2)** To regain AI qualification, they must successfully re-accomplish the failed evaluation IAW AETCI 36-2604. **(T-2)**

2.6. CSI Requalification. The following provides criteria for requalifying CSIs who have not performed CSI duties for:

2.6.1. A period of 226 days to 2 years. The OG commander determines whether a CSI may complete a locally-generated training program in lieu of completing a formal qualification syllabus. Locally-generated programs will be developed considering the CSI's previous experience and currency. Send a copy of the proposed training to AETC/A3V for approval. ICSIs will conduct the training. An RQ MSN evaluation will be completed for CSIs according to Chapter 3 of this instruction.

2.6.2. A period of more than 2 years. The CSI must complete the applicable qualification syllabus. **(T-2)**

2.7. Continuation Training (CT). This training is necessary for qualified CSIs to maintain and increase their proficiency. It provides minimum academic and simulator training requirements. This training is also necessary to develop the CSI force and certify instructors in specific unit or local area requirements. Judicious scheduling of CT is required to develop instructors and ensure training standardization. As part of the CT program, missions are flown to develop and enhance individual proficiency. These sorties allow less experienced CSIs to learn and refine techniques from more experienced CSIs.

2.7.1. CT requirements can be met on any ACS syllabus or CT mission, any CSI upgrade mission, any CAF unit or FI mission.

2.7.2. CT sorties will be flown in the FMT on any representative mission profile. **(T-3)** The CSI running the IOS will log a support sortie (not CT). **(T-3)**

2.8. Training Cycle. There are two semiannual CT training cycles, 1 January to 30 June and 1 July to 31 December of each calendar year. Semiannual requirements are reviewed at the end of each semiannual period.

2.9. CT Administration.

2.9.1. Quarterly CSI CT Meetings:

2.9.1.1. CSIs will attend and actively participate in CSI CT meetings. **(T-2)** The purpose of these meetings is to discuss standardization, safety, mission-related topics, instructional techniques, grading practices, and to increase general knowledge.

2.9.1.2. Attendance at CSI CT meetings is mandatory. **(T-3)** The unit will determine a method to track attendance. **(T-3)** Individuals not available for CSI CT meetings will read the meeting minutes or be briefed by the CSI Flt/CC. **(T-3)**

2.9.1.3. To encourage training cross flow, CSIs are also encouraged to attend ABM CT meetings held by the ACS.

2.9.2. Requirements. This instruction establishes minimum CSI CT requirements. ACS may direct additional training, to include cockpit performance, in a supplement to this instruction as necessary for individual weapon system requirements.

2.9.3. Prorating End-of-Cycle Requirements. At the end of the training cycle, the squadron commander may prorate training requirements for instructors who were not available for duty. Use the prorating allowance in Table 2.2 to determine the number of months to be prorated based on each period of consecutive calendar days of non-duty.

Table 2.2. Prorating Allowance.

ITEM	Consecutive Days of Non-Duty	Months of Proration
1	0 - 15	0
2	16 - 45	1
3	46 - 75	2
4	76 - 105	3
5	106 - 135	4
6	136 - 165	5
7	166 - 180	6

2.9.4. Failure to Complete CT Requirements:

2.9.4.1. CSIs who fail to accomplish CT training requirements will not instruct in the new training cycle until a review is completed to determine the cause of the deficiency and whether additional training is required. **(T-2)**

2.9.4.2. The OG/CC is the review and waiver authority and will consider the type and magnitude of the deficiency and the individual's experience level to determine if additional training, increased supervision, or a waiver to the previous training cycle

requirements is warranted. (T-2) Document waivers, with justification, in the individual’s training folder. (T-2)

2.10. Flying Training Requirements.

2.10.1. All qualified CSIs will meet currency requirements in Table 2.3 and sortie/event requirements in Table 2.4. (T-3) Document waivers and the justification for the waiver in the individual’s training folder. (T-3)

2.10.2. Instructional Category Currency. All CSIs must accomplish an instructional sortie every 60 days. (T-3) Non- current instructors must regain currency before instructing in any category. (T-2) To regain currency, the non-current CSI will instruct from the IOS while being monitored by a current and qualified CSI or complete a CT sortie with a current and qualified CSI. (T-2)

Table 2.3. CSI Currency Requirements.

	A	B
ITEM	Event	Frequency
1	IOS Instructional Sortie	60 Days
2	FMT Instructional Sortie	60 Days
Note: Instructional Sortie currency may be updated anytime a UABMT or IQT mission is accomplished from either the FMT cockpit or the IOS.		

Table 2.4. CSI Semiannual Sortie / Event Requirements.

	A	B
ITEM	Event	Number Required
1	Instructional Sortie (Notes 1, 2, 3 & 4)	50
2	Continuation Training Sortie (Note 5)	3
Notes:		
1. An instructional sortie may be logged anytime a UABM or IQT mission is accomplished from either the FMT cockpit or the IOS.		
2. Two student instructional sorties may be logged when two or more students are instructed on the sortie.		
3. Certified AIs may log a student instructional sortie for every 3 hours of classroom instruction or every class they teach.		
4. CSI Flight Commander must accomplish at least 25 student instructional sorties.		
5. Continuation training sorties are only logged when conducted in the FMT cockpit, not when operating the IOS.		

Chapter 3

EVALUATIONS

3.1. Types of Evaluations. The CSI Stan/Eval program utilizes several types of evaluations to ensure qualification of instructors and validate unit programs.

3.1.1. Mission (MSN) evaluations. MSN evaluations are used to qualify the CSI in FMT cockpit operations. MSN evals are administered periodically and are documented on an AF Form 8. **(T-2)**

3.1.2. IOS evaluations. IOS evaluations are used to qualify the CSI on the IOS console. IOS evals are administered periodically and will be documented on an AF Form 8. **(T-2)**

3.1.3. Console CSIE evaluations. CSIE evaluations are used to qualify a limited number of CSIs as Examiners. Examiners will conduct CSI MSN and IOS evaluations. The CSIE evaluation will be a one-time event documented on an AF Form 8. **(T-2)**

3.1.4. SPOT evaluations. A SPOT evaluation is not intended to satisfy the requirements of a periodic MSN or IOS evaluation and has no specific requisites or requirements, unless specified in the unit supplement. They may be administered as No Notice. An examinee may utilize a SPOT evaluation to update a MSN or IOS evaluation expiration date provided all requirements for the evaluation are completed within the periods described in paragraph 3.3.2.

