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**Operations**

**PARARESCUE AND COMBAT RESCUE  
OFFICER STANDARDIZATION &  
EVALUATION PROGRAM**

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This instruction implements AFD 10-35, *Battlefield Airman*. It establishes the USAF Pararescue (PJ) and Combat Rescue Officer (CRO) standardization/evaluation program and applies to all Active Duty, Reserve, and Guard PJ and CRO personnel. It consolidates PJ and CRO evaluation and qualification/certification programs into a single document and meets AFI 11-2, *Mission Design Series (MDS)-Specific, Volume 2* aircrew standardization/evaluation program requirements. Send recommended changes, additions, deletions, and any conflict or duplication of other reports to ACC/A3TV, on Air Force (AF) Form 847, *Recommendation for Change of Publication*. MAJCOMs may supplement this instruction. ANG is considered a MAJCOM for this instruction. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records* and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. The use of a name of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the USAF or the Department of Defense.

**SUMMARY OF CHANGES**

This publication is a complete revision and must be completely reviewed.

<b>Chapter 1—GENERAL INFORMATION</b>	<b>5</b>
1.1. General. ....	5

- 1.2. Key Words and Definitions. .... 5
- 1.3. Waiver Authority. .... 5
- 1.4. Roles, Responsibilities and Program Structure. .... 5
- 1.5. Objectives. .... 8
- 1.6. Interim Changes/Revisions/Supplements. .... 8
- 1.7. Evaluator Responsibilities. .... 8
- 1.8. Grading Systems. .... 9
- 1.9. Verbal Evaluation of Sub-areas. .... 11
- 1.10. Evaluation Prefixes. .... 11
- 1.11. Timing of PJ and CRO Evaluations. .... 12
- 1.12. Extended Evaluations. .... 12
- 1.13. Cross-Command Evaluations. .... 12
- 1.14. Status Downgrade. .... 12

**Chapter 2—AIRCREW QUALIFICATION EVALUATION REQUIREMENTS 13**

- 2.1. Qualification Evaluation (QUAL). .... 13
- 2.2. Program Documentation. .... 13
- 2.3. Retention of Examination Records. .... 13
- 2.4. Examination Question Sources. .... 13
- 2.5. Exam Management. .... 14
- 2.6. Examination Security. .... 14

**Chapter 3—MISSION EVALUATION REQUIREMENTS 15**

- 3.1. Mission Evaluation. .... 15
- 3.2. MSN evaluations..... 15
- 3.3. Evaluation profiles ..... 15
- 3.4. If practical, evaluations should be conducted in geographic areas not normally used during training. .... 15
- 3.5. CRO evaluators will administer the CRO MSN Evaluation. .... 15
- 3.6. PJ evaluators will administer the PJ MSN Evaluation. .... 15
- 3.7. When evaluating, PJ and CRO evaluators: ..... 15
- 3.8. Minimum Requirements. .... 16
- 3.9. PJ specific requirements. .... 16
- 3.10. CRO specific requirements. .... 16
- 3.11. Failure to Pass a MSN evaluation. .... 16

<b>Chapter 4—TASK EVALUATION REQUIREMENTS</b>	<b>17</b>
4.1. TASK Evaluation. ....	17
<b>Chapter 5—INSTRUCTOR EVALUATION REQUIREMENTS</b>	<b>18</b>
5.1. INSTR Evaluation. ....	18
5.2. Instructor Responsibilities. ....	18
Table 5.1. Instructor Evaluation Grading Areas .....	18
<b>Chapter 6—DOCUMENTATION</b>	<b>19</b>
6.1. Scope. ....	19
6.2. Procedures. ....	19
Table 6.1. PJ and CRO Core Evaluations .....	19
6.3. Contents of the Tab 5. ....	19
6.4. Review of Tab 5. ....	19
6.5. Initial Review. ....	20
6.6. Posting Review. ....	20
6.7. Periodic Review. ....	20
6.8. Tab 5 Discrepancies. ....	20
6.9. Corrections. ....	21
6.10. Transfer of Tab 5. ....	21
6.11. PCS of Individual. ....	21
6.12. Disposition of Tab 5. ....	21
6.13. AF Form 803, .....	21
6.14. Expiration Date of Qualification. ....	23
6.15. Substandard Performance. ....	23
6.16. Commander-Directed Downgrade. ....	23
<b>Chapter 7—ADDITIONAL PROGRAMS</b>	<b>24</b>
7.1. FCIF (Special Tactics Information File for AFSOC only). ....	24
Table 7.1. Volume II Mandatory Publications .....	24
7.2. Commander Interest Item (CII). ....	25
7.3. Go/No-Go Procedures. ....	25
7.4. Supplementary Evaluations. ....	26
7.5. Stan/Eval Board (SEB). ....	26
7.6. Stan/Eval Visits. ....	26

7.7.	Unit Supplemental Examinations (optional). .....	26
7.8.	Review Board Process. ....	26
7.9.	Composition of Review Boards. ....	27
7.10.	Review Board Actions. ....	27
7.11.	Trend Program. ....	27
7.12.	Briefing Facilities. ....	27
7.13.	AF Form 847 Program. ....	27
7.14.	Electronic Data Storage. ....	28
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>		<b>29</b>
<b>Attachment 2—SAMPLE AF FORM 803</b>		<b>35</b>
<b>Attachment 3—PJ AND CRO EVALUATED EVENTS</b>		<b>36</b>
<b>Attachment 4—MISSION EVALUATION CRITERIA</b>		<b>39</b>
<b>Attachment 5—INSTRUCTOR EVALUATION CRITERIA</b>		<b>51</b>

## Chapter 1

### GENERAL INFORMATION

**1.1. General.** This instruction establishes the standardization and evaluation program for all USAF PJ and CRO. It establishes requirements for all USAF Pararescue (PJ) and Combat Rescue Officer (CRO) standardization/evaluation (stan/eval) evaluations and outlines stan/eval grading criteria. It provides specific and amplifying guidance to Air Force Instruction (AFI) 11-202V2, *Aircrew Standardization/Evaluation Program*.

1.1.1. Provide a system to assess and document individual capability, unit capability and proficiency levels to accomplish assigned duties.

1.1.2. Recommend improvements to training programs, lesson plans, standard operating procedures (SOP), and directives based on performance and evaluation results.

1.1.3. Provide after action review feedback to senior, lateral, and subordinate headquarters through the Stan/Eval Board (SEB) minutes.

1.1.4. Ensure continuity and mission capability by establishing inter-command standards.

1.1.5. Standardize evaluation and operational procedures across the force.

1.1.6. This evaluation program provides quality control. It is structured with clearly defined roles and responsibilities to ensure commanders have an evaluation program that is objective and effective.

1.1.7. This program blends the Air Force's proven On-the-Job Training (OJT) program with the aircrew evaluation program. This approach balances the air and surface evaluation requirements for PJ and CRO personnel.

1.1.8. The program's primary goal is to provide commanders with an indicator of unit training program effectiveness and unit capability. It ensures assigned PJ and CRO personnel are qualified to perform all assigned tasks and missions.

### 1.2. Key Words and Definitions.

1.2.1. "Will" and "Shall" indicate a mandatory requirement.

1.2.2. "Should" is normally used to indicate a preferred, but not mandatory, method of accomplishment.

1.2.3. "May" indicates an acceptable or suggested means of accomplishment.

1.2.4. "NOTE" indicates operating procedures, techniques, etc., considered essential to emphasize.

**1.3. Waiver Authority.** Unless otherwise specified, HQ USAF/A3O-A is the waiver authority for this instruction. **EXCEPTION:** MAJCOM/A3 or equivalent is the waiver authority for individual aircrew requirements, but may not approve blanket or group (two or more aircrew) waivers.

**1.4. Roles, Responsibilities and Program Structure.** The stan/eval PJ and CRO will have a clear understanding of their respective training and evaluation system. These individuals should

be trained and proficient in both the career progression and the role of their specific AF Specialty.

**1.4.1. MAJCOMs will:**

1.4.1.1. Designate a PJ and CRO as MAJCOM stan/eval staff representative. Lead command will assign a PJ and CRO to stan/eval staff. AFSOC will assign, at a minimum, a PJ to stan/eval staff. If assigned to stan/eval, the PJ and CRO will work for the MAJCOM chief of stan/eval.

1.4.1.2. Be provided subject matter expertise from the command stan/eval PJ and CRO on all issues related to PJ and CRO operations.

1.4.1.3. Consolidate unit trend analysis semi-annually and provide feedback to senior, lateral, and subordinate headquarters as required.

1.4.1.4. Review and maintain evaluation publications and supplements.

1.4.1.5. Establish and monitor command evaluation programs.

1.4.1.6. Conduct evaluation program staff assistance visits for subordinate units when requested by the commander.

1.4.1.7. Conduct formal inspections for subordinate units.

1.4.1.8. Convene conferences and working groups to review and improve command stan/eval policies and procedures, as required.

1.4.1.9. Provide staff coordination and control of all Flight Crew Information File (FCIF) items issued from the MAJCOM level to units.

1.4.1.10. Coordinate on and process applicable AF Forms 847.

1.4.1.11. Assist lead command with the annual review, updating and distribution of closed booked, open book and upgrade Master Question Files (MQF) to using agencies.

1.4.1.12. Coordinate with Safety offices and agencies to assist in evaluation of mishaps as requested and to determine appropriate corrective actions.

**1.4.2. Wings/Groups will:**

1.4.2.1. Develop programs to ensure training objectives are met. Assist subordinate units in management of training programs, ensure programs meet unit needs, and provide necessary staff support.

1.4.2.2. Assign a PJ and CRO to Group stan/eval (OGV) staff. If manning does not permit assignment of a PJ and CRO within the Group Stan Eval division, Squadron CCV will be designated in writing by the Group CC to fulfill this responsibility.

**NOTE:** PJ will be a Team Leader (TL) qualified evaluator.

**NOTE:** CRO will be a Team Commander (TC) qualified evaluator.

1.4.2.3. Be provided subject matter expertise from the OGV PJ and CRO on all issues related to PJ and CRO operations.

1.4.2.4. Provide semi-annual trend analysis in the SEB minutes to MAJCOM PJ and CRO stan/eval representatives.

- 1.4.2.5. Review and maintain evaluation publications and supplements.
- 1.4.2.6. Implement and ensure compliance with MAJCOM evaluation programs.
- 1.4.2.7. Provide and coordinate support as requested by MAJCOMs to conduct program staff assistance visits and formal inspections.
- 1.4.2.8. Attend conferences and working groups related to PJ and CRO guidance, architecture, training, and mission employment.
- 1.4.2.9. Maintain and control all applicable FCIFs issued from MAJCOMs.
- 1.4.2.10. Coordinate on and process applicable AF Forms 847.
- 1.4.2.11. Develop, administer, and manage standardized closed book exams for unit personnel.
- 1.4.2.12. Evaluate pipeline training, formal school programs, continuation training activities, and specialized training programs to meet changing mission commitments.
- 1.4.2.13. Serve on mishap review panels.

**1.4.3. Unit Commander will:**

- 1.4.3.1. Ensure adequate continuity and supervision of individual training needs, experience, and proficiencies of assigned/attached PJs and CROs.
- 1.4.3.2. Assign a PJ and CRO to squadron stan/eval (CCV). The stan/eval PJ and CRO will work for the squadron commander (SQ/CC).

**NOTE:** PJ will be a TL qualified evaluator.

**NOTE:** CRO will be a TC qualified evaluator.

**1.4.4. Squadron Stan/Eval (CCV) will:**

- 1.4.4.1. Develop, sustain, and maintain a robust stan/eval program.
- 1.4.4.2. Rely on qualified flight instructors and evaluators to perform the bulk of training and evaluations.
- 1.4.4.3. Maintain a trend program, analyze evaluation data semi-annually for adverse trends and recommend corrective action to the SQ/CC. Forward data to OGV for inclusion into the SEB minutes.
- 1.4.4.4. Ensure individuals maintain established standards of qualification and proficiency through evaluation and observation.
- 1.4.4.5. Annually review and validate evaluation scenarios.
- 1.4.4.6. Maintain and validate the commander signed qualification summary (Letter of X's).
- 1.4.4.7. Evaluate tasks and qualifications through the use of SPOT evaluations.
- 1.4.4.8. Maintain Unit FCIF, publication library, and a Unit Read File.
- 1.4.4.9. Develop and administer closed book examinations when OGV is unavailable.

1.4.4.10. Conduct a Review Board when required.

1.4.4.11. Attend conferences and working groups related to PJ and CRO guidance, architecture, training, and mission employment.

## **1.5. Objectives.**

1.5.1. The PJ and CRO stan/eval program is divided into two core evaluation types and two other evaluation types to ensure appropriate qualification/certification and standardization of tasks and operations.

1.5.2. Core Evaluations. The two types of core evaluations are Aircrew Qualification and Mission Qualification.

1.5.3. Aircrew Qualification Evaluation (QUAL). PJ/CRO personnel are considered Specialized/Non-rated Aircrew IAW AFI 11-202 V2 chapter 8 and only require a written QUAL examination to establish and maintain aircrew qualification. A flight phase evaluation is not required or directed and all documentation procedures for PJ/CRO personnel will adhere to the guidance contained within Chapter 6 of this AFI.

1.5.4. Mission Evaluation (MSN). PJ/CRO personnel are required to conduct an employment based mission evaluation in order to ensure individuals maintain mission standards IAW this AFI. PJ and CROs should be evaluated to their highest mission qualification level. Mission qualification levels are Team Commander (TC), Team Member (TM), Element Leader (EL), and Team Leader (TL). The MSN evaluation is a full mission profile scenario encompassing all fundamental aspects of pre, during, and post mission tasks.

1.5.5. Other Evaluation Types. In addition to the two Core Evaluations, (QUAL and MSN) there are two other types of evaluations. They are Task (TASK) and Instructor (INSTR). See Chapter 4 and 5 respectively for applicable guidance.

**1.6. Interim Changes/Revisions/Supplements.** Will be coordinated IAW AFI 33-360.

## **1.7. Evaluator Responsibilities.**

1.7.1. Evaluators must be seasoned instructors qualified and current in the events they are evaluating. They must be identified as Evaluators on the unit Commander's certified Letter of X's.

1.7.2. Certified evaluators who subsequently gain advanced certifications are automatically certified to evaluate these new qualifications.

1.7.3. Evaluators will use the evaluation criteria contained within each requirements chapter and applicable attachments to ensure standard and objective evaluations. Evaluators will be thoroughly familiar with the prescribed evaluation criteria and be the Unit's most experienced instructors. They will be experts on evaluation criteria, evaluation techniques, and documentation requirements. They will assist and notify Stan/Eval with trend data and observed deficiencies in training. See Attachment 3 for the minimum task requirements for MSN Evaluations.

