

**BY ORDER OF THE COMMANDER
EDWARDS AIR FORCE BASE**



**EDWARDS AIR FORCE BASE
INSTRUCTION 99-108**

21 JANUARY 2014

Certified Current On 28 March 2015

Test and Evaluation

**TEST CONTROL PERSONNEL
TRAINING AND EVALUATION**

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RELEASABILITY: There are no releasability restrictions on this publication

OPR: 412 OG/OGV

Certified by: 412 OG/CC
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Pages: 29

Supersedes: AFFT CI 99-8, 10 May 2002

This publication implements AFI 11-290/AFMC Supplement , *Cockpit/Crew Resource Management Training Program*. This instruction specifies the minimum training requirements and qualification standards for personnel conducting flight and ground testing using a ground or airborne control room facility. This instruction applies to all essential control room personnel (military, government civilian, and contractor). It applies to all EAFB units and detachments regardless of their operating location. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 37 U.S.C. 301a (Incentive Pay), Public Law 92-204, Section 715 (Appropriations Act for 1973), Public Laws 93-570 (Appropriations Act for 1974), 93-294 (Aviation Career Incentive Act of 1974), and Executive Order 9397 as amended. The applicable Privacy Act SORN(s) F011 AF XO A, Aviation Resource Management Systems (ARMS) is available at <http://privacy.defense.gov/notices/usaf/>.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. EAFBI 99-108 is a complete rewrite and replacement for AFFTCI 99-8.

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1. GENERAL

1.1. Objective. The EAFB Control Room Training and Evaluation program objective is to ensure test control personnel are trained and evaluated thoroughly and consistently to execute test missions safely and effectively.

1.2. Overview. The training of Test Control Personnel (TCP) is divided into two phases. Phase I training and qualifications encompass basic TCP skills transferable across test organizations. Phase II training is specific to aircraft type, unique aircraft systems, specialized test techniques, test missions and unique test equipment. Each test organization creates its own Phase II training requirements.

1.3. Any authority granted to the commander/director by this instruction may be delegated to an appropriate authority within the organization as determined by the commander/director.

1.4. Definitions.

1.4.1. Safety of test (SOT) parameters are those defined in test and safety planning (IAW AFFTCI 91-105) as critical to the safe execution of the test.

1.4.2. Consistent with AFFTCI 99-105, a Control Room (CR) is any facility, ground or airborne, that provides two-way communication between test execution aircrew and test control personnel and provides real time capability to monitor safety of flight, safety of test, and/or quality of test information. When the control room is airborne, test control personnel may also be required to maintain aircrew qualifications outside the scope of this instruction.

1.4.3. TCP evaluate and monitor aircraft, systems under test, and instrumentation systems to make, or provide recommendations for, test execution decisions. TCP positions include Test Director (TD), Test Conductor (TC), and Discipline Engineer (DE, which includes special instrumentation engineers). Personnel who are required by their test organization to occupy a position in the control room or whose presence is required by an operating instruction, test plan, or safety plan will be trained and qualified in a position commensurate with the applicable CR duties.

1.5. Scope. This instruction applies to military, government civilian, and contractor test control personnel conducting ground or flight test operations for all EAFB units and detachments regardless of their operating location.

1.5.1. Guest Personnel. Personnel who are not permanently assigned with an EAFB test organization and perform CR duties on a temporary basis are considered guest TCP. Temporary basis is defined as no more than 12 missions in any 6 month period.

1.5.1.1. Guest TCP who monitor safety of test and/or perform TC/TD duties will adhere to the training and evaluation requirements of this instruction.

1.5.1.2. Guest Personnel who are performing DE duties and not monitoring safety of test parameters are required to provide the following with endorsement by the test organization commander/director.

1.5.1.2.1. Proof of CRM academic training (paragraph 4.1.3).

1.5.1.2.2. Proof of training and/or experience equivalent to Phase I DE training (paragraph 2.4).

1.5.1.2.3. Proof of applicable system-under-test or other specialized training and/or experience required for the execution of CR duties equivalent to Phase II training (paragraph 2.5).

1.5.2. This instruction does not apply to specialists assigned to range organizations, such as range control officers and CR technicians. These specialists will be trained and evaluated IAW their own organization's guidelines and instructions.

1.5.3. This instruction does not apply to facilities maintenance, mission observers, or those who may be present in a CR but not performing duties as TCP.

1.6. Acceptance of Training and/or Qualification. The test organization commander/director may accept the training and/or qualifications of TCP from other organizations. Acceptance of training and/or qualification will be signed by the commander/director and documented in the individual's training folder.

1.6.1. Within 60 days of publication of this instruction, test organization commanders/directors will draft an Initial Qualification and Certification Memorandum. This memorandum should include a list of those personnel, currently assigned or attached to the unit, who are immediately qualified, in accordance with the superseded instruction, to perform the CR duties according to the qualifications and certifications within this instruction. Those individuals listed on the memorandum will not require additional training to perform the duties identified in the memorandum, but must adhere to currency and requalification requirements established in this instruction.

1.7. Simulations/Rehearsals. A CR simulation or rehearsal may be used for the purposes of Phase I execution training, evaluations, Phase II certification training, currency items, and Crew Resource Management (CRM) annual training events.

1.8. Airborne TCP.

1.8.1. An airborne control room is acceptable for all aspects of training and evaluation in this instruction.

1.8.2. Unit developed CR training plans for airborne control rooms should include items applicable to the flight environment.

1.8.3. Aircrew qualification alone is not sufficient to perform CR duties while airborne.

1.9. Letter of Xs. Each test organization will maintain a letter of qualifications/certifications for TCP approved by the commander/director. An example is shown in Table 1-1.

1.10. Evaluation Authority. The test organization commander/director is the principal evaluator of TCP and the evaluation approval authority in the test organization.

1.11. Waivers. Unless otherwise specified, the 412 OG is the waiver authority for requirements in this instruction.

Table 1. Test Control Personnel Letter-of-Xs Example

Name	Phase I			Phase II						
				Aircraft Systems			Specialized			
	DE	TC	TD	C-130E/H	C-130J	B-52	Airdrop	Wpns Delv	AR Test	C-130H AMP
Browning, J		I		I	I		I		T	I
Montes, D	X					X		T	X	
Casey, J		E	X			I		I	I	
T = enrolled in training X = qualification or certification completed I = instructor E = evaluator										