3.1.5. Supplementary evaluations. A Supplementary evaluation is an administrative tool used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems. Although similar to a SPOT evaluation that is used to check a specific problem area, supplementary evals are not aircrew qualification evaluations, but instead primarily evaluate items such as programs, flight evaluation folders, academic testing, etc.

3.1.5.1. The commander directing the evaluation will determine evaluated areas. **(T-3)** The appropriate Stan/Eval function (e.g., OGV or squadron Stan/Eval) will determine the method of evaluation, is responsible for administrative management of data collection, and will report results as directed by the commander. **(T-3)**

3.1.5.2. Individuals other than CSIEs as determined by the commander may conduct supplementary evaluations

3.1.5.3. Supplementary evaluations may be administered in conjunction with a qualification/mission evaluation. Supplementary evaluations should not result in the assignment of an overall grade for any specific CSI, nor should it be documented on an AF Form 8.

3.1.5.4. Supplementary evaluation results will be documented in SEB minutes. **(T-3)**

3.2. CSI Examiners (CSIE).

3.2.1. CSIE Selection. The SQ/CC will select and designate in writing, all CSIEs from the most highly qualified and experienced instructors. **(T-3)** Selection and designation will be annotated on the unit certification documents (LoX, AF Form 4348, and AF Form 4324,

Aircraft Assignment/Aircrew Qualification Worksheet), updated in GTIMS and reported in the Stan/Eval Board (SEB) minutes. **(T-3)**

3.2.2. CSIE Upgrade **(T-3)**:

3.2.2.1. Self-study this AETCI and AFI 11-2F-15 Volume 2, *F-15 Aircrew Evaluation Criteria*.

3.2.2.2. See one MSN evaluation and one IOS evaluation.

3.2.2.3. Do one MSN evaluation and one IOS evaluation monitored by a qualified CSIE.

3.2.2.4. The last monitored evaluation will be accomplished by the CSI Flight Commander and will generate an AF Forms 8, 4324, and 4348.

3.2.3. CSIE Functions **(T-3)**:

3.2.3.1. Conduct simulator evaluations as required.

3.2.3.2. Maintain CSI qualification.

3.2.3.3. Administer F-15C flight simulator and IOS evaluations on missions in which they maintain qualification.

3.2.3.4. Prior to the mission, brief the examinee on the purpose of the evaluation and how it will be conducted.

3.2.3.5. Conduct a thorough post-mission debriefing for the examinee on all aspects of the evaluation. Debriefs will include the examinee's overall grade, specific deviations, area grades assigned (if other than qualified [Q]), and any required additional training. Flight commander must be debriefed on all evaluations. Additionally, the flight commander must attend all debriefs where the overall grade is Q3.

3.2.3.6. Immediately correct inappropriate representations with respect to safety or flight discipline during an evaluation. If this situation occurs, the CSIE will debrief the flight commander and document the deviation on an AF Form 8.

3.2.3.7. CSIEs will not evaluate CSIs for whom they were the primary instructor during training or upgrade. SQ/CC may waive this restriction on a case-by-case basis. Active waivers will be documented in the SEB minutes.

3.2.3.8. Attend the SEB and/or read the minutes.

3.3. Conducting CSI Evaluations. All CSI evaluations will be conducted IAW the provisions of this instruction and should be accomplished on actual ABM student instructional missions whenever possible. **(T-2)**

3.3.1. Evaluation criteria. Evaluation criteria from AFI 11-2F-15 Volume 2 and Table 3.2 of this instruction will be used to grade all performance. **(T-2)**

3.3.2. Expiration Date. Required mission and IOS evaluations expire on the last day of the 17th month following the month in which the last simulator evaluation was successfully completed (e.g., a periodic evaluation which was completed on 9 Oct 14 expires on 31 Mar 16).

3.3.3. Eligibility Period. Periodic evaluations should be scheduled in the eligibility period, defined as the 6-month period prior to the expiration date.

3.3.4. Requisites. The examinee will accomplish all required planning IAW the training mission during a student training mission while the CSIE observes. **(T-3)** The simulator phase for CSI evaluations includes a suitable simulator profile that will allow evaluation of CSI performance. **(T-3)** The profile used to fulfill the simulator phase requisite must incorporate all appropriate requirements set in Table 3.1 and allow accurate measure of the proficiency of the examinee. **(T-3)** Evaluation profiles will reflect unit tasking, daily training missions, be realistic, and incorporate current tactics applicable to the unit mission. **(T-3)**

3.3.5. Alternate Means of Evaluation. When evaluation of a required area is not possible during the training mission, the area may be evaluated verbally. CSIEs will make every effort to evaluate all required areas during the training mission before resorting to this option. CSIEs will document the alternate means of evaluation in the examiner's remarks section of the AF Form 8. **(T-2)**

3.4. Evaluation Prefixes. The following prefixes will be used, when applicable, to further describe evaluations. **(T-3)**

3.4.1. Initial (INIT) evaluation. The first evaluation of any type for an instructor qualification in a weapon system (INIT MSN or INIT IOS).

3.4.2. Periodic MSN and periodic IOS evaluations. The recurring evaluation of any type for an instructor qualification in a weapon system.

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

3.4.3.1. When loss of qualification is for expiration of a required periodic evaluation, the evaluation given will be IAW the guidance for that periodic evaluation. The AF Form 8 Mission/Check description will be documented with an RQ prefix.

3.4.3.2. When loss of qualification is for failure to pass a periodic evaluation, the recheck evaluation will be IAW the provisions of paragraph 3.5.2 The AF Form 8 Mission/Check description will be documented with an RQ prefix.

3.4.3.3. When loss of qualification is due to a commander-directed downgrade (see paragraph 3.5.10), the evaluation profile will be as directed by the commander. The AF Form 8 Mission/Check description will be documented with an RQ prefix or RQ SPOT, as applicable.

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

3.4.4. No-Notice (N/N) evaluation. 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. "Normal" mission preparation begins with the posting of the following day's schedule. The intent is to preclude extraordinary preparation for the mission.

3.4.4.1. The no-notice evaluation provides commanders a sampling of daily CSI performance and an assessment of unit training effectiveness. ACS will conduct no-notice evaluations as desired. Specific program goals are at the discretion of the OG/CC and SQ/CC.

3.4.4.2. An examinee may utilize an N/N evaluation to update an MSN or IOS evaluation expiration date provided the N/N evaluation meets all of the requirements for the periodic MSN or IOS evaluation. If all requirements were not completed on the first sortie, the SQ/CC may authorize subsequent sorties to complete required events. For out-of-the-eligibility-period No- Notice evaluations, if the examinee elects not to update a periodic evaluation expiration date, the evaluation will be documented as an N/N SPOT evaluation.