1.7.4. Prior to the mission briefings, the evaluator will brief the examinee on specific evaluation areas, purpose and conduct of the evaluation.

1.7.5. When mission requirements, team composition requirements, or students are not available, the evaluator may serve as the student for the purpose of evaluating the examinee's instructional ability. Except during initial evaluations, or when it is impossible or impractical to evaluate a required area, the evaluator may elect to evaluate the area(s) by an alternate method (simulator, procedural trainer, or verbal examination) following guidance in para. 1.9., Verbal Evaluation of Sub-areas.

1.7.6. During an actual emergency, the evaluator will determine when to terminate an evaluation.

1.7.7. The evaluator will thoroughly debrief all aspects of the evaluation. This debrief will include the overall rating, specific deviations, area grades assigned (if other than qualified), and required additional training (if applicable).

1.7.8. Once an evaluation has begun, the evaluator will document the results. Evaluations will not be terminated or negated in order to avoid an unsatisfactory grade.

**1.8. Grading Systems.** A two-tiered grading system is used to evaluate and document PJ and CRO performance. Individual scores are recorded for QUAL examinations and areas/subareas are graded for the MSN evaluation. An overall qualification or certification is determined from the compilation of the individual scores or areas/subareas graded (i.e. Satisfactory / Unsatisfactory).

1.8.1. **Area/Subarea Grades.** The required event tables in Attachment 3 establishes areas and subareas to be evaluated during MSN or TASK evaluations - to include the appropriate grading criteria for those areas/subareas. Areas/subareas will have a two-level (S/U) or three-level (S/S-/U) grading system.

1.8.1.1. Satisfactory (S). The desired level of performance. The examinee demonstrated a satisfactory knowledge of all required information, performed PJ or CRO duties within the prescribed tolerances, and accomplished the assigned mission.

1.8.1.2. Satisfactory w/Comments (S-). Indicates the examinee is qualified/certified to perform the assigned area/subarea tasks, but requires debriefing or additional training as determined by the evaluator. Deviations from established standards must not exceed the prescribed S- tolerances or jeopardize safety.

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

1.8.2. **Critical Area.** Critical grading areas have been established for all evaluations. Critical areas are defined as those core areas, which if not performed to the "S" level, could adversely affect the qualification of a PJ or CRO and result in loss of life or damage to property. Grade all critical areas as either (S) or (U).

1.8.3. **Qualification Grades.** Overall evaluation performance is graded as follows:

1.8.3.1. **Satisfactory (S).** The PJ or CRO 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:

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

1.8.3.1.2. There could be one or more area(s)/subarea(s) where additional training was assigned.

1.8.3.1.3. A non-critical area/subarea grade of U may have been awarded.

1.8.3.1.4. In the judgment of the evaluator, there is justification based on performance in all areas/subareas.

1.8.3.2. **Unsatisfactory (U).** The PJ or CRO demonstrated an unacceptable level of safety, performance or knowledge and is considered unqualified.

1.8.3.2.1. A grade of U awarded in a critical area requires an overall (U) for the evaluation.

1.8.3.2.2. One or more discrepancies noted during the evaluation were not cleared during the debrief of that evaluation and require additional training prior to re-evaluation.

1.8.3.2.3. An overall (U) can be awarded if, in the judgment of the evaluator, there is justification based on performance in one or more areas/subareas.

#### 1.8.4. **Grading Instructions.**

1.8.4.1. Areas/subareas not applicable to the unit or mission need not be performed; however, all areas/subareas performed will be graded.

1.8.4.2. The evaluator will compare examinee performance for each required area accomplished during the evaluation with the evaluation criteria provided in each of the corresponding sections and assign an appropriate grade. Derive the overall evaluation grade from the area grades based on observed events and tasks IAW this instruction.

1.8.4.3. Evaluator judgment must be exercised when the wording of areas is subjective and when specific situations are not covered.

1.8.4.4. Evaluator judgment will be the determining factor in assigning the overall grade.

1.8.5. **Remedial Action.** All grades of S- or less require action to remedy the discrepancy and/or deficiency in performance. Remedial action includes debriefing the discrepancy and/or assignment of additional training.

1.8.6. **Debriefed Discrepancy.** Remedial action accomplished during debrief of the evaluation wherein the evaluator provides instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy the discrepancy.

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

1.8.7.1. May include self-study, ground instruction, or live scenario. To complete additional training, the examinee must demonstrate attainment of satisfactory knowledge or proficiency.

1.8.7.2. If a PJ or CRO exceeds the allotted time for completion of additional training to meet the Re-Qualification (RQ) evaluation, the squadron commander will review the situation and direct appropriate action. This will be documented IAW Chapter 5.

### 1.9. Verbal Evaluation of Sub-areas.

1.9.1. For initial/requalification evaluations, all required items must be performed by actual demonstration.

1.9.2. For periodic evaluations, when it is impossible or impractical to evaluate a required area, the evaluator may elect to evaluate the area(s) by an alternate method (procedural trainer, or verbal examination). Document why required area(s) were not evaluated as part of the evaluation and the alternate method of evaluation used in the additional comments paragraph of the AF Form 803, *Report of Task Evaluations*.

1.9.3. The unit chief of stan/eval, decides if the evaluation is complete.

**1.10. Evaluation Prefixes.** When applicable, the following prefixes will be used to further describe each evaluation.

1.10.1. **Initial Evaluation.** Initial Evaluations are only required for the first QUAL and first MSN evaluation administered to the examinee. The evaluation is documented as INIT QUAL or INIT MSN.

**NOTE:** An INIT QUAL evaluation is a closed book test and will be accomplished prior to the individual's first flying event.

1.10.1.1. INIT QUAL Evaluation. INIT QUAL evaluations will be accomplished upon completion of IQT IAW AFI 10-3502V1, *PARARESCUE AND COMBAT RESCUE OFFICER TRAINING*, Chapter 2 and additional requirements IAW MAJCOM approved lesson plans or SOI's for the units primary assigned aircraft; this includes vertical lift and fixed wing ground training.

1.10.1.2. INIT MSN Eval (Vertical lift/Fixed wing). INIT MSN evaluations will be accomplished once MQT is complete IAW AFI 10-3502V1 Chap 3 (if required) and additional requirements from MAJCOM / unit SOPs. Evaluations will be conducted in all unit assigned aircraft. Units with no dedicated aircraft will assign a primary aircraft for the INIT QUAL and INIT MSN evaluations. Every effort will be made to qualify members on both airframes. For subsequent or follow on evaluations see chapter 3.

**NOTE:** If MQT requires a culminating evaluation, the INIT MSN may be used for both completion of MQT and CMR certification if all task requirements are met IAW Attachment 3, *PARARESCUE AND COMBAT RESCUE OFFICER EVALUATED EVENT TABLE*.

. A failure during this evaluation constitutes a failure for both and the individual must re-accomplish MQT IAW current directives.

1.10.2. **No-Notice Evaluation (N/N).** Examinee is notified of the evaluation at or after the beginning of normal preparation for the mission. The intent is to preclude extraordinary

advance preparation for the mission. The beginning of normal preparation for a mission will be determined by the evaluator.

1.10.2.1. The examinee must be notified prior to beginning the task that is being evaluated. Informing the examinee after the fact is not allowed.

1.10.2.2. The N/N evaluation program provides commanders a sampling of performance in situations where rehearsal or review is not possible prior to execution.

1.10.2.3. A N/N evaluation may be used to update a MSN evaluation expiration date provided all evaluation requirements are completed IAW Attachment 3.

1.10.3. **Re-Qualification Evaluation (RQ).** Conducted when an individual loses his qualification/certification. The evaluation will be documented with an RQ prefix (e.g. RQ MSN).

### **1.11. Timing of PJ and CRO Evaluations.**

1.11.1. Expiration Date. Required periodic evaluations expire on the last day of the 17th month from the previous QUAL or MSN evaluation (e.g. a periodic evaluation in which the evaluation was completed on 9 Oct 10 expires on 31 Mar 12.).

1.11.2. Failure to Complete an Evaluation within the Required Period. If the individual fails to complete an evaluation within the required 17 month window they lose the qualification covered by the evaluation.

1.11.2.1. QUAL Eval. The individual will remain grounded until this is satisfactorily completed.

1.11.2.2. MSN Eval. Non-mission Ready (NMR) IAW AFI 11-202V1, *Aircrew Training Program*. Restrict the individual from unit operational mission capability until a successful RQ MSN Eval is completed.

**1.12. Extended Evaluations.** Coordinate IAW AFI 11-202 V2 para. 5.8.3.2.

**1.13. Cross-Command Evaluations.** Coordinate IAW AFI 11-202 V2 para. 2.3.5. and document IAW Chapter 6 of this AFI.

**1.14. Status Downgrade.** Downgrade individuals receiving an overall 'Unsatisfactory' on their evaluations.

## Chapter 2

### AIRCREW QUALIFICATION EVALUATION REQUIREMENTS

**2.1. Qualification Evaluation (QUAL).** All PJ and CRO personnel are required to be non-rated, universally qualified aircrew IAW AFI 11-202V2 chapter 8. The QUAL evaluation provides universal qualification on all MDS aircraft. All members must complete initial and periodic QUAL evaluations. The QUAL evaluation is a closed book written examination and is administered IAW AFI 11-202V2, this chapter and any subordinate supplements.

2.1.1. Any evaluator may administer the QUAL evaluation.

2.1.2. After successful completion of the INIT QUAL evaluation and all local requirements, (Local Area Survival, Life Support Equipment, ground training and MSN evaluation on applicable aircraft), PJ and CRO personnel will be considered qualified in Basic Weapon System and be allowed to carry the appropriate Aircrew Qualification Code (FJ) IAW AFI 11-401, *Aviation Management*, Table A2.3.

**NOTE:** The Qualification of "FJ" qualifies PJ/CROs to fly without an instructor, provided that the operator is trained/certified to perform all tasks included in the training profile. For example: A team performing helicopter operations to accomplish an element leader evaluation: The EJ may fly on lead with the EL examinee, while an element leader flies on trail with two FJ's, provided that no new training is introduced on trail during the flight.

**2.2. Program Documentation.** Units will describe the unit examination program in the unit supplement to this instruction if applicable.

**2.3. Retention of Examination Records.** The stan/eval function will retain graded exam answer sheets or computer records until the AF Form 803 is completed and placed in Tab 5. Retain failed exams until a passing exam is accomplished or review board conducted.

**2.4. Examination Question Sources.**

2.4.1. Master Question File (MQF). MAJCOM A3V PJ/CRO representative (stan/eval component) is the OPR for development and maintenance of the MQF.

2.4.1.1. Lead command will ensure approved PJ and CRO universal qualification MQFs for closed book testing are available for MAJCOM use and distribution to applicable agencies.

2.4.1.2. Lead command will review MQFs annually and distribute changes to MQFs as necessary.

2.4.1.3. Units may edit MQFs to accommodate local testing procedures, administrative errors and reflect recent changes to systems and/or operational procedures; however, subject matter may not be changed.

2.4.1.4. Units will forward edits of MQF questions to the lead MAJCOM through stan/eval channels.

2.4.1.5. If units want to recommend additional questions for inclusion in the next MQF re-write, they will submit MQF questions through the appropriate stan/eval channels to lead command for approval.

2.4.2. Requirements. The closed book exam will consist of 20 questions. Develop the exam according to the following:

2.4.2.1. All exam questions will cover airmanship, duties on-board the aircraft, safety, and equipment procedures for general flight.

2.4.2.2. General Knowledge. A minimum of 15 general knowledge questions must come from the MAJCOM CRO or PJ Master Question File (MQF) depending on AFSC.

2.4.2.3. Local Procedures. Five questions may come from a local procedure MQF, if applicable (increase general knowledge MQF questions to 20 if no local procedures MQF is developed).

**2.5. Exam Management.** IAW AFI 11-202 V2 para. 6.6.

2.5.1. When electronic testing is not available, maintain two versions (i.e. A & B) of an examination for PJ and CRO.

**2.6. Examination Security.** IAW AFI 11-202 V2 para. 6.7.

## Chapter 3

### MISSION EVALUATION REQUIREMENTS

**3.1. Mission Evaluation.** The MSN evaluation provides employment based qualification in order to ensure individuals maintain mission standards. The MSN evaluation is a full mission profile scenario encompassing all fundamental aspects of pre, execution and post mission tasks.

*NOTE:* This is not a Flight Evaluation. There is no requirement for PJ/CRO personnel to conduct a flight phase, however, this is a full mission profile and every effort will be made to conduct an insertion and exfiltration via aircraft for the evaluation.

3.1.1. After successful completion of MQT and the INIT MSN evaluation, PJ and CRO personnel will be considered Mission Qualified in Weapon System and be allowed to carry the appropriate Aircrew Qualification Code (MJ) IAW AFI 11-401 Table A2.3.

**3.2. MSN evaluations** may be conducted during scheduled exercises, with prior coordination/deconfliction with exercise planners.

3.2.1. Evaluations during exercises or non-contingency deployments are encouraged.

3.2.2. Evaluations during contingencies are authorized.

**3.3. Evaluation profiles** will be based on Designed Operational Capability (DOC) taskings, training scenarios, and operational missions normally conducted by the unit.

**3.4. If practical, evaluations should be conducted in geographic areas not normally used during training.**

**3.5. CRO evaluators will administer the CRO MSN Evaluation.**

**3.6. PJ evaluators will administer the PJ MSN Evaluation.** *NOTE:* If waived, an MFR will be written prior to the evaluation and placed in front of the affected AF Form 803.

**3.7. When evaluating, PJ and CRO evaluators:**

3.7.1. Should ensure individuals are being evaluated to their highest qualification level. If a member has not been evaluated to his highest level after two consecutive MSN Evaluations, the next evaluation must be to his highest qualification level. This may be accomplished with a NN or Task Eval IAW this regulation.

3.7.2. Will conduct a thorough pre-mission briefing and post mission debriefing for examinee(s) and applicable team members on all aspects of the evaluation.

3.7.2.1. The debrief will include the overall rating, specific deviations, and required additional training, if applicable.

3.7.3. Will immediately correct breaches of safety or discipline for any team member during an evaluation. If this situation occurs, the evaluator will debrief unit supervision and if appropriate, document the deviation on the affected AF Form 803.

3.7.4. Will immediately notify the examinee's squadron commander, operations officer, superintendent of operations and immediate supervisor whenever an unsatisfactory performance is observed.

