

**BY ORDER OF THE COMMANDER
AIR FORCE GLOBAL STRIKE
COMMAND**

**AIR FORCE GLOBAL STRIKE COMMAND
INSTRUCTION 13-5303, VOLUME 2**

10 OCTOBER 2012



Nuclear, Space, Missile, Command and Control

***INTERCONTINENTAL BALLISTIC MISSILE
(ICBM) AND WEAPON SYSTEM TESTING
PERSONNEL STANDARDIZATION AND
EVALUATION***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AFGSC/A3TV

Certified by: HQ AFGSC/A3T
(Col Daniel A. Kosin)

Pages: 23

Supersedes: N/A

This instruction implements Air Force Policy Directive (AFPD) 13-5, *Nuclear Operations* and Air Force Instruction (AFI) 13-530, *Intercontinental Ballistic Missile (ICBM) Nuclear Operations*. This instruction defines roles, responsibilities, and minimum requirements for ICBM and associated weapon system operational test and evaluation (OT&E) mission certification evaluation programs and applies to 13S and 21M personnel assigned to Air Force Global Strike Command (AFGSC), Twentieth Air Force (20 AF) and the 576th Flight Test Squadron (576 FLTS). This instruction does not apply to Air Force Reserve and Air National Guard units. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 USC 8013. Privacy Act system notice number F036 AF PC C, Military Personnel Records System, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.mv.af.mil/afirms/afirms/afirms/rims.cfm>. See Attachment 1 for a glossary of references and supporting information. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

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Chapter 1

GENERAL INFORMATION

1.1. Evaluation Program. Standardization and evaluation across the units, missions, and functional areas is accomplished to gain efficiencies in processes and to provide common training products where possible. Evaluations measure proficiency on existing, new or revised procedures and equipment, verify procedures are being trained properly to ensure mission accomplishment and provide feedback on training programs. They also provide squadron leadership feedback on an individual's or team's demonstrated performance.

1.1.1. The 576 FLTS will design and implement evaluation programs to ensure procedures contained in technical orders, checklists, tactics, techniques and procedures (TTPs) and operations manuals are standardized, accurate and effective to fulfill mission accomplishment.

1.1.2. The Job Performance Requirement (JPR) List (JPRL) will be developed and maintained by the 576 FLTS.

1.2. Responsibilities.

1.2.1. HQ AFGSC Directorate of Operations (A3):

1.2.1.1. Oversees management of Major Command (MAJCOM) standardization and evaluation programs.

1.2.1.2. Establishes a MAJCOM office of primary responsibility (HQ AFGSC/A3T, Training and Standardization/Evaluation Division) to implement the standardization and evaluation programs outlined in this publication.

1.2.1.3. Establishes and implements policy, basic requirements, and guidance for OT&E standardization and evaluation programs.

1.2.1.4. Provides guidance on minimum task requirements for each type of evaluation.

1.2.1.5. Conducts Staff Assistance Visits (SAVs) to assess the 576 FLTS standardization and evaluation program's ability to meet mission requirements. The 576 FLTS squadron commander (576 FLTS/CC) will determine the programs and scope of review.

1.2.2. 576 FLTS:

1.2.2.1. Ensures mission readiness of the 576 FLTS personnel.

1.2.2.2. Recommends policy changes to HQ AFGSC/A3T.

1.2.2.3. Defines specific roles and responsibilities for the 576 FLTS to implement the requirements of this instruction.

1.2.2.4. Coordinates and reviews all new or changed publications for impacts on evaluation programs.

1.2.2.5. Oversees management of equipment, manning and facilities required to support OT&E standardization and evaluation.

1.2.2.6. Ensures evaluations are conducted as required by this instruction.

1.2.2.7. Conducts semi-annual reviews of the JPRL for changes or additions.

1.3. Changes or Clarifications. HQ AFGSC/A3T has overall responsibility for administration of this instruction. Suggestions for improving this instruction or requests for clarification are encouraged.