3.4.5. Multiple Prefixes. More than one prefix may be used to describe an evaluation. The applicability of any prefixes to portions of any combined evaluations and the purpose for any prefixes will be explained under Mission Description in the Examiner’s Remarks.

Table 3.1. CSI Mission Evaluation Requirements.

AREA	A	B	C
	Title	Required (Note)	Critical
1	Mission Preparation	MSN	No
2	Mission Briefing	MSN	Yes
3	Instructional Skills	MSN / IOS	Yes
4	Error Analysis	MSN / IOS	No
5	IOS Operations	IOS	Yes
6	Mission/Scenario Realism	IOS	No
7	Communication Skills	MSN	Yes
8	Task Management	MSN / IOS	Yes
9	Meeting Lesson Objectives	IOS	Yes
10	General Knowledge	MSN	No
11	Emergency Procedures	MSN	No
12	Debriefing	MSN / IOS	No
Note: MSN= Required on Mission Eval; IOS= Required on IOS Eval			

Table 3.2. Grading Criteria

R E A	A	B	C	D
	Grading Area	Grading Criteria		
		Q	Q-	U
1	Mission Preparation	Planned mission in a timely manner to meet all training requirements. Identified mission goals, requirements, and developed mission objectives based on student and syllabus requirements. Developed sortie profile to accomplish mission objectives.	Made minor errors or omissions that did not detract from mission effectiveness. Demonstrated limited knowledge of desired objectives based on student and syllabus requirements.	Exceeded Q- limits

A R E A	A	B	C	D
	Grading Area	Grading Criteria		
		Q	Q-	U
		Ensured mission objectives, profile, and environmental conditions (WX, NOTAMS, etc.) were consistent. Completed all applicable Air Force and command forms correctly, and complied with all directives.		
2	Mission Briefing (Critical Area)	<p>Prebrief IAW approved briefing guide, all training items in the briefing guide, within the allotted briefing time.</p> <p>Clearly stated the mission overview, objectives, profile, and adequately covered all items in the briefing guide.</p> <p>Developed and presented appropriate instructional topics for the sortie and demonstrated proficiency using a cross section of instructional aides (white boards, Table tops, etc.). Ensured CRM objectives and expectations for the mission were clearly stated and understood.</p> <p>Stepped to the simulator in time to start mission as scheduled.</p>		Exceeded Q limits
3	Instructional Skills (Critical Area)	<p>Training media was appropriate for student's needs and training to be given.</p> <p>Displayed good knowledge of appropriate syllabuses, grading procedures, and associated computer products.</p> <p>Clearly defined all mission requirements and any required additional training or corrective action. Instruction was accurate, effective, and</p>		Exceeded Q limits

A R E A	A Grading Area	B Grading Criteria	C	D
		<p>timely. Was completely aware of aircraft or mission situation at all times.</p> <p>Aware of student strengths, weaknesses, progress, and took effective corrective action when needed. Problems and questions solved to satisfaction of student.</p>	Q-	U
4	Error Analysis	Correctly identified root causes of student errors and provided appropriate instructional techniques and corrective procedures to avoid error repetition and improve proficiency.	Incorrect or incomplete analysis of student performance degraded effectiveness of instruction.	Exceeded Q- limits
5	IOS Operations (Critical Area)	Set up and operated the simulator IAW appropriate directives. Effectively used available simulator features to facilitate required student training, for example: freeze, playback, demonstration files, prerecorded profiles, semi-manual control, reposition, etc.		Exceeded Q limits
6	Mission/Scenario Realism	Instructional scenario was realistic, flowed well and designed to cover all mission requirements, goals and objectives.	Scenario was inefficient or failed to meet all mission requirements.	Exceeded Q- limits
7	Communication Skills (Critical Area)	<p>Presented clear and appropriate level procedural and technique discussion that facilitated effective mission objectives. Correctly formulated, timely instruction with concise, understandable terminology.</p> <p>Simulated radio calls made IAW FLIP and local area requirements.</p> <p>Properly simulated an ATC</p>		Exceeded Q limits

A R E A	A Grading Area	B Grading Criteria	C	D
		environment.		
8	Task Management (Critical Area)	Organized information and inflight materials. Recognized and prioritized tasks to be accomplished. Accomplished critical tasks before loss of training is jeopardized. Did not get overloaded by multiple tasks and instructed techniques to prevent under- / over-tasking. Instructed the importance of proper checklist use. Did not display unacceptable behavior under stress and corrected ineffective responses to stress.		Exceeded Q limits
9	Meeting Lesson Objectives (Critical Area)	Instructed identified mission objectives in a timely, efficient manner. Provided concise, meaningful in-flight commentary. Conducted the simulator mission with a sense of understanding and comprehension of lesson objectives.		Exceeded Q limits
10	General Knowledge	Demonstrated in-depth knowledge of procedures, requirements, aircraft systems, performance characteristics, and mission. Had a thorough knowledge of local procedures.	Had deficiencies in depth of knowledge, comprehension of procedures, requirements, aircraft systems, performance characteristics, or mission.	Exceeded Q- limits
11	Emergency Procedures	Performed proper steps to replicate a satisfactory conclusion. Demonstrated a thorough understanding of aircraft directives and Air Force Instructions. Demonstrated the	Response to procedures was correct, but procedures were slow or confused.	Exceeded Q- limits

A	A	B	C	D
R E A	Grading Area	Grading Criteria		
		Q	Q-	U
		ability to apply procedures from all applicable sources of guidance.		
12	Debriefing	Accurately reviewed student performance versus mission training objectives and syllabus requirements. Identified root cause of errors and offered proper instruction techniques to improve student performance. Provided student suggested profile focus areas for next sortie.	Minor errors or omissions in debriefing, or mission critique. Was occasionally unclear in analysis of events or maneuvers. Did not thoroughly discuss performance in relationship to mission objectives.	Exceeded Q- limits

3.5. Grading System. A two level grading system is used to evaluate and document CSI performance. On one level, individual scores are recorded for examinations while areas/subareas of CSI performance are individually graded against evaluation grading criteria established in Tables 3.2 and AFI 11-2F-15 Volume 2. Performance less than fully qualified is documented. On the second level, an overall qualification level is determined from the compilation of these individual scores/grades.