3.7.5. Evaluators should not evaluate examinees for which they are the primary instructors.

3.7.6. The evaluator should not be incorporated into the evaluation scenario.

**3.8. Minimum Requirements.** See Attachment 3 for all required tasks that must be accomplished for a MSN evaluation to be valid. See Attachment 4 for MSN Evaluation Criteria.

**3.9. PJ specific requirements.** Tactical profiles should include practice or rehearsal in tactics and procedures, which are common to, and directly associated with the planning, preparation, insertion, execution, and extraction phases of a tactical rescue operation.

*NOTE:* There should be a minimum of 2 PJs available as Team Members during the PJ MSN evaluation.

**3.10. CRO specific requirements.** The MSN evaluation will reflect the type and difficulty of tasks required in the performance of normal operational and training events. These evaluations ensure CROs have the skills and capability to safely and effectively accomplish their core mission. It will evaluate the CRO's ability to perform as a tactical commander with the knowledge required to make quick, decisive, safe, and actionable decisions concerning the utilization and employment of personnel and equipment in order to prosecute a full spectrum PR mission.

*NOTE:* There should be PJ and SERE Specialists available during the CRO MSN evaluation.

**3.11. Failure to Pass a MSN evaluation.** An individual will have 30 days to re-accomplish (60 days or two UTAs, whichever is longer, for ARC and ANG units)

3.11.1. An individual will be non-combat mission ready (N-CMR) IAW AFI 10-3502 V1 until a successful RQ MSN is accomplished.

3.11.2. Individual will be placed on supervised status for the specific task that caused the N-CMR status, documented on the AF Form 803 under Discrepancies.

## Chapter 4

### TASK EVALUATION REQUIREMENTS

**4.1. TASK Evaluation.** TASK evaluations are used to provide the commander with feedback on individual skills or specific team mission capabilities through random evaluations of mission training and exercises. A TASK evaluation is not intended to satisfy the requirements of a periodic evaluation. TASK evaluations have no specific time requirements.

4.1.1. TASK evaluations may be conducted at any time. Personnel receiving TASK evaluations must be notified prior to the start of the event. Areas found to be substandard will result in the individual being unqualified in those specific tasks and documented IAW Chapter 6. Additional training in the substandard task or tasks will be given and a re-qualification/certification evaluation is required prior to re-qualification/certification.

4.1.2. PJ and CRO evaluators may administer evaluations to either AFSC for similar tasks (e.g., AIE, Jump Master, Instructor) only if the task, condition and standard for the event is identical. These will be documented as TASK evaluations (see Chapter 6).

4.1.3. A TASK evaluation may be used to update a MSN evaluation expiration date provided all evaluation requirements are completed IAW Attachment 3.

## Chapter 5

### INSTRUCTOR EVALUATION REQUIREMENTS

**5.1. INSTR Evaluation.** INSTR evaluations will be IAW PJ-CRO Trainer and Instructor Upgrade TCSs and INSTR Evaluation Criteria. See Table 5.1 for all required tasks that must be accomplished for an INSTR evaluation to be valid. See Attachment 5 for INSTR Evaluation Criteria. Prior to the INSTR Evaluation, individuals will successfully complete a MAJCOM approved Instructor Upgrade Program. The individual will act as an INSTR on actual instructional training missions. This evaluation will be conducted once the approved syllabus is complete.

**NOTE:** PJ and CRO personnel holding instructor certification as of the date of this publication do not require an INSTR evaluation.

5.1.1. If INSTR qualification is lost, it may be regained through an instructor re-certification evaluation.

### 5.2. Instructor Responsibilities.

5.2.1. Instructor candidates must be qualified in all sub-areas they will instruct. They must be authorized by their squadron commanders as instructors (documented on the unit Letter of X's). It is highly recommended that squadrons prioritize 7 level upgrade training prior to Instructor upgrade for the individual.

5.2.2. Instructor candidates will be evaluated on instructional ability, knowledge, briefings/debriefings and demonstration of events. Instructors must have a solid understanding of systems, procedures, and techniques. They must be able to convey these to a student in a clear and effective manner. They must also have the judgment to immediately recognize and control unsafe situations.

5.2.3. Whenever possible, instructor evaluations should be conducted with a "student" occupying the applicable role. The "student" will perform those duties prescribed by the instructor for the task being accomplished. The instructor examinee will monitor all phases of training from an advantageous position and be prepared to demonstrate, terminate, or explain any procedure.

**Table 5.1. Instructor Evaluation Grading Areas**

AREA		INSTR
300	Instructional Ability	R
301	Instructor Knowledge	R
302	Briefings / Debriefings	R
303	Demonstration of Events	R

## Chapter 6

### DOCUMENTATION

**6.1. Scope.** Administration of the evaluation program requires accurate documentation. The qualifications/certifications for which a PJ and CRO are to be evaluated are determined by Chapter 1 of this document.

**6.2. Procedures.** Each PJ and CRO will maintain a Tab 5 within their Individual Training and Evaluation Folder (ITEF) or On-the-Job Training (OJT) Records, respectively.

6.2.1. The Tab 5 will contain the source documents that constitute the history of PJ and CRO qualifications/certifications. All evaluations will be documented on an AF Form 803, *Report of Task Evaluations*.

6.2.2. An AF Form 1522, *ARMS Additional Training Accomplishment Report* will be submitted to HARM and maintained in the ARMS database after the completion of each QUAL and MSN evaluation.

**Table 6.1. PJ and CRO Core Evaluations**

Event	Code	Currency
QUAL Evaluation	AA01	17 Months
MSN Evaluation	AA03	17 Months

6.2.3. Individuals assigned or attached to other than USAF units may use the format of the service of the unit of attachment to document their history of qualification/certification.

6.2.4. Units will define local procedures for Tab 5 storage.

6.2.4.1. Storage procedures must ensure stan/eval accountability and accessibility.

6.2.4.2. If the Tab 5 is not stored within the ITEF or OJT Records, an MFR will be placed in the appropriate Tab indicating storage location.

**6.3. Contents of the Tab 5.** File AF Form 803s in chronological order with the most recent on top. Maintain all AF Form 803s for the entire duration of the member's service effective publication of this instruction. (Until a qualification evaluation is completed and documented on an AF Form 803, the current AF Form 8A will remain inspectable).

**NOTE:** All AF Form 8As will be retained as historical documents. Place AF Form 8As in chronological order behind all AF Form 803's. AF Form 8As will not be inspectable once a current AF Form 803 is accomplished. The AF Form 942 may be discarded IAW para 6.10.

6.3.1. MFRs documenting waivers, extensions, and/or unusual circumstances to potentially be included in an AF Form 803 are filed on top of the affected AF Form 803.

6.3.1.1. Incorporate the information contained in the MFR onto the applicable AF Form 803 under Remarks, when action is complete.

**6.4. Review of Tab 5.** Document the procedures on accomplishing an initial review and how to implement the annual review of Tab 5s in the unit supplement to this instruction.

6.4.1. The Tab 5 must be reviewed by a stan/eval functional office, normally in the organization to which the individual is assigned or attached for duty.

6.4.2. HHQ personnel on active flying status shall have their Tab 5 reviewed by the stan/eval function at their assigned stations.

6.4.3. Outdated certification letters, ARMS products, medical recommendations and miscellaneous documentation identified during reviews will be returned to the member for disposal.

**6.5. Initial Review.** Units will review the Tab 5 for all newly assigned PJs and CROs to establish their currency and qualification/certification prior to their first training event.

6.5.1. The reviewing organization is responsible for verifying the currency and qualification/certification of a PJ or CRO as determined from the latest applicable documentation in the Tab 5. Following determination of the currency and qualification/certification of the PJ or CRO, the unit maintaining the Tab 5 is responsible only for documentation subsequently placed in the Tab 5.

6.5.2. If the Tab 5 of HHQ personnel on active flying status is maintained by the stan/eval function at their assigned stations, that stan/eval function will also review the Tab 5 prior to their first training event. Document the initial review on the AF Form 623A, IAW unit or MAJCOM supplements.

**6.6. Posting Review.** The stan/eval function will review each AF Form 803 when they are placed in the Tab 5 to ensure accuracy and completeness. This review will confirm that the qualification/certification as documented is correct, all required evaluation events were accomplished, and that the AF Form 803 contains the evaluator's signature and initials from both the member and unit stan/eval.

6.6.1. The stan/eval function will scan and retain each AF Form 803 electronically in an electronic Tab 5 for each member.

**6.7. Periodic Review.** The stan/eval function will review Tab 5 to confirm expiration dates used to track required periodic PJ or CRO evaluations are the same as those listed in ARMs or PEX. Document the periodic review on the AF Form 623A, *On-The-Job Training Record – Continuation Sheet* IAW unit or MAJCOM supplements. Periodic review of Tab 5s for personnel in inactive status is not required.

**6.8. Tab 5 Discrepancies.** Tab 5 discrepancies include those of the AF Form 803, and any MAJCOM-directed documentation.

6.8.1. **Major Discrepancies Disposition.** Major discrepancies are those that affect the qualification of the affected member. They will be documented on a permanent MFR filed in Tab 5 immediately above the affected AF Form 803. An MFR created to document late evaluations, OG/CC waivers, etc. is removed from the Tab 5 once the information is incorporated onto the completed, affected AF Form 803 under Remarks.

6.8.2. **Minor Discrepancies Disposition.** Minor discrepancies are those that do not affect the qualification of the affected member. All minor discrepancies are corrected IAW para. 6.9.

**6.9. Corrections.** As a source document, the AF Form 803, only minor discrepancies may be corrected by use of white-out/over-print or pen and ink alterations of the original document provided the original evaluator initials the correction. When the original evaluator is not available, OGV Chiefs may also correct minor discrepancies.

**6.10. Transfer of Tab 5.** When custody of the AF Form 623 or ITEF, Tab 5 is transferred to a new unit or base:

6.10.1. Retention of Records. Retain all records in the folder until reviewed by the gaining unit. After review, return to the individual those forms not retained in the folder.

6.10.2. Formal Training Graduates. For Formal Training School graduates reporting directly to an overseas command for a short tour, retain formal training school records for transfer to the subsequent gaining unit.

**6.11. PCS of Individual.** CCV (or appropriate function) will seal the Tab 5 for the individual to hand-carry to the gaining organization.

6.11.1. When circumstances prevent this, the losing organization will mail the folder to the gaining unit with clear identification of the individual concerned.

6.11.2. When mailing a Tab 5 or any of its contents, retain a copy until the gaining organization has received the original Tab 5, or any of its contents.

6.11.3. If any Tab 5 information is maintained electronically, a suitable storage media containing that information will be included with the Tab 5 or emailed to the gaining unit.

**6.12. Disposition of Tab 5.**

6.12.1. Dispose of the PJ or CRO Tab 5 according to the Air Force Records Disposition Schedule (RDS).

6.12.2. Outdated certification letters, ARMS products, medical recommendations and miscellaneous documentation identified during reviews will be returned to the PJ or CRO for disposal.

**6.13. AF Form 803, *Report of Task Evaluation***

6.13.1. **Purpose.** The AF Form 803 is used to record an evaluation using brief and concise statements. It is maintained in the individual's Tab 5 for the entire duration of the member's service in chronological order with the most recent on top. When additional comments are required, document on 623a and attach to the reverse side of the affected AF Form 803. When additional training is required, it is identified under the remarks section, "Additional Comments", on the AF Form 803 and the training is documented on an AF Form 623a in Tab 2 of the OJT record (PJ) and Tab 8 of the ITEF (CRO). All entries should be typed but may be hand written as long as it is legible, the form will be initialed by both the member and, unit stan/eval representative, and signed by the evaluator. (See Attachment 2)

6.13.2. **Examinee Identification.** Self explanatory.

6.13.3. **JQS Task Items Evaluated.** Write in the appropriate type of evaluation (QUAL, MSN, TASK, INSTR), and mission/task description, if applicable (See Attachment 2). Annotate the appropriate prefix when required (e.g. INIT QUAL, RQ MSN, N/N TASK, etc.).

6.13.3.1. **MSN Evaluation.** Each MSN evaluation will state evaluation type followed by "IAW AFI 10-3502V2" and will include a narrative description of the event evaluated. Fill in a concise and factual history of tasks accomplished and the conditions in which they were accomplished. (See Attachment 2).

6.13.3.2. **QUAL Evaluation.** Each QUAL evaluation will state "QUAL IAW AFI 10-3502V2". (Document with appropriate prefix as required).

6.13.3.3. **TASK Evaluation.** Each TASK evaluation will state "TASK IAW AFI 10-3502V2" and will include a narrative description of the event evaluated. Fill in a concise and factual history of tasks accomplished and the conditions in which they were accomplished. (See Attachment 2).

6.13.3.4. **INSTR Evaluation.** Each INSTR evaluation will state "INSTR IAW AFI 10-3502V2" and will include a narrative description of the event evaluated. Fill in a concise and factual history of tasks accomplished and the conditions in which they were accomplished.

6.13.4. Results. Annotate results of evaluation (Satisfactory/Unsatisfactory).

6.13.5. **Remarks.** This section will include a concise and factual summary of evaluation results under the subheadings "Discrepancies" (MSN/TASK/INSTR) or "SCORE" (QUAL) and "Additional Comments". Two lines will be drawn in this section for the member and unit stan/eval representative initials (Member Review/CCV Review). (See Attachment 2).

6.13.5.1. MSN, TASK and INSTR Evaluations. Under the "Discrepancies" section document any discrepancies that were identified during the evaluation. If no discrepancies are identified, write "no discrepancies noted". Under the "Additional Comments" section document evaluator recommendations, additional training, and any other comments the evaluator feels relevant to the evaluation. If additional space is required document on a 623a and attach to the reverse of the affected AF Form 803.

6.13.5.1.1. Document MSN/QUAL evaluation on the squadron Training Accomplishment Report (TAR) sheet or AF Form 1522 as required by the unit supplement.

6.13.5.2. QUAL Evaluation. Document the results of the QUAL Evaluation by placing "SCORE:" followed by the test results, under "Remarks" section. For failed evaluations, under the "Additional Comments" section, write "Recommend member retest within 7 duty days IAW AFI 10-3502V2". For ARC units 7 duty days is defined as 7 days of duty performed by the examinee. Document recommendations, additional training, and any other comments the evaluator feels relevant to the evaluation. Once a passing RQ QUAL evaluation is completed document in the subsequent block on the affected AF Form 803. (See Attachment 2).

6.13.5.2.1. If an RQ QUAL is failed, recommend review board actions to the commander and document on the affected AF Form 803. Document all review board actions and recommendations on an MFR and attach to the reverse of the affected AF Form 803.

6.13.5.2.2. Additional training will be documented on an AF FORM 623a and re-evaluation, if required, will be documented on an AF Form 803, list the line item

being evaluated and give a brief description of the evaluation. Annotate the grade on the AF Form 803, (S/S-/U) and SAT/UNSAT IAW Chapter 1.

