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AIR EDUCATION AND TRAINING
COMMAND**



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***Nuclear, Space, Missile, Command and
Control***

***BATTLE MANAGEMENT
STANDARDIZATION AND
EVALUATION PROGRAM***

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This instruction implements policy guidance in DAFPD 13-1, *Command and Control (C2) Enterprise*. This document establishes the 19 AF/A3 Battle Management Standardization and Evaluation (Stan/Eval) Program for all Air Education and Training Command (AETC) battle management systems. It applies to Regular Air Force and Air National Guard (ANG) units gained to AETC. This instruction does not apply to Air Force Reserve Command, United States Space Force or Civil Air Patrol. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended change and questions about this publication to OPR using the DAF Form 847, *Recommendation for Change of Publication*, route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR for coordination prior to certification and approval. ANG units coordinate supplements to this publication with NGB A3/10 before publication and forward one copy to 19 Standardization and Evaluation Division (19 AF/A3V) and NGB A3/10 after publication. The authorities to waive wing or unit level requirements in this publication are identified with a Tier (“T-2, T-3”) number following the compliance statement. Submit requests in accordance with [paragraph 1.5](#) The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This publication is substantially revised and must be reviewed in its entirety. Major changes include realignment of Chapters 1-4 content IAW DAFI 90-160, *Publications and Forms Management*, guidance for MAJCOM publications; added Mission Systems Operator (MSO) evaluation criteria; moved legacy crew positions Air Surveillance Technician (AST), Interface Control Technician (ICT) and Surveillance Technician (ST) to the attachments.

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Chapter 1

PURPOSE

1.1. Introduction.

1.1.1. The overall purpose of the AETC battle management Stan/Eval program is to standardize operations procedures and to provide commanders and operations staffs with meaningful indicators reflecting individual and overall crew effectiveness to perform the unit mission. AETC personnel will use the guidance, procedures, and evaluation criteria in this instruction for conducting all positional evaluations. Stan/Eval Examiners (SEE) will use qualification ratings detailed in this instruction, which are reflective of standard AETC flying training ratings found in AFMAN 11-202, Volume 2, *Aircrew Standardization and Evaluation Program*, as well as AFMAN 13-1GBMC2, Volume 2, *Ground Battle Management Command and Control (GBMC2) Standardization/ Evaluation Program*.

1.1.2. Throughout this instruction Air Force specialty code (AFSC) 13B refers to personnel performing Air Battle Managers (ABM) functions. AFSC 1C5X1D refers to Weapons Directors (WD). All guidance found in this instruction applies to 1C5XX personnel performing the duties of Command and Control Battle Management Operators (C2BMO) to include Weapons Technician (WT), Surveillance Technician (ST), Interface Control Technician (ICT), and Air Surveillance Technician (AST), and Mission Systems Operator (MSO).

1.1.3. For 173 OSS/C2 purposes, references to squadron commander (SQ/CC) will be fulfilled by the 173 OSS/CC; references to director of operations (DO) will be fulfilled by the 173 OSS/C2 OIC. For the 173 OSS/C2, references to operations group will be 19 AF/A3V. All OG/OGV requirements applicable to 337 ACS will be performed by 33 OG OLB/OGV. Point of contact for guidance about information contained in this publication is Mr. Kurt Anders, HQ 19 AF/A3V.

1.2. Objectives. Specific objectives are:

1.2.1. Participate in development, standardization, and revision of operational procedures for system employment.

1.2.2. Coordinate the development of standardized task-oriented criteria, based on unit training mission capabilities.

1.2.3. Assess unit effectiveness and compliance with operational directives and procedures.

1.2.4. Provide a system to assess individual proficiency and capability to accomplish assigned operations duties.

1.3. Transfers.

1.3.1. Upon permanent change of station (PCS), individuals transferring from a unit that did not possess like equipment require an initial qualification (INIT QUAL) or Re-Qualification (RQ) evaluation. Example: AN/TYQ-23A to AN/TYQ-23A, or Tactical Display Framework (TDF) to TDF.

1.3.2. Prior to performing operations duties unsupervised at a new unit, the Chief of Training (COT) will validate satisfactory completion of the unit's local orientation program as directed by the gaining unit Director of Operations (DO). **(T-3)**

1.3.2.1. Individuals will have their existing qualification validated by the final approving officer to perform operations duties at the new unit and documented on a newly prepared AF Form 8, *Certificate of Aircrew Qualification*.

1.3.2.1.1. Transfer the applicable qualification data from the last positional evaluation to the front of the AF Form 8. The Chief of Stan/Eval will adapt the data to AETC standards/requirements. The mission description area of the evaluator's remarks will indicate that this is an AETC validation of the individual's qualification.

1.3.2.1.2. Annotate the date the transfer AF Form 8 is completed in the "Date Completed" block. **Note:** If Training Integration Management System (TIMS) / Graduate Training Integration Management System (GTIMS) will not accept the transfer date without changing the expiration date, the transfer date may be annotated in the Comments Section on the back of the AF Form 8.

1.3.2.1.3. In the ground phase section, use the date the Master Question File (MQF) was completed at the gaining unit; however, use the original positional completion date from the losing unit in the flight phase section.

1.3.2.1.4. The Stan/Eval function may administer a complete or partial positional evaluation to determine qualification, however it is not required.

1.3.2.2. See AETCI 13-101, Volume 1, *Battle Management Training Program*, paragraph 1.4. for time limits concerning requalification.

1.4. Deviations to this Instruction. Units will report all deviations or exceptions without waiver to 19 AF/A3V or NGB/A2/3/6Y (as appropriate).

1.5. Waivers.

1.5.1. Use DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*, for all waiver requests. **(T-2)** Submit waiver requests through the chain of command to the appropriate Tier waiver authority, or alternatively, to the publication OPR for non-tiered compliance items. Submit Tier 2 waiver requests to 19 AF Tasker Workflow via the Task Management Tool (TMT). **(T-2)** For Tier 3 waivers, post approved waivers on the 19 AF Stan/Eval SharePoint site, in the appropriate folder under the unit's wing emblem, within 30 days of approval IAW DAFI 90-160.

1.5.2. The OG/CC of local supplements will approve/disapprove waiver requests to unit supplemental guidance. **(T-3)**

Chapter 2

HIGHER HEADQUARTERS STAN/EVAL FUNCTIONS AND ORGANIZATION ROLES AND RESPONSIBILITIES

2.1. Scope. For the purposes of this instruction, Higher Headquarters (HHQ) includes Headquarters Air Force (HAF), MAJCOM, and Group Stan/Eval functions.

2.2. MAJCOM.

2.2.1. 19AF/A3V will provide overall management of the AETC battle management Stan/Eval program and is primarily responsible for setting guidance and establishing administrative processes.

2.2.2. 19 AF/A3V will:

2.2.2.1. Establish an effective battle management Stan/Eval program.

2.2.2.2. Provide staff coordination on matters that relate to the battle management Stan/Eval program.

2.2.2.3. Approve or disapprove wing, group, and/or squadron supplements to this instruction.

2.2.2.4. Coordinate on matters relating to battle management operations training to ensure they meet training mission requirements.

2.2.2.5. Participate in the development, evaluation, and standardization of battle management operational procedures.

2.2.2.6. Coordinate on syllabi used in conjunction with AETC training courses.

2.2.2.7. When necessary, establish MAJCOM Stan/Eval special interest items (SII) to evaluate during the course of all formal Stan/Eval visits.

2.2.2.8. Review inspection reports for unit compliance with operations and Stan/Eval directives.

2.2.2.9. Conduct staff assistance visits (SAV) as required.

2.2.2.10. Designate offices of collateral responsibility (OCR) to ensure the publication of the MQF.

2.2.2.11. Approve or disapprove waiver requests within 10 days of receipt.

2.2.2.12. Approve or disapprove submitted MQFs within 60 days.

2.2.2.13. As a minimum have the following qualifications:

2.2.2.13.1. Mission crew commander and senior director experience. Experience is defined as combat mission ready (CMR) in any battle management weapon system.

2.2.2.13.2. Air Battle Manager (ABM) experience in two weapon systems. Experience is defined as CMR in at least one system; the second system may be CMR or basic mission capable (BMC) experience.

2.2.2.13.3. Instructor and Stan/Eval experience (from any MAJCOM).

2.2.3. Battle management 19 AF/A3V SEEs will:

2.2.3.1. Monitor the effectiveness of subordinate unit battle management Stan/Eval training and operations programs.

2.2.3.2. Conduct site visits, administer qualification evaluations and SAVs as requested or required to monitor and assist subordinate units in implementing the guidance and procedures prescribed by this instruction.

2.2.3.3. Evaluate personnel qualifications and training mission effectiveness of units aligned or assigned under AETC.

2.2.3.4. Evaluate OG and unit SEEs.

2.2.3.5. Evaluate the effectiveness of the Stan/Eval training and operations personnel for assigned units, using both written and positional evaluations.

2.2.3.6. Supervise development of tests drawn from the MQF.

2.2.3.7. Validate and consolidate unit MQF inputs, at a minimum, annually.

2.2.3.8. Coordinate all Stan/Eval waiver requests and respond in writing for concurrence or disapproval of the waiver request within 10 working days or one Regular Scheduled Drill (RSD) after receipt.

2.2.3.9. Administer Stan/Eval objectivity evaluations to subordinate unit Stan/Eval personnel during formal Stan/Eval visits.

2.2.3.10. Evaluate OG Stan/Eval (OGV) for BMC qualification.

2.2.3.11. Minimum personnel for the battle management Stan/Eval SEE function will be determined by 19 AF/A3V. As a minimum, the function should be manned by AFSCs 13B4B, 13B4C, or 13B4D, and 1C571D. 19 AF/A3V SEE personnel will:

2.2.3.11.1. Be experienced in the applicable system and maintain BMC status in a designated crew position such as battle staff, weapons, or surveillance.

2.2.3.11.2. Be designated by 19 AF/A3V in writing reflecting their current qualifications. SEEs are authorized to maintain dual qualifications.

2.2.3.11.3. Have ABM or Weapons Director (WD) experience (BMC or CMR).

2.2.3.11.4. Have instructor and Stan/Eval experience (from any MAJCOM).

2.2.3.11.5. Be fully certified as a SEE and maintain BMC status in an ABM or WD position (any system).

2.2.3.11.6. Be authorized to maintain multi-system certifications.

2.3. Operations Group (OG).

2.3.1. Each OG will establish a Stan/Eval function to monitor the effectiveness of subordinate battle management units. **Note:** 19 AF/A3V will perform this function for the 173 OSS/C2. Establish the OG Stan/Eval function under the chief, OG/OGV. As a minimum, this function will:

2.3.1.1. Monitor the effectiveness of the unit Stan/Eval program.

- 2.3.1.2. Monitor and assess the unit's operational readiness.
- 2.3.1.3. Evaluate the unit chief of Stan/Eval.
- 2.3.1.4. Augment the squadron for qualification evaluations as needed.
- 2.3.1.5. Conduct supplementary evaluations as required by the OG commander.
- 2.3.1.6. Forward unit requests for waivers to this instruction through the OG commander to the MAJCOM for coordination. 19 AF/A3V will send a copy of all approved waivers to NGB/A2/3/6Y, as required, for file. Units will file a copy of approved written waivers to this volume according to AFI 33-360.
- 2.3.1.7. Conduct SAVs as requested from the unit and coordinated through the Gatekeeper.
- 2.3.1.8. Review the positional aids including positional checklists and quick reference guides.
- 2.3.1.9. Review positional evaluation guides.
- 2.3.1.10. Coordinate and forward unit supplement to 19 AF/A3V.
- 2.3.1.11. Forward recommendations for changes, deletion, and additions to MQFs as submitted from the unit.
- 2.3.1.12. Review and forward unit trend analysis to 19 AF/A3V.
 - 2.3.1.12.1. Consolidate unit trend analysis report for OG Stan/Eval review board.
 - 2.3.1.12.2. Make specific recommendations for corrective actions as needed and assign an OPR/ OCR.
 - 2.3.1.12.3. Maintain trend data in accordance with records disposition schedule outlined in AFI 33-322.
- 2.3.1.13. Develop local unit SIIs as necessary and forward to 19 AF/A3V.
- 2.3.1.14. Act as liaison or intermediary to 19 AF/A3V and squadron Stan/Eval function.
- 2.3.1.15. Emphasize unit standardization. Ensure standardization among squadrons and squadron-assigned examiners.
- 2.3.1.16. Establish procedures for review and quality control of AF Form 8s.
- 2.3.1.17. Establish procedures to maintain and review unit flight evaluation folders (FEF). Document these procedures in Group supplements to this instruction. Maintain FEFs of assigned personnel, if applicable.
- 2.3.1.18. Establish unit supplementary evaluation program and goals.
- 2.3.1.19. Conduct Stan/Eval Boards (SEB).
 - 2.3.1.19.1. May publish SEB guidance for their respective subordinate units.
 - 2.3.1.19.2. At a minimum, SEBs are to be held in January and Jul. Any deviations are to be coordinated with 19 AF/A3V. SEB minutes will be kept on file until the next Unit Effectiveness Inspection (UEI).

- 2.3.1.19.3. Report the disposition of all open UEI and Stan/Eval findings in the SEB minutes, until closed. Additionally, include closed findings that have not been reported closed to HHQ. Where applicable, include status (Open or Closed), OPR, actions taken/needed to close, date closed or projected to close.
- 2.3.1.19.4. Send a copy of the SEB minutes to 19 AF/A3V and upload to 19 AF SharePoint.
- 2.3.1.20. Establish, monitor, and maintain quality control of the unit Operations Information File (OIF) program.
- 2.3.1.21. Process DAF Form 847s IAW AFI 11-215, *Flight Manuals Program*, and forward DAF Form 847s through command channels.
- 2.3.2. The OG commander determines the minimum number of personnel for the OG/OGV battle management function. **Exception:** 173 OSS/C2. However, the function should at least be manned by AFSCs 13B3C/D/M, 1C571, and 1C571D. OG/OGV personnel will:
- 2.3.2.1. Have ABM, WD, Mission System Operator (MSO), Surveillance Technician (ST), Air Surveillance Technician (AST), Interface Control Technician (ICT) experience (BMC or CMR).
- 2.3.2.2. Have instructor and Stan/Eval experience (from any MAJCOM).
- 2.3.2.3. Be qualified as a SEE and maintain BMC (any system) in their specialty (ABM, WD, MSO, ST, AST, ICT, or WT).
- 2.3.2.4. Be authorized to maintain multi-system certifications such as Modular Control System (MCS) and Battlefield Control System (BCS-T).
- 2.3.2.5. Be designated in writing reflecting an individual's current qualifications.
- 2.3.3. The Group/CC designates additional SEEs or examiners not assigned to Stan/Eval when necessary to meet unit requirements. Notify 19 AF/A3V by documenting additional examiners in the SEB minutes.
- 2.3.4. The Group/CC designates Stan/Eval Liaison Officers (SELO) in writing to assist group examiners in administrative Stan/Eval duties.
- 2.3.5. At the discretion of the Group/CC, group, and squadron Stan/Eval programs may be combined.
- 2.4. HHQ Visits.** HHQ staffs may perform site visits to units at any time during the UEI Cycle to include the UEI Capstone event. All HHQ visits will be coordinated and scheduled with the MAJCOM Gatekeeper IAW AFI 90-201, *The Air Force Inspection System*. The purpose of HHQ visits will be to validate and verify program compliance processes, perform inspections, perform check-rides, provide feedback and cross feed to the units, exchange information, and provide orientation.
- 2.4.1. Support to Units. 19 AF/A3V will support their assigned units with any the following tools, as appropriate, for the unit and as resources permit.
- 2.4.1.1. Provide guidance and training on implementation of inspection programs as well as self-monitoring via formal and informal communications.

2.4.1.2. Augment the Wing Inspection Team in support of the Commander's Inspection Program IAW AFI 90-201 (as available). The goal should be for the unit to conduct a thorough self-inspection with instruction/guidance from HHQ evaluators. The desired outcome is a plan for correcting identified deficiencies with milestones for completion. Programmatic deficiencies will be documented in the Inspector General Evaluation Management System (IGEMS).

2.4.1.3. Verify the Chief of Stan/Eval, SEEs, instructors, and unit programs are IAW AFI and AETCI provisions.

2.4.1.4. Staff Assistance Visits (SAV) provide another avenue for HHQ to provide training and assistance to the unit. A SAV can only be requested by the Unit CC and coordinated with the Inspector General (IG) Gatekeeper. The Unit CC defines the scope and focus of a SAV.

2.4.2. MAJCOM Flight Examiner Checkrides. 19 AF/A3V SEEs will be strong supporters of each OG/CC's Checkrides program, including both no-notice and periodic checkrides given by 19 AF/A3V FEs. This is a supportive effort with the OG. 19 AF/A3V determines the final number of evaluations, distribution of evaluations, and mix of evaluation types.

2.4.2.1. 19 AF/A3V will not restrict, but will attempt to refrain from, Capstone checkrides unless for-cause or requested. 19 AF/A3V's Checkride Objectives include:

2.4.2.1.1. When resources and scheduling permit, evaluations will include objectivity evaluations for Group examiners as well as a sampling of other experience levels. All available squadron examiners will be eligible to receive an Objectivity Evaluation.

2.4.2.1.2. Evaluations will contain a mix of evaluations, with a sample of mission types and mission crew experience levels, and crew positions.

2.4.2.1.3. Previous evaluation performance will not be the only criteria for evaluations.

2.4.2.1.4. Crewmembers maintaining multiple qualifications may be evaluated in any of the qualifications they currently hold.

2.4.3. Inspections. HHQ Stan/Eval is responsible for supporting the units with guidance, training, and supporting the WIT as the functional expert. Evaluators designated by 19 AF/A3V will inspect Stan/Eval programs during the UEI-Cycle. Areas not inspected during the UEI-Cycle will be reported in the 19 AF/A3V 60-day recap and inspected during the Capstone Event. AETC/IG will coordinate with 19 AF/A3V for manpower to inspect Stan/Eval programs during the UEI-Capstone Event.

2.4.3.1. 19 AF/A3V will support AETC/IG as Stan/Eval functional experts IAW AFI 90-201. The health and effectiveness of the unit is the shared responsibility of the IG and the Stan/Eval Functional Area Managers (FAM) deputized to assist in the UEI process.

2.4.3.2. Reporting. All inspection results will be reported to 19 AF/A3V and captured in the IGEMS. If the wing is unable to document locally, 19 AF/A3V will document in the most appropriate quarterly IGEMS report.

2.4.3.3. 19 AF/A3V FAMs will, when able, provide support for small team visits, throughout the UEI cycle.

2.4.3.4. 19 AF/A3V FAMs may provide support for the UEI Capstone Visit. The augmentation manning and inspection strategy for the Capstone will be finalized no less than 60 days prior to the visit through the respective 19 AF/A3V 60-day recap memo.

2.4.4. Testing. As part of the UEI cycle, BMC crewmembers will be administered a closed book written examination. Testing is a mandatory inspection item IAW AFI 90-201, Attachment 3. Use the guidelines below to develop general knowledge tests and issue testing procedures. OGVs will use the guidelines below to administer/proctor MQF testing.

2.4.4.1. Test Development.

2.4.4.1.1. Tests will be developed from the units' Master Question Files.

2.4.4.1.2. 50 total multiple-choice questions.

2.4.4.1.3. Make two versions (A & B) of each test. To the maximum extent possible, 19 AF/A3V will test in 2 separate sessions in order to accommodate flying schedules and ensure maximum participation. As a guide, separate test versions should differ by at least 25%.

2.4.4.1.4. OGV will: **(T-3)**

2.4.4.1.4.1. Make a test answer key for each version of the test.

2.4.4.1.4.2. Make a copy of the test itself with the answers in bold print.

2.4.4.1.4.3. Provide an AETC Form 26, *Standard Answer Sheet*, with the multiple-choice answers punched out to use to physically grade the paper answer sheets turned in after testing.

2.4.4.1.4.4. Print enough copies of the MQF tests and blank AETC Form 26 answer sheets.

2.4.4.2. Test Administration Responsibilities and Procedures.

2.4.4.2.1. Scheduling. At least 60 days prior to the UEI Capstone, 19 AF/A3V is responsible to provide both versions of the MQF test to unit OGV. OGVs determine the date, time, and location for administering the MQF tests to aircrew. OGVs may schedule multiple testing sessions to accommodate varying aircrew flying schedules. OGV members are trusted agents for the purpose of administering MQF testing and are not expected to test.

2.4.4.2.2. Desired Sample Size. 100% of available assigned and attached aircrew (including total force integrated aircrew) on the unit's Letter of Xs.

2.4.4.2.3. Alibis. SQ/CCs (or designated rep) may excuse or delay testing for anyone they feel should not test (e.g., DNIF, family issues, crew rest, etc.). 19 AF/A3V will not police or critique alibis; units do not report the actual number tested.

2.4.4.2.4. Proctoring the Test. OGVs will proctor all aircrew MQF testing.

2.4.4.3. Grading Procedures. An 85% score is passing for the MQF testing. If a trend (missed by 20% of test takers) identifies as a "bad" question, OGV may remove the question. Notify 19 AF/A3V of all trends and "bad" questions.

2.4.4.4. Failures. If an individual test failure or boldface failure is discovered, notify the SQ/CC of the unit the individual flies with. OGV will not administer retests for testing/boldface failures. SQ/CCs will determine the appropriate course of action. **(T-3)**

2.4.4.5. Reporting Results. 19 AF/A3V is responsible to document MQF testing results in the FAM's quarterly IGEMS report (not in the Capstone Event IGEMS report).

Chapter 3

UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION

3.1. Squadron Commander Responsibilities.

- 3.1.1. Establish and support Stan/Eval function within the organization to perform the duties in this instruction.
- 3.1.2. Designate and certify squadron examiners. **(T-3)**
- 3.1.3. Provide a suitable facility to accommodate the Stan/Eval function.
- 3.1.4. Provide a suitable Stan/Eval testing facility that provides a quiet and distractions-free atmosphere and allows easy monitoring of examinees by Stan/Eval personnel.
- 3.1.5. The chief of Stan/Eval will report directly to, and be rated by, the unit commander. **(T-3)**
- 3.1.6. Direct positional/written evaluations as required to maintain a quality force. **(T-3)**
- 3.1.7. During formal visits:
 - 3.1.7.1. Make operations personnel available for testing according to [Chapter 2](#).
 - 3.1.7.2. Give priority to formal visit testing and evaluations.

3.2. Squadron Stan/Eval Organization. **(T-3)**

- 3.2.1. Squadrons will establish a Stan/Eval function under the squadron commander.
- 3.2.2. The chief/superintendent of Stan/Eval will:
 - 3.2.2.1. Be an experienced 13BXX or 1C571/D, at a minimum.
 - 3.2.2.2. Be BMC.
 - 3.2.2.3. Be live positional instructor qualified with no restrictions. **Exception:** 173 OSS/C2.
 - 3.2.2.4. Have previous instructor and/or Stan/Eval experience (1-year in unit experience also meets this requirement).
 - 3.2.2.5. Be certified as a SEE.

3.3. Squadron Chief of Stan/Eval Responsibilities.

- 3.3.1. Administer qualification evaluations.
- 3.3.2. Monitor the objectivity of unit SEEs.
- 3.3.3. Establish procedures for review and quality control of AF Form 8 prior to submission to the reviewing and certifying officials.
- 3.3.4. Ensures written exams are administered.
- 3.3.5. Review applicable operations publications and directives, and recommend changes as required

3.3.6. Develop and maintain all positional aids used in daily operations. Unit developed checklists derived from publications in the AF Technical Order System will not be used in lieu of technical order checklists unless approved by MAJCOM Stan/Eval. When approved, as a minimum, these checklists will contain all items (verbatim and in order) as those listed in the applicable checklists. These checklists will reflect the same change number, change date, and supplement numbers as the technical order checklist for configuration control.

3.3.7. Develop a trend analysis program that identifies operational or training factors that positively or adversely affect training. Make specific recommendations for corrective actions as needed. **Exception:** 173 OSS/C2.

3.3.8. Establish a program to ensure training of SEEs in unit and MAJCOM Stan/Eval procedures prior to performing examiner duties.

3.3.9. Coordinate with the DO to:

3.3.9.1. Make operations personnel available for testing.

3.3.9.2. Be available for an evaluation conducted according to published procedures.

3.3.10. Prepare a unit supplement to this instruction outlining the unit program and local procedures (as applicable, supplements are not mandatory).

3.3.11. Establish, oversee, and maintain Squadron program to ensure the Operations Information File (OIF) is aligned with AETCI 13-101, Volume 3, *Battle Management Operations*, and OG/OGV direction and oversight.

3.4. Trend Analysis Program. Each unit will establish a trend analysis program to track positive and negative trends identified during evaluations of unit personnel. **Exception:** 173 OSS/C2. At a minimum, the program will cover:

3.4.1. Evaluations.

3.4.2. Written testing.

Chapter 4

EXAMINERS

4.1. Stan/Eval Examiners (SEE).

4.1.1. General. SEEs may administer positional evaluations in their position and as follows:

4.1.1.1. ABM examiners may evaluate WDs and WTs.

4.1.1.2. WD examiners may evaluate ABMs control portion only, and WTs.

4.1.1.3. AST examiners may evaluate ICTs, STs and MSOs.

4.1.1.4. ICT examiners may evaluate MSOs and ASTs on link specific tasks.

4.1.1.5. MSO examiners may evaluate ICTs and STs.

4.1.2. Authorized Categories of SEEs: Permanent and Additional Duty.

4.1.2.1. Permanent SEEs work in the Stan/Eval function full time and are supervised by the Chief of Stan/Eval or the senior examiner for the respective position or branch. Permanent SEEs may be either assigned or attached to the organization.

4.1.2.1.1. Permanently assigned SEEs are those authorized by this instruction and assigned to the unit at which they perform examiner duties.

4.1.2.1.2. Permanently attached SEEs are those assigned to another unit and attached to the Stan/Eval function of the organization when duty is performed.

4.1.2.2. Additional duty SEEs have primary duties outside the Stan/Eval function.

4.1.2.2.1. The Chief of Stan/Eval or senior examiner may or may not directly supervise additional duty SEEs, but they will function under the control of the chief of Stan/Eval when performing Stan/Eval duties.

4.1.2.2.2. Instructors designated as additional duty SEEs will not evaluate students whom they have regularly instructed. **(T-3)** Unit CCs will define what constitutes “regular instruction” so unit SEEs can maintain objectivity for evaluations.

4.1.3. Number of SEEs:

4.1.3.1. Units are required to maintain one qualified SEE in every mission design series (MDS) and duty position held in the squadron (does not include squadron certifications). An examiner who is multi-qualified may be used to evaluate more than one position.

4.1.3.2. The squadron commander will determine the number of additional permanent SEEs. **(T-3)** Address this determination in the unit supplement (or memorandum if no supplement) to this instruction.

4.1.3.3. Squadron commanders will designate additional SEEs in writing. **(T-3)** The number of additional duty SEEs will be kept to the minimum required.

4.2. SEE Guidance.

4.2.1. Individuals selected for SEE duties will also be instructors in the position which they evaluate.

4.2.2. Do not use permanent SEEs as primary Initial Qualification Training (IQT) instructors on a continuing basis. Where manning shortages or instructor availability requires SEE usage, take care to ensure that the SEE administering the majority of training does not administer the qualification evaluation.

4.2.3. The OG/OGV should receive recurring qualification evaluations from 19 AF/A3V. However, if 19 AF/A3V is unable to visit the unit during the eligibility period or does not maintain the required qualification, the evaluation may be given by an OG SEE or squadron SEE. All other squadron SEEs will normally receive their recurring qualification evaluations from OG/OGV or squadron Chief of Stan/Eval.

4.2.4. Individuals nominated as permanent or additional duty SEEs will demonstrate a thorough knowledge of the AETC Stan/Eval program and applicable instructions prior to SEE certification.

4.2.5. The SEE shares the responsibility for safe mission conduct with the individual being evaluated. Whenever a SEE observes a breach of safety or discipline or an unsafe situation develops during the evaluation, the SEE will take immediate corrective action to ensure mission safety. The SEE will thoroughly debrief the individual involved, their immediate supervisor, and the DO/CC.

Chapter 5

EVALUATIONS

5.1. General. This chapter establishes procedures for conducting battle management qualification evaluations. Not only are the majority of AETC personnel qualified in a specific MDS and crew position, but they are also qualified as FTU Positional Instructors (PI).

5.1.1. Basic Qualification (BQ) Overview - BQ is a status gained through evaluations that are conducted to ensure an individual is proficient in performing operations duties unsupervised on a specific system and duty position in a live flying environment. The individual has successfully completed IQT and an INIT QUAL. The methods for determining the examinee's level of job knowledge and proficiency for BQ are academic testing and positional evaluation.

5.1.1.1. To successfully complete a BQ evaluation, the examinee must demonstrate to the SEE the knowledge and ability to do assigned functions safely and effectively.

5.1.1.2. All areas of evaluations used to determine BQ status may be conducted off- station at any AETC battle management unit. SEEs will make the determination if further evaluation is required once back on home station.

5.1.2. Basic Mission Capable (BMC). BMC refers to the mission status of an individual, who has satisfactorily completed IQT and Battle Management Instructor Training (BMIT), but does not maintain CMR status. BMC crewmembers do not maintain CMR status due to duty assignment or other reasons as determined by the appropriate authority.

5.1.2.1. Individuals will accomplish training requirements according to AETCI 13-101V1 and complete an evaluation as detailed in this publication prior to performing operational duties in a live environment unsupervised. **Exception:** 173 OSS personnel do not instruct FTU students and are not required to accomplish BMIT unless instructing IQT; they are considered BMC after successfully completing their INIT QUAL.

5.1.2.2. All BQ personnel must successfully complete the recurring QUAL evaluation to maintain BQ status. Recurring qualification evaluations for BMC personnel consist of a BQ positional evaluation, instructor evaluation as applicable, and a written examination.

5.1.3. Types of Evaluations. The battle management Stan/Eval program utilizes two different types of evaluations to ensure qualification of personnel and standardization of operations: Qualification Evaluations and Supplemental Evaluations.

5.1.3.1. Qualification evaluations are administered periodically and documented on the AF Form 8 IAW **Chapter 6** of this instruction to ensure individual qualification.

5.1.3.2. Supplementary evaluations are unstructured tools to be used by the commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems. **Note:** Unstructured means the evaluations are not periodic, do not have an expiration date, and do not cover standard areas.

5.1.4. Multiple Qualifications. Multiple qualification guidance applies to crewmembers who maintain qualification in two or more mission crew positions in an MDS. Units have the option of combining positional evaluations for different crew positions if feasible, however the AF Form 8 must reflect both position qualifications.

5.2. Categories of Qualification Evaluations.

5.2.1. Qualification (QUAL). The QUAL is an academic and positional evaluation required for an individual to maintain BQ status.

5.2.1.1. The written examination and positional evaluation may be given in any order. The written examination may be administered anytime during the eligibility window; however, it must be administered NLT 30 days after the first positional event is completed but prior to the end of the eligibility window.

5.2.1.2. The positional evaluation is complete when all applicable tasks in this publication are accomplished to include additional training (AT).

5.2.1.3. Successful completion establishes a new expiration date and eligibility period.

5.2.1.4. Failure to complete a QUAL evaluation within 30 days of the first positional event will result in the examinee re-accomplishing all positional portions of the evaluation.

5.2.2. FTU Positional Instructor (INSTR). All individuals designated as AETC FTU PIs must complete initial and recurring instructional capability evaluations (INSTR). The evaluations will assess their judgment, technical knowledge, instructor ability (including error analysis of student activity), and use of grading documents. This qualification, and its requirements, is not to be confused with AETC's Academic Instructor (AI) qualification, which is used to designate FTU academic platform instructors. Complete an AF Form 8 for all INSTR evaluations IAW procedures in [Chapter 6](#).

5.2.2.1. INSTR Evaluation Procedures. After completion of the appropriate BMIT syllabus track(s), SEEs will perform an initial (INIT) INSTR evaluation on PIs in an area representative of their instructor duties. All INSTR evaluations will be accomplished on actual instructional missions whenever possible. The instructional mission should utilize students that are reflective of the instructor's normal duties (e.g., international students for BCS-I PIs, USAF students for BCS-T PIs). Subsequently, evaluate personnel designated as PIs on their ability to instruct in conjunction with recurring QUAL evaluations. If BMC, the INSTR will be given concurrently with the QUAL **Note:** The QUAL portion of the evaluation will be given prior to the INSTR portion. If not BMC qualified, the individual will still require an INSTR evaluation. SEEs may require the examinee to present verbal explanations of equipment operations, procedures, and techniques pertinent to the examinee's crew position and PI responsibilities. **Note:** Individuals (MAJCOM excluded) who are multi-system certified may be evaluated on both systems during their recurring evaluations. Example- the QUAL portion of their evaluation on one system and the INSTR evaluation on the second system.

5.2.2.2. All areas of INSTR evaluations may be conducted off-station at any AETC battle management unit. SEEs will make the determination if further evaluation is required once back on home station.

5.2.3. SPOT Evaluation. A SPOT evaluation is an evaluation other than one used to satisfy the requirements of a periodic evaluation and or an initial/requalification instructor evaluation. It requires AF Form 8, *Certificate of Aircrew Qualification*/AF Form 8A, *Certificate of Universal Aircrew Qualification*, documentation.

5.2.3.1. Positional evaluations conducted during formal inspections will normally be SPOT evaluations.

5.2.3.2. SPOT evaluations are normally limited in scope. They may consist of positional evaluation and/or written examination.

5.2.3.3. The positional evaluation may cover any task or combination of tasks contained in the applicable positional criteria. In addition to the tasks scheduled, the SEE will evaluate and rate each task performed by the examinee during the SPOT evaluation.

5.2.3.4. SPOT evaluations may be conducted without notice.

5.2.3.5. SPOT evaluations are assigned overall qualification ratings and area grades just as any other recurring evaluation using the levels detailed in this publication.

5.2.3.6. An area grade of U in a critical area will result in an overall grade of Q3. Downgrade crewmember to UQ and administer a complete RQ QUAL.

5.2.3.7. An area grade of U in a non-critical area only requires RQ SPOT in the failed area. However, depending on the extent of the lack of proficiency identified in the SPOT evaluation and SEE recommendation, the CC may direct a complete RQ QUAL, consisting of both the written examination and the positional evaluation. Successful completion establishes a new expiration date and eligibility period based on the month in which the RQ QUAL was completed.

5.2.3.8. If the entire SPOT eval only consists of one non-critical area and the individual receives a U, the overall grade is a Q3, however, the individual is NOT downgraded to UQ.

5.2.3.8.1. Annotate the AF Form 8 to reflect restrictions as appropriate based on the area that has been graded as unqualified (e.g., an instructor WD cannot instruct students until an RQ SPOT is done that covers the area previously graded as Q3).

5.2.3.9. After a SPOT evaluation is conducted, unless the SPOT eval covers all the required areas and no additional evaluation is needed (e.g., formal HHQ Stan/Eval visits), the CC may direct the SEE to complete any additional events to meet the criteria necessary for use as a QUAL evaluation. This will establish a new eligibility zone and expiration date. If this option is used, document the circumstances in the Additional Comments section of the AF Form 8. **(T-3)**

5.2.3.10. If a complete positional evaluation conducted outside the eligibility period is to be used to update an individual's Expiration Date of Qualification, complete all requirements, both positional and academic, within 30 days (2 RSDs). If not completed within 30 days, only a SPOT evaluation can be awarded for either the written or positional (whichever was completed).

5.2.3.11. HHQ appointed examiners can administer SPOT checks at any time, in any MDS.

5.2.4. SEE Objectivity Evaluations. Stan/Eval examiner is not a qualification, it is a certification. A SEE administers an objectivity evaluation to determine whether another SEE is certified to administer a qualification evaluation. Observations, analysis, and other substantial actions are directed primarily at the SEE conducting the evaluation and will not interfere with or affect the individual on position except for flight safety issues.

5.2.4.1. Objectivity evaluations are not a recurring requirement and as such will be graded on a 1 or 3 rating level when given.

5.2.4.1.1. A qualified rating (Q1) indicates that the observed SEE complied with HHQ and local Stan/Eval directives, properly briefed and debriefed the examinee, correctly identified discrepancies, awarded the correct area and overall rating, properly documented the evaluation, and if required, recommended appropriate AT.