3.5.1. Area/Subarea Grades. Areas/subareas will have a two-tier (Qualified [Q] /U [Unqualified]) or three-tier (Q/Q-/U) grading system. **(T-2)**

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

3.5.1.2. Q- indicates the examinee is qualified to perform the assigned area/subarea tasks, but requires debriefing or additional training as determined by the CSIE. Deviations from established standards must not exceed the prescribed Q- tolerances or jeopardize safety.

3.5.1.3. U indicates that performance was outside allowable parameters, compromised safety, and/or deviations from prescribed procedures/tolerances adversely affected mission accomplishment. An examinee receiving an area/subarea grade of U requires debriefing and/or additional training, as determined by the CSIE.

3.5.2. Critical Area(s). Grade all critical areas identified in Table 3.1 as either Q or U. If the examinee receives an unqualified area grade in any of the critical areas identified in this instruction, an overall grade of Q3 will be assigned. **(T-2)**

3.5.3. Performance Areas/Sub-areas.

3.5.3.1. The CSIE must grade the areas/sub-areas listed as “required” in Table 3.1. **(T-2)**

3.5.3.2. The CSIE will grade any area/sub-area observed during an evaluation if performance in that area/subarea impacts the specific evaluation accomplished or overall safety. **(T-2)**

3.5.3.3. Minor momentary deviations from grading criteria tolerances are acceptable, provided the examinee applies prompt corrective action and such deviations do not jeopardize safety. Consider cumulative deviations when determining the overall area/subarea grade.

3.5.3.4. The CSIE may further identify an area/sub-area as “Commendable” if, in the examiner’s determination, the CSI has demonstrated exceptional skill and knowledge in that particular area/sub-area. Document commendable areas in the examiner’s remarks section of the AF Form 8. **(T-3)**

3.5.4. Overall CSI Mission Evaluation Qualification Levels. Overall CSI evaluation and Emergency Procedures Evaluations (EPE) performance are graded as a compilation of all area/sub-area grades based on the following guidance:

3.5.4.1. Qualification Level 1 (Q1). The examinee demonstrated desired performance and knowledge of procedures, equipment and directives within tolerances specified in the grading criteria. This will be awarded when no discrepancies were noted, and may be awarded when discrepancies are noted if:

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

3.5.4.1.2. In the judgment of the CSIE, none of the discrepancies preclude awarding of an overall Q1.

3.5.4.1.3. All areas/sub-areas graded as Q- during the evaluation were cleared during debriefing of that evaluation.

3.5.4.2. Qualification Level 2 (Q2). The examinee demonstrated the ability to perform duties safely, but:

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

3.5.4.2.2. In the judgment of the CSIE, there is justification based on Q- performance in one or several areas/subareas regardless of whether or not additional training was assigned.

3.5.4.2.3. A non-critical area/subarea grade of U was awarded. (The CSIE may award a Q3, but the maximum grade will be Q2).

3.5.4.3. Qualification Level 3 (Q3). The examinee demonstrated an unacceptable level of safety, performance or knowledge.

3.5.4.3.1. An area grade of U awarded in a critical area requires a Q3 for the applicable evaluation or EPE.

3.5.4.3.2. A Q3 can be awarded if, in the judgment of the CSIE, there is justification based on Q- or U performance in one or more areas/subareas.

3.5.4.4. Overall Qualification Levels. The overall qualification level awarded on an evaluation is based on performance during both the simulator and ground phases. An overall grade of Q1 or Q2 will be awarded only after all evaluation requirements have been completed and given due consideration. An overall grade of Q3 may be awarded at any time.

3.5.4.4.1. To receive a qualified grade (Q1 or Q2) on an evaluation, the examinee must demonstrate the ability to operate the IOS or FMT safely and effectively during all phases of an evaluation. However, CSIE judgment will always be the determining factor in deciding the overall qualification level.

3.5.4.5. Exceptionally Qualified (EQ) Designation. An EQ designation may be awarded by the CSIE for a MSN or IOS evaluation. The designation may be awarded when:

3.5.4.5.1. The examinee has demonstrated exceptional skill and knowledge in all phases of the evaluation and;

3.5.4.5.2. The examinee received a Q on all areas/subareas evaluated during the evaluation and EPE.

3.5.5. Remedial Action. All grades of Q- or less require action to remedy the discrepancy and/or deficiency in performance. Remedial action includes debriefing discrepancies and/or assignment of additional training. See paragraph 3.5.2. when discrepancies result in failure to pass a flight evaluation.

3.5.5.1. Debriefed Discrepancy. Remedial action accomplished during debrief of the evaluation wherein the CSIE provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy the discrepancy. The discrepancy area/subarea description is annotated with "Debriefed" in paragraph B of the Examiner's Remarks section of the AF Form 8 Comments.

3.5.5.2. Additional Training. Any training recommended by CSIE to remedy deficiencies identified during an evaluation. Assignment of additional training by a CSIE should result in no higher than a Q2 on the applicable evaluation. The overall grade is still at the discretion of the CSIE IAW paragraph 3. 5.4.

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

3.5.5.2.2. Additional training is documented in paragraph C, Recommended Additional Training, under Examiner's Remarks in the AF Form 8 Comments section. Description of assigned additional training will include how satisfactory knowledge or proficiency will be demonstrated to an ICSI. **(T-3)**

3.5.5.2.3. Due dates and dates on which additional training is completed will be documented in the appropriate areas of the AF Form 8 (see paragraph 3.6.1). **(T-3)**

3.5.5.2.4. The ICSI who completed the additional training (or final event if more than one) will sign as the Certifying Official on the AF Form 8 under Additional Training, Section II. **(T-3)** This serves to verify completion of all assigned training as

documented in paragraph C, Recommended Additional Training, under Examiner's Remarks.

3.5.5.2.5. Accomplish additional training by the last day of the third month following the date of the discrepancy (e.g., for an evaluation on 21 Jan 14, additional training must be accomplished by 30 Apr 14). **(T-3)** If a CSI exceeds the allotted time for completion of additional training, the squadron commander will review the situation and direct appropriate action. **(T-3)** Document the circumstances with a Memo for Record (MFR) to be filed with the AF Form 8 IAW paragraph 3.6.1.9.3.5.4. **(T-3)**

3.5.6. Failure to Pass an Evaluation.

3.5.6.1. CSIs receiving a Q3 IOS or MSN evaluation are non-mission ready (NMR) and will not conduct student training. **(T-2)** Failure of an evaluation results in loss of AI status until remedial training and reevaluation are successfully completed. However, failure of an academic evaluation does not automatically affect CSI IOS or MSN qualification or impact the ability to conduct student FMT missions.