6.13.5.2.3. **Additional Aircraft Qualification.** Individuals must accomplish aircraft specific emergency egress procedures IAW 10-3502V1 and document training on an AF Form 1522 for qualification.

6.13.6. **Evaluator Identification.** In the date column, enter the date that the evaluation is successfully completed. Type or print the evaluator's name and evaluator signs evaluation to complete document.

**6.14. Expiration Date of Qualification.** Expiration dates will be tracked in ARMS or PEX.

**6.15. Substandard Performance.** Annotate areas requiring improvement and corrective actions. Individuals who fail the MSN Evaluation will be placed in a N-CMR status. Evaluator will document substandard performance on the AF Form 803 and additional training will be documented on the AF Form 623a in Tab 2 (PJ) and Tab 8 (CRO).

**6.16. Commander-Directed Downgrade.** Commanders will direct the Stan/Eval function to prepare an AF Form 803. In "JQS Task Item Evaluated", write "Commander-Directed Downgrade IAW AFI 10-3502V2". In "Remarks" document cause of downgrade, additional training required, review board actions, and re-qualification requirements. If additional space is required document on a 623a and attach to the reverse of the affected AF Form 803. Member must complete a requalification evaluation to regain the affected qualification.

## Chapter 7

### ADDITIONAL PROGRAMS

**7.1. FCIF (Special Tactics Information File for AFSOC only).** Units will establish and maintain a library consisting of a current read file and publications IAW AFI 11-202 V2 and this publication.

7.1.1. **Current Read File.** Volume I consists of a minimum of two parts to include an Index (Part A) and Current Read Files (Parts B and C (Note: Part C is optional)). MAJCOMs may add additional components to Volume I as appropriate.

7.1.1.1. Part A is a table of contents listing all material contained in FCIF Volumes I through V.

7.1.1.2. Part B is the Current Read File of FCIF messages. Messages contain information temporary in nature, directly pertinent to the safe conduct of flight and must be read before flight. FCIFs that contain aircraft-related information will be forwarded to all using MAJCOMs.

7.1.1.3. Part C is the Current Read File that contains information temporary in nature but not related to the safe conduct of flight. Place all jump, dive, ground, and equipment related safety messages in Part C. Part C is required to be read and signed off by every operator prior to participation in events.

7.1.2. Volumes II-V will be IAW AFI 11-202V2, the MAJCOM Sup, and Table 7.1. Volume II Mandatory Publications.

**NOTE:** Publications will be available for training and testing and may be in the form of hard copy, computer generated, electronic, etc IAW AFI 11-202 V2 and MAJCOM sup.

**Table 7.1. Volume II Mandatory Publications**

PUBLICATION	TITLE
JP 3-50	Personnel Recovery
AFPD 16-12	Pararescue
AFPD 10-35	Battlefield Airmen
AFDD 3-50	Personnel Recovery Operations
AFPD 10-30	Personnel Recovery
AFI 10-3001	Reintegration
AFI 10-3502 V1	Pararescue and Combat Rescue Officer Training
AFI 10-3502 V2	Pararescue and Combat Rescue Officer Standardization and Evaluation Program
AFI 11-231	Computed Air Release Point Procedures
AFI 11-402	Aviation and Parachutist Service Aeronautical Ratings and Aviation Badges
AFI 11-410	Personnel Parachute Operations
AFMAN 11-420	Static Line Parachuting Techniques and Tactics
AFI 13-210	Airdrop Inspection Records, Malfunction/Incident Investigations,

	and Activity Reporting
AFI 13-217	Drop Zone and Landing Zone Operations
AFI 16-1202	Pararescue Operations, Techniques and Procedures
N/A	Guardian Angel Operators Checklist
AFMAN 11-411	Special Forces Military Free-Fall Operations
AFI 16-1204	Pararescue Medical Material Management
AFI 16-1301	Survival, Evasion, Resistance and Escape (SERE) Program
AFI 36-2201	Air Force Training Program
AFI 10-3501	Air Force Diving Program
AFTTP 3-1.GA	Guardian Angel (Secret)
AFTTP 3-3.GA	Guardian Angel
FM 3-25.26, Change 1	Map Reading and Land Navigation
4th Edition	Pararescue Medications and Procedures Handbook
Vol 1 Rev 6	USN Diving Manual
T.O. 00-5-1	Air Force Technical Order System
T.O. 00-20F-2	Inspection and Preventative Maintenance of Classified Storage Containers
T.O. 1-1M-34V1	Aircrew Weapons Delivery Manual-(Nonnuclear)
T.O. 1-1M-34-1	Supplementary Manual-Aircrew Weapons Delivery Manual-(Nonnuclear)
T.O. 1C-130A-9	Cargo Loading Manual
T.O. 1C-130A-9CL-1	Loadmaster On/Off Loading Procedures
T.O. 11A-1-66	General Instructions-Demolitions
T.O. 11A10-26-7	Storage and Maintenance Procedures for Pyrotechnic Signals
T.O. 13C7-1-5	General Information for Rigging Airdrop Platforms
T.O. 13C7-1-11	Airdrop of Supplies and Equipment
T.O. 13C7-51-21	Rigging Loads for Special Operations
T.O. 13C7-55-1	Rigging Motorcycles and Quad Runners

7.1.2.1. Units may supplement Table 7.1 with additional publications.

**7.2. Commander Interest Item (CII).** CIIs are items of emphasis of existing procedure(s) designed to mitigate or eliminate specific risks or trends. CIIs do not add to or amend established procedures. CIIs will be based on analysis of risks and trends from a variety of sources to include Safety Investigation Board (SIB) findings/recommendations, safety related incidences, trend analysis, deployed area of operations, and potential problems with equipment/procedures.

7.2.1. SII(s) should be maintained and managed similar to Flight Related SIIs detailed in AFI 11-202V2 and MAJCOM supplements.

**7.3. Go/No-Go Procedures.** Units will establish a positive control system that ensures PJs or CROs have completed all training and stan/eval items required for the event they are participating in.

7.3.1. As a minimum, the Go/No Go system will monitor:

7.3.1.1. The currency events from AFI 10-3502V1.

7.3.1.2. The stan/eval requirements from AFI 10-3502V2 and MAJCOM Supplements.

7.3.1.3. Any Duty Not Involving Flying (DNIF) status.

7.3.1.4. Currency on all FCIF Volume 1, Part B and C items.

7.3.2. Units will define and publish their positive control system in the unit supplement to this instruction.

**7.4. Supplementary Evaluations.** Complete IAW AFI 11-202V2, para. 9.4. and MAJCOM Sup.

**7.5. Stan/Eval Board (SEB).** IAW AFI 11-202V2, MAJCOM and unit supplements.

**7.6. Stan/Eval Visits.** HHQ Stan/Eval Staffs may visit units during the administration of formal inspections, Staff Assistance Visits (SAVs) or in an informal capacity, as specified in MAJCOM Supplements. MAJCOM PJ and CRO FMs should be present for formal ASEVs. Additional unique CRO and PJ ASEV formal inspection requirements are listed below:

7.6.1. The QUAL evaluation will be administered IAW Chapter 2 to 100% of available PJ and CRO personnel.

7.6.2. The unit will receive fixed wing, vertical lift and/or ground mission MSN evaluations based on TC, TM, EL, and TL manning, available supporting resources, and unit METLs.

7.6.3. If available, 100% of OJT and ITEF records will be inspected to validate unit capability and individual qualifications to accomplish assigned taskings.

7.6.4. Inspection evaluation support will be coordinated through the OGV or Unit CRO and PJ Stan/Eval section.

**7.7. Unit Supplemental Examinations (optional).** Each OGV or CCV function may conduct supplemental testing for all PJs or CROs. The intent of this testing is to evaluate additional knowledge beyond the scope of required periodic exams, such as a cross-section of general knowledge, tactical/threat knowledge, and/or operational procedures, etc., to determine if knowledge deficiencies exist within the unit (e.g. 3-3.Guardian Angel). This exam may be open or closed book, but will not count as a required periodic exam, nor will a periodic exam satisfy the requirement for a supplemental exam. Units will describe this program in the unit supplement to this instruction, to include procedures for failed exams.

**7.8. Review Board Process.** Review boards are designed to look at the overall evaluation or training process to deliver an impartial judgment. Review boards look at the trainee and the training process to see if the failure is individual, institutional, or procedural.

7.8.1. Convene a Review Board when:

7.8.1.1. Directed by the commander.

7.8.1.2. A PJ or CRO fails a re-evaluation/re-certification.

7.8.1.3. After any incident that compromised safety or resulted in injury to personnel or damage to equipment through negligence or violation of directives.

7.8.1.4. A review board is not required in situations where personnel do not yet hold the AFSC of PJ or CRO.

**7.9. Composition of Review Boards.** CCV conducts the review board for their specific AFSC. **EXCEPTION:** For SQ/CC, OGV Personnel, or personnel attached to the squadron (i.e. HHQ) the OG/CC will conduct and determine the composition of the review board. If a primary board member cannot be present, the commander will designate an alternate. The alternate will typically be the next senior ranking member of the AFSC involved. The reviewer's direct supervisor may observe the board proceeding; however, he will not be a voting member. The commander may observe the proceedings as a non-voting member since the board recommends action to the commander.

7.9.1. CRO Review Board will consist of the CRO assigned to CCV, the operations officer, and the CRO assigned to OGV (or other CRO designated by OG/CC).

7.9.2. PJ Review Board will consist of the PJ assigned to CCV, the operations officer, the senior PJ assigned to the squadron, and the PJ assigned to OGV (or other PJ designated by the OG/CC).

**7.10. Review Board Actions.** The board will evaluate and analyze all factors bearing on a situation and provide the commander with recommendations. Recommendations may include removal of an advanced skill qualification, additional supervised training, or recommendation for removal from the AFSC. Board findings of personnel retained in the AFSC will be maintained on file for 18 months. If AFSC removal is recommended, the unit training manager will coordinate required actions with the base training office for guidance and documentation management procedures.

7.10.1. Actions resulting in the recommendation for removal of an AFSC will be forwarded to the next higher headquarters or MAJCOM level as appropriate.

**7.11. Trend Program.** Units will establish and maintain a trend program designed to identify areas requiring attention, monitoring or correction.

7.11.1. Scope will include trend analysis of all evaluations.

7.11.2. When trends are noted, recommend corrective action and assign an OPR/Office of Collateral Responsibility (OCR).

7.11.3. Report trends and status to the OG/CC during the SEB until closed (see AFI 11-202V2 Attachment 2). Maintain an archive of trend data for at least one year from the date the trend was identified.

**7.12. Briefing Facilities.** Mission planning/briefing materials will be available in either the mission planning area or mission briefing rooms (specific location as determined by the unit) and IAW AFI 11-202 V2 and MAJCOM supplement.

**7.13. AF Form 847 Program.** AF Form 847s are vital to enhance operational efficiency, correct content errors, or recommend improved procedures. Recommendation for Air Force Publication improvements will be IAW AFI 11-202V2, AFI 11-215 (Chapter 9, 10, and Attachment 3), and applicable MAJCOM Supplements.

**7.14. Electronic Data Storage.** Units may use electronic database files for record keeping, trend analysis, printing of standard forms, etc. MAJCOMs will establish standards for archiving and inspection of electronic files. Units not in compliance will maintain hard-copy records as directed in this instruction.

HERBERT J. CARLISLE, Lt Gen, USAF  
DCS, Operations, Plans and Requirements

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

AFDD 3-50, *Personnel Recovery Operation*, 01 June 2005

AFPD 16-12, *Pararescue*, 01 July 1998

AFPD 10-35, *Battlefield Airmen*, 04 February 2005

AFPD 10-30, *Personnel Recovery*, 22 December 2006

AFPD 11-2, *Aircraft Rules and Procedures*, 14 January 2005

AFPD 11-4, *Aviation Service*, 01 September 2004

AFPD 36-22 *Air Force Military Training*, 22 March 2004

AFI 10-3001, *Reintegration*, 21 April 2009

AFI 36-2201 *Air Force Training Program*, 15 September 2010

AFI 16-1202 *Pararescue Operation, Techniques, and Procedures*, 03 May 2001

AFI 10-3501, *Air Force Diving Program*, 09 February 2009

AFI 10-3502 V1, *Pararescue and Combat Rescue Officer Training*

AFI 11-231, *Computed Air Release Point Procedures*, 31 August 2005

AFI 11-401 *Aviation Management*, 10 December 2010

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

AFI 11-410, *Personnel Parachute Operations*, 04 August 2008

AFMAN 11-420(I), *Static Line Parachuting Techniques and Tactics*, 23 September 2003

AFI 11-202 V2 *Aircrew Standardization/Evaluation Program*, 13 September 2010

AFI 11-215 *USAF Flight Manuals Program (FMP)*, 22 December 2008

AFI 13-210, *Joint Airdrop Inspection Records, Malfunction/Incidents, Investigations and Activity Reporting*, 23 June 2009

AFI 13-217, *Drop Zone and Landing Zone Operations*, 10 May 2007

AFI 33-360, *Publications and Forms Management*, 18 May 2006

AFMAN 33-363, *Management of Records*, 01 March 2008

*Pararescue Medications and Procedures Handbook – Version 4*

*Guardian Angel Operator’s Checklist*

AFMAN 11-411, *Special Forces Military Free-Fall Operations*, 01 January 2005

AFI 16-1204, *Pararescue Medical Material Management*, 16 October 2006

AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Program*, 06 September 2006

AFTTP 3-1.GA, *Guardian Angel*,

AFTTP 3-3.GA, *Guardian Angel*, 19 October 2009

FM 3-25.26, *Map Reading and Land Navigation (Change 1)*, 18 January 2005/Change 30 August 2006

Vol 1 Rev 6 *United States Navy Diving Manual*, 17 September 2008

### ***Forms Adopted***

AF Form 803, *Report of Task Evaluations*.

AF Form 1522, *ARMS Additional Training Accomplishment Report*

AF Form 623, *Individual Training Record Folder*

AF Form 623A, *On-The-Job Training Record – Continuation Sheet*

AF Form 847, *Recommendation for Change of Publication*

### ***Forms Prescribed***

No forms are prescribed by this publication.

