COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This manual implements Department of the Air Force Policy Directive (DAFPD) 10-35, *Air Force Special Warfare*. This publication establishes the minimum Air Force standards for training, certifying, and qualifying Air Force personnel as a Joint Terminal Attack Controller (JTAC) to control Close Air Support (CAS) and other offensive air operations, and aligns with the Joint Fire Support Executive Steering Committee Action Plan Memorandum of Agreement (JFS ESC AP MOA) 2004-01 (JTAC) (Ground), referred to as the JTAC MOA. This publication applies to all civilian employees and uniformed members of Regular Air Force, the Air Force Reserve, the Air National Guard, and those who are contractually obligated to comply with Department of the Air Force (DAF) publications engaged in JTAC Training. This publication does not apply to the United States Space Force. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, *United States Code (U.S.C.) Section 9013*, Secretary of the Air Force. The applicable System of Records Notice(s) F036 AF PC C, Military Personnel Records System is available at: **http://dpclo.defense.gove/Privacy/SORNs.aspx**. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with (IAW) the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (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 of this publication prior to certification and approval. The authorities to waive wing or unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the publication OPR at **AF.A3S.Workflow@us.af.mil** for non-tiered compliance items. 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 Department of the Air Force. Compliance with attachments is mandatory.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: removes the term Standardization and Evaluation Examiner (SEE) Program Manager (PM) and replaces it with Joint Terminal Attack Controller-Evaluator-Program Manager (JTAC-E-PM); removes the term SEE and replaces it with Joint Terminal Attack Controller-Evaluator (JTAC-E); removes the term SEE Objectivity and replaces it with Initial JTAC-E Evaluation; removes the term Initial Qualification Training (IQT) and replaces it with Initial Certification Training (ICT); clarifies recurring evaluation criteria for JTAC-Es IAW the JTAC MOA; introduces policy change allowing JTAC evaluations to be conducted in accredited simulators; replaces the AF Form 8, *Certificate of Aircrew Qualification* with AF Form 1035, *AFSPECWAR Evaluation*; prescribes the AF Form 1036, *JTAC Initial Certification Training;* and provides guidance on JTAC evaluations while deployed. Units will implement the new publication in its entirety within 90 days of the publication date.

Chapter 1

INTRODUCTION

1.1. Overview. As part of the Air Force Special Warfare (AFSPECWAR) mission to provide precision strike across the spectrum of conflict, the Air Force trains JTACs to support combatant command requirements. JTAC Standardization/Evaluation (Stan/Eval) programs provide commanders and staffs meaningful indicators reflecting a unit's ability to accomplish its peacetime training and combat responsibilities.

1.2. Purpose. The purpose of the JTAC Stan/Eval program is to provide commanders a tool to validate readiness and the effectiveness of unit operations, including documentation of individual qualifications and capabilities to perform duties across multiple mission sets.

1.3. Objectives.

1.3.1. Validates unit JTAC training program to support the successful and safe execution of the unit's mission.

1.3.2. Ensures the standardization of operational procedures for terminal attack control (TAC) IAW AFMAN 11-214, *Air Operations Rules and Procedures*, Joint Publication (JP) 3-09.3 *Close Air Support,* and AFTTP 3-1 *Joint Terminal Attack Controller*.

1.3.3. Provides a system to:

1.3.3.1. Assess individual JTAC qualifications and readiness levels based upon the operational training standards defined in AFMAN 10-3505V1, *Joint Terminal Attack Controller (JTAC) Training Program.*

1.3.3.2. Identify trends through analysis of evaluation results and corresponding JTAC training programs.

1.3.3.3. Implements recommended changes to the JTAC training program, lesson plans, standard operating procedures, and governing directives based on the results of evaluations.

1.3.4. Ensures units establish processes that verify individual JTACs meet qualification requirements prior to the Mission (MSN) evaluation.

1.3.5. Ensures unit compliance with operational, training, and administrative directives related to JTAC operations.

1.3.6. Provides unclassified after-action review feedback using the Stan/Eval Board (SEB) process to senior, lateral, and subordinate headquarters through cross-command.

1.3.7. Standardizes administrative procedures for documenting individual JTAC qualifications.

1.4. Key Terms and Definitions.

1.4.1. Standardization: Standardization ensures that common JTAC training programs support combat air operations based upon proven tactics, techniques, and procedures (TTP) and are IAW established safety standards. When administered in a consistent manner using prescribed performance standards, evaluations ensure that individual JTACs are qualified IAW AFMAN 10-3505V1, this publication, and the JTAC MOA.

1.4.2. Evaluation: Individual JTAC evaluations emphasize either JTAC-specific skills only or emphasize combat scenarios that are based upon the mission identification and operational plans specified in the Global Force Management Allocation Plan (GFMAP), unit designed operational capability (DOC) statement, and probable contingency taskings. The scenarios in a unit's evaluation program should be varied to the maximum extent possible to incorporate mission sets such as, but not limited to: traditional warfare and irregular warfare, with contested and/or degraded operations constraints. To the maximum extent practical, JTAC evaluations should incorporate the use of multiple live assets (e.g., indirect fires, naval gunfire, threat simulators, maneuver forces).

1.4.3. Group: Throughout this document, when referring to a "group", the standard group is an Air Support Operations Group (ASOG) or a Special Tactics Group (STG). Air National Guard (ANG) units may not always fall under a standard group.

1.4.4. Wing: Throughout this document when referring to a "wing", the standard wing is an Air Ground Operations Wing (AGOW) or Special Operations Wing (SOW). ANG units may not always fall under a standard wing.

1.4.5. AF Form 1035, *AFSPECWAR Evaluation Form*: In this publication, when referencing logging JTAC evaluations on an AF Form 1035, it must be noted that AFSOC JTACs utilize United States Special Operations Command (USSOCOM) Form 43, *SOF JTAC CERTIFICATION OF EVALUATION*.

1.5. Electronic Products. The use of electronic products (e.g., spreadsheets, databases, word processing) is authorized for items not included in a Headquarters Air Force (HAF)-approved electronic system of record (e.g., Automated JTAC Academic Currency Tracking System (AJACTS), Oracle © HCM). Printouts of electronic products will be included in an individual's JTAC training and evaluation folder upon Permanent Change of Assignment (PCA), Permanent Change of Station (PCS), or Temporary Duty (TDY) deployments in support of exercises and contingencies. **(T-1)**

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. The Deputy Chief of Staff, Operations, through the Air Force Special Warfare Directorate (AF/A3S). AF/A3S establishes JTAC training, evaluation, and operations policy, programming, and requirements.

2.1.1. Appoints the HAF JTAC-PM.

2.1.2. Develops policy and provide guidance for the execution of the JTAC Stan/Eval program for approval by AF/A3.

2.1.3. Resolves Stan/Eval issues that arise among Major Commands (MAJCOM)s and/or the NGB.

2.1.4. Informs MAJCOM OPRs of any supplements to this AFMAN.

2.1.5. Approves all JTAC qualification electronic system(s) of record used by Air Force JTACs.

2.1.6. Reviews all digital training tracking systems.

2.1.7. Coordinates the Master Question File (MQF) and any supplements with all MAJCOMs that have JTAC Stan/Eval and training programs.

2.1.8. Coordinates on the MQF database and all supplements to ensure that all units have like databases.

2.2. MAJCOMs and the National Guard Bureau. Resolve major Stan/Eval issues that arise among units within their purview.

2.2.1. Forward all requested MAJCOM supplements to HAF AF/A3S for coordination.

2.2.2. Semi-annually review negative trends in subordinate units' training programs through the Stan/Eval program and provide a semi-annual report for review at the Realistic Training Review Board.

2.2.3. Coordinate command-unique requirements with supporting commands as required and assist in the standardization of inter-command JTAC qualifications and evaluation requirements.

2.2.4. Establish Special Interest Items (SII)s as required. Review active SIIs on an annual basis for applicability.

2.2.5. Review all inspection reports for unit compliance with operations and JTAC Stan/Eval directives.

2.2.6. Provide functional visits when requested by commanders IAW DAFI 90-302, *The Inspection System of the Department of the Air Force*.

2.2.7. Coordinate with the MAJCOM/Inspector General to identify interest focus areas and/or emphasis items for the unit effectiveness inspection by utilizing the unit management internal control toolset self-assessment checklists as a guide, this publication, and other virtual mediums.

2.2.8. Review MAJCOM supplements to this publication annually for accuracy and current relevance.

2.2.9. MAJCOMS may supplement the MQF as necessary and will forward proposed changes to AF/A3S.

2.2.10. MAJCOMs may delegate Stan/Eval responsibilities outlined in **paragraph 2.2**. to Numbered Air Forces (NAF) functions (if available).

2.3. Numbered Air Forces (NAFs).

2.3.1. Manage a JTAC Stan/Eval program to achieve the objectives outlined in this publication and MAJCOM supplements.

2.3.2. Review subordinate group-level SEB minutes for opportunities to provide NAF assistance and forward SEB minutes to MAJCOM JTAC-PM. The SEB minutes format can be found in **Attachment 4** of this publication.

2.3.3. Develop MAJCOM-approved procedures to distribute controller read file (CRF) items derived from MAJCOM JTAC-PM or other pertinent documents.

2.3.4. When available, practical, or requested, conduct JTAC evaluations on subordinate unit JTAC-E-PMs.

2.3.5. Develop a functional mentorship program for the next echelon below the Wing that has a JTAC program. The program is intended to share program management experience with subordinate JTAC-E-PMs.

2.4. Group Commanders with a JTAC Program.

2.4.1. Ensure subordinate units comply with this publication.

2.4.2. Provide staff support and assist those units in implementing and managing the JTAC Stan/Eval program.

2.4.3. Certify individual JTAC qualifications on AF Form 1035 for those JTACs assigned at the group-level.

2.4.4. Appoint, in writing, a group-level JTAC-E-PM.

2.4.5. Designate JTAC-Es to assist the Group JTAC-E-PM. When a unit does not have a group-level function in their chain of command they will default to the next highest echelon.

2.4.6. Direct the SEB and trend analysis program IAW **Chapter 7**, facilitated by the unit JTAC-E-PM. The SEB should include the commander and staff reviews of automated data products and operational reports.

2.4.7. Approve the group's policy governing its Stan/Eval program.

2.4.8. Establish SIIs as required. Review SII(s) on an annual basis for applicability and forward to Higher Headquarters (HHQ).

2.5. Group JTAC-Evaluator-Program Manager.

2.5.1. Maintain emphasis on overall unit standardization.

2.5.2. Ensure standardization among squadron Stan/Eval functions and squadron-assigned JTAC-Es and ensures the JTAC Stan/Eval program requirements established in this publication are implemented.

2.5.3. Schedule and conduct functional visits on subordinate units at a unit commander's or unit's request.

2.5.4. In conjunction with the group JTAC-Program Manager (JTAC-PM), establishes and maintains individual JTAC training and evaluation folders for all JTACs assigned to the group's staff, reviews the records prior to the evaluation for accuracy, and documents on the AF Form 942, *Record of Evaluation*.

2.5.5. Maintain JTAC-E qualification. Ensure all evaluation records of newly assigned JTAC personnel are reviewed to validate qualification IAW this publication. Documents the review on AF Form 942.

2.5.6. Using the MQF database, compose Ground-Phase evaluation examinations IAW **Chapter 4** for group and subordinate squadron personnel. The use of a MAJCOM-approved automated test generator is authorized.

2.5.7. Conduct JTAC evaluations on all subordinate squadrons' JTAC-E-PMs when available and practical. The group commander may designate another JTAC-E (group or squadron-level) to fulfill this function, if necessary.

2.5.8. When requested by subordinate units, or as directed by the commander, conduct a JTAC, JTAC-Instructor (JTAC-I), JTAC-E evaluation.

2.5.9. Establish and maintain a trend analysis program IAW this manual.

2.5.10. Approve subordinate unit trend analysis program tracker format.

2.5.11. Manage and ensure group compliance with the CRF publications program as outlined in this publication.

2.5.12. Support JTAC evaluations within other commands and services; develop a notification process between supported and supporting units conducting those evaluations.

2.5.13. Consolidate unit SEB minutes to determine any group-wide trends. Forward SEB minutes to HHQs.

2.5.14. Observe the overall risk assessment process for TAC missions to ensure that Risk Management (RM) is integrated and sustained throughout the group IAW AFI 90-802, *Risk Management*.

2.5.15. Develop a functional mentorship program for each subordinate unit that has a JTAC program. The program is intended to share program management experience with subordinate JTAC-E-PMs.

2.6. Unit Commander.

2.6.1. Establish a JTAC Stan/Eval function IAW this publication and applicable MAJCOM supplements to ensure that the unit can meet its GFMAP taskings.

2.6.2. Certify individual JTAC qualifications on AF Form 1035.

2.6.3. Direct and control the SEB and trend analysis program IAW this publication.

2.6.4. Designate in writing, a unit-level JTAC-E-PM to oversee the unit's JTAC Stan/Eval program and JTAC-Es to assist the JTAC-E-PM.

2.6.5. Approve the unit Operating Instruction (OI) governing its Stan/Eval program, unless the unit is using the group directed OI.

2.6.6. Award Special Experience Identifier (SEI) 281 or O9E to individuals as appropriate IAW **paragraph 4.5.8**. **NOTE:** SEIs 281 or O9E will be additive to the members list of qualified SEIs and will not replace SEIs 914 or O9C.

2.6.7. Establish SIIs as required and review SIIs on an annual basis for applicability and forward them to HHQ.

2.7. Unit JTAC-Evaluator-Program Manager.

2.7.1. Ensure the JTAC Stan/Eval program requirements established in this publication are implemented.

2.7.2. In conjunction with the unit JTAC-PM, establish (as required) and maintain an individual JTAC training and evaluation folder on all JTACs assigned to the unit in either an analog or HAF-approved digital format. Digital formats are the preferred means of maintaining JTAC records.

2.7.3. Maintain JTAC-E qualification.

2.7.4. Manage the development of evaluation scenarios based on the unit training plan. Several scenarios will be maintained to reflect the full spectrum of operations. Units will have a list of commander-approved scenarios that are based upon the unit's mission that is maintained, secured, and controlled by the unit JTAC-E-PM.

2.7.5. Ensure all evaluation records of newly assigned JTAC personnel are reviewed to validate qualifications IAW **paragraph 3.1**. Documents review on the AF Form 942, notes any minor discrepancies on the minor discrepancy log. Places a memorandum for record, signed by the unit commander, on top of affected AF Form 1035 for major discrepancies.

2.7.6. Conduct JTAC evaluations (as required).

2.7.7. Conduct all initial JTAC-E evaluations on unit JTAC-Es IAW this manual.

2.7.8. Add any unit-specific requirements to the HHQ developed Stan/Eval checklist.

2.7.9. Establish and maintain a trend analysis program and IAW **Chapter 7**.

2.7.10. Manage and ensure compliance with the unit CRF publications program in **Chapter 8** of this publication.

2.7.11. Support JTAC evaluations within other commands and services; develop a process to receive prior notification between supported and supporting units conducting the evaluations.

2.7.12. Forward the Stan/Eval program OI, if used, to the group for review prior to implementing.

2.7.13. Nominate JTAC-E candidates to the commander and coordinate a formal JTAC-E designation letter for the commander's signature.