3.5.6.2. If an examinee fails an evaluation, a successful recheck must be completed by the end of the third month after the date of the first failure, (e.g., for an evaluation on 20 Jun 14, complete the recheck by 30 Sep 15). **(T-3)** The CSIE that administered the original check will not administer the recheck. **(T-3)** A recheck is successfully completed when the examinee performs to Q criteria (Q or Q-/debriefed) for each area graded U.

3.5.6.3. SQ/CCs may approve waivers to the time limits in this paragraph on a case-by-case basis. Every reasonable effort must be made to requalify the examinee. Commanders will determine the training required based on the individual's experience level. **(T-3)** Document the waiver(s) with an MFR to be included in the AF Form 8 IAW paragraph 3.5.5.2. **(T-3)**

3.5.7. Restrictions. When deemed necessary in the judgment of the CSIE, restrictions will be imposed on the examinee until successful completion of assigned additional training and/or a recheck.

3.5.7.1. Restrictions should address the specific operation that requires supervision and the criteria for removal of the restrictions.

3.5.7.2. Specific restrictions and the criteria for the removal of the restrictions will be documented as the first item of the AF Form 8 Comments. **(T-3)** Restrictions associated with failed requisite examinations will not be documented on the AF Form 8. **(T-3)**

3.5.8. Supervised Status. If unsatisfactory performance or restriction requires the CSI be placed on supervised status, the type of supervisor (i.e., instructor or designated supervisor) will be determined by the squadron commander. **(T-3)** Supervision will be accomplished by instructors or designated supervisors qualified in the specific weapon system. **(T-3)**

3.5.9. Failure to Complete an Evaluation within the Required Period. If an examinee fails to complete an evaluation within the eligibility period for an in-the-eligibility period evaluation or within a six-month period beginning with the month in which the evaluation was administered for an out-of-the-eligibility period evaluation, the CSI loses the qualification covered by the evaluation and the restrictions of paragraph 3.5.6 apply. Qualification may be re-established by administering a requalification evaluation (see paragraph 3.4.3) or by

completion of the delinquent evaluation. OG/CCs may approve waivers to preclude the re-accomplishment of completed requisites to complete the evaluation on a case-by-case basis. Document the circumstances with an MFR to be included in the AF Form 8 IAW paragraph 3.6.1.9.3.5.4. (T-2)

3.5.10. Commander-Directed Downgrade. Any commander (squadron or above) in the CSI's chain-of-command may direct a downgrade to unqualified status without administering an evaluation under the following guidance:

3.5.10.1. For instruction-related cases, use for cause only (e.g., breach of flying discipline or safety) - including incidents not observed by an examiner.

3.5.10.2. For non-instruction-related cases, do not use as a substitution for, or in lieu of, administrative or judicial actions. Use in cases where such actions directly affect the commander's confidence in the CSI's ability to safely operate the IOS and/or FMT (e.g., lapse in judgment significant enough to cast doubt on the CSI's decision-making abilities).

3.5.10.3. The CSI will cease acting in the qualification(s) in which they have been downgraded effective with the date the commander initiated the downgrade.

3.6. Documentation. Administration of the CSI qualification evaluation program requires accurate documentation. The qualifications for which a CSI is to be evaluated are determined from the unit certification document. The results of all CSI evaluations are recorded on the AF Form 8. (T-3) The chronological history of evaluations for a CSI is recorded on an AF Form 942, *Record of Evaluation*. These AF forms are maintained in the FEF for the CSI. (T-3) (Use of electronic forms is authorized, to include use of electronic signatures and wholly electronic FEFs.)

3.6.1. AF Form 8, *Certificate of Aircrew Qualification*. Use the AF Form 8 to record CSI qualification. The AF Form 8 is signed by four individuals in the following order: the CSIE who completes the evaluation, the Reviewing Officer, the Final Reviewing Officer and the examinee. Exception: For a Commander-Directed Downgrade AF Form 8, only the commander directing the downgrade signs as the Final Approving Officer.

3.6.1.1. General Data Entry. Use the following guidance when completing an AF Form 8 (T-3):

3.6.1.1.1. If an electronic form is used, the format required by the form will be used.

3.6.1.1.2. For date fields in the AF Form 8 use a two-digit day, three-letter month and two-digit year format.

3.6.1.1.3. The Eligibility Period and Expiration Date of Qualification will use a three-letter month and two-digit year format.

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

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

3.6.1.2. Date Completed. Use the latest completion date of the evaluation requisites or the additional training. Use this date on the AF Form 942.

3.6.1.3. Examinee Identification. Name, Civ or Grade and last four of SSAN.

3.6.1.4. Organization and Location. In order to maintain a consistent record of instructor history regardless of the CSI's actual office symbol, enter the unit designation (ACS/DON) and location where the examinee is assigned/attached for training (Tyndall AFB).

3.6.1.5. Aircraft/Crew Position. Enter the weapon system (SMF-15C) in which the evaluation was given and SP/SI/SE as the crew position. Only when a CSIE is receiving a SPOT CSIE Objectivity evaluation should you enter SE as the crew position.

3.6.1.6. Eligibility Period. Enter the 6-month period preceding the expiration date from the last similar periodic evaluation (e.g., if the last IOS evaluation expires Sep10, enter Apr-Sep 10). Enter N/A (not applicable) for INIT, SPOT, CSIE and RQ evaluations.

3.6.1.7. Qualification.

3.6.1.7.1. Ground Phase: N/A for all CSI evaluations.

3.6.1.7.2. Flight Phase.

3.6.1.7.2.1. Mission/Check. Use the following designations to describe the purpose of the evaluation(s): IOS, MSN, and SPOT. Use the following prefixes, when applicable, to describe the type of evaluation: INIT, RQ, and N/N. More than one prefix may be used to describe an evaluation. Make a single line entry to document the event(s) used to complete the evaluation.

3.6.1.7.2.2. Date. Enter the date the event was completed.

3.6.1.7.3. Qualification Level. Place a "1" or "2" in the qualified block or a "3" in the unqualified block for the examinee's overall qualification level. Combined evaluations require only one qualification level number if all parts of the evaluation were awarded the same qualification level grade. If the qualification levels assigned parts of a combined evaluation vary, indicate the qualification level for each part separately. In the event of a ground recheck for a simulator phase Q3 evaluation, annotate the overall qualification grade on the AF Form 8 (and AF Form 942) as "3/1" in the qualified block.

3.6.1.7.4. Expiration Date of Qualification. For evaluations that establish a new eligibility period, enter the month (Mmm) and year (YY) that is 17 months after the month in which the flight phase of the evaluation was successfully completed. For evaluations that do not establish a new eligibility period, enter "N/A."