### ***Abbreviations and Acronyms***

**ACC**—Air Combat Command

**AF**—Air Force

**AFDD**—Air Force Doctrine Document

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFRC**—Air Force Reserve Command

**AFPD**—Air Force Policy Document

**AFSC**—Air Force Specialty Code

**ANG**—Air National Guard

**AFRC**—Air Force Reserve Command

**AIE**—Alternate Insertion Extraction

**ARC**—Air Reserve Component (ANG and AFRC combined)

**ARMS**—Aviation Resource Management System

**CC**—Commander

**CCV**—Squadron level Standardization and Evaluation

**CFETP**—Career Field Education and Training Plan

**CL**—Checklist

**CMR**—Combat Mission Ready

**CRO**—Combat Rescue Officer  
**DNIF**—Duty Not Including Flying  
**DOC**—Designed Operational Capability  
**DSG**—Duty Status Guardsman  
**FCIF**—Flight Crew Information File  
**FEB**—Flight Evaluation Board  
**FM**—Functional Manager  
**GA**—Guardian Angel  
**HAF**—Headquarters Air Force  
**HARM**—Host Aviation Resource Management  
**HHQ**—Higher Headquarters  
**HQ**—Headquarters  
**IAW**—In Accordance With  
**INIT**—Initial  
**INSTR**—Instructor  
**IP**—Isolated Personnel  
**ITEF**—Individual Training and Evaluation  
**JP**—Joint Publication  
**MAJCOM**—Major Command  
**MDS**—Mission Design Series  
**MFR**—Memorandum for Record  
**MQF**—Master Question File  
**MQT**—Mission Qualification Training  
**MSN**—Mission  
**NAF**—Numbered Air Force  
**N-CMR**—Non-Combat Mission Ready  
**NGB**—National Guard Bureau  
**N/N**—No-Notice  
**OCR**—Office of Collateral Responsibility  
**OG**—Operations Group  
**OGV**—Operations Group Standardization and Evaluation  
**OJT**—On-the-Job Training

**OPR**—Office of Primary Responsibility  
**PEX**—Patriot Excalibur  
**PJ**—Pararescueman  
**PR**—Personnel Recovery  
**QUAL**—Qualification  
**RDS**—Records Disposition Schedule  
**RQ**—Re-Qualification  
**SAT**—Satisfactory  
**SEB**—Standardization and Evaluation Board  
**SERE**—Survival, Evasion, Resistance, and Escape  
**SIB**—Safety Investigation Board  
**SII**—Special Interest Item  
**Stan/Eval**— Standardization and Evaluation  
**SQ**—Squadron  
**TCS**—Task, Condition, Standards  
**UNSAT**—Unsatisfactory  
**USAF**—United States Air Force  
**USN**—United States Navy  
**UTA**—Unit Training Assembly  
**WARNORD**—Warning Order

### *Terms*

**Aircrew**— The total complement of rated, career enlisted aviator, and nonrated aircrew personnel responsible for the safe ground and flight operation of the aircraft and onboard systems, or for airborne duties essential to the accomplishment of the aircraft's mission. Individuals must be on AOs and assigned to an authorized position according to AFI 65-503, or nonrated aircrew not in an aircraft's basic complement, but required for the mission. See AFPD 11-4.

**Basic Aircraft Qualification**— An aircrew member who has satisfactorily completed training prescribed to maintain the skills necessary to perform aircrew duties in the unit aircraft.

**Basic Mission Capable**— An aircrew member who has satisfactorily completed mission qualification training, is qualified in some aspect of the unit mission, but does not maintain CMR status.

**Combat Mission Ready (CMR)**— The status of an individual who successfully completes IQT and MQT, passes Initial and Mission Qualification Evaluations, complies with CT requirements, and is assigned to a unit with a primary combat mission.

**Evaluator (CRO or PJ)**— Evaluators are qualified instructors certified by the commander to conduct evaluations.

**Flight Crew Information File (FCIF)**— A collection of publications and material determined by the MAJCOM and unit as necessary for day-to-day operations.

**Instructor (INSTR)**— Highly experienced PJ/CRO who successfully accomplishes an Instructor Evaluation.

**Master Question File (MQF)**— Question bank used to construct closed book exams. Aircrew members have access to MQFs.

**Mission Evaluation (MSN)**— A periodic evaluation reflecting the type and difficulty of tasks required in the performance of normal operational and training events.

**No—Notice Evaluation (N/N)** - An evaluation where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission.

**Office of Collateral Responsibility (OCR)**— Any headquarters, agency, or activity having coordinating functional interest in, and responsibility for, a specific action, project, plan, program or problem.

**Office of Primary Responsibility (OPR)**— Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program or problem.

**Aircrew Qualification Evaluation (QUAL)**— PJ/CRO QUAL evaluation consists of the closed book examination IAW Chapter 2. Individuals who fail the examination are considered unqualified.

**Qualification Expiration**— The date qualification expires, normally, the last day of the 17th month from the last successful evaluation (equates to 18 months).

**Requalification Examination (RQ)**— An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency, a requal following a failed periodic evaluation, or loss of qualification due to a commander-directed downgrade.

**Specialized Aircrew**— Flight Surgeons, Combat Camera, and Non-Rated aircrew, to include K-, Q- and X- prefix specialty codes. Does not include X-prefix Aeromedical Evacuation Crewmembers.

**Stan/Eval Function**— An organization at appropriate echelons of command that accomplishes the objectives of this instruction.

**Supplementary Evaluation Program**— Administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems.

**TASK Evaluation (TASK)**— A TASK evaluation is an evaluation not intended to satisfy the requirements of a periodic evaluation.

**Trend Program**— Analysis designed to identify areas requiring attention, monitoring or correction.

**Unit**— A level of organization under HHQs (MAJCOM and/or NAF) required to establish a Stan/Eval function (normally this is an operations group and consists of both the group and flying squadrons).

**Universal Qualification**— Process where Specialized Aircrew attain/maintain qualification in two or more MDS aircraft where qualification is attained/maintained via a minimum of a ground phase examination.

**Attachment 2**  
**SAMPLE AF FORM 803**

**Figure A2.1. Sample AF Form 803**

REPORT OF TASK EVALUATIONS			
NAME (Last, First, Middle Initial) DOE, JOHN Q.	GRADE O-2	AFSC 13D3A	IN UGT <input type="checkbox"/> YES <input type="checkbox"/> NO
JQS TASK ITEM(S) EVALUATED MSN IAW AFI 10-3502V2: In this section write a detailed description of the mission evaluated to include pre-mission coordination, mission execution and post-mission.			
<b>RESULTS</b>	SATISFACTORY	UNSATISFACTORY	
REMARKS Discrepancies: If required write detailed description of discrepancies identified during evaluation. Complete IAW AFI 10-3502V2, Ch. 5.11.5. Additional Comments: If required write a detailed description IAW AFI 10-3502V2 Ch. 5.11.5. Member Review: _____ CCV Review: _____			
DATE 20101022	TYPE OR PRINT NAME OF EVALUATOR JOSEPH P. CITIZEN		SIGNATURE
REPORT OF TASK EVALUATIONS			
NAME (Last, First, Middle Initial) DOE, JOHN Q.	GRADE O-2	AFSC 13D3A	IN UGT <input type="checkbox"/> YES <input type="checkbox"/> NO
JQS TASK ITEM(S) EVALUATED QUAL IAW AFI 10-3502V2			
<b>RESULTS</b>	SATISFACTORY	UNSATISFACTORY	
REMARKS SCORE: XX Additional Comments: If required IAW AFI 10-3502V2 Ch. 5.11.5.2. Member Review: _____ CCV Review: _____			
DATE 20101025	TYPE OR PRINT NAME OF EVALUATOR JOSEPH P. CITIZEN		SIGNATURE
REPORT OF TASK EVALUATIONS			
NAME (Last, First, Middle Initial) DOE, JOHN Q.	GRADE O-2	AFSC 13D3A	IN UGT <input type="checkbox"/> YES <input type="checkbox"/> NO
JQS TASK ITEM(S) EVALUATED TASK IAW AFI 10-3502V2: In this section write a detailed description of the TASK evaluated.			
<b>RESULTS</b>	SATISFACTORY	UNSATISFACTORY	
REMARKS Discrepancies: If required write a detailed description of discrepancies identified during the evaluation. Complete IAW AFI 10-3502V2, Ch. 5.11.5.1. Additional Comments: If required write a detailed description IAW AFI 10-3502V2 Ch. 5.11.5. Member Review: _____ CCV Review: _____			
DATE 20101030	TYPE OR PRINT NAME OF EVALUATOR JOSEPH P. CITIZEN		SIGNATURE

AF IMT 803, 19840601, V2

PREVIOUS EDITION WILL BE USED.

## Attachment 3

## PJ AND CRO EVALUATED EVENTS

Table A3.1. Pararescue and Combat Rescue Officer Evaluated Event Table

AREA		NOTES	PJ TL	PJ EL	PJ TM	CRO
	<b>MISSION PLANNING</b>					
100	Publications		R	R	R	R
101	Knowledge and Directives		R	R	R	R
102	Mission Planning		R	R		R
103	Tasking/Updates		R	R		R
104	Briefing	C	R	R		R
105	Situational Awareness	C	R	R	R	R
106	Risk Management/Decision Making		R	R		R
107	Team Coordination		R	R		R
108	Equip Requirements		R	R		R
109	Pre-mission Inspections		R	R	R	R
110	Leadership	C	R	R		R
111	Debrief					R
112	Documentation		R	R	R	R
113	Discipline	C	R	R	R	R
114	Safety	C	R	R	R	R
115	Equipment Preparation		R	R	R	R
116	Personnel Accountability		R	R		R
117	Judgment		R	R		R
118	Troop Leading		R	R		R
119	Command Responsibilities					R
120	Battlespace Geometry C2	C				R
121	Tactical Combat Casualty Care (TCCC)	C	R	R	R	
200	<b>INFIL/INSERTION</b>					
201	Insertion Procedures	1,2	R	R	R	R
202	Fast Rope					
203	Rappel					
204	Free Fall Swimmer					
205	Hoist					
206	Recovery Vehicle					
207	Free Fall Parachute					
208	Static Line Parachute					
209	Maritime – Surface					
210	Maritime – Sub-Surface					
211	Site Evaluation		R	R		R
212	Search Procedures					
213	Authentication		R	R	R	R

214	Communications		R	R	R	R
215	Medical Coordination		R	R		
216	Aerial Cargo Delivery					
217	AIE Master Operations					
218	Jumpmaster Operations					
219	Rescue Jumpmaster Operations					
220	Military Tandem Master Operations					
300	<b>PR OPERATIONAL EVENT</b>	1				
301	Actions on Objective		R	R	R	R
302	Tactics		R	R	R	R
303	Weapons/Munitions Employment		R	R	R	R
304	Security		R	R	R	R
305	Survivor Contact and Handling		R	R	R	
306	Navigation					
307	Terminal Area Control					R
308	Extrication					
309	Land Search Team Member					
310	Water Surface Search Team Member					
311	Underwater Search Team Member					
312	Mass Casualty Incident					
313	Escape and Evasion (EPA)					
314	Dive Supervisor					
315	Swiftwater Operations					
316	Mountain Operations					
317	Technical Rescue/Rigger Operations					
400	<b>EXTRACTION/ EXFIL</b>	1,2	R	R		R
401	Rope Ladder					
402	FRIES					
403	Hoist					
404	Stokes w/Barrelman					
405	Short Haul					
406	Recovery Vehicle					
407	Maritime – CRRC to Large Vessel					
408	Maritime – CRRC to Helicopter					
409	LZ Operations					
410	Transload Operations					
411	Medical Transportation		R	R		
412	Reintegration Phase 1	C				R
413	Reintegration Phase 2					
414	Enroute – Exfil					
500	<b>POST OPERATION</b>					
501	Reintegration (Phase 2)					
502	Post Mission Documentation		R	R		R

503	Debriefing		R	R	R	R
504	Regeneration	C	R	R	R	R
<p>Note 1: At least one (1) of the subareas must be graded on every evaluation.</p> <p>Note 2: Infil/insertion and Extraction/Exfil will planned for all missions. Execution from an aircraft is not required to complete the MSN Eval.</p> <p>Note C: Denotes CRITICAL area/subarea.</p>						

## Attachment 4

## MISSION EVALUATION CRITERIA

Table A4.1. Mission Evaluation Criteria

AREA	S	S-	U
<b>MISSION PLANNING</b>			
<b>100. Publications.</b>	Publications, manuals, handbooks are current and properly posted. Read and initialed items in FCIF.	Most information is current and properly posted. Read and initialed items in FCIF.	Publications, manuals, handbooks are not current. FCIF not reviewed or signed.
<b>101. Knowledge of Directives</b>	Knowledgeable of all applicable publications – AFIs, AFTTPs, OIs, SQ OIs.	Marginal knowledge of capabilities, approved operation procedures and rules.	Inadequate knowledge of operating capabilities and procedures. Major Omissions that would preclude safe/effective mission accomplishment. Has inadequate knowledge of operational capabilities and procedures in publications and directives.
<b>102. Mission Planning.</b>	Clearly defined the mission overview and mission goals. Provided specific information on required tasks. Thoroughly critiqued plans to identify potential problem areas and ensured all had understanding of possible contingencies. When required, extracted necessary information from air tasking order/frag. Aware of the available alternatives if unable to complete the mission as planned. Developed a sound plan to accomplish the mission from several COA's. Adequately planned work assignments and priorities. Accurately anticipated equipment requirements. CRO only: Established component Go/No Go criteria.	Did not adequately define the mission overview and mission goals. Potential problem areas partially addressed or not at all. Did not adequately solicit feedback or critique the plans to ensure understanding of possible contingencies. Minor errors or omissions detracted from mission effectiveness, but did not affect mission accomplishment. Limited knowledge of performance capabilities or approved operating procedures/rules. Same as Q, except minor errors or omissions could degrade mission effectiveness.	Did not define the mission overview and goals. Lack of specific information on required tasks. Did not solicit feedback from other team members to ensure understanding. Did not critique plans to identify potential problem areas. Major errors or omissions would have prevented a safe or effective mission. Unsatisfactory knowledge of operating data or procedures. Failed to adequately prepare for the mission or ensure team members were aware Of special requirements. Mission plan hampered mission effectiveness. Defunct COA.
<b>103. Tasking / Updates</b>	Correctly identified, prioritized and managed tasks based on existing and new information that assured mission success. Used available resources to manage workload, communicated task priorities to other team members. Asked for assistance when required. Effectively identified contingencies and alternatives. Gathered and crosschecked available data before acting. Clearly stated decisions and ensured they were understood. Investigated doubts and concerns of other team members when necessary.	Made minor errors in prioritization, management of tasks, system knowledge which did not affect safe or effective mission accomplishment. Did not completely communicate task priorities to other team members. Made minor errors in identifying contingencies, gathering data, or communicating a decision which did not affect safe or effective mission accomplishment.	Incorrectly prioritized or managed tasks. Displayed lack of knowledge causing task overload that seriously degraded mission accomplishment or safety. Failed to communicate task priorities to other team members. Failed to ask for assistance when overloaded. Improperly or ineffectively identified contingencies, gathered data, or communicated a decision that seriously degraded mission accomplishment or safety.