2. Training

2.1. Table 2-1 summarizes the minimum training of test control personnel.

Table 2. Test Control Personnel Training Requirements

<i>Item</i>	<i>Permanent Party TCP, Guest TC/TD or Guest DE Monitoring Safety of Test Parameter(s)</i>	<i>Guest DE (paragraph 1.5.1)</i>	<i>Currency (paragraph 4.1)</i>
Training Folder (2.2.2)	Required	Not Required	N/A
Phase I Training (2.4)	Forms 67, 68/69 or Acceptance of Training	Equivalent DE Training/Experience	N/A
CRM Academics (4.1.3)	Required	Required	3 years
Fundamentals of Test Conduct (2.4.3.2).	TC Required TD/DE Recommended	Not Required	None
Flight Test Orientation (2.4.3.3)	Required	Not Required	None
Local Area Orientation (2.4.3.4)	Required	Required	None
Instructor Training (2.4.9)	Required for Instructors	Not Applicable	None
Phase II Aircraft Systems Certification (2.5.5)	Forms 67, 68/69 or Acceptance of Training	Equivalent Training/Experience	180 days
Phase II Specialized Certification (2.5.6)	Forms 67, 68/69 or Acceptance of Training	Equivalent DE Training/Experience	As defined by the test organization
TCP Evaluation (3.5)	Form 62 or Acceptance of Qualification	Not Required	17 months
Evaluator Training (3.3)	Required for Evaluators	Not Applicable	None
Control Room Event Currency (4.1.1)	Required	Not Required	180 days
CRM Event Currency (4.1.4)	Required	Not Required	12 months
Annual AFI Review (4.1.5)	Required	Not Required	12 months

2.2. Documentation.

2.2.1. Document ground training on AFMC Form 67. Document execution training on AFMC Form 68/69. Alternate forms may be used with 412 OG/OGV approval.

2.2.2. Training Folders. The TCP's primary test organization will maintain all training and qualification records, regardless of which organization provided the training or qualification. Records will be maintained using training folders in electronic or paper format.

2.2.2.1. Training folders will include at a minimum: (a) training records (proof of prerequisite training, Phase I/II documentation, etc.), (b) evaluation records, (c) acceptance of training/qualification memorandums, if applicable, with supporting documentation, and (d) documentation of annual instruction reviews and annual CRM events.

2.2.2.2. Proof of currency for control room events (paragraph 4.1.1) and Phase II Aircraft Systems (paragraph 4.1.2) must also be maintained for each TCP.

2.3. Special Considerations.

2.3.1. Training shall not take place during medium or high risk test events, unless approved by the test organization commander/director. For example, training for certain elevated risk tests may, in the judgment of the commander/director, require training during elevated risk testing.

2.3.2. Contractors may provide Phase I and Phase II training to their employees using their own training plans and forms. However, the training must be documented in an acceptance of training memorandum signed by the test organization commander/director.

2.3.3. During actual missions, an instructor may not perform additional CR duties outside the scope of the applicable instructor duties, unless approved by the test organization commander/director. For example, the instructor who is training an unqualified DE may not act as TD during the same mission even though they may hold a TD qualification.

2.4. Phase I – Control Room Qualification Training

2.4.1. Phase I training accomplishes prerequisites required for qualification of the TCP positions TC, TD, and DE. It establishes the basic skills and techniques required to conduct missions in CRs, independent of mission, aircraft, or location.

2.4.2. Training Plans. Test organizations may append training items to the minimum curricula defined in this instruction. The test organization commander/director is the approval authority for modified training plans.

2.4.3. Prerequisites. The following are required to complete Phase I training unless waived by the test organization commander/director. The items will be documented in the individual's training folder and may be accomplished in concurrence with Phase I training.

2.4.3.1. Crew Resource Management (CRM) academics (paragraph 4.1.3).

2.4.3.2. Fundamentals of Test Conduct course provided by, or a similar course approved by, the 412 OG/OGV. This course is mandatory for TCs, and recommended for TDs and DEs. This course may be waived by the test organization commander/director due to prior experience or education.

2.4.3.3. Flight Test Orientation (FTO). FTO is required before TCP may perform control room duties during EAFB test events. FTO outlines test center, wing, group, and CTF specific test procedures, equipment, support facilities, decision criteria, and test mission requirements. Completion of FTO training, as defined in AFI 112FTV1, or the Fundamentals of Test Conduct course (paragraph 2.4.3.2) may be used to satisfy this requirement. FTO training may be provided by instructor qualified TCP or instructor qualified test aircrew.

2.4.3.4. Local Area Orientation (LAO). LAO is required before TCP may perform control room duties during test events that originate from, or occur within, the R2508 airspace complex. LAO includes a familiarization of applicable flight operations publications and procedures of the local flying area and applicable test ranges. Completion of LAO training, as defined in AFI 112FTV1, may be used to satisfy this requirement. LAO training may be provided by instructor aircrew assigned to EAFB.

2.4.4. Ground Training.

2.4.4.1. Ground training consists of academics and concept development of control room techniques and procedures. The minimum ground training curriculum shall include discussions on crew resource management and instruction in test conduct terminology and communication, basic flight test techniques, control room procedures, and applicable instructions. Ground training must be completed before the start of execution training.

2.4.4.2. At a minimum, ground training for all TCP will include a review of the following instructions (and local supplements where applicable): AFFTCI 11-1 Air Operations, AFFTCI 91-105 AFFTC Test Safety Review Process, AFFTCI 99-1 Test Plans, EAFBI 99-8 Flight Test Control Personnel Training and Evaluation, and AFFTCI 99-105 Test Control and Conduct.

2.4.5. Execution Training.

2.4.5.1. Execution training consists of control room events (defined in paragraph 4.1.1) in which the trainee performs applicable control room duties under the instruction of a qualified instructor as part of an approved training plan.

2.4.5.2. The minimum execution training curriculum shall include, but is not limited to, the monitoring of parameters, the execution of test cards, team communication, and events inherent to specific control room duties. The trainee will learn and demonstrate the skills and procedures required of their TCP position.

2.4.5.3. Opportunities for trainees to observe mission execution may be included in test organization training programs. These events will not be counted as execution training.

2.4.6. The minimum Phase I training for TCs and TDs will include test card preparation and approval, safety review process, air and/or ground radio communications, briefing and debriefing, and test range operations.

2.4.7. Training duration. All Phase I trainees will have 6 months to complete a qualifying evaluation from the first Phase I training event. Training accomplished more than 6

months prior to a qualifying evaluation will be re-accomplished before the evaluation. Waivers to this restriction may be approved by the test organization commander/director.

2.4.8. Instructor Requirements. Phase I training shall be given by an instructor qualified in the respective CR position. Test organization commanders/directors may allow instructor TCs/TDs to train DEs.

2.4.9. Instructor Training Program.

2.4.9.1. Test organizations will establish a TCP instructor training program. The test organization commander/director will designate individuals eligible for instructor upgrade based on the individual's experience, judgment, demonstrated CR skill, technical knowledge, and instructing ability.

2.4.9.2. Minimum curriculum for instructor training shall include the minimum curriculum for Phase I ground and execution training with the addition of instructor concepts and techniques. Instructor training plans will be documented on unique AFMC Forms 67, 68, and 69, as applicable.