5.2.4.1.2. An unqualified rating (Q3) is given when the observed SEE fails to satisfy the requirements of a Q1. If a Q3 is given, then the SEE administering the objectivity evaluation becomes the evaluator of record for the individual receiving the qualification evaluation.

5.2.4.1.3. An overall Q3 grade must be given if any task area is rated U.

5.2.4.2. 19 AF/A3V battle management SEEs maintaining a BMC status may perform an objectivity evaluation on any battle management SEE (regardless of position). Unit chiefs of Stan/Eval (or designated representative) will conduct objectivity evaluations on all assigned SEEs.

5.2.4.3. A SEE objectivity evaluation does not fulfill the requirements of a qualification evaluation.

5.2.4.4. Document the SEE objectivity evaluation on AF Form 8 IAW **Chapter 5. (T-3)**

5.2.4.5. AF Form 8 will be reviewed, approved, and filed in the examinee's evaluation folder (EF).

5.2.4.6. Commanders, 19 AF/A3V SEEs and unit chiefs of Stan/Eval are not authorized to change or to direct a change of rating (area or overall) on AF Form 8 completed by a unit SEE unless a valid administrative error was made.

5.3. Prefixes.

5.3.1. INIT. The INIT is the first positional and written evaluation given to determine an individual's qualification status whether crew position or instructor (e.g., INIT QUAL or INIT INSTR).

5.3.1.1. Complete this evaluation within 30 days (2 RSDs) after the unit COT has certified an individual's training is complete. 30 Days (2 RSDs) time limit for completion does not include additional training (AT).

5.3.1.2. INIT QUALs may be given by any SEE; they are not restricted to CCV duties.

5.3.1.2.1. INIT QUAL written examinations will be successfully completed before beginning the positional evaluation. **(T-3)**

5.3.1.2.2. The positional evaluation is complete when all applicable tasks defined in this publication are accomplished to include AT.

5.3.1.2.3. Both the written examination and positional evaluation will be conducted with prior notice.

5.3.1.2.4. CCV will notify the COT, DO, and CC of any failure of INIT QUAL written exams. Do not schedule the individual for a reexamination for a minimum of 24 hours

to allow time for additional study. **(T-3)** Failure of the reexamination results in an overall rating of “Q3” for the evaluation.

5.3.1.2.5. Failure of the positional evaluation requires individual to be returned to training for additional training according to AETCI 13-101V1. The individual must accomplish the entire positional portion of the INIT QUAL once released to Stan/Eval.

5.3.1.2.6. Consecutive failures of an INIT QUAL require individual be returned to training and referral to squadron commander for administrative action according to AFMAN 11-402, *Aviation and Parachutist Service*, or AFMAN 36-2100, *Military Utilization and Classification*.

5.3.1.2.7. Designate individuals who successfully complete INIT QUAL as **BQ**.

5.3.1.2.8. Successful completion of INIT QUAL establishes an expiration date and eligibility period.

5.3.1.2.9. Enter them into CT and add to the Letter of Xs. **Exception:** 173 OSS/C2.

5.3.1.3. Individuals who successfully complete INIT INSTR are then considered as AETC FTU PIs. If applicable, they also are designated as BMC (i.e., they have BQ status and are AETC FTU PIs).

5.3.1.3.1. Successful completion of INIT INSTR establishes an expiration date and eligibility period.

5.3.2. Re-qualification Evaluations (RQ).

5.3.2.1. RQ evaluations are prior-notice evaluations used to remedy a loss of qualification due to:

5.3.2.1.1. Expiration of a required periodic evaluation.

5.3.2.1.2. Individuals who have been unqualified in their MDS.

5.3.2.1.3. Crewmembers that have become unqualified due to loss of currency.

5.3.2.1.4. Commander-directed Downgrade.

5.3.2.1.5. Failed periodic or SPOT evaluation.

5.3.2.1.6. Failed SPOT evaluation covering any critical area. **Note:** Sometimes referred to as a re-check.

5.3.3. No-Notice (N/N).

5.3.3.1. The no-notice evaluation program provides commanders a sampling of daily operations performance and an assessment of unit training effectiveness.

5.3.3.2. A no-notice evaluation is one where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission. The beginning of normal preparation for a mission will be determined by the examiner and defined in supplements to this instruction. The intent is to preclude extraordinary preparation for the mission.

5.3.3.3. An examinee may utilize a no-notice evaluation to update a QUAL evaluation expiration date provided all requirements for the evaluation are completed within the appropriate time periods and the unit commander concurs. If all requirements were not

completed on the first simulation or live fly event, subsequent simulation or live fly events are authorized to complete all required areas.

5.3.3.3.1. If the examinee chooses to utilize an N/N SPOT to update his/her QUAL, document the evaluation as an N/N QUAL.

5.3.3.3.2. If the examinee elects not to update a QUAL evaluation expiration date, the evaluation will be documented as a N/N SPOT evaluation.

5.3.3.4. Distribute no-notice evaluations proportionately among crew positions.

5.3.3.5. Do not conduct INIT QUALs, INIT INSTRs, and RQ QUALs as no-notice.

5.4. Combined Qualification Evaluations. To promote efficient use of unit resources, accomplish evaluations concurrently, whenever practical. If combined, include the designation of each evaluation in the Flight Phase section of the AF Form 8 (e.g., QUAL/INSTR).

5.5. Cross-Command Evaluations. AETC may augment or use augmentees from other MAJCOMs to support or conduct cross-command Stan/Eval program reviews, inspections, and evaluations with concurrence of all the MAJCOM Stan/Eval organizations involved. Augmentees will use the criteria of the MAJCOM they are augmenting.

5.5.1. 19 AF/A3V is the approval authority for cross-command evaluations and examiner augmentees within AETC.

5.5.1.1. Processing of cross-command evaluation requests are accomplished as follows:

5.5.1.1.1. Units outside of AETC identifying a need for a cross-command evaluation must coordinate through their chain of command to their MAJCOM OPR.

5.5.1.1.2. Requests must come from commanders of the affected unit through the command chain up to the requesting unit's MAJCOM Stan/Eval.

5.5.1.1.3. The requesting unit's MAJCOM Stan/Eval coordinates approval of the evaluation with 19 AF/A3V and forwards the approval to the requesting unit.

5.5.1.2. Cross-command evaluation requests may be sent via email or memorandum and include the following:

5.5.1.2.1. Reference and text of the specific requirement for which the commander is requesting an evaluation.

5.5.1.2.2. Rationale.

5.5.1.2.2.1. Explain why the evaluation cannot be accomplished within the unit's command.

5.5.1.2.2.2. Unit cannot comply with the requirement due to a lack of resources (e.g., trainers, evaluators, equipment, or evaluation scenarios).

5.5.1.2.3. Recommended unit to conduct the evaluation and any pre-coordination between units.

5.5.1.2.4. Impact if request is disapproved.

5.5.1.3. Approved requests will be filed within the individual's FEF and incorporated on the AF Form 8.

5.6. Grading System.

5.6.1. A two-step grading system is used to evaluate and document crewmember performance.

5.6.1.1. Step one, individual grades are assigned to each evaluation requisite to include the grading of performance areas/subareas of crew performance against established evaluation criteria. Performance resulting in a less than fully qualified must be documented.

5.6.1.2. Step two, an overall qualification level is assigned based on a compilation of all individual requisite grades.

5.6.2. Performance Areas/Subareas.

5.6.2.1. A three-level grading system is established for individual areas as specified in the appropriate grading criteria of this publication. **Note:** Areas identified as critical will only be graded Q or U. The grading system is as follows:

5.6.2.1.1. **Q.** This grade is the desired level of qualification. To receive this grade, the examinee must have demonstrated a satisfactory knowledge of all required information, performed duties within tolerances prescribed by this publication, and accomplished the assigned mission.

5.6.2.1.2. **Q-.** This grade indicates the examinee is qualified to perform the assigned tasks, but requires debriefing or AT as determined by the SEE. Deviations from standards did not jeopardize mission accomplishment. The SEE must annotate any discrepancies on AF Form 8 as “debriefed” or in sufficient detail to allow the examinee's AT to be focused on specific learning objectives. **(T-3)**

5.6.2.1.3. **U.** This grade is assigned for any performance outside allowable parameters or deviations from prescribed procedures that compromise mission accomplishment. AT is normally required, and the SEE must annotate the AF Form 8 in sufficient detail to allow the examinee's AT to be focused on specific learning objectives. In some cases, it is not necessary to require AT, especially if the assignment of such action will not constructively improve the examinee's performance. In such a case, annotate the AF Form 8 as “debriefed”. **(T-3)**

5.6.2.2. Remedial Action. All grades of “Q-” or less requires remedial action that includes either debriefing discrepancies, and/or assignment of additional training.

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

5.6.2.2.2. Additional Training (AT). Any training recommended by an examiner to remedy deficiencies identified during an evaluation that debrief cannot adequately cover.

5.6.2.2.2.1. Units will outline procedures for ensuring additional training is accomplished in the unit supplement.

5.6.2.2.2.2. SEEs may recommend AT for non-critical areas rated Q-, or they may

choose to only debrief (see [paragraph 5.6.2.1.2](#)).

5.6.2.2.2.3. SEEs will normally recommend AT for non-critical areas rated U. However, it is not required for non-critical areas if the assignment of such action will not constructively improve the examinee's performance. In such cases, corrective action by the SEE must include a thorough debrief of the examinee. The SEE will enter the word "debriefed" in the discrepancies paragraph of the "Examiner's Remarks" on AF Form 8. **(T-3)** This authority must be judiciously exercised.

5.6.2.2.2.4. For all areas that have AT assigned, SEEs will debrief the examinee's supervisor, COT, CC, and DO. For non-permanent party (i.e., 607 ACS IQT students), only COT, CC, and DO are required.

5.6.2.2.2.5. AT may include self-study, academic instruction, and use of a live or virtual event.

5.6.2.2.2.6. To complete additional training, the examinee must demonstrate attainment of satisfactory knowledge or proficiency. **(T-3)**.

5.6.2.2.2.7. Additional training identified during an evaluation must be completed within 30 days (2 RSDs) from the completion of the last flight phase portion of the evaluation. **(T-3)**.

5.6.2.2.2.7.1. If a crewmember exceeds the allotted time for completion of AT, the unit commander will review the situation and direct appropriate action. Document the circumstances with a Memorandum for Record (MFR) to be included in the AF Form 8. **(T-3)**.

5.6.2.2.2.7.2. Additional training must include demonstration of satisfactory knowledge or proficiency to flight examiner, supervisor, or instructor (as stipulated in the Additional Training description) to qualify as completed.

5.6.2.2.2.7.3. If a crewmember fails to complete assigned additional training, the OG/CC will review the situation and determine whether more additional training should be assigned or AFMAN 11-402 or AFMAN 36-2100 action is initiated.

5.6.2.2.2.8. Once AT is complete, it is documented in Section 2 of the AF Form 8. AT requirements are outlined in paragraph C, Recommended Additional Training, under Examiner's Remarks in the AF Form 8 Comments section.

5.6.2.2.2.9. The instructor who completed the AT will notify the COT or NCOIC (if COT is not available). **(T-3)**. The COT or NCOIC (if COT is not available) will sign as the Certifying Official under Additional Training, Section II, verifying completion of all assigned training as documented in paragraph C, Recommended Additional Training, under Examiner's Remarks.

5.6.2.3. The examiner must grade the performance areas/subareas listed as "required" in the general and specific evaluation sections of this publication.

5.6.2.4. Any additional areas/subareas observed during an evaluation will be graded IAW the criteria outlined in this publication for the applicable crew position.

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

5.6.2.6. The examiner may further identify a performance area/sub-area as “Commendable” if, in the examiner’s determination, the crewmember has demonstrated exceptional skill and knowledge in that particular area/sub-area. Document commendable areas in the examiner’s remarks section of the AF Form 8.

5.6.3. Qualification Levels. Overall performance is graded as a compilation of all requisite tasks and performance areas/subareas associated with the required evaluation. There are three possible overall qualification levels that can be awarded based on an individual’s performance. They are qualification level 1 (Q1), qualification level 2 (Q2), and qualification level 3 (Q3). The standards for awarding each qualification level are as follows:

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

5.6.3.1.1. The discrepancies resulted in no “U” grades being given in any areas/subareas.

5.6.3.1.2. In the judgment of the examiner, none of the discrepancies precludes awarding of an overall “Q1.”

5.6.3.1.3. All discrepancies noted during the evaluation were cleared during the debriefing of that evaluation.

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

5.6.3.2.1. In the judgment of the examiner, there is justification based on sub-performance in one or several performance areas/subareas and requires specific debriefing or additional training.

5.6.3.2.2. A non-critical area/subarea grade of “U” was awarded.

5.6.3.3. Qualification Level 3 (Q3). The crewmember demonstrated an unacceptable level of safety performance or knowledge.

5.6.3.3.1. An area grade of “U” awarded in a critical area requires an overall “Q3” for the evaluation.

5.6.3.3.2. An overall “Q3” can be awarded if, in the judgment of the examiner, there is justification based on performance in one or several performance areas/subareas.

5.6.3.4. Assigning the overall qualification level.

5.6.3.4.1. The last examiner completing the evaluation is responsible for assigning the overall qualification level.

- 5.6.3.4.2. An overall grade of “Q1” or “Q2” will be given only after all evaluation requirements (to include requisite examinations) have been completed and given due consideration.
- 5.6.3.4.3. An overall grade of “Q3” may be awarded at any time and the evaluation stopped for safety of flight or poor operational performance in a critical area. Also, the examiner may choose to end or continue the evaluation after determining that a “Q3” grade is warranted after assessing poor operational performance in non-critical areas.
- 5.6.3.4.4. Examiner judgment will always be the determining factor in deciding the overall grade.
- 5.6.3.5. Exceptionally Qualified (EQ) Designation. The examiner may award an exceptionally qualified designation. The designation can only be applied to the total evaluation not to separate requisites. The designation may be awarded when the crewmember has:
- 5.6.3.5.1. Demonstrated exceptional skill and knowledge in all phases of the evaluation.
 - 5.6.3.5.2. Not failed any requisites.
 - 5.6.3.5.3. Received a qualified grade with no remedial action on all areas/subareas evaluated during positional evaluations.
 - 5.6.3.5.4. Achieved a score of 96% or greater on all written examinations.
 - 5.6.3.5.5. Regardless of performance, an EQ rating may not be awarded during a SPOT evaluation.

5.7. Ground Phase Requisites (Written Examinations). Written examinations are only required for INIT QUAL and QUAL evaluations, unless specified for INSTR evaluations by the squadron commander.

5.7.1. Unit Stan/Eval functions will develop and control written examinations for each position. However, when different positions are responsible for identical information, Stan/Eval may use the same examinations for these positions.

5.7.2. If hard copy testing is the primary system, unit Stan/Eval will maintain two General Knowledge tests on file for each crew/duty position. **Note:** General Knowledge tests maintained and generated on GTIMS, or other AETC-approved systems, do not require two tests to be maintained as these systems are capable of generating unique tests per crew position. Unit Stan/Eval must ensure that no more than 50 percent of the questions are duplicated between tests.

5.7.2.1. 337 ACS and 173 OSS/C2 tests will consist of 40 questions from the AETC MQF and 10 questions from the local procedures/system MQF.

5.7.2.2. 607 ACS Cadre evaluations will include 30 questions from ACC CRC All Crew Member MQF, 55 questions from respective crew position MQF, and 15 from Local Operating Procedures MQF. Non-cadre members will receive an MQF with 35 questions from the ACC CRC All Crew Member MQF and 65 questions from the respective crew position MQF.

5.7.3. Review all examinations for accuracy annually, as a minimum, and after any applicable publication changes.

5.7.4. Units using computer-generated examinations do not need to maintain the hard copy examinations referenced above provided the following restrictions are observed:

5.7.4.1. Individual examinations, to include re-examinations, are randomly generated from the MQF and unit-developed questions.

5.7.5. INIT qualification academic testing will be completed prior to any positional portions of the evaluation. **(T-3)**. For RQ evaluations and periodic evaluations, the written examination is completed at the discretion of the Chief, Stan Eval.

5.7.6. Written Examination Administration Procedures.

5.7.6.1. The minimum passing grade for any MQF examination is 85 percent (except for compliance with academic instructor requirements IAW AETCI 36-2604, *Flying Training Instructor Programs*).

5.7.6.2. Grade all examinations prior to the individual's next scheduled period for performing operations duties. Critique examinations to 100 percent.

5.7.6.3. Maintain examination answer sheets through the end of the current quarter and the AF Form 8 is signed by the final approving officer (whichever occurs first) for trend reporting purposes. Electronic storage methods are also approved.

5.7.7. Security. Stan/Eval personnel must maintain positive control of all examinations. To prevent compromise when not in use, secure examinations, and answer keys in a locked container.

5.7.8. Master Question File (MQF). The MQF is a set of questions applicable to crew duty positions and is based on the weapons system or unit mission and local procedures. The MQF is the question bank used for developing INIT QUAL and QUAL written examinations. The questions are derived from operational publications and MAJCOM training materials. This question file and source instructions will be accessible to all unit operations personnel.

5.7.8.1. Responsibilities. The responsibility for ensuring that MQFs contain current and essential test questions is shared by all users.

5.7.8.1.1. 19 AF/A3V guidance OPR is responsible for:

5.7.8.1.1.1. Approving recommended changes, additions, and deletions to the MQF.

5.7.8.1.1.2. Establishing procedures for submission of recommended changes, additions, and deletions.

5.7.8.1.2. The HQ 19 AF/A3V SEEs are responsible for:

5.7.8.1.2.1. Developing the MAJCOM MQF to enhance standardization among subordinate units and forwarding the final draft to HQ 19 AF/A3V. The process will be completed NLT 15 December.

5.7.8.1.2.2. Developing and maintaining tests to support evaluation requirements for formal Stan/Eval visits according to [paragraph 2.4](#) Review and update tests as

necessary to ensure they are accurate and current.

5.7.8.1.2.3. Ensuring ACC CRC MQF is available to 607 ACS.

5.7.8.1.3. Each OGV is the unit point of contact for input of all proposed changes or updates to MQFs. OGV will submit, through channels, suggested changes from these reviews and any new proposed questions that result from new operations directives.

5.7.8.1.4. Each squadron CCV will:

5.7.8.1.4.1. Develop and control tests used for written examinations.

5.7.8.1.4.2. Administer and grade written tests.

5.7.8.1.4.3. Recommend changes, additions, and deletions, and forward them through their OGV to 19 AF/A3V.

5.7.8.1.4.4. Develop local procedures/system MQF. The MQF is due to 19 AF/A3V NLT 30 November.

5.7.8.1.4.5. Conduct semiannual MQF testing. Units are required to conduct semi-annual MQF testing only if there were any academic testing failures during the last formal inspection.

5.7.8.1.4.6. MQF testing will follow guidance in paragraphs [5.7.2.1](#) and [5.7.2.2](#).

5.7.8.1.4.7. With MAJCOM approval, units may substitute open-book tests using questions derived from syllabus, wing/squadron standards, mission guides, etc. Results of semi-annual MQF testing, if required, will be forwarded to 19 AF/A3V.

5.7.8.2. Review and Update Procedures:

5.7.8.2.1. Stan/Eval functions will continually monitor applicable sections of the MQFs for necessary updates. They will accomplish periodic reviews at least annually.

5.7.8.2.2. The unit chief of Stan/Eval is authorized to make corrections, change spelling, or correct erroneous or invalid questions resulting from recent changes to systems and (or) operational procedures to MQFs. Submit these corrections in writing through Stan/Eval channels to 19 AF/A3V within 10 days after implementation. Submit new questions resulting from revisions or changes to directives to HQ 19 AF/A3V for approval prior to implementation.

5.7.8.3. Classification Guidelines:

5.7.8.3.1. The overall classification of the MQF is determined by the highest classification of its contents.

5.7.8.3.2. Classify test questions extracted from the MQF according to their classification in the MQF. Mark tests appropriately and protect them according to security directives. Whether they contain classified questions or not, handle the tests as controlled items.

5.7.9. Examination Questions.

5.7.9.1. Question Sources. Examination questions will focus on information that is necessary for safe, effective mission accomplishment. Emphasize systems and operational procedures knowledge that the crewmember must immediately recall while performing

operational duties. Also, key information from publications not immediately available on position will be subject to testing.

5.7.9.2. Construction of Questions

5.7.9.2.1. Write examination questions in a manner that measures knowledge of the correct information at the desired level of knowledge.

5.7.9.2.2. Stan/Eval written examinations may contain multiple choice (four choices desired with only one most correct answer), completion (fill-in-the-blank) items, or true/false type questions.

5.7.9.2.3. Completion (fill-in-the-blank), performance, or computation questions must include answer parameters (for example, answer within +50 knots).

5.7.9.2.4. Questions that have numerical answers will have the answers arranged in order from largest to smallest or vice versa.

5.7.9.2.5. In general, avoid negative statements. However, if the word “not” appears in the question, either underline it or type it in all capital letters for attention.

5.7.9.2.6. Fill-in-the-blank or matching questions, in conjunction with a map, may be used for questions covering local airfields, geographic points or fixes, airspace, tactical air navigation points, or radar and flying units.

5.7.9.2.7. Local procedures questions may encompass:

5.7.9.2.7.1. Airspace use and coordination of air traffic control procedures.

5.7.9.2.7.2. Operations instructions.

5.7.9.2.7.3. Aircraft emergency procedures.

5.7.9.2.7.4. Associated flying unit operating procedures, where applicable.

5.7.9.2.7.5. Weapons and tactics, as appropriate. However, if used, weapons and tactics questions should be applicable to the performance of unit-specific operational duties.

5.7.9.2.7.6. Unit procedures (for example, squadron instructions).

5.8. Flight Phase Requisites (Positional). Minimum flight (positional) evaluation requirements for qualification evaluations are detailed in subsequent chapters of this instruction.

5.8.1. The profile used to fulfill the flight phase evaluation must incorporate all appropriate requirements set in this publication and allow an accurate measure of the proficiency of the examinee for both the live and simulated environment (if required). **(T-3)**

5.8.1.1. Each evaluation profile will be reviewed annually with the reviewed date recorded on the front page of the evaluation profile. **(T-3)**.

5.8.1.2. Stan/Eval, Training, and Tactics personnel should review evaluation profiles.

5.8.2. If using simulation equipment, specify specific scenarios. Simulation evaluation scenarios most readily available and commonly used are those created and approved for formal student training. These do not require documented CCV approval to be used in evaluations.

5.8.3. Include unit procedures for the conduct of these evaluations in a unit-developed document. This may be a unit-developed checklist, SEE's guide, or a supplement to this instruction. As a minimum, these procedures will include SEE and examinee responsibilities and information that the SEE will furnish to the examinee.

5.8.4. As feasible, ABM/WD evaluations will be conducted using the following precedence of resources: local high performance (HP) sortie on unit equipment; off-station HP sortie on local equipment; high fidelity sim.

5.8.5. Flight Phase Procedures.

5.8.5.1. Prior to a positional evaluation, the examiner will brief the examinee on conduct and purpose of the evaluation and will ensure that the examinee is familiar with the evaluation criteria. The SEE will schedule all evaluations and obtain coordination to ensure adequate assets (live or simulated) are available to complete the evaluation.

5.8.5.2. During the positional evaluation, the SEE will determine the examinee's performance for each area according to criteria specified in this instruction. Emphasis will be on deviations from prescribed tolerances or critical areas of the criteria noted during the positional. The examiner will not use trick questions or unrealistic compounding of emergencies or problems during the evaluation.

5.8.5.3. Following the evaluation, the SEE will compare the examinee's performance with the criteria provided and assign an appropriate rating for each task. The SEE will thoroughly debrief the examinee on all aspects of the positional evaluation to include overall performance, specific discrepancies, and AT recommended. Evaluation tasks requiring additional training will be debriefed with the examinee's supervisor, COT, SQ/DO, and SQ/CC. For non-permanent party (i.e., 607 ACS IQT students), only COT, CC, and DO are required. If able, CCV should also be present at the staff debrief.

5.8.5.4. When sortie availability does not allow for a complete evaluation of all mission events during an initial or recurring qualification positional evaluation, the events not performed may be completed using simulation equipment (Distributed Training Operations Center (DTOC) /Distributed Mission Operations Center (DMOC)/Full Mission Trainer (FMT). The mission description entered on AF Form 8 will indicate any missions evaluated using simulation equipment. **(T-3)**

5.8.5.5. When a required area cannot be evaluated on position due to equipment limitations, operational requirements, or weather conditions, the area may be rated through using training devices or oral examination. SEEs will make every effort to evaluate all required areas on position before resorting to this provision. If this provision is used, include an explanation in the "Remarks" section of the AF Form 8 stating the reasons an area was not rated on position and the method of evaluation. **(T-3)** This provision is not applicable to the mission events required for the completion of a weapons evaluation. Simulation profiles may be those already approved for use in formal student training or created and approved by CCV based on a need for a specific level of activity and difficulty for the simulation evaluation. The SEE's judgment will be the determining factor in the effective use of the simulation. The SEE may declare either the simulated evaluation or a particular event non-effective if the simulation scenario does not meet requirements due to unforeseen circumstances (equipment failure, simulation error, etc.).

5.8.5.6. Events not covered in an evaluation mission may be observed on a subsequent mission if the following requirements are met:

5.8.5.6.1. Upon completion of the first positional event, the evaluation must be completed within 30 days.

5.8.5.6.2. The evaluation must be completed within the eligibility window (evaluation eligibility zone).

5.8.5.6.3. Document such evaluations in chronological order using first event/second event, etc. formatting on the back side of the AF Form 8. **(T-3)**

5.8.5.7. All areas required for a specific qualification specified in the applicable criteria chapter must be rated for an INIT or recurring QUAL evaluation to be complete. If the evaluation constitutes a RQ QUAL, all AT must be completed prior to the RQ QUAL evaluation, and if required, those areas being reevaluated must be rated as well as any other areas observed. Rate all areas observed during the RQ SPOT evaluation.

5.8.5.8. For all INIT and periodic QUAL evaluations, conduct a complete positional evaluation. This is true even if a critical area is rated U prior to the completion of all areas. The only reason to terminate any positional qualification evaluation before all areas have been observed or rated is a compromise of flight safety.

5.8.5.9. When safety of flight is jeopardized, the SEE will take immediate corrective action and terminate the evaluation or the mission, as appropriate. A safety of flight deviation will result in an overall rating of qualification level 3 (Q3). Explain the discrepancy on AF Form 8. **(T-3)**

5.9. Requisite Completion. One set of requisites may be used to satisfy the requirements of combined evaluations. For all evaluations, accomplish requisites as follows:

5.9.1. In-the-Eligibility Period. For scheduled or no-notice periodic evaluations in the eligibility period, all requisites must be completed within the six-month eligibility period of the current evaluation. **(T-3)**. The Group/CC may waive this requirement on a case-by-case basis (document on the AF Form 8).

5.9.2. Out-of-the-Eligibility Period. For periodic evaluations outside the eligibility period, all requisites must be completed within a six-month period encompassing the month in which the positional evaluation was administered. **(T-3)**. **(Exception:** For extended evaluations, requisites may be completed between the beginning of the six-month eligibility period prior to the original expiration date and the extended expiration date.)

5.9.3. Requisites from a completed evaluation may be used for subsequent evaluations provided they cover all required areas and are within the requisite zone for each evaluation.

5.10. Failure to Complete or Pass an Evaluation.

5.10.1. Ground Phase/Written Examination Failure.

5.10.1.1. When an individual fails a written examination, notify the unit CC, DO, and COT in writing. The notification will state that the individual may only perform positional duties when supervised by an instructor in that crew position and requires a reexamination. Conduct required training according to AETCI 13-101V1.

5.10.1.2. Accomplish reexaminations within 30 days (2 RSDs) after the Chief or Superintendent of Stan/Eval has certified that the individual is ready for the re-examination, but NLT the end of the third month following the date of the first failure, or the end of their eligibility period, whichever occurs first. Waiver authority to extend the time allowed to successfully complete the reexam is the OG/CC.

5.10.1.3. A minimum of 24 hours must elapse before a re-examination may be administered to allow for an adequate period of study. Use an alternate examination.

5.10.1.4. For currently qualified individuals, failure of the re-examination will result in an overall rating of "Q3" for the qualification evaluation and a downgrade to UQ.

5.10.1.5. For individuals attempting initial upgrade, failure of the re-examination will result in return to training status for additional training

5.10.2. Flight Phase/Positional Failure.

5.10.2.1. Failure of the positional evaluation will result in an overall rating of "Q3" and a successful positional requalification must be completed (to include requalification training conducted IAW AETCI 13-101V1) by the end of the third month after the date of the first failure, (e.g., for an evaluation on 1 January 16, complete the requalification by 30 April 16. **(T-3)**. If the member fails to complete the evaluation within the time period, the individual loses the qualification covered by the evaluation. Qualification may be re-established by accomplishing a complete requalification evaluation (to include requisites).

5.10.2.2. Time limit waivers are accomplished on a case-by-case basis.

5.10.2.3. Document the waiver(s) with an MFR to be included on the AF Form 8.

5.10.2.3.1. The examiner that administered the original evaluation will not normally administer the RQ evaluation. **(T-3)**.

5.10.2.3.2. Requisites that were valid for a failed evaluation remain valid.

5.10.2.4. The RQ QUAL of an individual who failed a periodic QUAL will concentrate on the specific scenario or events that resulted in the "Unqualified" rating unless a complete RQ QUAL is deemed necessary by the squadron commander. **(T-3)** In all cases, the SEE will evaluate and rate each task the examinee performs during the re-evaluation. Document the results on a separate AF Form 8 as a "RQ QUAL." **(T-3)**

5.10.2.5. Complete the recheck (RQ QUAL) within 30 days (2 RSDs) from the release of the additional training date. **(T-3)**

5.10.2.6. Successful completion establishes a new expiration date and eligibility period based on the month in which the recheck (RQ QUAL) was completed.

5.10.2.7. Failure of a RQ QUAL will be viewed as a serious lack of proficiency. Enter the comments in the "Additional Comments" paragraph of the examiner's remarks section on the AF Form 8. **(T-3)** The SQ/CC and SQ/DO will consider the examiner's comments. Within 14 calendar days or 1 RSD, the squadron commander will decide whether an additional RQ QUAL will be administered or if proceedings will be initiated to remove the individual's AFSC according to AFMAN 36-2100 and AFMAN 11-402. **(T-3)**

5.10.2.8. If a decision is made to conduct a second RQ QUAL, it will be a complete qualification evaluation consisting of both the written examinations and the positional evaluation. Failure of a second RQ QUAL requires AFMAN 36-2100 and AFMAN 11-402 proceedings.

5.10.2.9. Status Downgrade (Supervised). Failure of a QUAL evaluation results in a downgrade to unqualified (UQ) status for qualified individuals. Individuals downgraded to UQ status will be supervised by an instructor in that crew position and will be assigned additional training. All additional training must be completed prior to a re-evaluation (RQ). **Note:** Individuals failing to pass an INIT QUAL are returned to training and must complete another INIT QUAL.

5.10.2.10. Multi-qualified individuals receiving a "Q3" overall rating on a qualification evaluation which serves as a prerequisite for a supervisory certification (e.g., Senior Director, Squadron Duty Officer, Safety Monitor) will be decertified in that supervisory position.

5.10.2.11. Instructors who receive a Q3 on an INSTR evaluation will lose their instructor rating only. However, depending on the reason for the Q3 the commander, at the recommendation of the evaluator, may direct a downgrade to UQ. Any crewmember downgraded to UQ status must complete an RQ QUAL before performing crew duties unsupervised. Instructors who lose their instructor rating must complete an RQ INSTR evaluation and be reappointed as an instructor by the DO before resuming instructor duties. If both RQ evaluations are required, the RQ QUAL will be done prior to the RQ INSTR.

5.10.3. Restrictions. When called for by this instruction or deemed necessary in the judgment of the examiner, restrictions will be imposed on the examinee until successful completion of assigned additional training and a RQ evaluation. **(T-3)**

5.10.3.1. Restrictions shall address the specific phase (i.e., live control) and/or operations that require supervision and the criteria for removal of the restrictions **(T-3)**

5.10.3.2. Substandard performance in any area/subarea may require restrictions to ensure operational safety or mission accomplishment.

5.10.3.3. Specific restrictions and the criteria for the removal of the restrictions are documented as the first item on the AF Form 8 Comments section. **Note:** Restrictions associated with failed written examinations are not documented on the AF Form 8.

5.10.4. Failure to Complete an Evaluation within the Required Period. If a crewmember fails to complete an evaluation (ground or flight phase) within the eligibility period for an in- the-eligibility period evaluation or within the period for an out-of-the-eligibility period evaluation, the crewmember is downgraded to "UQ" status in the qualification covered by the evaluation.

5.10.4.1. Qualification is re-established by a requalification evaluation.

5.10.4.2. The OG/CC in the unit's chain of command is the waiver authority and may approve waivers to preclude the re-accomplishment of completed requisites to complete the evaluation on a case-by-case basis. Document such action with an MFR placed in Section II of the FEF. Incorporate the information contained in the MFR onto the affected AF Form 8 under Examiner Remarks, paragraph D, Additional Comments, when action is complete, and remove the MFR from the FEF. **(T-3)**

5.11. Timing of Qualification Evaluations.

5.11.1. Expiration Date. Required periodic evaluations expire at the end of the last day of the 17th month following the month in which the positional phase (and any additional training) was successfully accomplished.

5.11.2. Eligibility Period. Periodic evaluations will be scheduled in the eligibility period, defined as the six-month period prior to the expiration date.

5.11.3. Out-of-the-Eligibility Period. On a case-by-case basis, periodic evaluations may be scheduled before or after the eligibility period according to the following criteria:

5.11.3.1. Evaluations Conducted Prior to the Eligibility Period. SQ/CCs may authorize individuals to complete periodic evaluations prior to the eligibility period. Document SQ/CC approval and the reason for the early evaluation to include but not limited to deployments, extended TDYs, PCS to a like MDS unit, and contingency operations on the AF Form 8 under Examiner Remarks, paragraph D, Additional Comments. **(T-3)**

5.11.3.2. Extended Evaluations.

5.11.3.2.1. HHQ Extended Evaluations. AF/A3XY may authorize blanket or group extensions on an as-required basis.

5.11.3.2.2. MAJCOM Extended Evaluations. 19 AF may extend evaluation expiration dates for crewmembers for up to six months.

5.11.3.2.3. Unit Commander Extended Evaluations. Unit/CCs may extend the expiration date of periodic evaluations up to four months for the reasons listed below and will be on a case-by-case basis. **(T-3)**

5.11.3.2.3.1. Individuals assigned PCS/Permanent Change of Assignment (PCA) to a non-C2 assignment.

5.11.3.2.3.2. Individuals departing PCS or TDY for retraining in another weapon system.

5.11.3.2.3.3. Individuals undergoing unit system conversion.

5.11.3.2.3.4. Individual removal from active C2 status (e.g., separation or retirement from the Service).

5.11.3.2.3.5. Unit equipment availability that has an impact on training or evaluation (to include simulation equipment).

5.11.3.2.3.6. Individuals participating in real world operations (to include operations other than war, alert, etc.) who are unable to complete the required evaluation(s) before or during deployment.

5.11.3.2.4. Documentation. Document extensions with a MFR placed in Section II of the FEF specifying extension authority, the new expiration date, and include a brief description of the extension.

5.11.3.2.4.1. Extension MFRs are dated prior to the expiration date of any affected periodic evaluation.

5.11.3.2.4.2. File the MFR on top of the affected AF Form 8 in Section II of the

FEF.

5.11.3.2.4.3. Requisites not completed during the original eligibility period are completed prior to the extended expiration date indicated on the MFR.

5.11.3.2.4.4. Incorporate the information contained in the MFR onto the affected AF Form 8 under Examiner Remarks, paragraph D, Additional Comments, when action is complete, and remove the MFR from the FEF. Memos for record become a permanent part of the FEF only when the Major discrepancy identified in the MFR is not addressed or corrected by a later AF Form 8. **Example:** If an evaluation was extended based on an HHQ waiver, an MFR will remain in the FEF until the next evaluation is completed. That waiver reference is commented on in paragraph D, Additional Comments.

5.11.3.3. PCS/Deployment. If a periodic evaluation will expire within three months after the proposed departure for a PCS to an assignment in the same MDS, or during an upcoming extended TDY, required evaluation(s) will be completed before departure. Coordinate with the gaining unit for any instances where this requirement cannot be met.

5.11.3.4. Qualified crewmembers that deploy remain qualified and available to the COCOM for the duration of their deployment regardless of evaluation expiration date.

