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OF THE AIR FORCE**

**AIR FORCE MANUAL 13-1AOC  
VOLUME 2**



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

**STANDARDIZATION/EVALUATION  
PROGRAM-AIR OPERATIONS CENTER  
(AOC)/OPERATIONS CENTER (OC)**

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This Air Force Manual implements Air Force Policy Directive (AFPD) 13-1, *Command and Control Enterprise (C2 Enterprise)*, and is consistent with and responsive to relevant portions of AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*. It provides the criteria and procedures necessary to conduct the Standardization and Evaluation (STAN/EVAL) program for Air Operations Center/Operations Center (AOC/OC) element that support combatant commanders, including Air National Guard (ANG) and Air Force Reserve AOC augmentation units. This manual applies to all civilian and uniformed members of the Regular Air Force (RegAF), Air Force Reserve and Air National Guard that operate the AOC weapon system. This AFMAN does not apply to the Civil Air Patrol. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. The authorities to collect and or maintain the records prescribed in this publication are Title 10, United States Code, Section 9013 and Executive Order 9397. Forms affected by *The Privacy Act 1974* (PA) have an appropriate PA statement. This manual requires the collection and or maintenance of information protected by the PA authorized by Title 10 United States Code, Section 9013, Secretary of the Air Force. System of records notice F036 AF PC N, Unit Assigned Personnel Information applies. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for*

*Change of Publication*, route AF Forms 847 from the field through the appropriate functional chain of command. Air Combat Command, STAN/EVAL Branch (ACC/A3TV) shall coordinate all AF Form 847 changes with Air Combat Command, Air Operations Center/Air Force Forces Branch (ACC/A3CO) prior to approval. Parent major commands (MAJCOMs) of geographic AOCs and Air Reserve Component (ARC) aligned units may supplement this AFMAN. Parent MAJCOMs of global AOC/OCs may supplement this AFMAN with information concerning STAN/EVAL of their personnel identified to support AOC phased operations. Parent MAJCOMs will then forward to ACC/A3TV and Headquarters Air Force, Command and Control Branch (AF/A3TY). The authorities to waive wing/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 Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. All waivers will be submitted on AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. For non-tiered items in this AFMAN or MAJCOM supplements, MAJCOM STAN/EVAL is the waiver authority for policy guidance in this AFMAN. The MAJCOM/A3 is the waiver authority for individual requirements of items not specified in this AFMAN on a case-by-case basis. For non-tiered compliance statements directed above the Field Operating Agency/Direct Reporting Unit/wing level, submit requests for waivers to the first commander or division chief in the chain of command, or his/her delegated representative. All approved waivers will be sent to ACC/A3TV within 30 days of approval. Units will report all deviations or exceptions without waiver, through functional channels, to the MAJCOM OPR. All approved waivers will be uploaded into the Management Internal Control Toolset (MICT) for inspection activity review and publication OPR's situational awareness/filing. ACC/A3TV will send copies of approved waivers to all AOC MAJCOM counterparts. The applicable SORN F036 AF PC C, *Military Personnel Records System* is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

## **SUMMARY OF CHANGES**

AFMAN 13-1 AOC, Vol 2 is part of a 3-volume set. This 3-volume set of publications is converting to AFMANs. This AFMAN is substantially revised and must be completely reviewed. It corrects office symbols for various organizations including OPR and implements waiver authority (tiering) guidance in AFI 33-360.

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## Chapter 1

### OVERVIEW

**1.1. Purpose.** This AFMAN identifies the objectives, organization, and responsibilities of the AOC/OC STAN/EVAL program, and provides administrative procedures to assure commanders at all levels that basic performance requirements for core AOC assignments have been met. The intent of this program is divisional and functional qualifications for crewmembers permanently assigned to core divisions (Intelligence, Surveillance, and Reconnaissance Division (IRD), Strategy Division (SRD), Combat Plans Division (CPD) Combat Operations Division (COD), and Air Mobility Division (AMD)), involved in planning or executing missions, and/or involved in applicable tasking or targeting cycles. The STAN/EVAL program is designed to provide commanders a tool to assess and document individual crewmember knowledge and skills, as well as their ability to manage operational risk.

1.1.1. This AFMAN sets requirements for both the STAN/EVAL examiner and examinee with procedures and evaluation criteria for use during divisional evaluations: (i.e Initial Qualification (INIT QUAL), Qualification (QUAL), Mission Qualification (MSN), Requalification (RQ), and Spot (SPOT) Evaluations). Specific areas are prescribed to ensure an accurate assessment of the proficiency and capabilities of operations personnel. STAN/EVAL examiners and examinees will be thoroughly familiar with the prescribed rating criteria in this document.

1.1.2. In the rest of this AFMAN, the term “AOC” will refer to all geographic, global, and functional AOC and OCs, unless otherwise specified.

1.1.3. All certifications awarded prior to the release of the AFMAN rewrite will be grandfathered to a qualification that does not require an AF Form 8, *Certificate of Aircrew Qualification*, or AF Form 4350, *Certificate of Intelligence Qualification*. Any qualifications awarded after the release of this publication will require an AF Form 8 or AF Form 4350. Cyber crew positions will be qualified per AFI 17-202 Volume 2, *Cybercrew Standardization and Evaluation Program*, and AFI 17-2ACD Volume 2, *Air Force Cyberspace Defense (ACD) Standardization and Evaluation*. Other personnel assigned to support the AOC will use AFI 36-2651, *Air Force Training Program*, and their career field’s applicable quality assurance, certification, or job qualification.

**1.2. Objectives.** The overall objective of the AOC STAN/EVAL program is to standardize procedures and provide commanders with a tool to validate mission readiness and provide meaningful indicators reflecting division, team, and overall unit qualifications, capabilities, and effectiveness. Specific program objectives are to:

1.2.1. Provide a system to assess and document individual crewmember proficiency and capability to accomplish assigned C2 duties.

1.2.2. Develop and ensure standardization of applicable operational procedures for weapon system employment.

1.2.3. Ensure compliance with appropriate operational, training, and administrative directives.

1.2.4. Evaluate and revise operational directives, procedures, and techniques as required.

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

1.2.6. Recognize trends, recommend and initiate changes to training programs and directives.

## Chapter 2

### ROLES AND RESPONSIBILITIES

**2.1. Scope.** This chapter defines Headquarters Air Force (HAF), MAJCOM, and Numbered Air Force (NAF), AOC, and AOC Division STAN/EVAL functions.

**2.2. Headquarters Air Force.** AF/A3TY Command and Control division provides policy, guidance, and advocacy for the AOC Weapon System. This division is the Headquarters Air Force Functional Area Manager for the AOC Weapon System and reports to the Director of Training and Readiness (AF/A3T). AF/A3TY:

2.2.1. Coordinates with ACC/A3TV for rewrite and publication of this AFMAN.

2.2.2. Coordinates with MAJCOM STAN/EVAL functions to develop AF-level STAN/EVAL Self-Assessment Communicator (SAC) and uploads the SAC in the MICT as specified in AFI 90-201, *The Air Force Inspection System*.

### 2.3. MAJCOMs.

2.3.1. General. MAJCOM staffs are primarily responsible for setting MAJCOM policy and establishing administrative processes. MAJCOMs will be responsible for the conduct of operations for AOC/OC under their direct command and as such will ensure specific training/evaluation requirements for enabler functionalities (for both tailored and functional AOC/OC) identified in supplements to this AFMAN and AFI 13-1AOC, Volume 1, *Ground Environment Training Air Operations Center (AOC)*. MAJCOMs are responsible for the following functions:

2.3.1.1. Maintains oversight of STAN/EVAL functions in lower echelon units and in gained ANG units.

2.3.1.2. Convenes conferences and working groups, as necessary, to review and improve command STAN/EVAL policies and procedures.

2.3.1.3. Provides staff coordination and control of all Crew Information File (CIF) items issued from the MAJCOM level to units (see [Chapter 9](#)).

2.3.1.4. Establishes guidance for Patriot Excalibur (PEX) or other MAJCOM-mandated STAN/EVAL software.

2.3.1.5. Will coordinate on and process applicable AF Forms through STAN/EVAL channels (Air Operations Center Stan/Eval (AOCV), NAF [if applicable] and MAJCOM) and in accordance with AFI 11-215, *Flight Manuals Program*. (T-2). ANG units will utilize the lead MAJCOM AF Form 847 process. (T-2).

2.3.1.6. Assists lead MAJCOM with the review, updating and distribution of Master Question Files (MQFs) (see [Chapter 6](#)).

2.3.1.7. Coordinates on operational procedures, evaluation criteria and guidance in conjunction with the lead MAJCOM and other user MAJCOMs operating AOCs.

2.3.1.8. Provides STAN/EVAL program staff to MAJCOM/IG in support of Unit Effectiveness Inspections (UEI).

2.3.1.9. Provides Staff Assistance Visits (SAV) when requested by AOC/Commanders.



2.3.1.10. May establish a program providing evaluations to Higher Head Quarters (HHQ) on specific crewmembers (i.e. Commanders or Chiefs of STAN/EVAL) that includes MAJCOM or NAF evaluation visits in accordance with Attachment 2 of AFI 90-201. Such programs will not include programmatic compliance inspections.

2.3.1.11. Establishes guidance for MAJCOM-mandated STAN/EVAL software. (T-2).

2.3.1.12. Providing overall management of their command STAN/EVAL programs. (T-2).

2.3.1.13. Responsible for implementation of STAN/EVAL program as outlined in this AFMAN.

2.3.2. MAJCOM STAN/EVAL Chiefs designate and certify MAJCOM examiners in writing.

2.3.3. MAJCOM and NAF examiners will maintain a minimum qualification as an instructor and will execute at a rate that will maintain an adequate level of proficiency and currency. (T-2).