2.4.9.3. The training of instructors may be accomplished by any instructor qualified in the same CR position. Test organization commanders/directors may allow instructor TCs/TDs to train instructor DEs.

2.5. Phase II – Mission Certification Training

2.5.1. Phase II mission certifications encompass aircraft type, unique aircraft systems, specialized test techniques and unique equipment for which qualified TCP may conduct test. Phase II certifications do not require evaluations. See Table 1-1 for examples.

2.5.2. TCP must hold a Phase II certification in order to perform control room duties during a test event that encompasses the same aircraft or specialty for which the certification is given, unless instructed by a qualified instructor (paragraph 2.5.7.1) during that event.

2.5.3. Training plans. Test organizations will develop and maintain Phase II training plans specific to their organization, test mission requirements, and Control Room requirements. Test organizations will determine the minimum ground and/or execution training required for each Phase II certification. Phase II training plans will be documented on separate AFMC Forms 67, 68, and 69, as applicable.

2.5.4. Concurrent Training. Phase II training may be accomplished concurrently with Phase I training. Multiple Phase II training plans may be accomplished concurrently.

2.5.5. Phase II Aircraft Systems Certifications.

2.5.5.1. Aircraft Systems Training is Mission Design Series (MDS) specific training. This training will focus on aircraft mission, operating parameters and limitations, emergency procedures, test unique systems, aircraft and/or test item characteristics, representative flight test techniques, and data acquisition system capabilities and operation.

2.5.5.2. Successful completion of non-rated aircrew ground and flight training requirements, as defined in AFI 11-2FTV1, may be accepted as Phase II

Aircraft Systems certification. Documentation of the training must be included in the individual's TCP training folder.

2.5.6. Phase II Specialized Certifications.

2.5.6.1. Test organizations will develop Phase II specialized training programs to train TCP in the conduct of specialized test systems, missions, or test techniques. Examples might include, but are not limited to, elevated risk events, high angle of attack, structures/loads, safe separation, weapons employment, highly modified MDSs, or test missions requiring critical CRM functions in the CR.

2.5.6.2. Differences Training. When significant test unique modifications exist for an MDS or Control Room which impact TCP duties, as determined by the test organization commander/director, difference training will be required before performing control room duties for the respective MDS or Control Room. This training will be documented as a Phase II Specialized Certification.

2.5.7. Instructor Requirements.

2.5.7.1. Phase II Certification Training may be given by any instructor TCP holding the same certification or by subject matter experts as approved by the organization commander/director. Aircraft Systems Certifications may be provided by instructor qualified test aircrew, even if not qualified as TC/TD/DE under this instruction.

2.5.7.2. Initial Cadre. Test programs may arise that present unique requirements not covered in existing Phase II specialized training (e.g. new aircraft, extensive modifications to aircraft, new test technique, extensive downtime between test programs, etc.). Under these conditions, a memo signed by the test organization commander/director may establish an initial cadre from current and qualified TCP. This memo will be included in the TCP's training folder.

3. Evaluation

3.1. Test organizations will conduct evaluations to ensure qualifications of test control personnel and supplementary evaluations to ensure standardization of CR operations.

3.2. An individual may hold more than one CR position qualification (TC, TD, or DE).

3.3. The test organization commander/director will designate CR evaluator candidates from their pool of TCP instructors. Prior to performing evaluator duties, evaluator candidates will complete evaluator upgrade training with the 412 OG/OGV. This training will be documented in the candidate's training records.

3.4. Evaluations shall be given by an evaluator qualified in the respective TCP position. Test organization commanders/directors may allow evaluator TCs/TDs to evaluate DEs.

3.5. Evaluators will not administer evaluations to personnel who are responsible for writing or endorsing the evaluator's performance report without specific approval from the test organization commander/director.

3.6. Documentation.

3.6.1. Control room evaluations will be documented on a 412OG/OGV approved TCP evaluation form and will include the category and prefix of the evaluation. Forms that contain privacy act information must be in compliance with AFI 33-360.

3.7. Evaluation Categories. TCP evaluations are divided into three categories.

3.7.1. QUAL. Basic qualification in a CR position.

3.7.2. INSTR. An instructor qualification focuses primarily on the TCP's instructional ability in their CR position but also includes the basic skills associated with that CR position. INSTR evaluations should be accomplished with real students whenever possible. When students are not available, another TCP or the evaluator may serve as a surrogate student. A successful INSTR evaluation still allows a TCP to perform the basic duties of the position for which the evaluation was given.

3.7.3. SPOT. Spot evaluations may be conducted at the organization's discretion or for cause. Spot evaluations are intended to evaluate a subset of CR skills included in the evaluation criteria.

3.8. Prefixes. The following prefixes will be used, when applicable, to further describe the evaluations listed in paragraph 3.7.

3.8.1. INIT (Initial). The first evaluation of a basic or instructor qualification. Initial qualifications are required for TCP with no previous qualifications or if the most recent qualification has lapsed more than five years. At least two execution training sessions are required prior to an INIT evaluation, unless waived by the organization commander/director. Initial evaluations expire on the last day of the 17th month following a successful initial evaluation.

3.8.2. PER (Periodic). Periodic evaluations are subsequent evaluations of a basic or instructor qualification. Periodic evaluations expire on the last day of the 17th month following the last successful QUAL or INSTR evaluation. Periodic evaluations will be scheduled in the eligibility period, which opens on the first day of the 12th month after the last successful QUAL or INSTR evaluation. Execution training sessions are not required prior to a PER evaluation but may be directed by the test organization commander/director.

3.8.2.1. To maintain instructor qualification, a TCP requires instructor evaluations during subsequent periodic evaluations.

3.8.2.2. Evaluations accomplished prior to eligibility period do not satisfy the periodic evaluation requirement and will not adjust the existing evaluation expiration date. The test organization commander/director may authorize individuals to complete periodic evaluations prior to the eligibility period.

3.8.3. RQ (Requalification). A requalification evaluation is required for personnel who did not receive a periodic evaluation before the last successful evaluation expires. At least one execution training session is required prior to the evaluation, unless waived by the organization commander/director. RQ evaluations expire on the last day of the 17th month following a successful evaluation.

3.8.4. N/N (No-Notice). Provides commanders/directors a sampling of daily TCP performance and an assessment of organization's training effectiveness. Examinee is

notified of the evaluation at the beginning of normal preparation for the mission, as defined by the test organization.

3.9. Evaluation Procedures.

3.9.1. Evaluations will be conducted according to the evaluation criteria found in attachments to this instruction. These criteria define the minimum evaluation criteria for the qualification of TCP. Test organizations may append additional criteria as approved by the test organization commander/director. To ensure standard and objective evaluations, evaluators will be thoroughly familiar with and adhere to the prescribed evaluation criteria.