1.3.1. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), HQ AFGSC/A3T, 245 Davis Avenue, Barksdale AFB, LA 71110 or AFGSCA3TWorkflow@us.af.mil using the AF Form 847, *Recommendation for Change of Publication*. Coordinate and route AF Form 847s through the appropriate functional's chain of command.

1.3.2. Process requests for clarification via memorandum or message to HQ AFGSC/A3T. Clarification requests will describe the issue with sufficient detail.

1.3.2.1. If a clarification request was initiated by telephone, units will follow up all requests in writing within one working day.

1.4. Waivers. HQ AFGSC/A3T is the waiver authority for this instruction unless specifically stated otherwise. Waiver authority may not be delegated. Waivers will be granted on an individual and controlled basis.

1.4.1. Forward all waivers via e-mail to HQ AFGSC/A3T describing the specific requirement creating the problem and explaining why a waiver is needed.

1.4.2. If approved, waivers stay in effect for the life of the publication, unless HQ AFGSC/A3T states a specific period of time, cancels the waiver in writing or issues a change that alters the basis for the waiver.

1.5. Operating Instructions. This publication may be supplemented by the 576 FLTS through Local Operating Instruction (LOI). The purpose of the LOI is to document the process by which units implement the requirements of this instruction. The LOI will not be less restrictive than the provisions of this or any other publication.

Chapter 2

EVALUATION REQUIREMENTS

2.1. Evaluation Processes. The 576 FLTS will develop processes to conduct evaluations of test operations personnel to validate training and provide feedback to the individuals and squadron on a team member's demonstrated performance in order to fulfill evaluation program requirements outlined in this instruction.

2.1.1. Upon completion of training for a specific test operation, the test team must be evaluated prior to mission certification and subsequent test execution.

2.1.2. Only certified evaluators, or personnel under the supervision of a certified evaluator, will conduct and document mission certification evaluations.

2.1.3. The 576 FLTS will develop and maintain a Plan of Evaluation (POE) to guide evaluations and implement evaluation program requirements outlined in this instruction.

2.2. Evaluation Categories. Evaluations given by the 576 FLTS will fall into one of two specific categories.

2.2.1. Full-Check. Full-check evaluations are given to test operations personnel following mission certification training (MCT).

2.2.2. Special-Check. Special-check evaluations are given to evaluate specific tasks or to fulfill corrective action requirements.

2.3. Evaluation Types.

2.3.1. Launch Team Certification Evaluation. Launch team certification evaluations are full-check evaluations given in the Countdown Procedures Trainer (CPT) to determine proficiency and capability of test operations personnel upon completion of MCT.

2.3.1.1. To the maximum extent possible, the 576 FLTS will ensure all required ("R") JPRs, as specified in the JPRL, and associated with a specific mission or test operation are evaluated.

2.3.2. Mission Director (MD) Certification Evaluation. MD certification evaluations are full-check evaluations given to determine proficiency and capability of MDs upon completion of initial training.

2.3.2.1. As a minimum, the 576 FLTS will ensure all tasks, as identified in the JPRL, required of an MD are evaluated.

2.3.3. Evaluation Examinations. Evaluation examinations are full-check evaluations given to determine knowledge and capability of test operations personnel upon completion of MCT. Evaluation examinations validate training prior to test execution when a CPT or other off-line evaluation is not practical.

2.3.3.1. The written examinations will consist of knowledge level and comprehension level questions.

2.3.3.2. Evaluatees are required to pass an examination with a score of 90% or higher. Successful completion will be annotated on the Test Team Certification Tracker (TTCT) and mission certification memo.

2.3.3.2.1. Individuals failing a written examination will be retrained on tasks with questions missed and will be re-tested on the same material; however, a different version of the examination must be used.

2.3.4. Spot Evaluation. Spot evaluations are special-check evaluations that are given to check proficiency, validate training or to evaluate a specific task(s).

2.3.4.1. Spot evaluations may be directed or requested by the operations officer or higher authority.

2.3.5. Requalification Evaluation. Requalification evaluations are special-check evaluations that are required upon completion of individual training resulting from an unqualified (Q3) evaluation rating on any full-check or spot evaluation.