2.3.4. Reviews supplements to this AFMAN to ensure compliance with basic policy guidance in this AFMAN.

2.3.5. Maintains liaison with Air Staff organizations, MAJCOMs, and career field managers to ensure compliance by all unit supervisory staff and mission crew personnel.

2.3.6. Coordinates with HAF organizations and MAJCOM STAN/EVAL functions to ensure guidance in separate AFIs conforms to and complies with basic Air Force guidance contained in this AFMAN.

## **2.4. Air Combat Command Director of Air and Space Operations Training, Standardization, and Evaluation (ACC/A3TV). ACC/A3TV will:**

2.4.1. Provide overall management of the STAN/EVAL program and will implement the program as outlined in this AFMAN in coordination with applicable MAJCOMs. (T-2).

2.4.2. Convene conferences, meetings, and working groups, as necessary (at least once annually), to review command STAN/EVAL policies and procedures. (T-2).

2.4.3. Designate office of collateral responsibility (OCR) for the MQF. Post approved MQF for the AOC on the ACC/A3TV AF Portal web page (<https://acc.eim.acc.hedc.af.mil/org/A3/A3T/A3TV/MQF/default.aspx>). (T-2).

2.4.4. Develop standardized positional checklists as required. (T-2).

2.4.5. Provide oversight and guidance for development of standardized positional certification checklists to be used in unit commander recognition of Combat Mission Ready (CMR) status. These checklists will become basis for future development of positional evaluation checklists. (T-2).

2.4.6. Provide guidance on STAN/EVAL to intelligence and communications personnel assigned to an AOC. Communications personnel will use the Quality Assurance function as applicable as equivalent substitute for STAN/EVAL. (T-2).

## 2.5. Numbered Air Forces (NAF).

- 2.5.1. Maintains oversight of STAN/EVAL functions in lower echelon units and in gained ANG units.
- 2.5.2. Convenes conferences and working groups, as necessary, to review and improve command STAN/EVAL policies and procedures.
- 2.5.3. Provides staff coordination and control of all CIF items issued from the NAF level to units (see [Chapter 9](#)).
- 2.5.4. Establishes guidance for PEX or other MAJCOM-mandated STAN/EVAL software.
- 2.5.5. Provides STAN/EVAL program staff to MAJCOM/IG in support of UEIs.
- 2.5.6. Provides SAVs when requested by AOC Commanders.

## 2.6. AOC Commander. The conduct of the unit level STAN/EVAL program is directed by the Air Operations Center Commander (AOC/CC).

- 2.6.1. Air Operations Center Commander (AOC/CC).
  - 2.6.1.1. Assign additional duties to support the AOC STAN/EVAL AOCV function and execute the duties directed by this AFMAN.
  - 2.6.1.2. Designate and certify AOCV examiners (see [paragraph 4.2](#)); commanders may delegate this responsibility to Division Chiefs.
  - 2.6.1.3. Provide the means to procure the necessary materials for qualification planning, execution, and supervision
  - 2.6.1.4. Provide a suitable STAN/EVAL testing area.
  - 2.6.1.5. Chair the Standardization and Evaluation Board (SEB).
  - 2.6.1.6. Establish procedures to implement MAJCOM-mandated STAN/EVAL software.
  - 2.6.1.7. Designate and certify instructors; commanders may delegate this responsibility to Division Chiefs.

## 2.7. AOCV. Air Operations Center STAN/EVAL.

- 2.7.1. Utilize the STAN/EVAL model as outlined in this AFMAN.
- 2.7.2. Establish procedures for review and quality control of AF Forms 8 and AF Forms 4350.
- 2.7.3. Implement procedures to maintain and review unit Evaluation Folders (EFs) directed by MAJCOM, NAF, and/or unit supplements to this AFMAN.
- 2.7.4. Maintain unit EFs that will include utilizing EFs to maintain AF Forms 8 and AF Form 4350.
- 2.7.5. Establish procedures for requisite exams (see [Chapter 6](#)).
- 2.7.6. Conduct supplementary evaluations as directed by the AOC/CC (see [paragraph 9.3](#)).
- 2.7.7. Establish and maintain semiannual unit trends analysis program (see [paragraph 9.4](#)).
- 2.7.8. Conduct SEBs and document in accordance with [Attachment 2](#) and MAJCOM supplement. Include waivers in SEB minutes.

- 2.7.9. Establish and maintain the unit CIF program.
- 2.7.10. Ensure procedures are established for evaluating use of publications and mission-related media in printed and/or digital formats.
- 2.7.11. Coordinate and process applicable AF Form 847s through STAN/EVAL channels in accordance with AFI 11-215. ANG units will utilize the NAF/MAJCOM command structure with oversight responsibility. **(T-3)**.
- 2.7.12. Manage and conduct evaluations in accordance with this AFMAN and all applicable supplements. Ensure proper routing and filing of AF Form 8s and AF Form 4350s. **(T-3)**.
- 2.7.13. Implement the examination program as required in conjunction with evaluations as outlined in the unit supplement to this AFMAN. Make the MAJCOM and unit MQFs available to the operations training section and unit crewmembers. **(T-2)**.
- 2.7.14. Maintain EFs as directed by MAJCOM, NAF, and unit supplements to this AFMAN.
- 2.7.15. Ensure C2 publications and required CIF documents are current. **(T-2)**.
- 2.7.16. Ensure proper completion, routing, and filing of AF Forms 8 and AF Forms 4350.
- 2.7.17. Nominate which crew positions/teams require qualification to meet the intent of this program, and the method(s) for qualification (see [paragraph 1.2](#)) to the commander. **(T-3)**.
- 2.7.18. Electronic Data Storage. Units will use electronic database files for record keeping, trend analysis, etc.

## **2.8. Chief of STAN/EVAL**

- 2.8.1. The Chief of STAN/EVAL will be a certified examiner. **(T-3)**.
- 2.8.2. Develop and coordinate the local MQF as appropriate. **(T-3)**.
  - 2.8.2.1. Coordinate and submit required local and combat air forces MQF inputs with assistance from subordinate teams and cells. Each AOC division will submit a minimum of 50 MQF questions focusing on unit mission/theater specific processes, skills, and knowledge items. These questions will become the standardized local MQF. **(T-3)**.
  - 2.8.2.2. Review MAJCOM or NAF MQF and submit changes to appropriate OPR. **(T-2)**.
- 2.8.3. Coordinate with MAJCOM or NAF STAN/EVAL for topics and format requirements for MQF questions.

## **2.9. AOC Divisions.** Responsible for ensuring division requirements are met. Divisions will not maintain their own STAN/EVAL programs.

- 2.9.1. Nominate division examiner(s) to AOC/CC (see [paragraph 4.2](#)), and if the commander so delegates, appoint and certify division examiners. **(T-3)**.
- 2.9.2. Attend as many division evaluation debriefings as practical.
- 2.9.3. May utilize STAN/EVAL Liaison Officers (SELO) designated to assist in administrative STAN/EVAL duties.
- 2.9.4. Ensure evaluations are conducted in accordance with this AFMAN and any applicable supplements. **(T-3)**.

2.9.5. Nominate division instructor(s) to the AOC/CC and if the commander so delegates, appoint and certify division trainers.

2.9.6. Recommend which crew positions/teams require qualification to meet the intent of this program (see [paragraph 1.2](#)), and the method(s) for qualifications to the AOC/CC. (T-3).

## **2.10. Division Examiners.**

2.10.1. Conduct supplementary evaluations as directed by the AOC/CC (see [Chapter 9](#)). (T-3).

2.10.2. Coordinate on and process applicable AF Forms 847 through STAN/EVAL channels and in accordance with AFI 11-215 for Technical Orders (TOs), and AFI 33-360. (T-3).

2.10.3. Advise division leadership and AOCV of crewmember progression toward completion of evaluations and requisites.

2.10.4. Implement AOC guidance on the usage of MAJCOM-mandated STAN/EVAL software. (T-3).

## Chapter 3

### ORGANIZATION

**3.1. Scope.** Headquarters Air Force (HAF), MAJCOM, and Numbered Air Force (NAF) STAN/EVAL functions. The current AOC organization (as identified in AFI 13-1AOCV3, *Operational Procedures-Air Operations Center (AOC)*) is led by the AOC Commander. Thus, the AOC Commander has the overall responsibility for establishing the STAN/EVAL function within the AOC/OC organization. Squadron and smaller units not associated or part of a group will establish a STAN/EVAL function under the Unit CC. **(T-2)**. Smaller units such as the 701 Combat Operations Squadron, 710 Combat Operations Squadron, 321 Air Mobility Operations Squadron, and 621 Air Mobility Operations Squadron, for the purposes of this AFMAN will be included in the term “AOC” when used below. ARC Air Operations Groups and squadrons will establish a STAN/EVAL program. ARC units’ programs will adhere to their aligned and assigned RegAF AOC. **(T-2)**. Air Mobility Command, Command and Control/Expeditionary Operations (AMC/A3C), Air Force Special Operations Command, Operations Center (AFSOC/OC), and Air Force Space Command, Operations and Communications (AFSPC A2/3/6T) will be responsible for establishing STAN/EVAL function for AOCs under their control, as well as any forces they provide to an AOC as enablers or increase in AOC capabilities. **(T-1)**.

**3.2. MAJCOMs.** MAJCOM staffs are primarily responsible for setting MAJCOM policy and establishing administrative processes. Lower echelons of command are primarily responsible for the evaluation functions.