3.9.2. An evaluator may not perform additional CR duties outside the scope of the applicable evaluator duties, unless approved by the test organization commander/director. For example, an evaluator TD who is evaluating a DE during a mission may not act as TD for the same mission.

3.9.3. The evaluator will brief the examinee on the purpose of the evaluation and how it will be conducted, to include specific evaluation criteria, prior to observing examinee performance during the evaluation.

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

3.9.5. Grading Instructions. A two step grading system is used to evaluate and document TCP performance.

3.9.5.1. In the first step, individual grades are assigned to each area/subarea of TCP performance against established evaluation criteria. Areas/subareas have a three-tier (Q/Q-/U) or two-tier (Q/U, for critical areas) grading system. Any area graded U will have additional comments documenting the reason.

3.9.5.1.1. A grade of Q (qualified) indicates the examinee demonstrated both a satisfactory knowledge of all required information of the area/subarea and performed CR duties within prescribed expectations.

3.9.5.1.2. A grade of Q- (marginally qualified) indicates the examinee is qualified to perform the assigned area/subarea task, but requires debriefing specific to minor discrepancies in that area.

3.9.5.1.3. A grade of U (unqualified) indicates performance in the area/subarea was outside allowable parameters, compromising safety and/or quality of test, affecting mission accomplishment, or breaching CR discipline, requiring additional training.

3.9.5.2. In the second step, the evaluator assigns an overall qualification level from a composite of all area/subarea grades based on the following.

3.9.5.2.1. **Q1** (Qualified). The TCP demonstrated desired performance and knowledge of procedures, facilities, and directives within expectations specified in the grading criteria. Award a Q1 when no discrepancies were noted. If discrepancies existed, a Q1 may be awarded if:

3.9.5.2.1.1. No U grades were awarded for any area.

3.9.5.2.1.2. In the judgment of the evaluator, none of the discrepancies preclude awarding an overall Q1.

3.9.5.2.1.3. All areas/sub-areas graded as Q- during the evaluation were cleared during the debrief.

3.9.5.2.2. **Q2** (Qualified with discrepancies). The TCP demonstrated the ability to perform duties safely, but:

3.9.5.2.2.1. Additional training was assigned to one or more area(s)/sub-area(s).

3.9.5.2.2.2. A non-critical area/subarea grade of U was awarded.

3.9.5.2.2.3. In the judgment of the evaluator, justification of a Q2 grade exists based on Q- performance in one or several area(s)/subarea(s).

3.9.5.2.3. **Q3** (Unqualified). The TCP demonstrated an unacceptable level of safety, performance, or knowledge. An examinee that receives an overall Q3 grade must receive training in those areas where deficiencies were noted. Additional training must be signed-off by an instructor prior to a subsequent evaluation. Award an overall grade of Q3 if:

3.9.5.2.3.1. The examinee receives a grade of U in any critical area.

3.9.5.2.3.2. In the judgment of the evaluator, justification of a Q3 grade exists based on Q- or U performance in one or several non-critical area(s)/subarea(s).

3.9.6. Remedial Action. All grades of Q- or U require a thorough debriefing of the discrepancy and/or assignment of additional training. Additional training may include, but not limited to, self-study or ground/execution instruction. Document the identification and completion of additional training on the evaluation form.

3.9.7. Restrictions. Evaluators may restrict certain portions of a qualified TCP's duties. For example, a TCP could be restricted from certain duties until the TCP completes additional training to satisfy shortfalls noted in the evaluation. Document restrictions on the evaluation form.

3.9.8. Rechecks. If a TCP receives a Q3 evaluation grade, a successful recheck must be completed by the end of the third month after the date of the first failure. The recheck is considered successful when the TCP performs to Q or Q- standard for each evaluation criteria previously graded U. If a recheck is not successfully accomplished in the required time, the TCP must re-accomplish prerequisite training events for an INIT evaluation, and pass a subsequent INIT evaluation. The test organization commander/director will determine the number of reattempts allowed during this period.

3.9.8.1. The evaluator that administered the original evaluation will not normally administer the recheck. If a TCP receives two Q3 evaluation grades in sequence from the same evaluator, a different evaluator will perform the subsequent evaluation.

3.9.8.2. The test organization commander/director must review the training and evaluation records of any individual who receives three consecutive Q3 evaluation grades.

4. Currency

4.1. Required currency items.

4.1.1. Control Room Event. Current and qualified TCP who go more than 180 days without executing a control room event will be considered non-current for a control room event. TCP who remain non-current for a control room event for more than 90 days will be considered unqualified and will require an evaluation IAW section 3.

4.1.1.1. A control room event is defined by a minimum of one the following:

4.1.1.1.1. The monitoring of a parameter or system for the safe or effective execution of a test event

4.1.1.1.2. The conduct of a test card

4.1.1.1.3. Directing the safe and effective execution of a test activity

4.1.1.1.4. Performing TCP instructor or evaluator duties

4.1.2. Aircraft Systems Certifications. Currency in Phase II certifications is only required for aircraft systems certification, not specialized certifications. Test organizations should develop currency requirements for Phase II specialized certifications where appropriate. To maintain currency in a Phase II aircraft systems certification, a control room event for the same aircraft MDS must be performed.

4.1.2.1. TCP current in a Phase II aircraft systems certification who go more than 180 days without executing a control room event for the same aircraft MDS will be considered non-current for that aircraft MDS. TCP who remain non-current for a Phase II aircraft systems certification for more than 90 days must re-accomplish the certification training.

4.1.2.2. TCP who are also non-rated aircrew may use the "Sortie" aircrew currency item, defined in AFI 11-2FTV1, for the Phase II Aircraft Systems currency requirement of this instruction.

4.1.3. Crew Resource Management (CRM) academics is required for all TCP every three years to remain current. This training will be facilitated by the 412 OGV (or a designee) or may be accomplished at another location by a 412 OGV approved facilitator.

4.1.3.1. Individuals who have never taken, or cannot produce proof of CRM academics must complete the "initial" CRM academics. Recurring academics can be satisfied by completion of a "refresher" course. For guidance, contact 412 OGV.

4.1.3.2. If done off-site, documentation (AF Form 1522 or equivalent) will be submitted to the test organization and maintained in the individual's training records.

4.1.3.3. Guest Personnel (paragraph 1.5.1), after making an effort to obtain CRM training via a facilitated method, may, as approved by the test organization commander/director, receive non-facilitated training from the test organization or from their employer.

4.1.4. CRM Event. Required by the last day of the 12th month after the last CRM training event. The following are considered CRM events:

4.1.4.1. 412 OGV facilitated CRM academics (paragraph 4.1.3).

4.1.4.2. A mission in which CRM concepts are discussed by all essential control room personnel and/or aircrew during brief and/or debrief.