2.7.14. Train JTAC-Es on evaluator responsibilities and the JTAC qualification evaluation procedures prior to performing their evaluator's duties as outlined in this AFMAN and the unit Stan/Eval OI (if used).

2.8. Individual JTAC-Evaluator Responsibilities.

2.8.1. Maintain JTAC, JTAC-I, and JTAC-E qualifications.

2.8.2. Conduct all evaluations IAW this AFMAN.

2.8.3. Document all evaluations IAW this AFMAN.

2.9. Individual JTAC Responsibilities. The most important member of the Stan/Eval program is the individual JTAC. With few exceptions, the individual JTAC reflects the level of instruction and the quality of the unit.

2.9.1. Maintain JTAC qualification.

2.9.2. Ensure that all qualification controls are logged IAW unit OIs.

2.9.3. Hand-carry unit prepared individual JTAC training evaluation folder, in sealed tamper-resistant package, during PCS/PCA moves to assist the gaining unit in assessing qualifications and training requirements. **Note**: This may also be accomplished through an electronic transfer if the electronic folder is complete IAW this AFMAN and AFMAN 10-3505V1.

2.10. JTAC Schoolhouses.

2.10.1. Deliver curriculum IAW the JTAC MOA.

2.10.2. Conduct a final assessment using JTAC-specific Joint Mission Task List (JMTL), as part of graduation criteria. Upon completion, this assessment will be document on AF Form 1036. This assessment is not an initial qualification evaluation, which will be conducted by the trainee's unit. This final assessment will be documented on AF Form 1035.

Chapter 3

GUIDANCE AND PROCEDURES

3.1. Individual JTAC Transfers. Prior to a JTAC executing their first unsupervised mission, the JTAC-E-PM will review the JTAC's training and evaluation folder. **(T-3)**

3.1.1. The JTAC-E-PM will correct discrepancies found on the most recent JTAC, JTAC-I, and JTAC-E AF Form 1035 or during this review. **(T-3)**

3.1.2. Document this review as a JTAC-E-PM review on AF Form 942.

3.1.3. Document minor discrepancies on the minor discrepancy log **IAW A3.1.2** and place memorandum for record on top of the affected JTAC evaluation form (e.g., AF Form 1035, USSOCOM Form 43) that has minor discrepancies.

3.1.4. If the JTAC-E-PM is not available, the unit commander may approve a unit JTAC-E or unit JTAC-PM to conduct the JTAC training and evaluation folder review.

3.1.5. JTACs assigned to a unit without a JTAC Stan/Eval program, must maintain a JTAC training and evaluation folder until they return to a unit with a JTAC Stan/Eval program IAW **paragraph 3.3**.. **(T-3)**

3.1.6. JTACs assigned to the Special Warfare Training Wing will turn in their JTAC folder to their Course Chief or Stan/Eval section. **(T-3)**

3.2. Deployments. JTACs will deploy qualified IAW this manual and AFMAN 10-3505V1, without caveats. **(T-1)**

3.2.1. While deployed on contingency, exercise, and deployment orders, the 18-month evaluation requirement is waived for the duration of the deployment. If a deployed JTAC's evaluation expires during the deployment, the member will be required to receive an evaluation upon completion of the deployed tasking. **(T-1)**

3.2.2. During deployments to combat zones, no JTAC evaluations of any type will be authorized. **(T-1)**

3.2.3. Members deployed in support of a low-threat environment outside of a combat zone (e.g., Korea, Europe), may receive a spot evaluation, recurring JTAC evaluation, JTAC-I evaluation, or JTAC-E evaluation when both the owning unit and the expeditionary unit commanders concur.

3.2.3.1. Units will route the request to conduct evaluations through the affected MAJCOM PMs for coordination. **(T-2)**

3.2.3.2. The timing of evaluations of any type will be coordinated between the owning unit and expeditionary unit commanders. **(T-1)**

3.3. Dislocated JTACs Stan/Eval Program Management.

3.3.1. In the case of transferring to an assignment not requiring JTAC duties, the individual's JTAC digital training tracking profile will be deactivated (if used) but will be retained by the digital training tracking system for future reactivation or reference. **(T-1)**

3.3.2. Deactivation and reactivation of a JTAC's digital training tracking record is conducted by the unit JTAC-PM. **(T-1)**

3.3.3. In the case of transferring to an assignment requiring JTAC duties, but the unit does not maintain a JTAC program, the individual JTAC's training folder may be managed by their parent MAJCOM.

3.3.3.1. Units that require JTAC(s), but do not maintain a JTAC program, must enter into an agreement (MOA, etc...) with a unit that does have a JTAC program to detail responsibilities for training and evaluations of the dislocated JTAC(s). **(T-2)** This agreement will be coordinated through each units MAJCOM JTAC-PM, NGB/A3J for ANG, or equivalent. **(T-2)**

3.3.3.2. Units that maintain an AF Stan/Eval program may manage JTAC records for assigned JTACs.

3.3.4. Personnel performing JTAC duties at a unit that does not maintain a JTAC program, must be designated as a JTAC by the unit commander for which they are performing JTAC duties. **(T-3)**

3.4. JTACs External to the USAF. There may be situations where JTACs and Forward Air Controllers (FAC) from other Services or Nations are required to comply with this publication. **Example:** Foreign instructors assigned to a USAF unit conducting a JTAC Qualification Course. **Note:** Some nations still use the term "Forward Air Controller (FAC)" in lieu of "JTAC."

3.4.1. External JTACs, assigned to a formal schoolhouse, must comply with **Chapter 3** of this publication to include required evaluations, documentation, and JTAC training and evaluation folder. These individuals will be considered USAF JTAC-Is once their JTAC MSN evaluation and any required training has been completed. Any records created will be provided to the individual upon change of assignment.

3.4.2. MAJCOMs and NGB may supplement this manual to provide specific guidance to their subordinate units. AF/A3S will coordinate on all MAJCOM and NGB supplements prior to publication and distribute to applicable MAJCOMs/NGB within 30 days of publication. **(T-1)** **Note:** AF/A3S will coordinate MAJCOM/NGB supplements with the Joint Staff as required.

Chapter 4

JTAC EVALUATION PROCEDURES

4.1. Overview. The Initial Certification Course (ICC) administers ICT, documented on AF Form 1036 (**Attachment 5**), and graduates certified JTACs. The initial JTAC evaluation is administered after completing all JTAC Mission Qualification Training (MQT) as outlined in AFMAN 10-3505V1. Upon successful completion of the initial JTAC evaluation a JTAC is considered qualified and MQT complete. JTACs then progress to JTAC CT.

4.1.1. The interval between recurring evaluations will not exceed 18 months.

4.1.2. JTAC evaluations consist of a Ground-Phase and a MSN evaluation IAW this manual.

4.1.3. A recurring evaluation is administered to qualified JTACs who have successfully completed an initial evaluation.

4.1.4. JTAC evaluations assess performance using JTAC evaluation criteria area 1-25 on **Table A2.1** and will be documented on an AF Form 1035. **(T-1)** If required, and in line with the JTAC MOA, multiple events can be used to include simulations, practical exercises, to complete the evaluation.

4.2. Ground-Phase Evaluation. The Ground-Phase evaluation consists of a 50-question closed-book examination derived from the MQF, tasks, and applicable TTPs. The bank of available questions will ensure that a minimum of four Ground-Phase evaluations can and will be created with no replication of questions across any of the four examinations. **(T-1)**

4.2.1. Successful completion of the examination requires a minimum passing score of 80 percent.

4.2.1.1. Any qualified USAF evaluator may proctor the Ground-Phase evaluation. Electronic delivery of the examination is preferred. **NOTE:** This includes non-AFSPECWAR evaluators.

4.2.1.2. All missed questions must be reviewed and corrected with the evaluator that administered the examination. **(T-1)**

4.2.1.3. Ground-Phase evaluations will be completed no earlier than 30 duty days (training days for ANG) before the MSN evaluation, and no later than 30 days (training days for ANG) after the MSN evaluation. Ground-Phase evaluations must not exceed the current eligibility period. **(T-1)**

4.2.2. Individuals failing the Ground-Phase evaluation must complete a successful re-test within 10 duty days (training days for ANG), or prior to the current evaluation expiration date, whichever comes first. A minimum of 24 hours must elapse before a re-examination can be administered to allow for an adequate period of study. **(T-1)**

4.2.2.1. When an individual fails a Ground-Phase evaluation, the evaluator will notify the unit commander within one week. **(T-3)**

4.2.2.2. Re-examinations will be accomplished using a different exam. **(T-1)** Unit commander will be notified of successful Ground-Phase evaluation completion within one week. **(T-3)**

4.2.2.3. If the JTAC fails the second Ground-Phase evaluation, the unit commander will identify the JTAC as non-qualified and document the Ground-Phase failure on the AF Form 1035. **(T-1)** It is the unit commander's responsibility to determine required training actions (e.g., training program, training timeline). This training will be documented on an AF Form 1035 in Part III, C. in the "Items Requiring Additional Training" section. **(T-1)**

4.2.3. Ground-Phase evaluation documentation procedures. JTAC-Es will enter the test version and results of the written examination in the "Ground-Phase" section in Part III of the AF Form 1035. **(T-1)** All missed/reviewed questions will be entered in Part V, "Remarks", "Ground-Phase" section of the AF Form 1035. **(T-1)**

4.2.4. The JTAC-E-PM or alternate will retain the scored answer sheets/computer record until the AF Form 1035 is completed and signed by the unit commander. **(T-3)** If multiple examinations are required to successfully complete the Ground-Phase evaluation, the results of all Ground-Phase evaluations will be documented in the proper sections of the AF Form 1035. **(T-1)**

4.3. MSN Evaluation. The purpose of the MSN evaluation is to ensure individual JTACs are qualified to perform the tasks associated with planning, preparation, execution, and assessment for conducting CAS missions in a combat environment.

4.3.1. MSN evaluations will be conducted using live-fly or JFS-ESC accredited simulators. **(T-1)** A list of all currently accredited simulator/virtual environment/live environment systems is maintained by JS J6 DD C5I JFID, *Joint Staff J6 Deputy Directorate for Cyber and Command, Control, Communications, and Computers Integration*, (JCAS Simulation Lead).

4.3.1.1. Evaluations conducted in a JFS-ESC accredited simulator will attempt to use at least one live pilot flying in support of the scenario. **(T-3)**

4.3.1.2. At the commander's discretion, with the approval of the JTAC-E-PM, and in consultation with the unit Simulator Operator/Maintainer, JTAC evaluations may employ Distributed Mission Operations. JTAC evaluations will only employ Distributed Mission Operations capabilities provided they do not detract from the evaluation. **(T-1) Note:** JTAC evaluations of any type may be conducted using contract CAS provided the aircraft meet the requirements in Table 3.2 in AFMAN 10-3505V1.

4.3.2. JTACs will not receive consecutive JTAC qualification evaluations in a simulator. **(T-1)** JTACs may receive consecutive JTAC-I and/or JTAC-E evaluations in a simulator.

4.3.3. Any aircraft may be used to accomplish the MSN evaluation with approval from the unit commander so long as they meet eligible criteria as designated in AFMAN 10-3505V1. Commanders assume the risk when using any aircraft during an evaluation that is not typically used in a combat environment for CAS.

4.3.4. The evaluation's focus will be on the JTAC's ability to accomplish a given mission and not a validation of all training received. **(T-1)** Prior to beginning the MSN evaluation execution phase, evaluators will brief the JTAC on:

4.3.4.1. Evaluation objectives, areas to be evaluated, grading criteria, safety, and emergency procedures/JTAC-E takeover; this requirement cannot be waived.

4.3.4.2. The specific roles of role-players and assistants. **(T-1).**

4.3.4.3. The mission scenario, preliminary planning information and directives/regulations applicable to the operating area (MOA/range). **(T-1)**

4.3.4.4. The evaluator will observe and evaluate the JTAC in all areas relevant and applicable to the given mission. **(T-1)**

4.3.5. JTACs must be authorized to perform JTAC duties IAW AFMAN 10-3505V1. Assistance provided to prevent mission failure will result in an unsatisfactory. **(T-1)**

4.3.6. The JTAC will be responsible for the actions of any assistant(s) for procedural errors/omissions and safety violations within their control. **(T-1)**

4.3.7. Evaluation scenarios should implement input scripts such as, but not limited to, operations orders, mission graphics, and an Air Tasking Order with Special Instructions.

4.4. JTAC-I Evaluations. Following successful completion of all prerequisites listed in AFMAN 10-3505V1, completion of a JTAC-I evaluation is documented on an AF Form 1035.

4.4.1. A JTAC-I evaluation will only evaluate items in **Table A2.2** **(T-2) Note:** Instructor evaluations do not require a Ground-Phase evaluation.

4.4.2. A JTAC-I designation letter signed by the unit commander will be placed in Part II of the individual's JTAC training and evaluation folder. **(T-2)**

4.4.3. Recurring JTAC-I evaluations can be conducted in conjunction with a recurring JTAC evaluation and/or recurring JTAC-E evaluation. If a recurring JTAC-I evaluation is conducted in conjunction with a recurring JTAC evaluation and/or recurring JTAC-E evaluation, it must cover all applicable areas of **Table A2.1**., **Table A2.2**, and/or **Table A2.3**. **(T-2)** JTAC-I recurring evaluations must occur within 18 months of their previous JTAC-I evaluation. **(T-1)**

4.4.4. Concurrent recurring JTAC and JTAC-I evaluations must cover all areas of **Table A2.1**., Areas 1-25 and **Table A2.2.**, Area 26 and must be documented on the same AF Form 1035 unless the JTAC failed the items in **Table A2.2,** in which case a separate AF Form 1035 must be filled out. **(T-1)**

4.4.5. A minimum of two JTAC evaluation areas, as defined in **Table A2.1**, must be instructed in a classroom or field environment. **(T-1)** The JTAC-I will also conduct instruction of an individual through a Full Mission Profile as described in AFMAN 10-3505V1. **(T-1)** The areas instructed will be evaluated and annotated on the AF Form 1035. **(T-1)**

4.4.6. If an instructor qualification is lost, it may be regained through an instructor re-qualification (RQ) evaluation.

4.4.7. Following initial certification, the unit commander will award the individual SEI 279 or O9D using DAF Form 2096, *Classification/On-The-Job-Training Action,* or the appropriate automated system. **(T-1) Note:** SEI 279 or O9D are additive to the members list of qualified SEIs and do not replace SEIs 914 or O9C.

4.5. JTAC-E Evaluation. Following successful completion of all prerequisites listed in **Chapter 9** of this AFMAN, completion of a JTAC-E evaluation will be documented on an AF Form 1035. **(T-1).**

4.5.1. A JTAC-E evaluation will only evaluate items in **Table A2.3** **(T-2) Note:** These evaluations do not require Ground-Phase evaluation.

4.5.2. A JTAC-E designation letter signed by the unit commander will be placed in Part II of the individual's JTAC training and evaluation folder. **(T-1)**

4.5.2.1. The commander's designation letter may be comprehensive and include all JTACs/JTAC-Is/JTAC-Es at the unit commander discretion. A letter of Xs is also an accepted format.