2.3.5.1. Evaluate, as a minimum, all subtasks with critical errors and any other requirements that were not fulfilled in the failed evaluation, or as requested by the 576 FLTS/CC or 576 FLTS/TE.

Chapter 3

EVALUATOR TRAINING AND CERTIFICATION

3.1. Training and Certification Program. The evaluator training and certification program is designed to instruct and evaluate test operations evaluators on the proper manner by which to correctly assess test team proficiency.

3.1.1. Evaluators will complete the appropriate training program before certification.

3.2. Evaluator Training Requirements. Evaluator trainees will be observed and supervised by a certified evaluator during all evaluator training activities.

3.2.1. Prior to certification, evaluator trainees must accomplish the following actions:

3.2.1.1. Observe a minimum of one evaluation conducted by a certified evaluator.

3.2.1.1.1. Evaluation examinations will not satisfy the observation requirement.

3.2.1.1.2. Observing an evaluation includes participation in pre- and post-evaluation activities and error determination requirements.

3.2.1.2. Evaluator trainees must receive instruction on the following items:

3.2.1.2.1. Evaluator Responsibilities.

3.2.1.2.2. Evaluation presentation techniques.

3.2.1.2.3. Identifying errors and determining error assessment and evaluation ratings.

3.2.1.2.4. Proper equipment configuration.

3.2.1.2.5. Evaluation material control procedures.

3.2.1.2.6. Pre- and post-evaluation requirements and activities.

3.2.1.2.7. Construction and administration of written examinations.

3.2.1.2.8. Documentation requirements.

3.2.1.2.9. Evaluation scenario construction.

3.2.1.2.10. Local policies and requirements.

3.2.2. Evaluators must be familiar with the tasks that are being evaluated.

3.2.2.1. Prior to administering an evaluation, certified evaluators must observe at least 50% of the training sessions for any mission or test operation for which they were never certified. For example, an individual with software operations testing background would need to attend five operational test launch certification training sessions prior to evaluating an operational test launch.

3.3. Evaluator Certification. Only certified evaluators or evaluator trainees under direct supervision of a certified evaluator may conduct and document operations evaluations. Evaluators will be trained, observed, recommended and appointed for certification.

3.3.1. There is no limit to the number of observations it might take for an evaluator to become certified. If an evaluator fails to certify while being observed, retraining must be accomplished in the deficient area before the next attempt at certification.

3.3.2. After the evaluator trainee has been trained and observed administering an evaluation, the Chief of ICBM Test Stan/Eval will provide certification recommendations to the 576 FLTS/CC or 576 FLTS/TE.

3.3.3. The 576 FLTS/CC or 576 FLTS/TE will certify evaluators in writing.

3.3.3.1. Certification paperwork must also include the signature of an approved individual recommending certification.

3.3.4. Evaluator observations and certifications will be documented on the TTCT.

3.3.5. If the evaluator trainee is not recommended for certification during their certification training session in either environment, the Chief, ICBM Test Stan/Eval or designated evaluator observer will become the evaluator of record.

3.4. Recurring Training and Certification Requirements. Evaluators must be trained, observed, and maintain currency.

3.4.1. Evaluators must receive recurring evaluator training to maintain standardization and evaluator proficiency.

3.4.1.1. Recurring evaluator training will be conducted at least quarterly and will ensure all evaluator training tasks listed in paragraph 3.2.1.2. are covered at least annually.

3.4.1.2. The Chief, ICBM Test and Stan/Eval will develop and administer the evaluator training program.

3.5. Evaluator Decertification. The 576 FLTS/CC, or designated representative will decertify and recertify evaluators when needed.

