

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

AETC INSTRUCTION 36-2206

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Personnel

**AIRCREW GRADUATE EVALUATION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development*, Air Force Instruction (AFI) 11-202, Volume 1, *Aircrew Training* and its AETC Supplement. It provides specific guidance on the Aircrew Graduate Evaluation Program (AGEP). This publication applies to all Air Education and Training Command (AETC) flying training units and courses. It also applies to the Air National Guard (ANG) and Air Force Reserve Command (AFRC) units under AETC oversight. If a conflict exists between this instruction and a service contract, the contract takes precedence until the contract can be modified. Subordinate units may supplement this instruction. Forward proposed supplements to AETC/A3F for coordination prior to approval. Submit recommended changes to this instruction using AF Form 847, *Recommendation for Change of Publication*, to AETC/A3F. Final approval authority for changes to this instruction is AETC/A2/3/10. Waiver authority is AETC/A3F or AETC/A3Z. For ANG, route change requests through NGB/A30 to AETC/A3Z. This publication requires the collection and maintenance of information protected by the Privacy Act of 1974. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This revision assigns AETC/A3F as the OPR for the AGEPE; implements a change to the rating scale. The rating scale changed from a 5 point scale to a 6 point scale.

1. Scope.

1.1. This instruction provides AGEF guidance to all AETC undergraduate and graduate formal training units (FTU) conducting flying training, including ANG units gained by AETC and AFRC FTUs. (**Exceptions:** Conduct aircrew survival training graduate evaluations in accordance with AETCI 36-2207, *Survival, Evasion, Resistance, and Escape [SERE] Training Systems Evaluation*. Civil Air Patrol-USAF and 306 Flying Training Group units not involved in initial flight screening (IFS) are exempt from AGEF requirements.) Formal flying training includes IFS, all initial and advanced undergraduate pilot training (UPT), Euro-NATO joint jet pilot training (ENJJPT), pilot instructor training (for UPT and ENJJPT), introduction to fighter fundamentals, AETC-owned FTUs, enlisted courses taught at the Center of Excellence, combat systems officer training, electronic warfare officer training, weapons director training, and air battle management training. AGEF is on the Air Force Portal Application A-Z list, as, AGEF-IFT – Aircrew Graduate Evaluation Program – Introductory Flight Training (AETC) <https://www.my.af.mil/agepiftprod>. AGEF provides a formal data gathering and reporting mechanism to help syllabus managers assess mission accomplishment and training quality as defined in AFH 36-2235, Volume 8, *Information for Designers of Instructional Systems, Application for Aircrew Training*.

2. Goal.

2.1. As part of the instructional systems development continuum, feedback gathered through the AGEF is used to ensure AETC formal flying training course graduates meet customer requirements. The AGEF goal is to provide training program managers and senior leaders a comprehensive assessment of training effectiveness and areas of improvement.

3. Responsibilities:

3.1. AETC/A3F (AGEF office):

3.1.1. Serves as the AGEF manager.

3.1.2. Reviews proposed supplements, and resolves AGEF questions.

3.1.3. Manages system security, establishes initial user roles to access the AGEF server for administrative functions, edits and assigns roles to AGEF users.

3.1.4. Provides coordination and support to the responsible branch within AETC/A3F and AETC/A3Z to change, add, edit or update syllabus surveys and syllabus stops (**Example:** Prerequisite to be completed before the next syllabus lesson).

3.1.5. Assists base survey administrators (BSA), course managers, supervisors, and users with AGEF database data and reports.

3.1.6. Notifies BSAs when significant changes are made to the AGEF website or user's manual.

3.1.7. Maintains an online AGEF user's manual.

3.1.8. Ensures data is available for analysis and provide BSAs, course managers, and supervisors with report preparation guidance. Helps prepare additional reports, as requested by training program managers and customers for use at course training standards and syllabus conferences, fighter cross-tell conferences, "road show" briefings, command performance metrics, etc.

3.1.9. Advocates AGEPE surveys (GradEval) from gaining major commands (MAJCOM) on AETC flying training programs. When graduates depart AETC, the AGEPE relies on inter-MAJCOM cooperation for feedback on AETC programs.

3.1.10. Establishes and maintains a point of contact (POC) list for POC's at as many non-AETC gaining bases as possible. Posts the POC list on the AGEPE website; "members of the POC list can receive reminders to complete surveys." Encourages AETC BSAs to contact POC's at gaining bases to solicit wing training program feedback.

3.2. Base Survey Administrator (BSA). The BSA:

3.2.1. Is appointed by the operations group commander or equivalent to manage the AGEPE at each AETC formal flying training location. Additional POC's may be appointed at subordinate levels at unit discretion.

3.2.2. Is the overall AGEPE wing-level POC.

3.2.3. Conducts AGEPE training for wing evaluators and other local users as deemed necessary.

3.2.4. Establishes contact with follow-on training units and gaining units to solicit AGEPE feedback on wing programs. A BSA and POC listing is maintained on the AGEPE website. A proactive BSA plays a key role in achieving desired return rates from gaining units.

3.2.5. Is responsible for local AGEPE student administration: Uses the AGEPE database to assign students to their classes, move held-over students from one class to another, and graduate and move students from one training location to another. **Note:** This function may be delegated to a registrar position, or equivalent, if one exists, but it is still the BSA's responsibility to ensure compliance. AETC/A3F (AGEPE office) is available to assist with AGEPE student administration, but primary responsibility resides with the BSA.

3.3. Evaluators.

3.3.1. Evaluators complete surveys. Evaluators include primary supervisors, formal course instructors, and, when contractual provisions permit, contracted instructors. Service contracts should include the requirement to complete GradEvals.