5.11.3.5. Crewmembers who return from a deployment after their evaluation expiration/extended expiration date will be immediately downgraded to UQ (see Failure to Complete an Evaluation within the Required Period).

5.12. Commander-Directed Downgrade. Any commander (unit or above) may direct a downgrade (Q-/U) in a non-critical specific area/sub-area without unqualifying an individual. Additionally, a commander may direct a downgrade that either removes a qualification or completely unqualifies an individual. Downgrades may be directed without administering an evaluation using the following guidance.

5.12.1. For positional-related cases, use for-cause only (e.g., safety). Incidents do not have to be directly observed by an examiner, but may be recommended by an examiner from any MDS/crew position.

5.12.2. Do not use as a substitution for, or in lieu of, administrative, or judicial actions (e.g., Letter of Counseling, Article 15, etc.) **Note:** Consult with the supporting Staff Judge Advocate (SJA) office for legal advice in these cases. Use in cases where such incidences directly affect the commander's lack of confidence in the crewmember's ability to safely operate the equipment (e.g., lapse in judgment significant enough to cast doubt on the crewmember's decision-making abilities).

5.12.3. For downgrades that either remove qualifications or completely unqualify an individual, the affected crewmember will cease performing in the qualification(s) from which they have been downgraded effective with the date the commander initiated the downgrade.
(T-3)

5.13. Commander-directed Downgrades. Document Commander-directed downgrades on AF Form 8s.

5.14. Supplementary Evaluations. Commanders use supplementary evaluations as administrative tools to identify and evaluate implemented solutions to operational problems and

ensure standardization. These evaluations are most often administered as inspections (using specifically prepared checklists) whose results are reported to the commander. The form and content of supplementary evaluations is entirely at the discretion of the commander.

5.14.1. Supplementary evaluations are not qualification evaluations.

5.14.2. Commanders will determine evaluated areas.

5.14.3. The Stan/Eval function will determine the method of evaluation, is responsible for administrative management of data collection, and will report results as directed by the commander.

5.14.4. The focus of any supplementary evaluation should be one specific area of crew performance such as radio transmissions, crew pre-mission briefings, or checklist use. (These areas are listed as examples and are not intended to be used as mandatory areas to be inspected.) Specific areas of emphasis are needed so that data logged during supplementary evaluations may be used to identify trends or deficiencies as well as their cause.

5.14.5. Any unit SEE may conduct supplementary evaluations. Data could be obtained through daily observation of crew operations, or during simulated or live exercises.

5.14.6. The evaluation should not be all encompassing, nor should it result in the assignment of an overall rating for any specific crewmember. Positional supplementary evaluations do not constitute qualification evaluations (except in cases where flight safety is compromised). Therefore, do not use an AF Form 8 to document positional supplementary evaluation results, unless flight safety is compromised, then an AF Form 8 will be filed as a Commander-Directed Downgrade.

5.14.7. The unit chief of Stan/Eval will accomplish the following when a specific area is identified for a positional supplementary evaluation:

5.14.7.1. Outline the specific objectives of the evaluation and ensure development of checklists for use by unit SEEs.

5.14.7.2. Determine an adequate time frame to achieve the objectives.

5.14.7.3. Notify operations personnel of the evaluation objectives and time frame for evaluation.

5.14.7.4. Ensure unit SEEs record the results of each evaluation.

5.14.7.5. Consolidate the information obtained during the evaluation period.

5.14.7.6. Evaluate the results and determine if corrective actions should be recommended.

5.14.7.7. Report supplementary evaluation results to the appropriate OPR through the CC. The report will include the objectives of the evaluation, the timeframe during which it was performed, discrepancies that were noted, recommended corrective action, and suspense dates for completion of corrective action. The unit CC approves and endorses all recommendations for corrective actions.

5.14.7.8. Perform follow-up to ensure that completed corrective action was effective.

5.14.7.9. Retain a copy of supplementary evaluation reports and checklists developed in accordance with records disposition schedule outlined in AFI 33-322.

5.15. Letter of Xs. The Training or Stan/Eval shop will maintain a Letter of Xs with the current qualifications of all unit personnel. **Exception:** 173 OSS/C2. The Letter of Xs will supplement the AF Form 8 to show the specific mission ABMs, WDs, WTs, AST, STs, ICTs, and certifications (such as EPT) are qualified to conduct and or teach.

5.15.1. Units will use the task-based training module in GTIMS to document all non-formal training programs leading to a qualification or certification. **(T-2) Note:** The GTIMS software allows units to link task-based training programs to the Certification tab in Stan/Eval Management. That link automates from tasked-based training program through AF Form 4348, *USAF Aircrew Certifications*, signatures to an automated Letter of Xs for unit supervisor use.

5.16. Initial Cadre.

5.16.1. Crewmembers who are appointed by AETC as initial cadre either for a new duty position or for a new MDS where no examiner currently exists.

5.16.2. 19 AF/A3 will indicate through memorandum which crewmembers are appointed as initial cadre.

Chapter 6

STAN/EVAL DOCUMENTATION

6.1. Purpose. This chapter directs the use and provides guidance for the completion and maintenance of AF Form 8, AF Form 942, *Record of Evaluation*, and AF Form 3132, *General Purpose (11" x 8 1/2")*.

6.1.1. In all instances of documentation, use of electronic forms is authorized, to include use of Common Access Card (CAC)-enabled signatures and wholly electronic Flight Evaluation Folders (FEF).

6.1.1.1. In all instances, computer-generated forms must mirror AF forms as published on the USAF e-Publishing website.

6.1.1.2. In all instances of data entry, if an electronic form is used, the format required by the electronic form will be used.

6.2. AF Form 8. The AF Form 8 is the source document used to record and verify the qualification of a crewmember. The examinee's AF Form 8 is not considered accomplished until the following individuals have annotated appropriate remarks if required and provided signatures; Examiner(s), the Reviewing Officer, Final Approving Officer. **Exception:** For a Commander-Directed Downgrade AF Form 8, only the commander signs as the Final Approving Officer, and the examinee.

6.2.1. Completion of AF Form 8. Complete AF Form 8 for all evaluations according to the following instructions. For date fields use a two-digit day, three-letter month and two-digit year format (e.g., 24 Jun 17). Make basic entries according to the formats prescribed in the following paragraphs.

6.2.1.1. Date Completed. Enter the date the final positional portion of the evaluation was completed or the additional training if assigned. If the positional evaluation had to be conducted in parts, enter the date the last part was completed.

6.2.1.2. Examinee Identification

6.2.1.2.1. Name, Rank, and DOD Identification Number (DoD ID). Abbreviated or non-abbreviated rank format is acceptable.

6.2.1.2.2. Organization and Location. Use the unit designation and location that the examinee is assigned or attached. 19 AF/A3V may use their office symbol in place of the unit designation.

6.2.1.2.3. Aircraft/Crew Position. Enter the MDS and the examinee's duty position; for example, CRC/WD or BCS/ABM. After completing an INIT QUAL for a secondary qualification, annotate the AF Form 8 as such as CRC/WT and enter "*This is the individual's secondary qualification*" in Section IV on the reverse side of the AF Form 8.

6.2.1.2.3.1. If an individual is instructor qualified, enter as an instructor position by adding an "I" to the normal designator, such as IWD (instructor weapons director).

6.2.1.2.3.2. If an individual is completing a qualification for instructor, such as going from WD to IWD, enter IWD.

6.2.1.2.3.3. If the individual is qualified in an additional position, such as a WD also being evaluated to qualify or re-qualify as a WT, enter the position in which the individual is qualifying.

6.2.1.2.3.4. For objectivity evaluations, put “E” (for evaluator) and the position of the observed SEE.

6.2.1.2.4. Eligibility Period. Enter the 6-month period preceding the expiration date from the last similar evaluation (for example, if the last evaluation expires September 2016, enter Apr-Sep 16).

6.2.1.2.4.1. Enter “N/A” (not applicable) for INIT evaluations, evaluations accomplished outside the examinee’s normal eligibility period, and SPOT evaluations (to include) objectivity evaluations.

6.2.1.2.4.2. Dual entries are authorized for misaligned combined evaluations (for example, if last Positional Instructor [INSTR] evaluation expires November 2017 and QUAL evaluation expires January 2018, enter “INSTR: Jun-Nov 17/QUAL: Aug 17-Jan 18” for a combined INSTR/QUAL evaluation). If aligning a QUAL with an INSTR and the examinee is in the zone for an evaluation, enter “N/A” in the INSTR portion and the eligibility period in the QUAL portion.

6.2.1.3. Section II Qualification:

6.2.1.3.1. Ground Phase:

6.2.1.3.1.1. Examination/Check. Enter the title, date completed, and score of each examination. In the event of a failed examination with a successful re-examination, enter the date the examination was successfully completed with both scores. For example: “MQF 12 Jun 17 78/96”. **Note:** When an examinee passes the written examination but receives a “Q3” rating for the positional evaluation, AF Form 8 for the RQ QUAL will include the written examination entries from the previous AF Form 8, unless an entire RQ QUAL is required. In the event the examinee fails a re-examination, enter both scores and dates and enter a “3” in the unqualified block on the AF Form 8.

6.2.1.3.2. Flight Phase:

6.2.1.3.2.1. Mission/Check.

6.2.1.3.2.1.1. Enter the type of check completed (QUAL, INSTR, and SPOT). For an instructor qualification, enter the word “INSTR” and the duty position. For Stan/Eval objectivity evaluations, enter “SPOT.”

6.2.1.3.2.1.2. Prefixes. The following prefixes will be used, when applicable, to further describe the evaluations (INIT, RQ, N/N). Multiple Prefixes are authorized.

6.2.1.3.2.2. In the “Date” column, enter the date of each session or mission needed to complete the evaluation. If more than one session or mission is involved to successfully complete an evaluation, show each session or mission on subsequent

lines. All events will be listed in chronological order, and will correspond to multiple entries under mission description, Section IV.

6.2.1.3.3. Qualification Level

6.2.1.3.3.1. Place a “1” or “2” in the qualified block or a “3” in the unqualified block for the member’s overall qualification level. For SEE objectivity evaluations, enter “1” in the qualified block or a “3” in the unqualified block.

6.2.1.3.3.2. Combined evaluations (for example, INSTR ABM/QUAL) require only one qualification level number if all parts of the evaluation were awarded the same qualification level grade.

6.2.1.3.3.3. If the qualification levels of a combined evaluation vary, indicate the qualification level for each part separately (for example, “QUAL: 1” and “INSTR ABM: 2” in the qualified block, or “QUAL: 1” in the qualified block, and “INSTR ABM: 3” in the unqualified block).

6.2.1.3.4. Expiration Date of Qualification

6.2.1.3.4.1. For evaluations that establish a new eligibility period, enter the month and year that is 17 months after the month in which the flight phase of the evaluation was successfully completed.

6.2.1.3.4.2. For evaluations, to include SEE OBJ evaluations, which do not establish a new eligibility period, enter “N/A.”

6.2.1.3.4.3. Combined evaluations require only one date if all parts of the evaluation were successfully completed and “N/A” if all parts were assigned an unqualified grade.

6.2.1.3.4.4. For a combined evaluation where one component is successfully completed and one component is assigned an unqualified grade, indicate by assigning a new expiration date for those portions completed successfully, and “N/A” for those portions awarded an unqualified grade (e.g., the Expiration Date of Qualification would list “QUAL: mmm yy” under the QUALIFIED column and “INSTR: N/A” in UNQUALIFIED column).

6.2.1.3.5. Additional Training

6.2.1.3.5.1. Due Dates. If AT is required, enter the not-later-than training date. AT must be completed within 30 days (2 RSDs) from the date of the discrepancy.

6.2.1.3.5.2. Date Additional Training Completed. Enter the date(s) the examinee completed AT. If no AT is recommended, enter “N/A.” The AF Form 8 DATE COMPLETED field at the top right corner should reflect the date that AT was completed.

6.2.1.3.5.3. Certifying Official. The COT is the certifying official and will sign and date the AF Form 8 once all AT is complete. The SEE will not sign the permanent AF Form 8 prior to the Certifying Official.

6.2.1.3.6. Restrictions. Place an “X” in the appropriate block if applicable and explain in Section IV as identified in [paragraph 6.2.1.3.6.1](#).

6.2.1.3.6.1. Indicate specific restrictions that will apply until the individual can perform duties unsupervised. For example, “Must be supervised by an instructor during live missions until accomplishment of a complete qualification evaluation.”

6.2.1.3.6.2. Not all AT will require a restriction to be imposed. Impose a restriction when the individual must be supervised or must complete a requirement prior to performing duties unsupervised. All failed evaluations will have a restriction imposed.

6.2.1.3.6.3. When a restriction is imposed because of an individual’s inability to perform certain tasks, AT will be assigned.

6.2.1.3.6.4. Note restrictions on the First Line in section IV above EXAMINER’S REMARKS.

6.2.1.3.7. Exceptionally Qualified Designation. Place an “X” in the appropriate block if applicable. An exceptionally qualified comment can be awarded when, in the judgment of the examiner, the examinee has demonstrated exceptional skill and knowledge in all phases of the evaluation; and the examinee has scored a 96 percent or higher on requisite written examination and the evaluation has no downgrades in any evaluated areas.

6.2.1.3.7.1. Enter designation in all capital letters. Document justification for award of EQ designation (e.g., areas of excellence) in Additional Comments inside Examiner’s Remarks, Section IV Comments.

6.2.1.3.7.2. The designation can only be applied to the total evaluation; not to separate requisites.

6.2.1.3.8. Commander-Directed Downgrade. Place an “X” in the appropriate block if applicable. See [paragraph 6.2.2](#) for further guidance.

6.2.1.4. Section III —Certification:

6.2.1.4.1. Flight Examiner:

6.2.1.4.1.1. The examiner signing Section III of the AF Form 8:

6.2.1.4.1.1.1. Is responsible for the content of the AF Form 8.

6.2.1.4.1.1.2. Will always place an "X" in the remarks block and add any comments to the Additional Comments section inside Examiner’s Remarks, Section IV, or enter “None”.

6.2.1.4.1.1.3. Will be the first dated signature on Section III of the AF Form 8.

6.2.1.4.1.2. If two or more SEEs are required to complete an evaluation, the examiner completing the evaluation will sign Section III of the AF Form 8. The other examiner will sign the back of the AF Form 8 for the portion of the evaluation they completed or as the GTIMS allows. If not using GTIMS, and digital signatures are used, the AF Form 8 must be converted to PDF to allow a digital signature in Section IV.

6.2.1.4.1.3. The SEE will not sign before AT was certified as completed.

6.2.1.4.2. Reviewing and Final Approving Officers:

6.2.1.4.2.1. Use **Attachment 3** to determine the reviewing and final approving officers. The reviewing and final approving officers will indicate whether they concur or do not concur. If they do not concur or if they have remarks, they will also mark the “Remarks” block and enter the remarks on the back of the AF Form 8. Remarks are required if they do not concur. In no case will SEEs act as the reviewing or final reviewing officer for a positional evaluation they administered. If no comments are required, write in “None”. Units will not “pre-annotate” concur/non-concur or remarks for reviewing and final approving officers. **Note:** If using “wet ink” signatures, then the “concur/do not concur” boxes and parts E and F in Section IV will also be completed in “wet ink”. If routed electronically, all data/signatures may be done electronically.

6.2.1.4.2.2. After final approval, the examinee will review AF Form 8 and sign and date the form at the bottom. This signature certifies the individual has seen the form, been briefed on its contents, and understands their current qualification status and any restrictions or AT that have been imposed. It does not imply agreement or approval of the contents.

6.2.1.5. Section IV—Comments. Use the following headings as applicable in the space provided on the reverse side of the form:

6.2.1.5.1. Mission Description. The mission description should be a brief and meaningful narrative providing supervisors with a summary of all information pertinent to the mission and practical events conducted during the evaluation. This narrative should not use terminology or acronyms unique to a unit or location. It should include, as a minimum, whether a live or simulation scenario was conducted, the number and type of participants, type of events, and equipment limitations or problems experienced. It will also include the airspace, type of control provided, a summary of events conducted, and equipment limitations or problems experienced. This summary should not recreate the entire mission but provide an overview. All events will be listed in chronological order and prefaced with First Event, Second Event, etc.

6.2.1.5.2. Discrepancies. Document discrepancies by annotating the grading area number, grading area title, (followed by any subarea title in parentheses), grade awarded (Q-/U), annotation if discrepancy was debriefed and synopsis of discrepancy. Examiners must provide a detailed explanation of noted discrepancies to ensure examinee understanding. The discrepancy must clearly inform the supervisor of the action the examinee took or failed to take. If no discrepancies were noted, type “None.” If debriefing is the only action necessary, enter “Debriefed.” after the specific discrepancy.

6.2.1.5.3. Recommended Additional Training. Recommend training to improve performance for discrepancies identified, other than those that were debriefed. Record the position or area in which the AT is required. If there is no recommendation, type “None.”

6.2.1.5.4. Additional Comments. Usually an optional paragraph, comments in this section are restricted to significant information dealing with the examinee's

performance that is not documented elsewhere. Efficiency report-type comments or comments comparing the examinee to other individuals are prohibited. Comments are mandatory for those failing a RQ QUAL and for evaluations that were not completed prior to the end of the eligibility period. In this case, the SEE will include a short explanation of the circumstances surrounding the late evaluation and will detail why an RQ QUAL is now required. If there are no comments, type in "None".

6.2.1.5.4.1. Document any commendable items under Additional Comments using the following format: "Commendable" followed by grading area number, grading area title (followed by any subarea title in parentheses) and examiner's description of commendable circumstances.

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

6.2.1.5.4.3. Document individual or group waivers applicable to the evaluation.

6.2.1.5.4.4. Incorporate the information contained in any applicable MFRs (e.g., extension, waivers). MFRs become a permanent part of the FEF only when the Major discrepancy addressed by the MFR is not addressed or corrected by a later AF Form 8.

6.2.1.5.5. Reviewing Officer's Remarks. Any comments or exceptions to the examiner's remarks are indicated here or "None." **Note:** Typed if electronic signatures are used, handwritten if wet signatures are used.

6.2.1.5.6. Final Approving Officer's Remarks. Any comments or exceptions to the examiner's or reviewing officer's remarks are indicated here or "None." **Note:** Typed if electronic signatures are used, handwritten if wet signatures are used.

6.2.1.5.7. Non-concurrence by Reviewing and Final Approving Officers. The reviewing and final approving officers will ensure the recommended AT is adequate to correct the noted deficiencies. If a reviewing or final approving officer does not agree with the overall rating, the overall grade will not be changed. Place an "X" in the "Do Not Concur" block and comment in Section IV, Comments block.

6.2.2. Commander-directed Downgrade Guidance. Commanders will direct local Stan/Eval function to prepare an AF Form 8 as follows:

6.2.2.1. Section I.

6.2.2.1.1. Organization and Location. Complete Name, Rank, DoD ID, and organization and office symbol blocks as detailed in [paragraph 6.2.1](#).

6.2.2.1.2. Crew Position. Enter the crewmember's downgraded crew position. If the individual is to be downgraded to a different status and the commander has no intention of reinstatement, enter the status/position to which he will be qualified (e.g., live positional instructor downgraded with restrictions but could maintain BMC status).

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

6.2.2.2. Section II:

- 6.2.2.2.1. Enter the qualifications to be downgraded with the date of the situation that caused the downgrade in the appropriate flight or ground phase blocks.
 - 6.2.2.2.2. Grade and/or qualification level. Enter “3” if downgrade is permanent. Enter “2” if temporary until AT, if required, can be accomplished.
 - 6.2.2.2.3. Enter the AT due date, if required.
 - 6.2.2.2.4. Expiration Date of Qualification. Enter “N/A” for individuals downgraded to Unqualified.
 - 6.2.2.2.5. Commander-Directed Downgrade Block. Place an “X”.
- 6.2.2.3. Section III. Only the commander directing the downgrade and the individual concerned will sign the AF Form 8. The directing commander will sign in the final approving officer block and “X” the remarks block.
- 6.2.2.4. Section IV: COMMENTS: type “RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE.” followed by a detailed narrative of the situation causing the downgrade, related comments, any AT requirements and/or actions necessary to regain qualification.
- 6.2.3. Initial Cadre.
- 6.2.3.1. Date Completed. The effective date as annotated on the 19 AF/A3 memo.
 - 6.2.3.2. Examinee Identification.
 - 6.2.3.2.1. Crew Position. Enter the crewmember’s new MDS and crew position.
 - 6.2.3.2.2. Eligibility Period. Enter “N/A”.
 - 6.2.3.3. Qualification.
 - 6.2.3.3.1. Flight Phase. In the Mission/Check block enter “INIT CADRE QUAL” with the same date as noted in [paragraph 6.2.3.1](#).
 - 6.2.3.3.2. Qualification Level. Enter a “1” in the qualified block.
 - 6.2.3.3.3. Expiration Date of Qualification. Enter “N/A”.
 - 6.2.3.3.4. Additional Training Due Date. Leave blank
 - 6.2.3.4. Certification Signatures.
 - 6.2.3.4.1. Examiner. Leave blank.
 - 6.2.3.4.2. Reviewing Officer. The SQ/CC (or equivalent) will sign and place an “X” in the remarks block. If the SQ/CC is being upgraded, then leave blank.
 - 6.2.3.4.3. Final Approving Officer. The Group/CC (or equivalent) will sign and place an “X” in the remarks block.
 - 6.2.3.4.4. Examinee. The crewmember will sign.
 - 6.2.3.5. Comments.
 - 6.2.3.5.1. Paragraph A, Narrative. Include a brief description of the new qualification as well as any training received before awarding qualification.

6.3. Suspense.

6.3.1. Temporary Qualification letters (or AF Form 8A) will be issued for all evaluations. Units will clearly annotate the status of a temporary or draft AF Form 8 by putting “DRAFT” or “TEMPORARY” on the AF Form 8, as applicable. (T-2) Units may use and file locally developed flight evaluation worksheets in lieu of AF Form 3862 as long as they contain the same information as an AF Form 8. An example temp qual memorandum can be found in [Attachment 4](#).

6.3.2. Each unit will develop procedures to ensure tracking of AF Form 8.

6.3.3. Units will complete all reviews and approvals and file the completed AF Form 8 or in the EF within 30 days (2 RSDs) after the completion date.

6.4. Positional Evaluation Checklist. SEEs may use a locally developed form or checklist to initially record the events of an evaluation. Use it as a working copy, a guide to conduct the evaluation, or to debrief the examinee. Maintain the form according to local procedures. If used, the form should contain the following:

6.4.1. Type of Evaluation. Enter the type of evaluation (e.g., INIT QUAL, QUAL, INIT INSTR, INSTR, SPOT, etc.).

6.4.2. Date. Date of portions of evaluation observed.

6.4.3. Duty Position. Enter the qualification type and position, for example, BMC/WD.

6.4.4. Examiner. Enter the grade and last name of the examiner.

6.4.5. Evaluation Areas. This should contain the individual unit's evaluation criteria task areas. Enter an “X” in the rating box for Q, Q-, or U in each individual evaluation area.

6.4.6. Remarks. This section is for SEEs use. Recommended use is as a guide for debriefing.

6.5. Flight Evaluation Folder (FEF). The FEF is designed to maintain those basic source documents that provide a history of an individual's qualifications. An FEF must be established for each crewmember maintaining a qualification status of BMC or positional instructor. The FEF must include the following evaluation records: AF Form 8 and other computer-generated forms used to indicate qualification status. The organization to which the individual is assigned or attached will maintain the FEF. Individuals assigned or attached to other than US Air Force units may use the appropriate format of the service to which they are attached. The unit chief of Stan/Eval is responsible for maintaining the FEF.

6.5.1. Contents of the FEF. The FEF is comprised of two sections:

6.5.1.1. Section 1 is on the left side of the folder. Place AF Form 3132 or AF Form 942, *Record of Evaluation*, in chronological order, with the most recent on top. Extract pertinent information from AF Form 8 and make it a permanent part of the folder. A one-line entry is required for each change in MAJCOM and change in organization down to the unit level. Use a one-line entry for each positional evaluation. The AF Form 942 is an index providing pertinent information extracted from all the AF Forms 8 accomplished by the individual. The AF Form 942 is very similar to the AF Form 3132 and is detailed in AFMAN 11-202V2_AETCSUP, *Aircrew Standardization and Evaluation Program*. Complete AF Form 3132, as follows:

- 6.5.1.1.1. Name. Print or write.
 - 6.5.1.1.2. MAJCOM. Enter AETC.
 - 6.5.1.1.3. Unit. Enter the individual's assigned unit.
 - 6.5.1.1.4. Type System. Enter the type of system, for example, MCS or BCS-T.
 - 6.5.1.1.5. Crew Position. Enter the qualification type and position, for example, BMC/WD.
 - 6.5.1.1.6. Type Evaluation. Enter type of evaluation (INIT QUAL, QUAL, INIT INSTR, INSTR, SPOT, etc.).
 - 6.5.1.1.7. Qualification Level. Enter Q1, Q2, or Q3. For SEE objectivity evaluations, enter Q1 or Q3.
 - 6.5.1.1.8. Date Completed. Enter the date completed, which is the same date entered in the "Date Completed" block in the upper right-hand corner of the AF Form 8.
 - 6.5.1.1.9. Primary/Secondary Duty Position. Enter the primary and secondary qualifications, as applicable.
 - 6.5.1.1.10. Review Date: Enter date any review accomplished such as described in [paragraph 6.5.4](#).
 - 6.5.1.1.11. Except where specifically noted, use upper- and lower-case letters.
 - 6.5.1.1.12. Requirements for font, indentation, and justification (right, left or centered) of data are not specified.
 - 6.5.1.1.13. Use each form until it is completely filled. If additional blocks are not needed, Z out any unused blocks.
 - 6.5.1.1.14. Do not annotate a change of MAJCOM if the individual is receiving an evaluation from an evaluator in a different MAJCOM unless the individual is enrolled in a formal training program.
 - 6.5.1.1.15. Computer Generated AF Form 942. Computer generated forms may be used as long as cumulative entries are retained. Electronic copies of the AF Form 942 or AF Form 3132 should be forwarded with the FEF when the individual moves to a new squadron.
- 6.5.1.2. Section 2 (qualification history) is on the right side of the folder. This section contains AF Form 8 and other MAJCOM evaluation forms for all operations positions in which qualification is now or was previously maintained. Maintain all positional evaluation forms to provide a history of evaluations administered. File in chronological order with the most recent on top. If evaluation forms are not available for a specific period, then make a line entry on AF Form 3132 or AF Form 942, stating the forms are unavailable. An MFR should be placed in the appropriate chronological spot where the affected forms would have been found. The MFR must explain the disposition of the affected records and how the member's qualifications were checked to ensure that qualifications/currencies were maintained despite the lack/loss of records.

6.5.2. Description of Folders. Units are encouraged to use evaluation folders from other units providing the following caveats are met:

6.5.2.1. Folders must be letter size, able to separate contents into two sections and constructed of heavy stock (press board folder, or equivalent, is recommended).

6.5.2.2. Standard 2 3/4-inch metal fasteners may be used.

6.5.2.3. Affix a label bearing the individual's name and their DoD ID to the inside back cover so that the folder may be identified when filed. Include additional information on the label if required.

6.5.2.4. Folders will bear AFVA 33-276, *Air Force Privacy Act Label*.

6.5.3. Transfer of FEF. PCS individuals will hand-carry FEF records to the next unit of assignment. If an electronic method is used to maintain the records, then the records may be transferred via electronic means.

6.5.4. Review of FEF. The unit chief of Stan/Eval will conduct an initial review of the FEF for all newly assigned personnel to verify their qualification. Document the initial review on the AF Form 3132 or AF Form 942. The unit chief of Stan/Eval will initiate action to obtain any material that is required and not on file.

6.5.4.1. CCV staff will conduct a Posting Review whenever a new AF Form 8 is filed. The review will ensure that the contents of previously filed MFRs/waivers affecting the AF Form 8 have been added to the document that is about to be filed. Once the permanent AF Form 8 is fully signed/filed, the MFRs will be removed from the FEF. Minor discrepancies not affecting qualifications can be annotated on a locally generated minor discrepancies log and kept in Part 1 behind last AF Form 3132.

6.5.4.2. The Stan/Eval function will annually review all assigned and attached crewmembers' FEFs. Document reviews on the AF Form 3132 or AF Form 942 as "*Annual Review*."

6.5.4.3. MFRs. MFRs do not correct major discrepancies; they acknowledge that major discrepancies exist. The unit commander signing the MFR will provide an explanation of how that discrepancy will be corrected, or that the unit CC is not pursuing corrective action. If not pursuing corrective action, the MFR should explain the situation and state the unit CC accepts the AF Form 8 as a valid Q1/Q2/Q3 based on coordination with the examiner, and/or reviewing/approving officer.

6.5.4.3.1. MFRs documenting waivers, extensions, and/or unusual circumstances to potentially be included in an AF Form 8/8A are filed on top of the affected AF Form 8/8A.

6.5.4.3.1.1. Incorporate the information contained in the MFR onto the affected AF Form 8 under Examiner Remarks paragraph D, Additional Comments, when action is complete.

6.5.4.3.1.2. Once MFR information is incorporated onto the AF Form 8, remove the MFR from the FEF.

6.5.4.3.2. Expiration Date Extensions

6.5.4.3.2.1. On the expiration date extension MFR specify extension authority, the new expiration date, and a brief description of the extension.

6.5.4.3.2.2. MFRs will be dated prior to the expiration date of any affected periodic evaluation.

6.5.4.3.3. Permanent MFRs. MFRs become a permanent part of the FEF only when a Major discrepancy addressed by the MFR is not addressed, or corrected, by a later AF Form 8; or an unusual circumstance cannot be documented any other way.

6.5.4.4. FEF Discrepancies. FEF Discrepancies include those of the AF Form 8 and AF Forms 3132/942 documentation.

6.5.4.4.1. Major Discrepancies. Discrepancies that alter the qualification of the affected crewmember.

6.5.4.4.1.1. Major discrepancies are documented on a permanent MFR filed in Section II immediately above the affected AF Form 8 or in chronological order for items other than those found on AF Forms 8.

6.5.4.4.1.2. Major discrepancies are test scores, dates of evaluation/testing, missing signatures, restrictions, etc., items that directly relate to the qualification of an individual.

6.5.4.4.1.3. MFRs documenting similar major discrepancies found on multiple AF Form 8s will be filed on top of the latest affected AF Form 8.

6.5.4.4.2. Minor Discrepancies. Discrepancies that do not alter the qualification/certification of the affected crewmember (e.g., typos, formatting, and misspellings).

6.5.4.4.2.1. Minor discrepancies will be annotated on a minor discrepancy log, located behind the AF Form 942 and AF Form 4348 (if used), in Section I of the FEF.

Chapter 7

QUAL EVALUATION OF THE AIR BATTLE MANAGER (ABM) AND WEAPONS DIRECTOR (WD)

7.1. General. This section contains criteria applicable to ABM & WD positional evaluations, excluding CRC evaluations at the 607 ACS.

7.2. QUAL Evaluation. The minimum event for the basic qualification is a counterair mission or counterland mission. It may include an air refueling event. The examinee must demonstrate a degree of knowledge and proficiency essential for successful mission accomplishment, profile execution, and safety of flight. Examinee will be evaluated on all phases of a given control mission while aircraft are on their assigned frequency. **Note:** Completion of an ABM or WD evaluation includes demonstration of competence as a WT, and qualifies the ABM/WD to perform as a WT.

7.3. Specific Profiles. ABM/WD qualification evaluations will be conducted on live missions (to the maximum extent possible) or high-fidelity sim mission (example: Network Training Center (NTC)/FMT/Distributed Mission Operations (DMO)). Additionally, the SEE is responsible for determining whether briefed or conducted control activities meet qualification requirements. With the exception of the air combat training or dissimilar air combat training (air- to-air) portion of the evaluation, the missions conducted have to conform to specific profiles as defined by the OG/OGV. **(T-3)**

7.3.1. Counterair Mission. Counterair missions will be conducted where weapons examinees provide tactical or broadcast control, with a minimum of one intercept, as briefed by the aircrew. **(T-3)** The control will be provided to at least two separate fighters/elements simultaneously committed against a minimum of two targets. **(T-3)** The examiner will ensure the weapons examinee participates in all phases of the mission. **(T-3)** **Note:** It is not a requirement for this mission to result in a maneuvering dogfight.

7.3.2. Aerial Refueling (AR) Operations.

7.3.2.1. Air refueling missions require control of at least one tanker and receiver simultaneously, with at least two receivers (dynamic or fragged) total per scenario. SEEs retain the option for additional fragged receivers or dynamic rendezvous at SEEs discretion. **(T-3)**

7.3.3. Counterland. Counterland evaluations require the examinee to direct at least one flight of aircraft conducting air-to-surface tactics against a ground objective. The examinee will control the flight from check-in to the prosecution of at least one objective **(T-3)**. Switch actions will be used at the discretion of the examinee **(T-3)**. A Counterland mission must include the following elements: **(T-3)**

7.3.3.1. Airspace management: Assigning altitude blocks and/or safe deconfliction between aircraft (manned/unmanned)

7.3.3.2. Target Area Brief: Air or ground picture and the objective area

7.3.3.3. Dynamic/Deliberate Tasking: Updated or pre-planned objective

7.3.3.4. MISREP: Mission report

7.3.4. **Critical Areas.** Certain areas require a degree of knowledge and proficiency essential for successful mission accomplishment. Consequently, a U rating in any of the following critical areas will result in an overall grade of Q3: Area 5, Crew Coordination, Area 16, Safety of Flight, Area 17, Aircraft Emergencies, and Area 18, Equipment Safety Procedures.

7.4. Evaluation Objective. The examinee must demonstrate the ability to operate safely and effectively according to technical orders, Federal Aviation Administration (FAA) regulations, and other operational directives.

Table 7.1. ABM/WD Evaluation Areas.

Evaluation Areas	
1.	Mission Planning
2.	Briefings/Debriefings
3.	Equipment Setup
4.	Airspace Coordination
5.	Crew Coordination (CRITICAL)
6.	Communications Selection and Use
7.	Sensors
8.	Weather information
9.	Assumption of Control
10.	Handoff Procedures
11.	Console Operations and Displays
12.	Communications Procedures
13.	Mission Positioning
14.	AR Operations Positioning
15.	Situation/Threat Information
16.	Safety of Flight Procedures (CRITICAL)
17.	Aircraft Emergency (CRITICAL)
18.	Equipment Safety Procedures (CRITICAL)
19.	Documentation
20.	Risk Management, Decision Making
21.	Task Management

7.5. Qualification Criteria. Paragraphs 7.5.1 through 7.5.21 provide the different qualification areas, possible ratings for each, and definitions of the ratings (Q, Q-, and U, as applicable) for each area. Unless otherwise noted in the area, each area is applicable to evaluations for ABM/WD regardless of location or system.

7.5.1. AREA 1: MISSION PLANNING.

7.5.1.1. **Q.** Properly annotated forms and complied with guidance in the OIF prior to mission execution. Noted all factors applicable to mission execution; for example, number

and type aircraft, call signs, planned scenarios or tactics, blocks, airspace and limitations, and radio frequencies. Reviewed mission guides, airspace and radio limitations, and emergency and no radio (NORDO) procedures. Developed a sound plan of action to accomplish the mission IAW Air Force Tactics, Techniques, and Procedures (AFTTP) 3-3.1PE, *Integrated Planning and Employment (IPE)*. Was aware of alternatives available if mission couldn't be completed as planned. Was prepared at briefing time. Ensured Operational Risk Management (ORM) checklist was signed off.

7.5.1.2. **Q-**. Forms were incomplete and/or failed to comply with guidance in the OIF. Resulting omissions noted in mission planning did not jeopardize the outcome of the mission, but caused delays, and detracted from mission accomplishment.

7.5.1.3. **U**. Forms were incomplete and/or failed to comply with guidance in the OIF. Resulting omissions compromised mission execution or safety of flight. Major errors in mission planning prevented safe and effective mission accomplishment. Faulty knowledge of operations and/or procedures prevented meaningful contribution to aircrew briefing. Was not prepared at briefing time. Did not sign off ORM checklist.

7.5.2. AREA 2: BRIEFINGS/DEBRIEFINGS.

7.5.2.1. **Q**. Attended all required briefings and/or debriefings and extracted and/or provided all necessary information. Performed briefings and /or debriefings in an organized, logical sequence according to applicable directives. Planned all areas necessary to conduct tasked mission(s) and conducted aircrew briefings and/or debriefings according to AFI 11-214, *Air Operations Rules and Procedures* and other directives.