4.5.2.2. Unit commanders will ensure that all JTAC-Es listed on the commander's designation letter (CDL) receive a recurring JTAC-E evaluation within 18 months of their previous JTAC-E evaluation. A recurring JTAC-E evaluation does not fulfil the requirements of a JTAC MSN evaluation or a JTAC-I evaluation.

4.5.3. Observations, analysis, and other substantial actions are directed primarily at the JTAC-E conducting the evaluation and will not interfere with or affect the individual being evaluated except for safety issues.

4.5.4. The unit JTAC-E-PM is the only individual authorized to conduct Initial JTAC-E evaluations. **(T-3)**

4.5.5. Any qualified JTAC-E (regardless of grade or experience level) may give another qualified JTAC-E a recurring JTAC-E evaluation, so long as the evaluation is accomplished IAW this AFMAN. **(T-3)**

4.5.6. Contract JTAC-Es will not perform evaluations for other contract JTAC-Es regardless of qualification, grade, or experience level.

4.5.7. The recurring JTAC-E evaluation can be conducted in conjunction with a recurring JTAC evaluation and/or a recurring JTAC-I evaluation. Regardless of whether the JTAC-E evaluation is conducted in conjunction with a recurring JTAC evaluation and/or a recurring JTAC-I evaluation, the evaluation must cover all applicable areas of **Table A2.1.**, **Table A2.2**, and/or **Table A2.3** and be documented on a separate AF Form 1035. **(T-1) Example:** A concurrent recurring JTAC and JTAC-E evaluation would cover all areas of **Table A2.1,** areas 1-25 and **Table A2.3,** area 27 and then be documented on separate AF Forms 1035.

4.5.8. Following initial certification, the unit commander will award the individual SEI 281 or O9E using DAF Form 2096 or the appropriate automated system. **(T-1) Note:** SEI 281 or O9E are added to the members list of qualified SEIs and do not replace SEIs 914, 279, O9D, or O9C.

4.5.9. Duties Not Including Controlling (DNIC) JTAC-E. Commanders may authorize a DNIC JTAC-E who is qualified, to conduct JTAC evaluations in the simulator. **(T-3) Note:** JTAC-E will not evaluate on items that they are not current and qualified. **(T-2)**

4.6. Evaluation Grading System. During a JTAC's evaluation, grades are assigned for each area. JTAC-Es will use the grading criteria in this publication to determine overall and individual area grades. **(T-1)**

4.6.1. The JTAC-E determines the overall grade based on guidance defined in **Table A2.1**.

4.6.2. Area Grades. **Table A2.1.**, Areas 1-25 establishes mission essential tasks to be evaluated during the MSN evaluation-phase and the appropriate grading criteria for those tasks:

4.6.2.1. Qualified ("Q") is the desired level of performance. The JTAC demonstrated a satisfactory knowledge of all required information, performed JTAC duties within the prescribed tolerances, and accomplished the assigned mission.

4.6.2.2. Qualified-Minus ("Q-") indicates the JTAC is qualified to perform the assigned area/subarea tasks, but requires debriefing or additional training as determined by the JTAC-E.

4.6.2.3. Unsatisfactory ("U") indicates the JTAC is unqualified to perform the assigned task area and requires additional training.

4.6.2.3.1. A "U" will be assigned in any area for procedures that failed to achieve mission accomplishment. **(T-3)**

4.6.2.3.2. A "U" must be assigned if, at any point during the mission, the JTAC or any individual they are directly responsible for compromises safety. **(T-1)**

4.6.3. Errors of omission occur when a function or operation is not performed.

4.6.4. Errors of commission occur when a function or operation is performed improperly.

4.6.5. The JTAC-E who proctored the evaluation is responsible for filling out the AF Form 1035 and grading the evaluation. JTAC-E-PM and JTAC-Es will not change or influence an evaluation rating (area or overall), that was given by another JTAC-E unless a valid administrative error was made. **(T-1)**

4.6.5.1. On a case-by-case basis, the JTAC-E may confer with the unit commander or designated representative (i.e., JTAC-E-PM) for guidance on evaluation rating (area or overall).

4.6.5.2. The unit commander must review the contested evaluation rating and approve/disapprove a change or direct another evaluation. **(T-2)**

4.7. Overall JTAC MSN Evaluation Qualification Levels.

4.7.1. Qualification Level 1 (Q-1). The examinee demonstrated desired performance and knowledge of procedures, equipment and directives within tolerances specified in the criteria. The evaluator assigns this qualification level when no discrepancies were noted, but may be awarded when discrepancies are noted if:

4.7.1.1. No U grades were awarded for any graded area/subarea.

4.7.1.2. In the judgement of the evaluator, none of the Q- grades precluded awarding of a Q1.

4.7.1.3. No remedial actions required additional training, only debriefed discrepancies.

4.7.2. Qualification Level 2 (Q-2). The examinee demonstrated the ability to perform duties safely, but there were one or more graded area(s)/subarea(s) where additional training was assigned. The evaluator assigns this qualification level if:

4.7.2.1. Any area is graded a Q- and requires additional training.

4.7.2.2. In the judgement of the evaluator, a Q2 may be given if there is justification based on Q- performance in one or several graded area(s)/subarea(s).

4.7.2.3. If neither of the conditions in **paragraph 4.8.2** are met and an overall grade of Q-2 is given, the JTAC-E must provide justification in 'Section VII – Remarks" of the AF Form 1035 to detail why a grade of Q-2 was given. **(T-1)**

4.7.3. Qualification Level 3 (Q-3). The examinee demonstrated an unacceptable level of safety, performance, or knowledge and has failed the evaluation. The evaluator assigns this qualification level if:

4.7.3.1. Any area graded U requires a qualification level of Q-3.

4.7.3.2. In the judgment of the evaluator, a Q-3 may be given if there is justification based on Q- performance in one or several non-critical graded area(s)/subarea(s). **Example:** An individual may earn a score of Q- in enough categories that the evaluator determines they do not possess the appropriate level of knowledge or did not perform adequately enough to earn a passing score.

4.8. Timing and Types of Evaluations. The interval between evaluations will not exceed 18 months. A JTAC evaluation expires on the last day of the 17th month following the month during which the MSN evaluation was successfully completed (e.g., an evaluation completed on 22 Mar 2017 expires 31 Aug 2018).

4.8.1. Recurring JTAC evaluations. The JTAC-E-PM, or a designated representative, will schedule recurring JTAC evaluations during the eligibility period. **(T-1)**

4.8.2. Failure to complete a JTAC evaluation within the required 18-month time period results in loss of qualification and the individual will be placed into an unqualified status.

4.8.2.1. RQ evaluation requirements are detailed in this AFMAN.

4.8.2.2. The individual's RQ AF Form 1035 will include a comment from the approving official explaining why the recurring evaluation window was exceeded or if it was waived. **(T-1)**

4.8.3. JTACs maintaining instructor qualification must complete initial and recurring evaluations of their instructional capability using **Table A2.2**., Area 26. **(T-1)** Recurring instructor evaluations must be completed within the eligibility period prior to the expiration date of the current JTAC evaluation period.

4.8.3.1. Concurrent JTAC and JTAC-I evaluations will be completed within 10 duty days (training days for ANG) before or after the MSN evaluation phase of a recurring JTAC evaluation but not to exceed the expiration date of the current evaluation period. **(T-2)** JTAC-I evaluations conducted outside of this window will be documented on a separate AF Form 1035. **(T-2)**

4.8.3.2. Concurrent evaluations that are not completed on the same date will always document the completion date as that of the MSN evaluation of the JTAC evaluation, even if it is completed in the month preceding that of the JTAC-I evaluation. **(T-1)** A JTAC-I is not qualified if they are not JTAC qualified. **Example**: A concurrent JTAC/JTAC-I evaluation is conducted with the JTAC MSN evaluation occurring on 31 March and the JTAC-I occurring on 04 April. The AF Form 1035 date of evaluation will be documented as 31 March.

4.8.3.3. To initially qualify as a JTAC-I, the member must meet the requirements listed in AFMAN 10-3505V1 and successfully complete an initial instructor evaluation IAW this manual. **(T-1)** An initial instructor evaluation can occur outside of the JTAC evaluation eligibility period.

4.8.3.4. Recurring evaluation of the member's ability to instruct will be conducted during subsequent, recurring JTAC evaluation eligibility periods. **(T-2)** The rating of **Table A2.2**. Area 26 will not affect the overall grade of the individual's JTAC evaluation. **(T-2)**

4.8.4. Spot Evaluations. A spot evaluation is limited in scope and may be accomplished outside of the JTAC's eligibility period. The spot evaluation is used to ensure correction of identified discrepancies, or to check a JTAC's proficiency. It may be either a field evaluation and/or Ground-Phase Evaluation.

4.8.5. Unit commanders may initiate spot evaluations. Place commander's discretion of a spot evaluation within the AF Form 1035.

4.8.5.1. Spot evaluations may evaluate one or more portions of **Table A2.1** but will not be used to evaluate everything. Spot evaluations do not reset the eligibility period.

4.8.5.2. The notification period for a spot evaluation is not associated with any specific timeframe, but can be specified at the commander's discretion and in coordination with the JTAC-E-PM.

4.8.6. No-Notice Evaluations. No-Notice (N/N) evaluations provide the commander a review of daily JTAC performance and an assessment of the unit's training effectiveness. N/N evaluations may be conducted at any time and are conducted as directed by the unit commander. The unit commander will annotate a statement directing the N/N evaluation on the AF Form 1035. **(T-2)**

4.8.6.1. An evaluation will be considered a N/N evaluation when the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission. The beginning of normal preparation will be determined by the evaluator, not to exceed 24-hours. **(T-3)** The intent is to preclude advanced preparation for the mission or task. However, the examinee must be notified of the N/N evaluation prior to initiation of the evaluated task. **(T-1) Note:** Informing the examinee after the fact is not allowed.

4.8.6.2. A N/N evaluation will update a qualification expiration date. **(T-1)**

4.8.7. RQ. A RQ evaluation is administered to remedy the loss of qualification due to a Q-3, expiration of a required JTAC evaluation, or loss of qualification due to a commander-directed downgrade.

4.8.7.1. A RQ evaluation is not used for a failed initial evaluation as no qualification was established.

4.8.7.2. A JTAC RQ evaluation due to a Q-3 must be completed within 90 days (training days for ANG) of completing the appropriate commander-directed training. **(T-1)**

4.9. Failure to Pass the MSN Evaluation. Evaluators will notify the unit commander, or designated representative, when an individual receives an overall "Q-3" on any evaluation within one week of the failed evaluation. **(T-3)**

4.9.1. Following a failure, the JTAC will only be authorized to control while under the supervision of a qualified JTAC-I. **(T-1)**

4.9.1.1. A separate AF Form 1035 will be completed for each MSN evaluation. **(T-1)** MSN evaluation mission data from the previous "Q-3" AF Form 1035 will not be annotated on the RQ evaluation's AF Form 1035. **(T-1)**

4.9.1.2. The passing JTAC Ground-Phase Evaluation score will be annotated on the RQ Evaluation AF Form 1035. **(T-1)**

4.9.2. Failure of initial MSN evaluation. Individual will remain in supervised status until successfully evaluated. **(T-1)**

4.9.2.1. The JTAC-E evaluating the individual's MSN evaluation determines what additional training is required prior to re-attempting an initial evaluation.

4.9.2.2. Failure of the re-attempt. The re-attempt at the initial evaluation will be conducted no later than 60 calendar days (training days for ANG) after the failure. **(T-3)**

4.9.2.3. Commanders may grant a 30-calendar day (training days for ANG) extension if necessary.

4.9.3. Failure of recurring MSN evaluation. If a JTAC fails the MSN evaluation portion of a recurring evaluation, all additional training and an RQ Evaluation must be completed no later than 90 days (training days for ANG) after the failure. **(T-1)** A different JTAC-E should conduct the RQ evaluation.

4.9.4. Failure of RQ evaluation. RQ evaluations may be administered as early as the next calendar day if all assigned additional training has been completed. Successfully passed Ground-Phase evaluations remain valid for RQ of a MSN evaluation as long as it is completed during the original evaluation eligibility period. **(T-1)** The evaluator conducting the RQ evaluation will annotate previous results of the Ground-Phase on AF Form 1035. **(T-1)**

4.9.4.1. RQ evaluations outside of the eligibility period require a new Ground-Phase evaluation.

4.9.4.2. If the failed RQ evaluation is the second consecutive failure, refer to AFMAN 10-3505V1 for failure to progress procedures. **(T-1)**

4.9.5. JTAC-Is and JTAC-Es receiving an unsatisfactory grade "U" in any area in **Table A2.2**. or **Table A2.3**, will not perform JTAC-I or JTAC-E duties until successfully requalified. **(T-1)**

4.9.6. JTAC-Is and JTAC-Es receiving two "U" grades in any area of **Table A2.2**. or **Table A2.3** will lose their JTAC-I and or JTAC-E status and unit commanders will remove the individual from these duties in writing. **(T-1)**

4.9.7. JTAC-Is and JTAC-Es who receive two consecutive "Q-3" grades on a JTAC evaluation/RQ evaluation, will lose JTAC-I and JTAC-E status, and unit commanders will remove the individual from the CDL. **(T-1) Note**: Items in **Table A2.2** and **Table A2.3** do not affect JTAC status.

4.9.7.1. Individuals that have been removed from JTAC-I or JTAC-E duties must conduct a commander directed requalification training-training program and satisfactorily complete a RQ JTAC-I evaluation or RQ JTAC-E evaluation to regain their status. **(T-2)**

4.9.7.1.1. Once successfully complete with these requirements, unit commanders may add the individuals back to the CDL.

4.9.7.1.2. If the commander decides not to requalify the individual, the appropriate SEI must be removed from their personnel records. **(T-1)**

4.9.8. Post-Evaluation Procedures. Evaluators will thoroughly debrief the JTAC, the JTAC's supervisor, and the JTAC's unit leadership. **(T-3)**

4.10. Evaluation Remedial Actions. Remedial actions identify the process for resolving discrepancies and/or assigning additional training.

4.10.1. Debriefed Discrepancy. A debriefed discrepancy is a remedial action accomplished during debrief of the evaluation wherein the JTAC-E provides instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency.

4.10.2. Additional Training. Additional training is any training recommended by the JTAC-E to remedy a discrepancy identified during the evaluation debrief.

4.10.2.1. Additional training may include, but is not limited to, self-study, ground instruction, simulator, live-fly training, or any combination of the aforementioned tasks.

4.10.2.2. Additional training must include demonstration of satisfactory knowledge or proficiency to a JTAC-E or JTAC-I (as stipulated in the Additional Training description) to qualify as completed. **(T-1)** The JTAC-E will indicate on the AF Form 1035 if the additional training must be accomplished before controlling unsupervised. **(T-1)**

4.10.2.3. The JTAC-E-PM will document all failures to complete additional training within the specified timeframe with a memorandum for record signed by the commander. The memorandum for record is placed in the individual's JTAC Training Folder on top of the appropriate evaluation form IAW **Attachment A3.1.3.1. (T-1)**

4.10.2.4. All additional training will be documented on AF Form 1035 IAW this publication. **(T-1)**

4.10.2.5. If the JTAC fails to complete any assigned additional training IAW **paragraph 4.10.2**, the Squadron commander will review the situation and determine whether further additional training should be assigned, or administrative actions will be initiated. **(T-3)** If administrative actions are initiated, the JTAC will be decertified IAW **paragraph 4.12** with a commander-directed downgrade to Q-3.