3.3.2. The preferred evaluator is the student's primary instructor or, if there is no primary instructor, the immediate supervisor.

3.3.3. Evaluators contact the BSA for assistance or to report database problems as students not in the database or not enrolled in the proper training course. In the BSA's absence, evaluators may contact AETC/A3F (AGEPE office) for assistance.

3.4. AETC/A2/3/10:

3.4.1. Sets AGEPE policy and approves all changes to this instruction.

3.4.2. Delegates waiver authority to AETC/A3F and AETC/A3Z for application of AGEPE requirements in the syllabuses they manage.

3.5. AETC/A3F and AETC/A3Z:

3.5.1. Develop, review, and implement specific survey questions to meet the AGEP goal for each assigned course.

3.5.2. Provide customer feedback-based survey question updates during every syllabus revision.

3.5.3. Provides survey questions to address syllabus changes.

3.5.4. Within each syllabus, identifies if AGEP stops are waived when not required.

4. AGEP Orientation and Training:

4.1. Initial Orientation. Each instructor course includes a discussion of the AGEP as part of syllabus orientation.

4.2. Other Training. BSAs conduct training as required for evaluators. AETC/A3F (AGEP office) is available to answer questions and assist as required. Contact information is maintained on the AGEP website.

5. AGEP Execution:

5.1. Syllabus Stops.

5.1.1. All AETC-owned syllabuses must include syllabus stops mandating when surveys must be completed. Syllabus provisions may include a window that opens at an appropriate point in training at which time the student becomes eligible for the survey, concluding with the syllabus stop. The survey must be completed before training can proceed. Gaining supervisors must administer surveys at the specified training points. To assist in this effort, AETC/A3F (AGEP office) uses the AGEP system to generate an E-mail to the appropriate BSA at a given time after a student enters training. The BSA then notifies each student's evaluator that the GradEval is due. It is critical that the BSA continue to follow-up until each GradEval is completed.

5.2. Purpose of Surveys.

5.2.1. AETC/A3F and AETC/A3Z syllabus managers provide AETC/A3F (AGEP office) survey questions to be inserted into the AGEP. These questions are the foundation upon which the AGEP is based. Syllabus developers and program managers review and validate their survey questions periodically, or at least at every syllabus revision. Surveys are linked to training requirements within each syllabus. They are designed to determine if graduates are trained to meet customer requirements and prepared to begin the next phase of training and/or ready for operational duty. Do not use student names. AGEP surveys provide feedback on training systems, including syllabus content and training resources. Syllabus developers and program managers use this feedback to determine if program changes are needed.

5.3. Completion of Surveys:

5.3.1. **Survey** questions use a rating scale of 1 to 6 (1, 2 and 3 are below standard; 4, 5 and 6 meet or exceed standard). Although comments are not required, they are requested for any rating of 1, 2, 3 or 6. This ensures proper evaluation of syllabus areas that do not meet the training standard or far exceed the standard. Paragraphs 5.2.1.1 through 5.3.1.6 provide additional information on the rating scale.

- 5.3.1.1. **A Rating of 1 - Unacceptable.** Skill/knowledge is unacceptable. Unacceptable amount of additional training or assistance is required.
- 5.3.1.2. **A Rating of 2 - Unsatisfactory.** Skill/knowledge is unsatisfactory. Significant additional training or assistance is required.
- 5.3.1.3. **A Rating of 3 - Marginal.** Skill/knowledge is below expectations. Additional training or assistance is required.
- 5.3.1.4. **A Rating of 4 - Satisfactory.** Skill/knowledge is as expected. Student is adequately prepared to begin this course or duty.
- 5.3.1.5. **A Rating of 5 - Excellent.** Skill/knowledge exceeds expectations. All training or assistance normally required or planned was significantly reduced.
- 5.3.1.6. **A Rating of 6 - Outstanding.** Skill/knowledge far exceeds expectations. Training or assistance normally required or planned was unnecessary.
- 5.3.2. Sufficient space for comments is included in each survey. Do not use student names. Input substantive comments focusing on areas where the student lacked proficiency or was not well prepared by the previous course of instruction.
- 5.4. Reports.
- 5.4.1. Squadron-level and above supervisors and the BSA have full access to various AGEP reports. If a required report is not available in the AGEP report suite, request it through the appropriate syllabus manager in AETC/A3F or AETC/A3Z, who will review the request and forward to AETC/A3F (AGEP office) for inclusion in AGEP.
- 5.4.2. Squadron, group, and wing commanders or their representatives may review reports, review individual student evaluations, and enter comments. There is no requirement to enter commander comments.
- 5.4.3. AETC/A3F (AGEP office) can generate custom reports from the AGEP database if needed. Contact information is maintained on the AGEP website.

TIMOTHY M. ZADALIS
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 11-202, Volume 1, *Aircrew Training*, 22 Nov 2010 and its AETC Supplement, 6 Apr 2011

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

AFPD 36-26, *Total Force Development*, 27 Sep 2011

AFH 36-2235, Volume 8, *Information for Designers of Instructional Systems, Application for Aircrew Training*, 1 Nov 2002

AETCI 36-2207, *Survival, Evasion, Resistance, and Escape (SERE) Training Systems Evaluation*, 2 Oct 2000

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009.

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AGEP—Aircrew Graduate Evaluation Program

ANG—Air National Guard

BSA—Base Survey Administrator

ENJJPT—Euro-NATO Joint Jet Pilot Training

FTU—Formal Training Unit

GradEval—Aircrew Graduate Evaluation survey

IFS—Initial Flight Screening

MAJCOM—Major Command

OPR—Office of Primary Responsibility

POC—Point of Contact

UPT—Undergraduate Pilot Training