7.5.2.2. **Q-**. Attended all required briefings and/or debriefings. Extracted and/or provided information or performed briefings and/or debriefings with errors or omissions that did not jeopardize mission accomplishment, but caused delays and/or detracted from mission accomplishment. Planned all areas necessary to conduct tasked missions and conducted aircrew briefings and/or debriefings with errors or omissions that did not jeopardize mission accomplishment.

7.5.2.3. **U**. Failed to attend required briefings and/or debriefings. Extracted and/or provided information or performed briefings and/or debriefings with errors or omissions that could have jeopardized mission accomplishment. Planned all areas necessary to conduct tasked missions and conducted aircrew briefings and/or debriefings with errors or omissions that could have jeopardized mission accomplishment.

7.5.3. AREA 3: EQUIPEMENT SETUP.

7.5.3.1. **Q**. Followed technical manuals, operating guides, and other equipment-related instructions to build the best radar presentation and maximize console operations. Selected appropriate video maps, overlays, or intercept training areas. Recognized, corrected, and reported alerts, alarms, or system errors.

7.5.3.2. **Q-**. Committed obvious errors or deviations, but did not cause damage to equipment or jeopardize mission outcome, but caused delays and/or detracted from mission accomplishment.

7.5.3.3. **U.** Committed major errors or omissions with the potential to damage equipment or hinder mission accomplishment. Radar presentation or console setup jeopardized mission outcome.

7.5.4. AREA 4: AIRSPACE COORDINATION.

7.5.4.1. **Q.** Complied with memorandums of agreement (MOA), letters of agreement (LOA), approved checklists, and local operating directives to confirm airspace, exchanged pertinent mission information (such as, call sign, frequency, phone number, etc.), and received airspace restrictions. Coordinated with adjoining airspace users to verify communications. Conducted appropriate post-mission coordination according to MOAs and local directives. If WT is used, effectively supervised to ensure all requirements per written directives are followed.

7.5.4.2. **Q-.** Deviated from MOAs, LOAs, approved checklists, and/or local operating directives when coordinating airspace. Resulting errors did not jeopardize mission accomplishment, but created delays and/or confusion. Failed to properly coordinate with agencies working in adjacent airspace. If WT is used, failed to effectively supervise causing errors that did not jeopardize mission accomplishment, but created delays and/or confusion.

7.5.4.3. **U.** Committed major errors and/or omissions that compromised mission execution or created an unsafe working environment. Aircraft entered or remained in an unauthorized airspace without appropriate coordination.

7.5.5. AREA 5: CREW COORDINATION (**CRITICAL**).

7.5.5.1. **Q.** Coordinated with the mission crew to ensure equipment and assets were available and used to accomplish the assigned mission. Ensured coordination and information flow within the section and cross-sections as required. Provided direction and information when necessary. Focused crew attention on task at hand. Solicited inputs from other crewmembers when appropriate.

7.5.5.2. **U.** Failed to coordinate with the mission crew to ensure equipment and assets were available and used to accomplish the assigned mission. Failed to ensure coordination and information flow within the section and cross-sections as required. Committed errors or omissions that could have jeopardized mission accomplishment. Poor crew coordination seriously degraded mission accomplishment or safety of mission.

7.5.6. AREA 6: COMMUNICATIONS SELECTION AND USE.

7.5.6.1. **Q.** Demonstrated satisfactory ability to establish primary and alternate ground-to-ground and ground-to-air communications. Set and programmed frequencies, made required communication checks, and reported outages according to technical manuals and local directives.

7.5.6.2. **Q-.** Made errors in communications selection that impacted the ability to communicate with the aircrew or other agencies. Had difficulty establishing communications or was slow to react to errors. Did not establish or coordinate for alternate communications in a timely manner, which caused delays and detracted from mission accomplishment.

7.5.6.3. **U.** Errors and/or omissions created severe delays or prevented mission accomplishment.

7.5.7. AREA 7: SENSORS.

7.5.7.1. **Q.** Corrected or reported degraded presentations. Recognized the presence of electronic or mechanical jamming or interference.

7.5.7.2. **Q-.** Errors and/or omissions resulted in degraded radar and identification friend or foe (IFF) presentation, or hindered mission effectiveness, but did not jeopardize overall mission.

7.5.7.3. **U.** Lack of system knowledge hindered mission outcome. Failed to recognize or compensate for the presence of electronic or mechanical jamming or interference.

7.5.8. AREA 8: WEATHER INFORMATION.

7.5.8.1. **Q.** Obtained and extracted essential weather information (including winds aloft for AR). Processed weather information and provided updates to the aircrew upon notification of weather changes affecting the mission according to AFI 11-214 and local directives. Relayed weather updates and recovery airbase status in a timely manner.

7.5.8.2. **Q-.** Errors and/or omissions of essential weather information caused delays in mission accomplishment, but does not jeopardize overall mission.

7.5.8.3. **U.** Unable to obtain or extract essential weather information or failed to relay important weather information.

7.5.9. AREA 9: ASSUMPTION OF CONTROL.

7.5.9.1. **Q.** Located mission aircraft using reported position, identification friend or foe/selective identification feature (IFF/SIF), pilot maneuvering and/or external sources in a timely manner. Voiced “radar contact” or “negative radar contact” as appropriate. Passed or confirmed altimeter IAW local or theater procedures. Provided aircrew with a working frequency and/or net and time of day (TOD) (if applicable). Provided aircrew a situation update. Conducted IFF/SIF checks and advised aircrew of status. Conducted radar handoffs IAW procedures.

7.5.9.2. **Q-.** Delays in identifying either participating or nonparticipating aircraft hindered mission accomplishment, but did not jeopardize overall mission. Committed errors or omissions that did not jeopardize mission accomplishment, but caused delays and detracted from mission accomplishment.

7.5.9.3. **U.** Failed to locate aircraft using reported position, IFF/SIF, pilot maneuvering and/or external sources in a timely manner. Failed to voice “radar contact” or “negative radar contact” as appropriate. Did not pass or confirm altimeter IAW local or theater procedures. Failed to provide aircrew with a working frequency and/or net and TOD (if applicable). Did not provide aircrew a situation update. Failed to conduct IFF/SIF checks and advise aircrew of status. Failed to comply with procedures for conducting radar handoffs. Committed errors or omissions that could have jeopardized mission accomplishment.

7.5.10. AREA 10: HANDOFF PROCEDURES.

7.5.10.1. **Q.** Completed all handoffs according to MOAs, local operating directives, or published FAA guidance. Transmitted air traffic control (ATC) instructions and advisories received from ATC verbatim. Completed handoffs at the appropriate altitude prior to

handoff or exit point. If WT is used, ensured WT was properly supervised and followed all applicable directives.

7.5.10.2. **Q-**. Committed errors or omissions, causing delays that hindered the aircrew's mission accomplishment.

7.5.10.3. **U**. Did not comply with handover procedures according to MOAs, local operating directives, or published FAA guidance. Failed to complete handoffs at the appropriate altitude prior to handover or exit point.

7.5.11. AREA 11: CONSOLE OPERATIONS AND DISPLAYS.

7.5.11.1. **Q**. Interpreted, initiated, and updated data for computer displays, accomplished switch actions, and responded to alarms and alerts according to applicable directives. Used switch actions to determine coordinates in the appropriate reference system as required. Consoles operations and displays optimized situational awareness.

7.5.11.2. **Q-**. Interpreted, initiated, and updated data for computer displays, accomplished switch actions, or responded to alarms and alerts with errors or omissions that did not jeopardize mission accomplishment. Omissions or errors in console operations and displays contributed to a lack of situational awareness that did not jeopardize mission accomplishment, but caused delays and detracted from mission accomplishment.

7.5.11.3. **U**. Interpreted, initiated, and updated data for computer displays, accomplished switch actions, or responded to alarms and alerts with errors or omissions that jeopardized mission accomplishment. Omissions or errors in console operations and displays contributed to a lack of situational awareness that jeopardized mission accomplishment.

7.5.12. AREA 12: COMMUNICATION PROCEDURES.

7.5.12.1. **Q**. Able to understand and prioritize multiple radio transmissions. Correctly formulated timely and/or accurate responses using proper terminology. Complied with and acknowledged all required instructions. All required radio calls were made according to directives. Inter-crew communication was clear and concise.

7.5.12.2. **Q-**. Occasional deviations from procedures required retransmissions. Slow to initiate (or missed) some required calls. Made minor errors or omissions that did not significantly detract from situational awareness or mission accomplishment. Transmissions were not in proper sequence or used nonstandard terminology. Communication was sometimes unclear or confusing, but did not significantly impact mission accomplishment or flight safety.

7.5.12.3. **U**. Incorrect procedures or poor performance caused confusion and jeopardized mission accomplishment. Omitted (or missed) numerous required radio calls. Inaccurate or confusing terminology significantly detracted from situational awareness, threat warning, or mission accomplishment. Unclear or confusing inter-crew communication significantly impacted mission accomplishment or flight safety.

7.5.13. AREA 13: MISSION POSITIONING.

7.5.13.1. Counterair Mission.

7.5.13.1.1. **Q**. Controlled fighters using radar and/or IFF/SIF presentations consistent with continuum of control and considered the enemy order of battle. Controlled force

protection and/or sweep operations that effectively protected assets and/or accomplished the mission. Keeps fighters informed of all factor groups through “Picture” and threat calls. Positioned fighters to accomplish mission objectives according to AFI 11-214 and AFTTP 3-2.8, *Air Control Communication*, consistent with aircraft capabilities, rules of engagement, operations directives, and battle staff direction.

7.5.13.1.2. **Q-**. Controlled fighters with errors or omissions that did not jeopardize mission accomplishment, but caused delays and detracted from mission accomplishment.

7.5.13.1.3. **U**. Controlled fighters with errors or omissions that jeopardized mission accomplishment. Positioning was not consistent with continuum of control, mission objectives, operations directives, rules of engagement, or battle staff direction. **Note:** A grade of U for this area can result in a qualification level 3 for the evaluation.

7.5.13.2. Counterland Mission.

7.5.13.2.1. **Q**. Controlled or provided positioning assistance to aircrews using radar and/or IFF/SIF presentations. As required/requested, provided vectoring assistance to route or target points to place aircraft in a position to accomplish mission IAW AFI 11-214, and AFTTP 3-2.8, consistent with briefed mission, rules of engagement, operations directives, and aircraft capabilities. Provided/updated threat information (to include changes in targets and enemy order of battle) to aircraft under control. Provided minimum risk/safe passage and flight join up assistance as required/requested. Employed Radio/Telephone (R/T) procedures IAW AFI 11-214, AFTTP 3-3.IPE, *Integrated Planning & Employment (IPE)*, and AFTTP 3-2.8 ACC. Acknowledged all communications.

7.5.13.2.2. **Q-**. Controlled or provided positioning, vectoring, safe passage, or join up assistance with errors or omissions that did not jeopardize mission accomplishment.

7.5.13.2.3. **U**. Controlled fighters with errors or omissions that could have jeopardized mission accomplishment. Positioning was not consistent with continuum of control, mission objectives, operations directives, rules of engagement, or battle staff direction. **Note:** A grade of U for this area can result in a qualification level 3 for the evaluation.

7.5.13.3. Close Control Cutoff (if Applicable): **Note:** Target cleared on a briefed threat axis that the pilot could deviate +/-20 degrees at the start of the engagement. If the target deviated, it maintained the new heading until the completion of the intercept.

7.5.13.3.1. **Q**. Established an accurate cutoff heading no later than 10 NM from the target that provided collision guidance to a point 0 to 3 NM behind the target.

7.5.13.3.2. **Q-**. Controlled or provided positioning assistance to aircrews with errors or omissions that did not jeopardize mission accomplishment.

7.5.13.3.3. **U**. Failed to meet air-to-air positioning criteria as outlined in [paragraph 7.5.13.3](#) and jeopardized mission accomplishment. **Note:** A grade of U for this area can result in a qualification level 3 for the evaluation.

7.5.13.4. Close Control Stern (if Applicable). **Note:** Target cleared on a briefed heading that the pilot could deviate +/-20 degrees at the start of the engagement. If the target deviated, it maintained the new heading until the completion of the intercept.

7.5.13.4.1. **Q.** Directed fighter to a valid turn point from which a final turn, not less than 90 and no more than 180 degrees, was executed. At rollout, final positioning was 0 to 3 NM astern of the target and within a 40-degree cone (+/-20 degrees of the target track line).

7.5.13.4.2. **Q-.** Controlled or provided positioning assistance to aircrews with errors or omissions that did not jeopardize mission accomplishment.

7.5.13.4.3. **U.** Failed to meet air-to-air positioning criteria as outlined in [paragraph 7.5.13.4](#) and jeopardized mission accomplishment. **Note:** A grade of U for this area can result in a qualification level 3 for the evaluation.

7.5.14. AREA 14: AR OPERATIONS POSITIONING.

7.5.14.1. **Q.** Controlled or provided positioning assistance to aircrews using radar and/or IFF/SIF presentations. Prioritized refueling activity and placed receivers and/or tankers in a position within air refueling parameters to accomplish mission objectives IAW NATO Standard ATP 3.3.4.2, *Air to Air Refueling*, and United States ATP 3.3.4.2 I *Standards Related Document (SRD)*, AFI 11-214 and consistent with aircraft capabilities. Demonstrated receiver turn-on or point parallel tactics. Provided/updated threat information (to include changes in targets and enemy order of battle) to aircraft under control. Obtained and disseminated post- refueling offload information as required. Employed R/T procedures IAW AFI 11-214, AFTTP 3-3.IPE, and 3-2.8 ACC. Acknowledged all communications. Maintained SA.

7.5.14.2. **Q-.** Controlled or provided positioning assistance to aircrews with errors or omissions that did not jeopardize mission accomplishment.

7.5.14.3. **U.** Controlled or provided positioning assistance to aircrews with errors or omissions that jeopardized mission accomplishment. Final positioning was not within air refueling parameters IAW AFI 11-214.

7.5.15. AREA 15: SITUATION/THREAT INFORMATION.

7.5.15.1. **Q.** Provided initial situation and threat briefs to aircraft upon check-in. Correctly identified, labeled, and anchored groups and formations according to AFI 11-214, applicable volumes of AFTTP 3.3.IPE, and local operating directives. Updated threat briefings as requested or as the situation changed. Threat information, to include targets, was accurate to within 10 degrees and 2 NM of sensor returns. If required or requested, information was accurate to the closest cardinal direction or quadrant. Maintained surveillance of adversaries, airspace (according to MOAs or local operating directives), and other mission-related factors. Prioritization of mission requirements improved or contributed to situational awareness and mission success.

7.5.15.2. **Q-.** Was slow to respond to changes in adversary tactics. Advisory calls concerning airspace or threat information were slow or sporadic. Threat information (to include targets) was approximately correct, but not within 10 degrees and 2 NM of sensor returns.

7.5.15.3. **U.** Did not demonstrate the appropriate response to changes in adversary tactics or threat information. Did not advise aircrew of airspace calls or critical mission information according to MOAs or local operating directives. Actions jeopardized mission accomplishment. Misanalysis of adversary tactics, mission requirements, and failure to prioritize compromised mission accomplishment.

7.5.16. AREA 16: SAFETY OF FLIGHT PROCEDURES (**CRITICAL**).

7.5.16.1. **Q.** Ensured all efforts were made to make participants maintain airspace integrity, including time limits. Ensured compliance with all applicable MOAs, FAA directives, and mandatory safety calls (e.g., fights on, terminate, and knock-it-off) during all phases of the mission, including the notification of the appropriate agency when an uncontrolled ingress or egress are imminent or taking place. Provided accurate traffic and safety advisories, ensured proper vertical and horizontal separation, and complied with airspace and altitude restrictions. Transmitted weapons safety checks, when applicable, and used directive control to keep aircraft clear of hazards according to AFI 11-214 and other directives.

7.5.16.2. **U.** Was not aware of or did not comply with safety factors during the mission. Actions and responses were unsafe and/or dangerous.

7.5.17. AREA 17: AIRCRAFT EMERGENCIES (**CRITICAL**).

7.5.17.1. **Q.** Recognized the existence of an aircraft emergency. Assisted controlled aircraft experiencing an emergency in a timely manner. Coordinated responses IAW an emergency checklist. Entered the appropriate emergency point on the scope. Notified SD or equivalent (if present) of the aircraft emergency.

7.5.17.2. **U.** Failed to recognize an aircraft emergency. Failed to assist controlled aircraft experiencing an emergency. Failed to respond in a timely manner. Did not follow the aircraft emergency checklist. Failed to enter an appropriate emergency point on the scope. Did not notify SD or equivalent (if present) of aircraft emergency. Committed errors or omissions that could have led to the loss of the aircraft and/or aircrew, or jeopardized mission accomplishment.

7.5.18. AREA 18: EQUIPMENT SAFETY PROCEDURES (**CRITICAL**).

7.5.18.1. **Q.** Properly executed required actions necessary to continue the mission or safely transfer aircraft to the appropriate agency while experiencing an equipment malfunction. Safely demonstrated actions during either a simulated or actual operations room or equipment emergency (halon dump, electrical fire, smoke emitting from a console, etc.). Notified affected personnel in a timely matter.

7.5.18.2. **U.** Failed to take required action when experiencing an equipment malfunction. Failed to ensure the safe transfer of all aircraft to the appropriate agency.

7.5.19. AREA 19: DOCUMENTATION.

7.5.19.1. **Q.** Properly documented or verified the WT properly prepared, and submitted required documentation (AF Form 4146, *Mission Briefing Guide*, for CRC evaluations IAW AETCI 13-101V3) at the conclusion of the mission according to directives.

7.5.19.2. **Q-**. Required documentation contained errors that detracted significantly from the required documentation, but did not prohibit the communication of the content. Committed errors or omissions that did not affect mission accomplishment.

7.5.19.3. **U**. Pertinent information was either missing or not legible. Contents could not be communicated through the documentation. Committed errors or omissions that could have negatively impacted mission accomplishment.

7.5.20. AREA 20: RISK MANAGEMENT, DECISION MAKING.

7.5.20.1. **Q**. Accurately identified all contingencies and alternatives. Gathered and crosschecked available data before deciding. Clearly stated decisions and ensured they were understood.

7.5.20.2. **Q-**. Made minor errors in identifying contingencies, gathering data, or communicating a decision that did not affect safe or effective mission accomplishment.

7.5.20.3. **U**. Improperly or ineffectively identified contingencies, gathered data, or communicated a decision that seriously degraded mission accomplishment or safety of mission.

7.5.21. AREA 21: TASK MANAGEMENT.

7.5.21.1. **Q**. Correctly prioritized and managed multiple tasks, based on existing and new information that assured mission success. Practiced checklist discipline where required.

7.5.21.2. **Q-**. Made minor errors in prioritization or management of tasks that did not affect safe or effective mission accomplishment. Made minor errors in checklist discipline that did not impact mission safety or accomplishment.

7.5.21.3. **U**. Incorrectly prioritized or managed tasks that seriously degraded mission accomplishment or safety of mission. Checklist discipline negatively impacted mission accomplishment or safety.

Chapter 8

QUAL EVALUATION OF THE WEAPONS TECHNICIAN (WT)

8.1. General. This section contains criteria applicable to WT positional evaluations. The minimum event for a QUAL evaluation is a live counterair or counterland mission. The evaluation may also include the AR operation. The examinee must demonstrate a degree of knowledge and proficiency essential for successful mission accomplishment and safety of flight. Examinee will be evaluated on all phases of a given control mission while aircraft are on their assigned frequency.

8.2. Specific Profiles. To the maximum extent possible, the WT will be evaluated on live missions where the ABM/WD provides control as briefed by the aircrew. The SEE is responsible for determining whether briefed or conducted control activities meet qualification requirements. With the exception of the air-to-air portion of the evaluation, the missions conducted have to conform to specific profiles as defined by OG/OGV. **(T-3)**

8.2.1. Counterair.

8.2.1.1. Assist in the conduct of a live air-to-air mission where the ABM/WD provides control as briefed by the aircrew. To meet evaluation requirements, missions should consist of tactical or broadcast control, with a minimum of one intercept. **(T-3)** The control will be provided to at least two separate fighters/elements simultaneously committed against a minimum of two targets **(T-3)** The examiner will ensure the weapons examinee participates in all phases of the mission **(T-3)** **Note:** It is not a requirement for this mission to result in a maneuvering dogfight.

8.2.2. AR Operations.

8.2.2.1. The examinee will assist the ABM/WD in the conduct of AR operations. The missions need not include specific AR rendezvous. This evaluation consists of a complete AR operation, from anchor activation to the return of the airspace block.

8.2.2.2. Evaluations may be scheduled for an AR operation with more than one tanker (cell) or set of receivers.

8.2.3. Counterland. The examinee will assist the ABM/WD in the conduct of a counterland mission where the ABM/WD directs at least one flight of aircraft conducting air-to-surface tactics against a ground objective.

8.2.4. Critical Areas. Certain areas require a degree of knowledge and proficiency that is absolutely mandatory for successful mission accomplishment. Consequently, a U score in any of the following critical areas will result in an overall grade of Q3: Area 10, Handoff Procedures; Area 16, Safety of Flight Procedures; and Area 18, Equipment Safety Procedures.

8.3. Evaluation Objective. The examinee must demonstrate the ability to operate safely and effectively according to technical orders, FAA regulations, and other operational directives.

Table 8.1. WT Evaluation Areas.

Evaluation Areas	
1.	Mission Planning
2.	Mission Briefing/Debriefing
3.	Equipment Setup and Status Reporting
4.	Airspace Coordination
5.	Crew Coordination
6.	Communications Selection and Use
7.	Sensors
8.	Weather information
9.	Identification
10.	Handoff Procedures (CRITICAL)
11.	Console Operations and Displays
12.	Communications Procedures
13.	Checklists
14.	Mission Assistance
15.	Safety of Flight Procedures (CRITICAL)
16.	Emergency Procedures
17.	Equipment Safety Procedures (CRITICAL)
18.	Documentation
19.	Risk Management, Decision Making
20.	Task Management

8.4. Areas and Ratings. Paragraphs 8.4.1 through 8.4.20 provide the different qualification areas, possible ratings for each, and definitions of the ratings (**Q**, **Q-**, and **U**, as applicable) for each area.

8.4.1. AREA 1: MISSION PLANNING.

8.4.1.1. **Q.** Received the mission briefing from the ABM/WD. Noted all factors applicable to airspace coordination and mission execution; for example, number and type aircraft, call signs, planned scenarios or tactics, blocks, airspace and limitations, and radio frequencies. Was aware of alternate mission, weather, and emergency/NORDO procedures. Developed a sound plan of action to accomplish all airspace and mission coordination. Properly annotated forms and complied with guidance in the OIF prior to accepting first handover. Was aware of alternatives available if mission could not be completed as planned. Was prepared at briefing time. Ensured Operational Risk Management (ORM) checklist was signed off.

8.4.1.2. **Q-.** Forms incomplete and/or failed to comply with guidance in the OIF. Resulting omissions noted in mission planning did not jeopardize the outcome of the mission, but caused delays and detracted from mission accomplishment. Due to lack of

compliance, mission information had to be reemphasized by the aircrew or the ABM/WD real time.

8.4.1.3. **U.** Forms incomplete and/or failed to comply with guidance in the OIF. Resulting omissions compromised mission execution or safety of flight. Major errors or omissions could have resulted in unsafe or ineffective mission accomplishment. Failed to understand or clarify mission profile. Had faulty knowledge of operating data or procedures. Was prepared at briefing time. Did not sign off ORM checklist.

8.4.2. AREA 2: MISSION BRIEFING/DEBRIEFING.

8.4.2.1. **Q.** Received ABM/WD mission briefing according to locally developed guidance. If required, debriefed mission essential information with the ABM/WD.

8.4.2.2. **Q-.** Failed to clarify errors or omissions during the mission briefing or debriefing.

8.4.2.3. **U.** Major errors or omissions jeopardized mission outcome. Unprepared to receive ABM/WD mission briefing.

8.4.3. AREA 3: EQUIPMENT SETUP AND STATUS REPORTING.

8.4.3.1. **Q.** Followed technical manuals, operating guides, and other equipment-related instructions to build the best radar presentation and maximize console operations. Selected appropriate video maps, overlays, or intercept training areas. Recognized, corrected, and reported alerts, alarms, or system errors.

8.4.3.2. **Q-.** Committed obvious errors or deviations, but did not cause damage to equipment or jeopardize mission outcome.

8.4.3.3. **U.** Committed major errors or omissions with the potential to damage equipment or hinder mission accomplishment. Radar presentation or console setup jeopardized mission outcome.

8.4.4. AREA 4: AIRSPACE COORDINATION.

8.4.4.1. **Q.** Followed MOAs and local operating directives to confirm airspace, exchange pertinent mission information (call sign, frequency, phone number, etc.), and receives airspace restrictions. Conducted post-mission coordination according to MOAs and local operating directives.

8.4.4.2. **Q-.** Deviations from MOAs and local operating directives created delays and/or confusion.

8.4.4.3. **U.** Major errors and/or omissions created an unsafe working environment. Aircraft entered or remained in an unauthorized airspace without appropriate coordination.

8.4.5. AREA 5: CREW COORDINATION.

8.4.5.1. **Q.** Provided direction and information when necessary. Effectively coordinated with other crewmembers throughout the mission. Solicited inputs from other crewmembers when appropriate.

8.4.5.2. **Q-.** Crew coordination was adequate to accomplish the mission. Deficiencies in crew communication or interaction resulted in degraded crew or mission efficiency.

8.4.5.3. **U.** Poor crew coordination seriously degraded mission accomplishment or safety of mission.

8.4.6. AREA 6: COMMUNICATIONS SELECTION AND USE.

8.4.6.1. **Q.** Demonstrated satisfactory ability to establish primary and alternate ground-to-ground and ground-to-air communications. Set and programmed frequencies, made required communication checks, and reported outages according to technical manuals and local directives. Conducted necessary coordination with external agencies to ensure communication equipment was configured correctly for unique mission requirements.

8.4.6.2. **Q-.** Made errors in communications selection that impacted the ability to monitor the aircrew or other agencies. Had difficulty establishing communications or was slow to react to errors. Did not establish or coordinate for alternate communications in a timely manner.

8.4.6.3. **U.** Unable to establish either ground-to-ground or ground-to-air communications. Errors and/or omissions created severe delays or prevented mission accomplishment. Failed to conduct the necessary coordination with external agencies to ensure communication equipment was configured correctly for unique mission requirements.

8.4.7. AREA 7: SENSORS.

8.4.7.1. **Q.** Corrected or reported degraded presentations. Assisted the ABM/WD in recognizing the presence of electronic or mechanical jamming or interference.

8.4.7.2. **Q-.** Errors and/or omissions resulted in degraded radar/IFF presentation or hindered mission effectiveness, but did not jeopardize the overall mission. Slow to assist the ABM/WD in recognizing the presence of electronic or mechanical jamming or interference.

8.4.7.3. **U.** Lack of system knowledge hindered mission outcome. Failed to recognize (or assist the ABM/WD in recognizing) the presence of electronic or mechanical jamming or interference.

8.4.8. AREA 8: WEATHER INFORMATION.

8.4.8.1. **Q.** Contacted the appropriate external agency for essential weather information. Provided updates to the ABM/WD upon notification of weather changes affecting mission aircraft according to AFI 11-214 and local directives. Relayed weather updates and recovery airbase status in a timely manner to appropriate crew positions.

8.4.8.2. **Q-.** Errors and/or omissions of essential weather information caused delays in mission execution, but did not jeopardize the overall mission.

8.4.8.3. **U.** Unable to obtain or extract essential weather information or failed to relay important weather information.

8.4.9. AREA 9: IDENTIFICATION.

8.4.9.1. **Q.** Assisted the ABM/WD in locating all mission aircraft within 1 minute prior to declaring radar contact. During the mission, assisted the ABM/WD in identifying both participating and nonparticipating aircraft, using IFF/SIF, point outs, or pilot maneuvering.

8.4.9.2. **Q-**. Deviations from standards (greater than 1 minute) created significant delays in identifying either participating or nonparticipating aircraft. Slowness of identification procedures hindered portions of the mission, but did not jeopardize overall mission.

8.4.9.3. **U**. Unable to assist the ABM/WD in locating all mission aircraft within 2 minutes prior to declaring radar contact. Point outs, pilot maneuvering, or IFF/SIF interpretation was incorrect. Actions jeopardized mission.

8.4.10. AREA 10: HANDOFF PROCEDURES (**CRITICAL**).

8.4.10.1. **Q**. Completed all handoffs according to MOAs, ATC guidance, and local operating directives. Passed ATC clearances and advisories verbatim. Verified that handoffs occurred at the appropriate altitude and exit point.

8.4.10.2. **U**. Did not comply with handoff procedures according to MOAs, local operating directives, or ATC guidance. Deviations created an unsafe working environment.

8.4.11. AREA 11: CONSOLE OPERATIONS AND DISPLAY.

8.4.11.1. **Q**. Interpreted, initiated, and updated data for computer displays, accomplished switch actions, and responded to alarms and alerts in accordance with applicable directives. Console operations and displays optimized situational awareness.

8.4.11.2. **Q-**. Interpreted, initiated, and updated data for computer displays, accomplished switch actions, or responded to alarms and alerts with errors or omissions that did not jeopardize mission accomplishment. Omissions or errors in console operations and displays contributed to a lack of situational awareness that did not jeopardize mission accomplishment.

8.4.11.3. **U**. Interpreted, initiated, updated data for computer displays, accomplished switch actions, or responded to alarms and alerts with errors or omissions that could have jeopardized mission accomplishment. Omissions or errors in console operations and displays contributed to a lack of situational awareness that could have jeopardized mission accomplishment.

8.4.12. AREA 12: COMMUNICATION PROCEDURES.

8.4.12.1. **Q**. Able to understand and prioritize multiple radio transmissions. Correctly formulated timely and accurate responses using proper terminology. Complied with and acknowledged all required instructions. All required radio calls made in accordance with directives. Inter-crew communication was clear and concise.

8.4.12.2. **Q-**. Occasional deviations from procedures required retransmissions. Slow to initiate (or missed) some required calls. Made minor errors or omissions that did not significantly detract from situational awareness or mission accomplishment. Transmissions were not in proper sequence or used nonstandard terminology. Communication was sometimes unclear or confusing, but did not significantly impact mission accomplishment or flight safety.

8.4.12.3. **U**. Incorrect procedures or poor performance caused confusion and jeopardized mission accomplishment. Omitted (or missed) numerous required radio calls. Inaccurate or confusing terminology significantly detracted from situational awareness, threat warning,

or mission accomplishment. Unclear or confusing inter-crew communication significantly impacted mission accomplishment or flight safety.

8.4.13. AREA 13: CHECKLISTS.

8.4.13.1. **Q.** Followed procedures established in OG/OGV-approved local operating directive and/or positional checklist.

8.4.13.2. **Q-.** Deviations or errors in checklist usage caused minor delays, but did not jeopardize mission execution.

8.4.13.3. **U.** Did not follow established operating procedures written in the positional checklist. Poor checklist discipline created numerous errors or delays and jeopardized mission execution.

8.4.14. AREA 14: MISSION ASSISTANCE.

8.4.14.1. **Q.** Demonstrated required knowledge of mission flow from ingress to egress. Assisted ABM/WD with calls and executed required actions promptly and without error. Anticipated pilot and ABM/WD requests that enhanced mission execution.

8.4.14.2. **Q-.** Errors and/or omissions in knowledge of mission flow caused delays and/or confusion. Was slow to respond with required and directed actions. Did not aggressively anticipate aircraft actions or requirements.

8.4.14.3. **U.** Failed to assist the aircrew or ABM/WD during the mission. Did not respond to aircrew or ABM/WD directives and/or requests.

8.4.15. AREA 15: SAFETY OF FLIGHT PROCEDURES (**CRITICAL**).

8.4.15.1. **Q.** Prompted the ABM/WD to ensure all participants maintain airspace integrity, including time limits. Assisted with the compliance of all applicable MOAs, FAA directives, and mandatory safety calls (e.g., *fight on*, *terminate*, or *knock-it-off*) during all phases of the mission. Provided FAA agencies with accurate traffic and safety advisories, ensured proper altitude separation, and complied with airspace and altitude restrictions. Assisted the ABM/WD with weapons safety checks, when applicable. Provided timely inputs to keep aircraft clear of hazards according to AFI 11-214 and other directives. Using the proper format, notified the appropriate agency when an uncontrolled ingress or egress was imminent or taking place.

8.4.15.2. **U.** Was not aware of or did not comply with safety factors during the mission. Actions and responses were unsafe and/or dangerous.

8.4.16. AREA 16: EMERGENCY PROCEDURES.

8.4.16.1. **Q.** Demonstrated thorough knowledge of emergency procedures. Implemented necessary actions with little hesitation. Coordinated effectively with other crewmembers and/or appropriate agencies. Ensured required checklist items were completed.

8.4.16.2. **Q-.** Committed errors, omissions, or delays in emergency procedures. Had minor errors in knowledge of emergency procedures. Missed checklist/coordination items which did not result in an unsafe situation or jeopardize mission accomplishment.

8.4.16.3. **U.** Unsatisfactory knowledge of emergency procedures. Improperly and/or ineffectively coordinated with other crewmembers and/or agencies causing delays/confusion which did or could have compromised the situation.

8.4.17. AREA 17: EQUIPMENT SAFETY PROCEDURES (**CRITICAL**).

8.4.17.1. **Q.** Properly executed required actions necessary to continue the mission or safely transfer aircraft to the appropriate agency while experiencing an equipment malfunction. Safely demonstrated actions during an operations room or equipment emergency (such as halon dump, electrical fire, or smoke emitting from a console). Notified all affected personnel in a timely matter.

8.4.17.2. **U.** Failed to take required action when experiencing an equipment malfunction. Failed to ensure the safe transfer of all aircraft to the appropriate agency.

8.4.18. AREA 18: DOCUMENTATION (AS REQUIRED).

8.4.18.1. **Q.** Properly prepared and submitted required documentation according to local directives. Writing was neat and legible with no errors noted.

8.4.18.2. **Q-.** Required documentation contained errors that detracted significantly from the required documentation, but did not prohibit the communication of the content.

8.4.18.3. **U.** Pertinent information was either missing or not legible. Contents could not be communicated through the documentation.

8.4.19. AREA 19: RISK MANAGEMENT/DECISION MAKING.

8.4.19.1. **Q.** Accurately identified all contingencies and alternatives. Gathered and crosschecked available data before deciding. Clearly stated decisions and ensured they were understood.

8.4.19.2. **Q-.** Made minor errors in identifying contingencies, gathering data, or communicating a decision that did not affect safe or effective mission accomplishment.

8.4.19.3. **U.** Improperly or ineffectively identified contingencies, gathered data, or communicated a decision that seriously degraded mission accomplishment or safety of mission.

8.4.20. AREA 20: TASK MANAGEMENT.

8.4.20.1. **Q.** Correctly prioritized and managed multiple tasks, based on existing and new information that assured mission success. Practiced checklist discipline where required.

8.4.20.2. **Q-.** Made minor errors in prioritization or management of tasks that did not affect safe or effective mission accomplishment. Made minor errors in checklist discipline that did not impact mission safety or accomplishment.

8.4.20.3. **U.** Incorrectly prioritized or managed tasks that seriously degraded mission accomplishment or safety of mission. Checklist discipline negatively impacted mission accomplishment or safety.

Chapter 9

QUAL EVALUATION OF THE CRC AIR BATTLE MANAGER (607 ACS ONLY)

9.1. General. This chapter contains the criteria specifying the tasks required of a qualified CRC ABM QUAL consistent with those of AFMAN 13-1CRC, Volume 2, *Control and Reporting Center (CRC)- Evaluation Criteria*. Should conflicts between criteria specified in this chapter and AFMAN 13-1CRCV2 arise, AFMAN 13-1CRCV2 criteria take precedence. Mandatory evaluation areas are listed in **Table 9.1**.