4.11. Decertification. Any JTAC may be subject to Decertification for Cause for substandard performance in their JTAC responsibilities or Discretionary Decertification that is unrelated to the performance of their JTAC duties.

4.11.1. Decertification for Cause (with prejudice) is used for observed substandard performance as a JTAC.

4.11.1.1. This action is normally associated with a Commander-Directed Downgrade, but also applies to Commander-Directed Decertification of JTAC-Es for substandard performance. 4.11.1.2. Decertification is documented on an MFR signed by the unit commander.

4.11.2. Discretionary Decertification (without prejudice) is an administrative action that is not based upon performance as a JTAC. Discretionary Decertification is warranted when Uniform Code of Military Justice (UCMJ) action is initiated, or any condition applies that prohibits personnel from performing JTAC duties IAW AFMAN 10-3505V1. The individual JTAC's commander has the discretion to decertify or not.

4.12. Commander-Directed Downgrade. Any commander (G-series orders) in a JTAC's administrative chain of command may direct a Commander-Directed Downgrade.

4.12.1. A Commander-Directed Downgrade may be a downgrade (Q-/U) in a specific area/sub-area without disqualifying an individual.

4.12.2. A Commander-Directed Downgrade may direct a downgrade that either removes a qualification (e.g., JTAC-I or JTAC-E) or completely disqualifies an individual.

4.12.3. Downgrades may be directed without administering an evaluation using the following guidance:

4.12.3.1. Incidents related to JTAC safety that endanger personnel or equipment do not have to be directly observed by a JTAC-E but may be recommended by an examiner from any Mission Design Series (MDS)/aircrew specialty.

4.12.3.2. For incidents not related to JTAC safety do not use downgrades as a substitution for, or in lieu of, administrative, or judicial actions. **Note:** Consult with the supporting Staff Judge Advocate office for legal advice in these cases. Use in cases where such incidences directly affect the commander's confidence in the JTAC's ability to safely conduct CAS operations (e.g., lapse in judgment significant enough to cast doubt on the JTAC's decision-making abilities within the MDS).

4.12.4. Any JTAC that has a qualification removed or was disqualified as a JTAC, JTAC-I, JTAC-E, or any combination thereof, will cease performing the disqualified duties effective from the date his or her commander initiated the downgrade. **(T-1)**

4.12.5. Commander-Directed Downgrade Documentation. Procedures for how to annotate a Commander-Directed Downgrade on AF Form 1035 can be found in AFMAN 10-3500V2, *Air Force Special Warfare Standardization and Evaluation,* **Attachment 3**. For procedures on documenting USSOCOM Form 43, refer to SOCOMM 350-5, *SOF Conducting JTAC Training*.

Chapter 5

MASTER QUESTION FILE

5.1. Master Question File (MQF). The MQF is a question bank used to construct closed book exams. It consists of pertinent questions designed to assess the knowledge of a JTAC regarding critical doctrine, operations, and safety. Air Combat Command Personnel Recovery Division (ACC/A3J) is responsible for ensuring that an applicable MQF database and questions are maintained to support this publication. The MQF database and related source materials will be accessible to all JTACs. **(T-1) NOTE:** The MQF is the JTAC Ground-Phase evaluation.

5.1.1. A minimum of 200 questions, covering every category on the JMTL will be maintained to ensure that at least four Ground-Phase evaluations can be built by the applicable Group JTAC-E-PMs (or equivalent) with no questions repeated across the four tests. **(T-1)**

5.1.2. Updates to the MQF. AF/A3S will conduct an annual review of the MQF, to be completed by 30 September, with assistance and inputs from all MQF users. **(T-1)** This does not relieve subordinate units from submitting required changes, as applicable, between review periods.

5.1.2.1. The review will focus on correcting erroneous questions, deleting outdated or invalid questions, and/or adding new questions to the database as a result to changes in applicable TTPs. **(T-1)**

5.1.2.2. MAJCOMs will forward their suggested changes to AF/A3S. **(T-1)** AF/A3S will coordinate and adjudicate all MAJCOM inputs, and then direct ACC/A3J to publish an updated MQF within 30 days of the end of the review process. **(T-1)**

5.2. Examination Requirements. Each exam will consist of 50 multiple-choice questions. **(T-1)**

5.2.1. Security. Only JTAC-Es and individuals designated by the commander will administer examinations. **(T-3)** The JTAC-E-PM will maintain strict control of all examinations and answer keys by securing them in a locked container and/or password protected digital medium. **(T-3)**

5.2.2. Construction of Questions. Questions must measure the correct information at the desired level of knowledge. **(T-1)**

5.2.2.1. Each question included in the MQF must include the correct answer and include the reference, paragraph, and page number for the subject matter. **(T-1)**

5.2.2.2. Questions will be multiple choice (four choices desired with only one most correct answer). **(T-1)**

5.2.2.3. Questions that have numerical answers will have the answers arranged in order from largest to smallest or vice versa. **(T-1)**

5.2.2.4. In general, questions should avoid negative statements. However, if the word "not" appears in the question, underline it or type it in all capital letters for attention. **(T-1)**

5.3. MQF Classification Guidelines. Although the desire is to maintain an unclassified MQF database, the overall classification of the MQF databases is determined by the highest classification of its contents. Whether they contain classified questions or not, Stan/Eval personnel will handle the examinations as controlled items. **(T-1)**

Chapter 6

JTAC EVALUATION DOCUMENTATION

6.1. Purpose of JTAC Evaluation Documentation. To properly document accomplishment of JTAC certification and qualification requirements, units will build and maintain a JTAC training and evaluation folder for each JTAC IAW AFMAN 10-3505V1 and the JTAC MOA. **(T-1)** This folder will hold all records dealing with an individual's JTAC training and evaluation history IAW AFMAN 10-3505V1 and the JTAC MOA. **(T-1)** JTAC training and evaluation folders may be maintained in paper or digital format. If in a digital format, the JTAC training and evaluation folder will be maintained at all times in a MAJCOM-approved system of record. **(T-1)**

6.2. Description of Folders. See AFMAN 10-3505V1 for folder description of parts I-IV and VI.

6.2.1. Part V. DOCUMENTATION OF EVALUATIONS. This part, sub-divided into three sections, contains documentation of all evaluations conducted since initial qualification. The JTAC-E-PM will provide a memorandum for record for all missing evaluation records. **(T-1)**

6.2.1.1. Unit Stan/Eval sections will ensure that an individual's AF Form 942 and documentation of all evaluations conducted since initial certification are placed in Part V of the JTAC's training and evaluation folder. **(T-1)**

6.2.1.2. Section 1. AF Form 942, Record of Evaluation. The AF Form 942 will be used as a record of evaluations and annual reviews throughout a JTAC's career, with the most current on top and the minor discrepancy logs beneath the AF Form 942. See **Attachment 3** for properly formatting AF Form 942. **(T-1)**

6.2.1.2.1. Major Discrepancies Disposition. Major discrepancies are those that affect the qualification of the affected member. They will be documented on a permanent MFR filed in evaluation section immediately above the affected AF Form 1035 **(T-1)**. An MFR created to document late evaluations, OG/CC waivers, etc. is removed from the evaluation section once the information is incorporated onto the completed, affected AF Form 1035 under Remarks.

6.2.1.2.2. Minor Discrepancies Disposition. Minor discrepancies are those that do not affect the qualification of the affected member and are corrected in accordance with AFMAN 10-3500V2. Typos, formatting and misspellings that do not affect the overall clarity of the document are not considered minor discrepancies.

6.2.1.3. Section 2. AF Form 1035/USSOCOM Form 43. Place the most current form on top. **(T-1)** Any memorandum for record that pertains to a specific assessment/evaluation will be placed directly on top of that AF Form 1035/USSOCOM Form 43. **(T-1)** Assessment or evaluation discrepancies (those that affect JTAC certification/qualification) will be corrected and documented with a Memorandum for Record. **(T-1)** Instructions for filling out the AF Form 1035 can be found in AFMAN 10-3500V2. Instructions for filling out USSOCOM Form 43 can be found in USSOCOM Manual 350-5.

6.2.1.4. Section 3. Memorandums for Record not related to a specific AF Form 1035/USSOCOM Form 43. File the documents in chronological order, with the most recent on top. **(T-1)**

6.2.2. Stan/Eval Records Management. Units will build and maintain a JTAC training and evaluation folder for each assigned/attached JTAC, IAW AFMAN 10-3505V1. **(T-1)**

6.2.3. When a JTAC deploys, a current copy of their most recent JTAC evaluation and DAF Form 1098, *Special Task Certification and Recurring Training* (or USSOCOM equivalent), will be provided to the deployed unit commander and commanding officers as a reference to verify the individual's JTAC certification and qualification status. **(T-1)** The copy may be hard copy or provided in electronic format.

Chapter 7

STANDARDIZATION/EVALUATION BOARD AND TREND ANALYSIS PROGRAM

7.1. Standardization/Evaluation Board (SEB). The unit commander, or their designated representative, will chair a semi-annual SEB. **(T-1)** At a minimum, the following members' attendance is required: Director of Operations, Operations Superintendent, JTAC-E-PM, CW&T, and JTAC-PM. **(T-3)** Attachment 4 identifies the format for the SEB minutes.

7.1.1. The JTAC-E-PM (or commander-designated representative) will coordinate the schedule, agenda, and attendees for the semi-annual SEB. **(T-3)** The SEB minutes will be sent to the next HHQ no later than 30 days after the conclusion of the SEB. **(T-1)**

7.1.2. Groups will consolidate unit SEB minutes to determine any Group-wide trends. **(T-1)**

7.1.3. HHQ should review Group minutes and provide data to the Group's parent MAJCOM. **(T-1)**

7.2. Trend Analysis Program. Stan/Eval organizations at the unit level will establish a Trends Analysis Program. Unit commanders are the final authority for establishing what constitutes a unit trend. **(T-1)**

7.2.1. The unit will establish specific trend analysis threshold percentages and procedures. The Trend Analysis Program will include an objective analysis of all JTAC evaluations, written examinations, and any deficiencies/items of interest observed during exercises and contingencies such as Green Flag. **(T-1)** Unit JTAC-E-PMs will report any negative trend data, recommend corrective actions, assign an OPR/office of collateral responsibility (OCR), and report trend status to the SEB. **(T-1)**

7.2.2. The trend program is the commander's program, and the commander will determine which trends to track, evaluate, correct, and close, and for how long. **(T-2)**

7.2.3. Trend data will be included in the SEB minutes and follow-up actions will be addressed at the subsequent SEBs until the discrepancies are corrected/closed. The JTAC-E-PM must maintain the trend analysis data collected from the date of the last unit inspection until another unit inspection is conducted or for a period of 18 months. **(T-2)**

7.2.3.1. For written examination trends, consider the validity of the question, the structure of the distractor answers, and the need for and/or appropriateness of increased emphasis in the question's subject area. **(T-2)**

7.2.3.2. For MSN evaluation trends, calculate the percentage of "Q", "Q-" and "U" grades against the total number of evaluations given in the sub-area. **(T-1)** Trends are not always identified by a threshold percentage but may be determined by the commander's assessment as a potential area of weakness.

Chapter 8

CONTROLLER READ FILE (CRF) AND SPECIAL INTEREST ITEMS (SIIS)

8.1. CRF Overview. CRF is comprised of four mandatory volumes and one optional volume and is maintained at each unit employing JTACs. The CRF should be electronic, hard copy, or a combination of both.

8.1.1. Unit Stan/Eval functions gather and compile relevant data to generate draft CRFs for unit Commanders' approval prior to publishing.

8.1.1.1. Requests to publish CRFs are routed to the unit Stan/Eval office for coordination and distribution.

8.1.1.2. CRFs will be topic limited to those items that have a direct bearing on immediate JTAC requirements. **(T-1)**

8.1.1.3. Supporting or accompanying documentation will be included as attachments and identified as "required reading" or "for reference" when publishing CRFs. **(T-1)**

8.1.2. CRF Publications Library. Units must maintain a CRF library. **(T-1)** The purpose of the unit CRF is to add additions to the baseline CRFs maintained by ACC/A3J and AFSOC/A3OG.

8.2. Volume I–Table of Contents. Volume I is a table of contents that lists each volume and the volume's respective contents and current read file items. It consists of a minimum of two parts to include an Index (Part A) and CRF (Parts B). MAJCOMs/NAFs/Groups may add additional components to Volume I as appropriate. **(T-1)**

8.2.1. Part A is a table of contents listing all material contained in CRF Volumes I through IV. **(T-1)** Units should list Volume V if it is used. **(T-1)**

8.2.2. Part B is the CRF messages. Messages contain information temporary in nature, directly pertinent to the safe conduct of JTAC duties, and must be read before controlling live aircraft. **(T-1)**

8.2.2.1. Part B will contain current information and will be annotated with an assigned control number, title, date distributed, OPR, and suspense date for removal/date rescinded, and disposition **(T-1)** At a minimum, the control number and suspense date for removal will be annotated on each CRF item. **(T-1)** File in reverse numerical sequence with the latest item on top. **(T-1)** Classified entries will be cross-referenced to the appropriate location. **(T-1)**

8.2.2.2. Rescinded items will be maintained in a file, separate from the CRF library, for 6 months IAW the Air Force Records Disposition Schedule using the Record Information **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm** and referenced on the index until the end of the following quarter. **(T-1)**

8.2.3. Part C is the Current Read File that contains information that is temporary in nature but not related to the safe conduct of performance of JTAC duties. SIIs will be maintained in this section. **(T-1)**

8.2.4. Refer to **Attachment 6** for a sample message format for use when issuing a CRF item from a MAJCOM/NAF Stan/Eval organization. **(T-1)**

8.3. Volume II. Volume II contains mandatory Air Force, Army, and Joint Directives. These publications are listed in the glossary. Additional publications not listed in the glossary can be added in this section. These publications will be maintained by ACC/A3J and AFSOC/A3OJ in a HAF-approved digital tracking system. **(T-1)**

8.4. Volume III. MAJCOM, NAF, Wing, Group & Local Directives/Manuals. Volume III contains various MAJCOM and below publications/locally approved and certified directives. At a minimum, Volume III should include:

8.4.1. Applicable Local Range Regulations.

8.4.2. Local OIs and supplements covering subject areas such as operations, training, and evaluations.

8.5. Volume IV – Checklists, Technical Orders & Manuals. Volume IV contains unit level approved checklists, technical orders & publications and should, at a minimum, include: local JTAC checklists if unit generated (e.g., pre-mission live-fly checklist, simulator mission checklist).

8.6. Volume V – Safety Information. Volume V is optional but, if maintained, will contain appropriate safety information (e.g., Range Mishap Reports, unclassified After-Action Reports (AARs).