3.5.1. Decertified evaluators will not perform evaluator duties for any test operations.

3.5.2. Evaluators will be decertified in writing for the following reasons:

3.5.2.1. Individual is no longer needed as an evaluator due to a Permanent Change of Assignment or Station (PCA/PCS).

3.5.2.2. Failure to maintain proficiency.

3.5.2.3. Failure to maintain the appropriate security clearance.

3.5.2.4. Individual no longer possesses the degree of proficiency or professionalism to be an effective evaluator.

3.6. Evaluator Recertification. An evaluator may be recertified following completion of evaluator training in accordance with paragraph 3.2.1.2., and any corrective actions as directed by the certifying official.

Chapter 4

EVALUATION SCENARIOS AND SCRIPTS

4.1. Evaluation Scenarios. A scenario is a specific task or set of tasks presented in a coherent manner to simulate operational conditions for the purpose of evaluating team members.

4.1.1. Team members must receive proper configuration and status for operational realism.

4.1.2. Scenarios administered to an individual or team may consist of a single task, a group of tasks strung together or multiple tasks occurring simultaneously.

4.1.3. Evaluation scenario results are based on crew member performance on each task or subtask with respect to the applicable performance standard.

4.2. Evaluation Scenario Conduct. Evaluators will ensure all scenario stimuli are presented as written in the script and will provide a fair and unbiased evaluation of the crew.

4.2.1. Evaluators will ensure the team being evaluated will only use approved training materials or job aids during an evaluation.

4.2.2. During an evaluation, the evaluators will ensure evaluatees are not challenged, corrected, or prompted as to the validity of the actions performed except to provide proper weapon system status.

4.2.2.1. If the team under evaluation in the CPT passes direction to another agency, that agency should take the actions directed by the team regardless if the direction is incorrect.

4.2.3. Evaluatees are only permitted to ask questions to clarify a stimulus. Evaluators will not give more information than would normally be available or that would prompt a response.

4.2.4. Evaluatees will be given the opportunity to correctly perform the action or to take an incorrect action; however, evaluators must intervene to prevent a safety hazard or damage to any equipment. Errors will be assessed in accordance with Chapter 5 of this publication.

4.2.5. During an evaluation, the evaluator may ask questions to clarify an evaluatee's response to a task. Evaluators will ensure questions will not interfere with team actions or prompt the evaluatee.

4.2.6. Evaluators must always provide status that team members would normally detect with their senses (e.g., heat, air, smoke, etc.) when it cannot be simulated by the CPT. Status cards will be used to the maximum extent possible. Evaluators will ensure proper configuration is programmed whenever possible or briefed to the evaluatees.

4.3. Evaluation Scripts. The 576 FLTS will design and use scripts to conduct evaluation scenarios. Unit-level evaluations will verify proficiency and validate unit training through scenarios that adhere to technical orders (T.O.s) and all higher-headquarters evaluation standards.

4.3.1. All simulation materials will be marked as such.

4.3.2. Scripts will contain valid stimuli. Stimuli will be identified by JPR, task description, scenario support personnel initiation and response agencies and notes or expected responses (e.g., evaluator notes and expected evaluatee response).

4.3.2.1. Estimated scenario run times are for scenario presentation only and do not establish a time standard for completing actions. Applicable proficiency time standards must be annotated within the script.

4.3.2.2. Scripts must have a plan for presentation of problem sequences and events that specify instructions for evaluators and CPT operators. Scripts will include instructions for simulated inputs, status cards or briefings and will identify proper team responses.

4.3.3. Evaluators should follow the script as written. However, if following the script as it is written causes inaccurate presentation, use evaluator judgment and provide accurate status.

4.3.4. Use status cards or briefings to introduce stimuli that cannot be presented in a more realistic manner. Cards and briefs must not prompt, but must have enough information for the evaluatee to clearly understand the input.

4.3.5. Do not create actual conditions that could jeopardize personnel safety, cause equipment damage or result in mission degradation.

4.3.6. Simulate realistic operational environments requiring evaluatees to prioritize actions.

4.3.6.1. Multiple inputs may be introduced to determine a team's capability to establish priorities. Do not inject unrelated tasks or status (e.g., two events occurring simultaneously where one task does not logically lead to another) while the team is accomplishing critical phases of performance. This does not preclude the presentation of expected follow-on weapon system indications related to previous inputs, provided those indications do not directly interfere with the team's ability to execute its critical actions.