4.1.4.3. An in-flight-emergency (IFE) during a mission followed by a CRM debrief.

4.1.4.4. Dedicated CRM academics presented as a formal test organization training event.

4.1.5. AFI review. Due on the last day of the 12th month after the last review. To reestablish currency for AFI review, TCP must document an AFI review prior to executing another test mission.

4.2. Loss of Currency. TCP who become non-current in a required item will not perform control room duties unless under the supervision of a current and qualified instructor. The test organization commander/director may allow non-current DEs to be supervised by an instructor TC/TD.

4.2.1. If supervising a non-current TCP, an instructor may perform CR duties apart from the required supervision only if the instructor TCP's duties allow adequate supervision of the supervisee.

4.2.2. If performing control room duties while airborne, a non-current TCP may be supervised by instructor qualified test aircrew in order to regain currency for a control room event or Phase II aircraft certification.

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Commander

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

AFFTCI 99-105, *Test Control and Conduct*, 01 April 2008

AFFTCI 91-105, *AFFTC Test Safety Review Process*, 25 July 2012

AFI 11-202 Vol 1 / AFMC Sup, *Aircrew Training*, 25 July 2011

AFI 11-2FT Vol 1, *Flight Test Aircrew Training*, 20 September 2011

AFI 11-290, *Cockpit/Crew Resource Management Training Program*, 15 October 2012

AFI 33-360, *Publication and Forms Management*, 25 September 2013

AFI 33-332, *Air Force Privacy Act Program*, 5 June 2013

Adopted Forms

AFMC 67, *Ground Training Record*

AFMC 68, *Flying Training Record*

AFMC 68, *Flying Training Comments*

AF 1522, *Training Record*

Abbreviations and Acronyms

AFFTC—Air Force Flight Test Center

AFMC—Air Force Materiel Command

AFI—Air Force Instruction

CR—Control Room

CRM—Crew Resource Management

CTF—Combined Test Force

DE—Discipline Engineer

EAFB—Edwards Air Force Base

INIT—Initial (evaluation prefix)

INSTR—Instructor Evaluation (evaluation category)

MDS—Mission Design Series

N/N—No Notice (evaluation prefix)

NRA—Non-Rated Aircrew

OG—Operations Group

OGV—Operations Group, Standardization and Evaluation

PER—Periodic (evaluation prefix)

RQ—Requalification (evaluation prefix)

SOT—Safety of Test

SPOT—Spot Evaluation (evaluation category)

TC—Test Conductor

TCP—Test Control Personnel

TD—Test Director

QUAL—Basic Qualification Evaluation (evaluation category)

Attachment 2

DISCIPLINE ENGINEER (DE) EVALUATION CRITERIA

Figure A2.1. Discipline Engineer

DISCIPLINE ENGINEER (DE) EVALUATION CRITERIA	
Discipline Engineer. Complete Sections A, B, and C for qualification of discipline engineers. Complete Sections A, B, C, and D for instructor evaluations. Test organization commanders/directors are the approving official for all discipline engineer evaluations.	
Area A: Pre-mission Planning.	
Area A-1: Pre-mission planning	
Q.	All required analyses and predictions have been accomplished prior to mission briefing
Q-.	All safety critical analyses and predictions have been accomplished prior to mission briefing
U.	Safety critical analyses and predictions have not been accomplished prior to mission briefing
Area B: Execution.	
Area B-1: Safety (Critical).	
Q.	Aware of and complied with all safety factors required for safe mission accomplishment.
U.	Was not aware of or did not comply with all safety factors required for safe mission accomplishment.
Area B-2: Judgment (Critical).	
Q.	Executed the assigned mission in a timely, efficient manner. Performed duties with a sense of understanding and comprehension.
U.	Decisions or lack thereof resulted in failure to accomplish the assigned mission. Demonstrated poor judgment to the extent that safety could have been compromised.
Area B-3: Control Room Discipline.	
Q.	Demonstrated strict professional discipline throughout all phases of the mission.
Q-.	Only minor deviations in discipline were noted.
U.	Failed to exhibit strict control room discipline. Violated or ignored rules or instructions.
Area B-4: Use of Test Procedures.	
Q.	Used approved test procedures and accomplished all items with no deviations or omissions. Completed all pre- and post-event items.
Q-.	Only minor deviations from procedures were noted.

U. Failed to use approved procedures or deviated from procedures resulting in mission being compromised.

Area B-5: Data Monitoring.

Q. All test and safety critical parameters and system settings were accurately monitored for safe, effective, and efficient test execution. Status of critical parameters, system settings, and data quality were adequately communicated to the test team, if required.

Q-. All safety critical parameters were accurately monitored for safe test execution. The status of critical parameters was adequately communicated to the test team. Some system settings or non-safety critical parameters were not monitored or communicated jeopardizing test efficiency and/or effectiveness. Data quality was not communicated or feedback was inadequate some of the time.

U. Failed to effectively monitor critical parameters or adequately communicate status to the test team that could have compromised the safety of the mission. Data quality was not communicated to the test team that comprised the effectiveness of the test.

Area B-6: Crew Resource Management.

Q. Coordinated effectively with other control room personnel.

Q-. Coordinated satisfactorily with other control room personnel.

U. Failed to coordinate with control room personnel.

Area B-7: Communication Procedures.

Q. Intra-control room communications were concise, accurate, timely, and effectively used to direct maneuvers or describe the tactical situation.

Q-. 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 communication circuits presented minor distractions.

U. Communications over primary and/or secondary circuits were inadequate or excessive. Inaccurate or confusing terminology significantly detracted from mutual support, situational awareness, or mission accomplishment.

Area B-8: Knowledge of System Under Test.

Q. Demonstrated thorough knowledge of the system under test, aircraft systems, limitations, and performance characteristics necessary to perform individual control room duties.

Q- Knowledge of the system under test, applicable aircraft systems, limitations, and performance characteristics sufficient to perform the mission safely. Demonstrated deficiencies either in depth of knowledge or comprehension.

U. Demonstrated unsatisfactory knowledge of the system under test, aircraft systems, limitations, or performance characteristics.

Area B-9: Security (Critical).

Q. Adequate security of mission information and material was maintained throughout test mission.

U. Inadequate security procedures were carried out which would lead to the compromise of mission information and/or material.

Area B-10: Emergency Procedures. Evaluation will be conducted during an actual event or as a simulated event in a control room if practical. If a control room cannot be used, an oral evaluation will be conducted. Evaluate a minimum of two emergencies. Scenarios should be tailored to situations the examinee might encounter while performing their specific duties in a control room.

Q. Decisions and actions were appropriate and contributed to the safe and timely resolution of the emergency.

Q- Decisions were essentially correct with some deviations or omissions.

U. Did not provide appropriate corrective action where necessary. Actions hindered the safe resolution of the emergency.

Area C: Post Mission.

Area C-1: Post mission reporting and analysis.