**3.3. Air Combat Command (ACC).** ACC is identified as the lead MAJCOM for the AOC Weapon System. ACC/A3TV is designated by ACC Directorate of Operations (ACC/A3) as the primary office of responsibility for this function.

**3.4. Numbered Air Forces.** The chief of the respective NAF STAN/EVAL functions will designate and certify NAF examiners in writing. These NAF examiners will maintain a minimum qualification as an instructor and will execute at a rate that will maintain an adequate level of proficiency and currency to fulfill the responsibilities of a NAF evaluator.

**3.5. Augmentation.** Each MAJCOM may use augmentees from other MAJCOMs to support or conduct SAVs, Inspectors General (IG) inspections, and Evaluations with concurrence of all the MAJCOM STAN/EVAL organizations involved. Augmentees will use the criteria of the MAJCOM they are augmenting. **(T-2)**.

#### **3.6. AOCV Organization.**

3.6.1. AOCV staff will consist of a Chief of STAN/EVAL. AOCV staff should include at least one examiner per division. AOCV staff members may remain assigned to any other AOC position as staffing requires. **(T-3)**.

3.6.2. The Chief of STAN/EVAL will be a certified examiner. **(T-3)**.

3.6.2.1. The Chief of STAN/EVAL will report directly to, and be rated by, the AOC/CC. **(T-2)**.

3.6.2.2. The AOC/CC may designate SELOs to assist AOCV in administrative duties. **(T-3)**.

**3.7. Division.** Nominate division examiner(s) to AOC/CC (see [paragraph 4.2](#)), and if the commander so delegates, appoint and certify division examiners. **(T-3)**.

3.7.1. Nominate division instructor(s) to the AOC/CC and if the commander so delegates, appoint and certify division trainers.

3.7.2. Recommend which crew positions and teams require qualification to meet the intent of this program (see [paragraph 1.2](#)), and the method(s) for qualifications to the AOC/CC. **(T-3)**.

## Chapter 4

### EXAMINERS

**4.1. General.** The evaluation portion of the STAN/EVAL Program is administered by examiners at the MAJCOM, NAF, and AOC levels. Under direction of the AOC, Chief of STAN/EVAL, examiners will ensure standardization throughout STAN/EVAL functions and division-assigned examiners. **(T-3).**

#### **4.2. Selection.**

4.2.1. AOC/CC or division chiefs select examiners from the most highly qualified and experienced instructors (**Exception:** Senior examiners, see [paragraph 4.4](#)). **(T-3).**

4.2.2. Commanders (or Division Chiefs, if delegated) designate and certify in writing, all examiners and annotate on the unit letter of certifications. **(T-3).**

4.2.3. For Air Force Reserve Command (AFRC) and ANG units:

4.2.3.1. The USAF advisor is a RegAF officer assigned to AFRC advisor duties, and may be certified as an examiner.

4.2.3.2. Air Technician, Air Reserve Technician, or Active Guard and Reserve serving in a military position that does not require maintaining combat CMR status may perform duties as examiners.

#### **4.3. Examiner Functions.**

4.3.1. Conduct evaluations in accordance with [Chapter 5](#) and document in accordance with [Chapter 7](#). **(T-3).**

4.3.2. Maintain qualification as instructors (**Exception:** Senior examiners, see [para 4.4](#)). **(T-3).**

4.3.3. Administer evaluations only within their division and only evaluate those mission skill sets in which they maintain qualification and/or certification. **(T-3).** **Exception:** Where specifically authorized in this AFMAN.

4.3.4. Will not administer evaluations outside of their MAJCOM unless specifically requested by the MAJCOM STAN/EVAL organization of the examinee and approved by the MAJCOM STAN/EVAL organization of the examiner. **(T-2).** MAJCOMs may establish procedures in their supplement for examiners to administer evaluations outside of NAFs and/or AOCs within their own MAJCOM.

4.3.5. Conduct a thorough pre-evaluation briefing and post-evaluation debriefing for the examinee and applicable crewmembers on all aspects of the evaluation. **(T-3).**

4.3.6. Immediately correct breaches of security, safety or discipline during an evaluation (applies to both the examinee as well as any accompanying crewmembers). **(T-3).**

4.3.7. As soon as practical, notify the examinee's Division Chief (or available supervision) whenever qualification Level 2 or 3 (Q2 or Q3) performance is observed.

#### 4.4. Senior Examiner Program.

4.4.1. Senior examiners do not require, nor do they have to maintain division or functional qualification as instructors, but they must have completed examiner certification in accordance with unit standards. (T-2).

4.4.2. NAF/CCs and AOC/CCs are eligible for senior examiner status.

4.4.2.1. Numbered Air Force Vice Commanders (NAF/CVs) and AOC Vice Commanders (AOC/CVs) may perform this function if the principal incumbent is not qualified or available at the discretion of the AOC/CC or NAF/CC.

4.4.2.2. Document designations in accordance with [paragraph 4.2.2](#)



## Chapter 5

### EVALUATIONS

**5.1. General.** An evaluation is an assessment of individual crewmember capability to accomplish assigned duties within a particular division. Examinees requiring NAF or MAJCOM examiners will consult the appropriate STAN/EVAL Chief for availability. The MAJCOM and/or STAN/EVAL Chief may delegate if no appropriate examiner is available.

#### **5.2. Qualification Types.**

5.2.1. A qualification is a documented designation that identifies a crewmember as having the capability to accomplish specific duties. These qualifications are broken into three types: “Basic Qualification”; “Mission Qualification”; and “Instructor Qualification”.

5.2.2. Basic Qualification. A documented designation allowing a crewmember to perform the duties of a particular division in the AOC during peacetime and/or exercises, but not perform the missions of a specific duty position during combat, contingency, or Designed Operational Capability (DOC) statement mission operations without supervision and instruction. Crewmembers successfully completing Initial Qualification Training (IQT) have a basic qualification, and considered basic mission capable (BMC).

5.2.3. Mission Qualification. A documented designation allowing a crewmember to perform the missions of a division or duty position in accomplishing the unit’s operational or DOC statement mission during combat. These crewmembers are CMR.

5.2.4. Instructor Qualification. A documented designation allowing a crewmember to instruct and provide supervision of unqualified and/or uncertified crewmembers.

**5.3. Evaluation Types.** There are four types of evaluations, Qualification (QUAL), Mission (MSN), Instructor (INSTR), and SPOT. Each qualification may require the completion of requisite tasks. (**Exception:** a SPOT evaluation has no requisite tasks). As long as the methods accurately evaluate all mission tasks, use any combination of: verbal assessment; verification board briefing; observed performance of tasks; part-task simulation; or exercise employment suitable to the crew position.

#### 5.3.1. Qualification (QUAL) Evaluations.

5.3.1.1. Purpose. To ensure basic qualification (BQ) in the AOC and the specified division. BQ will not allow a crewmember to perform DOC-statement missions unsupervised, but does allow unsupervised training and exercise duties within the division. **(T-3).**

5.3.1.2. Execution. Successful completion of IQT per AFI 13-1 AOC Volume 1 results in BQ status. The first evaluation after completion of IQT and mission qualification training (MQT) will be a combined initial QUAL evaluation and MSN evaluation. The initial QUAL/MSN evaluation will reflect the AOC’s operational or DOC statement missions, structure and procedures. It may include any combination of verbal assessment, verification board briefing, performance tasks, part-task simulations, and/or exercise employment suitable to the division. **(T-3).** **NOTE:** See [paragraph 5.3.2](#) for MSN evaluation requirements. AOCV shall document the approved methods for evaluating performance. **(T-3).**

### 5.3.2. Mission (MSN) Evaluations.

5.3.2.1. Purpose. To assess a crewmember's ability to perform the assigned duties of a division in accomplishing the unit's operational and/or DOC statement mission(s). Achieving and maintaining CMR will require successful completion of IQT, MQT, open and closed book examinations, a MSN evaluation, and completing continuation training (CT) requirements in accordance with AFI 13-1 AOC, Volume 1. **(T-3)**. A MSN evaluation is also used for additional qualifications in other divisions.

5.3.2.2. Execution. The MSN evaluation will reflect the type and difficulty of tasks required in a particular crew position's role in fulfillment of the AOC's operational or DOC statement missions, and may include any combination of verbal assessment, verification board briefing, observed performance of tasks, part-task simulations, and/or exercise employment suitable to the crew position. For a crewmember's first evaluation in a division, they must first successfully complete IQT and MQT; the QUAL and MSN evaluation will be combined. **(T-2)**. If a crewmember already is qualified in a division, subsequent MSN evaluations in that or other divisions require completing CT requirements, passing examinations, and a MSN evaluation. AOCV shall document the approved methods for evaluating performance. MSN evaluations will be completed in accordance with **Chapter 10. (T-3)**.

### 5.3.3. Instructor (INSTR) Evaluations.

5.3.3.1. Purpose. To confirm a member's ability to conduct training in a division and/or crew position(s) and to obtain and maintain Instructor Qualification.

5.3.3.2. Execution. The AOC/CC (or Division Chiefs, if delegated) must certify crewmembers designated as instructor. **(T-2)**. AOC/CCs (or Division Chiefs, if delegated) shall specify the method for evaluating in MAJCOM Supplements, which shall include direct observation of actual or simulated training in division missions. **(T-3)**. Trainers will complete a locally-developed trainer program per AFI 13-1 AOC Volume 1. **(T-3)**.

5.3.3.2.1. INIT INSTR evaluations by instructing an actual student on an instructional sortie whenever possible. When students are not available or mission and/or crew composition requirements prevent inclusion of students, another crewmember or the evaluator should serve as the student.