4.3.7. Scripts must be fully coordinated with scenario support personnel and all other participating or approval agencies prior to being used for documented training.

4.4. Briefings. It is the responsibility of the evaluators to conduct appropriate briefings throughout the course of an evaluation.

4.4.1. Evaluators will conduct a pre-brief for evaluatees to set the environment of the evaluation and to ensure the evaluatees clearly understand expectations, responsibilities, limitations and other rules of engagement before being administered the evaluation.

4.4.2. Safety and operational requirements take priority over simulated activities.

4.4.2.1. Evaluators will intervene to prevent a safety hazard or damage to equipment. Additionally, for evaluations conducted in the operational environment, evaluators will intervene to prevent mission failure or degradation.

4.4.3. Evaluators may use briefings as necessary for scenario transitions, scenario presentation and to alleviate the crew from performing unnecessary actions.

4.4.3.1. The 576 FLTS will standardize phrases used during evaluation breaks, between script events and termination. Standardized verbiage eliminates evaluator prompting that could occur when a team has not completed all required actions before evaluation termination.

4.4.3.2. If the team has correctly accomplished a task, the task re-occurs, and is not intended to be evaluated again, an evaluator may brief the task accomplished when the team identifies the requirement to re-accomplish the task.

4.4.3.3. If a task is not intended to be evaluated, and is not the result of a team's incorrect action, evaluators may brief the task accomplished when the team identifies the requirement to accomplish the task.

4.5. Evaluation Scenario Termination. Once an evaluation is started, all efforts will be made by the evaluator to complete the evaluation.

4.5.1. Situations may arise in which early evaluation termination would be required. Evaluations terminated early may be re-initiated from the point activity was originally stopped, or the evaluation may be completely re-accomplished.

4.5.2. Before deviating from the approved script and terminating the evaluation, the evaluators must determine if the minimum evaluation requirements outlined in paragraph 2.3. have been met to warrant a valid evaluation.

4.6. Outbriefing the Evaluatee. The outbrief provides qualification ratings and feedback to the evaluatee and the evaluation program.

4.6.1. Evaluators will brief results to the certifying official as soon as practical after completion of an evaluation.

4.6.1.1. The outbrief should include discussion of positive performance, strengths, any noted deficiencies, root causes, areas for improvement and direct/indirect impacts to the mission, personnel, and other organizations.

4.6.1.1.1. The certifying official may direct or request additional training and evaluation regardless of rating.

4.7. Operational Evaluations. Operational evaluations are conducted in an operational environment by evaluating tasks based on actual status as it occurs and those tasks directed by technical orders or regulations.

4.7.1. Prior to conducting an evaluation scenario in the operational environment, units must gauge impact to mission operations before dispatching evaluators. Units will use risk management processes to ensure decisions mitigate any adverse operational impact and unnecessary operational risks are avoided.

4.7.2. Safety and operational actions take priority over simulated actions. Evaluators will intervene to prevent a safety hazard, damage to equipment, mission failure or degradation.

4.7.3. If the evaluatee does not react to situations requiring immediate crew response to prevent personnel injury, damage to equipment, or mission degradation, the evaluators will bring the situation to their attention as follows:

4.7.3.1. If the evaluatee is not in position to note an operational status change, the evaluator will immediately bring it to their attention. Do not assess a deficiency for bringing the status change to the evaluatee's attention.

4.7.3.2. If the evaluatee is in position to note an operational status change, but does not act, the evaluator will immediately bring it to his or her attention. If in the opinion of the

evaluator the individual had sufficient time to observe the status change and failed to recognize or take appropriate action, assess and rate the appropriate task deficiency.