3.6.1.7.5. Additional Training.

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

3.6.1.7.5.2. Date Additional Training Completed. Enter the date(s) the examinee completed additional training, otherwise, enter "N/A."

3.6.1.7.5.3. Certifying Official. The ICSI completing the additional training (or last training event if more than one) will sign and date as the certifying official.

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

3.6.1.8. Signatures.

3.6.1.8.1. Flight Examiner. The CSIE signing Section III of the AF Form 8 is responsible for the content of the AF Form 8. He/she will normally be the first dated signature. If however, more than one CSIE was involved in administering the evaluation, CSIEs other than the one signing Section III will enter remarks in the Mission Description block of the AF Form 8 describing those parts of the evaluation they evaluated and sign a signature block immediately adjacent to their remarks.

3.6.1.8.2. Reviewing and Final Approving Officers. The Reviewing Officer should be the CSI Flight/CC and Final Approving Officer should be the SQ/CC who signs the civilian appraisal. Both will review the content of the AF Form 8, the CSIE's overall assessment, ensure all required additional training is adequate to correct the noted deficiencies and is complete, and will place an "X" in the "Concur" block indicating concurrence with the AF Form 8. If either or both officers do not agree with the overall rating, the overall grade will not be changed, but the dissenting officer will place an "X" in the "Do Not Concur" block on his/her line on the AF Form 8 and provide reason for non-concurrence in Section IV, D, Additional Comments, Reviewing/Approving Officer's Remarks (as applicable) block. The Reviewing Officer will sign and date the AF Form 8 after the CSIE but prior to the Final Approval Officer. The same individual will not sign as both the Reviewing and Final Approving Officer. As applicable, the Final Approving Officer may recommend or give a commander-directed downgrade, IAW paragraph 3.4.11, if further action is warranted. When the flight examiner is the CSI Flight Commander, the SQ/DO will sign as the Reviewing Officer and the SQ/CC will sign as the Final Approving Officer.

3.6.1.8.3. Organization Block Format. Annotate unit or organization and office symbol of the CSIE that administered the evaluation and the unit or organization and office symbol of the reviewing and final approving officer.

3.6.1.8.4. Examinee. The examinee will sign and date after the Final Approving Officer's signature in Section III of the AF Form 8 certifying that the examinee has been briefed and understands the action being taken. Annotate unit or organization and office symbol (ACS/DON) in the Typed Name and Grade block. The examinee will be the last dated signature on the AF Form 8.

3.6.1.9. Comments. Use the following headings and format in the space provided on the reverse side of the form, formatted head-to-foot:

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

3.6.1.9.2. Exceptionally Qualified Designation (Optional). Enter designation in all capital letters. Document justification before Examiner's Remarks, Section IV Comments.

3.6.1.9.3. Examiner Remarks.

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

3.6.1.9.3.2. Mission Description. Mission descriptions will be of sufficient detail to verify that the required areas for the evaluation were accomplished.

3.6.1.9.3.3. Discrepancies. Document discrepancies by annotating the grading area number, grading area title (followed by any subarea title in parenthesis), grade awarded annotation if discrepancy was debriefed and synopsis of discrepancy.

3.6.1.9.3.4. Recommended Additional Training. If discrepancies are documented in paragraph B and are not listed as Debriefed, annotate Paragraph C with recommended additional training or a cross reference to where the additional training is documented (e.g., the examinee's grade book). If there is no additional training, annotate paragraph C as, "Recommended Additional Training: None."

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

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

3.6.1.9.3.5.2. If an individual received an overall Q3, indicate whether the entire evaluation must be re-accomplished, or just specific grading areas/subareas.

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

3.6.1.9.3.5.4. Incorporate the information contained in any applicable MFRs (e.g., waivers, etc.).

3.6.1.9.4. Reviewing Officer's Remarks. (Optional) Reviewing Officers will annotate their remarks following the Examiner's Remarks in the space provided. If no remarks, annotate with "None."

3.6.1.9.5. Approving Officer's Remarks. (Optional) Approving Officers will annotate their remarks following the Reviewing Officer Remarks in the space provided. If no remarks, annotate with "None."

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

3.6.2. Temporary Evaluation Documentation and Suspense. File temporary evaluation documentation or a draft AF Form 8 in the CSI's FEF after all evaluation requirements are complete. The temporary evaluation documentation or draft Form 8 will include examinee, examiner, type evaluation, qualification level, and date completed. List any discrepancies by area/subarea, any restrictions, any additional training and any additional training due dates. The examiner completing the evaluation will sign and date the documentation. Remove the temporary evaluation certificate when the permanent AF Form 8 is filed in the FEF. File the completed AF Form 8 (all reviews/approvals accomplished) in the FEF not later than the end of the third month following the date completed on the AF Form 8. **(T-3)**

3.6.3. Ground Rechecks. Ground rechecks are accomplished subsequent to the debriefing of an unqualified evaluation when the CSIE deems a simulator recheck unnecessary. The ground recheck will be documented on the original AF Form 8 generated to document the Q3 evaluation. To document the ground recheck, follow instructions in paragraphs 3.6.1.1 through 3.6.1.9.6, except as noted below **(T-3)**:

3.6.3.1. Date Completed. Use the latest completion date of the evaluation.

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

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

3.6.3.4. Expiration Date of Qualification. For evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the ground recheck was successfully completed.

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

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

3.6.4. Commander-Directed Downgrade. Commanders will direct local Stan/Eval function to prepare an AF Form 8 as follows **(T-3)**:

3.6.4.1. Date Completed. The effective date of the downgrade is the date the commander initiated the downgrade action. Normally, this is the simulator phase date (for cause). If

this is a result of a downgrade for non-training related issues, the date the commander mandated the downgrade action will be used. The date does not have to match the final approval officer (i.e., the initiating commander) signature date. It may be prior to or the same as but will not be after the commander's signature date.

3.6.4.2. Examinee Identification. Complete Name, Grade, and last four of SSAN.

3.6.4.2.1. Organization and Location. Organization and location blocks IAW paragraph 3.6.1.4.

3.6.4.2.2. Aircraft /Crew Position. Enter the CSI's weapon system (F-15C) and the crew position to which he/she will be re-qualified (MP/IP).

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

3.6.4.3. Qualification.

3.6.4.3.1. Flight Phase. In the Mission/Check block enter the qualification(s) to be downgraded (i.e., IOS, MSN) with the date of the situation that caused the downgrade.