5.3.3.2.2. Evaluations of instructor qualification will be conducted during all subsequent periodic evaluations.

5.3.3.2.3. Instructors. Instructors whose MSN evaluations have expired are not qualified to instruct in those areas. **(T-3)**.

### 5.3.4. SPOT Evaluations.

5.3.4.1. Purpose. An optional evaluation of a specific event or requirement without intending to satisfy the requirements of a periodic evaluation and/or an initial INSTR evaluation.

5.3.4.2. Execution. A SPOT evaluation has no specific requisites, unless specified in MAJCOM supplements, but may be No-Notice (N/N) in accordance with **paragraph 5.5.3**

- 5.3.4.2.1. A SPOT evaluation will be used when the loss of currency requires an evaluation to regain currency. The SPOT evaluation profile will be directed by the AOC/CC and will include, as a minimum, those items for which the individual is non-current and which require an evaluation.
- 5.3.4.2.2. An examinee may utilize a SPOT evaluation to update a QUAL/MSN evaluation expiration date provided all requirements for the evaluation are completed within the periods (document on the AF Form 8 or AF Form 4350 in accordance with [Chapter 7](#)).
- 5.3.4.2.2.1. Commanders may authorize additional missions in order to assist a crewmember's accomplishment of periodic requirements (document on the AF Form 8 or AF Form 4350 in accordance with [Chapter 7](#)).
- 5.3.4.2.2.2. When the examiner administering a SPOT evaluation is not qualified in the weapon system (e.g. a senior examiner), the evaluation will not be credited towards a periodic evaluation.
- 5.3.4.3. Any other event requiring a qualification or evaluation that is not a QUAL, MSN, or INSTR will be documented as a SPOT evaluation.
- 5.3.4.4. Examiner Objectivity SPOT Evaluation. Evaluations that assess the objectivity, decision making and skill of an Examiner in administering a QUAL/MSN evaluation.
- 5.3.4.4.1. Examiners can administer Examiner Objectivity SPOT evaluations to evaluators in any division, at the discretion of the examinee's AOC/CC.
- 5.3.4.4.2. Use SPOT as the type of evaluation under block III Aircrew Evaluation Information on the AF Form 8, or block II, Qualification, Task Phase, Event Check, portion on the AF Form 4350. Explain that the evaluation was an Examiner Objectivity Evaluation in the mission description of the comments section (Block VIII, AF Form 8 and Block II, AF Form 4350) on the AF Form 8 or AF Form 4350. The qualification level for this type of an evaluation will be either qualified (1 or 2) or unqualified (3).
- 5.3.4.4.3. Use the graded areas and grading criteria in [Chapter 10](#). Use the qualification level criteria in accordance with [paragraph 5.11](#)
- 5.3.4.4.4. The certification of the Examiner receiving an unqualified Examiner Objectivity Evaluation is determined by the AOC/CC, as applicable.
- 5.3.4.4.5. Based on the recommendation of the Examiner giving the Examiner Objectivity SPOT evaluation, the AOC/CC (or division chief, if delegated) may issue a commander directed downgrade AF Form 8 or AF Form 4350 (MSN/QUAL/INSTR).

**5.4. Examiner Objectivity Evaluations.** See MAJCOM supplements for Examiner Objectivity Requirements.

**5.5. Prefixes.** The following prefixes will be used, when applicable, to further describe MSN, QUAL, and INSTR evaluations.

- 5.5.1. Initial (INIT). The first evaluation of any type, to include instructor qualification, in a specific Division (e.g., INIT QUAL/MSN, INIT INSTR).

5.5.2. Requalification (RQ). An evaluation administered to remedy a loss of qualification due to the following reasons:

5.5.2.1. Expiration of a required periodic evaluation. The requalification evaluation will be in accordance with the guidance for that periodic evaluation.

5.5.2.2. A failed periodic evaluation or a commander-directed downgrade (see [paragraph 5.16](#)). The Requalification Evaluation will be in accordance with the provisions of [paragraph 5.13.1](#)

5.5.2.3. When regaining qualification after the completion of a QUAL evaluation in a different division, unless approved by MAJCOM to maintain multiple qualification statuses.

5.5.2.4. When regaining qualification due to loss of currency.

5.5.2.5. Use of (RQ) for Instructor Qualification following a failure (N/A following INIT INSTR failure)

5.5.2.6. The RQ prefix will not be used under the following circumstances:

5.5.2.6.1. If the expiration of a required periodic evaluation is due to failure to complete one or more of the requisites, and the AOC/CC determines that the qualification will be re-established by completion of the requisites without re-accomplishment of the evaluation.

5.5.2.6.2. The evaluation follows a failed INIT evaluation.

5.5.2.7. If an instructor passes the MSN and/or QUAL portion of the evaluation, but fails the instructor portion of the evaluation, the subsequent evaluation to regain instructor qualification will be a RQ INSTR.

5.5.2.8. If an instructor fails the MSN and/or QUAL portion of an evaluation but not the instructor portion, then a RQ INSTR is not required.

5.5.3. No-Notice (N/N).

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

5.5.3.2. A no-notice evaluation is one where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission. "Normal preparation" will be as defined in the MAJCOM and/or unit supplement.

5.5.4. Multiple Prefixes. More than one prefix may be used to describe an evaluation (e.g., N/N SPOT). The applicability of any prefixes to portions of any combined evaluations and the purpose for any prefixes (if not obvious by the context of the evaluation) will be explained on the AF Form 8 or AF Form 4350 (see [paragraph 7.4.3.1.2](#)).

**5.6. Combined Qualification Evaluations.** To promote efficient use of operational resources, if a crewmember will have multiple qualifications, it is recommended that evaluations be completed concurrently whenever practical. If combined, evaluators will include the designation of each evaluation in the Aircrew Evaluation section of the AF Form 8 or AF Form 4350 (e.g., QUAL/MSN). (T-3).

5.6.1. Initial QUAL Evaluations are exempt from concurrent requirement and may be completed concurrently with a MSN evaluation. The crewmember's gaining unit will complete a general AOC INIT QUAL/MSN evaluation once crewmembers complete IQT and MQT in accordance with syllabi and AFI 13-1AOCV1, as directed. **(T-3)**.

5.6.2. The initial QUAL/MSN evaluation will be completed by the gaining unit in the member's assigned division. If completed concurrently, the gaining unit will document the INIT QUAL/MSN evaluation on a single AF Form 8 or AF Form 4350. **(T-3)**.

**5.7. Cross-Command Evaluations.** To provide flexibility to units experiencing difficulty in performing evaluations due to evaluator availability or other unique concerns, evaluations may be conducted across MAJCOMs. The requesting unit must justify the need and explain the reasons to go outside their parent MAJCOM. **(T-1)**. ACC and ANG units are not required to submit a cross-command evaluation request between like units as they are considered part of ACC. Processing of cross-command evaluation requests are accomplished as follows:

5.7.1. Units identifying a need for a cross-command evaluation must coordinate through their chain of command to their MAJCOM OPR. **(T-2)**.

5.7.2. Requests must come from commanders of the affected unit through the command chain up to the requesting unit's MAJCOM OPR. **(T-3)**.

5.7.3. The requesting unit's MAJCOM OPR coordinates approval of the evaluation with the requested MAJCOM OPR and forwards the approval through channels to the requesting unit.

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

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

5.7.4.2. Rationale. Explain why the evaluation cannot be accomplished within the unit's command or what resources the unit lacks (e.g. trainers, evaluators, equipment, or evaluation scenarios).

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

5.7.4.4. Impact if request is disapproved.

5.7.5. Approved requests will be filed within the individual's EF and incorporated on the AF Form 8 or AF Form 4350 generated by the supporting MAJCOM. **(T-3)**.

## **5.8. Evaluation Criteria.**

5.8.1. The Lead MAJCOM, in coordination with the applicable user MAJCOMs, will establish and maintain standardized MSN, QUAL, and INSTR evaluation criteria. **(T-2)**.

5.8.2. MAJCOMs will coordinate with the program managers of any command-mandated software on any updates of evaluation criteria to aid in the expeditious revision of evaluation criteria files.

5.8.3. The Lead MAJCOM, in coordination with the applicable user MAJCOMs, will establish graded areas and subareas. **(T-2)**. This includes the identification of the following:

5.8.3.1. Required areas. Graded areas and subareas that must be evaluated for an evaluation to be considered complete. (T-2).

5.8.3.2. Critical areas. Areas where marginal performance is unacceptable. Critical areas are graded either “Q” or “U” and include but are not limited to, Security, Safety, and Command Intent.

5.8.3.3. Information checks areas.

5.8.3.3.1. This is required for QUAL and MSN evaluations and may also be accomplished on other evaluations. (T-3).

5.8.3.3.2. Each crewmember will demonstrate the ability to access current, accurate information applicable to the performance of their duties. The required information shall be specified by division, team, and/or crew position in MAJCOM or local unit supplements, and is summarized in Air Force Tactics, Techniques, and Procedures (AFTTP) 3-3 and AFTTP 3-1 series publications. (T-3). The AFTTP can be located at the following web address: <https://intelshare.intelink.gov/sites/561jts/aftp/aoc/SitePages/Home.aspx>

**5.9. Grading and Qualification Level.** Individual grades are assigned to each graded area and subarea. Evaluators will assign a qualification level based on the requisite results, the evaluation area, and subarea grades.

5.9.1. A grade is a characterization of examinee performance in a Graded Area or Graded Sub-area.

5.9.2. Graded areas and subareas are specifically evaluated abilities or skills set within an evaluation. Graded areas and subareas will have a two-tier (Q/U) or three-tier (Q/Q-/U) grading system. Discrepancies will be documented against the established areas and subareas.