<b>104. Briefing (Critical)</b>	Ensured briefing contained all applicable information. Prepared at briefing time. Briefings effectively organized and professionally presented in a logical sequence. Presented all objectives, training events and special interest items. Effectively used available briefing aids. Well organized and professionally presented in a logical sequence. Presented required events and effective discussion for Accomplishing the mission.	Omitted items pertinent but not critical to the mission. Some difficulty communicating clearly. Did not make effective use of available briefing aids. Limited discussion of training events or special interest items. Dwelled on non-essential items. Not fully prepared for briefing. Events out of sequence, hard to follow, some redundancy, dwelled on nonessential items, and/or omitted some minor events.	Failed to conduct/attend required briefings. Failed to use appropriate briefing aids. Omitted essential items or did not correct erroneous information that could affect mission accomplishment. Demonstrated lack of knowledge of subject. Briefing poorly organized and not presented in a logical sequence. Presented erroneous information that would affect safe/effective mission accomplishment. Presentation created doubts or confusion. Failed to discuss training events or special interest items. Late crew transport due to excessively long briefing. Sequence disorganized and illogical. Presentation created doubts or confusion and omitted major events.
<b>AREA</b>	<b>S</b>	<b>S-</b>	<b>U</b>
<b>105. Situational Awareness (Critical).</b>	Anticipated situations that would have adversely affected the mission, and corrected them. Made appropriate decisions based on available information. Recognized the need for action. Aware of performance of self and other flight members. Aware of on-going mission status. Recognized, verbalized and acted on unexpected events. Exercised thorough situational awareness and control of assigned operators throughout mission. Personnel recovery events issued in a positive and timely manner. Executed the mission in an efficient manner. Demonstrated an understanding of mission roles in the aircraft and surface operations. Ensured mission was accomplished with constant regard to team members, crew, ground personnel and aircraft.		Decisions, or lack thereof, caused failure to accomplish assigned mission. Did not recognize the need for action. Not aware of performance of self and other flight members. Not aware of on-going mission status. Failed to recognize, verbalize and act on unexpected events. Control instructions were not timely, clear, and accurate or were unsafe. Actions resulted in either degraded or ineffective mission.
<b>106. Risk Management / Decision Making</b>	Identified contingencies and alternatives. Gathered and cross checked relevant data before deciding. Clearly stated problems and proposed solutions. Investigated doubts and concerns of operators. Used facts to come up with solution. Involved and informed necessary crewmembers when appropriate. Coordinated mission crew activities to establish proper balance between command authority and crewmember participation, and acted decisively when the situation required. Clearly stated decisions, received acknowledgement, and provided rationale for decisions. Completed and assessed ORM.	Partially identified contingencies and alternatives. Made little effort to gather and cross check relevant data before deciding. Did not clearly state problems and propose solutions. Did not consistently use facts to come up with solutions. Did not effectively inform crewmembers when appropriate. Did not effectively coordinate mission crew activities to establish a proper balance between command authority and crewmember participation, and acted indecisively at times. Completed ORM but did not factor in adequate risks of COA's.	Failed to identify contingencies and alternatives. Made no effort to gather and cross check relevant data before deciding. Did not inform necessary crewmembers when appropriate. Did not use facts to come up with solution. Avoided or delayed necessary decisions which jeopardized mission effectiveness. Did not coordinate mission crew activities to establish proper balance between command authority and crewmember participation; acted indecisively. Did not complete ORM.

<b>107. Team Coordination</b>	Effectively based crew complement off of mission profile as dictated by tactical situation. Effectively assigned team duties and responsibilities to maximize effectiveness. Provided direction/information when needed. Adapted to meet new situational demands and focused attention on the task. Knew assigned task of other crewmembers. Asked for inputs, and made positive statements to motivate crew members.	Minor coordination errors, but did not adversely affect mission accomplishment. Team coordination was limited though adequate to accomplish the mission. Provided limited direction/information when needed. Slow to adapt to meet new situational demands due to limited focus on task. Did not consistently seek inputs from other team members. Limited effort to motivate team members through positive statements.	Delays caused by untimely coordination or recovery team duty assignments precluded successful mission accomplishment. Did not provide direction/information when needed. Did not adapt to meet new situational demands and focus attention on the task. Did not seek inputs or made no effort to make positive statements to motivate crew members. Lack of recovery team coordination resulted in significant degradation of mission accomplishment.
<b>108. Equipment requirements</b>	Had all required personal and professional equipment. Displayed satisfactory knowledge of the care and use of such equipment and the contents of required publications. Required equipment inspections were current.	Had only some of required personal/professional equipment or had limited knowledge of the use or the content of required publications.	Did not have required personal/professional equipment essential for the mission. Unsatisfactory knowledge of the care and use of equipment or the content of required publications. Equipment inspections were overdue or equipment was unserviceable.
<b>109. Pre-Mission Inspection</b>	Accomplished all required aircraft/equipment inspections IAW the flight manual and applicable directives in a timely manner. Correctly configured the aircraft for the assigned mission. Adhered to station times and used all appropriate checklists correctly.	Same as above except for minor procedural deviations which did not degrade mission effectiveness.	Did not use the checklist or omitted major item(s). Major deviations in procedure which would preclude safe mission accomplishment. Failed to accurately determine proper configuration to perform the mission.
<b>AREA</b>	<b>S</b>	<b>S-</b>	<b>U</b>
<b>110. Leadership</b>	Operator's leadership ensured team executed the assigned mission in a timely and efficient manner. Conducted the operations with a sense of understanding and comprehension. Ensured all aspects of the mission were accomplished with regard to the safety of the team members, the crew, ground personnel, and the proper field medical care patient.	Team executed the mission in an untimely or inefficient manner. Questionable decisions which did not compromise safety. Inability to control team members without mission/safety compromise. Directives unintentionally violated but did not result in mission compromise/safety violation.	Decisions or lack thereof, resulted in failure to accomplish the assigned mission. Demonstrated poor judgment to the extent that safety could have been compromised. Regulations/directives were intentionally violated. Compromised safety and allowed a dangerous situation to develop. No adequate field medical care.
<b>111. Debrief</b>	Debriefed mission using specific, non-threatening positive and negative feedback of team and individual performance. Provided specific ways to correct errors. Asked for inputs from others. Re-capped key points and compared mission results with mission objectives.	Debriefed mission without specific, non-threatening positive and negative feedback on individual and team performance. Did not consistently seek input from others. Incomplete or inadequate re-cap of key points and comparison of mission results to mission objectives.	No team debrief. Sequence was disorganized and illogical. Did not use training aids. Presentation created doubts or confusion and omitted major events. Did not use approved debriefings. Did not provide non-threatening positive and negative feedback during debriefing. Did not seek input from others. Did not re-cap key mission points nor compare mission results to mission objectives.
<b>112. Documentation</b>	All reports and paperwork completed; TAR sheets filed with ARMS and other mission essential documents (CRM, etc).	Minor errors or omissions in reports.	Reports and paperwork not filed or filed with major errors or omissions.
<b>113. Discipline (Critical)</b>	Executed the mission in an efficient manner. Demonstrated an understanding of mission roles in the aircraft and surface operations. Ensured mission was accomplished with constant regard to team members, crew, ground personnel and aircraft.		Major discrepancies in knowledge and/or employment with significant impact on mission effectiveness. Did not understand risk-estimate distances, and exposed friendly forces to unacceptable risk. Failed to achieve desired results (due to operator's action/inaction). Mission resulted in unwanted

			outcomes lacking situational awareness and improper execution.
<b>114. Safety (Critical)</b>	Aware of and complied with all safety factors required for safety of mission accomplishment regarding the safety or danger to the recovery vehicle, operator(s) and aircrew. Employed all available methods to ensure safety of flight and ground personnel. Analyzed emergency situations and implemented emergency procedures. Used equipment and employed personnel in a safe manner.		Was not aware of or did not comply with all safety factors required for safe operations and mission accomplishment. Any dangerous act. Disregarded safety procedures. Did not use equipment or employ personnel in a safe manner. Did not comply with safety requirements. Disregarded safety or danger to recovery vehicle(s), operators, and aircrew.
<b>115. Equipment Preparation</b>	Adhered to and knowledgeable of all checks.	Minor deviations. Made timely and positive corrections. Did not jeopardize operation.	Gross errors, incorrect procedures, and minor violations deviating from established procedures.
<b>116. Personnel Accountability</b>	Established procedures for accountability assigned responsibility along team lines. Identified critical tasks and the personnel responsible for accomplishing these tasks. Designated personnel and formulated appropriate UTCs based on redeploying personnel and equipment.	Established some procedures for accountability but did not assign all responsibility along team lines. Committed errors or omissions when liaison (ing) with supporting units. Only identifying some of the critical tasks and the personnel responsible for accomplishing these tasks.	Did not establish procedures for accountability. Did not prepare details of the plan to include identifying personnel responsible for accomplishing tasked designated to personnel. UTC complement was not addressed.
<b>AREA</b>	<b>S</b>	<b>S-</b>	<b>U</b>
<b>117. Judgment</b>	Actively engage in the mission planning and/or military decision-making processes. Common sense and sound judgment based on actual factors encountered in a given situation. Decisions concerning employment feasibility and duration must consider the worst probable circumstances and be mutually understood by both the commander and the deploying PJTL. Made decisions based on solid information rather than personal opinion. Decision-making processes. Actively engaged in the decision making process to affect the recovery/rescue of personnel. Anticipated contingencies and reacted to unplanned events in a manner that ensured mission accomplishment.	Team executed the mission in an untimely or inefficient manner. Questionable decisions which did not compromise safety. Inability to control team members without mission/safety compromise. Directives unintentionally violated but did not result in mission compromise/safety violation.	Did not include other COA before implementing plan. Directives intentionally violated. Did not anticipate contingencies or reacted to an unplanned event in a manner which prevented mission accomplishment.
<b>118. Troop Leading</b>	Demonstrated timely coordination procedures with appropriate ground force staff agencies and recovery team. Team executed the assigned mission in a timely and efficient manner. Conducted the operations with a sense of understanding and comprehension. Ensured all aspects of the mission were accomplished with regard to the report, locate, support, recover, and return of the team members, the crew, ground personnel, and the survivor.	Demonstrated coordination with all appropriate agencies. Delays caused by untimely coordination did not affect mission accomplishment. Minor deviations to functioning as air-ground interface.	Coordination with appropriate agencies was not completed prior to commencing attack. Delays caused by untimely coordination degraded or prevented successful mission accomplishment. Did not lead allowing other agencies or factors influence the leadership decision process creating confusion and ineffective mission accomplishment.
<b>119. Command Responsibilities (CRO ONLY)</b>	Demonstrated timely coordination with ground commander or designated representative. Accurately explained to the ground commander data and dangers to friendly forces. Understood ground commander's scheme of maneuver.	Showed average coordination with ground commander or designated representative. Explained only few data and dangers to friendly forces. Mission impacted but still successful. Incident site management was lacking in control	Did not adequately coordinate with ground commander/designated representative. Provided ground commander with inaccurate data concerning PR mission data or dangers to friendly forces. The information

	Requested timely ground commander clearance. Successfully functioned as an air-ground interface to enhance mission effectiveness. C2 fundamentals, TLPs, 5-point contingency plans, types of orders. Provided rescue, recovery, trauma treatment. Provided adequate incident site management and/or overall understanding of CONOPS. Concentrated on coordination that takes place internally within the JPRC/PRCC and externally with all the various units, offices, assets, and agencies that assist in and/or conduct personnel recovery operations.	of situation.	provided or not provided impacted mission effectiveness or exposed friendly forces to hazards. Did not provide required data. Hampered the mission effectiveness because lack of understanding of roles/responsibilities. CRO ONLY: Did not concentrate on coordination that takes place internally within the PRCC and externally with all various units, offices, assets, and agencies that assist in or conduct PR.
<b>120. Battle space Geometry (C2) (CRO ONLY) (Critical)</b>	Controls recovery efforts in the objective area. Exercised thorough situational awareness and control of aircraft and personnel throughout mission. Utilization of aircraft/personnel performed in a positive and timely manner.		Did not control recovery efforts in the objective area. Control of aircraft/personnel instructions were not timely, clear, and accurate or were unsafe. Actions resulted in either degraded or ineffective mission.
<b>121. Tactical Combat Casualty Care</b>	Performed the correct intervention at the correct time in the continuum of field care by managing the three distinct casualty management phases during the combat mission: 1. Providing care under fire 2. Tactical field care 3. Combat casualty evacuation as needed.	Did not perform the correct intervention at the appropriate time but the intervention did not lead to further casualties.	Performed the wrong intervention at the incorrect time in the continuum of field care that reduced the standard of care of the survivor and led to further casualties.
<b>AREA</b>	<b>S</b>	<b>S-</b>	<b>U</b>
<b>200.</b>	<b>INFIL/INSERTION</b>		
<b>201. Insertion procedures</b>	Preliminary review of the team's health, equipment status, and overall capabilities. Decided/executed on agreed upon insertion plan based upon METT-TC. Had and considered up to three viable insert options. Considered command/control, method of insertion, primary/secondary routes, threats and actions in response to threats, mission essential tasks, time line, supporting forces, communications, go/no-go criteria, and contingencies.	Incorrectly reviewed team's health, equipment status and overall capabilities. Consider only one insertion options. Minor deviations to method of insertion, routes, threats and actions in response to threats. Only several mission essential tasks performed but did not negate mission accomplishment.	Did not make reviews of the team's health, equipment status, and overall capabilities. Did not decide or execute a coherent insertion plan based upon METT-TC. Did not consider other insertion options. Did not assess command/control, method of insertion, primary/secondary routes, threats and actions in response to threats, mission essential tasks, time line, supporting forces, communications, go/no-go criteria, and contingencies.
<b>202. Fast Rope</b>	Properly configures rope, takes appropriate actions at each time call, safely deploys.	Rope configured improperly; failed to take appropriate actions at specific time calls.	Rope configured unsafely; deployed in an unsafe manner.
<b>203. Rappel</b>	Properly configures rope, takes appropriate actions at each time call, safely deploys.	Rope configured improperly; failed to take appropriate actions at specific time calls.	Rope configured unsafely; deployed in an unsafe manner.
<b>204. Freefall Swimmer</b>	Takes appropriate actions at each time call, safely deploys.	Failed to take appropriate actions at specific time calls. Deployed at wrong alt / airspeed / location.	Deployed at unsafe alt / airspeed / location.
<b>205. Hoist</b>	Correctly uses insertion device; safely deploys.	Incorrectly uses insertion device.	Unsafely uses insertion device.
<b>206. Recovery Vehicle Preflight / Inspection</b>	Inspect or preflight all RV's Per AFI's and MDS Check lists. Ensures all mission equipment is serviceable and properly installed.	Incomplete inspection skipping only non critical areas.	Incomplete inspection skipping mission critical areas.