4.7.4. If the evaluatee does not react to operational situations not covered by paragraph 4.7.3., the evaluators will bring the situation to their attention as follows:

4.7.4.1. If the evaluatee is in position to note an operational status change, and the response has an associated time standard, bring the status change to their attention after the evaluatee has had reasonable time to note the change. Evaluators will assess the appropriate deficiency.

4.7.4.2. If the evaluatee is in position to note an operational status change, and the response has no associated time standard, bring the status change to their attention after evaluation phase termination and assess the appropriate deficiency.

Chapter 5

OTL EVALUATION DOCUMENTATION

5.1. Evaluation Documentation. Evaluation documentation provides a means to identify trends, track individual performance, provides performance feedback to the individual's supervisor and serves as a key feedback and training program tool.

5.1.1. An AFGSC Form 94, *OTL Evaluation and Corrective Action Worksheet*, or other standardized evaluation report will be used for each evaluated test team member to document details of administered evaluations/observations.

5.1.1.1. In addition to evaluator and evaluatee information, the following information will be included on the evaluation report:

5.1.1.1.1. All errors will be documented. Errors will be documented against the task or subtask for which the error is attributed.

5.1.1.1.1.1. If a test team recognizes the status change but fails to perform a required task or subtask, document the error against the task or subtask that should have been performed.

5.1.1.1.1.2. If a test team recognizes the status change but performs the wrong task or subtask, document the error against the task or subtask that should have been performed. However, give credit to the task or subtask that was performed.

5.1.1.1.1.3. If a test team does not recognize a status change and a resulting task or subtask requirement, document the error against the required task or subtask that should have been accomplished.

5.1.1.1.1.4. When the task or subtask being performed directs transition to another task or subtask and the evaluatee fails to perform the subsequent task or subtask or fails to identify the requirement to transition, document the error against the task or subtask that directed the transition.

5.1.1.1.1.5. If a test team performs an unnecessary task or subtask, which causes or results in an error, document the error against the unnecessary task or subtask being performed.

5.1.1.1.1.6. Error descriptions on the evaluation report will be unclassified.

5.1.1.1.2. The evaluation report will identify the script or examination presented and evaluators will list all tasks and subtasks exposed during the conduct of each evaluation.

5.1.1.1.2.1. A test team member will receive credit for a JPR by performing any portion of a task, regardless if a checklist is used or if all actions are contained within another checklist.

5.1.1.1.2.2. Evaluators awarding JPR credit are documenting the crew was exposed to a portion of the task.

- 5.1.1.1.3. A place must be provided for the certifying official to document requirements for corrective actions, restricted status, and/or requalification evaluations as a result of the evaluation.
- 5.1.1.1.4. An evaluation type must be listed for each individual.
- 5.1.2. Evaluation reports will be maintained in the Individual Qualification Folder (IQF) for each evaluatee.
 - 5.1.2.1. The 576 FLTS will maintain copies of all evaluation reports for trend analysis.
 - 5.1.2.2. The evaluation report will be coordinated through all appropriate agencies to ensure all evaluatee records are kept current.

5.2. Error Determination. Upon completion of an evaluation, evaluators will identify, assess and document errors.

- 5.2.1. Error determination must be based upon the actions or inactions of the evaluatee.
- 5.2.2. When the evaluatee causes a script deviation and an error results, evaluators will assess the error.
 - 5.2.2.1. If a crew takes multiple incorrect actions that lead to an action warranting a more severe error, assess only the highest degree error, and fully describe the other incorrect actions in the error description (commonly referred to as snowballing).
- 5.2.3. Assess errors to only one test team member when, in the evaluator's judgment, the other test team members were not in a position to detect and had no requirement to detect the incorrect action.
- 5.2.4. Use the Deficiency Codes in Attachment 3 of AFGSCI 13-5303v1 to describe why an evaluatee committed an error.
- 5.2.5. Evaluators will use definitions and/or examples of errors in paragraphs 5.4. through 5.5. for error determinations.
- 5.2.6. If the evaluators through the Chief, ICBM Test Stan/Eval cannot ascertain how to assess an error for an on-going evaluation, the evaluators will conduct a formal review with the 576 FLTS/CC. If resolution cannot be reached, a formal request for error determination must be initiated with HQ AFGSC/A3T.