8.7. Go/No-Go Procedures. Units will establish a control system that ensures JTACs are current and qualified for the anticipated event. Units will provide guidance on this system in the unit supplement. **(T-3)** At a minimum, the Go/No Go system will monitor:

8.7.1. AF Form 1035 qualification. **(T-2)**

8.7.2. Restricting currency items required IAW AFMAN 10-3505V1. **(T-2)**

8.7.3. Any restrictions listed on operators' current DD 2992, *Medical Recommendation for Flying or Special Operational Duty*. **(T-2)**

8.7.4. Currency on all Information Files (Volume 1, Part B) messages. **(T-2)**

8.8. Stan/Eval SII. Units may establish JTAC Stan/Eval SIIs to focus command attention upon JTAC operations related areas.

8.8.1. The message that announces a new Stan/Eval SII messages will include an expiration date, not to exceed one year, and identify all affected units. **(T-1)** JTAC Stan/Eval SIIs will not be established for a period longer than one year; at that time, they will automatically expire or must be formally extended. **(T-1)**

8.8.2. When an item is designated for review and evaluation as a JTAC Stan/Eval SII, the JTAC Stan/Eval OPR will assign a SII number, based upon the calendar year, and numbered consecutively (e.g., ACC/A3J, SII 17-01, Pacific Air Forces, Operations Training and Readiness Division (PACAF/A3T) SII 17-01, or United States Air Forces in Europe (USAFE)-Air Forces in Africa Operations Director of Staff (AFAFRICA/A3C) SII 17-01). **(T-1)**

8.8.3. The appropriate HHQ MAJCOM will be notified by a subordinate unit whenever a unit establishes a SII that affects the command's JTAC operations and/or the JTAC Stan/Eval program. **(T-1)**

8.8.4. All current JTAC SIIs will be briefed/reviewed prior to all local CAS control events and at the start of all TDY CAS trips for the duration of the SII. **(T-1)**

Chapter 9

JTAC-E-PM AND JTAC-E EVALUATION CRITERIA

9.1. JTAC-E-PM. Commanders will appoint JTAC-E-PMs on the CDL. **(T-1)** Criteria for selection includes:

9.1.1. Must be at least a TSgt and a 1Z3X1/1Z2X1 if enlisted. **(T-3)** Must be a Captain and a 19ZXB/19ZXA if commissioned. **(T-3)**

9.1.2. Must have 1 year experience as a qualified JTAC-E. **(T-1)**

9.1.3. Must maintain JTAC-E qualification. **(T-1)**

9.2. JTAC-E. Commanders will appoint JTAC-Es on the CDL. **(T-1)** Criteria for selection includes:

9.2.1. Must be a qualified JTAC and JTAC–I IAW AFMAN 10-3505V1 and the JTAC MOA. **(T-1)**

9.2.2. Must successfully complete a JTAC-E upgrade training program IAW **paragraph 4.5** of this AFMAN. **(T-1)** They should demonstrate thorough knowledge of the JTAC Stan/Eval program, flight/ground safety standards, and governing supplements/instructions prior to JTAC-E qualification.

9.2.3. Must successfully complete an initial JTAC-E evaluation. **(T-1)**

9.2.4. Must maintain JTAC-E qualification. **(T-1)**

9.3. Number of Unit-Level JTAC-Es. The commander and JTAC-E-PM will determine the number of JTAC-Es needed at their unit. **(T-1)** One JTAC-E should be designated for each Group and Squadron to assist the JTAC-E-PM in the conduct and management of the Stan/Eval program.

JAMES C. SLIFE, Lt Gen, USAF
Deputy Chief of Staff, Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DAFPD 10-35, *Air Force Special Warfare*, 5 January 2021

AFPD 33-3, *Information Management,* 8 September 2011

DAFI 90-302, *The Inspection System of the Department of the Air Force*, 15 March 2023

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 90-802, *Risk Management,* 1 April 2019

DAFMAN 90-161, *Publishing Processes and Procedures,* 15 April 2022

AFMAN 10-3505V1, *Joint Terminal Attack Controller (JTAC) Training Program*, 15 Sept 2023

AFMAN 11-214, *Air Operations Rules and Procedures*, 29 November 2022

AFTTP 3-1. JTAC, *Joint Terminal Attack Controller* (classified), 17 March 2021

DoD Dictionary, *DOD Dictionary of Military and Associated Terms*, January 2021

AIR FORCE *GLOSSARY*, 1 March 2021

Joint Publication 3-09, *Joint Fire Support*, 10 April 2019

Joint Publication 3-09.3, *Close Air Support*, 10 June 2019

Joint Close Air Support Action *Plan Memorandum of Agreement for Joint Terminal Attack Controller (Ground) 2004-01*, 4 March 2021

JS J6 DD C5I JFID, *Joint Staff J6 Deputy Directorate for Cyber and Command, Control, Communications, and Computers Integration*

NATO Allied Tactical Publication 3.3.2.2., *Joint Terminal Attack Controller Program,* Edition B Version 1, January 2018

USSOCOM Manual 350-5, *SOF Conducting JTAC Training*, 13 November 2018

Prescribed Forms

AF Form 1036, *JTAC Initial Certification Training*

Adopted Forms

DAF Form 1098, *Special Task Certification and Recurring Training*

DAF Form 2096, *Classification/On-The-Job-Training Action*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 942, *Record of Evaluation*

AF Form 1035, *AFSPECWAR Evaluation*

USSOCOM Form 43, *SOF JTAC CERTIFICATION OF EVALUATION*

Abbreviations and Acronyms

AJACTS—Automated JTAC Academic Currency Tracking System

ACC—Air Combat Command

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFSOC—Air Force Special Operations Command

AFTTP—Air Force Tactics, Techniques and Procedures

ASOG—Air Support Operations Group

CAS—Close Air Support

CDL—Commanders Designation Letter

CRF—Controller Read File

DNIC—Duties Not Including Controlling

DOC—Designed Operational Capability

DOD—Department of Defense

FAC—Forward Air Controller

GFMAP—Global Force Management Allocation Plan

HAF—Headquarters Air Force

HHQ—Higher Headquarters

IAW—In Accordance With

ICC—Initial Certification Course

ICT—Initial Certification Training

JFS ESC—Joint Fire Support Executive Steering Committee

JMTL—Joint Mission Task List

JP—Joint Publication

JTAC—Joint Terminal Attack Controller

JTAC-ICT—Joint Terminal Attack Controller Initial Certification Training

JTAC MQT—Joint Terminal Attack Controller Mission Qualification Training

JTAC-PM—Joint Terminal Attack Controller-Program Manager

JTAC-E—Joint Terminal Attack Controller-Evaluator

JTAC-E-PM—Joint Terminal Attack Controller-Evaluator-Program Manager

JTAC-I—Joint Terminal Attack Controller—Instructor

MAJCOM—Major Command

MDS—Mission Design Series

MOA—Memorandum of Agreement

MQF—Master Question File

MSN—Mission

NATO—North Atlantic Treaty Organization

N/N—No-Notice

NAF—Numbered Air Forces

NGB—National Guard Bureau

OCR—Office of Collateral Responsibility

OI—Operating Instruction

OPR—Office of Primary Responsibility

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

RM—Risk Management

RQ—Re-qualification

S-2—Battalion or Brigade Intelligence Staff Officer

S-3—Battalion or Brigade Operations Staff Officer

SEB—Standardization/Evaluation Board

SEI—Special Experience Identifier

STAN/EVAL—Standardization/Evaluation

TDY—Temporary Duty

TTP—Tactics, Techniques, and Procedures

UCMJ—Uniform Code of Military Justice

USAF—United States Air Force

USSOCOM—United States Special Operations Command

Office Symbols

AF/A3—Air Force Operations

AF/A3S—Air Force Special Warfare Directorate

ACC/A3J—Air Combat Command Personnel Recovery Division

USAFE AFAFRICA/A3C—United States Air Forces in Europe—Air Forces in Africa, Operations Director of Staff

AFSOC/A3OJ—Air Force Special Operations Command, Operations Joint Exercise Planner

NGB/A3JB—National Guard Bureau Personnel Recovery and Joint Integration Division

PACAF/A3T—Pacific Air Force Operations and Training Division

Terms

Approval Authority—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

Additional Training—Any training required to remedy deficiencies identified during an evaluation that must be completed by a due date. This training may include self-study, ground instruction, or JTAC missions. Additional training must include demonstration of satisfactory knowledge or proficiency to a JTAC-I to qualify as completed. Document completion on AF Form 1035.

Certified (JTAC)—An individual who satisfactorily completes the appropriate Service, United States Special Operation Command, or Partner Nation academics and evaluation IAW AFMAN 10-3505V2 may be granted JTAC certification. **Note:** Operators are awarded SEI 914 and Officers are awarded SEI O9C upon initial JTAC certification. Once certified and awarded the applicable SEI, a JTAC remains certified permanently unless the certification is lost for cause.

Close Air Support (CAS)—Air action by fixed-and rotary-wing aircraft against hostile targets that are in close proximity to friendly forces and requires detailed integration of each air mission with the fire and movement of those forces. (JP 3-09.3).

Control—Consists of at least one simulated, dry or live aircraft (fixed/rotary wing) attacking a surface target. The control should follow the CAS execution template IAW JP 3-09.3 and NATO ATP 3.3.2.2. An actual weapons release is not required. No more than two controls (lead aircraft and wingman) can be counted per CAS briefing per target.

Debriefed—Remedial action taken by an evaluator to correct a discrepancy noted during a JTAC evaluation. This action is accomplished during debrief of the evaluation wherein the evaluator provides briefing/instruction concerning the discrepancy and determines that the JTAC has gained the necessary knowledge or proficiency to remedy said discrepancy. The discrepancy area/sub-area description is annotated with "Debriefed" in the "Remarks" section of the AF Form 1035.

Dry Terminal Attack Control—Dry terminal attack control is control of aircraft where no air-to-ground munitions (live, inert, or training ordnance) are released from the aircraft.

Eligibility Period—The six-month period prior to the expiration date of a JTAC certification during which all Ground-Phase and MSN evaluation requirements for the recurring qualification evaluation must be completed.

Evaluation—This includes the Ground-Phase and MSN evaluation used to determine qualification as a JTAC as prescribed by governing directives.

Forward Air Controller—A specifically trained and qualified aviation officer who exercises control from the air of aircraft engaged in close air support of ground troops. The FAC(A) is normally an airborne extension of the Tactical Air Control Party (JP

3—09.3).

Global Force Management Allocation Plan (GFMAP)—Comprised of four annexes that contain decisions by Secretary of Defense to allocate forces and is published by the Chairman of the Joint Chiefs of Staff. Directs the Joint force providers to publish an annexed schedule that serves as the deployment order directing force providers to deploy forces at the specified dates. Also allows force providers some leeway in determining which unit will deploy and on the ordered latest arrival dates that the force provider must deploy to account for realities, such as time-phased force and deployment data refinement, based on transportation analysis or minor operational adjustments by the combatant commander (CCDR), and based on operational necessities.

Joint Terminal Attack Controller (JTAC)—A qualified (certified) Service member who, from a forward position, directs the action of combat aircraft engaged in close air support and other offensive air operations (JP 3-09.3).

Joint Terminal Attack Controller-Evaluator (JTAC-E)—The JTAC-E is a qualified JTAC who has completed an Initial JTAC-E Evaluation successfully and is designated to perform evaluation duties as specified by this manual. JTAC-Es must be qualified in the position they are evaluating. JTAC-Es are trained and certified to administer JTAC evaluations at the direction of the JTAC-E-PM.

Joint Terminal Attack Controller-Instructor (JTAC-I)—A qualified individual recommended by the unit Chief of Weapons and Tactics and designated by the unit commander who provides training to unit JTACs. Responsible for implementing JTAC training per AFI 10-35-TACPV1 and developed by the unit's Chief, Weapons and Tactics.

JTAC Initial Certification Training (JTAC-ICT)—A formal training process consisting of an accredited JTAC Schoolhouse Course designed to initially certify a JTAC in terminal control duties without regards to the unit's operational mission.

JTAC Mission Qualification Training (JTAC MQT)—Training required to achieve a basic level of competence in JTAC requirements and in a unit's primary tasked missions.

JTAC-E Evaluation—An evaluation administered by the JTAC-E-PM, or a higher headquarters JTAC-E-PM or JTAC-E, to determine a unit JTAC-E's ability to perform their duties. Documentation on the qualification of a JTAC-E is accomplished using AF Form 942 and AF Form 1035. Upon successful completion of the JTAC-E Evaluation, the commander appoints a JTAC-E by a formal letter of appointment.

Live Terminal Attack Control—Live terminal attack control is control of aircraft where air-to-ground munitions (live, inert, or training ordnance) are released from the aircraft.

Major Discrepancy—A discrepancy with an AF Form 1035 that changes the qualification level assigned by the AF Form 1035.

Master Question File (MQF)—A headquarters-designated, OPR (i.e., MAJCOM) developed database of Stan/Eval program related multiple choice questions derived from mission area publications. Stan/Eval functions use the MQF in constructing examinations that this manual requires. All JTACs have access to the MQF.

Minor Discrepancy—A discrepancy on an AF Form 1035 that is erroneous but does not affect the qualification level assigned on the AF Form 1035.

Mission Evaluation—A field evaluation involving all elements for requesting coordinating and controlling airborne weapon systems employed during terminal attacks (i.e., CAS mission). These JTAC evaluations allow commanders to assess personnel, who in the performance of their duties, exercise judgment or execute decisions to prevent putting themselves and others at great hazard, i.e., clearance to release ordnance. Term replaces what was previously known as the Control Phase.

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 a complete qualification evaluation, a written examination only, or an evaluation covering only selected areas.

Precision Strike—The full kinetic and non-kinetic potential of ground, air, space, and cyber power to successfully find, fix, and bring effects against an objective or capability.

Qualification Training—Training required to maintain duty position qualification and proficiency.

Qualified (JTAC)—A certified JTAC who completes the established minimum recurring training IAW AFMAN 10-3505V1, Table A5.1 and evaluation requirements.

Re-examination—This is the re-accomplishment of a required written examination following a failure.

Re-qualification (RQ) Evaluation—An evaluation administered to regain JTAC qualification after a loss of qualification due to expiration of a required periodic evaluation or a failed JTAC evaluation.

Scenario—A document or set of documents that describes the tactics employed while simulating the unit's mission in support of the GFMAP and DOC statement.

Simulated Terminal Attack Control—Simulated terminal attack control is control of virtual aircraft in an electronically generated environment.

Special Interest Item—This is an operational subject area of concern designated by the higher headquarters commander and staff for evaluation and used to focus units on specific areas of concern.

Spot Evaluation—An additional commander's evaluation tool. Commanders direct this qualification evaluation outside the eligibility period to ensure correction of identified discrepancies or to check an individual's proficiency. A spot evaluation is normally limited in scope. It may be either a field evaluation and/or a written examination. These evaluations may be either no-notice or with prior coordination.

Supervised Status—The status of a JTAC who may only control under the supervision of a qualified JTAC.

Task Evaluation—A task evaluation is the completion of a task under the supervision of a trainer to certify the member is capable of performing the task to a Go/No-Go standard.

Terminal Attack Control—A control consists of at least one aircraft attacking a surface target. The control begins with a CAS briefing from a JTAC and ends with either an actual/simulated weapons release or an abort on a final attack run. No more than two controls may be counted per CAS briefing per target.