5.9.2.1. Q indicates the examinee is qualified to perform the area and subarea tasks. The examinee demonstrated both a satisfactory knowledge and performed within the prescribed Q tolerances.

5.9.2.2. Q- indicates the examinee is qualified to perform the area and subarea tasks. The examinee demonstrated limited knowledge and/or marginal performance within the prescribed Q- tolerances. Q- must not jeopardize security, safety or be a breach of command intent. Q- requires debriefing or additional training as determined by the examiner.

5.9.2.3. U indicates the examinee is not qualified to perform the area subarea tasks. The examinee demonstrated insufficient knowledge and/or performance outside allowable Q and Q- tolerances. Any breach of security, safety, or command intent shall result in a U grade. (T-3). U requires debriefing or additional training as determined by the examiner.

**5.10. Remedial Actions.**

5.10.1. Debriefed Discrepancy. Remedial action accomplished during debrief of the evaluation wherein the examiner provides instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency.

5.10.2. Additional Training. Any training recommended by the examiner to remedy a discrepancy identified during an evaluation that cannot be remedied during the evaluation debrief. Unit supplements will outline procedures for ensuring additional training is accomplished.

5.10.2.1. May include self-study, personal or group instruction, part-task trainer, exercise employment, or other method specified in a unit or MAJCOM supplement.

5.10.2.2. Additional training must include demonstration of satisfactory knowledge or proficiency to an examiner, supervisor or instructor (as stipulated in the Additional Training description) to qualify as completed. **(T-3)**. The examiner will indicate if the additional training must be accomplished before the crewmember may perform DOC-statement missions and duties in the assigned position. **(T-3)**

5.10.2.3. If a crewmember receives a U in specific area that originally required an event or task certification from the unit commander (or division chief if delegated), the examiner will recommend that the unit decertify the crewmember on that specific event and recommend corrective retraining and recertification action.

5.10.2.4. If a crewmember exceeds the allotted time for completion of additional training, the appropriate level will review the situation and direct appropriate action. Document the circumstances with a Memorandum for Record (MFR) to be included in the AF Form 8 or AF Form 4350. **(T-3)**.

5.10.2.5. Document additional training on the AF Form 8 or AF Form 4350 in accordance with [paragraphs 7.4.5](#) and [7.4.8.5](#) **(T-3)**.

5.10.2.6. If a crewmember fails to complete assigned additional training, the AOC/CC or division chief will review the situation. The AOC/CC or division chief will determine whether further additional training should be assigned or the crewmember's qualification (in the case of a Q2) should be revoked with a Commander directed downgrade to Q3, in accordance with [paragraph 5.16](#) **(T-3)**.

5.10.2.6.1. The examiner must grade the areas subareas listed as "required" in the general and specific evaluation sections. **(T-3)**.

5.10.2.7. In addition to required areas and subareas, the examiner will grade any non-required area and subarea that is observed during an evaluation and is listed in the graded areas for that type of evaluation.

5.10.2.8. Grading criteria tolerances assume uninterrupted task evaluation and stable system performance. If the evaluation is interrupted or system performance is degraded, the examiner should allow for resulting errors and delays. In such cases, a verbal evaluation may be an appropriate substitute.

5.10.2.9. Minor deviations or errors are acceptable, provided the examinee recognizes and corrects their own errors, and such deviations do not jeopardize security, safety, or command intent. Consider cumulative errors when determining the area and subarea grade.

5.10.2.10. The examiner may further identify any area or subarea as "Commendable" if, in the examiner's determination, the crewmember has demonstrated exceptional skill and knowledge. Document in accordance with [paragraph 7.4.8.6.2](#)

**5.11. Qualification Levels.** Qualification levels are assigned to all evaluation types. The evaluation qualification level is based on the compilation of the requisite results as well as the evaluation graded areas and subareas. Qualification levels performance standards are based on the following performance standards:

5.11.1. Q1. The crewmember demonstrated desired performance and knowledge of procedures, equipment and directives within tolerances specified in the criteria. This should be awarded when no discrepancies were noted. This may be awarded when discrepancies are noted if:

5.11.1.1. No U grades were awarded for any graded area or sub-area.

5.11.1.2. In the judgment of the examiner, none of the Q- grades precluded awarding of a Q1.

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

5.11.2. Q2. The crewmember demonstrated the ability to perform duties safely, but there were one or more graded area(s) or subarea(s) where additional training was assigned. The examiner will assign this qualification level if:

5.11.2.1. A non-critical graded area or subarea grade of U was awarded.

5.11.2.2. In the judgment of the examiner, a Q2 may be given if there is justification based on Q- performance in one or several graded areas or subareas.

5.11.3. Q3. The crewmember demonstrated an unacceptable level of safety, performance or knowledge. The examiner will assign this qualification level if:

5.11.3.1. Any critical area graded U, requires qualification Level of Q3.

5.11.3.2. In the judgment of the examiner, a Q3 may be given if there is justification based on Q- or U performance in one or several non-critical graded areas or subareas.

5.11.4. Assigning the evaluation qualification level.

5.11.4.1. The examiner completing the evaluation will assign the evaluation qualification level.

5.11.4.2. A qualification level of Q1 or Q2 will be given only after all evaluation requirements and requisites have been completed and given due consideration.

5.11.4.3. A qualification level of Q3 may be awarded at any time.

5.11.4.4. Examiner judgment will always be the determining factor in deciding the evaluation qualification level.

5.11.5. Exceptionally Qualified (EQ) Designation. An EQ only applies to the evaluation qualification level. Document on the AF Form 8 or AF Form 4350 in accordance with [paragraphs 7.4.6](#) and [7.4.8.2](#). An EQ may be given when:

5.11.5.1. The crewmember received a Q in all graded areas of the evaluation

5.11.5.2. The crewmember demonstrated exceptional skill and knowledge in the requisites and the evaluation.



**5.12. Requisites.** These include a series of examinations. Examinations include the Open Book Examination and Closed Book Examination. (See [Chapter 6](#)).

5.12.1. Minimum Requisites for each Evaluation Type:

5.12.1.1. QUAL: Completion of IQT. All initial Evals not completed in the formal training unit will be documented on AF Form 8 as an in house initial QUAL in the comment section of the evaluation form. **(T-3)**.

5.12.1.2. MSN: For the first MSN evaluation in combination with the initial QUAL evaluation, completion of IQT, MQT, and Open and Closed book examinations. For subsequent MSN evaluations in the same or other divisions, completion of all CT requirements and Open and Closed book examinations. **(T-3)**.

5.12.1.3. INSTR: Completion of Instructor certification as dictated by local guidance. **(T-3)**.

5.12.2. Requisite Completion.

5.12.2.1. In-the-Eligibility Period. For scheduled or no-notice periodic evaluations in the eligibility period, all requisites must be completed within the eligibility period of the current evaluation. **(T-3)**. The AOC/CC may waive this requirement on a case-by-case basis. (Document on the AF Form 8 or AF Form 4350 in accordance with [paragraph 7.4.1.6](#)).

5.12.2.2. Out-of-the-Eligibility Period. For periodic evaluations accomplished outside of the eligibility period, all requisites must be completed within a six-month period beginning with the month in which the first requisite was completed or the evaluation was administered, whichever occurs first. **(T-3)**. **Exception:** For extended evaluations (see [paragraph 5.15.3.2.1](#)), requisites may be completed between the beginning of the six-month eligibility period prior to the original expiration date and the extended expiration date.

5.12.2.3. One set of requisites may be used to satisfy the requirements of combined evaluations.

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

**5.13. Failure to Pass an Evaluation.**

5.13.1. Requalification Evaluation.

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

5.13.1.2. A requalification evaluation cannot be successfully completed until the crewmember performs to Q, Q-, or debriefed criteria for each area graded U.

5.13.1.3. The examiner may annotate that the requalification evaluation be accomplished by any combination of verbal assessment, verification board briefing, performance tasks, part-task simulations, and/or exercise employment suitable to the division.

5.13.1.4. Requisites remain valid that were successfully passed within the 6-month period for an evaluation that was failed.

5.13.2. Mission Ready Status Downgrade. If a CMR or BMC crewmember receives a Q3 qualification level on a QUAL and/or MSN evaluation, the commander or division chief will downgrade the examinee's training status to non-combat mission ready or non-basic mission capable (NCRM/NBMC) (T-3). For instructor evaluations, crewmember status (i.e., CMR or BMC) need not be downgraded if the discrepancies were only in instructor areas or subareas.

5.13.3. Restrictions. When called for by this AFMAN or deemed necessary in the judgment of the examiner, mission and/or duty restrictions will be imposed on the examinee until the successful completion of assigned additional training and/or a requalification evaluation. (T-3).

5.13.3.1. Restrictions will address the specific phase of operation that requires supervision and the criteria for removal of the restrictions. (T-3).

5.13.3.1.1. QUAL evaluation: Place the examinee on supervised status (see [paragraph 5.14](#)) for the crew position in which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional crew positions. (T-3). Multiple-qualified crewmembers may be placed in supervised status in all crew positions in which the individual maintains multiple qualification.

5.13.3.1.2. MSN evaluation: The examinee may perform BMC (peacetime/exercise) tasks unless specifically restricted. Place the examinee on supervised and/or training status for combat mission and/or DOC-statement tasks. (T-3).

5.13.3.1.3. INSTR Evaluation (or any evaluation where instructor qualifications are being evaluated): Instructors receiving an unsatisfactory grade in any instructor area(s) will not perform instructor duties until a successful requalification evaluation is completed. (T-3).