5.3. Error Consummation. Evaluation errors will not be assessed based on possible consequences of incorrect test team actions, but on the actions themselves.

- 5.3.1. Errors are based on decision points and may be consummated upon task completion, at clock advances or check phase termination.
 - 5.3.1.1. Errors will be assessed on incorrect actions at the point of consummation regardless of the scripted outcome.
 - 5.3.1.2. If a clock advance would remove the team's ability to accomplish a required action or would result in error consummation, the evaluator will use evaluator judgment prior to advancing the clock.

5.3.2. If a script is written to brief a crew out of actions but the crew has performed an incorrect action that could impact future events, allow the crew to continue their actions through consummation of the error.

5.3.3. If a test team takes an incorrect action, document the appropriate error. If recovery to a less severe error is possible, evaluators will allow the test team the opportunity to correct their action.

5.3.3.1. An incorrect report to an outside entity can be corrected to no error if the test team takes corrective actions prior to termination of the report or call. If the crew takes corrective actions prior to expiration of any timing standard, clock advance or evaluation termination, recovery to a less severe error is possible.

5.3.3.2. If the test team transmits an incorrect command or incorrectly accomplishes an internal command or test, the error is consummated immediately upon the action taken and recovery is not possible.

5.3.3.3. Momentary mistakes due to status monitoring, inadvertent actions, or miscalculations that are immediately corrected, and do not result in system degradation, or degradation to a redundant system, may be recoverable to a lesser severity of error.

5.4. Critical Errors. Assess a critical error when evaluatee actions result, or would reasonably be expected to result, in operational mission failure, endangerment of human life, serious injury, or death.

5.4.1. A mission-critical error results in a failure to certify for a test operation. A test team member(s) will not be mission certified and will not perform test operations until a successful completion of a requalification evaluation.

5.4.2. Some examples of critical errors are as follows:

5.4.2.1. Failure to comply with warnings or T.O. safety precautions that could reasonably be expected to result in endangerment of human life, serious injury, or death.

5.4.2.2. Allowing a test asset to be taken off-alert or shut-down when not required.

5.4.2.3. Failure to note, initiate, direct, or coordinate corrective actions to maintain optimum or established system configuration, restore a system outage required to satisfy safety requirements or to meet a Category 1 mission objective.

5.4.2.4. Failure to detect an outage to a system required to satisfy range safety requirements or to meet a Category 1 mission objective.

5.4.2.5. Failure to report, or submitting an incorrect report in response to a change in system status, systems capability, or operations capability that has degraded the operational mission.

5.4.2.6. Any action taken that resulted in damage to equipment or that would not allow a launch or the ability to prevent a launch.

5.4.2.7. Launch of a missile when not authorized.

5.4.2.8. Failure to achieve a passing score on an evaluation examination.

5.4.2.9. Failure to ensure security measures are accomplished.

5.4.2.9.1. Information Security (INFOSEC) and Operations Security (OPSEC). Examples include loss of control of classified and passing classified information over an unsecure line.

5.5. Minor Errors. Assess a minor error for any procedural error, omission, or deficiency which is not significant enough to meet critical error criteria.

5.5.1. Minor errors will be assessed regardless of operational impact.

5.5.2. Evaluators may assess a minor error for lack of knowledge when evaluatees display a lack of knowledge on a procedural task that is not significant enough to meet critical error criteria.

5.6. Evaluation Ratings. Overall evaluation performances are rated by qualification levels.

5.6.1. Qualification Level 1 (Q1) indicates an evaluatee demonstrated the desired level of performance and knowledge of procedures, equipment and directives within prescribed tolerances.

5.6.1.1. Criteria for a Q1 rating consist of no critical errors and three or fewer minor errors.

5.6.2. Qualification Level 2 (Q2) indicates an evaluatee demonstrated the ability to perform duties safely, but may need additional training at the discretion of the 576 FLTS/CC or 576 FLTS/TE.