Trend Analysis Program—Formal analysis program established to identify areas requiring attention, monitoring, or correction.

Unit—Any military element whose structure is prescribed by competent authority (JP 3-33). For the Air Force, a unit is defined as a group, squadron or detachment. It also refers to any operations section that is required to establish its own JTAC Stan/Eval program.

Unqualified (JTAC)—Individuals are placed in "unqualified" status after failing to complete training or qualification requirements within the allotted training cycle or has failed to meet evaluation requirements outlined in this publication. "Unqualified" is a status for when a JTAC is not permitted to control aircraft unsupervised.

Note—Even when an individual is placed in "Unqualified" status, the JTAC remains a "certified" JTAC.

Written Examinations—Written examinations required for satisfactory completion of the Ground-Phase evaluation. Examination will be drawn from the MAJCOM Master Question File (MQF). MAJCOM supplements may specify additional written examinations, such as rules of engagement, etc.

Attachment 2

JTAC EVALUATION AREAS AND CRITERIA

A2.1. JTAC Evaluation Areas and Criteria. **Table A2.1.**, **Table A2.2,** and **Table A2.3** list every mission evaluation area and the criteria for the scoring within each. For a JTAC evaluation, Areas 1-25 are required and must be covered at some point throughout the evaluation, whether during the Ground-Phase or during the MSN evaluation. **(T-1)** For JTAC-I evaluations, Area 26 must be covered in its entirety. **(T-1)** For JTAC-E evaluations, Area 27 must be covered in its entirety. **(T-1).**

Table A2.1. JTAC Evaluation Areas and Grading Criteria.

	Q	Q-	U
AREA 1. **Mission Planning.**	Checked all factors applicable to mission (i.e., ATO, weather, timing, frequencies, map datum, range procedures, call signs, airspace and special requirements). Aware of alternatives if mission cannot be completed as planned.	Minor errors of omission/commission that did not detract from mission effectiveness. Need for study in some areas is indicated.	Major error of omission/commission precluded mission accomplishment or unnecessarily endangered personnel or equipment.
AREA 2. **Equipment Preparation.**	All equipment needed for mission accomplishment properly prepared and inspected. Unsatisfactory items identified and appropriate corrective actions taken.	Minor errors of omission/commission that did not detract from mission effectiveness. Need for study in some areas is indicated.	Major error of omission or commission precluded mission accomplishment or unnecessarily endangered personnel or equipment.
AREA 3. **Communications Equipment Operations.**	Able to operate all required communications equipment secure and non-secure necessary for requesting, coordinating,	Minor errors of omission/commission that did not detract from mission effectiveness. Need for study in some	Major errors that precluded mission accomplishment or unnecessarily endangered personnel or equipment.

	Q	Q-	U
	and controlling CAS missions.	areas is indicated.	
AREA 4. **Global Positioning System Operations.**	Successfully turned on, initialized, and performed operator checks. Able to determine individual location using MGRS and Latitude/longitude in seconds and decimal minutes. Able to determine distant location using slant range calculations from a known point to an unknown point. Properly loaded waypoints. Able to properly load encryption fill. Able to configure GPS to proper map datum/ellipsoid and convert coordinates between map datums. Demonstrates complete knowledge of battery fault conditions/procedures.	Minor errors of omission/commission that did not detract from mission effectiveness or safety. Need for study in some areas is indicated.	Unsuccessfully turned on, initialized and/or operated GPS. Unable to determine individual location using MGRS and Latitude/longitude in seconds and decimal minutes. Unable to determine distant location using slant range calculations from known point to an unknown point. Unable to properly load waypoints. Unable to properly load encryption fill. Unable to configure GPS to proper map datum/ellipsoid or unable to convert coordinates between map datums. Unable to explain battery fault conditions or procedures.
AREA 5. **Transmit/Receive Procedures.**	Communications clear, concise, and understandable. Promoted mission effectiveness.	Minor errors of omission/commission that did not detract from mission effectiveness. Need for study in some areas is indicated.	Deviation from acceptable communications procedures impaired mission effectiveness.
AREA 5.1	Successfully	Successfully	JTAC failed or was

	Q	Q-	U
Authentication Procedures	authenticated CAS aircraft IAW pre-coordinated methods.	authenticated CAS aircraft, with minor errors, timely fixed by JTAC	unable to authenticate CAS aircraft due to insufficient pre-mission coordination.
AREA 6. CAS Request Submission.	Demonstrated in-depth knowledge of CAS request procedures. Submitted the request in a timely, thorough, and effective manner.	Minor errors of omission/commission that did not detract from mission effectiveness. Need for study in some areas is indicated.	Unfamiliar with CAS request procedures. Unable to properly or effectively compile, prepare, and transmit CAS requests.
AREA 7. Target Analysis.	Analyzed target for CAS employment procedures (i.e., ID, description, location, suitability, and collateral damage,).	Minor errors of omission/commission that did not detract from mission effectiveness. Need for study in some areas is indicated.	Could not recommend appropriate CAS employment procedures for the target. Errors that precluded mission accomplishment or unnecessarily endangered personnel or equipment.
AREA 8. Threat Analysis.	Recognized ground to air threats capable of engaging CAS aircraft. Plan mitigated threat to the survivability of the aircraft.	Minor errors of omission/commission that did not detract from mission effectiveness. Need for study in some areas is indicated.	Failed to recognize ground to air threats capable of engaging CAS aircraft. Plan did not mitigate threat to the survivability of the aircraft.

	Q	Q-	U
AREA 9. **Ground Force Staff Coordination.**	Demonstrated timely coordination procedures with appropriate ground force staff agencies (i.e., S-2, S-3, FSE, NSFS, ADA, Aviation LNOs, etc.).	Minor errors of omission/commission that did not detract from mission effectiveness. Need for study in some areas is indicated.	Coordination with appropriate agencies not completed before attack commenced. Delays caused by untimely coordination degraded or prevented successful mission accomplishment.
AREA 10. **Ground Commander Coordination.**	Demonstrated timely coordination with ground commander or designated representative. Accurately explained to the ground commander CAS mission data and dangers to friendly forces. Understood ground commander's scheme of maneuver. Requested timely ground commander attack clearance.	Minor errors of omission/commission that did not detract from mission effectiveness. Need for study in some areas is indicated.	Did not adequately coordinate with ground commander/designated representative. Provided inaccurate data regarding. CAS mission data/dangers to friendly forces. The information provided or not provided impacted mission effectiveness or exposed friendly forces to hazards. Did not request or receive ground commander attack clearance prior to weapons release.

	Q	Q-	U
AREA 11. **Fire Support and Airspace Management.**	Demonstrated timely coordination for fire support (i.e., SEAD). Recognized and deconflicted attack aircraft with formal or informal airspace coordination measures.	Slow to coordinate fire support. Recognized but did not deconflict attack aircraft with formal or informal airspace control measures. Did not impact mission or aircraft survivability.	Did not coordinate fire support. Did not recognize or deconflict attack aircraft with formal and informal airspace control measures.
AREA 12. **Airspace Management.**	Integrate attack aircraft with formal or informal airspace coordination measures.	Minor errors of omission/commission that did not detract from mission effectiveness. Need for study in some areas is indicated.	Did not recognize or integrate attack aircraft with formal and informal airspace control measures.
AREA 13. **Use of Signaling Devices.**	Thorough working knowledge of signaling devices day/night. Selected most appropriate device for tactical situation. Enhanced mission effectiveness.	Minor errors of omission/commission that did not detract from mission effectiveness. Need for study in some areas is indicated.	Not familiar with signaling devices. Use of signaling device inappropriate to tactical situation.
AREA 14. **JTAC to CAS Aircraft Briefing.**	Provided the attack aircraft, via voice or data transmission, with a complete, concise, and effective briefing with enhanced mission effectiveness i.e., CAS. 9-line or theater specific briefing, and mission check-in.	Minor errors of omission/commission that did not detract from mission effectiveness. Need for study in some areas is indicated.	Briefing compromised safety or mission effectiveness due to erroneous information or errors of omission/commission. Tactics briefed inappropriate to situation and precluded effective mission completion and

	Q	Q-	U
			jeopardized survivability.
AREA 14.1 Digitally aided CAS systems.	Thoroughly understood and utilized digital systems to aid the Fires delivery process. Able to generate target coordinates, receive on station report, send 9-line, track A/C, send BDA, conduct CFF and integrate applicable FSCMs, ACMs and closest friendly position on equipment display.	Minor deficiencies observed, did not preclude mission success. Equipment was utilized to some level.	Failed to understand and/or utilize Digitally Aided CAS/Fires equipment in any capacity.

	Q	Q-	U
AREA 15. **Attack Weapons Utilization.**	Demonstrated thorough knowledge of weapons characteristics, capabilities, and effects. Used weapons most suitable to target. Employed weapons in the correct manner. Considered aircraft and ground forces survivability. Delivery sequence of ordnance enhanced mission effectiveness. Understood risk-estimate distances.	Minor errors of omission/commission that did not detract from mission effectiveness. Need for study in some areas is indicated.	Discrepancies in knowledge and/or employment with impact on mission effectiveness. Did not understand risk-estimate distances and exposed friendly forces to unacceptable risk. Failed to achieve desired results (due to JTAC's action/inaction). Mission resulted in unwanted collateral damage.
AREA 16. **CAS Aircraft Control.**	Exercised thorough situational awareness and control of assigned aircraft throughout mission. Clearance or aborts issued in a positive and timely manner. Reestablished abort code after aborting an attack.	Minor errors of omission/commission that did not detract from mission effectiveness. Need for study in some areas is indicated.	Control instructions were not timely, clear, and accurate or were unsafe. Loss of situational awareness or actions resulted in either degraded or ineffective mission.
AREA 17. **Ordnance Adjustment.**	Ordnance adjust instructions were clear, concise, and timely. All attack restrictions placed on attack aircraft were appropriate and necessary.	Minor errors of omission/commission that did not detract from mission effectiveness. Need for study in some areas is indicated.	Adjustment instructions were not timely, clear, and accurate or were unsafe. Actions resulted in either degraded or ineffective mission.

	Q	Q-	U
AREA 18. **Post Attack Assessment.**	Battle damage assessment was realistic, accurate, and timely. Attack flight and appropriate agencies were provided a concise report IAW governing directives.	Minor errors of omission/commission that did not detract from mission effectiveness. Need for study in some areas is indicated.	Unrealistic. Reports contained major errors or omissions. Reports were not timely.
AREA 19. **Area Procedures.**	Complied with all area procedures, range/MOA safety requirements and restrictions. Knowledgeable of emergency procedures (i.e., hung bombs, off range release, fire on range, MEDEVAC, etc.). Ensured aircraft briefed on applicable restrictions.	Minor errors of omission/commission that did not detract from mission effectiveness. Need for study in some areas is indicated.	Violated range procedures. Was not knowledgeable of range requirements. Incomplete knowledge of emergency procedures. Gave incomplete restrictions to fighters.
AREA 20. **FAC(A)/JFO/** **RO Interface.**	Successfully functioned as an air-ground interface to achieve mission effectiveness.	Minor errors of omission/commission that did not detract from mission effectiveness. Requires additional training as indicated.	Failed to provide effective interface between FAC(A)/JFO/RO required to achieve mission effectiveness.
AREA 21. **Laser Operations.**	Readily understood laser procedures (target distance, safety zone, etc.) from an effective location, using proper LTD code, terminology, and timely coordination.	Minor errors of omission/commission that did not detract from mission effectiveness or safety. Need for study in some areas is indicated.	Actions caused unsafe terminal environment or deficiencies noted precluded mission success.

	Q	Q-	U
AREA 22. IR Pointer Operations.	Readily understood and utilized IR Pointer procedures from an effective location, using proper IR Pointer terminology and timely coordination.	Minor errors of omission/commission that did not detract from mission effectiveness or safety. Need for study in some areas is indicated.	Actions caused unsafe terminal environment or deficiencies noted precluded mission success.
AREA 23. Inertially Aided Munitions Operations.	Readily understood inertially aided munitions procedures (coordinate format, coordinate reliability, target elevation, final attack clearance, and final attack headings/angle).	Minor errors of omission/commission that did not detract from mission effectiveness or safety. Need for study in some areas is indicated.	Actions caused unsafe terminal environment or deficiencies noted precluded mission success.
AREA 24. Night CAS Operations.	Readily understood night CAS procedures and tactics that enhanced mission effectiveness.	Minor errors of omission/commission that did not detract from mission effectiveness or safety. Need for study in some areas is indicated.	Actions caused unsafe terminal environment or deficiencies noted precluded mission success.
AREA 25. Safety. (CRITICAL)	Employed all available methods to ensure safety of flight and ground personnel. Analyzed emergency situations and implemented emergency procedures. Used equipment, to include signaling devices, laser target designators and IR marking devices, in a	NA	Any dangerous act. Disregarded safety procedures. Did not use equipment in a safe manner. Did not comply with safety requirements.

	Q	Q-	U
	safe manner.		

Table A2.2. JTAC-I Evaluation Areas and Grading Criteria.

	Q	Q-	U
AREA 26. Use the following grading area to conduct the recurring JTAC-I Evaluations.			
AREA 26.1. Equipment Preparation.	All equipment needed for mission accomplishment properly prepared and inspected. Unsatisfactory items identified and corrective actions taken.	Minor errors did not detract from mission/training effectiveness.	Major error precluded mission accomplishment or unnecessarily endangered personnel or equipment.
AREA 26.2. Lesson Overview with Statement of Objectives.	Thoroughly briefed the lesson overview and clearly stated the objective.	Minor errors did not detract from mission/training effectiveness.	Major omissions precluded mission/training success.
AREA 26.3. Instruction Effectiveness.	Assured student understood material and relationship to job performance	Minor errors did not detract from mission/training effectiveness.	Instruction was ineffective, precluded mission/training success.
AREA 26.4 Identified Procedures vs. Technique.	Thoroughly explained instructions as procedures and technical methods as techniques.	Minor errors did not detract from mission/training effectiveness.	Confused procedures with techniques, precluded mission/training success.
AREA 26.5 Training Aids.	Training aids were used in a manner that enhanced the training outcome.	Minor errors did not detract from mission/training effectiveness.	Training aids were omitted, precluded mission/training success.
AREA 26.6 Knowledge of Subject Matter.	Demonstrated thorough knowledge of the subject matter and used examples to clarify/enhance subject areas.	Minor errors did not detract from mission/training effectiveness.	Lack of knowledge or could not provide examples, precluded mission/training success
AREA 26.7 Communication.	Communications clear, concise, and understandable. Promoted effective training.	Minor errors did not detract from mission/training effectiveness.	Unacceptable communications impaired mission/training effectiveness.
AREA 26.8 Time Management.	Effectively managed time to ensure all objectives were covered.	Minor errors did not detract from mission/training effectiveness.	Did not cover all objectives or manage time wisely.

AREA 26.9 **Live, Dry, or SIM CAS Control Instruction.**	Provided proper instruction and feedback throughout the live-fly or SIM CAS mission.	Minor errors did not detract from mission/training effectiveness.	Improper CAS instruction and incorrect feedback precluded mission effectiveness.
AREA 26.10 **Administered Student Grade & Documentation.**	Assigned proper grade and completed training documentation correctly.	Minor errors did not detract from mission/training effectiveness.	Failed to assign proper grade when appropriate. Unable to complete training documentation correctly.
AREA 26.11. **Safety.** **(CRITICAL)**	Employed all available methods to ensure safety of flight and ground personnel. Used equipment, to include signaling devices, laser target designators and IR marking devices, in a safe manner.		Any dangerous act. Disregarded safety procedures. Did not use equipment in a safe manner. Did not comply with safety requirements.