Q. Post mission reporting and analysis was accurately completed in a timely manner.

Q- Post mission reporting and analysis was completed with minor errors or was untimely.

U. Post mission reporting and analysis was not completed.

Area D: Instructor.

Area D-1: Instructional Ability.

Q. Demonstrated ability to communicate effectively. Provided appropriate corrective guidance when necessary.

Q- Instruction was essentially correct with some deviations or omissions. Problems in communications or analysis did not degrade effectiveness of instructions.

U. Inability to effectively communicate with the upgradee. Failed to provide corrective action where necessary. Did not plan ahead or anticipate upgradee problems.

Area D-2: Training/Instructional Briefing and/or Debriefing.

Q. Briefings were well organized, accurate, and thorough. Reviewed the upgradee's present level of training and defined mission events to be performed. Excellent ability during critique to reconstruct the test mission, offer mission analysis, and provide corrective guidance where appropriate. Completed all training documents timely and in accordance with prescribed directives. Training syllabi reflected actual performance of upgradee relative to standard. Pre-briefed the upgradee's requirements for the next mission.

Q-. Minor errors or omissions in briefing, critique, and/or training documents that did not affect upgrade progress.

U. Briefings were marginal or non-existent. Did not review upgradee's training folder or past performance. Failed to adequately critique upgradee or provide complete mission analysis. Training syllabi grade did not reflect actual performance of upgradee. Comments in training folder were incomplete. Strengths and weaknesses were not identified. Overlooked or omitted major discrepancies. Incomplete pre-briefing of upgradee's training requirements and/or objectives for mission.

Area D-3: Demonstration and Performance

Q. Effectively demonstrated procedures and techniques. Demonstrated thorough knowledge of the system under test, aircraft systems, procedures, and all applicable publications and instructions.

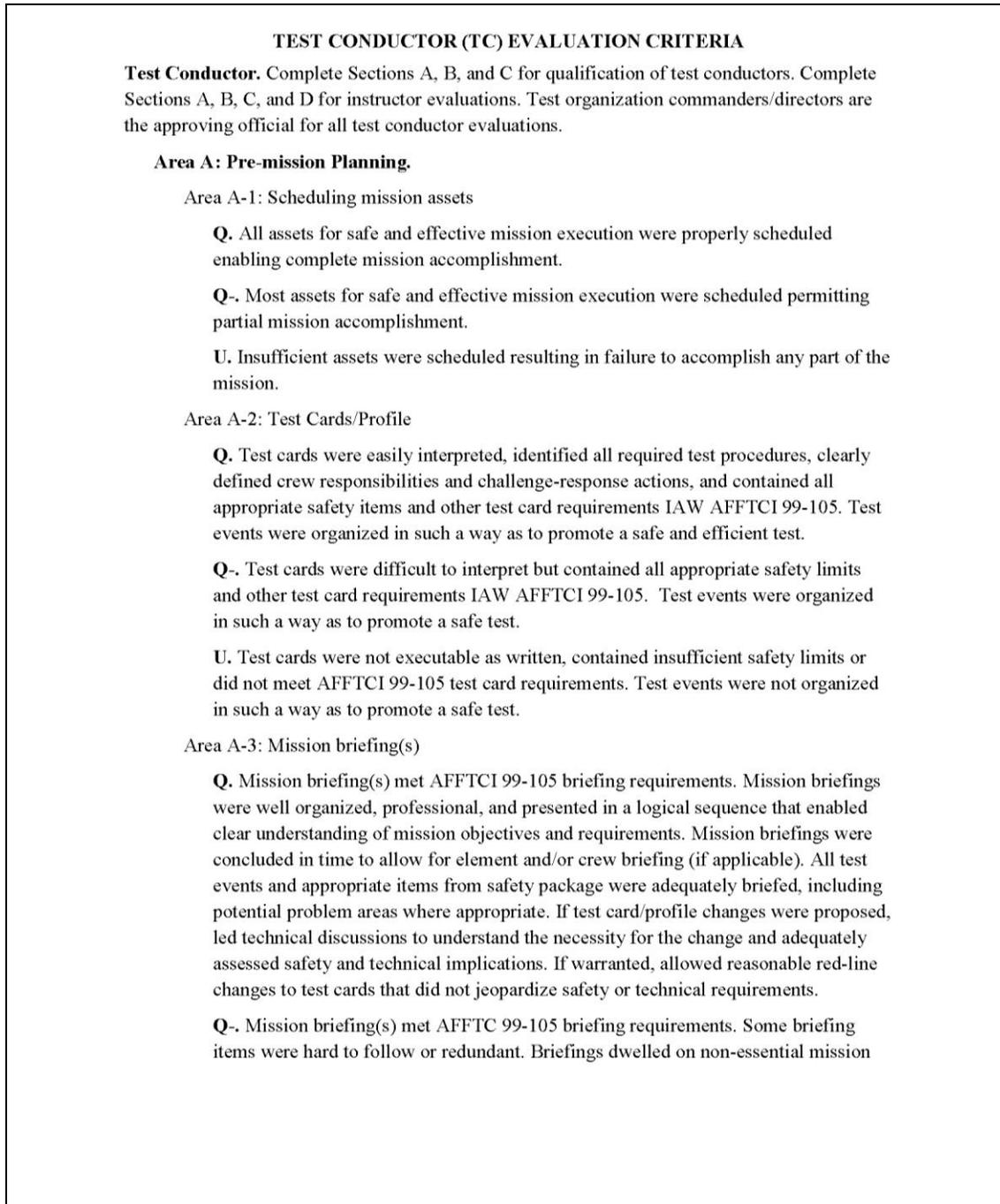
Q-. Minor discrepancies in the above criteria that did not affect safety or adversely affect upgradee performance.

U. Did not demonstrate correct procedure or technique. Insufficient knowledge of the system under test, aircraft systems, procedures, or applicable publications and instructions.

Attachment 3

TEST CONDUCTOR (TC) EVALUATION CRITERIA

Figure A3.1. Test Conductor



items or had limited discussion of test techniques and did not identify potential problem areas.

U. Mission briefing(s) did not meet AFFTC 99-105 briefing requirements. Mission briefing was confusing or lost the interest of test team members. Mission briefing did not establish objectives for the mission or omitted major test events or safety items. If test card/profile changes were proposed, failed to lead technical discussions to understand the necessity for the change or failed to adequately assess safety and technical implications. Allowed red-line changes to test cards that jeopardized safety or technical requirements.

Area B: Execution.

Area B-1: Safety (Critical):

Q. Aware of and complied with all safety factors required for safe aircraft operation and mission accomplishment. Demonstrated ability to anticipate potentially hazardous situations developing and took appropriate actions to prevent occurrence.

U. Was not aware of or did not comply with all safety factors required for safe mission accomplishment.

Area B-2: Judgment (Critical):

Q. Executed the assigned mission in a timely, efficient manner. Performed duties with a sense of understanding and comprehension.