9.1.1. Evaluation Objectives of a Qualification Evaluation.

9.1.1.1. The examinee will be evaluated on his/her ability to accomplish required tasks safely and effectively, IAW technical orders, manuals, directives, and operating procedures applicable to the evaluated mission. **(T-3)** Qualification evaluations will encompass all areas identified in **Table 9.1**. **(T-3)** When possible, the evaluation should be conducted with a full operational crew. When a full operations crew cannot be established, the crew composition will be such to meet the intent of the QUAL evaluation to ensure adequate crew coordination is accomplished. **(T- 3)** This will be documented in the Mission Description of the AF Form 8. **(T-3)** The examinee must demonstrate a degree of knowledge and proficiency essential for successful mission accomplishment and safety of flight to include aircraft emergencies. **(T-3)** ABM qualification evaluations may be conducted on live/virtual/constructive missions. Tasks not observed and assessed during the normal course of the evaluation will be evaluated separately while the examinee is on position. **(T-3)** When possible, the evaluation will be conducted in a controlled radar and communications jamming environment; otherwise, radar and communications jamming should be simulated. **(T-3) Note:** The intent of the qualification evaluation is for the examinee to demonstrate proficiency with the system (e.g., switch actions, sensor knowledge, system capabilities) and an ability to effectively employ that system.

9.1.1.2. Examinee will conduct weapons activity as an Air-to-Air, planned Air-to-Ground/-Surface, or Dynamic Air-to-Ground/-Surface controller as determined by the examiner.

Table 9.1. ABM Evaluation Areas.

Evaluation Areas
General
1. Mission Planning
2. Briefing/Debriefing
3. Equipment Setup and Checkout
4. Console Operations and Displays
5. Positional Changeover Briefing (N/A)
6. Emergency Action Procedures and Equipment
7. Authentication Procedures (N/A)
8. Security/COMSEC (CRITICAL)
9. Safety (CRITICAL)
10. Aircraft Emergency (CRITICAL)
Tactical Employment
11. Coordination
12. Crew Discipline (CRITICAL)
13. Battle Management
14. Crew Leadership (N/A)
15. Tactical Data Link Operations
16. Air Picture Management
17. Database/System Operations
18. Sensor Operations
19. Airspace Management
20. Assumption of Control
21. Counterair Mission
22. Counterland Mission (N/A)
23. Air Refueling (N/A)
24. Team Supervision (N/A)
Note: Areas 5, 7, 22, 23, and 24 are N/A to the Qualification Evaluation but are shown only for cross referencing with AFMAN 13-1CRC Vol 2 Areas.

9.2. Evaluation Criteria. All areas in this section will be graded using the criteria listed within the individual areas.

9.2.1. AREA 1: MISSION PLANNING.

9.2.1.1. **Q.** Extracted information from mission planning documents required to plan and execute the tasked mission in accordance with AFTTP 3-3.IPE and operations directives.

Extracted ROE information and assisted in mission planning as applicable. Participated in and extracted pertinent information from a briefing with the aircrew as applicable. Read and initialed all items in the flight/crew information file (FCIF) and/or read files.

9.2.1.2. **Q-**. Extracted information from mission planning documents required to plan and execute the tasked mission. Extracted ROE information and assisted in mission planning as applicable. Participated in and extracted pertinent information from a briefing with the aircrew as applicable. Read and initialed all items in the FCIF and/or read files. Committed errors or omissions that did not adversely affect mission accomplishment.

9.2.1.3. **U**. Failed to extract mission planning information required to execute the tasked mission. Failed to extract ROE information. Did not participate in or extract pertinent information from a briefing with the aircrew as applicable. Failed to read and/or initial all items in the FCIF and/or read files. Committed errors or omissions that jeopardized mission accomplishment.

9.2.2. AREA 2: BRIEFING/DEBRIEFING.

9.2.2.1. **Q**. Attended and participated in all required briefings/debriefings and extracted/provided all necessary information. Performed briefings/debriefings in an organized, logical sequence in accordance with applicable directives. Briefed all areas necessary to conduct tasked mission(s) and conducted aircrew briefings/debriefing in accordance with AFI 11-214 and other directives. Provided constructive feedback on team and individual performance. Provided specific instructional fixes to correct errors and requested inputs from others. Summarized mission execution, identified lessons learned, and compared mission results with crew objectives.

9.2.2.2. **Q-**. Attended and participated in all required briefings/debriefings. Briefed areas necessary to conduct the mission and/or conducted briefings/debriefings with aircrew with errors or omissions that did not jeopardize mission accomplishment. Did not effectively establish, nor maintain team concept or environment for open communications and feedback.

9.2.2.3. **U**. Failed to attend and participate in all required briefings/debriefings. Conducted crew and aircrew briefings/debriefings with errors or omissions that jeopardized mission accomplishment. Failed to ensure the crew was thoroughly briefed on all aspects of the mission. Failed to establish and maintain team concept and environment for open communications and feedback.

9.2.3. AREA 3: EQUIPMENT SETUP AND CHECKOUT.

9.2.3.1. **Q**. Ensured operational checks were completed on all equipment before the mission. Ensured equipment outages were reported. Ensured the required radios were available, configured, frequencies assigned, and cryptographic equipment loaded and configured. Setup and operated the display/workstation to optimize situational awareness in accordance with positional checklists.

9.2.3.2. **Q-**. Ensured operational checks were completed on all equipment before the mission. Ensured equipment outages were reported. Ensured the required radios were available, configured, frequencies assigned, and cryptographic equipment loaded and configured. Setup and operated the display/workstation to optimize situational awareness

in accordance with checklists. Committed errors or omissions that did not adversely affect mission accomplishment.

9.2.3.3. **U.** Failed to ensure operational checks were completed on all equipment before the mission. Failed to ensure equipment outages were reported. Failed to ensure the required radios were available, configured, frequencies assigned, and cryptographic equipment loaded and configured. Failed to setup and operate the display/workstation to optimize situational awareness in accordance with checklists.

9.2.4. AREA 4: CONSOLE OPERATIONS AND DISPLAYS.

9.2.4.1. **Q.** Interpreted, initiated, and updated data for computer displays. Responded to alarms and alerts. Used situation displays to optimize situational awareness.

9.2.4.2. **Q-.** Interpreted, initiated, and updated data for computer displays. Responded to alarms and alerts. Used situation displays to optimize situational awareness. Committed errors or omissions that did not adversely affect mission accomplishment.

9.2.4.3. **U.** Failed to interpret, initiate, and update data for computer displays. Failed to respond to alarms and alerts. Did not use situation displays to optimize situation awareness. Interpreted, initiated, and updated data for computer displays. Accomplished switch actions and responded to alarms and alerts. Used situation displays and switch actions to optimize situation awareness.

9.2.5. AREA 5: POSITIONAL CHANGEOVER BRIEFING (N/A).

9.2.6. AREA 6: EMERGENCY ACTION PROCEDURES AND EQUIPMENT.

9.2.6.1. **Q.** Demonstrated thorough knowledge of emergency action procedures/equipment and did not delay in assessing and reacting to an emergency. Thoroughly familiar with additional emergency duties. Coordinated with other crew members without delay.

9.2.6.2. **Q-.** Committed errors, omissions, or delays in emergency action procedures or had minor errors in knowledge of emergency procedures/equipment that did not result in an unsafe situation or jeopardize mission accomplishment.

9.2.6.3. **U.** Unsatisfactory knowledge of emergency action procedures/equipment. Misunderstood additional emergency duties. Improperly or ineffectively coordinated with other crew members causing errors, omissions, delays, or confusion that resulted in an unsafe situation and/ or jeopardized mission accomplishment.

9.2.7. AREA 7: AUTHENTICATION PROCEDURES (N/A).

9.2.8. AREA 8: SECURITY/ COMSEC (**CRITICAL**).

9.2.8.1. **Q.** Used and/or maintained positive control of any and all COMSEC equipment (i.e., in accordance with Simple Key Loader (SKL), load cable, and bag) and/or materials necessary for mission accomplishment in accordance with AFMAN 17-1302-O, *Communication Security (COMSEC) Operations*.

9.2.8.2. **U.** Failed to use and/or maintain positive control of any and all COMSEC equipment (i.e., in accordance with SKL, load cable, and bag) and/or materials necessary for mission accomplishment in accordance with AFMAN 17-1302-O.

9.2.9. AREA 9: SAFETY (CRITICAL).

9.2.9.1. **Q.** Aware of and complied with all safety factors required for safe operation and mission accomplishment. Ensured appropriate safety checks were accomplished as needed. Ensured adequate coordination to prevent unsafe acts. Located safety hazards and explained proper use of safety equipment. Located electrical, fire, physical, and radiation safety hazards. Located and explained the proper use of fire extinguishers.

9.2.9.2. **U.** Was not aware of or did not comply with all safety factors required for safe operation or mission accomplishment. Failed to ensure appropriate safety checks were accomplished when needed. Failed to locate safety hazards and/or explain proper use of safety equipment. Failed to locate electrical, fire, physical, and radiation safety hazards. Failed to locate and/or explain proper use of fire extinguishers. Committed errors or omissions that could have jeopardized safety and/or mission accomplishment or resulted in an unsafe act.

9.2.10. AREA 10: AIRCRAFT EMERGENCY (CRITICAL).

9.2.10.1. **Q.** Recognized the existence of an aircraft emergency. Assisted controlled aircraft experiencing an emergency in a timely manner. Entered the appropriate emergency point on the scope. Coordinated responses in accordance with an emergency checklist. Notified crewmembers of the aircraft emergency.

9.2.10.2. **U.** Failed to recognize the existence of an aircraft emergency. Did not ensure assistance to controlled aircraft experiencing an emergency in a timely manner. Did not ensure entry of the appropriate emergency point on the scope. Failed to coordinate responses in accordance with an emergency checklist. Failed to notify crewmembers of the aircraft emergency. Committed errors or omissions that led to the loss of the aircraft and/or aircrew, or jeopardized mission accomplishment.

9.2.11. AREA 11: COORDINATION (CRITICAL).

9.2.11.1. **Q.** Effectively coordinated with other crewmembers, within the section, without misunderstanding.

9.2.11.2. **U.** Breakdown in coordination with other crewmembers, within the section, precluded mission accomplishment or jeopardized safety.

9.2.12. AREA 12: CREW DISCIPLINE (CRITICAL).

9.2.12.1. **Q.** Demonstrated strict professional crew discipline throughout all phases of the mission. Executed the assigned mission in a timely and efficient manner.

9.2.12.2. **U.** Failed to exhibit strict crew discipline. Violated or ignored rules or instructions. Decision or lack thereof resulted in failure to accomplish the assigned mission. Demonstrated poor judgment to the extent, that safety or mission accomplishment was compromised.

9.2.13. AREA 13: BATTLE MANAGEMENT.

9.2.13.1. **Q.** Committed weapons resources to counter the threat in accordance with theater ROE. Coordinated and/or established combat air patrol (CAP) and hand-over/recovery points as required. Managed air refueling assets and area of responsibility (AOR) fuel requirements. Coordinated airborne orders and scramble/divert alert aircraft

when directed or delegated. Detected, identified, reported, and tracked air traffic within the assigned area. Recognized or responded to an anti-radiation missile (ARM) attack profile warning and notified the crew. Complied with ARM attack checklist.

9.2.13.2. **Q-**. Committed weapons resources to counter the threat in accordance with theater ROE. Coordinated and/or established CAP and hand-over/recovery points as required. Managed air refueling assets and AOR fuel requirements. Coordinated airborne orders and scramble/divert alert aircraft when directed or delegated. Detected, identified, reported, and tracked air traffic within the assigned area. Recognized or responded to an ARM attack profile warning and notified the crew. Complied with ARM attack checklist. Committed errors or omission that did not adversely affect mission accomplishment.

9.2.13.3. **U**. Failed to commit weapons resources to counter the threat in accordance with theater ROE. Failed to coordinate and/or establish CAP and hand-over/recovery points as required. Failed to manage air refueling assets and AOR fuel requirements. Failed to coordinate airborne orders and scramble/divert alert aircraft when directed or delegated. Failed to detect, identify, report and track air traffic within the assigned area. Failed to recognize or respond to an ARM attack profile warning and failed to notify the crew. Did not comply with ARM attack checklist. Committed errors or omissions that could have jeopardized mission accomplishment.

9.2.14. AREA 14: CREW LEADERSHIP (N/A).

9.2.15. AREA 15: TACTICAL DATA LINK (TDL) OPERATIONS.

9.2.15.1. **Q**. Conducted data link operations. Directed data link employment and modifications to maintain a common tactical picture. Reported data link problems (i.e., in accordance with Joint Multi-Tactical Data Link (TDL) Operating Procedures (JMTOP) and OPTASK LINK). Supervised the use of the data link coordination network (DCN) and track supervision net (TSN) as required. Implemented data link filters as required. Sent, interpreted, and responded to data link messages in a timely manner.

9.2.15.2. **Q-**. Conducted data link operations. Directed data link employment and modifications to maintain a common tactical picture. Reported data link problems (i.e., in accordance with JMTOP and OPTASK LINK). Supervised the use of the DCN/TSN as required. Implemented data link filters as required. Sent, interpreted, and responded to data link messages in a timely manner. Committed errors or omissions that did not jeopardize mission accomplishment.

9.2.15.3. **U**. Failed to conduct data link operations. Failed to direct data link employment and modifications to maintain a common tactical picture. Did not report data link problems (i.e., in accordance with JMTOP and OPTASK LINK). Failed to supervise the use of the DCN/TSN as required. Did not implement data link filters as required. Failed to send, interpret, and respond to data link messages in a timely manner. Committed errors or omissions that could have jeopardized mission accomplishment.

9.2.16. AREA 16: AIR PICTURE MANAGEMENT.

9.2.16.1. **Q**. Ensured the CRC maintained an accurate air picture. Recognized air picture/symbols deviations and directed/accomplished corrective action.

9.2.16.2. **Q-**. Ensured the CRC maintained an accurate air picture. Recognized air picture/symbols deviations and directed/accomplished corrective action. Committed errors or omissions that did not adversely affect mission accomplishment.

9.2.16.3. **U**. Failed to ensure the CRC maintained an accurate air picture. Failed to recognize air picture/symbols deviations and failed to direct/accomplish corrective action. Committed errors or omissions that jeopardized mission accomplishment.

9.2.17. AREA 17: DATABASE/SYSTEM OPERATIONS.

9.2.17.1. **Q**. Ensured database ATO information was correct and current. Managed the database, system configuration, and coordinated system resets to meet mission needs. Recommended system configuration changes to the crew as appropriate. Configured system and database as required. Coordinated on computer problems and workarounds as required. Responded to alarms and alerts in a timely manner.

9.2.17.2. **Q-**. Ensured database ATO information was correct and current. Managed the database, system configuration, and coordinated system resets to meet mission needs. Recommended system configuration changes to the crew as appropriate. Configured system and database as required. Coordinated on computer problems and workarounds as required. Responded to alarms and alerts in a timely manner. Committed errors or omissions that did not adversely affect mission accomplishment.

9.2.17.3. **U**. Failed to ensure database ATO information was correct and current. Failed to manage the database, system configuration, and coordinate system resets to meet mission needs. Did not recommend system configuration changes to the crew as appropriate. Failed to configure system and database as required. Did not coordinate on computer problems and workarounds as required. Did not respond to alarms and alerts in a timely manner. Committed errors or omissions that jeopardized mission accomplishment.

9.2.18. AREA 18: SENSOR OPERATIONS.

9.2.18.1. **Q**. Ensured sensors were configured and optimized to accomplish the mission. Recognized and analyzed degraded sensor performance. Ensured corrective measures were taken to improve degraded sensor performance. Monitored corrective actions taken to improve degraded sensors. Ensured remote radar data was correlated and data was received on all tracks within the assigned area.

9.2.18.2. **Q-**. Ensured sensors were configured and optimized to accomplish the mission. Recognized and analyzed degraded sensor performance. Ensured corrective measures were taken to improve degraded sensor performance. Monitored corrective actions taken to improve degraded sensors. Ensured remote radar data was correlated and data was received on all tracks within the assigned area. Committed errors or omissions that did not adversely affect mission accomplishment.

9.2.18.3. **U**. Failed to ensure sensors were configured and/or optimized to accomplish the mission. Failed to recognize and/or analyze degraded sensor performance. Failed to ensure corrective measures were taken to improve degraded sensor performance. Failed to monitor corrective actions taken to improve degraded sensors. Failed to ensure remote radar data was correlated and data was received on all tracks within the assigned area. Committed errors or omissions that jeopardized mission accomplishment.

9.2.19. AREA 19: AIRSPACE MANAGEMENT.

9.2.19.1. **Q.** Complied with airspace management requirements and restrictions (i.e., in accordance with OPLAN, ACO, and LOAs). Initiated airspace requests, and verified airspace restrictions and limitations (i.e., in accordance with OPLAN, ACO, and LOAs). Ensured all efforts were made to keep controlled aircraft inside the lateral and vertical confines of the airspace in a timely manner.

9.2.19.2. **Q-.** Complied with airspace management requirements and restrictions (i.e., in accordance with OPLAN, ACO, and LOAs). Initiated airspace requests, and verified airspace restrictions and limitations (i.e., in accordance with OPLAN, ACO, and LOAs). Ensured all efforts were made to keep controlled aircraft inside the lateral and vertical confines of the airspace in a timely manner. Committed errors or omissions that did not jeopardize mission accomplishment.

9.2.19.3. **U.** Failed to comply with airspace management requirements and restrictions (i.e., in accordance with OPLAN, ACO, and LOAs). Failed to initiate airspace requests and did not verify airspace restrictions and limitations (i.e., in accordance with OPLAN, ACO, and LOAs). Failed to ensure all efforts were made to keep controlled aircraft inside the lateral and vertical confines of the airspace in a timely manner. Committed errors or omissions that could have jeopardized mission accomplishment.

9.2.20. AREA 20: ASSUMPTION OF CONTROL.

9.2.20.1. **Q.** Located mission aircraft using reported position, radar and/or Identification Friend or Foe, Selective Identification Feature (IFF/SIF), Positive Position Locating Information (PPLI), pilot maneuvering, and/or external sources. Identification was accomplished in a timely manner or negative contact was voiced. Authenticated, as required, and provided the aircrew with a working frequency and/or net and time of day (TOD) when applicable. Provided a brief situation update and provided requested/required information. Conducted IFF/SIF checks and advised aircrew of status. Conducted handoff/recovery (i.e., in accordance with OPLAN, ACO, ATO, LOAs, and AFI 11-214) and in a timely manner.

9.2.20.2. **Q-.** Located mission aircraft using reported position, radar and/or IFF/SIF, PPLI, pilot maneuvering, and/or external sources. Identification was accomplished in a timely manner or negative contact was voiced. Authenticated, as required, and provided the aircrew with a working frequency and/or net and TOD when applicable. Provided a brief situation update and provided requested/required information. Conducted IFF/SIF checks and advised aircrew of status. Conducted handoff/recovery (i.e., in accordance with OPLAN, ACO, ATO, LOAs and AFI 11-214) and in a timely manner. Committed errors or omissions that did not jeopardize mission accomplishment.

9.2.20.3. **U.** Failed to locate aircraft using reported position, radar and/or IFF/SIF, PPLI, pilot maneuvering, and/or external sources. Identification was not accomplished in a timely manner or negative contact was not voiced. Did not authenticate, as required, or provide the aircrew with a working frequency and/or net and TOD when applicable. Did not provide a brief situation update or requested/required information. Failed to conduct IFF/SIF checks and advise aircrew of status. Failed to conduct handoff/recovery (i.e., in

accordance with OPLAN, ACO, ATO, LOAs, and AFI 11-214), nor in a timely manner. Committed errors or omissions that could have jeopardized mission accomplishment.

9.2.21. AREA 21: COUNTERAIR MISSION.

9.2.21.1. **Q.** Controlled aircraft using radar and/or IFF/SIF presentations consistent with the continuum of control. Controlled operations that effectively protected assets and/or accomplished the mission. Kept aircraft informed of all factor groups through “picture” and threat calls. Provided/updated threat information (to include changes in targets and enemy order of battle) to aircraft under control. Identified all factor groups as able. Positioned aircraft to accomplish mission objectives in accordance with AFI 11- 214 and AFTTP 3-3.IPE consistent with briefed mission, rules of engagement, operations directives, and aircraft capabilities. Employed radio/telephone (R/T) procedures in accordance with AFI 11-214 and AFTTP 3-3.IPE, Chapter 5. Acknowledged all communications.

9.2.21.2. **Q-.** Controlled aircraft with errors or omissions that did not jeopardize mission accomplishment.

9.2.21.3. **U.** Controlled aircraft with errors or omissions that jeopardized mission accomplishment. Positioning was not consistent with continuum of control, rules of engagement, operations directives, and/or mission objectives.

9.2.22. AREA 22: COUNTERLAND MISSION (N/A).

9.2.23. AREA 23: AIR REFUELING (N/A).

9.2.24. AREA 24: TEAM SUPERVISION (N/A).

Chapter 10

QUAL EVALUATION OF THE WEAPONS DIRECTOR (WD)—607 ACS ONLY

10.1. General. This chapter contains the criteria specifying the tasks required of a WD QUAL Evaluation consistent with those of AFMAN 13-1CRCV2. Should conflicts between criteria specified in this chapter and AFMAN 13-1CRCV2 arise, AFMAN 13-1CRCV2 criteria take precedence. Mandatory evaluation areas are listed in [Table 10.1](#).

10.1.1. Evaluation Objectives

10.1.1.1. QUAL Evaluation. The examinee must demonstrate the ability to operate safely and effectively IAW appropriate technical orders, manuals, directives, and operating procedures. Qualification evaluations will encompass all areas identified in the evaluation matrix. The examinee must demonstrate a degree of knowledge and proficiency essential for successful mission accomplishment and safety of flight to include aircraft emergencies.

10.1.1.2. WD qualification evaluations will be conducted on a live mission (to the maximum extent possible) or high-fidelity sim mission (example: NTC/FMT/DMO). The control mission profile must meet the minimum requirements of paragraphs [10.1.1.4.1](#) through [10.1.1.4.2](#) SEEs will make the determination as to whether briefed/conducted control activities fulfill control requirements. The live/virtual mission does not have to conform to a specific profile (e.g., Offensive or Defensive Counterair) if the unit is unable to schedule aircraft to conduct such a mission. During the QUAL evaluation, Counterair and Air Refueling control must be evaluated. Tasks not observed and assessed during the normal course of the evaluation will be evaluated separately while the examinee is on position.

10.1.1.3. When possible, the evaluation will be conducted in controlled radar and communications jamming environment; otherwise, radar and communications jamming may be simulated. When possible, the evaluation will be conducted with a full operational crew.

10.1.1.4. The examinee must control one Counterair and one Air Refueling mission to complete the evaluation.

10.1.1.4.1. Counterair missions will be conducted where weapons examinees provide tactical or broadcast control, with a minimum of one intercept, as briefed by the aircrew. **(T-3)** The control will be provided to at least two separate fighters/elements simultaneously committed against a minimum of two targets. The examiner will ensure the weapons examinee participates in all phases of the mission. **Note:** It is not a requirement for this mission to result in a maneuvering dogfight.

10.1.1.4.2. Air refueling evaluations require control be provided to at least two separate receivers rendezvousing on one or more tankers **Note:** may be accomplished in the simulator). Switch actions will be used at the discretion of the examinee.

Table 10.1. Mandatory WD Qualification Evaluation Areas.

Evaluation Areas
General
1. Mission Planning
2. Briefing/Debriefing
3. Equipment Setup and Checkout
4. Console Operations and Displays
5. Positional Changeover Briefing (N/A)
6. Emergency Action Procedures and Equipment
7. Authentication Procedures (N/A)
8. Security/COMSEC (CRITICAL)
9. Safety (CRITICAL)
10. Aircraft Emergency (CRITICAL)
Tactical Employment
11. Coordination (CRITICAL)
12. Crew Discipline (CRITICAL)
13. Battle Management
14. Airspace Management
15. Assumption of Control
16. Counterair Mission
17. Counterland Mission (N/A)
18. Air Refueling Mission (SIM Only)
Note: Areas 5, 7, and 17 are N/A to the Qualification Evaluation, but are shown only for cross referencing with AFMAN 13-1CRC Vol 2 Areas.

10.2. Evaluation Criteria. All areas in this section will be graded using the criteria listed within the individual areas.

10.2.1. AREA 1: MISSION PLANNING.

10.2.1.1. **Q.** Extracted information from mission planning documents required to plan and execute the tasked mission IAW AFTTP 3-3.IPE, and operations directives. Extracted ROE information and assisted in mission planning as applicable. Participated in and extracted pertinent information from a briefing with the aircrew as applicable. Read and initialed all items in the OIF and/or read files.

10.2.1.2. **Q-.** Extracted information from mission planning documents required to plan and execute the tasked mission. Extracted ROE information and assisted in mission planning as applicable. Participated in and extracted pertinent information from a briefing with the aircrew as applicable. Read and initialed all items in the OIF and/or read files. Committed errors or omissions that did not adversely affect mission accomplishment.

10.2.1.3. **U.** Failed to extract mission planning information required to execute the tasked mission. Failed to extract ROE information. Did not participate in or extract pertinent information from a briefing with the aircrew as applicable. Failed to read and/or initial all items in the OIF and/or read files. Committed errors or omissions that jeopardized mission accomplishment.

10.2.2. AREA 2: BRIEFING/DEBRIEFING.

10.2.2.1. **Q.** Attended and participated in all required briefings/debriefings and extracted/provided all necessary information. Performed briefings/debriefings in an organized, logical sequence IAW applicable directives. Briefed all areas necessary to conduct tasked mission(s) and conducted aircrew briefings/debriefings IAW AFI 11-214 and other directives. Provided constructive feedback on team and individual performance. Provided specific instructional fixes to correct errors and requested inputs from others. Summarized mission execution, identified lessons learned, and compared mission results with crew objectives.

10.2.2.2. **Q-.** Attended and participated in all required briefings/debriefings. Briefed areas necessary to conduct the mission and/or conducted briefings/debriefings with aircrew with errors or omissions that did not jeopardize mission accomplishment. Did not effectively establish nor maintain team concept or environment for open communications and feedback.

10.2.2.3. **U.** Failed to attend and participate in all required briefings/debriefings. Conducted crew and aircrew briefings/debriefings with errors or omissions that jeopardized mission accomplishment. Failed to ensure the crew was thoroughly briefed on all aspects of the mission. Failed to establish and maintain team concept and environment for open communications and feedback.

10.2.3. AREA 3: EQUIPMENT SETUP AND CHECKOUT.

10.2.3.1. **Q.** Ensured operational checks were completed on all equipment before mission. Ensured equipment outages were reported. Ensured the required radios were available, configured, frequencies assigned, and cryptographic equipment loaded and configured. Configured communications equipment for operations as required and accessed as needed IAW checklists. Setup and operated the display/workstation to optimize situational awareness IAW checklists. Approved changes to database information.

10.2.3.2. **Q-.** Ensured operational checks were completed on all equipment before mission. Ensured equipment outages were reported. Ensured the required radios were available, configured, frequencies assigned, and cryptographic equipment loaded and configured. Configured communications equipment for operations as required and accessed as needed IAW checklists. Setup and operated the display/workstation to optimize situational awareness IAW checklists. Approved changes to database information. Committed errors or omissions that did not adversely affect mission accomplishment.

10.2.3.3. **U.** Failed to ensure operational checks were completed on all equipment before mission. Failed to ensure equipment outages were reported. Failed to ensure the required radios were available, configured, frequencies assigned, and cryptographic equipment loaded and configured. Failed to configured communications equipment for operations, as required, and accessed as needed IAW checklists. Failed to setup and operate the

display/workstation to optimize situational awareness IAW checklists. Failed to approve changes to database information. Committed errors or omissions that could have jeopardized mission accomplishment.

10.2.4. AREA 4: CONSOLE OPERATIONS AND DISPLAYS.

10.2.4.1. **Q.** Interpreted, initiated, and updated data for computer displays. Accomplished switch actions and responded to alarms and alerts. Used situation displays and switch actions to optimize situation awareness.

10.2.4.2. **Q-.** Interpreted, initiated, and updated data for computer displays. Accomplished switch actions and responded to alarms and alerts. Used situation displays and switch actions to optimize situation awareness. Committed errors or omissions that did not adversely affect mission accomplishment.

10.2.4.3. **U.** Failed to interpret, initiate, and update data for computer displays. Failed to accomplish switch actions and respond to alarms and alerts. Used situation displays and switch actions to optimize situation awareness. Committed errors or omissions that jeopardized mission accomplishment.

10.2.5. AREA 5: POSITIONAL CHANGEOVER BRIEFING (N/A).

10.2.6. AREA 6: EMERGENCY ACTION PROCEDURES AND EQUIPMENT.

10.2.6.1. **Q.** Demonstrated thorough knowledge of emergency action procedures/equipment. Properly diagnosed emergency. Thoroughly familiar with additional emergency duties. Coordinated with other crewmembers without delay.

10.2.6.2. **Q-.** Committed errors, omissions or delays in emergency action procedures or had minor errors in knowledge of emergency procedures/equipment that did not result in an unsafe situation or jeopardize mission accomplishment.

10.2.6.3. **U.** Unsatisfactory knowledge of emergency action procedures/equipment. Misunderstood additional emergency duties. Improperly or ineffectively coordinated with other crewmembers causing errors, omissions, delays, or confusion that resulted in an unsafe situation and/ or jeopardized mission accomplishment.

10.2.7. AREA 7: AUTHENTICATION PROCEDURES (N/A).

10.2.8. AREA 8: SECURITY/COMSEC (**CRITICAL**).

10.2.8.1. **Q.** Used and controlled classified material and COMSEC IAW established procedures.

10.2.8.2. **U.** Failed to use and control classified material and COMSEC IAW established procedures.

10.2.9. AREA 9: SAFETY (**CRITICAL**).

10.2.9.1. **Q.** Aware of and complied with all flight safety factors required for safe operation and mission accomplishment. Ensured appropriate safety checks were accomplished as needed. Ensured adequate coordination to prevent unsafe acts. Located safety hazards and explained proper use of safety equipment. Located electrical, fire, physical, and radiation safety hazards. Located and explained the proper use of fire extinguishers.

10.2.9.2. **U.** Was not aware of or did not comply with all flight safety factors required for safe operation or mission accomplishment. Failed to ensure appropriate safety checks were accomplished when needed. Failed to locate safety hazards and/or explain proper use of safety equipment. Failed to locate electrical, fire, physical, and radiation safety hazards. Failed to locate and/or explain proper use of fire extinguishers. Committed errors or omissions that could have jeopardized safety and/or mission accomplishment or resulted in an unsafe act.

10.2.10. AREA 10: AIRCRAFT EMERGENCIES (**CRITICAL**).

10.2.10.1. **Q.** Recognized the existence of an aircraft emergency. Assisted controlled aircraft experiencing an emergency in a timely manner. Coordinated responses IAW an emergency checklist. Entered the appropriate emergency point on the scope. Notified crewmembers of the aircraft emergency.

10.2.10.2. **U.** Failed to recognize an aircraft emergency. Failed to assist controlled aircraft experiencing an emergency. Failed to respond in a timely manner. Did not follow the aircraft emergency checklist. Failed to enter an appropriate emergency point on the scope. Did not notify crewmembers of aircraft emergency. Committed errors or omissions that led to the loss of the aircraft and/or aircrew, or jeopardized mission accomplishment.

10.2.11. AREA 11: COORDINATION (**CRITICAL**).

10.2.11.1. **Q.** Coordinated with the mission crew to ensure equipment and assets were available and used to accomplish the assigned mission. Ensured coordination and information flow within the section and cross-sections as required.

10.2.11.2. **U.** Failed to coordinate with the mission crew to ensure equipment and assets were available and used to accomplish the assigned mission. Failed to ensure coordination and information flow within the section and cross-sections as required.

10.2.12. AREA 12: CREW DISCIPLINE (**CRITICAL**).

10.2.12.1. **Q.** Demonstrated strict professional crew discipline throughout all phases of the mission. Executed the assigned mission in a timely and efficient manner.

10.2.12.2. **U.** Failed to exhibit strict crew discipline. Violated or ignored rules or instructions. Decision or lack thereof resulted in failure to accomplish the assigned mission. Demonstrated poor judgment to the extent that safety or mission accomplishment was compromised.

10.2.13. AREA 13: BATTLE MANAGEMENT.

10.2.13.1. **Q.** Committed weapons resources to counter the threat IAW theater ROE. Coordinated and/or established CAP and hand-over/recovery points as required. Managed air refueling assets and AOR fuel requirements. Coordinated airborne orders and scramble/divert alert aircraft when directed or delegated.

10.2.13.2. **Q-.** Committed weapons resources to counter the threat IAW theater ROE. Coordinated and/or established CAP and hand-over/recovery points as required. Managed air refueling assets and AOR fuel requirements. Coordinated airborne orders and scramble/divert alert aircraft when directed or delegated. Committed errors or omission that did not adversely affect mission accomplishment.

10.2.13.3. **U.** Failed to commit weapons resources to counter the threat IAW theater ROE. Failed to coordinate and/or establish CAP and hand-over/recovery points as required. Failed to manage air refueling assets and AOR fuel requirements. Failed to coordinate airborne orders and scramble/divert alert aircraft when directed or delegated. Committed errors or omissions that jeopardized mission accomplishment.

10.2.14. AREA 14: AIRSPACE MANAGEMENT.

10.2.14.1. **Q.** Complied with airspace management requirements and restrictions IAW procedures. Initiated airspace requests and verified airspace restrictions and limitations IAW applicable directives. Ensured all efforts were made to keep controlled aircraft inside the lateral and vertical confines of the airspace in a timely manner.

10.2.14.2. **Q-.** Complied with airspace management requirements and restrictions IAW procedures. Initiated airspace requests and verified airspace restrictions and limitations IAW applicable directives. Ensured all efforts were made to keep controlled aircraft inside the lateral and vertical confines of the airspace in a timely manner. Committed errors or omissions that did not jeopardize mission accomplishment.

10.2.14.3. **U.** Failed to comply with airspace management requirements and restrictions IAW procedures. Failed to initiate airspace requests and did not verify airspace restrictions and limitations IAW applicable directives. Failed to ensure all efforts were made to keep controlled aircraft inside the lateral and vertical confines of the airspace in a timely manner. Committed errors or omissions that could have jeopardized mission accomplishment.

10.2.15. AREA 15: ASSUMPTION OF CONTROL.

10.2.15.1. **Q.** Located mission aircraft using reported position, IFF/SIF, PPLI, pilot maneuvering, and/or external sources in a timely manner. Voiced “contact/negative contact” as appropriate. Passed or confirmed altimeter IAW local or theater procedures. Provided aircrew with a working frequency and/or net and TOD when applicable. Provided aircrew a situation update. Conducted IFF/SIF checks and advised aircrew of status. Conducted radar handoffs IAW procedures.

10.2.15.2. **Q-.** Located mission aircraft using reported position, IFF/SIF, PPLI, pilot maneuvering, and/or external sources in a timely manner. Voiced “contact/negative contact” as appropriate. Passed or confirmed altimeter IAW local or theater procedures. Provided aircrew with a working frequency and/or net and TOD when applicable. Provided aircrew a situation update. Conducted IFF/SIF checks and advised aircrew of status. Conducted radar handoffs IAW procedures. Committed errors or omissions that did not jeopardize mission accomplishment.

10.2.15.3. **U.** Failed to locate aircraft using reported position, IFF/SIF, PPLI, pilot maneuvering, and/or external sources in a timely manner. Failed to voice “contact/negative contact” as appropriate. Did not pass or confirm altimeter IAW local or theater procedures. Failed to provide aircrew with a working frequency and/or net and TOD when applicable. Did not provide aircrew a situation update. Failed to conduct IFF/SIF checks and advise aircrew of status. Failed to comply with procedures for conducting radar handoffs. Committed errors or omissions that could have jeopardized mission accomplishment.

10.2.16. AREA 16: COUNTERAIR MISSION.

10.2.16.1. **Q.** Controlled aircraft using radar and/or IFF/SIF presentations consistent with continuum of control. Controlled operations that effectively protected assets and/or accomplished the mission. Kept aircraft informed of all factor groups through "Picture" and threat calls. Provided/updated threat information (to include changes in targets and enemy order of battle) to aircraft under control. Identified all factor groups as able. Positioned aircraft to accomplish mission objectives IAW AFI 11-214 and AFTTP 3-3.IPE consistent with briefed mission, rules of engagement, operations directives, and aircraft capabilities. Employed R/T procedures IAW AFI 11-214, AFTTP 3-3.IPE, and 3-2.8 ACC. Acknowledged all communications.

10.2.16.2. **Q-.** Controlled aircraft with errors or omissions that did not jeopardize mission accomplishment.

10.2.16.3. **U.** Controlled aircraft with errors or omissions that jeopardized mission accomplishment. Positioning was not consistent with continuum of control, rules of engagement, operations directives, and/or mission objectives.