<b>207. Free Fall Parachute</b>	Correctly dons parachute / equipment load; takes appropriate actions at each time call; executes freefall and canopy actions as briefed; lands w/in 25m of target (Exception: bad TASK or malfunction); lands safely.	Incorrectly dons parachute / equipment load; fails to take appropriate actions at time calls; does not execute FF/canopy actions as briefed; lands w/in 100m from target (Exception: bad TASK or malfunction).	Unsafely dons parachute / equipment load; lands >100m from target (Exception: bad TASK or malfunction); incorrectly performs Eps (if required).
<b>208. Static Line Parachute</b>	Correctly dons parachute / equipment load; takes appropriate actions at each time call; demonstrates competent canopy manipulation; correctly executes pre-landing actions; lands w/in 100m of target (Exception: bad TASK or malfunction); lands safely.	Incorrectly dons parachute / equipment load; fails to take appropriate actions at time calls; does not execute pre-landing actions appropriately; lands w/in 200m of target (Exception: bad TASK or malfunction).	Unsafely dons parachute / equipment load; lands > 200m from target (Exception: bad TASK or malfunction).
<b>209. Maritime Surface</b>	Correctly de-rigs airdrop equipment (if required); correctly inflates boat (if required); correctly and safely operates vehicle, performs appropriate trouble shooting / field repair.	Incorrectly starts, operates vehicle causing avoidable delays. Lacks sufficient understanding to logically / efficiently troubleshoot problems.	Vehicle rendered inoperable by examinee; Does not know how to operate vehicle. Operates vehicle in a manner that causes avoidable swamping / overturning.
<b>210. Maritime Sub-surface</b>	Correctly dons equipment; demonstrates understanding of Eps; adheres to dive plan; identifies hazardous situations; uses equipment IAW applicable guidance; correctly uses specialized underwater equipment (if certified on the device).	Incorrectly dons equipment; incorrectly operates specialized underwater equipment (if certified on the device).	Unable to don equipment; selected unnecessary equipment (if certified on the device).
<b>211. Site Evaluation</b>	Site evaluation ensured mission accomplishment. A thorough site selection was accomplished.	Selected site was useable but better site was available. Valuable resource not utilized.	Selected unnecessarily hazardous site. Unable to accomplish mission from selected site.
<b>AREA</b>	<b>S</b>	<b>S-</b>	<b>U</b>
<b>212. Search Procedures</b>	Accurately determine the area where the survivors are or will be located upon arrival at the scene. Good search planning significantly increase the probability of successfully locating and rescuing those in distress. Planned the search involves calculating search area and then outlining the boundaries of the search area.	Failed to take appropriate search procedures. Marginal search planning. Calculating the search area and boundaries was useable but better search procedures existed.	Ineffective search determination. Did not know where the survivor would be located based upon operator error. Poor search planning decreased the probability of locating and rescuing those in distress. No plan for search.
<b>213. Authentication</b>	Ensured proper survivor authentication to determine identity and possible threats. Performed authentication with no errors.	Minor deviations which did not interfere with safe mission accomplishment. Required numerous attempts to complete authentication	No authentication completed or authenticated incorrectly
<b>214. Communications</b>	Radio communications were concise, accurate and effectively used to direct maneuvers or describe the tactical situation. Understands capabilities, limitations, proper use of radio. Logically and efficiently troubleshoots technical problems	Minor terminology errors or omissions occurred, but did not significantly detract from situational awareness, mutual support or mission accomplishment. Extraneous comments over primary or secondary radios presented minor distractions. Limited understanding of radio results in avoidable technical problems. Illogically or inefficiently troubleshoots.	Radio communications over primary/secondary radios were inadequate or excessive. Inaccurate or confusing terminology significantly detracted from mutual support, situational awareness or mission accomplishment. Cannot make complete basic user-solvable technical problems.
<b>215. Medical Coordination</b>	Coordinated for survivor treatment and handoff to higher care/reintegration.	Same as the above, except for minor deviations which did not interfere with safe mission accomplishment or unnecessarily aggravate the survivor's condition.	No authentication completed. Medical facility/reintegration considerations not addressed or made unnecessary decisions adversely affecting patients or mission assets.

<b>216. Aerial Cargo Delivery</b>	All bundles prepared, inspected and deployed accurately.	Bundles prepared with minor discrepancies and were corrected prior to deployment.	Bundles improperly rigged critical items in preparation missed.
<b>217. AIE Master Operations</b>	Thorough understanding of all rappel master responsibilities and safety requirements. Understands the capability of aircraft used. Demonstrated proper inspection of equipment. Conducts proper ground training. Demonstrates use of square knot, bowline, middle of the rope bowline, end of rope prussik, middle of the rope prussik. Properly inspects rappel seat, Effective instructional technique, properly rigs helicopter. Properly conducts rappel operations. Properly describes kern mantle rope construction.	Marginal understanding of rappel master responsibilities and safety requirements. Made errors that did not adversely affect mission accomplishment in areas of proper inspection, effective instructional/deployment techniques, and/or rigging of helicopter.	Poor understanding of rappel master responsibilities and safety requirements. Does not understand the capability of aircraft used. Demonstrated improper inspection of equipment. Fails to conduct proper ground training. Inability to demonstrate use of square knot, bowline, middle of the rope bowline, end of rope prussik, middle of the rope prussik. Improperly inspects rappel seat, Ineffective instructional technique, Improperly rigs helicopter. Fails to properly conduct rappel operations. Unable to describe kernmantle rope construction.
<b>218. Jumpmaster Operations</b>	Thoroughly aware of published jump related requirements, limitations, and emergency Procedures. Demonstrated proper use of checklists, inspection of personnel, equipment and Aircraft IAW published directives. Considered all factors relating to personnel deployment (e.g. winds, terrain, DZ size, ARR and Jump Performance) Demonstrated the knowledge and ability to closely monitor jump team, correctly determined the exit point and safely deployed parachutist.	Aware of jump related requirements, limitations, and emergency procedures. Made errors in use of checklists, inspections (equipment/personnel). Monitored jumpers but made omission that did not adversely affect exit point and safety of deployed parachutists.	Lacked the knowledge of published jump related requirements, limitations, or emergency Procedures. Failed to properly demonstrate the use of checklist, inspection of personnel, Equipment, and aircraft IAW published directives. Did not consider all factors relating to Deployment. Failed to monitor the jump team. Inadequately determined the exit point. Compromised the safe deployment of parachutists.
<b>AREA</b>	<b>S</b>	<b>S-</b>	<b>U</b>
<b>219. Rescue Jumpmaster Operations</b>	Execute all appropriate checklists. Effective crew coordination. Achieves accurate aircraft line-up. Correctly and accurately deploys WDI. Selects appropriate airdrop pattern. Deploys jumpers over correct TASK.	Difficulty coordinating accurate aircraft line-up. Deploys WDI incorrectly or off target. Poor crew coordination resulting in avoidable go-arounds. Deploys jumpers over incorrect TASK.	Omits a checklist. Ineffective crew coordination resulting in inability to accomplish briefed tasks. Off-DZ drop.
<b>220. Military Tandem Master Operations</b>	Conducted passenger brief within 24 hours of the actual jump. Coordinated with the drop zone support personnel is necessary to insure all equipment and personnel have been identified to support the operation. Ensured equipment and passenger were inspected prior to boarding the aircraft (*Note: Recommend two jumpmaster inspections). Ensured passenger safety in and around all aircraft operations; when boarding ensured passenger secured next to the Tandem Operator away from any open door. The Tandem Operator controlled passenger at all times ensuring passenger will wear the seatbelt and helmet for taxi, take-off and if necessary, landing. (Students must be attached prior to takeoff for open door aircraft).	Made minor errors in use of briefings, checklists, inspections (equipment/personnel) that did not affect safety or mission success.	Operator performed incorrect hook-up procedures. Conducted in the vicinity of an open door when not necessary. Performed aircraft duties (Tandem Operator and passenger do not perform aircraft duties). No hook knife available. Off drop DZ due to TM error. Passenger brief not conducted within 24 hours of actual jump.

300.	PR OPERATIONAL EVENT		
<b>301. Actions on Objective</b>	Applied tactics consistent with the threat, current directives, and good judgment. Executed the plan and achieved mission goals. Quickly adapted to changing environment. Maintained situational awareness. Properly assessed command/control, identified type of mission and defined tasks required to accomplish the mission. Briefed team tasks in chronological sequence. Identified critical tasks and assigned personnel. Assessed threats and actions in response to threats, mission essential tasks, and time line: begin time, end time, and drop-dead time.	Minor deviations from tactical plan which did not result in an ineffective mission. Slow to adapt to changing environment. Low situational awareness.	Unable to accomplish the mission due to major errors of commission or omission during execution of the plan. Situational awareness lost. Failed to brief team tasks in chronological sequence or identify critical tasks and assign personnel. Failed to assess threats and actions in response to threats, mission essential tasks, and time line: begin time, end time, and drop-dead time.
<b>302. Tactics</b>	Executed IAW current guidance and unit SOP's and procedures. Required areas if applicable: routes of travel, primary and alternate insertion points, initial rallying point, Delta points, fire suppression of pre-designated targets, survivors probable location, primary and alternate objective rallying points, primary and alternate link-up points, primary and alternate extraction points, safe areas, designated areas for recovery, emergency recovery points, and known threat locations. Integrated team tactics with recovery vehicle tactics.	Used some unit SOPs. Made minor deviations that marginally impacted mission accomplishment but not mission success.	Did not use or follow units SOPs. Made major deviations that significantly impacted mission success.
<b>303. Weapons / Munitions Employment</b>	Demonstrated thorough knowledge of weapons characteristics, capabilities, and effects. Employed weapons in the correct manner. Considered aircraft and ground forces survivability. Understood risk-estimate distances.	Limited knowledge of weapons characteristics, capabilities and effects. Minor errors of omission or commission that did not preclude mission accomplishment. Did not impact mission or aircraft survivability.	Major discrepancies in knowledge and/or employment with significant impact on mission effectiveness. Did not understand risk-estimate distances, and exposed friendly forces to unacceptable risk. Failed to achieve desired results. Mission resulted in unwanted collateral damage.
<b>AREA</b>	<b>S</b>	<b>S-</b>	<b>U</b>
<b>304. Security</b>	Security was complete and appropriate for the mission, resources and threat.	Gaps in security. Did not use all available resources. Limited threat awareness.	No regard for security of team, survivor, recovery vehicle.
<b>305. Survivor Contact and Handling</b>	Team controlled survivor. Contact procedures were accurately followed. Considered stealth walking procedures. Appropriate use of force to control survivor.	Team had limited control of survivor. Some contact procedures followed. Too much or too little use of force to control survivor.	Survivor controlled the situation not team. Contact procedures were not followed.
<b>306. Navigation</b>	Used applicable resources to account for survivor and team members' orientation showing expertise in all map reading and navigation skills to include the use of nonmilitary maps, aerial photographs, and terrain analysis with respect to both friendly and enemy force enhancing mission accomplishment.	Made errors with respect to friendly and enemy force location to account for survivors and team member orientation that did not preclude mission accomplishment.	Failure to determine distance(s) to be traveled. Failure to travel the proper distance. Failure to properly plot or locate the objective. Failure to select easily recognized check point and landmarks. Failure to consider the ease of movement factor. Lacked basic skills of map reading, dead reckoning, and terrain association with respect to friendly and enemy forces location that precluded mission accomplishment.

<b>307. Terminal Area Control</b>	Followed protocol for site security, fire support, aerial search, LZ establishment, survivor extractions. Coordinated timely fire support. Established effective airspace coordination and deconfliction measures for attack aircraft.	Followed some terminal area protocols. Slow to coordinate fire support. Incomplete deconfliction measures for attack aircraft that did not impact mission or aircraft survivability.	Did not follow terminal area protocols. Did not coordinate fire support. Did not recognize airspace congestion. Did not establish deconfliction measures for attack aircraft.
<b>308. Extrication</b>	Operated tools correctly and effectively. Considered and prevented inadvertent release of stored energy (electrical, hydraulic, kinetic, or potential). Takes appropriate measures to prevent injury to self or others.	Operated tools with some errors but did not jeopardize mission accomplishment. Considered but did not prevent inadvertent release of stored energy (electrical, hydraulic, kinetic, or potential). Takes some action to prevent injury to self or others.	Unable to operate tools correctly. Damaged tools through misuse. Sudden, unplanned release of stored energy. Exposed self or others to potential injury.
<b>309. Land Search Team Member</b>	Carried appropriate food, water, clothing, and signaling gear. Understood assigned tasks, objectives, communication plan, and emergency plan. Searches assigned area efficiently.	Did not have some important items. Uncertainty regarding assigned tasks, objectives, communication plan, and emergency plan. Inefficient use of time, tools, resources. Searches outside assigned area. Any or all above degraded but did not prevent mission accomplishment.	Does not have essential items. Does not know assigned tasks, objectives, communication plan, and emergency plan. Fails to record and report area searched or evidence found. Becomes lost to the point of requiring assistance from another search team.
<b>310. Water Surface Search Team Member</b>	Clear understanding of creeping line, sector, expanding square search patterns. Accurately records area searched using GPS. Executes search efficiently.	Requires explanation of patterns prior to search. Area searched not accurately recorded. Executes search inefficiently.	Cannot execute search patterns due to lack of understanding. Does not record area searched. Area must be re-searched due to poor searcher skills.
<b>311. Underwater Search Team Member</b>	Clearly understands arc, walking shoreline, jack stand search patterns. Communicates effectively between diver and line tender. Maintains taught search lines. Accurately marks locations of found evidence. Executes search efficiently.	Requires explanation of patterns prior to search. Inaccurately marks locations of found evidence. Area searched not accurately recorded. Executes search inefficiently.	Cannot execute search patterns due to lack of understanding. Loses / cannot relocate found evidence. Does not record area searched. Area must be re-searched due to poor searcher skills.
<b>AREA</b>	<b>S</b>	<b>S-</b>	<b>U</b>
<b>312. Mass Casualty</b>	Knows unit MCI standard operating procedures. Establishes CCP in appropriate location. Efficiently conducts search and triage. Accurately records location and priority of patients. Minimizes treatment outside of CCP. Treatment in CCP is rendered to do the greatest good for the greatest number. Patients evacuated in order that makes most efficient use of resources while maintaining highest possible standard of care.	Requires some explanation of unit MCI standard operating procedures. Establishes CCP in problematic location. Slowly conducts search and triage. Inaccurately Records location and priority of patients. Renders more treatment than appropriate outside of CCP. Patient(s) in CCP receive inappropriate level of care based on available resources. Patient(s) evacuated in order that makes less than optimal use of resources or results in unnecessarily decreased standard of care.	Does not know unit MCI SOPs. Does not establish CCP. Fails to conduct search and/or triage. Loses patient location or priority. Becomes inappropriately focused on a single patient outside CCP. Neglects or consumes excessive resources on patient in CCP. Patients evacuated in order that causes significant waste of resources or places patient in serious jeopardy unnecessarily.
<b>313. EPA</b>	Brief and Execute EPA appropriately per mission profile.	EPA deviated from, not well briefed.	EPA not executed as briefed or omitted.
<b>314. Dive Supervisor</b>	Determined search area and pattern to employ. Good tender to diver sequences. Profile map used as needed. Properly determined dive was in rescue or recovery mode. Tethered situations and length and. Correct DSPI's.	Search area and pattern to employ had omissions or a more suitable pattern was available but not considered. DSPI's had minor errors.	Did not determine adequate search area and pattern to employ. Bad tender to diver sequences. No profile map considered. Dive profile was not determined. Tethered situation and length not considered. Poor or no DSPI's.