5.13.3.2. Document restrictions on the AF Form 8 or AF Form 4350 in accordance with [paragraphs 7.4.6](#) and [7.4.8.1](#) (T-3).

## 5.14. Supervised Status.

5.14.1. If unsatisfactory performance or restrictions require an examinee be placed on supervised status, the type of supervisor (e.g., instructor or designated supervisor) will be determined by the AOC/CC or as delegated. (T-3).

5.14.2. Supervision will only be accomplished by instructors or designated supervisors from the relevant division. (T-3).

## 5.15. Timing of Qualification Evaluations.

5.15.1. Expiration Date. Required periodic evaluations expire 24 months after the evaluation date, on the last day of that 24th month (e.g. a periodic evaluation in which the evaluation was completed on 9 Oct 18 expires on 31 Oct 20). (T-3).

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

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

5.15.3.1. Evaluations Conducted Prior to the Eligibility Period. Commanders or division chiefs may authorize individuals to complete periodic evaluations prior to the eligibility period (document in accordance with [paragraph 7.4.1.8](#)).

5.15.3.2. Extensions of Evaluation Expiration Dates.

5.15.3.2.1. MAJCOM STAN/EVAL may authorize blanket or group evaluation expiration date extensions on an as-required basis. Requests for extensions at MAJCOM or subordinate levels will be submitted in accordance with paragraph 5.15.3.2.3.

5.15.3.2.2. MAJCOM/A3s may extend an evaluation expiration date up to six months. Provide notification to AF/A3TY). Provide guidance for MAJCOM extensions in MAJCOM supplements to this AFMAN.

5.15.3.2.3. Commander or division chiefs may extend an evaluation expiration date up to three months only for the reasons listed below (document in accordance with [paragraph 7.4.1.9](#)). Extensions are completed be on a case-by-case basis and this paragraph is not authority to grant blanket extensions. For individual extensions longer than three months or for reasons not listed below, see [paragraph 5.15.3.2.2](#) For group or blanket extensions, see [paragraph 5.15.3.2.1](#) Requisites not completed during the original eligibility period must be completed prior to the extended expiration date.

5.15.3.2.3.1. Departing PCS or TDY for training.

5.15.3.2.3.2. Crewmembers who are not able to complete the required evaluation(s) before or during a deployment, off-station exercise or contingency operation status.

5.15.3.2.4. Non-Standard Approval Authority.

5.15.3.2.4.1. For AOC/CVs and above (e.g. AOC/CCs, NAF/CCs, etc.), the approval authority is the next commander in the examinee's air component chain of command.

5.15.3.2.4.2. In all other cases, if the operational chain of command differs from administrative chain of command (e.g. MAJCOM or NAF attached personnel), approvals will be by the attached unit/CC with the concurrence of the examinee's immediate administrative supervisor. **(T-3)**.

5.15.3.2.4.3. For individuals not assigned to a MAJCOM, AF/A3TY is the approval authority.

5.15.4. Failure to Complete an Evaluation within the Eligibility Period.

5.15.4.1. If a crewmember fails to complete an evaluation within the eligibility period for an in-the-eligibility period evaluation, the individual loses the qualification covered by the evaluation and the restrictions of [paragraph 5.13.3](#) apply.

5.15.4.2. Qualification should be re-established by accomplishing a requalification evaluation.

5.15.5. Division Chiefs will ensure that individuals whose periodic evaluations expire either within three months after their departure for a Permanent Change of Station (PCS) to an AOC assignment, or during an upcoming temporary duty (TDY) (AOC or non-AOC), complete the required evaluation(s) before departing (**T-3**). Coordinate with the gaining AOC Stan/Eval (AOC/CCV) for any instances where this requirement cannot be met. **Note:** Applies to an extended TDY that may preclude the member from completing a required evaluation within the prescribed eligibility period.

#### **5.16. Commander-Directed Downgrade.**

5.16.1. A Commander-directed downgrade may be a downgrade (Q- or U) in a specific area or sub-area without un-qualifying an individual.

5.16.2. A Commander-directed downgrade may direct a downgrade that either removes a qualification (e.g., specific crew position) or completely disqualifies an individual.

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

5.16.3.1. Examples of mission-related cases include breach of mission related discipline, safety, etc. Incidents do not have to be directly observed by an examiner, but may be recommended by an examiner from any division or specialty.

5.16.3.2. For non-mission-related cases, do not use as a substitution for, or in lieu of, administrative or judicial actions (e.g. Letter of Counseling, Article 15, etc.). (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 crewmember's ability to safely operate the aircraft and/or equipment (e.g. lapse in judgment significant enough to cast doubt on the crewmember's decision-making abilities).

5.16.4. For downgrades that either remove qualifications or completely disqualify an individual, the affected crewmember will cease acting in the qualification(s) from which they have been downgraded effective with the date the commander initiated the downgrade.

5.16.5. Commander-directed downgrades will be documented in accordance with **paragraph 7.7 (T-2)**.

**5.17. Multiple Qualifications.** Multiple qualification guidance applies to crewmembers who maintain qualifications in two or more divisions, or as required by the commander or division chief.

5.17.1. Documentation. Document commander or division chief authority for multiple qualifications, including a list of crew positions in which qualifications will be maintained in accordance with **paragraph 7.3.1.2**

5.17.2. QUAL and MSN Evaluations. All crewmembers require a QUAL evaluation for the first qualification in the AOC enterprise and a MSN evaluation for each Division in which a crewmember maintains a qualification. These evaluations will be combined for the initial evaluation. Ground requisites will be completed during each initial and recurring evaluation.

5.17.3. Failure to Pass an Evaluation. A downgrade resulting from a Q3 in a QUAL or MSN evaluation applies only to the division for which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional divisions (e.g., for a gross breach of safety, security, or command intent).

## Chapter 6

### EXAMINATION PROGRAM

**6.1. Purpose.** The AOC examination program measures a crewmember's knowledge of normal/contingency procedures, theater missions, and other information essential for the safe and effective planning and execution of air operations through the administration of written or computer-based examinations.

**6.2. Scope.** This chapter applies to all AOC crewmembers who receive an evaluation. This chapter includes requisite examination guidance for periodic evaluations. Requisite examinations include open book examinations and closed book examinations as described in [paragraph 5.12](#)

#### **6.3. Administrative Procedures.**

6.3.1. Program Documentation. Units will document the unit-level crewmember examination program. **(T-3)**.

6.3.2. Computer-Based Examinations. MAJCOM directed STAN/EVAL software may fulfill the requirement for examinations as outlined in this AFMAN.

6.3.3. Retention of Examination Records. Retain graded examination answer sheets and/or computer records until the AF Form 8 or AF Form 4350 is completed.

#### **6.4. Examination Sources.**

6.4.1. Open Book Examinations. Open book questions will come from publications containing information pertinent to the AOC and performance of the assigned mission. The emphasis of open book exams is placed on manuals, instructions or any other document that may not require immediate recall or is not regularly referenced.

6.4.1.1. The open book subject areas and the publications used to generate the examination will be made available to crewmembers during testing. Electronic publications may be used as references for open book examinations.

6.4.1.2. Each unit will develop an open book Secure Question Bank (SQB) that serves as the source for the open book examination. Do not distribute the SQB to unit crewmembers and safeguard it in the same manner as any other required STAN/EVAL examination. **(T-3)**.

6.4.2. Closed Book Examinations. Major emphasis of closed book examination questions will be on AOC systems, AFIs, threat and mission knowledge that crewmembers must immediately recall during planning and execution.

6.4.2.1. Lead MAJCOMs review MQFs annually; distribute changes to MQFs as necessary and ensure/crew-specific MQFs are available to applicable MAJCOMs.

6.4.2.2. Local Procedures MQF. Units may develop and distribute a local procedures MQF to augment other MQFs. Units may include any information necessary for mission accomplishment not included in the MAJCOM MQF. Local instructions and unit supplements to AFMAN 13-1AOC series are examples of sources for the Local Procedures MQF. At least 10 percent of closed book examination questions will come from the local procedures MQF. **(T-3)**.

**6.5. Examination Management.** Units will either maintain prepared examinations for each crew position or generate a unique examination for each crewmember. **(T-3).**

6.5.1. Examination Question Review. AOC STAN/EVAL functions will review all crew position-specific MQFs, SQBs, and prepared examinations (if used) annually and as soon as possible but not later than three months after any changes in source documents. **(T-2).** If a complete review was accomplished due to a source document change it may be annotated as the annual review. Units will document procedures for the examination reviews in their supplement to this AFMAN. **(T-2).**

6.5.2. If prepared examinations are maintained for each division:

6.5.2.1. Units with more than 10 crewmembers per division are required to develop and control a minimum of two examinations for each division. **(T-3).**

6.5.2.2. Units having ten or fewer crewmembers per division require only one examination.

6.5.2.3. When different positions are responsible for the same information, units are not required to maintain separate examinations for each position.

6.5.2.4. Change a minimum of 50 percent of the questions on each prepared examination each calendar year. **(T-3).**

6.5.3. If a unique examination is generated for each examination:

6.5.3.1. Units may use MAJCOM-approved software for examination creation.

6.5.3.2. Examination databases will contain at least twice the number of questions required for each examination (e.g., if a 50-question examination is generated, there must be at least 100 questions in the examination database). **(T-2).**

**6.6. Examination Security.** STAN/EVAL personnel will maintain positive control of all examinations, applicable answer sheets, and associated computer-based media. **(T-3).**

**6.7. Written or Computer-Based Examinations.** Grade written or computer based examinations as a percentage of correct answers. The minimum passing grade is 85 percent. All questions missed will be reviewed immediately following the examination. **(T-3).**

**6.8. Failure to Pass a Requisite Examination.**

6.8.1. Members failing a requisite examination (Open or Closed) will be placed in supervised status in accordance with [paragraph 5.14](#) until successful retesting is completed. **(T-3).**

6.8.2. Crewmembers who fail a requisite examination must be afforded an adequate study period as defined by the AOC/CC or division chief prior to re-examination. **(T-3).**

6.8.3. Crewmembers who fail a requisite examination must successfully complete the examination before the end of their eligibility period or the member loses the qualification covered by the evaluation. **(T-3).**

6.8.4. For crewmembers who maintain multiple qualifications, supervised status resulting from failure of either an open book or closed book examination applies only to the position for which the examination was administered.