10.2.17. AREA 17: COUNTERLAND MISSION (N/A).

10.2.18. AREA 18: AIR REFUELING MISSION.

10.2.18.1. **Q.** Controlled or provided positioning assistance to aircrews using radar and/or IFF/SIF presentations. Prioritized refueling activity and placed receivers and/or tankers in a position within air refueling parameters to accomplish mission objectives IAW AFI 11-214 and AFTTP 3-3.IPE, and consistent with aircraft capabilities. Provided/updated threat information (to include changes in targets and enemy order of battle) to aircraft under control. Obtained and disseminated post- refueling offload information as required. Employed R/T procedures IAW AFI 11-214, AFTTP 3-3.IPE, and 3-2.8 ACC. Acknowledged all communications. Maintained SA.

10.2.18.2. **Q-.** Controlled or provided positioning assistance to aircrews with errors or omissions that did not jeopardize mission accomplishment.

10.2.18.3. **U.** Controlled or provided positioning assistance to aircrews with errors or omissions that jeopardized mission accomplishment. Final positioning was not within air refueling parameters IAW AFI 11-214.

Chapter 11

QUAL EVALUATION OF THE MISSION SYSTEM OPERATOR (MSO)

11.1. General. This chapter contains the criteria specifying the tasks required of an MSO QUAL Evaluation consistent with those of AFMAN 13-1CRCV2. Should conflicts between criteria specified in this chapter and AFMAN 13-1CRCV2 arise, AFMAN 13-1CRCV2 criteria take precedence. Evaluation requirements are outlined in [Table 11.1](#) for MSO and Instructor MSO.

11.2. Evaluation Objectives.

11.2.1. Qualification Evaluation. The examinee will be evaluated on their ability to accomplish required tasks safely and effectively, in accordance with technical orders, manuals, directives, and operating procedures applicable to the evaluated mission. **(T-3)** Qualification evaluations will encompass all areas identified in [Table 11.1](#). **(T-3)** MSO qualification evaluations will be conducted, at a minimum, with a battle management team and applicable technicians during a live/virtual/constructive mission. **(T-3)** The examinee must demonstrate a degree of knowledge and proficiency essential for successful mission accomplishment and safety of flight to include aircraft emergencies. **(T-3)** Tasks not observed and assessed during the normal course of evaluation will be evaluated verbally while the examinee is on position. **(T-3)** When possible, the evaluation will be conducted in a controlled communications jamming environment; otherwise, communications jamming may be simulated. **(T-3)** The evaluation should include either by live or SIM the participation of one or more external theater air control system unit or agency. At least one tactical digital information link will be used. **(T-3)** Link events can occur on different days and/or with different agencies. **Note:** The intent of the qualification evaluation is for the examinee to demonstrate proficiency with the system (i.e., in accordance with switch actions, sensor knowledge, system capabilities) and an ability to effectively employ that system.

11.2.2. Completion of a MSO and/or Instructor MSO evaluation includes demonstrations of competence as an Interface Control Technician (ICT) and a Surveillance Technician (ST). An Examiner MSO may accomplish evaluations on ICT, ST, and other MSOs.

11.2.3. Instructor MSOs that were previously qualified as IASTs, IICTs, and/or ISTs may continue to instruct those crew positions when authorized by the unit letter of qualification/certification.

11.2.3.1. AF Form 8 may include one of the following restrictions, as applicable.

11.2.3.2. RESTRICTION: Examinee may only instruct MSO and ST.

11.2.3.3. RESTRICTION: Examinee may only instruct MSO, ICT, and ST.

Table 11.1. MSO Evaluation Areas.

Evaluation Areas
General
1. Mission Planning
2. Briefing/Debriefing
3. Equipment Setup and Checkout
4. Console Operations and Displays
5. Positional Changeover Briefing (N/A)
6. Emergency Action Procedures and Equipment
7. Authentication Procedures (N/A)
8. Security/COMSEC (CRITICAL)
9. Safety (CRITICAL)
10. Aircraft Emergency (CRITICAL)
Tactical Employment
11. Coordination (CRITICAL)
12. Crew Discipline (CRITICAL)
13. Radio/Telephone (R/T) Procedures
14. Battle Management
15. Tactical Data Link (TDL) Operations
16. Database Initialization/Management and System Operations
17. Sensor Operations
18. Voice Tell Operations
19. Track Identification

11.3. Evaluation Criteria. All areas in this section will be graded using the criteria listed within the individual areas.

11.3.1. AREA 1: MISSION PLANNING

11.3.1.1. MSO

11.3.1.1.1. **Q.** Extracted information from mission planning documents as directed by the crew/team lead. Assisted in the preparation of information required for the crew briefing. Read and initialed all items in the FCIF and/or read files.

11.3.1.1.2. **Q-.** Extracted information from mission planning documents as directed by the crew/team lead. Assisted in the preparation of information required for the crew briefing. Read and initialed all items in the FCIF and/or read files. Committed errors or omissions that did not adversely affect mission accomplishment.

11.3.1.1.3. **U.** Failed to extract information from mission planning documents as directed by the crew/team lead. Failed to assist in the preparation of information required for the crew briefing. Failed to read and/or initial all items in the FCIF and/or

read files. Committed errors or omissions that could have jeopardized mission accomplishment.

11.3.2. AREA 2: BRIEFING/DEBRIEFING.

11.3.2.1. **Q.** Attended and participated in all required briefing/debriefings and extracted/provided all necessary information. Briefed link architecture, as needed, during execution and debriefed crew on link operations during missions. Provided all necessary information (i.e., in accordance with unit's track number block, any participating unit, Joint Tactical Information Distribution System (JTIDS) unit, filter plan, etc.). Provided specific instructional fixes to correct errors and requested input from others. Summarized mission execution, identified lessons learned, and compared mission results with crew objectives.

11.3.2.2. **Q-.** Attended and participated in all required briefing/debriefings and extracted/provided all necessary information. Briefed link architecture during, as needed, execution and debriefed crew on link operations during missions. Provided all necessary information (i.e., in accordance with unit's track number block, any participating unit, JTIDS unit, filter plan, etc.). Provided specific instructional fixes to correct errors and requested input from others. Summarized mission execution, identified lessons learned, and compared mission results with crew objectives. Committed errors or omissions that did not jeopardize mission accomplishment.

11.3.2.3. **U.** Failed to attend and participate in all required briefing/debriefings and extract/provide all necessary information. Did not brief, if needed, link architecture and equipment status and did not extract/provide all necessary information (i.e., in accordance with unit's track block number, any participating units/JTIDS units, filter plan, etc.). Failed to establish and maintain team concept and environment for open communications and feedback. Committed errors or omissions that could have jeopardized mission accomplishment.

11.3.3. AREA 3: EQUIPMENT SETUP/CHECKOUT.

11.3.3.1. MSO

11.3.3.1.1. **Q.** Configured workstations and data link communications equipment for operations. Ensured operational checks were completed on all equipment (to include Joint Range Extension (JRE), data link equipment, etc.) before mission. Ensured equipment outages were reported. Ensured the required radios were available, configured, frequencies assigned, and cryptographic equipment loaded and configured. Performed initial data link equipment checkout. Setup, configured, and operated the communications equipment and display/workstation to optimize situational awareness in accordance with positional checklist.

11.3.3.1.2. **Q-.** Configured workstations and data link communications equipment for operations. Ensured operational checks were completed on all equipment (to include JRE, JTIDS terminal, etc.) before mission. Ensured equipment outages were reported. Ensured the required radios were available, configured, frequencies assigned, and cryptographic equipment loaded and configured. Performed initial data link equipment checkout. Setup, configured, and operated the communications equipment and display/workstation to optimize situational awareness in accordance with positional

checklist. Committed errors or omissions that did not adversely affect mission accomplishment.

11.3.3.1.3. **U.** Failed to configure workstations and/or data link communications equipment for operations. Failed to ensure operational checks were completed on all equipment (to include JRE, JTIDS terminal, etc.) before mission. Failed to ensure equipment outages were reported. Failed to ensure the required radios were available, configured, frequencies assigned, and cryptographic equipment loaded and configured. Failed to perform initial data link equipment checkout. Failed to setup, configure, and operate the communications equipment and display/workstation to optimize situational awareness in accordance with positional checklists. Committed errors or omissions that could have jeopardized mission accomplishment.

11.3.4. AREA 4: CONSOLE OPERATIONS AND DISPLAYS.

11.3.4.1. **Q.** Setup and operated the workstation and data link equipment in accordance with unit checklist. Interpreted, initiated, and updated data for computer displays. Responded to alarms and alerts. Performed surveillance-related console operations to maintain an accurate air picture. Located controls and indicators on the JRE and/or workstation. Customized data links and display presentations.

11.3.4.2. **Q-.** Setup and operated the workstation and data link equipment in accordance with unit checklist. Interpreted, initiated, and updated data for computer displays. Responded to alarms and alerts. Performed surveillance-related console operations to maintain an accurate air picture. Located controls and indicators on the JRE and/or workstation. Customized data links and display presentations. Committed errors or omissions that did not adversely affect mission accomplishment.

11.3.4.3. **U.** Failed to setup and operate the workstation and/or data link equipment in accordance with unit checklist. Failed to interpret, initiate, and update data for computer displays. Failed to response to alarms and alerts. Failed to perform surveillance-related console operations to maintain an accurate air picture. Could not locate controls and/or indicators on the JRE, and/or workstation, or could not customize data and display presentations. Committed errors or omissions that could have jeopardized mission accomplishment.

11.3.5. AREA 5: POSITIONAL CHANGEOVER BRIEFING.

11.3.5.1. **Q.** Briefed the relieving crewmember on the current operational situation before departing position. Conducted positional briefing in accordance with positional checklist.

11.3.5.2. **Q-.** Briefed the relieving crewmember on the current operational situation before departing position. Conducted positional briefing in accordance with positional checklist. Committed errors or omissions that did not adversely affect mission accomplishment.

11.3.5.3. **U.** Failed to brief the relieving crewmember on the current operational situation before departing position. Failed to follow positional checklist when conducted positional changeover briefing. Committed errors or omissions that could have jeopardized mission accomplishment.

11.3.6. AREA 6: EMERGENCY ACTION PROCEDURES AND EQUIPMENT.

11.3.6.1. **Q.** Demonstrated thorough knowledge of emergency action procedures/equipment and did not delay in assessing the reacting to an emergency. Thoroughly familiar with additional emergency duties. Coordinated with other crew members without delay.

11.3.6.2. **Q-.** Committed errors, omissions, or delays in emergency action procedures or had minor errors in knowledge of emergency procedures/equipment that did not result in an unsafe situation or jeopardize mission accomplishment.

11.3.6.3. **U.** Unsatisfactory knowledge of emergency action procedures/equipment. Misunderstood additional emergency duties. Improperly or ineffectively coordinated with other crew members causing errors, omissions, delays, or confusion that resulted in an unsafe situation and/or jeopardized mission accomplishment.

11.3.7. AREA 7: AUTHENTICATION PROCEDURES.

11.3.7.1. **Q.** Authenticated voice transmission within time limits specified on authenticators.

11.3.7.2. **Q-.** Authenticated voice transmission within time limited specified on authenticators. Committed errors or omissions that did not jeopardize mission accomplishment.

11.3.7.3. **U.** Committed errors or omission that jeopardized mission accomplishment.

11.3.8. AREA 8: SECURITY/COMSEC (**CRITICAL**).

11.3.8.1. **Q.** Used and maintained positive control of any and all COMSEC equipment (i.e., in accordance with SKL, load cable, and bag) and materials necessary for mission accomplishment in accordance with AFMAN 17-1302-O.

11.3.8.2. **U.** Failed to use and maintain positive control of any and all COMSEC equipment (i.e., in accordance with SKL, load cable, and bag) and materials necessary for mission accomplishment in accordance with AFMAN 17-1302-O.

11.3.9. AREA 9: SAFETY (**CRITICAL**).

11.3.9.1. **Q.** Aware of and complied with all safety factors required for safe operation and mission accomplishment. Ensured appropriate safety checks were accomplished as needed. Ensured adequate coordination to prevent unsafe acts. Located safety hazards and explained proper use of safety equipment. Located electrical, fire, physical, and radiation safety hazards. Located and explain the proper use of fire extinguishers.

11.3.9.2. **U.** Was not aware of or did not comply with all safety factors required for safe operation and mission accomplishment. Failed to ensure appropriate safety checks were accomplished when needed. Failed to locate safety hazards and explain the proper use of safety equipment. Failed to locate electrical, fire, physical, and radiation safety hazards. Failed to locate and explain the proper use of fire extinguishers. Committed errors or omissions that could have jeopardized personnel safety or equipment.

11.3.10. AREA 10: AIRCRAFT EMERGENCY (**CRITICAL**).

11.3.10.1. **Q.** Recognized the existence of an aircraft emergency. Assisted the crew in handling an aircraft emergency. Entered the appropriate emergency point on the scope.

Notified crewmembers of the aircraft emergency. Coordinated responses in accordance with an emergency checklist.

11.3.10.2. **U.** Failed to recognize an aircraft emergency. Failed to assist the crew in handling an aircraft emergency. Failed to respond in a timely manner and failed to enter the appropriate emergency point on the scope. Did not notify crewmembers of the aircraft emergency. Did not follow the aircraft emergency checklist. Committed errors or omissions that led to the loss of the aircraft and/or aircrew, or jeopardized mission accomplishment.

11.3.11. AREA 11: COORDINATION (**CRITICAL**).

11.3.11.1. **Q.** Coordinated with the mission crew to ensure equipment and assets were available and used to accomplish the assigned mission. Ensured coordination and information flow within the section, cross-sections, and with external agencies as required.

11.3.11.2. **U.** Failed to coordinate with the mission crew to ensure equipment and assets were available and used to accomplish the assigned mission. Failed to ensure coordination and information flow within the section, cross-sections, and/or with external agencies as required. Committed errors or omissions that could have jeopardized mission accomplishment.

11.3.12. AREA 12: CREW DISCIPLINE (**CRITICAL**).

11.3.12.1. **Q.** Demonstrated strict professional crew discipline throughout all phases of the mission. Executed the assigned mission in a timely, efficient manner.

11.3.12.2. **U.** Failed to exhibit strict crew discipline. Violated or ignored rules or instructions. Decision or lack thereof resulted in failure to accomplish the assigned mission. Demonstrated poor judgment to the extent that safety or mission accomplishment was compromised.

11.3.13. AREA 13: R/T PROCEDURES.

11.3.13.1. **Q.** Employed R/T procedures with an external agency in accordance with AFTTP 3-3.IPE, Chapter 5 and AFTTP 3-2.8 ACC. Acknowledged all communications.

11.3.13.2. **Q-.** Employed R/T procedures with an external agency with errors or omissions that did not jeopardized mission accomplishment. Performance included errors, omission or delays that did not jeopardized mission accomplishment or safety.

11.3.13.3. **U.** Failed to employ R/T procedures with external agency in accordance with ATTP3-3.IPE, Chapter 5 and AFTTP 3-2.8 ACC. Did not acknowledge all communications.

11.3.14. AREA 14: BATTLE MANAGEMENT.

11.3.14.1. **Q.** Executed the assigned mission in a timely, efficient manner with a battle management team and supported the crew/team lead on employment of resources; JAOP, OPLAN, ATO/ACO, OPTASKLINK, SPINS, and other mission specific documents, procedures and taskings. Assessed ROE and ID procedures based on changing alert conditions; and when delegated, authorized declaration of targets in accordance with theater ID matrix and ROE. Detected, identified, reported, and tracked air traffic within the assigned area; and when delegated, supervised the declaration of targets as hostile based

on hostile intent/ hostile act criteria and level of authority. Supported or, when delegated, supervised electronic protection efforts to counter electronic attack, and disseminated air defense warnings as required. Monitored and supported PR/CSAR efforts as tasked. Recognized or responded to an ARM attack profile warning and notified the crew and complied with ARM attack checklist.

11.3.14.2. **Q-**. Executed the assigned mission in a timely, efficient manner with a battle management team and provided guidance to the crew/team lead on employment of resources; JAOP, OPLAN, ATO/ACO, OPTASKLINK, SPINS, and other mission specific documents, procedures and taskings. Assessed ROE and ID procedures based on changing alert conditions; and when delegated, authorized declaration of targets in accordance with theater ID matrix and ROE. Detected, identified, reported, and tracked air traffic within the assigned area; and when delegated, supervised the declaration of targets as hostile based on hostile intent/ hostile act criteria and level of authority. Supported or, when delegated, supervised electronic protection efforts to counter electronic attack, and disseminated air defense warnings as required. Monitored and supported PR/CSAR efforts as tasked. Recognized or responded to an ARM attack profile warning and notified the crew and complied with ARM attack checklist. Committed errors or omissions that did not adversely affect mission accomplishment.

11.3.14.3. **U**. Failed to execute the assigned mission in a timely, efficient manner with a battle management team. Failed to provide guidance to the crew/team lead on employment of resources, JAOP, OPLAN, ATO/ACO, OPTASK LINK, SPINS, and other mission specific documents, procedures, and taskings. Failed to access ROE and ID procedures based on changing alert conditions. When delegated, failed to authorize declaration of targets in accordance with theater ID matrix, and ROE. Did not monitor detection, tracking, and ID of air traffic within the assigned area. When delegated, failed to supervise the declaration of targets as hostile based on hostile intent/hostile act criteria and level of authority. Did not support, or when delegated, supervise electronic protection efforts to counter electronic attack and failed to disseminate air defense warnings as required. Did not monitor and/or support PR/CSAR efforts as tasked. Failed to recognize or respond to an ARM attack profile warning and failed to notify the crew and did not comply with ARM attack checklist. Committed errors or omissions that could have jeopardized mission accomplishment.

11.3.15. AREA 15: TACTICAL DATA LINKS (TDL) OPERATIONS.

11.3.15.1. **Q**. Performed initial data link equipment checkout. Built, initiated, and maintained a RF Link 16 and Joint Range Extension Application Protocol (JREAP) at a minimum. Built, initiated, and maintained a Link 11 or Link 11B as required. Conducted data link operations as directed and reported link problems in accordance with established procedures. Modified data link database information as directed. Established, maintained, and troubleshot data links, and monitored data link effectiveness. Ensured data link configurations are in accordance with the OPTASKLINK/theater link guidance and that ATO/ACO information is correct and up to date. Utilized the DCN/TSN to coordinate with other data link agencies, coordinated the designation and use of frequencies and/or channels assigned to interface data links and voice coordination networks. Implemented changes in interface configurations as directed. Built and implemented data link filters as

required. Recommended changes in data link configurations to the team lead as appropriate and interpreted and responded to data link messages in a timely manner.

11.3.15.2. **Q-** Performed initial data link equipment checkout. Built, initiated, and maintained a RF Link and JREAP at a minimum. Built, initiated, and maintained a Link 11 or Link 11B as required. Conducted data link operations as directed and reported link problems in accordance with established procedures. Modified data link database information as directed. Established, maintained, and troubleshot data links, and monitored data link effectiveness. Ensured data link configurations are in accordance with the OPTASKLINK/theater link guidance and that ATO/ACO information is correct and up to date. Utilized the DCN/TSN to coordinate with other data link agencies, coordinated the designation and use of frequencies and/or channels assigned to interface data links and voice coordination networks. Implemented changes in interface configurations as directed. Built and implemented data link filters as required. Recommended changes in data link configurations to the team lead, as appropriate, and interpreted and responded to data link messages in a timely manner. Committed errors or omissions that did not jeopardize mission accomplishment.

11.3.15.3. **U.** Failed to perform initial data link equipment checkout. Failed to build, initiate, and maintain a RF Link and a JREAP at a minimum. Failed to build, initiate, and maintain a Link 11 or Link 11B as required. Failed to conduct data link operations as directed and failed to report link problems in accordance with established procedures. Failed to modify data link database information as directed. Failed to establish, maintain, and troubleshot data links, and monitor data link effectiveness. Failed to ensure data link configurations are in accordance with the OPTASKLINK/theater link guidance and that ATO/ACO information is correct and up to date. Failed to use DCN/TSN to coordinate with other data link agencies, did not coordinate the designation, and use of frequencies and/or channels assigned to interface data links, and voice coordination networks. Did not implement changes in interface configurations as directed. Failed to build and implement data link filters as required. Did not recommend changes in data link configurations to the team lead, as appropriate, and failed to interpret and respond to data link messages in a timely manner. Committed errors or omissions that jeopardized mission accomplishment.

11.3.16. AREA 16: DATABASE INITIALIZATION/MANAGEMENT AND SYSTEM OPERATIONS.

11.3.16.1. **Q.** Initiated, modified, and managed the database as directed to meet operational needs. Selected, copied, deleted, reviewed, renamed, shared, and/or created entries as necessary. Ensured database ATO/ACO information was correct. Recommended system configuration changes to the crew, as appropriate. Coordinated on computer problems and workarounds as required. Responded to alarms and alerts in a timely manner.

11.3.16.2. **Q-** Initiated, modified, and managed the database as directed to meet operational needs. Selected, copied, deleted, reviewed, renamed, shared, and/or created entries as necessary. Ensured database ATO/ACO information was correct. Recommended system configuration changes to the crew, as appropriate. Coordinated on computer problems and workarounds as required. Responded to alarms and alerts in a

timely manner. Committed errors or omissions that did not adversely affect mission accomplishment.

11.3.16.3. **U.** Failed to initiate, modify, manage database as directed to meet operational needs. Failed to select, copy, delete, review, rename, share, and/or create entries as necessary. Failed to ensure database ATO/ACO was correct. Did not recommend appropriate system configuration changes. Did not respond to alarms and alerts in a timely manner. Committed errors or omissions that jeopardized mission accomplishment.

11.3.17. AREA 17: SENSOR OPERATIONS.

11.3.17.1. **Q.** Initialized AN/TYQ-23A for use and monitored the status of internal/external communications, operator interface, database information, sensor fusion, and MSCT criteria. Ensured proper sensor/site registration procedures were implemented as required. Coordinated to resolve registration problems with interfacing units. Ensured sensors were configured and optimized to accomplish the mission. Recognized and analyzed degraded sensor performance.

11.3.17.2. **Q-.** Initialized AN/TYQ-23A for use and monitored the status of internal/external communications, operator interface, database information, sensor fusion, and MSCT criteria. Ensured proper sensor/site registration procedures were implemented as required. Coordinated to resolve registration problems with interfacing units. Ensured sensors were configured and optimized to accomplish the mission. Recognized and analyzed degraded sensor performance. Committed errors or omissions that did not adversely affect mission accomplishment and safety.

11.3.17.3. **U.** Failed to initialize the AN/TYQ-23 for use and to monitor the status of internal/external communications, operator interface, database information, sensor fusion, and MSCT criteria. Failed to ensure proper sensor/site registration procedures were implemented as required. Failed to coordinate to resolved registration problems with interfacing units. Failed to ensure sensors were configured and/or optimized to accomplish the mission. Failed to recognize and/or analyze degraded sensor performance. Committed errors or omissions that could have jeopardized mission accomplishment.

11.3.18. AREA 18: VOICE TELL OPERATIONS.

11.3.18.1. **Q.** Performed Voice Tell operations in accordance with AFMAN 13-1CRC, Volume 3, *Operating Procedures – Control and Reporting Center (CRC)*, and AFTTP 3-3.IPE as directed.

11.3.18.2. **Q-.** Performed Voice Tell operations in accordance with AFMAN 13-1CRCV3 and AFTTP 3-3.IPE as directed. Committed errors or omissions that did not adversely affect mission accomplishment.

11.3.18.3. **U.** Failed to perform Voice Tell operations in accordance with AFMAN 13-1CRCV3 and AFTTP 3-3.IPE. Committed errors or omissions that jeopardized mission accomplishment.

11.3.19. AREA 19: TRACK IDENTIFICATION.

11.3.19.1. **Q.** Identified air tracks in the assigned area in accordance with identification procedures specified by the ROE. Located and used switch actions to identify tracks. Read and interpreted information displayed on scope. Interpreted track symbols and modifiers.

Took appropriate actions associated with initiating and maintaining tracks. Interrogated IFF/SIF and used switch actions required to display appropriate ID symbols.

11.3.19.2. **Q-**. Identified air tracks in the assigned area in accordance with identification procedures specified by the ROE. Located and used switch actions to identify tracks. Read and interpreted information displayed on scope. Interpreted track symbols and modifiers. Took appropriate actions associated with initiating and maintaining tracks. Interrogated IFF/SIF and used switch actions required to display appropriate ID symbols. Committed errors or omissions that did not adversely affect mission accomplishment.

11.3.19.3. **U**. Failed to identify air tracks in the assigned area in accordance with identification procedures specified by the ROE. Did not comply with identification procedures specified in the ROE. Failed to locate and/or use switch actions to identify tracks. Failed to interrogate IFF/SIF. Failed to use switch actions to display appropriate ID symbols. Committed errors or omissions that jeopardized mission accomplishment.

Chapter 12

QUAL EVALUATION OF THE POSITIONAL INSTRUCTOR (PI)

12.1. General. This section contains criteria applicable to positional instructor evaluations. Evaluators will evaluate applicable areas identified by CCV based on the duty positions being evaluated as required/applicable. The intent of an INSTR evaluation for a PI is not to duplicate the BQ evaluation of the individual, but to determine the examinee’s instructional capability. The examinee must demonstrate the ability to instruct safely and effectively according to technical orders, FAA regulations, and other operational directives.

12.2. Minimum Mission Level. The minimum level of mission that must be accomplished for the PI is one that is representative of the instructor’s duties. A second live or simulation training event may be utilized to observe areas not adequately evaluated during the first mission.

12.3. Instructor Session. During the mission, the examinee will conduct an instructional session. The event will be task oriented to allow the examinee to make necessary inputs. The SEE is responsible for determining if the examinee has met instructional requirements. The student’s performance during the mission does not determine whether this area is rated satisfactory. **Note:** Live instructors - A live control event may not be required due to QUAL evaluation prerequisite. If a live control event is required (i.e., recurring/marrying up evaluations), examinee must demonstrate the knowledge and ability to control an effective mission. BMC evaluation must be completed prior to instructor evaluation. Simulation only instructors will perform a demonstration/performance session with the student. “Chalk- talks/board briefs” conducted by the examinee as part of the mission brief may be used to satisfy requirements in Area 4, Demonstration/Performance.

Table 12.1. PI Qualification Evaluation Areas.

Evaluation Areas
General
1. Mission Planning
2. Conduct Mission Briefing
3. Instructor Knowledge
4. Conduct Appropriate Demonstration/Performance
5. Monitor Student Performance/Corrective Guidance
6. Situation/Threat Awareness
7. Safety of Flight Procedures (CRITICAL)
8. Use of Training Materials
9. Mission Debrief
10. Ability to Instruct
11. Student Training Documentation
12. Objectivity

12.4. Qualification Criteria. Paragraphs 12.4.1 through 12.4.12 provide the different qualification areas, possible ratings for each, and definitions of the ratings (**Q**, **Q-**, and **U**, as applicable) for each area. PI evaluation criteria will be the same as specified for the student in the syllabus or lesson plan unless otherwise specified in this instruction.

12.4.1. AREA 1: MISSION PLANNING.

12.4.1.1. **Q.** Noted all factors applicable to the mission; for example, number and type aircraft, call signs, planned scenarios or tactics, blocks, airspace and limitations, and radio frequencies. Was aware of alternate mission, weather, NOTAMS, and emergency and NORDDO procedures. Developed a sound plan of action to accomplish the mission. Properly annotated forms and complied with guidance in the OIF. Reviewed student grade book for appropriate documentation. Assessed student progression and formulated objectives to be attained during the mission. Ensured all documentation was accurate and complete. Ensured Operational Risk Management (ORM) checklist was signed off by student.

12.4.1.2. **Q-.** Forms were incomplete and/or failed to comply with guidance in the OIF. Resulting errors or omissions noted in mission planning did not jeopardize mission outcome, but caused delays and detracted from mission accomplishment. Due to lack of compliance, mission information had to be reemphasized during the mission. Incomplete review of student grade book resulted in inappropriate mission objectives for the student. Failed to ensure all documentation was accurate and complete.

12.4.1.3. **U.** Forms were incomplete and/or failed to comply with guidance in the OIF. Resulting omissions compromised mission execution or safety of flight. Failed to understand or clarify mission profile. Had faulty knowledge of operating data or procedures. Failed to review student grade book. Failed to set student mission objectives. Failed to ensure student had signed off ORM checklist.

12.4.2. AREA 2: CONDUCT MISSION BRIEFING.

12.4.2.1. **Q.** Received aircrew briefing with student (if applicable). Observed student's coordination with the aircrew and adversary controller. Presented a comprehensive, instructional briefing that encompassed all aspects of the mission according to locally developed instructor standards. Briefing complied with locally developed unit standards/guide. Developed student mission plan that accounted for mission requirements, employment considerations, equipment limitations, and desired learning objectives. Briefed Special Interest Items (SII) as applicable.

12.4.2.2. **Q.** Failed to provide necessary inputs to student's coordination with the aircrew and/or adversary controller. Resulting errors or omissions delayed mission execution, but did not jeopardize the sortie. Mission briefing focused primarily on administrative items or failed to provide employment considerations for the phases of the intercept.

12.4.2.3. **U.** Failed to observe student's coordination with the aircrew and/or adversary controller. Failed to properly conduct the mission briefing or provided briefing information that was not according to locally developed squadron standards/guide. Did not brief applicable SIIs.

12.4.3. AREA 3: INSTRUCTOR KNOWLEDGE.

12.4.3.1. **Q.** Demonstrated in-depth knowledge of procedures, requirements, weapon systems, mission, and tactics.

12.4.3.2. **Q-.** Had non-critical deficiencies in depth of knowledge, procedures, requirements, weapon systems, mission, or tactics.

12.4.3.3. **U.** Had critical deficiencies in knowledge and familiarity with procedures, requirements, weapon systems, mission, or tactics.

12.4.4. AREA 4: CONDUCT APPROPRIATE DEMONSTRATION/PERFORMANCE.

12.4.4.1. **Q.** Conducted demonstration or sample intercept according to approved guidance. Described procedures, standards, and techniques to execute the mission. Repeated demonstration or provided alternate techniques to enhance student's understanding.

12.4.4.2. **Q-.** Demonstration or sample intercept had noticeable deviations and/or incomplete explanations. Required to repeat demonstration to be within parameters according to approved guidance (i.e., syllabus requirements)

12.4.4.3. **U.** Failed to conduct a demonstration or sample intercept within parameters according to approved guidance. Failed to repeat demonstration even though student obviously did not understand fundamentals

12.4.5. AREA 5: MONITOR STUDENT PERFORMANCE/CORRECTIVE GUIDANCE.

12.4.5.1. **Q.** Observed student and provided appropriate corrective guidance. Made timely inputs and provided directive guidance to prevent mission degradation. Included techniques or tips for improving performance.

12.4.5.2. **Q-.** Inconsistent corrective guidance allowed student to make errors or omissions that caused delays in mission accomplishment. Did not provide any personal techniques or tips for improving performance. Mission not jeopardized by actions.

12.4.5.3. **U.** Failed to provide appropriate corrective guidance to student. Inputs did not increase student's situational awareness. Jeopardized mission accomplishment.

12.4.6. AREA 6: SITUATION/THREAT AWARENESS.

12.4.6.1. **Q.** During all phases of the mission, ensured situation or threat information was according to applicable volumes of AFTTP 3-3.IPE, AFI 11-214 and local operating directives. For example, briefing was updated as requested or as the situation changed; groups and/or formations were correctly identified, labeled, and anchored; and threat information was accurate to within 10 degrees and 2 NM of sensor returns or closest cardinal direction or quadrant. Monitored student workload and task saturation level. Coordinated with other instructors and/or students on a real-time basis to maximize effectiveness of training.

12.4.6.2. **Q-.** Was slow to correct (or did not correct) student in response to changes in adversary tactics.

12.4.6.3. **U.** Failed to ensure correct student responses throughout the mission. Did not effectively monitor student workload. Allowed student to continue even though his or her

task saturation was preventing the accomplishment of mission. Actions jeopardized mission accomplishment.

12.4.7. AREA 7: SAFETY OF FLIGHT PROCEDURES (**CRITICAL**).

12.4.7.1. **Q.** Ensured all participants maintain airspace integrity, including time limits. All mandatory safety calls (such as fights on, terminate, and knock-it-off) were passed. Provided accurate traffic and safety advisories, ensured proper altitude separation, and complied with airspace and altitude restrictions. Provided assistance to pilot to avoid factor traffic, keeping aircraft clear of hazards according to AFI 11-214 and other directives. Ensured compliance with all applicable MOAs, FAA, and local directives during all phases of the mission. Conducted aircrew duties in a safe manner, not detrimental to equipment or flight safety. Intervened as necessary to prevent unsafe flight operations.

12.4.7.2. **U.** Was not aware of (or did not ensure) compliance with safety factors during the mission, either directly or through the student. Actions and/ or responses were unsafe and/or dangerous. Jeopardized overall mission accomplishment.

12.4.8. AREA 8: USE OF TRAINING MATERIALS.

12.4.8.1. **Q.** Demonstrated sound knowledge and/or use of visual aids, recording devices, and other applicable training aids.

12.4.8.2. **Q-.** Utilized visual aids, but techniques detracted from student's learning experience.

12.4.8.3. **U.** Failed to demonstrate sound knowledge and/or use of visual aids, recording devices, and other applicable training aids.

12.4.9. AREA 9: MISSION DEBRIEF.

12.4.9.1. **Q.** Thoroughly debriefed student on the objectives and key aspects of the mission according to approved squadron standards. Evaluated student's performance with respect to the briefed mission plan and individual goals. Discussed appropriate techniques and highlighted performance, with special emphasis on areas for improvement, if applicable. Debriefed SIIs as applicable.

12.4.9.2. **Q-.** Mission debrief did not completely address briefed mission plan or individual goals. Discussion of techniques for improvement on a few areas was below standards.

12.4.9.3. **U.** Failed to thoroughly debrief student on the objectives and key aspects of the mission according to approved squadron standards. Did not evaluate student's performance with respect to the briefed mission plan and individual goals. Failed to discuss appropriate techniques and adequately highlight performance with emphasis on areas that did not meet standards for progression. Did not debrief SIIs as applicable.

12.4.10. AREA 10: ABILITY TO INSTRUCT.

12.4.10.1. **Q.** Demonstrated excellent instructor ability. Clearly defined mission requirements and any required additional training or corrective action. Instruction was accurate, effective, and timely. Verbal or written communication was effective and unambiguous. Maintained rapport with student, and demonstrated appropriate questioning techniques.

12.4.10.2. **Q-**. Problems with instruction or analysis detracted from effectiveness of instruction. Communication was effective, but contained numerous verbal or visual distractions. Did not maximize rapport with the student.

12.4.10.3. **U**. Unable to perform, teach, or assess techniques, procedures, systems use, or tactics. Communication was not effective.

12.4.11. AREA 11: STUDENT TRAINING DOCUMENTATION.

12.4.11.1. **Q**. Properly prepared and submitted required documentation according to approved directives. No errors were noted.

12.4.11.2. **Q-**. Required documentation contained errors that detracted significantly from the required documentation, but did not prevent communication of the content.

12.4.11.3. **U**. Pertinent information was missing or could not be understood.

12.4.12. AREA 12: OBJECTIVITY.

12.4.12.1. **Q**. Provided feedback and grades according to established AETC rating criteria. Graded procedure instead of technique.

12.4.12.2. **Q-**. Had difficulty maintaining objectivity. Graded several items primarily on technique instead of procedure.

12.4.12.3. **U**. Failed to provide objective feedback and grades that were according to established AETC rating criteria.

Chapter 13

OBJECTIVITY EVALUATION OF THE STAN/EVAL EXAMINER (SEE)

13.1. Conducting a SEE Objectivity Evaluation.

13.1.1. All areas of the objectivity evaluation are considered critical to its success, and the evaluation will be graded only as 1 or 3. A score of U in an area will result in an overall grade of 3. Cumulative deviations will be considered when determining an overall rating of 1 or 3.

13.1.2. Only one SEE objectivity evaluation will be required, and it will suffice for all areas the SEE is qualified to evaluate in. If the SEE is qualified in two systems, the objectivity evaluation will only be required in one system.

13.1.3. There are no requirements to conduct an objectivity evaluation on a SEE solely because he or she has become certified/qualified in another system, or positional certification.