U. Decisions or lack thereof resulted in failure to accomplish the assigned mission. Demonstrated poor judgment to the extent that safety would have been compromised.

Area B-3: Control Room Discipline.

Q. Demonstrated strict professional discipline throughout all phases of the mission and enforced professional discipline by all control room personnel.

Q-. Only minor deviations in discipline were noted.

U. Failed to exhibit or enforce strict control room discipline. Violated or ignored rules or instructions.

Area B-4: Use of Test Cards/Test Procedures.

Q. Used only approved test cards and control room procedures during the mission. Approved modifications to mission plan or test procedures prior to event execution ensuring that changes were within the scope of technical and safety requirements and promoted mission efficiency. Briefed appropriate setup and limitations prior to each event. Completed all post-event items.

Q-. Deviated from test cards or test procedures that prevented mission efficiency or violated technical requirements but did not compromise mission safety. Pre-event

card briefings were inadequate or post-event items were not accomplished preventing mission efficiency.

U. Failed to use approved test cards and/or procedures or deviated from cards or procedures resulting in mission being compromised. Pre-event card briefings were inadequate or post-event items were not completed resulting in mission being compromised.

Area B-5: Crew Resource Management.

Q. Coordinated effectively with other control room personnel and all test participants. Effectively used all participating test personnel and ensured all data were monitored and/or recorded. Gave clear, concise instructions.

Q-. Coordinated satisfactorily with other control room personnel and all test participants. Some non-critical data were not monitored and/or recorded. Some instructions were not clear and concise.

U. Failed to coordinate with control room personnel or other test participants. Repeatedly did not give clear and concise instructions. Failed to utilize resources causing degradation of the mission. Failed to ensure critical data were monitored and/or recorded.

Area B-6: Communication Procedures.

Q. Radio and intra-control room communications were concise, accurate, timely and effectively used to direct maneuvers or describe the situation.

Q-. 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 communication circuits presented minor distractions.

U. Communications over primary and/or secondary circuits were inadequate or excessive. Inaccurate or confusing terminology significantly detracted from mutual support, situational awareness, or mission accomplishment.

Area B-7: Knowledge of the System Under Test.

Q. Demonstrated thorough knowledge of the system under test, aircraft systems, limitations, and performance characteristics necessary to perform individual control room duties.

Q-. Knowledge of the system under test, applicable aircraft systems, limitations, and performance characteristics was sufficient to perform the mission safely. Demonstrated deficiencies either in depth of knowledge or comprehension.

U. Demonstrated unsatisfactory knowledge of the system under test, aircraft systems, limitations, or performance characteristics.

Area B-8: Security (Critical).

Q. Adequate security of mission information and material was maintained throughout test mission.

U. Inadequate security procedures were carried out which would lead to the compromise of mission information and/or material.

Area B-9: Emergency Procedures. Evaluation will be conducted during an actual event or as a simulated event in a control room if practical. If a control room cannot be used, an oral evaluation will be conducted. Evaluate a minimum of two emergencies. Scenarios should be tailored to situations the examinee might encounter while performing their specific duties in a control room.

Q. Decisions and actions were appropriate and contributed to the safe and timely resolution of the emergency.

Q-. Decisions were essentially correct with some deviations or omissions.

U. Did not provide appropriate corrective action where necessary. Actions hindered the safe resolution of the emergency.

Area C: Post Mission.

Area C-1: Mission debriefing(s)

Q. Mission debriefing(s) were clear and concise and IAW AFFTCI 99-105 debriefing requirements. Mission debriefings were well organized and presented in a logical sequence. Debriefings were presented in a professional manner and test team members clearly understood mission results. Debriefings included lessons learned and highlighted areas for improvement.

Q-. Mission debriefing(s) met AFFTC 99-105 debriefing requirements. Some significant events were not debriefed or were hard to follow. Debriefings dwelled on non-essential mission items or did not identify lessons learned.

U. Mission debriefing(s) did not meet AFFTC 99-105 debriefing requirements. Mission debriefing was confusing. Mission debriefing omitted most major test events or safety items.

Area C-2: Post mission reporting and documentation.

Q. Ensured that post mission reporting and documentation was completed accurately and in a timely manner.

Q-. Ensured that post mission reporting and documentation was completed but contained minor errors or was untimely.

U. Failed to ensure completion of post mission reporting and documentation.

Area D: Instructor.

Area D-1: Instructional Ability.

Q. Demonstrated ability to communicate effectively. Provided appropriate corrective guidance when necessary.

Q-. Instruction was essentially correct with some deviations or omissions. Problems in communications or analysis did not degrade effectiveness of instructions.

U. Inability to effectively communicate with the upgradee. Did not provide corrective action where necessary. Did not plan ahead or anticipate upgradee problems.

Area D-2: Training/Instructional Briefing and/or Debriefing.

Q. Briefings were well organized, accurate, and thorough. Reviewed the upgradee's present level of training and defined mission events to be performed. Excellent ability during critique to reconstruct the test mission, offer mission analysis, and provide corrective guidance where appropriate. Completed all training documents timely and in accordance with prescribed directives. Training syllabi reflected actual performance of upgradee relative to standard. Pre-briefed the upgradee's requirements for the next mission.

Q-. Minor errors or omissions in briefing, critique, and/or training documents that did not affect upgrade progress.

U. Briefings were marginal or non-existent. Did not review upgradee's training folder or past performance. Failed to adequately critique upgradee or provide complete mission analysis. Training syllabi grade did not reflect actual performance of upgradee. Comments in training folder were incomplete. Strengths and weaknesses were not identified. Overlooked or omitted major discrepancies. Incomplete pre-briefing of upgradee's training requirements and/or objectives for mission.

Area D-3: Demonstration and Performance

Q. Effectively demonstrated procedures and techniques. Demonstrated thorough knowledge of the system under test, aircraft systems, procedures, and all applicable publications and instructions.

Q-. Minor discrepancies in the above criteria that did not affect safety or adversely affect upgradee performance.

U. Did not demonstrate correct procedure or technique. Insufficient knowledge of the system under test, aircraft systems, procedures, or applicable publications and instructions.