## Chapter 7

### DOCUMENTATION

**7.1. Scope.** Administration of the evaluation program requires accurate documentation. This chapter provides documentation guidance for all crewmembers that require an evaluation to establish qualification. The results of evaluations are recorded on the AF Form 8 or AF Form 4350. The chronological history of evaluations for a crewmember is recorded on an AF Form 942, *Record of Evaluation* or an AF Form 4349, *Record of Intelligence Evaluation*. Units will use electronic database files for record keeping, trend analysis, etc. These AF forms are maintained in the EF. **(T-3)**.

7.1.1. AF Form 8 will be used for all career aviators. **(T-3)**.

7.1.2. AF Form 4350 will be used for non-aviator careers in teams and/or positions specified by the AOC/CC, to include intelligence personnel, unless specified by their applicable standardization and evaluation program (e.g., cybercrew per AFI 17-202v2). **(T-3)**.

7.1.3. In all instances of documentation, use of electronic forms is encouraged, to include use of electronic signatures and wholly electronic EFs. In all instances, computer-generated forms must mirror AF forms as published on the USAF E-Publishing web site. **(T-3)**

**7.2. Qualifications versus Certifications.** Qualifications are attained through evaluations and documented on the AF Form 8 or AF Form 4350, as applicable. Certifications are attained through methods other than evaluation and documented AOC guidance.

### 7.3. Qualification Forms.

7.3.1. The AF Form 8 or AF Form 4350 is the source document used to record the evaluation and verify the qualification of a crewmember. **(T-3)**.

7.3.1.1. Use the associated form to record crewmembers maintaining qualification in a single division.

7.3.1.2. Use the associated form to record crewmembers maintaining multiple qualifications in accordance with [paragraph 5.17](#)

7.3.1.3. An AF Form 8 or AF Form 4350 is accomplished by the Examiner, Reviewing Officer, Final Approving Officer, the examinee and a Certifying Official (if additional training was required).

7.3.2. General Data Entry. See AF Form 942 and AF 4349.

7.3.2.1. In all instances of data entry, if an electronic form is used, the format required by the electronic form should be used (see also [paragraph 7.1.3](#)). However, an “X” can be replaced with a “√” or other standard form, as long as such preference is standardized throughout the document.

7.3.2.2. For date fields use a two-digit day, three-letter month and two-digit year format (e.g. 24 Jun 18).

7.3.2.3. The “Eligibility Period” and “Expiration Date of Qualification” blocks will use a three-letter month and two-digit year format (e.g. Jun 18).



7.3.2.4. Except where specifically noted otherwise (i.e. annotating the type evaluation, “QUAL”), use upper and lower case letters.

7.3.2.5. Requirements for font, indentation, and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards as desired.

7.3.3. Date Completed. Use the latest completion date of the evaluation, requisites and the additional training if assigned.

#### 7.4. Completing AF Form 8 and AF Form 4350

7.4.1. Section I Examinee Identification, AF Form 8 and Examinee Qualification, AF Form 4350.

7.4.1.1. Name, Grade (to include government civilians) or CTR (for contractors) and Department of Defense Identification (DoD ID), or Non-US Identity Code.

7.4.1.2. Organization and Location. Enter the unit designation and location where the examinee is assigned or attached for duty for attached personnel (actual unit and office symbol will be annotated in accordance with [paragraph 7.4.7.3.2](#)

7.4.1.3. Mission Design Series (MDS), Crew Position or Duty Position.

7.4.1.4. Enter the AOC as the MDS/Duty Position in which the evaluation was given.

7.4.1.5. Enter the examinee’s crew position qualification or duty position qualification in the AOC where the evaluation was given. **Note:** Examiner (e.g. Examiner Strategy Division, Examiner Air Mobility Division, etc.) is not a qualification, it is a certification, and should only be entered when the examiner is receiving a SPOT Examiner Objectivity evaluation.

7.4.1.6. Eligibility Period.

7.4.1.7. Enter the 6-month period preceding the expiration date from the last periodic evaluation of the same category (e.g., if the last MSN evaluation expires Sep 18, enter Apr-Sep 18).

7.4.1.8. Enter N/A for INIT, SPOT, RQ, and out-of-the-eligibility period evaluations.

7.4.1.9. For periodic evaluations where the expiration date of the previous evaluation is extended under the provisions of [paragraph 5.15.3.2](#), enter the 6-month period preceding the original expiration date (extensions only extend the expiration date, not the eligibility period).

7.4.1.10. Dual entries are authorized for misaligned combined evaluations (e.g., if last MSN evaluation expires Nov 18 and INSTR evaluation expires Jan 19, enter “MSN: Jun-Nov 18/INSTR: Aug 18-Jan 19” for an MSN/INSTR evaluation).

7.4.2. Section II. Requisite Information, AF Form 8 and Qualification, Knowledge Phase, AF Form 4350.

7.4.2.1. Requisite or Knowledge phase.

7.4.2.1.1. Make a separate entry for each requisite or knowledge phase. **Note:** discrepancies in the examiner’s remarks (see [paragraph 7.4.8.3](#)).

7.4.2.1.2. If requisites or knowledge phase exceed available lines, make combined entries or document additional requisite completion in the Comments section.

7.4.2.1.3. Annotate "Closed Book" and "Open Book" for requisite or knowledge phase examinations.

7.4.2.2. Date. In the date column, enter the date that the requisite or knowledge phase is successfully completed.

7.4.2.3. Results. Enter examination scores. Enter failed examination score with a successfully completed re-examination as follows: 84/98.

7.4.3. Section III, Air Crew Evaluation Information, Aircrew Evaluation, AF Form 8 and Section II, Qualification, Task Phase, AF Form 4350. Flight/Task Phases (Section II).

7.4.3.1. Evaluation.

7.4.3.1.1. In accordance with [paragraph 5.3](#), use the following designations to describe the type of evaluation(s): QUAL, MSN, INSTR, or SPOT. If combined, include the designation of each evaluation (e.g., QUAL/MSN, etc.).

7.4.3.1.2. Use the following prefixes, when applicable, to describe the evaluation: INIT, RQ, N/N and/or SIM. More than one prefix may be used to describe an evaluation as outlined in [paragraph 5.5](#)

7.4.3.1.2.1. The only annotations of INSTR used are INIT INSTR and RQ INSTR.

7.4.3.1.2.2. INSTR will not be used for periodic evaluations as the AF Form 8 or AF Form 4350 AOC/crew position is already annotated with the instructor designation (e.g. AOC/ISD, AOC/ICOD). **(T-2)**.

7.4.3.1.2.3. When a Qualification deals with regaining a complete loss of instructor qualification, document it as RQ INSTR (not RQ SPOT).

7.4.3.1.3. Make a single line entry to document the event(s) used to complete the evaluation.

7.4.3.1.4. Make multiple single line entries for each event if two or more events are required and administered by either different examiners or on separate days.

7.4.3.1.5. Where a single mission consists of multiple events over one or more days with the same examiners, a single line entry may be used.

7.4.3.2. Date.

7.4.3.2.1. Enter the date the event was completed.

7.4.3.2.2. For evaluations where a single mission consists of multiple events over one or more days (see [paragraph 7.4.3.1.4](#)), use a single line entry with the date the mission was completed. Document the mission details and inclusive dates in the examiner remarks in accordance with [Chapter 7](#).

7.4.3.2.3. For evaluations conducted on missions consisting of a single event spanning more than one day, use a single line entry with the date the mission was completed. Document the details in accordance with [paragraph 7.4.5.1.2](#)

7.4.4. Section IV, Qualification Level, AF Form 8 and Section II, Qualification Level, AF Form 4350.

7.4.4.1. Annotate the examinee's qualification level in accordance with the definitions of **paragraph 5.11** by placing a "1" (for Q1) or "2" (for Q2) in the qualified block or a "3" (for Q3) in the unqualified block.

7.4.4.2. Combined evaluations (e.g., QUAL/MSN, etc.) require only one qualification level if all evaluations were awarded the same qualification level. If the qualification level varies for each category of evaluation accomplished, indicate the qualification level for each part separately (e.g., "MSN: 1" and "QUAL: 2" in the qualified block or "MSN: 1" in the qualified block and "QUAL: 3" in the unqualified block).

7.4.4.3. Expiration Date of Qualification.

7.4.4.3.1. In accordance with **paragraph 5.15.1**, for evaluations that establish a new eligibility period, enter the month and year that is 24 months after the month in which the evaluation was successfully completed.

7.4.4.3.2. For evaluations that do not establish a new eligibility period, enter "N/A."

7.4.4.3.3. Combined evaluations require only one date if all evaluation types were successfully completed and/or "N/A" if all evaluation types were assigned an unqualified grade. For combined evaluations where one category is successfully completed and/or one category is assigned an unqualified grade, indicate by assigning a new expiration date for the evaluation category completed successfully, and "N/A" for those evaluation categories awarded an unqualified grade (e.g., QUAL 1 and MSN 3, then enter "QUAL-Jul 19" and "MSN-N/A").