13.1.4. SEEs with prior experience as evaluators from other MAJCOMs will still receive an objectivity evaluation.

13.1.5. There is no requirement for recurring objectivity evaluations.

13.1.6. SPOT objectivity evaluations will be given at the discretion of the AETC, group, or squadron chiefs of Stan/Eval, and these evaluations may be given in any or all areas of the SEE's qualification.

13.2. Evaluation Objective. The examinee must demonstrate a thorough understanding of Stan/Eval directives and ensure safety of flight as well as compliance with applicable technical orders, FAA regulations, and operational directives.

Table 13.1. SEE Objectivity Evaluation Areas.

Evaluation Areas
13. Compliance With Stan/Eval Directives (Higher Headquarters And Local)
14. Evaluation Briefing
15. Equipment Setup and Checkout
16. Identification of discrepancies and assignment of area ratings
17. Assignment of Overall Ratings
18. Corrective Action
19. Mission Debrief
20. Evaluation Documentation

13.3. Areas and Ratings. Paragraphs **13.3.1** through **13.3.7** provide the different qualification areas, possible ratings for each, and definitions of the ratings (**Q** and **U**, as applicable) for each area.

13.3.1. AREA 35: COMPLIANCE WITH STAN/EVAL DIRECTIVES (HIGHER HEADQUARTERS AND LOCAL).

13.3.1.1. **Q.** Complied with directives pertaining to administration of the evaluation. Deviations did not jeopardize effectiveness of the evaluation or mission accomplishment.

13.3.1.2. **U.** Failed to comply with directives pertaining to administration of the evaluation. Deviations jeopardized effectiveness of the evaluation or mission accomplishment.

13.3.2. AREA 13: EVALUATION BRIEFING.

13.3.2.1. **Q.** Briefed the conduct of the evaluation, mission scenarios, and grading criteria according to Stan/Eval directives. Omissions did not impact evaluation outcome.

13.3.2.2. **U.** Did not thoroughly brief conduct of the evaluation, mission scenarios, and grading criteria according to Stan/Eval directives. Omissions impacted the evaluation outcome.

13.3.3. AREA 14: IDENTIFICATION OF DISCREPANCIES AND ASSIGNMENT OF AREA RATINGS.

13.3.3.1. **Q.** Identified discrepancies and assigned area ratings according to this instruction.

13.3.3.2. **U.** Failed to properly identify discrepancies or assign area ratings according to this instruction.

13.3.4. AREA 15: ASSIGNMENT OF OVERALL RATINGS.

13.3.4.1. **Q.** Assigned correct overall rating according to Stan/Eval directives.

13.3.4.2. **U.** Failed to assign the correct overall rating according to Stan/Eval directives.

13.3.5. AREA 16: CORRECTIVE ACTION.

13.3.5.1. **Q.** Recommended corrective actions or additional training areas were based on identified discrepancies. Corrective actions were designed to ensure correction of examinee's deficiencies.

13.3.5.2. **U.** Failed to recommend corrective actions or additional training areas based on identified discrepancies. Recommended actions will not ensure correction of identified discrepancies.

13.3.6. AREA 17: MISSION DEBRIEF.

13.3.6.1. **Q.** Debriefed examinee on all aspects of the evaluation.

13.3.6.2. **U.** Failed to debrief examinee on all aspects of the evaluation.

13.3.7. AREA 18: EVALUATION DOCUMENTATION.

13.3.7.1. **Q.** Completed required evaluation documentation according to Stan/Eval directives. Errors in documentation did not affect evaluation validity.

13.3.7.2. **U.** Failed to complete required evaluation documentation according to Stan/Eval directives. Errors in documentation affected evaluation validity.

RANDY P. OAKLAND, Brig Gen, USAF
Director of Operations and Communications

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

AETCI 13-101V1, *Battle Management Training Program*, 30 November 2022

AETCI 13-101V3, *Battle Management Operations*, 3 April 2017

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AFI 11-215, *Flight Manuals Program*, 25 March 2019

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AFMAN 11-202V2, *Aircrew Standardization and Evaluation Program*, 30 August 2021

AFMAN 11-202V2_AETCSUP, *Aircrew Standardization and Evaluation Program*, 1 September 2022

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AFMAN 36-2100, *Military Utilization and Classification*, 7 April 2021

AFTTP 3-2.8, *Air Control Communication*, 1 September 2021

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AFVA 33-276, *Air Force Privacy Act Label*, 1 August 2000

DAFPD 13-1, *Command and Control (C2) Enterprise*, 21 April 2021

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

NATO Standard ATP 3.3.4.2, *Air to Air Refueling*, November 2013

United States ATP 3.3.4.2 I, *Standards Related Document (SRD)*, 23 December 2015

Prescribed Forms

None

Adopted Forms

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 8A, *Certificate of Universal Aircrew Qualification*

DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 942, *Record of Evaluation*

AF Form 3132, *General Purpose (11" x 8 ½")*

AF Form 4146, *Mission Briefing Guide*

AF Form 4348, *USAF Aircrew Certifications*

Abbreviations and Acronyms

ABM—Air Battle Manager

ACO—Airspace Control Order

ACS—Air Control Squadron

AETC—Air Education and Training Command

AFSC—Air Force Specialty Code

ANG—Air National Guard

AR—Air Refueling

ASO—Air Surveillance Officer

AST—Air Surveillance Technician

AT—Additional Training

ATC—Air Traffic Control

ATO—Air Tasking Order

BC-3—Battlespace Command and Control Center

BCS-RO—Battlefield Control System-Range Operations

BCS-T—Battlefield Control System-Tyndall

BDA—Battle Damage Assessment

BMC—Basic Mission Capable

C2—Command and Control

CAP—Combat Air Patrol

CDE—Collateral Damage Estimation

CMR—Combat Mission Ready

COT—Chief of Training

CT—Continuation Training

DMOC—Distributed Mission Operations Center (DMOC)
DO—Director of Operations
DNIC—Duty Not Involving Controlling
DNIF—Duty Not Including Flying
DTOC—Distributed Training Operations Center
EA—Electronic Attack
EPT—Electronic Protection Technician
EQ—Exceptionally Qualified
FAA—Federal Aviation Administration
FAC—Forward Air Controller
FEF—Flight Evaluation Folder
FMT—Full Mission Trainer
GTIMS—Graduate Training Integration Management System
ICT—Interface Control Technician
IFF/SIF—Identification Friend or Foe/Selective Identification Feature
IG—Inspector General
INIT—Initial Evaluation
IPL—Initiate Program Load
IQT—Initial Qualification Training
IWD—Instructor Weapons Director
JU—Joint Tactical Information Distribution System (JTIDS) Unit
MCC—Mission Crew Commander
MCS—Modular Control System
MDS—Mission Design Series
MFR—Memorandum for Record
MOA—Memorandum of Agreement
MQF—Master Question File
MQT—Mission Qualification Training
MSA—Minimum Safe Altitude
MSO—Missions Systems Operator
MSN—Mission
N-BMC—Non-Basic Mission Capable

NM—Nautical Mile
NOTAM—Notice to Airmen
NTN—NATO Track Number
OCUWS—Operator Console Unit Workstation
OG—Operations Group
OGV—OG Stan/Eval
OI—Operating Instructions
OIF—Operations Information File
OM—Operations Module
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PI—Positional Instructor
PID—Principle of Distinction
PM&T—Performance Monitor and Test
PPLI—Precise Participant Location and Identification
PU—Participating Unit
Q—Qualified
Q1—Qualification Level 1
Q2—Qualification Level 2
Q3—Qualification Level 3
R/T—Radio/Telephone
RCP—Radar Control Panel
RSD—Regular Scheduled Drill
RN—Reference Number
ROE—Rules of Engagement
QUAL—Recurring Qualification Evaluation
RTB—Return to Base
SAR—Search and Rescue
SAS-1—System Access Subunit Area 1
SAV—Staff Assistance Visit
SD—Senior Director
SD—Situation Display

SEE—Standardization/Evaluation Examiner

SII—Special Interest Item

SIM—Simulator

SPINS—Special Instructions

SSU—System Server Unit

ST—Surveillance Technician

Stan/Eval—Standardization/Evaluation

TD—Tabular Display

TDF—Tactical Display Framework

TDY—Temporary Duty

TF—Training Folder

TOD—Time of Day

TR—Training Requirements

U—Unsatisfactory

UQ—Unqualified

WD—Weapons Director

WG—Wing

WT—Weapons Technician

Terms

Academic Evaluation—Those written evaluations which are required for satisfactory completion of the qualification evaluation. As a minimum, this will include a written examination drawn from the MAJCOM approved MQF.

Academic Training—Training that results from self-study, group study, or classroom instruction.

Additional Extended Training Period—Training period for individuals who fail to progress after one extended training period.

Additional Training—This includes any training or action recommended by a SEE that must be completed following an evaluation. Document completion on AF Form 8. The COT, with the concurrence of the DO, determines TRs to correct deficiencies identified by Stan/Eval. Additional training identified during an evaluation must be completed within 30 days from the completion of the last flight phase portion of the evaluation (2 RSDs).

Annual/Calendar Year—A period starting 1 October and continuing through 30 September.

Attached Personnel—This includes anyone not assigned to the unit but maintaining qualification through that unit. MAJCOM and OG personnel are an example of attached personnel.

Basic Mission Capable (BMC)—For AETC battle management units, the status of an individual who is assigned to a unit which does not have a primary combat mission, but has successfully

completed IQT, passed an initial qualification evaluation, completed BMIT (N/A 173 OSS/C2), and is complying with CT requirements for a designated duty position. This individual would require mission qualification training (MQT) training and may require some part of IQT by a combat ready unit before entry into combat.

Basic Qualified (BQ)—The status of an individual who has successfully completed IQT and an INIT QUAL. Individual lacks the knowledge of Joint and Combined operations procedures to operate in a theater. Individuals in this status may perform non-combat missions without instructor supervision.

Certification—Designation of an individual by the organization commander as having completed required training and being capable of performing in a role, mission, job, etc., for which no qualification training program exists. Certifications associated with squadron unique positions have no HHQ formal training program or syllabus.

Certifying Official—A person the commander assigns to determine an individual's ability to perform a task to required standards.

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

Continuation Training (CT)—Academic and positional training required to maintain CMR/BMC qualification.

Critical Task—These are tasks where strict adherence to procedures and directives is mandatory; failure to satisfactorily accomplish this task directly impacts either overall mission success or flight safety.

Currency—Currency is compliance with CT requirements and positional proficiency required by this directive.

Downgrade—The downgrading of an individual from BMC to UQ status due to failure of any positional evaluation, failure to complete a recurring evaluation by the scheduled date, failure to meet annual TRs, or the unit commander determines the individual to be non-proficient.

Eligibility Period—The 3-month period prior to expiration date of the evaluation during which an individual must complete all written and positional requirements for the recurring qualification evaluation.

Evaluation—Verbal, written, and positional methods used to determine individual proficiency to include positional evaluations and written evaluations as prescribed by governing directives.

Experienced—An experienced individual who has been formally awarded a 13B3/4X, 1C5X1D AFSC, has one year in the AFSC after award, has performed as CMR or BMC weapons position for a minimum of 6 months, or has at least 40 generic live missions. **Note:** Instructors may credit one mission for every two live student missions for which they were primary instructor. Unit DOs may determine equivalent general positional hours for individuals that were previously assigned to units that did not track event operations.

Extended Training Period—Training period designed for individuals who fail to progress into the next phase of training

Flight Evaluation Folder (FEF)—The FEF contains the basic documents that show the history of an individual's positional qualification. Only one FEF will be developed and maintained for an individual.

Informal Visit—This is an announced visit by HHQ SEEs to subordinate units for proficiency training or for orientation.

Initial Qualification Evaluation (INIT QUAL)—The first evaluation given to determine an individual's BMC qualification status. It will consist of a positional evaluation and a written examination.

Initial Qualification Training (IQT)—Academic and positional training required to attain BQ status.

Instructor—A qualified or certified individual authorized to instruct other individuals in operations academics and positional duties.

Master Question File (MQF)—A bank of questions whose development is provided or overseen by a headquarters-designated OPR. Stan/Eval functions use the MQF in constructing written examinations that this instruction requires.

Mission—For the purpose of this manual, a mission includes briefing, controlling, and debriefing. Briefings include training objectives. Controlling consists of taking radio and radar control of aircraft and accomplishing one or more types of missions, such as counterair, air refueling, counterland, and active air defense scrambles. Debriefings occur with the pilots (and instructor where applicable). The brief/debrief may be accomplished via telephone/radio; however, face-to-face briefs provide optimum training.

Mission Qualification Training (MQT)—Specific training designed to prepare crewmembers to perform duties/tasks in support of a unit mission or tasking. Graduates of MQT are certified CMR/BMC by the squadron commander.

Non—Basic Mission Capable (N-BMC)—(Noncurrent)—Individual is N-BMC upon loss of currency, for example, did not meet lookback or annual training requirements, or fails initial written examination during recurring evaluation.

No-notice Evaluation—Give this evaluation at such time that preparation, beyond that which is normally accomplished for the mission, is not possible. These evaluations may be complete qualification evaluations, a written examination only, or a positional evaluation covering only selected areas.

Positional Evaluation—This is the portion of a qualification evaluation that covers on-position duties, actions, and responsibilities. This includes knowledge of console operations and unit equipment capabilities and limitations.

Positional Training—Hands-on training resulting from performance of duties in assigned positions.

Prorating—This is the process of determining the TRs proportionately. This process is used when personnel are TDY, DNIF, DNIC, or on emergency leave for more than 30 days.

Qualification Evaluation—Conduct this written and (or) positional evaluation to check an individual's proficiency in performing operations duties or to let an examinee demonstrate to the SEE the academic knowledge and ability to do assigned crewmember functions safely and

effectively. Types of qualification evaluations are INIT QUAL, recurring QUAL, RQ QUAL and SPOT. Document qualification evaluations on AF Form 8.

Recurring Qualification Evaluation (QUAL)—This is an academic and positional evaluation required for an individual to maintain BMC status.

Re-examination—This is the re-accomplishment of a required written examination following a failure.

Regression—This is the movement of an individual from BMC to N-BMC.

Regular Scheduled Drill (RSD)—For the purpose of this instruction, a RSD is considered to be the two-day period per month that ANG operations personnel spend on duty. The acronym RSD equals one full ANG drill weekend. When computing due dates, the RSD weekend on which an event initially takes place does not count. For example, a reference allows two RSDs for completion of an event. The original decision or event occurs during the drill weekend in March. The unit or individual would have until the end of the drill weekend in May to complete the action or response. The use of weekday and evening training periods will not shorten this time period.

SPOT Evaluation—An evaluation normally outside the eligibility period to ensure correction of identified discrepancies or to SPOT check an individual's proficiency. A SPOT evaluation is normally limited in scope. It may be either a positional evaluation and (or) a written examination. These evaluations may be either no-notice or with prior coordination. An evaluation begun as a SPOT evaluation may become (and be documented as) a recurring evaluation if all recurring evaluation requirements are completed during the SPOT evaluation. Do not add on missions to complete the requirements for a periodic evaluation unless the group or squadron commander concurs with the crewmember's desire to realign the evaluation expiration date (and approves the additional flight time requirements if necessary). **Note:** When the flight examiner administering a SPOT evaluation is not qualified in the MDS and crew position of the examinee, the evaluation will not be credited toward a periodic evaluation.

Standardization/Evaluation Examiner (SEE)—A SEE is an operations crewmember who has completed an objectivity evaluation and is designated to perform evaluation duties as specified by this instruction.

Stan/Eval Objectivity Evaluation—A HHQ SEE or the OG chief of Stan/Eval (or his or her designated representative) gives this evaluation to unit SEEs to determine their ability to perform SEE duties. Document certification as a SEE on an AF Form 8 and designate the individual by letter upon completion of this evaluation.

Stan/Eval Special Interest Item (SII)—This is an operational area of concern designated by headquarters staff for evaluation during formal Stan/Eval visits.

Time Periods—The following definitions are provided for interpretation of timing requirements specified in this instruction:

Training Period—A specific amount of time to accomplish a prescribed phase of training.

Unit—For the purpose of this instruction, a unit is defined as a squadron required to establish its own Stan/Eval program.

Unqualified—The status of an individual who: has not entered or completed IQT training requirements and has not successfully passed an INIT QUAL for BMC status; or has twice failed

the academic portion of an evaluation; or has failed a recurring or SPOT positional evaluation or has failed a reexamination; or has failed to meet TRs; or has been downgraded at the direction of the commander or DO due to failure to complete a recurring qualification evaluation.

Weapons Director (WD)—Personnel with a duty AFSC 1C5X1D with duties involving control of aircraft.

Weapons Technician (WT)—Personnel with a duty AFSC 5X1 with duties involving assisting in the control of aircraft

Attachment 2

STAN/EVAL BOARD MINUTES

Table A2.1. Stan/Eval Board Minutes.

Note: The information below is a sample of the minimum information a Board should address.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: STAN/EVAL BOARD MINUTES

1. Personnel Attending: (name and organization)

2. Overview:

a. Manning. (Enter any Stan/Eval manning problems discussed or deviations from authorized manning. Record all current flight examiners including attached HHQ and/or attached squadron examiners.) Include any Group/CC, designated additional Stan/Eval examiners.

b. Summary.

(1) Evaluations. Report evaluations by crew position and type of evaluation (QUAL). Include SPOT, N/N, and evaluations, when applicable. Show qualification levels, sub-levels, and rates (Rate = # given divided by total given).

(a) Q1s

(b) Q2s

(c) Q3s

(d) Total evaluations for each crew position

(2) Examinations. Report examination results by crew position and type of examination (openbook, closed book).

(3) Waivers and Extensions. Identify all waivers and extensions granted to extend the period of qualification, preclude re-accomplishment of requisites, extend additional training periods, and extend periods to re-accomplish examinations.

(4) Trends. Identify new, continuing, and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s) and any suspense date.

(5) Report progress toward achievement of no-notice requirements, if applicable.

c. Required Stan/Eval Program Inspections and Reviews (if applicable).

d. Crew Publications Program. Review open DAF Form 847s.

e. Supplementary Evaluation. Report results of evaluations conducted.

3. Old Business. Enter the disposition of any items left open at the last SEB meeting. If final action was taken on an item during the quarter, state the action taken and then close

the item if the SEB Chairman approves closure. If an item remains open, list the action taken since the last SEB. Findings from Stan/Eval visits will be addressed and covered until they are closed out.

4. New Business. Enter all new business discussed during the SEB. The new business items are those included on the published agenda along with any unplanned items discussed.

5. Other: This is an optional paragraph that can be used as necessary.

6. Problems Requiring HHQ Assistance: Enter problems that, based on SEB resolution, require HHQ assistance. The assistance may be in any form (for example, staff assistance visit requests, clarification of directives, change of directives, and so forth).

(SIGNATURE BLOCK)

Attachments:

SEB Agenda

Examiner Roster Reviewed

As Required

Attachment 3

REVIEWING AND APPROVING OFFICIALS

Table A3.1. Reviewing and Approving Officials.

ITEM	A Type Unit	B Type Crewmember	C Reviewing Officer (Note 1)	D Approving Officer (Notes 1,2)
1	OG/Squadron	Assigned	DO or equivalent of the unit to which individual is assigned.	Unit CC of the unit to which individual is assigned
		Attached	DO or equivalent of the unit to which individual is attached.	Unit CC of which individual is attached
2	MAJCOM	Qualified personnel	DO or equivalent of the unit to which individual is attached.	19 AF/A3V

Notes:

1. Levels shown are minimum required. Additional reviews may be made as appropriate.

2. Reviewing officer for SQ/DO is SQ/CC. Approving officer is OG/CC.

Attachment 4

TEMPORARY QUALIFICATION MEMORANDUM

Table A4.1. Temporary Qualification Memorandum.

<p>MEMORANDUM FOR: _____</p> <p>FROM: _____</p> <p>SUBJECT: Temporary Qualification Memorandum</p> <p>1. _____ was administered a/an _____ qualification evaluation that was complete/incomplete. The written examination score(s) were/was _____. The overall grade is _____ and the test date/score was _____.</p> <p>2. Discrepancies: (List)</p> <p>3. Recommendation(s) for Additional Training: (List)</p> <p>(Signature of Stan/Eval Examiner) (Signature of Chief of Stan/Eval)</p> <p>Note: The temporary qualification memorandum is a form memorandum used pending completion of the AF Form 8. Remove this temporary memo once you're ready to post the completed AF Form 8.</p>
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Attachment 5

LEGACY - QUAL EVALUATION OF THE INTERFACE CONTROL TECHNICIAN (ICT)

A5.1. General. This chapter contains the criteria specifying the tasks required of a qualified ICT consistent with those of AFMAN 13-1CRCV2. Should conflicts between criteria specified in this chapter and AFMAN 13-1CRCV2 arise, AFMAN 13-1CRCV2 criteria take precedence. Mandatory evaluation areas are listed in **Table A5.1**. The examinee must demonstrate a degree of knowledge and proficiency essential for successful mission accomplishment. Examinee will be evaluated on all phases of a mission.

A5.1.1. Evaluation Objectives.

A5.1.1.1. Qualification Evaluation. The examinee will be evaluated on his/her ability to accomplish required tasks safely and effectively, IAW technical orders, manuals, directives, and operating procedures applicable to the evaluated mission. **(T-3)** Qualification evaluations will encompass all areas identified in **Table A5.1**. **(T-3)** The examinee must demonstrate a degree of knowledge and proficiency essential for successful mission accomplishment and safety of flight. **(T-3)** ICT qualification evaluations may be conducted either during routine daily operations or Mission Training Exercises (MTE). **(T-3)** Tasks not observed and assessed during the normal course of the evaluation will be evaluated verbally while the examinee is on position. **(T-3)** The evaluation requires the participation of at least one external TACS unit or agency. At least one Link 1, Link 11, or Link 16 will be used. **(T-3)** Link events can occur on different days and/or with different agencies.

Table A5.1. ICT Evaluation Areas.

Evaluation Areas
General
1. Mission Planning
2. Briefing/Debriefing
3. Equipment Setup and Checkout
4. Console Operations and Displays
5. Positional Changeover Briefing
6. Emergency Action Procedures and Equipment
7. Authentication Procedures
8. Security/COMSEC (CRITICAL)
9. Safety (CRITICAL)
Tactical Employment
10. Coordination (CRITICAL)
11. Crew Discipline (CRITICAL)
12. Radio/Telephone (R/T) Procedures

13. Tactical Data Link (TDL) Operations
14. Sensor Operations Team Duties (N/A)
Note: Area 14 is N/A to the Qualification Evaluation, but shown only for cross referencing with AFMAN 13-1CRCV2 Areas.

A5.2. Evaluation Criteria. All areas in this section will be graded using the criteria listed within the individual areas.

A5.2.1. AREA 1: MISSION PLANNING.

A5.2.1.1. **Q.** Extracted information from mission planning documents as directed by the AST. Assisted in the preparation of information required for the crew briefing. Read and initialed all items in the OIF and/or read files.

A5.2.1.2. **Q-.** Extracted information from mission planning documents as directed by the AST. Assisted in the preparation of information required for the crew briefing. Read and initialed all items in the OIF and/or read files. Committed errors or omissions that did not adversely affect mission accomplishment.

A5.2.1.3. **U.** Failed to extract information from mission planning documents as directed by the AST. Did not assist in the preparation of information required for the crew briefing. Failed to read and/or initial all items in the OIF and/or read files. Committed errors or omissions that jeopardized mission accomplishment.

A5.2.2. AREA 2: BRIEFING/DEBRIEFING.

A5.2.2.1. **Q.** Attended all required briefings/debriefings and extracted/provided all necessary information (i.e., unit's track number block, any participating unit (PU), Joint Tactical Information Distribution System (JTIDS) unit (JU), filter plan, etc.). Performed briefings/debriefings in an organized, logical sequence IAW applicable directives. Planned all areas necessary to conduct tasked mission(s) and conducted aircrew briefings/debriefings IAW AFI 11-214 (if applicable) and other directives. Provided constructive feedback on team and individual performance. Provided specific instructional fixes to correct errors and requested inputs from others. Summarized mission execution, identified lessons learned, and compared mission results with crew objectives.

A5.2.2.2. **Q-.** Attended all required briefings/debriefings and extracted/provided all necessary information (i.e., unit's track number block, any PUs/JUs, filter plan, etc.). Performed briefings/debriefings in an organized, logical sequence IAW applicable directives. Provided constructive feedback on team and individual performance. Provided specific instructional fixes to correct errors and requested inputs from others. Summarized mission execution, identified lessons learned, and compared mission results with crew objectives. Committed errors or omissions that did not adversely affect mission accomplishment.

A5.2.2.3. **U.** Did not attend all required briefings/debriefings and did not extract/provide all necessary information (i.e., unit's track number block, any PUs/JUs, filter plan, etc.). Did not perform briefings/debriefings in an organized, logical sequence IAW applicable directives. Failed to establish and maintain team concept and environment for open

communications and feedback. Committed errors or omissions that jeopardized mission accomplishment.

A5.2.3. AREA 3: EQUIPMENT SETUP AND CHECKOUT.

A5.2.3.1. **Q.** Configured workstations and JM communications equipment for operations. Ensured operational checks were completed on all necessary equipment (Joint Range Extension (JRE), JTIDS terminal, etc.) before the mission and equipment outages were reported. Ensured radios were available, frequencies assigned, and cryptographic equipment loaded and configured. Performed initial data link equipment checkout. Set up and operated the communications equipment IAW checklist. Located and explained communications equipment controls and indicators. Configured the communications equipment for operations as required.

A5.2.3.2. **Q-.** Configured workstations and JM communications equipment for operations. Ensured operational checks were completed on all necessary equipment (JRE, JTIDS terminal, etc.) before the mission and equipment outages were reported. Ensured radios were available, configured, frequencies assigned, and cryptographic equipment loaded and configured. Performed initial data link equipment checkout. Set up and operated the communications equipment IAW checklist. Located and explained communications equipment controls and indicators. Configured the communications equipment for operations as required. Committed errors or omissions that did not adversely affect mission accomplishment.

A5.2.3.3. **U.** Failed to configure workstations and/or JM communications equipment for operations. Failed to ensure operational checks were completed on all necessary equipment (JRE, JTIDS terminal, etc.) before the mission and equipment outages were reported. Failed to ensure radios were available, configured, frequencies assigned, and cryptographic equipment loaded and configured. Did not perform initial data link equipment checkout. Did not set up and operated the communications equipment IAW checklist. Failed to locate and explain communications equipment controls and indicators. Did not configure the communications equipment for operations. Committed errors or omissions that jeopardized mission accomplishment.

A5.2.4. AREA 4: CONSOLE OPERATIONS AND DISPLAYS.

A5.2.4.1. **Q.** Setup and operated the workstation and JM IAW unit checklists. Located controls and indicators on the JRE and/or workstation. Used switch actions to customize data links and display presentations.

A5.2.4.2. **Q-.** Setup and operated the workstation and JM IAW unit checklists. Located controls and indicators on the JRE and/or workstation. Used switch actions to customize data links and display presentations. Committed errors or omissions that did not adversely affect mission accomplishment.

A5.2.4.3. **U.** Failed to setup and operate the workstation and/or JM IAW unit checklists. Failed to locate controls and indicators on the JRE and/or workstation. Failed to use switch actions to customize data link and display presentations. Committed errors or omissions that jeopardized mission accomplishment.

A5.2.5. AREA 5: POSITIONAL CHANGEOVER BRIEFING.

A5.2.5.1. **Q.** Briefed the relieving crewmember on the current operational situation before departing position. Conducted positional changeover briefing IAW checklist.

A5.2.5.2. **Q-.** Briefed the relieving crewmember on the current operational situation before departing position. Conducted positional changeover briefing IAW checklist. Committed errors or omissions that did not adversely affect mission accomplishment.

A5.2.5.3. **U.** Failed to brief the relieving crewmember on the current operational situation before departing position. Failed to follow checklist when conducting positional changeover briefing. Committed errors or omissions that jeopardized mission accomplishment.

A5.2.6. AREA 6: EMERGENCY ACTION PROCEDURES AND EQUIPMENT.

A5.2.6.1. **Q.** Demonstrated thorough knowledge of emergency action procedures/equipment. Properly diagnosed emergency. Thoroughly familiar with additional emergency duties. Coordinated with other crewmembers without delay.

A5.2.6.2. **Q-.** Committed errors, omissions or delays in emergency action procedures or had minor errors in knowledge of emergency procedures/equipment that did not result in an unsafe situation or jeopardize mission accomplishment.

A5.2.6.3. Unsatisfactory knowledge of emergency action procedures/equipment. Misunderstood additional emergency duties. Improperly or ineffectively coordinated with other crewmembers causing errors, omissions, delays, or confusion that resulted in an unsafe situation and/ or jeopardized mission accomplishment.

A5.2.7. AREA 7: AUTHENTICATION PROCEDURE.

A5.2.7.1. **Q.** Authenticated voice transmission within time limits specified on authenticators.

A5.2.7.2. **Q-.** Authenticated voice transmission within time limits specified on authenticators. Committed errors or omissions that did not jeopardize mission accomplishment.

A5.2.7.3. **U.** Committed errors or omissions that jeopardized mission accomplishment.

A5.2.8. AREA 8: SECURITY/COMMUNICATIONS SECURITY (COMSEC) (CRITICAL).

A5.2.8.1. **Q.** Used and controlled classified material and COMSEC IAW established procedures.

A5.2.8.2. **U.** Failed to use and control classified material and COMSEC IAW established procedures.

A5.2.9. AREA 9: SAFETY (CRITICAL).

A5.2.9.1. **Q.** Aware of and complied with all safety factors required for safe operation and mission accomplishment. Ensured appropriate safety checks were accomplished as needed. Ensured adequate coordination to prevent unsafe acts. Located safety hazards and explained proper use of safety equipment. Located electrical, fire, physical, and safety hazards. Located and explained the proper use of fire extinguishers.

A5.2.9.2. **U.** Was not aware of or did not comply with all safety factors required for safe operation or mission accomplishment. Failed to ensure appropriate safety checks were accomplished when needed. Failed to locate safety hazards and explained proper use of safety equipment. Failed to locate electrical, fire, physical, and radiation safety hazards. Failed to locate and explain proper use of fire extinguishers. Committed errors or omissions that resulted in an unsafe act and/or jeopardized mission accomplishment.

A5.2.10. AREA 10: COORDINATION (CRITICAL).

A5.2.10.1. **Q.** Coordinated with the mission crew to ensure equipment and assets were available and used to accomplish the assigned mission. Ensured coordination and information flow within the section, across the sections, and with external agencies as required.

A5.2.10.2. **U.** Failed to coordinate with the mission crew to ensure equipment and assets were available and used to accomplish the assigned mission. Failed to ensure coordination and information flow within the section, across the sections, and with external agencies as required. Committed errors or omissions that jeopardized mission accomplishment.

A5.2.11. AREA 11: CREW DISCIPLINE (CRITICAL).

A5.2.11.1. **Q.** Demonstrated strict professional crew discipline throughout all phases of the mission. Executed the assigned mission in a timely, efficient manner.

A5.2.11.2. **U.** Failed to exhibit strict crew discipline. Violated or ignored rules or instructions. Decision or lack thereof resulted in failure to accomplish the assigned mission. Demonstrated poor judgment to the extent, that safety or mission accomplishment was compromised.

A5.2.12. AREA 12: RADIO/TELEPHONE (R/T) PROCEDURES.

A5.2.12.1. **Q.** Employed R/T procedures IAW AFI 11-214, AFTTP 3-3.IPE, and 3-2.8 ACC. Acknowledged all communications.

A5.2.12.2. **Q-.** Employed R/T procedures with errors or omissions that did not jeopardize mission accomplishment. Performance included errors, omissions, or delays that did not jeopardize mission accomplishment or safety.

A5.2.12.3. **U.** Failed to employ R/T procedures IAW AFI 11-214, AFTTP 3-3.IPE, and 3-2.8 ACC. Did not acknowledge all communications.

A5.2.13. AREA 13: TACTICAL DATA LINK (TDL) OPERATIONS.

A5.2.13.1. **Q.** Conducted data link operations as directed. Modified data link database information as directed. Used switch actions to initiate, build and maintain Link 1, Link 11, or Link 16 links as required. Reported Link problems IAW established procedures. Used DCN/TSN to coordinate with other data link agencies. Coordinated the designation and use of frequencies and/or channels assigned to interface data links and voice coordination networks. Implemented changes in interface configurations as directed. Built and implemented data link filters as required. Recommended changes in data link configurations to the AST. Interpreted and responded to data link messages in a timely manner.

A5.2.13.2. **Q-**. Conducted data link operations as directed. Modified data link database information as directed. Used switch actions to initiate, build and maintain Link 1, Link 11, or Link 16 links as required. Reported link problems IAW established procedures. Used DCN/TSN to coordinate with other data link agencies. Coordinated the designation and use of frequencies and/or channels assigned to interface data links and voice coordination networks. Implemented changes in interface configurations as directed. Built and implemented data link filters as required. Recommended changes in data link configurations to the AST. Interpreted and responded to data link messages in a timely manner. Committed errors or omission that did not jeopardize mission accomplishment.

A5.2.13.3. **U**. Failed to conduct data link operations as directed. Failed to modify data link database information as directed. Failed to use switch actions to initiate, build and maintain Link 1, Link 11, or Link 16 links as required. Failed to report Link problems IAW established procedures. Failed to use DCN/TSN to coordinate with other data link agencies. Did not coordinate the designation and use of frequencies and/or channels assigned to interface data links and voice coordination networks. Did not implement changes in interface configurations as directed. Failed to build and implement data link filters as required. Did not recommend changes in data link configurations to the AST. Failed to interpret and respond to data link messages in a timely manner. Committed errors or omissions that jeopardized mission accomplishment.

A5.2.14. AREA 14: SENSOR OPERATIONS TEAM DUTIES (N/A).

Attachment 6

LEGACY - QUAL EVALUATION OF THE SURVEILLANCE TECHNICIAN (ST)

A6.1. General. This chapter contains the criteria specifying the tasks required of a qualified ST consistent with those of AFMAN 13-1CRCV2. Should conflicts between criteria specified in this chapter and AFMAN 13-1CRCV2 arise, AFMAN 13-1CRCV2 criteria take precedence. Mandatory evaluation areas are listed in **Table A6.1**.

A6.1.1. Evaluation Objectives.

A6.1.1.1. Qualification Evaluation. The examinee must demonstrate the ability to operate safely and effectively IAW appropriate technical orders, manuals, directives, and operating procedures. Qualification evaluations will encompass all areas identified in the evaluation matrix. The examinee must demonstrate a degree of knowledge and proficiency essential for successful mission accomplishment and safety of flight. ST qualification evaluations will be conducted, at a minimum, with a surveillance team during a live/virtual/constructive mission. Tasks not observed and assessed during the normal course of the evaluation will be evaluated separately while the examinee is on position. All efforts should be made to conduct the evaluation with a full operations crew. When possible, the evaluation will be conducted in a controlled radar and communications jamming environment; otherwise, radar and communications jamming may be simulated.

Table A6.1. ST Evaluation Areas.

Evaluation Areas
General
1. Mission Planning
2. Briefing/Debriefing
3. Equipment Setup and Checkout
4. Console Operations and Displays
5. Positional Changeover Briefing (N/A)
6. Emergency Action Procedures and Equipment
7. Authentication Procedures (N/A)
8. Security/COMSEC (CRITICAL)
9. Safety (CRITICAL)
10. Aircraft Emergency (CRITICAL)
Tactical Employment
11. Coordination (CRITICAL)
12. Crew Discipline (CRITICAL)
13. Radio/Telephone (R/T) Procedures
14. Tactical Data Link (TDL) Operations
15. Air Picture Maintenance

16. Database/System Operations
17. Tell Operations
18. Track Identification
Note: Areas 5 and 7 are N/A to the Qualification Evaluation, but are shown only for cross referencing with AFMAN 13-1CRCV2 Areas.

A6.2. Evaluation Criteria. All areas in this section will be graded using the criteria listed within the individual areas.

A6.2.1. AREA 1: MISSION PLANNING.

A6.2.1.1. **Q.** Extracted information from mission planning documents as directed by the AST. Read and initialed all items in the OIF and/or read files.

A6.2.1.2. **Q-.** Extracted information from mission planning documents as directed by the AST. Read and initialed all items in the OIF and/or read files. Committed errors or omissions that did not adversely affect mission accomplishment.