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

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

3.6.4.3.4. Restriction(s) and Additional Training Due Date.

3.6.4.3.4.1. If the downgrade is simply to an intermediate level of qualification, leave the box for Restriction(s) unmarked and enter "N/A" for Due Dates and "N/A" for Date Additional Training Completed. The commander may still recommend additional training in Section V. Comments in order for the CSI to regain their qualification; however, a due date will not be entered and the instructor completing the training will not fill out the Certifying Official blocks.

3.6.4.3.4.2. If the downgrade is to an unqualified status, place an "X" in the box for Restriction(s) and enter a Due Date as the last day of the third month from the effective date. Complete the Date Additional Training Completed when required training is complete. The ICSI completing the additional training (or last training event if more than one) will sign and date the Certifying Official blocks in Section II of the AF Form 8.

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

3.6.4.4. Only the commander directing the downgrade and the individual concerned will sign the AF Form 8. Additional reviews are at the unit's discretion.

3.6.4.4.1. Flight Examiner. Leave blank.

3.6.4.4.2. Reviewing Officer. Leave Blank.

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

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

3.6.4.5. Comments:

3.6.4.5.1. Non-Training Related Cases. If the commander directed downgrade is for non-training related cases, enter "RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE." Paragraph A, Narrative, describe the reason for the commander directed downgrade. Include "for cause" in the reasoning statement if due to disciplinary/adverse administrative actions not related to training. For paragraph B, Discrepancies, enter "None." For paragraph C, Recommended Additional Training, enter as required or "None." For paragraph D, Additional Comments, enter as required or "None". If additional reviews are accomplished, annotate in remaining space or use continuation page.

3.6.4.5.2. Training Related Cases:

3.6.4.5.2.1. If the downgrade is to an intermediate level of qualification or to an unqualified status, enter "RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE." Paragraph A, Narrative, describe the reason for the commander directed downgrade. Include "for cause" in the reasoning statement. For paragraph B, Discrepancies, identify discrepancies. For paragraph C, Recommended Additional Training, enter as required or "None." For paragraph D, Additional Comments, enter as required or "None." If additional reviews are accomplished, annotate in remaining space or use continuation page.

3.6.4.5.2.2. If the downgrade is to an unqualified status, enter "RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE." Paragraph A, Narrative, describe the reason for the commander directed downgrade. Include "for cause" in the reasoning statement. For paragraph B, Discrepancies, document discrepancies by annotating the grading area number, grading area title (followed by any subarea title in parentheses), grade awarded, annotation if discrepancy was debriefed and synopsis of discrepancy. For paragraph C, Recommended Additional Training, enter corrective action or training required prior to requalification or "None." For paragraph D, Additional Comments, enter as required or "None." If additional reviews are accomplished, annotate in remaining space or use continuation page.

3.6.5. AF Form 942, *Record of Evaluation*. The AF Form 942 is an index providing pertinent information extracted from all the AF Forms 8 accomplished by the CSI (T-3).

3.6.5.1. Data Entry. A one-line entry is used for all evaluations. Use each AF Form 942 until it is filled or "Z" out any unused blocks.

3.6.5.2. Computer Generated AF Form 942. A computer generated AF Form 942 may be used as long as cumulative entries are retained. Electronic copies of the AF Form 942 should be forwarded with the FEF when the individual moves to a new unit. If electronic backups are normally maintained on removable storage media (e.g., DVD-ROM/CD-ROM) or are specifically prepared to facilitate transfer of an FEF, file the storage media in Section I of the FEF.

3.7. Flight Evaluation Folders. The FEF contains the source documents that constitute the history of training qualification for each CSI. The AF Form 8 is the source document used to record and verify the qualification of a CSI. A complete history of the AF Forms 8 in an FEF is maintained on an accompanying AF Form 942. **(T-2)**

3.7.1. Description of Folders. If hard-copy FEFs are used, folders must be letter size, able to separate contents into two sections and constructed of heavy stock (recommend press board folder or equivalent). Affix a label bearing the individual's name and last four of SSAN to the inside back cover so that the folder may be identified when filed. Include additional information on the label if required. Folders must bear the "Privacy Act" statement or a "For Official Use Only" label/stamp on both sides of the FEF folder. **(T-2)**

3.7.2. Maintenance. Each CSI must have an FEF, which includes all AF Forms 8, AF Forms 942, and any additional unit specified items. The FEF should be maintained by the CSI Flight Commander or the Stan/Eval functional office in the organization to which the individual is assigned or attached for training or as defined in the unit supplement. **(T-2)**

3.7.3. Contents of FEF. Divide the FEF into two sections. **(T-2)**

3.7.3.1. **(left side)** . This section contains AF Forms 942, AF Forms and those items authorized by the unit supplement to this instruction (e.g., logs of initial and annual reviews). Section I may contain two tabbed sub-sections. Tabs are optional.

3.7.3.1.1. AF Forms 942 will be placed on top of Tab 1 (when tabs are used), in chronological order with the most recent on top.

3.7.3.1.2. Tab 2 (if used). Maintain any additional information as directed by the unit supplement.

3.7.3.1.3. If used, file backup electronic storage media in Section I of the FEF.

3.7.3.2. **(right side)** . This Section contains AF Forms 8 and MFRs for all evaluations listed on the AF Form 942 in Section I.

3.7.3.2.1. File AF Forms 8 in chronological order with the most recent on top. Individuals who maintain qualification in two or more weapon systems will file AF Forms 8 in chronological order without consideration of weapon system.

3.7.3.2.2. MFRs documenting waivers are filed on top of the affected AF Form 8. Incorporate the information contained in the MFR onto the applicable AF Form 8 under Examiner Remarks paragraph D, Additional Comments, when action is complete, and remove the MFR from the FEF. Permanent MFRs documenting major discrepancies relating to qualification are filed immediately above the latest affected AF Form 8 or, in cases where the memo is for items other than those found on AF Forms 8, in chronological order with AF Forms 8 (regardless of the date the discrepancy is discovered).

3.7.4. FEF Discrepancies. FEF Discrepancies include those of the AF Forms 8 and AF Form 942. Discrepancies are categorized by their impact on qualification. Discrepancies that alter the qualification of the affected CSI are considered major. Those discrepancies that do not alter the qualification of the affected CSI are considered minor and include typos, formatting and misspellings.

3.7.4.1. Major Discrepancies. Identified major discrepancies are documented on a permanent MFR filed in Section I or II immediately above the affected AF Forms 8/942, or in chronological order for items other than those found on AF Forms 8/942.