Table A2.3. JTAC-E Evaluation Areas and Grading Criteria.

	Q	Q-	U
AREA 27. Use the following grading criteria when conducting both the initial and the recurring JTAC-E Evaluations.			
AREA 27.1. **Compliance with Pertinent Manuals.**	Complies with all manuals pertaining to the administration of a JTAC evaluation.	Complied with most manuals. Deviations did not jeopardize the effectiveness of the evaluation or safety.	Failed to comply with manuals or allowed safety to be jeopardized.
AREA 27.2. **Evaluation Briefing.**	Thoroughly briefed the JTAC on the conduct of the evaluation.	Omitted items during the briefing causing minor confusion. Did not fully brief the JTAC as to the conduct and purpose of the evaluation.	Failed to adequately brief the JTAC.
AREA 27.3. **Identification of Discrepancies and Assignment of Area Grades.**	Identified all discrepancies and assigned proper area grade.	Most discrepancies were identified. Failed to assign Q-grade when appropriate. Assigned discrepancies for performance that was within standards.	Failed to identify discrepancies related to discipline or deviations that merited an unqualified grade. Assigned Q-grades that should have been U or assigned U grades for performance within standards.
AREA 27.4. **Assessment of Overall Performance.**	Awarded the appropriate overall grade based on the JTAC's performance.	Awarded an overall grade without consideration of cumulative deviations in the JTAC's performance.	Did not award a grade commensurate with overall performance.
AREA 27.5 **Appropriate Assignment of Additional Training.**	Assigned proper additional training if warranted.	Additional training assigned was insufficient to ensure the JTAC would achieve proper level of qualification.	Failed to assign additional training when warranted.

AREA 27.6. Mission Debrief.	Thoroughly debriefed the JTAC on all aspects of the evaluation.	Failed to discuss all deviations and assigned grades. Did not advise the JTAC of additional training, if required.	Did not discuss any assigned area grades or overall rating. Changed grades without briefing the JTAC.
AREA 27.7. **Briefing unit leadership on the Evaluation.**	Thoroughly debriefed the JTAC's supervisor.	Debriefed supervisor, but failed to discuss all discrepancies, grades, or additional training.	Failed to debrief the JTAC's supervisor on an unsatisfactory evaluation.
AREA 27.8. **Completed Evaluation Documentation.**	Correctly completed all documentation required IAW manuals	Completed documentation with minor errors.	Failed to properly document evaluation IAW manuals.

Attachment 3

JTAC TRAINING FOLDER

A3.1. Part V. Inside back left side Documentation of Assessment and Evaluations. File the documents in chronological order with the most recent on top. AF Form 1036 will be used to document all initial qualification assessments at USAF formal JTAC qualification courses. **(T-1)** AF Form 1035 will be used (AFSOC may use USSOCOM Form 43) to document all subsequent evaluations. **(T-1)** Evaluations conducted before the introduction of AF Form 1035 will remain on the forms on which they were originally conducted. **(T-1).**

A3.1.1. AF Form 942, Record of Evaluation – All evaluations will be documented on this form starting with the individual's JTAC Certification Evaluation. **(T-1)** Additionally, any review of the evaluations for record will be annotated such as the mandatory records review prior to a Qualification Evaluation or Formal Inspection. **(T-1).**

A3.1.2. Minor Discrepancy Log – All minor discrepancies found on the individual's JTAC Evaluation Forms will be annotated on the Minor Discrepancy Log. **(T-1)** Minor discrepancies include, but are not limited to, spelling errors, erroneous dates, and incorrect references.

A3.1.3. Approved JTAC Assessment/Evaluation Form (e.g., AF Form 1035, USSOCOM Form 43, AF Form 8, AF Form 3827) – All JTAC initial qualification assessments and subsequent evaluations in the individual's history must be documented and located in this section. **(T-1)** The most recent assessment/evaluation will be on top. **(T-1)** Legacy documents are acceptable for the record and do not need to be transcribed onto the currently approved evaluation forms.

A3.1.3.1. If a JTAC evaluation form has an associated MFR, that MFR will be placed in this section immediately following the evaluation it is associated with.

A3.1.3.2. MFR Not Related to a Specific JTAC Evaluation Form – Any MFR that is not specifically associated with a JTAC Evaluation Form will be placed in this section in order from newest to oldest.

A3.2. AF Form 942, Record of Evaluation Procedures. The AF Form 942 is an index providing pertinent information extracted from all the JTAC evaluations accomplished by the member. The Stan/Eval function will review all unit Part Vs annually to confirm expiration dates used to track required periodic aircrew qualification evaluations are the same as those listed in the Part V. Annual review will be documented on the AF Form 942. An annual review of JTACs in inactive status is not required. The Minor Discrepancy log will be placed beneath the AF IMT 942.

A3.2.1. Data Entry. The sample AF Form 942 is provided to demonstrate the content, not the format, of the data presented.

A3.2.1.1. To facilitate the entry of data on the form use "ALL CAPS."

A3.2.1.2. One-line entry is used for all evaluations.

A3.2.1.3. Use each AF Form 942 until it is filled or "Z" out any unused blocks.

A3.2.2. Evaluation Inputs.

A3.2.2.1. Type Aircraft/Crew Position. Enter Duty Position as it appears on the member's AF Form 1035.

A3.2.2.2. Type of Evaluation. Enter the Type Evaluation of Part I of the member's AF Form 1035.

A3.2.2.3. Date Completed. Enter the Date Completed of the member's AF Form 1035.

A3.2.2.4. Qualification Level. Enter the appropriate qualification level as it appears on the member's AF Form 1035 (1, 2, or 3).

A3.2.3. Initial MAJCOM and Change. A one-line, undated entry containing the MAJCOM title will be made for initial MAJCOM and each change in the MAJCOM. An intra-MAJCOM PCS will not result in new entry.

A3.2.4. JTAC-E-PM initial or annual records review. **NOTE:** The JTAC-E-PM review is only conducted once during the initial review of the JTAC's training and evaluation folder. Further reviews (even if conducted by the JTAC-E-PM) are documented as annual records reviews.

A3.2.4.1. Type Aircraft/Crew Position. Leave Blank.

A3.2.4.2. Type Evaluation. Enter JTAC-E-PM Review or Record Rev (for annual review).

A3.2.4.3. Date Completed. Enter date of JTAC-E-PM Review or Record Review.

A3.2.5. Computer Generated AF Form 942. A computer generated AF Form 942 will be used, and cumulative entries must be retained.

Figure A3.1. Sample AF Form 942 Record of Evaluation.

ACFT/CREW POSITION	TYPE OF EVALUATION	DATE COMPLETED	QUALIFICATION LEVEL	ACFT/CREW POSITION	TYPE OF EVALUATION	DATE COMPLETED	QUALIFICATION LEVEL
	ACC						
JTAC	INIT MSN LIVE	20100101	3				
JTAC	INIT MSN SIM	20100205	1				
	RECORDS REV	20110201					
JTAC	MSN LIVE	20110608	2				
	RECORDS REV	20120201					
JTAC	MSN LIVE	20120911	2				
	PACAF						
	JTAC-E PM REV	20121204					
JTAC	N/N MSN SIM	20130220	1				
JTAC	SPOT LIVE	20130509	1				
	RECORDS REV	20131202					
JTAC	MSN LIVE	20140613	1				
JTAC-I	INIT INSTR SIM	20140613	1				
JTAC-I	N/N SPOT LIVE	20141110	1				
	RECORDS REV	20141208					
	ACC						
	JTAC-E PM REV	20151022					
JTAC-I	RQ MSN LIVE	20160128	1				
JTAC-E	INIT JTAC-E SIM	20160509	1				
	RECORDS REV	20161010					

RECORD OF EVALUATION

NAME *(Last, First, Middle Initial)*
Doe, John A

DoD ID
1234567890

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 8013; EO 9397
PRINCIPAL PURPOSE: Source document used to record aircrew evaluations.
DISCLOSURE IS VOLUNTARY: DoD ID Number is used to establish individual identity. Failure to provide may result in a loss of aircrew evaluation records.

AF Form 942, 20201005 (Technical Fix applied 20220120)   PREVIOUS EDITIONS ARE OBSOLETE
Prescribed by AFMAN11-202V2

Attachment 4

STANDARDIZATION/EVALUATION BOARD (SEB) MINUTES FORMAT EXAMPLE

Figure A4.1. Standardization/Evaluation Board (SEB) Minutes Format Example.

MEMORANDUM FOR (next higher headquarters)

FROM: (Unit's complete address)

SUBJECT: STANDARDIZATION/EVALUATION BOARD (SEB) MINUTES

1. SEB Attendees: (Name and organization).

a. Required personnel in attendance.

b. Additional attendees.

c. Required personnel unable to attend and reason.

2. Overview: (Enter focus, manning status, and other concerns).

a. Focus.

b. Manning.

c. Summary.

3. Evaluations. (Report any JTAC and JTAC-E evaluations).

a. Total evaluations. (JTAC and JTAC-E separately).

b. Q-1s.

c. Q-2s.

d. Q-3s.

e. No-Notice. (Total accomplished and what percentage of the unit affected).

f. Evaluations broken down by individual JTAC-E. (Type and result).

g. Spot evaluations and any specific criteria.

4. MSN Evaluation Downgrades. (List downgrades on all JTAC evaluations reported on this SEB).

5. Written Examinations. (Report Ground-Phase evaluation exam performance).

a. Ground-Phase evaluation exams administered, passed, failed. Compute average score in each category.

b. Missed questions. (Listing of missed questions and number of occurrences).

6. Waivers and Extensions. Identify all waivers and extensions submitted whether approved or not yet approved (examples extend period of JTAC qualification, experience waiver for JTAC-E upgrade, JTAC-E approved for non-USAF JTAC-E support).

7. Trends. Identify new, continuing, and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s), and any suspense date.

8. Old Business. Enter the disposition of any items left open from last board meeting. If final action was taken on an item during the period, state the action taken and then close the item if approved by the board chairman. If an item remains open, list the action since the last board.

9. New Business. Enter all new business discussed during the board. The new business items are those included on the published agenda along with any unplanned items discussed.

10. MQF review date (if used).

11. Corrective actions taken since last formal visit.

12. Other: This is an optional paragraph that can be used as necessary. **Note:** Groups should use this area to list units who received a functional visit during this SEB period.

13. Problems Requiring Higher Headquarters (HHQ) Assistance. Enter problems that, based on the board resolution, require HHQ assistance. The assistance may be in any form (e.g., functional visit requests, clarification of policy/directives).

(SIGNATURE BLOCK of SEB Chair)

Attachments:

1. (If used)

Attachment 5

AF FORM 1036 INSTRUCTIONS AND EXAMPLES

A5.1. AF Form 1036 Instructions and Examples.

A5.1.1. General Guidelines. The following directions will clarify how to properly fill out and complete the AF 1036.

A5.2. Part I. Personal Data.

A5.2.1. Name *(Last, First MI)*.

A5.2.2. Rank: SrA.

A5.2.3. Certified Date: Date of completion for initial certification as a JTAC if graduation occurs with no deficiencies. If student leaves the ICC with deficiencies, leave this date blank. The members gaining unit will put the certified date after all deficiencies and additional training are corrected.

A5.2.4. DoD ID: DoD identification number (or personal ID number if not assigned a DoD ID number) of the individual being evaluated.

A5.2.5. Unit: Unit that the examinee is assigned (e.g., 6 CTS).

A5.2.6. AFSC: 5-charachter AFSC of examinee DoD ID: DoD identification number (or personal ID number if not assigned a DoD ID number) of the individual being evaluated.

A5.2.7. Status: Select "Certified" from the dropdown if the student has no deficiencies upon graduation. If the student graduates with deficiencies, leave this dropdown unselected. Gaining unit will select "Certified" and input the date of certification after all deficiencies and additional training are corrected.

A5.3. Part II. ICT Assessment Data.

A5.3.1. Assessment Location: The location where the evaluation was conducted (e.g., McPherson Impact Area, Fort Bragg, NC).

A5.3.2. Assessment Date: Date that the event was conducted.

A5.3.3. Assessment Prefix: Check box for live or sim IAW AFMAN 10-3500V2

A5.3.4. Threat Level: Select from the drop-down menu, threat level 1-5.

A5.4. Part III. ICC Exam.

A5.4.1. Date Given: Select the date that the ICC exam was accomplished.

A5.4.2. Test Version: Input the version number of the closed book test that was administered.

A5.4.3. Score: Enter the score that the individual received on the test in this block.

A5.4.4. Re-test Date: If a re-test was required, select the date that the ICC re-test was administered.

A5.4.5. Re-test Version: If a re-test was required, enter the version number of the closed book test that was administered.

A5.4.6. Score: If a re-test was required, enter the score that the individual received on the test in this block.

A5.5. Part IV. Assessment Criteria.

A5.5.1. Event Description: Enter in the type of scenario, assets involved, and any other relevant amplifying data. Keep this simple and do not include classified data. Example: High threat MCO scenario in Eastern Europe supporting airborne forces against light armor. Live assets: 2x PL F-16, 2x US A-10. Simulated assets: JSTARS, MQ-9, 4x AH-64, 4x M109 Paladin.

A5.5.2. Tasks and Status: For each Item 1-31, select from the drop-down options S, US, N-A, defined below. For Item 32, select from the drop-down menu Go/No-Go to indicate if the student has completed the minimum JTAC Certification controls (AFMAN 10-3505V1, Table 4.1.)

A5.5.2.1. Satisfactory (S)-The student has demonstrated the desired level of performance in the task.

A5.5.2.2. Unsatisfactory (US)-The student did not perform the task at an acceptable level, and additional training is required. **Note:** Correspondingly mark that there are deficiencies and the additional training items in Part V.

A5.5.2.3. Not Attempted (N-A)–For reasons outside the student's control, the student did not attempt this task. **NOTE:** Correspondingly mark that there are deficiencies and list the additional training items in Part V.

A5.6. Part V. Deficiencies.

A5.6.1. Deficiencies: If the student has an "S" for Items 1-31 and a "Go" for Item 32, select

A5.6.1.1. "No" from the drop-down menu. If one or more Items are marked "US" or Item 32 is marked

A5.6.1.2. "No-Go" the evaluator must select "Yes" from the drop-down menu.

A5.6.2. Additional Training Items: If there are deficiencies, list all item numbers from the evaluation that require additional training. Define each required training item in Part VII Remarks.

A5.7. Part VI – Endorsement.

A5.7.1. Evaluator: Type name and grade of the evaluator for this evaluation. (e.g., Doe, John A, GS12).

A5.7.2. Commander: Type the name and grade of the commander. (e.g., Doe, John A, Lt. Col).

A5.7.3. Office Symbol: The office symbol code for the respective signatory.