5.6.2.1. Criteria for a Q2 rating consist of no critical errors and four or more minor errors.

5.6.2.2. The level of training and other corrective actions for any errors (briefing, formal training or evaluation) and possible restriction for the evaluatee will be determined by the 576 FLTS/CC or designated representative.

5.6.3. Qualification Level 3 (Q3) indicates an evaluatee is unqualified based on an unacceptable level of safety, performance or knowledge.

5.6.3.1. Criteria for a Q3 rating consist of one or more critical errors.

5.6.3.2. The level of training for any errors (briefing or formal training) will be determined by the 576 FLTS/CC or designated representative.

5.6.3.3. A requalification evaluation including all tasks with critical errors is required.

5.6.3.4. The evaluatee may not perform test operations duty until completion of retraining and successful completion of an evaluation on all tasks where critical errors were committed.

6.1. Critical Error during operations.

6.1.1. Critical errors committed during operations will be handled at the commander's discretion.

Director of Operations

Attachment 1**GLOSSARY OF REFERENCES, FORMS ADOPTED AND SUPPORTING INFORMATION*****References***

AFGSCI 10-604, *Global Strike Operations Weapon System Management*

AFGSCI 13-5303v1, *Intercontinental Ballistic Missile (ICBM) And Weapon System Testing Personnel Training*

AFI 13-530, *Intercontinental Ballistic Missile (ICBM) Nuclear Operations*

AFI 33-360, *Publications and Forms Management*

AFMAN 33-363, *Management of Records*

AFPD 13-5, *Nuclear Operations*

Forms Prescribed

AFGSC Form 94, *OTL Evaluation and Corrective Action Worksheet*

Forms Adopted

AF Form 847, *Recommendation for Change of Publication*

Abbreviations

AFGSC—Air Force Global Strike Command

AFGSCI—Air Force Global Strike Instruction

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

CC—Commander

CPT—Countdown Procedures Trainer

FLTS—Flight Test Squadron

HQ—Headquarters

ICBM—Intercontinental Ballistic Missile

INFOSEC—Information Security

IQF—Individual Qualification Folder

JPR—Job Performance Requirements

JPRL—Job Performance Requirements Listing

LOI—Local Operating Instruction

MAJCOM—Major Command
MCT—Mission Certification Training
MD—Mission Director
OPR—Office of Primary Responsibility
OPSEC—Operations Security
OTL—Operational Test Launch
OT&E—Operational Test and Evaluation
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
POE—Plan of Evaluation
Q1—Qualification Level 1
Q2—Qualification Level 2
Q3—Qualification Level 3
RDS—Records Disposition Schedule
SAV—Staff Assistance Visit
TTCT—Test Team Certification Tracker
TTP—Tactics, Techniques and Procedures
T.O.—Technical Order

Attachment 2

FORMAL REQUEST FOR CLARIFICATION

MEMORANDUM FOR AFGSC/A3T

FROM: 576 FLTS/XXXX

Address Line 1

Address Line 2

SUBJECT: Question(s) for Clarification

1. The following question(s) is (are) presented for your consideration:

a. Scenario: Present scenario here. Be very detailed and precise.

b. Question: Present specific question. Include your answer and the verbiage "Do you concur? If not, please provide rationale."

2. Direct any questions to (POC) at DSN 123-4567

NAME, Rank, USAF
Chief, ICBM Test Stan/Eval

(End of Example)

Attachment 3

ERROR ASSESSMENT CLARIFICATION FORMAT EXAMPLE

What did the script call for the crew to do (be detailed)?

What did the crew do (be detailed)?

How did the evaluators present the problem?

What level of error does your unit think should be assessed?

Using which paragraph(s) of AFGSCI 13-5303v2

Are there any Clarification Messages applicable for this scenario?

What JPRs were involved? _____

What constraints are involved? _____

Was the scenario valid? _____

Was the presentation valid? _____

Additional information: _____