A6.2.1.3. **U.** Failed to extract information from mission planning documents as directed by the AST. Failed to read and/or initial all items in the OIF and/or read files. Committed errors or omissions that could have jeopardized mission accomplishment.

A6.2.2. AREA 2: BRIEFING/DEBRIEFING.

A6.2.2.1. **Q.** Attended all required briefings/debriefings and extracted/provided all necessary information. Performed briefings/debriefings in an organized, logical sequence IAW applicable directives. Provided constructive feedback on team and individual performance. Provided specific instructional fixes to correct errors and requested inputs from others. Summarized mission execution, identified lessons learned, and compared mission results with crew objectives.

A6.2.2.2. **Q-.** Attended all required briefings/debriefings. Extracted/provided information or conducted briefings/debriefings and/or ensured the aircrew was thoroughly briefed on all aspects of the mission. Provided constructive feedback on team and individual performance. Provided specific instructional fixes to correct errors and requested inputs from others. Summarized mission execution, identified lessons learned, and compared mission results with crew objectives. Committed errors or omissions that did not jeopardize mission accomplishment.

A6.2.2.3. **U.** Failed to attend all required briefings/debriefings and extract/provide all necessary information. Failed to establish and maintain team concept and environment for open communications and feedback. Committed errors or omissions that jeopardized mission accomplishment.

A6.2.3. AREA 3: EQUIPMENT SETUP AND CHECKOUT.

A6.2.3.1. **Q.** Ensured operational checks were completed on all equipment before mission. Ensured equipment outages were reported. Ensured the required radios were available, frequencies assigned, and cryptographic equipment loaded and configured. Configured communications equipment for operations as required and accessed as needed

IAW checklists. Setup and operated the display/workstation to optimize situational awareness IAW checklists.

A6.2.3.2. **Q-** Ensured operational checks were completed on all equipment before mission. Ensured equipment outages were reported. Ensured the required radios were available, configured, frequencies assigned, and cryptographic equipment loaded and configured. Configured communications equipment for operations as required and accessed as needed IAW checklists. Setup and operated the display/workstation to optimize situational awareness IAW checklists. Committed errors or omissions that did not adversely affect mission accomplishment.

A6.2.3.3. **U.** Failed to ensure operational checks were completed on all equipment before mission. Failed to ensure equipment outages were reported. Failed to ensure the required radios were available, configured, frequencies assigned, and cryptographic equipment loaded and configured. Did not configure communications equipment for operations as required and accessed as needed IAW checklists. Failed to setup and operate the display/workstation to optimize situational awareness IAW checklists. Committed errors or omissions that could have jeopardized mission accomplishment.

A6.2.4. AREA 4: CONSOLE OPERATIONS AND DISPLAYS.

A6.2.4.1. **Q.** Interpreted, initiated, and updated data for computer displays. Accomplished switch actions and responded to alarms and alerts. Performed surveillance-related console operations and switch actions to maintain an accurate air picture.

A6.2.4.2. **Q-** Interpreted, initiated, and updated data for computer displays. Accomplished switch actions and responded to alarms and alerts. Performed surveillance-related console operations and switch actions to maintain an accurate air picture. Committed errors or omissions that did not adversely affect mission accomplishment.

A6.2.4.3. **U.** Failed to interpret, initiate, and update data for computer displays. Failed to accomplish switch actions and respond to alarms and alerts. Did not perform surveillance-related console operations and switch actions to maintain an accurate air picture. Committed errors or omissions that jeopardized mission accomplishment.

A6.2.5. AREA 5: POSITIONAL CHANGEOVER BRIEFING (N/A).

A6.2.6. AREA 6: EMERGENCY PROCEDURES AND EQUIPMENT.

A6.2.6.1. **Q.** Demonstrated thorough knowledge of emergency procedures/equipment. Properly diagnosed emergency. Thoroughly familiar with additional emergency duties. Coordinated with other crewmembers without delay.

A6.2.6.2. **Q-** Committed errors, omissions or delays in emergency procedures or had minor errors in knowledge of emergency procedures/equipment that did not result in an unsafe situation or jeopardize mission accomplishment.

A6.2.6.3. **U.** Unsatisfactory knowledge of emergency procedures/equipment. Misunderstood additional emergency duties. Improperly or ineffectively coordinated with other crewmembers causing errors, omissions, delays, or confusion that resulted in an unsafe situation and/ or jeopardized mission accomplishment.

A6.2.7. AREA 7: AUTHENTICATION PROCEDURES (N/A).

A6.2.8. AREA 8: SECURITY / COMSEC (CRITICAL).

A6.2.8.1. **Q.** Used and controlled classified material and COMSEC IAW established procedures.

A6.2.8.2. **U.** Failed to use and control classified material and COMSEC IAW established procedures.

A6.2.9. AREA 9: SAFETY (CRITICAL).

A6.2.9.1. **Q.** Aware of and complied with all safety factors required for safe operation and mission accomplishment. Ensured adequate coordination to prevent unsafe acts. Located safety hazards and explained proper use of safety equipment. Located electrical, fire, physical, and radiation safety hazards. Located and explained the use of fire extinguishers.

A6.2.9.2. **U.** Was not aware of or did not comply with all safety factors required for safe operation or mission accomplishment. Failed to locate safety hazards and explain the proper use of safety equipment. Failed to locate electrical, fire, physical, and radiation safety hazards. Failed to locate and explain proper use of fire extinguishers. Committed errors or omissions that could have jeopardized personnel safety or equipment.

A6.2.10. AREA 10: AIRCRAFT EMERGENCIES (CRITICAL).

A6.2.10.1. **Q.** Recognized and reacted to assist the crew during an aircraft emergency. Recognized emergency symbology and codes on the scope. Coordinated emergency responses in a timely manner IAW emergency checklist. Entered an emergency point on the scope.

A6.2.10.2. **U.** Failed to recognize and/or assist the crew in handling an aircraft emergency. Failed to recognize emergency symbology or codes on the scope. Failed to coordinate emergency responses in a timely manner IAW emergency checklist. Failed to enter an emergency point on the scope. Committed errors or omissions that endangered aircrews and aircraft and jeopardized mission accomplishment.

A6.2.11. AREA 11: COORDINATION (CRITICAL).

A6.2.11.1. **Q.** Coordinated with the mission crew to ensure equipment and assets are available and used to accomplish the assigned mission. Ensured coordination and information flow within the section and cross-sections as required.

A6.2.11.2. **U.** Failed to coordinate with the mission crew to ensure equipment and assets are available and used to accomplish the assigned mission. Failed to ensure coordination and information flow within the section and cross-sections as required. Committed errors or omissions that endangered aircrews and aircraft and jeopardized mission accomplishment.

A6.2.12. AREA 12: CREW DISCIPLINE (CRITICAL).

A6.2.12.1. **Q.** Demonstrated strict professional crew discipline throughout all phases of the mission. Executed the assigned mission in a timely, efficient manner.

A6.2.12.2. **U.** Failed to exhibit strict crew discipline. Violated or ignored rules or instructions. Decision or lack thereof resulted in failure to accomplish the assigned mission.

Demonstrated poor judgment to the extent, that safety or mission accomplishment was compromised.

A6.2.13. AREA 13: RADIO/TELEPHONE (R/T) PROCEDURES.

A6.2.13.1. **Q.** Employed R/T procedures IAW AFI 11-214, AFTTP 3-3.IPE, and 3-2.8 ACC. Acknowledged all communications.

A6.2.13.2. **Q-.** Employed R/T procedures with errors or omissions that did not jeopardize mission accomplishment. Performance included errors, omissions, or delays that did not jeopardize mission accomplishment or safety.

A6.2.13.3. **U.** Failed to employ R/T procedures IAW AFI 11-214, AFTTP 3-3.IPE, and 3-2.8 ACC. Did not acknowledge all communications.

A6.2.14. AREA 14: TACTICAL DATA LINK (TDL) OPERATIONS.

A6.2.14.1. **Q.** Modified and maintained a common tactical picture (CTP). Reported data link problems IAW established procedures. Utilized the DCN/TSN to coordinate with other data link agencies. Interpreted and responded to data link messages in a timely manner.

A6.2.14.2. **Q-.** Modified and maintained a common tactical picture (CTP). Reported data link problems IAW established procedures. Utilized the DCN/TSN to coordinate with other data link agencies. Interpreted and responded to data link messages in a timely manner. Committed errors or omissions that did not jeopardize mission accomplishment.

A6.2.14.3. **U.** Failed to modify and maintain a common tactical picture (CTP). Did not report data link problems IAW established procedures. Failed to utilize the use of the DCN/TSN to coordinate with other data link agencies. Did not interpret and/or respond to data link messages in a timely manner. Committed errors or omissions that could have jeopardized mission accomplishment.

A6.2.15. AREA 15: AIR PICTURE MAINTENANCE.

A6.2.15.1. **Q.** Interpreted track symbols and modifiers. Read and interpreted information displayed on the workstation scope. Used switch actions associated with initiating and maintaining tracks. Used switch actions to maintain surveillance tracks within 2 nm of radar data.

A6.2.15.2. **Q-.** Interpreted track symbols and modifiers. Read and interpreted information displayed on the workstation scope. Used switch actions associated with initiating and maintaining tracks. Used switch actions to maintain surveillance tracks within 2 nm of radar data. Committed errors or omissions that did not adversely affect mission accomplishment.

A6.2.15.3. **U.** Failed to use system displays and switch actions to display and maintain an air picture. Failed to interpret track symbols and modifiers. Failed to read and interpret information displayed on the workstation scope. Failed to use switch actions associated with initiating and maintaining tracks. Failed to maintain surveillance tracks within 2 nm of radar data. Committed errors or omissions that could have jeopardized mission accomplishment.

A6.2.16. AREA 16: DATABASE/SYSTEM OPERATIONS.

A6.2.16.1. **Q.** Ensured database ATO information was correct and current. Managed the database and system configuration. Recommended system configuration changes to the crew as appropriate. Configured system and database as required. Coordinated on computer problems and workarounds as required. Responded to alarms and alerts in a timely manner.

A6.2.16.2. **Q-.** Ensured database ATO information was correct and current. Managed the database and system configuration. Recommended system configuration changes to the crew as appropriate. Configured system and database as required. Coordinated on computer problems and workarounds as required. Responded to alarms and alerts in a timely manner. Committed errors or omissions that did not adversely affect mission accomplishment.

A6.2.16.3. **U.** Failed to ensure database ATO information was correct and current. Failed to manage the database and system configuration. Did not recommend system configuration changes to the crew as appropriate. Failed to configure system and database as required. Did not coordinate on computer problems and workarounds as required. Did not respond to alarms and alerts in a timely manner. Committed errors or omissions that jeopardized mission accomplishment.

A6.2.17. AREA 17: TELL OPERATIONS.

A6.2.17.1. **Q.** Performed Voice Tell operations IAW AFMAN 13-1CRCV3, AFTTP 3-3.IPE, and 3-2.8 ACC, as directed.

A6.2.17.2. **Q-.** Performed Voice Tell operations IAW AFMAN 13-1CRCV3, AFTTP 3-3.IPE, and 3-2.8 ACC, as directed. Committed errors or omissions that did not adversely affect mission accomplishment.

A6.2.17.3. **U.** Failed to perform Voice Tell operations IAW AFMAN 13-1CRCV3, AFTTP 3-3.IPE, and 3-2.8 ACC, as directed. Committed errors or omissions that could have jeopardized mission accomplishment.

A6.2.18. AREA 18: TRACK IDENTIFICATION.

A6.2.18.1. **Q.** Identified air tracks in the assigned area IAW identification procedures specified by the ROE. Located and used switch actions to identify tracks. Interrogated IFF/SIF and used switch actions required to display appropriate ID symbology.

A6.2.18.2. **Q-.** Identified air tracks in the assigned area IAW identification procedures specified by the ROE. Located and used switch actions to identify tracks. Interrogated IFF/SIF and used switch actions required to display appropriate ID symbology. Committed errors or omissions that did not jeopardize mission accomplishment.

A6.2.18.3. **U.** Failed to identify air tracks in the assigned area IAW identification procedures specified by the ROE. Did not comply with identification procedures specified in the ROE. Failed to locate and/or use switch actions to identify tracks. Failed to interrogate IFF/SIF. Failed to use switch actions to display appropriate ID symbology. Committed errors or omissions that could have resulted in fratricide or jeopardized mission accomplishment.

Attachment 7

LEGACY - QUAL EVALUATION OF THE AIR SURVEILLANCE TECHNICIAN (AST)

A7.1. General. This chapter contains the criteria specifying the tasks required of a qualified AST consistent with those of AFMAN 13-1CRCV2. Should conflicts between criteria specified in this chapter and AFMAN 13-1CRCV2 arise, AFMAN 13-1CRCV2 criteria take precedence. Mandatory evaluation areas are listed in **Table A7.1**.

A7.1.1. Qualification Evaluation. The examinee will be evaluated on his/her ability to accomplish required tasks safely and effectively, IAW technical orders, manuals, directives, and operating procedures applicable to the evaluated mission. **(T-3)** Qualification evaluations will encompass all areas identified in **Table A7.1 (T-3)** The examinee must demonstrate a degree of knowledge and proficiency essential for successful mission accomplishment and safety of flight. **(T-3)**

A7.1.1.1. AST qualification evaluations will be conducted, at a minimum, with a surveillance team and applicable technicians during a live/virtual/constructive mission. **(T-3)**

A7.1.1.2. Tasks not observed and assessed during the normal course of evaluation will be evaluated separately while the examinee is on position. **(T-3)**

A7.1.1.3. All efforts should be made to conduct the evaluation with a full operations crew.

A7.1.1.4. When possible, the evaluation will be conducted in a controlled radar and communications jamming environment; otherwise, radar and communications jamming may be simulated. **(T-3)**

A7.1.1.5. At least one Tactical Digital Information Link (TDL) will be used. Link events can occur on different days and/or with different agencies

A7.1.1.6. Completion of an AST evaluation includes demonstration of competence as an ICT and ST.

A7.1.2. An evaluator AST may accomplish evaluations on the AST, ICT, and ST positions.

A7.1.3. Instructor ASTs that were previously qualified as instructor ICTs and/or instructor STs may continue to perform instructor ICT and/or IST duties.

A7.1.4. Completion of an AST evaluation includes demonstration of competence as an ICT and ST, and qualifies the AST to perform as an ICT and ST.

Table A7.1. AST Evaluation Areas.

Evaluation Areas
General
1. Mission Planning
2. Briefing/Debriefing
3. Equipment Setup and Checkout
4. Console Operations and Displays
5. Positional Changeover Briefing (N/A)
6. Emergency Action Procedures and Equipment
7. Authentication Procedures (N/A)
8. Security/COMSEC (CRITICAL)
9. Safety (CRITICAL)
10. Aircraft Emergency (CRITICAL)
Tactical Employment
11. Coordination (CRITICAL)
12. Crew Discipline (CRITICAL)
13. Radio/Telephone (R/T) Procedures
14. Battle Management
15. Crew Leadership
16. Tactical Data Link (TDL) Operations
17. Air/Ground Picture Management
18. Database Initialization/Management and System Operations
19. Sensor Operations
Note: Areas 5 and 7 are N/A to the Qualification Evaluation, but are shown only for cross-referencing with AFMAN 13-1CRCV2 Areas.

A7.2. Evaluation Criteria. All areas in this section will be graded using the criteria listed within the individual areas.

A7.2.1. AREA 1: MISSION PLANNING.

A7.2.1.1. **Q.** Led sensor operations team mission planning efforts. Determined mission tasking, ID criteria, AOR, data link requirements, communications requirements, and surveillance plans from mission planning documents. Obtained equipment status from Job Control. Determined surveillance manning requirements to meet mission tasking. Read and initialed all items in the FCIF and/or read files.

A7.2.1.2. **Q-.** Led sensor operations team mission planning efforts. Determined mission tasking, ID criteria, AOR, data link requirements, communications requirements, and surveillance plans from mission planning documents. Obtained equipment status from Job Control. Determined surveillance manning requirements to meet mission tasking. Read and

initialed all items in the FCIF and/or read files. Committed errors or omissions that did not adversely affect mission accomplishment.

A7.2.1.3. **U.** Failed to lead sensor operations team mission planning efforts. Failed to determine mission tasking, ID criteria, AOR, data link requirements, communications requirements, and/or surveillance plans from mission planning documents. Did not obtain equipment status from Job Control. Failed to determine surveillance manning requirements to meet mission tasking. Failed to read and/or initial all items in the FCIF and/or read files. Committed errors and omissions that jeopardized mission accomplishment.

A7.2.2. AREA 2: BRIEFING/DEBRIEFING.

A7.2.2.1. **Q.** Attended and participated in all required briefings/debriefings and extracted/provided all necessary information. Performed briefings/debriefings in an organized, logical sequence in accordance with OPLAN and AFI 13-1CRCV3. Planned all areas necessary to conduct tasked mission(s). Provided constructive feedback on team and individual performance. Provided specific instructional fixes to correct errors and requested input from others. Summarized mission execution, identified lessons learned, and compared mission results with crew objectives.

A7.2.2.2. **Q-.** Attended and participated in all required briefings/debriefings and extracted/provided all necessary information. Provided constructive feedback on team and individual performance. Provided specific instructional fixes to correct errors and requested inputs from others. Summarized mission execution, identified lessons learned, and compared mission results with crew objectives. Extracted/provided information or conducted briefings/debriefings on all aspects of the mission with errors or omissions that did not jeopardize mission accomplishment.

A7.2.2.3. **U.** Failed to attend and participate in all required briefings/debriefings. Conducted crew briefings/debriefings with errors or omissions that jeopardized mission accomplishment. Failed to ensure the crew was thoroughly briefed on all aspects of the mission. Failed to establish and maintain team concept and environment for open communications and feedback. Committed errors or omissions that jeopardized mission accomplishment.

A7.2.3. AREA 3: EQUIPMENT SETUP/CHECKOUT.

A7.2.3.1. **Q.** Ensured operational checks were completed on all equipment before mission. Ensured equipment outages were reported. Ensured the required radios were available, configured, frequencies assigned, and cryptographic equipment loaded and configured. Setup and operated the display/workstation to optimize situational awareness in accordance with positional checklists. Directed database loads and approved changes to database information.

A7.2.3.2. **Q-.** Ensured operational checks were completed on all equipment before mission. Ensured equipment outages were reported. Ensured the required radios were available, configured, frequencies assigned, and cryptographic equipment loaded and configured. Setup and operated the display/workstation to optimize situational awareness in accordance with positional checklists. Directed database loads and approved changes to database information. Committed errors or omissions that did not adversely affect mission accomplishment.

A7.2.3.3. **U.** Failed to ensure operational checks were completed on all equipment before mission. Failed to ensure equipment outages were reported. Failed to ensure the required radios were available, configured, frequencies assigned, and cryptographic equipment loaded and configured. Failed to setup and operate the display/workstation to optimize situational awareness in accordance with positional checklists. Failed to direct database loads and approved changes to database information. Committed errors or omissions that could have jeopardized mission accomplishment.

A7.2.4. AREA 4: CONSOLE OPERATIONS AND DISPLAYS.

A7.2.4.1. **Q.** Interpreted, initiated, and updated data for computer displays. Responded to alarms and alerts. Performed surveillance-related console operations to maintain an accurate air picture.

A7.2.4.2. **Q-.** Interpreted, initiated, and updated data for computer displays. Responded to alarms and alerts. Performed surveillance-related console operations to maintain an accurate air picture. Committed errors or omissions that did not adversely affect mission accomplishment.

A7.2.4.3. **U.** Failed to interpret, initiate, and update data for computer displays. Failed to respond to alarms and alerts. Did not perform surveillance-related console operations to maintain an accurate air picture. Committed errors or omissions that jeopardized mission accomplishment.

A7.2.5. AREA 5: POSITIONAL CHANGEOVER BRIEFING (N/A).

A7.2.6. AREA 6: EMERGENCY ACTION PROCEDURES AND EQUIPMENT.

A7.2.6.1. **Q.** Demonstrated thorough knowledge of emergency action procedures/equipment and did not delay in assessing and reacting to an emergency. Thoroughly familiar with additional emergency duties. Coordinated with other crew members without delay.

A7.2.6.2. **Q-.** Committed errors, omissions or delays in emergency action procedures or had minor errors in knowledge of emergency procedures/equipment that did not result in an unsafe situation or jeopardize mission accomplishment.

A7.2.6.3. **U.** Unsatisfactory knowledge of emergency action procedures/equipment. Misunderstood additional emergency duties. Improperly or ineffectively coordinated with other crew members causing errors, omissions, delays, or confusion that resulted in an unsafe situation and/ or jeopardized mission accomplishment.

A7.2.7. AREA 7: AUTHENTICATION PROCEDURES (N/A).

A7.2.8. AREA 8: SECURITY/COMSEC (**CRITICAL**).

A7.2.8.1. **Q.** Used and/or maintained positive control of any and all COMSEC equipment (i.e., in accordance with SKL, load cable, and bag) and/or materials necessary for mission accomplishment in accordance with AFMAN 17-1302-O.

A7.2.8.2. **U.** Failed to use and/or maintain positive control of any and all COMSEC equipment (i.e., in accordance with SKL, load cable, and bag) and/or materials necessary for mission accomplishment in accordance with AFMAN 17-1302-O.

A7.2.9. AREA 9: SAFETY (CRITICAL).

A7.2.9.1. **Q.** Aware of and complied with all safety factors required for safe operation and mission accomplishment. Ensured appropriate safety checks were accomplished as needed. Ensured adequate coordination to prevent unsafe acts. Located safety hazards and explained proper use of safety equipment. Located electrical, fire, physical, and radiation safety hazards. Located and demonstrated the proper use of fire extinguishers.

A7.2.9.2. **U.** Was not aware of or did not comply with all safety factors required for safe operation or mission accomplishment. Failed to ensure appropriate safety checks were accomplished when needed. Failed to locate safety hazards and/or explain proper use of safety equipment. Failed to locate electrical, fire, physical, and radiation safety hazards. Failed to locate and/or demonstrate proper use of fire extinguishers. Committed errors or omissions that resulted in an unsafe act and/or jeopardized mission accomplishment.

A7.2.10. AREA 10: AIRCRAFT EMERGENCIES (CRITICAL).

A7.2.10.1. **Q.** Recognized the existence of an aircraft emergency. Assisted the crew in handling an aircraft emergency. Entered the appropriate emergency point on the scope. Notified crewmembers of the aircraft emergency. Coordinated responses in accordance with an emergency checklist.

A7.2.10.2. **U.** Failed to recognize an aircraft emergency. Failed to assist the crew in handling an aircraft emergency. Failed to respond in a timely manner. Failed to enter an appropriate emergency point on the scope. Did not notify crewmembers of aircraft emergency. Did not follow the aircraft emergency checklist. Committed errors or omissions that led to the loss of the aircraft and/or aircrew, or jeopardized mission accomplishment.

A7.2.11. AREA 11: COORDINATION (CRITICAL).

A7.2.11.1. **Q.** Coordinated with the mission crew to ensure equipment and assets were available and used to accomplish the assigned mission. Ensured coordination and information flow within the section and cross-sections as required.

A7.2.11.2. **U.** Failed to coordinate with the mission crew to ensure equipment and assets were available and used to accomplish the assigned mission. Failed to ensure coordination and information flow within the section and cross-sections as required. Committed errors or omissions that led to the loss of the aircraft and/or aircrew, or jeopardized mission accomplishment.

A7.2.12. AREA 12: CREW DISCIPLINE (CRITICAL).

A7.2.12.1. **Q.** Demonstrated strict professional crew discipline throughout all phases of the mission. Executed the assigned mission in a timely, efficient manner.

A7.2.12.2. **U.** Failed to exhibit strict crew discipline. Violated or ignored rules or instructions. Decision or lack thereof resulted in failure to accomplish the assigned mission. Demonstrated poor judgment to the extent, that safety or mission accomplishment was compromised.

A7.2.13. AREA 13: R/T PROCEDURES.

A7.2.13.1. **Q.** Employed R/T procedures in accordance with AFTTP 3-3.IPE, Chapter 5. Acknowledged all communications.

A7.2.13.2. **Q-.** Employed R/T procedures with errors or omissions that did not jeopardize mission accomplishment. Performance included errors, omissions, or delays that did not jeopardize mission accomplishment or safety.

A7.2.13.3. **U.** Failed to employ R/T procedures in accordance with AFTTP 3-3.IPE, Chapter 5. Did not acknowledge all communications.

A7.2.14. AREA 14: BATTLE MANAGEMENT.

A7.2.14.1. **Q.** Executed the assigned mission in a timely, efficient manner with a full operations crew as defined in AFMAN 13-1CRCV3, tables 3.1 and 3.2; and provided guidance to the sensor operations section on employment of resources, JAOP, OPLAN, ATO/ACO, OPTASK LINK, SPINS and other mission specific documents, procedures and taskings. Assessed ROE and ID procedures based on changing alert conditions; and when delegated, authorized declaration of targets in accordance with theater ID matrix and ROE. Detected, identified, reported, and tracked air traffic within the assigned area; and when delegated, supervised the declaration of targets as hostile based on hostile intent/ hostile act criteria and level of authority. Supervised electronic protection efforts to counter electronic attack and disseminated air defense warnings as required. Monitored and supported PR/CSAR efforts as tasked. Recognized or responded to an ARM attack profile warning and notified the crew and complied with ARM attack checklist.

A7.2.14.2. **Q-.** Executed the assigned mission in a timely, efficient manner with a full operations crew as defined in AFMAN 13-1CRCV3, tables 3.1 and 3.2; and provided guidance to the sensor operations section on employment of resources, JAOP, OPLAN, ATO/ACO, OPTASK LINK, SPINS and other mission specific documents, procedures and taskings. Assessed ROE and ID procedures based on changing alert conditions; and when delegated, authorized declaration of targets in accordance with theater ID matrix and ROE. Detected, identified, reported, and tracked air traffic within the assigned area; and when delegated, supervised the declaration of targets as hostile based on hostile intent/ hostile act criteria and level of authority. Supervised electronic protection efforts to counter electronic attack and disseminated air defense warnings as required. Monitored and supported PR/CSAR efforts as tasked. Recognized or responded to an ARM attack profile warning and notified the crew and complied with ARM attack checklist. Committed errors or omissions that did not adversely affect mission accomplishment.

A7.2.14.3. **U.** Failed to execute the assigned mission in a timely, efficient manner with a full operations crew as defined in AFMAN 13-1CRCV3, tables 3.1 and 3.2. Failed to provide guidance to the sensor operations section on employment of resources, JAOP, OPLAN, ATO/ACO, OPTASK LINK, SPINS and other mission specific documents, procedures and taskings. Failed to assess ROE and ID procedures based on changing alert conditions. When delegated, failed to authorize declaration of targets in accordance with theater ID matrix and ROE. Did not monitor detection, tracking and ID of air traffic within the assigned area. When delegated, failed to supervise the declaration of targets as hostile based on hostile intent/ hostile act criteria and level of authority. Did not supervise electronic protection efforts to counter electronic attack and failed to disseminate air defense warnings as required. Did not monitor and/or support PR/CSAR efforts as tasked.

Failed to recognize or respond to an ARM attack profile warning and failed to notify the crew and did not comply with ARM attack checklist. Committed errors or omissions that jeopardized mission accomplishment.

A7.2.15. AREA 15: CREW LEADERSHIP.

A7.2.15.1. **Q.** Supervised tracking and identification of all air traffic within the assigned area, ensured identification procedures were properly executed in a timely manner, and ensured all tracks were properly identified. Ensured flight plan information was disseminated to adjacent/subordinate units and approved all cancel track actions. Ensured coordination of ID activities with adjacent air traffic control facilities and directed sensor configuration at subordinate units. Ensured data link track filters were built as required. Supervised sensor operations team functions to ensure accomplishment of mission objectives, and prioritized tasks plus available resources to manage workload of the sensor operations team. Ensured available assets were used to accomplish assigned mission and ensured coordination plus information flow within operations as required. Coordinated and directed track production tasks for assigned area in accordance with ATO, ACO, and SPINS. Ensured the sensor operations team was aware of airspace control measures (ACMs) involved in the identification process (i.e., enemy airspaces [point of origin criteria], minimum risk routes).

A7.2.15.2. **Q-.** Supervised tracking and identification of all air traffic within the assigned area, ensured identification procedures were properly executed in a timely manner, and ensured all tracks were properly identified. Ensured flight plan information was disseminated to adjacent/subordinate units and approved all cancel track actions. Ensured coordination of ID activities with adjacent air traffic control facilities and directed sensor configuration at subordinate units. Ensured data link track filters were built as required. Supervised sensor operations team functions to ensure accomplishment of mission objectives, and prioritized tasks and available resources to manage workload of the sensor operations team. Ensured available assets were used to accomplish assigned mission and ensured coordination plus information flow within operations as required. Coordinated and directed track production tasks for assigned area in accordance with ATO, ACO, and SPINS. Ensured the sensor operations team was aware of ACMs involved in the identification process (i.e., enemy airspaces [point of origin criteria], minimum risk routes). Committed errors or omissions that did not jeopardize mission accomplishment.

A7.2.15.3. **U.** Failed to supervise tracking and/or identification of all air traffic within the assigned area, failed to ensure identification procedures were properly executed in a timely manner, and failed to ensure that all tracks were properly identified. Failed to ensure flight plan information was disseminated to adjacent/subordinate units and failed to approve all cancel track actions. Failed to ensure coordination of ID activities with adjacent air traffic control facilities and failed to ensure data link track filters were built as required. Failed to supervise sensor operations team functions to ensure accomplishment of mission objectives and failed to prioritize tasks and available resources to manage workload of the sensor operations team. Failed to ensure available assets were used to accomplish assigned mission and failed to ensure coordination plus information flow within operations as required. Failed to coordinate and direct track production tasks for assigned area in accordance with ATO, ACO, and SPINS. Failed to ensure the sensor operations team was aware of ACMs involved in the identification process (i.e., enemy airspaces [point of origin

criteria], minimum risk routes). Committed errors or omissions that jeopardized mission accomplishment.

A7.2.16. AREA 16: TDL OPERATIONS.

A7.2.16.1. **Q.** Performed initial data link equipment checkout. Built, initiated, and maintained a RF Link 16 and Joint Range Extension Application Protocol (JREAP) at a minimum. Built, initiated, and maintained a Link 11 or Link 11 B, as required. Conducted data link operations as directed and reported Link problems in accordance with established procedures. Used the DCN/TSN to coordinate with other data link agencies, plus coordinated the designation and use of frequencies and/or channels assigned to interface data links and voice coordination networks. Implemented changes in interface configurations as directed and built plus implemented data link filters as required. Recommended changes in data link configurations to the SL/MC as appropriate and interpreted and responded to data link messages in a timely manner.

A7.2.16.2. **Q-.** Performed initial data link equipment checkout. Built, initiated, and maintained a RF Link 16 and JREAP at a minimum. Built, initiated, and maintained a Link 11 or Link 11 B, as required. Conducted data link operations as directed and reported Link problems in accordance with established procedures. Used the DCN/TSN to coordinate with other data link agencies, plus coordinated the designation and use of frequencies and/or channels assigned to interface data links and voice coordination networks. Implemented changes in interface configurations as directed and built plus implemented data link filters as required. Recommended changes in data link configurations to the SL/MC as appropriate and interpreted and responded to data link messages in a timely manner. Committed errors or omissions that did not jeopardize mission accomplishment.

A7.2.16.3. **U.** Failed to perform initial data link equipment checkout. Failed to build, initiate, and maintain a RF Link 16 and JREAP at a minimum. Failed to build, initiate, and maintain a Link 11 or Link 11 B, as required. Failed to conduct datalink operations as directed and failed to report Link problems in accordance with established procedures. Failed to use DCN/TSN to coordinate with other data link agencies, plus did not coordinate the designation and use of frequencies and/or channels assigned to interface datalinks and voice coordination networks. Did not implement changes in interface configurations as directed and failed to build plus implement data link filters as required. Did not recommend changes in data link configurations to the SL/MC as appropriate and failed to interpret and respond to data link messages in a timely manner. Committed errors or omissions that jeopardized mission accomplishment.

A7.2.17. AREA 17: AIR/GROUND PICTURE MANAGEMENT.

A7.2.17.1. **Q.** Divided the CRC operational area into sub-areas and assigned appropriate STs to conduct surveillance within those areas. Ensured timely and accurate collection, display, and dissemination of air surveillance data to higher, lateral, and subordinate units as appropriate. Ensured implementation of the ACO while providing safe passage advisories. Ensured active ACMs were properly displayed and coordinated the activation and deactivation of ACMs with the crew.

A7.2.17.2. **Q-.** Divided the CRC operational area into sub-areas and assigned appropriate STs to conduct surveillance within those areas. Ensured timely and accurate collection,

display, and dissemination of air surveillance data to higher, lateral, and subordinate units as appropriate. Ensured implementation of the ACO while providing safe passage advisories. Ensured active ACMs were properly displayed and coordinated their activation and deactivation with the crew. Committed errors or omissions that did not adversely affect mission accomplishment.

A7.2.17.3. **U.** Failed to divide the CRC operational area into sub-areas and assign appropriate STs to conduct surveillance within those areas. Failed to ensure timely and/or accurate collection, display, and/or dissemination of air surveillance data to higher, lateral, and/or subordinate units as appropriate. Failed to ensure the implementation of the ACO while providing safe passage advisories. Failed to ensure active ACMs were properly displayed and did not coordinate their activation and deactivation with the crew. Committed errors or omissions that jeopardized mission accomplishment.

A7.2.18. AREA 18: DATABASE INITIALIZATION/MANAGEMENT AND SYSTEM OPERATIONS.

A7.2.18.1. **Q.** Initiated, modified, managed the database as directed to meet operational needs. Selected, copied, deleted, reviewed, renamed, shared and/or created entries as necessary. Ensured database ATO/ACO information was correct. Recommended system configuration changes to the crew, as appropriate. Coordinated on computer problems and workarounds as required. Responded to alarms and alerts in a timely manner.

A7.2.18.2. **Q-.** Initiated, modified, managed the database as directed to meet operational needs. Selected, copied, deleted, reviewed, renamed, shared and/or created entries as necessary. Ensured database ATO/ACO information was correct. Recommended system configuration changes to the crew, as appropriate. Coordinated on computer problems and workarounds as required. Responded to alarms and alerts in a timely manner. Committed errors or omissions that did not adversely affect mission accomplishment.

A7.2.18.3. **U.** Failed to initiate, modify, manage database as directed to meet operational needs. Failed to select, copy, delete, review, rename, share and/or create entries as necessary. Failed to ensure data base ATO/ACO was correct. Did not recommend appropriate system configuration changes. Did not coordinate on computer problems and workarounds as required. Did not respond to alarms and alerts in a timely manner. Committed errors or omissions that jeopardized mission accomplishment.

A7.2.19. AREA 19: SENSOR OPERATIONS.

A7.2.19.1. **Q.** Ensured proper sensor/site registration procedures were implemented as required. Directed coordination to resolve registration problems with interfacing units. Ensured sensors were configured and optimized to accomplish the mission. Recognized and analyzed degraded sensor performance. Ensured corrective measures were taken to improve degraded sensor performance. Monitored corrective actions taken to improve degraded sensors. Ensured system radar correlation check was completed in accordance with the Periodic Radar Evaluation Program (PREP) worksheet. Ensured remote radar data was correlated and data was received on all tracks within the assigned area.

A7.2.19.2. **Q-.** Ensured proper sensor/site registration procedures were implemented as required. Directed coordination to resolve registration problems with interfacing units. Ensured sensors were configured and optimized to accomplish the mission. Recognized

and analyzed degraded sensor performance. Ensured corrective measures were taken to improve degraded sensor performance. Monitored corrective actions taken to improve degraded sensors. Ensured system radar correlation check was completed in accordance with the PREP worksheet. Ensured remote radar data was correlated and data was received on all tracks within the assigned area. Committed errors or omissions that did not adversely affect mission accomplishment.

A7.2.19.3. U. Failed to ensure proper sensor/site registration procedures were implemented as required. Failed to direct coordination to resolve registration problems with interfacing units. Failed to ensure sensors were configured and/or optimized to accomplish the mission. Failed to recognize and/or analyze degraded sensor performance. Failed to ensure corrective measures were taken to improve degraded sensor performance. Failed to monitor corrective actions taken to improve degraded sensors. Failed to ensure system radar correlation check was completed in accordance with the PREP worksheet. Failed to ensure remote radar data was correlated and data was received on all tracks within the assigned area. Committed errors or omissions that jeopardized mission accomplishment.