<b>315. Swiftwater Operations</b>	Established safety zone, sets up TASKters, supervises system setup, rope management, patient care.	Established safety zone, sets up TASKters, supervises system setup, rope management, patient care. Committed errors or omissions that did not jeopardize mission accomplishment.	Failed to establish safety zone, set up TASKters, and supervise system setup, rope management or patient care. Committed errors that jeopardized mission accomplishment.
<b>316. Mountain Operations</b>	Effectively assesses current/approaching weather systems, anchor placement, snow conditions, route selection, rope travel, victim beacons.	Assessed current/approaching weather systems, anchor placement, snow conditions, route selection, rope travel, victim beacons but made marginal errors.	Ineffectively assesses current/approaching weather systems, anchor placement, snow conditions, route selection, rope travel, victim beacons.
<b>317. Technical Rescue/Rigger Operations</b>	Conduct a light/fast technical response, signaling (voice, whistle hand) correctly, belay, pulley, anchor, traversing system and rope management demonstrated properly. Correctly packaged patient. Passed three tests of a safe system (white board, critical points, and whistle).	Did not adequately conduct a light/fast technical response. Signals, belay, pulley, anchor, traversing system and rope management demonstrated with few errors. Packaged patient. Passed three tests of safe with minor deviations.	Did not pass three tests. Could not conduct light/fast technical response. Unfamiliar with belay, pulley, anchor, traversing systems and rope management. Rescue system inadequate for slope.
<b>400.</b>	<b>EXTRACTION/EXFIL</b>		
<b>401. Rope Ladder</b>	Thorough understanding of all rope ladder responsibilities and requirements. Understands the capability of aircraft used. Effectively climbed ladder in smooth, controlled, safe manner. Demonstrated hand and arm signals as needed.	Some understanding of rope ladder requirements. Marginal inspection, maintenance and rigging of equipment. Hand and arm signals had minor errors.	No understanding of rope ladder responsibilities or requirements. Does not understand the capability of aircraft used. Demonstrates improper inspection, maintenance, or rigging of equipment. Demonstrates poor aircraft inspection. Did not climb rope. Does not know hand and arm signals.
<b>402. FRIES</b>	Closely monitors aircraft path and position correctly rigging extraction loops in a smooth, controlled, safe manner. Rigged according to even or odd number of operators. Used hand/arm signals as needed.	Aware of aircraft and position but needed unusual amount of time to rig extraction loops. Hand/arm signals had minor errors.	Unable to recover to AC because improperly rigged to extraction loops in a careless, uncontrolled manner. Not rigged according to even or odd number of operators. No hand/arm signals used. Did not face in the direction of the traveling helicopter once rigged. Connection of ropes crossed and tangled.
<b>AREA</b>	<b>S</b>	<b>S-</b>	<b>U</b>
<b>403. Hoist</b>	Successful hoist recovery. Understands and operates within the capabilities and limitations of the hoist. Correctly followed emergency procedures. Cable slack held to a minimum.	Successful hoist recovery with some deviations. Incomplete understanding of capabilities and limitation of the hoist.	Unsuccessful hoist recovery. Clearly lacked understanding of critical capabilities and limitations of hoist. Excessive cable slack. Exceeded maximum load, cable shear, limitations. Incorrect general control or function procedures.
<b>404. Stokes w/ Barrelman</b>	Operator positively controlled survivor at all times. Operator established optimum height to control the survivor. Correctly checked pins or carabineers. Correctly followed entry protocols and safety procedures. If the survivor is incapacitated, maneuvered survivor to enter the cabin first toward the FE. Executed correct hand/arm signals.	Operator controlled survivor with some deviations. Operator established marginal height to control survivor. Marginal use of hand/arm signals.	Operator did not adequately control survivor. Operator established incorrect height to control survivor. Did not check pins or carabineers. Did not follow safety procedures. Unable to correctly maneuver survivor into cabin. Executed incorrect hand/arm signals. Critical signal: "ready to be picked up".
<b>405. Short Haul</b>	Operator efficiently and effectively managed rope utilizing optimum knots, correct orientation and correct hardware. Operator managed rope without excessive slack. Operator attached to rope correctly. Executed correct hand/arm signals.	Operator effectively managed rope but with less than optimum knots, orientation or hardware. Operator needed unusual amount of to manage rope. Marginal use of hand/arm signals.	Operator did not effectively manage rope. Operator did not use correct knots/orientation/hardware. Operator did not attach to rope correctly. Executed incorrect hand/arm signals.

<b>406. Recovery Vehicle</b>	Operator effectively interoperated with RV. Operator understood the capabilities, limitations and procedures of fixed wing, rotary wing, maritime, or ground RVs as applicable to the scenario. Properly boarded the RV. Operator communicated to RV extraction site location, ingress/egress routes, and pertinent situational information.	Operator degraded interoperation with RV due to limited understanding of RV's capabilities, limitations and procedures. Limited communication with RV.	Operator unable to interoperate with RV without significant degradation. Operator used incorrect RV capabilities, limitations and procedures to plan or execute recovery. Operator did not communicate to RV.
<b>407. Extraction - Maritime - CRRC to Large Vessel</b>	Operator coordinates clear recovery plan with vessel. Conducts lift from leeward side of recovery ship. Wears helmet, flotation, lighting (night). Utilizes bow painter. Avoids being directly under ship's shackle. Does not raise CRRC w/ personnel aboard.	Marginal coordination with vessel creating a plan with few errors. Confusion between vessel and CRRC creates some delays.	Does not coordinate with vessel. Attempts lift on windward side in rough seas. Does not wear helmet, flotation, lighting (night). Does not use bow painter. Does not attempt to avoid being directly under shackle. Raises CRRC w/ personnel aboard.
<b>408. Extraction - Maritime - CRRC to Helicopter</b>	Operator coordinated clear recovery plan with helicopter. Maintains CRRC underway into the wind at appropriate speed. Prepares survivors / team members for hoist prior to arrival of rotor wash. Maintains stable CRRC to maximum extent possible during hoist. Hoisting executed efficiently w/o serious entanglement or excessive pendulum caused by CRRC occupants.	Incomplete recovery plan resulted in confusion and delays between helicopter and CRRC. CRRC varies direction and speed unnecessarily. Operator/survivor/team member not ready for rotor wash arrival.	Does not coordinate with helicopter prior to commencing hoist. Deliberately attempts hoist with CRRC dead in the water. Does not consider wind / wave direction. Serious entanglement caused by CRRC occupants.
<b>409. LZ Operations</b>	Operator identified effective LZ allowing smooth unobstructed operations in the terminal area by RV.	Operator identified less than optimum LZ. Terminal area operations by RV hampered by LZ selection or identification.	Operator did not identify the LZ. RV unable to operate in terminal area of selected LZ. Unable to demonstrate LZ general knowledge.
<b>410. Transload Operations</b>	Operator planned and executed effective, efficient transload operations. Plan specifically addressed: number of patients, passengers, cargo carried; any special requirements, aircraft configuration, medical conditions and ground security. Executed correct hand/arm signals.	Operator executed transload operations. Transload plan did not contain sufficient detail to prevent confusion. Marginal use of hand/arm signals.	Operator did not plan transload operations. Transload operations were significantly degraded. Operator did not relay number of casualties by triage category: immediate, delayed, minimal, and expectant. Neglected survivor's injuries, to include mechanism of injury (MOI), stable or unstable, and treatment performed while transloading. Ground security not assessed. Executed incorrect hand/arm signals.
<b>AREA</b>	<b>S</b>	<b>S-</b>	<b>U</b>
<b>411. Medical Transportation</b>	Moved patients under medical supervision to and between medical treatment facilities by air transportation accurately and timely assessing all transportation options. Coordinated local air/ground transportation.	Moved patients under medical supervision to and between medical treatment facilities by air transportation assessing some transportation options. Coordinated local air/ground transportation. Committed errors of omissions that did may have hampered but did not prevent mission accomplishment.	Movement of patients was NOT under medical supervision nor to adequate level of care by air/ground transportation in an accurately and timely manner. Committed errors which prevented mission accomplishment.
<b>412. Reintegration Phase I (Critical)</b>	Cared for returnee's immediate needs, followed proper reintegration checklist to ensure proper procedure, provided oversight for or accomplished SERE debrief. Addressed needs for further care or Phase 2+ considerations.		Did not care for returnee's immediate needs. Did not follow checklist or guidance. SERE debrief not accomplished.

<b>413. Reintegration Phase II</b>	Ensured no more than 4 hours per day individual debriefings. Group decompression and personal prep time honored. Continued medical care as needed. Continuation Phase II Debriefing/Decompression Begin Group debriefing. Continue group decompression and personal prep time. Continue medical care as needed.	Minor omissions or errors not affecting outcome of reintegration or well being of returnee.	Did not follow decompression protocol. Did not continue the reintegration process. Did not provide on scene management.
<b>414. En Route - Exfil</b>	Coordinated for survivor treatment and handoff to higher care/reintegration.	Same as the above, except for minor deviations which did not interfere with safe mission accomplishment or unnecessarily aggravate the survivor's condition.	Medical facility/reintegration considerations not addressed or made unnecessary decisions adversely affecting patients or mission assets.
<b>500.</b>	<b>POST OP</b>		
<b>501. Reintegration Phase II</b>	Ensured no more than 4 hours per day individual debriefings. Group decompression and personal prep time honored. Continued medical care as needed. Continuation Phase II Debriefing/Decompression Begin Group debriefing. Continue group decompression and personal prep time. Continue medical care as needed.	Minor omissions or errors not affecting outcome of reintegration or well being of returnee	Did not follow decompression protocol. Did not continue the reintegration process. Did not provide on scene management.
<b>502. Documentation</b>	All reports and paperwork completed; TAR sheets filed with ARMS and other mission essential documents (CRM, etc).	Minor errors or omissions in reports.	Reports and paperwork not filed or filed with major errors or omissions.
<b>503. Debrief</b>	Debriefed mission using specific, non-threatening positive and negative feedback of team and individual performance. Provided specific ways to correct errors. Asked for inputs from others. Re-capped key points and compared mission results with mission objectives.	Debriefed mission without specific, non-threatening positive and negative feedback on individual and team performance. Did not consistently seek input from others. Incomplete or inadequate re-cap of key points and comparison of mission results to mission objectives.	No team debrief. Sequence was disorganized and illogical. Did not use training aids. Presentation created doubts or confusion and omitted major events. Did not use approved debriefings. Did not provide non-threatening positive and negative feedback during debriefing. Did not seek input from others. Did not re-cap key mission points nor compare mission results to mission objectives.
<b>504. Regeneration (critical)</b>	All Team and personal equipment is cleaned and returned to mission status. All water gear is rinsed and hung to dry.	Some personal or non essential team equipment was overlooked. Water gear is stored in a manner that would impair follow on missions.	Any mission essential team gear is not returned to mission status.

## Attachment 5

## INSTRUCTOR EVALUATION CRITERIA

Table A5.1. Instructor Evaluation Criteria

AREA	S	S-	U
<b>300. Instructional Ability</b>	Demonstrated excellent instructor/evaluator ability. Clearly defined all mission requirements and any required additional training/corrective action. Instruction/evaluation was accurate, effective and timely. Was completely aware of aircraft/mission situation at all times.	Problems in communication or analysis degraded effectiveness of instruction/evaluation.	Demonstrated inadequate ability to instruct/evaluate. Unable to perform, teach or assess techniques, procedures, systems use or tactics. Did not remain aware of aircraft/mission situation at all times.
<b>301. Instructor Knowledge</b>	Demonstrated in-depth knowledge of procedures, requirements, aircraft systems/performance characteristics, mission and tactics beyond that expected of non-instructors.	Deficiencies in depth of knowledge, comprehension of procedures, requirements, aircraft systems/performance characteristics, mission or tactics.	Unfamiliar with procedures, requirements, aircraft systems/performance characteristics, mission or tactics. Lack of knowledge in certain areas seriously detracted from instructor effectiveness.
<b>302. Briefings / Debriefings</b>	Presented a comprehensive, instructional briefing/debriefing which encompassed all mission events. Made excellent use of training aids. Excellent analysis of all events/maneuvers. Clearly defined objectives. Gave positive and negative performance feedback at appropriate times—feedback was specific, objective, based on observable behavior, and given constructively. Re-capped key points/compared mission's results with objectives. When appropriate, took the initiative and time to share operational knowledge and experience.	Minor errors or omissions in briefing/debriefing or mission critique. Occasionally unclear in analysis of events or maneuvers. Some feedback given, but was not always given at appropriate times and not always a positive learning experience for the entire formation. Debrief covered the mission highlights but was not specific enough.	Major errors or omissions in briefing/debriefing. Analysis of events or maneuvers was incomplete, inaccurate or confusing. Did not use training aids/reference material effectively. Briefing/debriefing below the caliber of that expected of instructors. Failed to define mission objectives. Feedback not given or given poorly. Attempted to hide mistakes. Elected not to conduct flight debrief.
<b>303. Demonstration of Events</b>	Performed required events within accepted norms IAW current guidance. Provided concise, meaningful in-event commentary. Demonstrated excellent instructor proficiency.	Performed required events with minor deviations from accepted norms. In-event commentary was sometimes unclear.	Was unable to properly perform required events. Made major procedural errors. Did not provide in-event commentary. Demonstrated below average instructor proficiency.