3.7.4.2. Minor Discrepancies. Minor discrepancies are documented on a non-permanent record as defined by the unit supplement to this instruction. The record of minor discrepancies is to be used to ensure standardization of AF Forms 8/942 and CSI FEFs. Record of minor discrepancies will reside in Section I of the FEF. Any records of minor discrepancies kept in the FEF will be removed prior to any permanent change in station.

3.7.4.3. Corrections. As a source document, the AF Form 8 may be corrected by use of white-out/over-print or pen and ink alteration of the original document provided the CSIE signing Section III of the form initials the correction. If the original CSIE is not available after a reasonable effort to obtain his/her initials, priority will then be to obtain the reviewing official's initials first, the approving official (if reviewing official unavailable), and finally the squadron commander. AF Forms 942, not being source documents, may be altered without restriction to reflect the assignment of the affected CSI and the contents of Section II of the FEF.

3.7.5. Review of FEF.

3.7.5.1. Initial Review. The ACS will review the FEF for all newly assigned CSIs to establish their qualification(s) prior to their first sortie. The reviewing organization is responsible for establishing the qualification of the CSI as determined from the latest applicable documentation in Sections I and II of the FEF. Following determination of the qualification of the CSI, the POC maintaining the FEF is responsible only for documentation subsequently placed in the FEF. Initial reviews are documented on the AF 942. **(T-2)**

3.7.5.2. Posting Review. The ACS will review each AF Form 8 when it is placed in the FEF to ensure accuracy and completeness. This review will confirm that the eligibility period and qualification as documented are correct, all required evaluation events and requisites were accomplished within the eligibility period and that the AF Form 8 contains all signatures and initials within the allotted time. **(T-2)**

3.7.5.3. Periodic Review. The unit will review all unit FEFs to confirm expiration dates used to track required CSI qualification evaluations are the same as those listed in the FEFs. The interval between reviews will not exceed the qualification period window unless a more restrictive review period is established by the unit supplement. **(T-2)**

3.7.6. Transfer of FEF. When custody of the FEF is transferred to a new unit or base, retain all records in the folder until reviewed by the gaining unit. After review, return to the individual those forms not retained in the folder. CSIs will normally hand- carry their FEF to the gaining organization. When circumstances prevent this, the losing organization will mail the folder to the gaining unit. When mailing an FEF or any of its contents, retain a copy until the gaining organization has received the original FEF. **(T-2)**

3.7.7. Computer Generated Forms and Electronic FEFs. Computer generated forms must mirror AF Forms. If used, electronic copies of the FEF will be forwarded with the individual when they move to a new squadron. Electronic backups will be maintained on removable storage media (e.g., DVD-ROM/CD-ROM). **(T-2)**

3.7.8. Disposition of FEF. Dispose of the CSI FEF according to the RDS. (T-2)

MICHAEL A. KELTZ, Major General, USAF
Director of Intelligence, Operations, and Nuclear
Integration

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

AFI 11-215, *USAF Flight Manuals Program*, 22 Dec 2008

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, 13 Dec 2010

AFI 11-2F-15 Volume 2, *F-15 Aircrew Evaluation Criteria*, 14 Jul 2011

AFI 33-360, *Publications and Forms Management*, 25 Sep 2013

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AETCI 36-2604, *Flying Training Instructor Programs*, 9 Oct 2013

Adopted Forms

AETC Form 6, *Waiver Request*

AF Form 8, *Certificate of Aircrew Evaluation*

AF Form 847, *Recommendation for Change of Publication*

AF Form 942, *Record of Evaluation*

AF Form 4293, *Student Activity Record*

AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*

AF Form 4348, *USAF Aircrew Certifications*

Prescribed Forms

None

Abbreviations and Acronyms

ABM—Air Battle Manager

ACS—Air Control Squadron

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFRC—Air Force Reserve Command

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

AI—Academic Instructor

AIC—Academic Instructor Course

ANG—Air National Guard

BMIT—Battle Management Instructor Training

BSI—Buddy Simulator Instructor
CSI—Civilian Simulator Instructor
CSIE—Civilian Simulator Instructor Examiner
CT—Continuation Training
DO—Director of Operations
EPE—Emergency Procedures Evaluation
FCIF—Flight Crew Information File
FEF—Flight Evaluation Folder
FL—Flight Lead
FLUG—Flight Lead Upgrade Program
FMP—Flight Manual Program
FMT—Full Mission Trainer
GSU—Geographically Separated Unit
GTIMS—Graduate Training Information System
ICSI—Instructor Civilian Simulator Instructor
IG—Instructor Guide
IOS—Instructor Operating Station
IMC—instructor methodology course
IP—instructor pilot
INIT—Initial
IQT—Initial Qualification Training
LoX—Letter of X
MAJCOM—Major Command
MDS—Mission Design Series
MFR—Memorandum for Record
MSN—Mission
OG—Operations Group
OPR—Office of Primary Responsibility
PIT—Pilot Instructor Training
Q—Qualified
RDS—Records Disposition Schedule
SME—Subject Matter Expert

U—Unqualified

UABM—Undergraduate Battle Management Training

Terms

Additional Training—Includes any training or action recommended by a unit commander that must be completed following removal or downgrade in instructor status.

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.

Downgrade—The downgrading of an individual's instructor status due to failure to meet annual requirements, or the unit CC determines the individual to be non-proficient.

Attachment 2

BUDDY SIMULATOR INSTRUCTOR (BSI) PROGRAM

A2.1. BSI Program. This program should last 30-60 days (minimum of 30 days). New CSIs will accomplish training requirements listed below. Briefings received during IQT may be used to fulfill these requirements.

A2.1.1. Ground Training. Ground training consists of the following:

A2.1.1.1. BSI briefing (before training students).

A2.1.1.2. CSI responsibilities briefing (before training students).

A2.1.1.3. Commander's review or Commander's Awareness Program briefing.

A2.1.1.4. Grading practices briefing.

A2.1.2. Simulator Training.

A2.1.2.1. BSI missions are student sorties accomplished by the new CSI on the IOS with his assigned BSI monitoring from either the cockpit or over the shoulder at the IOS. BSI sorties may be accomplished with either the assigned BSI, or a supervisor (assistant flight commander or above) in the new CSI's chain of command monitoring performance.

A2.1.2.2. The objective of these flights is to further develop the new CSI's proficiency and instructional techniques. On each BSI sortie, the ICSI will discuss instructional techniques, planning profiles, student progress, common student errors, and possible pitfalls the new CSI should avoid. These missions will be documented in the new CSI's BSI training record.