A5.7.4. Concur/Non-Concur (Commander only): Indicates if the commander concurs/non-concurs with the evaluator's assessment A Non-Concur from the commander that results in a failure of the assessment or downgrade of specific assessment items will be considered a commander directed downgrade.

A5.7.5. Signature: Evaluator/commander sign the document.

A5.7.6. Date: Date that evaluator/commander signs the AF Form 1036.

A5.7.7. Name and Rank of Examinee: Examinee enters their name and rank. (e.g., Doe, John A, A1C)

A5.7.8. Signature of Examinee: Examinee signs to indicate they have been briefed and understand the action(s) being taken on the date of their signature.

A5.7.9. Date examinee signs the AF Form 1036.

A5.8. Part VII. Remarks.

A5.8.1. Inputting remarks is required if there are deficiencies on any item. Remarks are encouraged but optional for Certified individuals without deficiencies.

A5.8.2. In the remarks block enter any amplifying and relevant information to the examinee's performance during evaluation, discrepancies, and/or downgrades during the assessment.

A5.8.3. If discrepancies are listed, state whether they were debriefed with the individual.

A5.8.4. If the commander has any remarks, they will place them here.

A5.8.5. Specify in detail the additional training required by the examinee before they can be considered Certified.

A5.9. Part VIII. Additional Training (only to be completed if the student graduates with deficiencies and is not considered Certified).

A5.9.1. Training Due Date: Input a date 60 days after individuals' arrival at duty station.

A5.9.2. Training Completion Date: Input the actual date that the training was completed.

A5.9.3. Additional Comments: Explain how additional training was accomplished that resulted in certification of the member.

A5.9.4. Training Completion Certifier Name: Enter the name of the individual certifying that all additional training and deficiencies were completed and corrected. (e.g., Doe, John A).

A5.9.5. Certifier Rank: Rank of certifier.

A5.9.6. Signature: Training completion certifier signs the document.

A5.9.7. Date: Input the date that the certifying official signed the AF Form 1036.

Figure A5.1. Example Completed AF Form 1036 for JTAC-ICT Graduated Certified.

JTAC INITIAL CERTIFICATION TRAINING			

PART I - PERSONAL DATA

NAME (Last, First, Middle Initial):	RANK:	CERTIFIED DATE:	DoD ID:
Doe, John, A	SrA	01/31/2023	111-11-1111

UNIT:	AFSC:	STATUS:
6CTS	1Z331	Certified

PART II - ICT ASSESSMENT DATA

ASSESSMENT LOCATION:	ASSESSMENT DATE:	ASSESSMENT PREFIX:	THREAT LEVEL
NTTR, Nellis AFB, Nevada	31-Jan-23	LIVE ✓ SIM ☐	2

PART III - ICC EXAM

DATE GIVEN:	TEST VERSION:	SCORE:	RE-TEST DATE:	RE-TEST VERSION:	SCORE:
22-Dec-22	2	98			

PART IV - ASSESSMENT CRITERIA

EVENT DESCRIPTION: Battalion sized LSCO fight. Assets- 2x A10 (Hawg 31/32) 2xF16(Viper 11/12) 1xMQP(Reaper 61)

ITEM	TASK	STATUS	ITEM	TASK	STATUS
1	MISSION PLANNING	Satisfactory	17	WEAPONS UTILIZATION	Satisfactory
2	EQUIPMENT PREPERATION	Satisfactory	18	CAS AIRCRAFT CONTROL	Satisfactory
3	COMM EQUIPMENT OPERATIONS	Satisfactory	19	ORDNANCE ADJUSTMENT	Satisfactory
4	GPS OPERATIONS	Satisfactory	20	POST-ATTACK ASSESSMENT	Satisfactory
5	TRANSMIT/RECIEVE OPEATIONS	Satisfactory	21	AREA PROCEDURES	Satisfactory
6	AUTHENTICATION PROCEDURES	Satisfactory	22	FAC(A)/JFO/RO INTERFACE	Satisfactory
7	CAS REQUEST SUBMISSION	Satisfactory	23	LASER OPERATIONS	Satisfactory
8	TARGET ANALYSIS	Satisfactory	24	IR POINTER	Satisfactory
9	THREAT ANALYSIS	Satisfactory	25	INERTIALLY AIDED MUNITIONS OPS	Satisfactory
10	GROUND COMMANDER COORD	Satisfactory	26	NIGHT CAS OPERATIONS	Satisfactory
11	FIRES/AIRSPACE MANAGEMENT	Satisfactory	27	SITUATIONAL AWARENESS	Satisfactory
12	GROUND FORCE STAFF COORD	Satisfactory	28	COMMUNICATIONS	Satisfactory
13	AIRSPACE MANAGEMENT	Satisfactory	29	TIME MANAGEMENT	Satisfactory
14	USE OF SIGNALING DEVICE	Satisfactory	30	BATTLE TRACKING	Satisfactory
15	JTAC TO CAS AIRCRAFT BRIEF	Satisfactory	31	SAFETY	Satisfactory
16	DIGITALLY-AIDED CAS SYSTEMS	Satisfactory	32	MINIMUM CERTIFICATION CONTROLS	Go

PART V - DEFICIENCIES

YES/NO	ADDITIONAL TRAINING ITEMS:
No	

PART VI - ENDORSEMENTS

NAME (Last, First, Middle Initial)	RANK:	OFFICE SYMBOL	CONCUR/ NON-CONCUR	SIGNATURE	DATE
EVALUATOR: Smith, Joe, A	TSgt	DOJ			01-Feb-23
COMMANDER: Doe, Johnny, C	Lt Col	CC	Concur		01-Feb-23

I certify that I have been briefed and understand the action(s) being taken on this date.

EXAMINEES NAME (Last, First, Middle Initial):	RANK:	EXAMINEES SIGNATURE	DATE
Doe, John, A	SrA		02/02/2023

AF FORM 1036 YYYMMDD
Prescribed by AFMAN 10-3505V2

Figure A5.2. Example Completed AF Form 1036 for JTAC-ICT Graduated Certified.

PART VII - REMARKS

ICC Exam: Missed question 12. Examinee was debriefed and understands why their answer was incorrect.

ICC Capstone: -Area 10 (satisfactory) Examinee made minor errors of omission while conducting ground commander coordination during the planning phase. There was confusion synchronizing the ground commanders intent for CAS while executing attacks during different phases of the operation. These actions did not detract from the mission effectiveness. Examinee was debriefed.
-Area 14 (satisfactory) Examinee made minor errors of omission while transmitting line 8 multiple times during their CAS breifing. The examinee would transmit their CAAS brief and get to line 8 only to realize that they did not account for closest friendlies. Realizing that error, the examinee had the aircraft standby while they coordinated with the ground commander to provide the most accurate friendly location. These actions did not detract from mission success. The examinee self-corrected and was thoroughly debriefed.
Additional Comments: None
Commanders Remarks: None
Deficiencies/Additional Training: None

PART VIII - ADDITIONAL TRAINING

I certify that the Examinee has satisfactorily accomplished all additional training items marked in Part 5 by the Evaluator. The Examinee is now certified.

TRAINING DUE DATE:	TRAINING COMPLETION DATE:

ADDITIONAL COMMENTS:

TRAINING COMPLETION CERTIFIER NAME *(Last, First, Middle Initial):*	RANK:	SIGNATURE:	DATE

AF FORM 1036 YYYMMDD
Prescribed by AFMAN 10-3505V2

Page 2 of 2

Figure A5.3. Example Completed AF Form 1036 for JTAC-ICT Graduated with Deficiencies.

JTAC INITIAL CERTIFICATION TRAINING				

PART I - PERSONAL DATA

NAME (Last, First, Middle Initial):	RANK:	CERTIFIED DATE:	DoD ID:	
Doe, John, A	SrA	03/22/2023	111-11-1111	

UNIT:	AFSC:	STATUS:
6CTS	1Z331	Certified

PART II - ICT ASSESSMENT DATA

ASSESSMENT LOCATION:	ASSESSMENT DATE:	ASSESSMENT PREFIX:	THREAT LEVEL
NTTR, Nellis AFB, Nevada	31-Jan-23	LIVE ✓ SIM ☐	2

PART III - ICC EXAM

DATE GIVEN:	TEST VERSION:	SCORE:	RE-TEST DATE:	RE-TEST VERSION:	SCORE:
22-Dec-22	2	98			

PART IV - ASSESSMENT CRITERIA

EVENT DESCRIPTION: Battalion sized LSCO fight. Assets- 2x A10 (Hawg 31/32) 2xF16(Viper 11/12) 1xMQP(Reaper 61)

ITEM	TASK	STATUS	ITEM	TASK	STATUS
1	MISSION PLANNING	Satisfactory	17	WEAPONS UTILIZATION	Satisfactory
2	EQUIPMENT PREPERATION	Satisfactory	18	CAS AIRCRAFT CONTROL	Satisfactory
3	COMM EQUIPMENT OPERATIONS	Satisfactory	19	ORDNANCE ADJUSTMENT	Satisfactory
4	GPS OPERATIONS	Satisfactory	20	POST-ATTACK ASSESSMENT	Satisfactory
5	TRANSMIT/RECIEVE OPEATIONS	Satisfactory	21	AREA PROCEDURES	Satisfactory
6	AUTHENTICATION PROCEDURES	Satisfactory	22	FAC(A)/JFO/RO INTERFACE	Satisfactory
7	CAS REQUEST SUBMISSION	Satisfactory	23	LASER OPERATIONS	Satisfactory
8	TARGET ANALYSIS	Satisfactory	24	IR POINTER	Satisfactory
9	THREAT ANALYSIS	Satisfactory	25	INERTIALLY AIDED MUNITIONS OPS	Satisfactory
10	GROUND COMMANDER COORD	Satisfactory	26	NIGHT CAS OPERATIONS	Satisfactory
11	FIRES/AIRSPACE MANAGEMENT	Satisfactory	27	SITUATIONAL AWARENESS	Satisfactory
12	GROUND FORCE STAFF COORD	Satisfactory	28	COMMUNICATIONS	Satisfactory
13	AIRSPACE MANAGEMENT	Satisfactory	29	TIME MANAGEMENT	Satisfactory
14	USE OF SIGNALING DEVICE	Satisfactory	30	BATTLE TRACKING	Satisfactory
15	JTAC TO CAS AIRCRAFT BRIEF	Satisfactory	31	SAFETY	Satisfactory
16	DIGITALLY-AIDED CAS SYSTEMS	Satisfactory	32	MINIMUM CERTIFICATION CONTROLS	No-Go

PART V - DEFICIENCIES

YES/NO	ADDITIONAL TRAINING ITEMS:
Yes	32

PART VI - ENDORSEMENTS

NAME (Last, First, Middle Initial)	RANK:	OFFICE SYMBOL	CONCUR/ NON-CONCUR	SIGNATURE	DATE
EVALUATOR: Smith, Joe, A	TSgt	DOJ		[signature]	01-Feb-23
COMMANDER: Doe, Johnny, C	Lt Col	CC	Concur	[signature]	01-Feb-23

I certify that I have been briefed and understand the action(s) being taken on this date.

EXAMINEES NAME (Last, First, Middle Initial):	RANK:	EXAMINEES SIGNATURE	DATE
Doe, John, A	SrA	[signature]	02/02/2023

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Figure A5.4. Example Completed AF Form 1036 for JTAC-ICT Graduated with Deficiencies.

PART VII - REMARKS

ICC Exam: Missed question 12. Examinee was debriefed and understands why their answer was incorrect.

ICC Capstone: -Area 10 (satisfactory) Examinee made minor errors of omission while conducting ground commander coordination during the planning phase. There was confusion synchronizing the ground commanders intent for CAS while executing attacks during different phases of the operation. These actions did not detract from the mission effectiveness. Examinee was debriefed.
-Area 14 (satisfactory) Examinee made minor errors of omission while transmitting line 8 multiple times during their CAS breifing. The examinee would transmit their CAAS brief and get to line 8 only to realize that they did not account for closest friendlies. Realizing that error, the examinee had the aircraft standby while they coordinated with the ground commander to provide the most accurate friendly location. These actions did not detract from mission success. The examinee self-corrected and was thoroughly debriefed.
Additional Comments: None
Commanders Remarks: None
Deficiencies/Additional Training: There was a lack of live-fly CAS that resulted in an Item 32 "No-Go" for type-1 controls. Two type-1 controls are needed for certification.

PART VIII - ADDITIONAL TRAINING

I certify that the Examinee has satisfactorily accomplished all additional training items marked in Part 5 by the Evaluator. The Examinee is now certified.

TRAINING DUE DATE:	TRAINING COMPLETION DATE:
01-Apr-23	22-Mar-23

ADDITIONAL COMMENTS:

-SrA Doe was sent TDY to Grayling Range, MI and completed two live type-1 controls satisfactorily under JTAC-I supervision. SrA Doe is ICT complete IAW AFMAN 10-3505V1, Table 4.1 and is now Certified.

TRAINING COMPLETION CERTIFIER NAME (Last, First, Middle Initial):	RANK:	SIGNATURE:	DATE
Brabham, Jack, R	TSgt		03/23/2023

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Attachment 6

SAMPLE MESSAGE, CONTROLLED READ FILE (CRF) FORMAT

Figure A6.1. Sample Message, Controlled Read File (CRF) Format.

NOTE: The information below is an example of a template any unit may use when drafting a CRF item. The "To" block is not all encompassing and should include all subordinate units that fall under the purview of each respective level of command issuing the CRF item. Use appropriate unit level letterhead and transmit the signed CRF via e-mail to applicable subordinate unit Stan/Eval sections.

CONTROLLER READ FILE TEMPLATE

FROM: ACC/A3J

TO: 93 AGOW/CC
     435 AGOW/CC
      18 ASOG/CC
      3 ASOG/CC
      1 ASOG/CC
     720 STG/CC
     NGB/A3O

SUBJECT: The Subject Line contains the CRF number and title of the CRF item (if applicable)

REF A: Reference A is a location the CRF reviewer can reference any other material, whether it is a message or another CRF item, pertinent to the CRF entry. If more than one reference is needed, use REF B, C, etc.

1. Applicability paragraph. This paragraph lists the MAJCOM (s) that the CRF item is applicable to, lists the MAJCOM(s) that will retransmit the CRF item and those MAJCOMs for which the CRF item is "for information only."

2. Directive paragraph. CRF authors will use this paragraph to give direction to controllers regarding procedures or guidance. This information will be placed immediately following the applicability paragraph to ensure a consistent place for new procedures or guidance.

3. Amplification paragraph. This paragraph should focus on background information to the controllers, or any other

amplifying data deemed necessary by the CRF item author for controllers to understand the impetus behind the CRF item. The CRF item should be limited to one or two pages in length. Additional supporting background documentation should be included in attachments or references.

a. Amplifying data may be organized into subparagraphs or follow-on paragraphs.

b. If follow-on paragraphs are used, ensure paragraphs are numbered correctly.

4. Administrative paragraph. Use this paragraph to show where the CRF item needs to be placed (Part B or C), and for how long the CRF item is to remain in effect. Other items of an administrative nature may also be placed in this paragraph.

5. Receipt/Point of Contact paragraph. This paragraph directs units to acknowledge receipt of the CRF item within a desired timeframe. It also lists CRF item point of contact(s) and the point of contact's phone number and email address.