Attachment 4

TEST DIRECTOR (TD) EVALUATION CRITERIA

Figure A4.1. Test Director

TEST DIRECTOR (TD) EVALUATION CRITERIA	
Test Director. Complete Sections A, B, and C for qualification of test directors. Complete Sections A, B, C, and D for qualification of instructor test directors. Test organization commanders/directors are the approving official for all test director evaluations.	
Area A: Pre-mission Planning.	
Area A-1: Mission briefing(s). Test directors need not conduct briefings, but are to be evaluated on their supervision of mission briefings.	
Q. Ensured mission briefing(s) met AFFTCI 99-105 were clear and concise and IAW AFFTCI 99-105 briefing requirements and were well organized, professional, and presented in a logical sequence that enabled clear understanding of mission objectives and requirements. Ensured all test events and appropriate items from safety package were adequately briefed, including potential problem areas where appropriate.	
Q-. Ensured mission briefing(s) met AFFTC 99-105 briefing requirements.	
U. Failed to ensure mission briefing(s) met AFFTC 99-105 briefing requirements. Allowed mission briefing that did not establish objectives or omitted major test events or safety items	
Area A-2: Control Room Qualifications (Critical).	
Q. Ensured all control room personnel were current and qualified prior to mission execution.	
U. Failed to ensure all control room personnel were current and qualified prior to mission execution.	
Area B: Execution.	
Area B-1: Safety (Critical)	
Q. Aware of and complied with all safety factors required for safe aircraft operation and mission accomplishment. Demonstrated ability to anticipate potentially hazardous situations developing and took appropriate actions to prevent occurrence.	
U. Was not aware of or did not comply with all safety factors required for safe mission accomplishment.	
Area B-2: Judgment (Critical):	
Q. Executed the assigned mission in a timely, efficient manner. Performed duties with a sense of understanding and comprehension.	
U. Decisions or lack thereof resulted in failure to accomplish the assigned mission. Demonstrated poor judgment to the extent that safety would have been compromised.	
Area B-3: Control Room Discipline.	

Q. Demonstrated strict professional discipline throughout all phases of the mission and enforced professional discipline by all control room personnel.

Q-. Only minor deviations in discipline were noted.

U. Failed to exhibit or enforce strict control room discipline. Violated or ignored rules or instructions.

Area B-4: Use of Test Cards/Test Procedures.

Q. Ensured only approved test cards and control room procedures were used during the mission. Approved modifications to mission plan or test procedures prior to execution ensuring that changes were within the scope of technical and safety requirements and promoted mission efficiency.

Q-. Allowed deviations from procedures that prevented efficient mission accomplishment or violated technical requirements but did not compromise mission safety.

U. Failed to use approved test cards and/or procedures or allowed unauthorized deviations from procedures resulting in mission being compromised.

Area B-5: Crew Resource Management.

Q. Promoted effective coordination between all control room and aircrew members. Coordinated effectively with other control room personnel. Effectively used all crewmembers. Gave clear, concise crew instructions.

Q-. Coordinated satisfactorily with other control room personnel. Some instructions were not clear and concise.

U. Allowed poor resource management between team members to influence mission safety or effectiveness. Failed to coordinate with control room personnel. Did not give clear and concise instructions. Failed to utilize resources causing degradation of the mission.

Area B-6: Communication Procedures.

Q. Promoted effective communication between all control room and aircrew members. Radio and intra-control room communications were concise, accurate, timely and effectively used to direct maneuvers or describe the tactical situation.

Q-. 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 communication circuits presented minor distractions. Lack of timely communication presented distractions.

U. Allowed poor communication between team members to influence mission safety or effectiveness. Communications over primary and/or secondary circuits were

inadequate or excessive. Inaccurate or confusing terminology significantly detracted from mutual support, situational awareness, or mission accomplishment.

Area B-7: Knowledge of System Under Test.

Q. Demonstrated thorough knowledge of aircraft systems, limitations, and performance characteristics necessary to perform individual control room duties.

Q-. Knowledge of applicable aircraft systems, limitations, and performance characteristics sufficient to perform the mission safely. Demonstrated deficiencies either in depth of knowledge or comprehension.

U. Demonstrated unsatisfactory knowledge of aircraft systems, limitations, or performance characteristics.

Area B-8: Security (Critical).

Q. Adequate security of mission information and material was maintained throughout test mission.

U. Inadequate security procedures were carried out which would lead to the compromise of mission information and/or material.

Area B-9: Emergency Procedures. Evaluation will be conducted during an actual event or as a simulated event in a control room if practical. If a control room cannot be used, an oral evaluation will be conducted. Evaluate a minimum of two emergencies. Scenarios should be tailored to situations a test director would encounter while performing their specific duties in a control room.

Q. Decisions and actions were appropriate and contributed to the safe and timely resolution of the emergency.

Q-. Decisions were essentially correct with some deviations or omissions.

U. Did not provide appropriate corrective action where necessary. Actions hindered the safe resolution of the emergency.

Area C: Post Mission.

Area C-1: Mission debriefing(s). Test directors need not conduct debriefings, but are to be evaluated on their supervision of the mission debriefings

Q. Ensured mission debriefing(s) were clear and concise and IAW AFFTCI 99-105 briefing requirements.

Q-. Ensured mission debriefing(s) met AFFTC 99-105 briefing requirements.

U. Failed to ensure mission debriefing(s) met AFFTC 99-105 briefing requirements.

Area C-2: Post mission reporting and documentation.

Q. Ensured post mission reporting and documentation was completed correctly and in a timely manner.

Q-. Ensured that post mission reporting and documentation was completed but contained minor errors or was untimely.

U. Failed to ensure completion of post mission reporting and documentation.

Area D: Instructor.

Area D-1: Instructional Ability.

Q. Demonstrated ability to communicate effectively. Provided appropriate corrective guidance when necessary.

Q-. Instruction was essentially correct with some deviations or omissions. Problems in communications or analysis did not degrade effectiveness of instruction.

U. Inability to effectively communicate with the upgradee. Did not provide corrective action where necessary. Did not plan ahead or anticipate upgradee problems.

Area D-2: Training/Instructional Briefing and/or Debriefing.

Q. Briefings were well organized, accurate, and thorough. Reviewed the upgradee's present level of training and defined mission events to be performed. Excellent ability during critique to reconstruct the test mission, offer mission analysis, and provide corrective guidance where appropriate. Completed all training documents timely and in accordance with prescribed directives. Training syllabi reflected actual performance of upgradee relative to standard. Pre-briefed the upgradee's requirements for the next mission.

Q-. Minor errors or omissions in briefing, critique, and/or training documents that did not affect upgrade progress.

U. Briefings were marginal or non-existent. Did not review upgradee's training folder or past performance. Failed to adequately critique upgradee or provide complete mission analysis. Training syllabi grade did not reflect actual performance of upgradee. Comments in training folder were incomplete. Strengths and weaknesses were not identified. Overlooked or omitted major discrepancies. Incomplete pre-briefing of upgradee's training requirements and/or objectives for mission.

Area D-3: Demonstration and Performance

Q. Effectively demonstrated procedures and techniques. Demonstrated thorough knowledge of aircraft systems, procedures, and all applicable publications and regulations.

Q-. Minor discrepancies in the above criteria that did not affect safety or adversely affect upgradee performance.

U. Did not demonstrate correct procedure or technique. Insufficient knowledge about aircraft systems, procedures, and/or proper source material.