7.4.5. Section V Additional Training, AF Form 8 and Section II, Additional training AF Form 4350. If additional training is not required, annotate each of the blocks with N/A. If additional training is required, complete as stated below.

7.4.5.1. Due Date(s).

7.4.5.1.1. Enter a date not to exceed the last day of the third month following the event requiring additional training (an Evaluation on 26 Jan 12 equals a 30 Apr 12 due date).

7.4.5.1.2. If more than one date or type of training is required, preface the due dates with an appropriate description (academics, task training, part-task trainer, etc.)

7.4.5.2. Date Additional Training Completed.

7.4.5.2.1. Enter the date(s) the examinee completed additional training, otherwise, enter "N/A".

7.4.5.2.2. If more than one date is required, preface the date(s) completed with an appropriate description (Academics, SIM, etc.)

7.4.5.3. Certifying Official Grade, and Organization. Enter the instructor's name, rank and organization who completed the additional training (or final event if more than one instructor is used). This individual will sign and date as the Certifying Official. **(T-3)**. **NOTE:** N/A on AF Form 4350.

7.4.6. Section VI, Other, AF Form 8 and Section II, Restrictions, AF Form 4350. Restrictions/Exceptionally Qualified/Commander-Directed Downgrade. Place an “X” or “√” (in accordance with [paragraph 7.3.2.1](#)) in the appropriate block when comments are annotated in Section VII. Do not annotate for restrictions resulting from failed requisite exams. **NOTE:** On AF Form 4350 there are only blocks to check for Restrictions.

7.4.7. Section VII, Endorsement, AF Form 8 and Section III, Certification, AF Form 4350.

7.4.7.1. Flight Examiner, AF Form 8 and Evaluator, AF Form 4350.

7.4.7.1.1. The examiner completing the evaluation signs the Flight Examiner block on AF Form 8 or the Evaluator block on AF Form 4350. Any other examiner(s) enter remarks in the Mission Description portion in Section VIII of AF Form 8 and Section II of AF Form 4350. In this section, other examiners describe the evaluations they gave, complete the fields and sign after the comments.

7.4.7.1.2. The examiner signing Section VII of the AF Form 8 or Section III AF Form 4350 is responsible for the content of the AF Form 8 or AF Form 4350, and will not sign until verifying all required items are documented. **(T-3)**.

7.4.7.1.3. The examiner signing Section VII of the AF Form 8 or Section III of the AF Form 4350 always places an “X” or “√” (in accordance with [paragraph 7.3.2.1](#)) in the remarks block and make comments in the comments block.

7.4.7.2. Reviewing and Final Approving Officers.

7.4.7.2.1. The Reviewing Officer will be the examinee’s Division Chief and the AOC/CC will be the Final Approving Official. **(T-3)**. **Exception:** AOC/CV evaluations will list the Division Chief the evaluation is conducted in as the Reviewing Official with the AOC/CC signing as the Final Approving Official. **(T-2)**. AOC/CC evaluations will list the Division Chief the evaluation is conducted in as the Reviewing Official and the AOC/CV as the Final Approving Official. **(T-2)**.

7.4.7.2.2. The Reviewing and Final Approving Officers (those officers holding these positions, or acting in their stead during the period of the signature process, not necessarily the date of the evaluation) reviews the content of the AF Form 8 or AF Form 4350 and the assigned qualification level, ensure all required additional training is adequate to correct the noted deficiencies and is complete, and places an “X” or “√” (in accordance with [paragraph 7.3.2.1](#)) in the “Concur” block **(T-2)**.

7.4.7.2.2.1. If either or both officers do not agree with any portion of the AF Form 8 or AF Form 4350, the qualification level will not be changed, but the dissenting officer will place an “X” or “√” in the “Do Not Concur” block on his or her line of the AF Form 8 or AF Form 4350 **(T-2)**. Remarks will not be modified without the concurrence of the individual who entered the original comments. **(T-1)**.

7.4.7.2.2.2. If “Do Not Concur” is marked, the non-concurring officer(s) provides justification (e.g. reason for non-concurrence, suggested modifications to additional training as recommended by the examiner, etc.)

7.4.7.2.3. The Reviewing Officer signs and dates the AF Form 8 or AF Form 4350 after the examiner, but prior to the Final Approval Officer **(T-3)**.

- 7.4.7.2.4. The Final Approval Officer signs and dates the AF Form 8 or AF Form 4350 after the Reviewing Officer but prior to the examinee **(T-3)**. As applicable, the Final Approving Officer may recommend or give a commander-directed downgrade in accordance with [paragraph 5.16](#) if further action is warranted.
- 7.4.7.3. Organization Block. The format and content of data for the Organization block for the examiner and reviewing and final approving officers will be as follows: **(T-3)**.
- 7.4.7.3.1. Flight Examiner or Evaluator. Annotate unit/organization and office symbol of the examiner that completed the evaluation (e.g., 607 AOC/SRD, 9 AF/OV, ACC/A3TV).
- 7.4.7.3.2. Reviewing and Final Approving Officers. Annotate unit/organization and office symbol accordingly (e.g., 607 AOC/CC, 9 AF/CC).
- 7.4.7.4. Examinee. Annotate the examinees Name and Rank/Grade in accordance with [paragraph 7.4.1.1](#) The examinee signs and dates after the Final Approving Officer has signed the AF Form 8 or AF Form 4350 and the examinee has been briefed about any actions being taken at that date. The examinee's signature acknowledges that they have been briefed and do understand any actions that are being taken at that time. **(T-3)**.
- 7.4.8. Section VIII. Comments, AF Form 8 and Section II, Comments, AF Form 4350.
- 7.4.8.1. Restrictions (if required).
- 7.4.8.1.1. Specific restrictions and the criteria for the removal of the restrictions are documented as the first item of Section VIII in the AF Form 8 or Section II in the AF Form 4350.
- 7.4.8.1.2. Document each restriction by annotating the specific restriction, level of supervision required, and criteria for removal of the restriction.
- 7.4.8.2. Exceptional Qualified Designation (when used). Enter designation in all capital letters. Document justification after designation (e.g., areas of excellence). Do not use Officer Performance Report or Enlisted Performance Report style statements (e.g. stratification).
- 7.4.8.3. Examiner Remarks. Mission Description. For evaluations requiring two or more events, the mission description are annotated with First event, Second event, etc., as applicable.
- 7.4.8.3.1. First event, Second event, etc. entries on subsequent paragraphs and subparagraphs are annotated only if there are discrepancies or recommended additional training. For evaluations with more than one evaluator, see [paragraph 7.4.7.1.1](#)
- 7.4.8.3.2. In all instances, except for the mission description, if no verbiage is needed annotate with "None."
- 7.4.8.3.3. Mission Description. A comment addressing demonstrated instructional ability is mandatory for all instructor evaluations. **(T-2)**.
- 7.4.8.4. Examiner Remarks: Discrepancies.

- 7.4.8.4.1. Requisite Discrepancies. Document by annotating the graded area, graded area title (e.g. flight), grade (e.g. Q-/U), short description of discrepancy, and annotation if discrepancy was debriefed.
- 7.4.8.4.2. Evaluation Discrepancies. Document by annotating the graded area, graded area type (e.g. evaluation), graded area number, graded area title (followed by any graded subarea title in parenthesis), grade (e.g. Q-/U), short description of discrepancy, and annotation if discrepancy was debriefed. Evaluation discrepancies are annotated under paragraph B. Discrepancies, 2. Aircrew Evaluation
- 7.4.8.5. Examiner Remarks: Recommended Additional Training.
- 7.4.8.5.1. If discrepancies are documented in the Comments on AF Form 8 or AF Form 4350 and they have not been listed in the documentation as debriefed, annotate what the recommended additional training is in this section.
- 7.4.8.5.2. Descriptions of assigned additional training will include how satisfactory knowledge or proficiency will be demonstrated to an examiner or an instructor. **(T-3)**.
- 7.4.8.5.3. If additional training items do not fit on the AF Form 8 or AF Form 4350, at a minimum annotate the proficiency required by the examinee prior to the Requalification evaluation. **Note:** May attach an MFR with additional training items that do not fit on AF Form 8 or AF Form 4350.
- 7.4.8.6. Examiner Remarks: Additional Comments.
- 7.4.8.6.1. Comments are restricted to significant information dealing with the evaluation not documented elsewhere.
- 7.4.8.6.2. Document any commendable items (see [paragraph 5.10.2.10](#)) under Additional Comments using the following format, “—Commendable” followed by grading area number, grading area title (followed by any subarea title in parenthesis) and examiner’s description of commendable circumstances.
- 7.4.8.6.3. Officer Performance Report or Enlisted Performance Report type comments or comments comparing the examinee to other individuals are prohibited.
- 7.4.8.6.4. If an alternate evaluation method is used to satisfy a part of the requisite or evaluation requirements enter area number, area title, reason not accomplished in the normal method, alternate evaluation method used and date.
- 7.4.8.6.5. If a crewmember received a qualification level of Q3, indicate whether the entire evaluation must be re-accomplished, or just specific areas and/or subareas. **(T-3)**.
- 7.4.8.6.6. In accordance with [paragraph 5.3.4](#), if a SPOT evaluation is used to update a periodic evaluation and/or the AOC/CC authorizes additional missions and/or events after the SPOT to accomplish a periodic evaluation, document the circumstances in this section.
- 7.4.8.6.7. Incorporate the information contained in any applicable MFRs (e.g. extension, waivers, etc.) in this paragraph (see [paragraph 8.3.2.2](#)).
- 7.4.8.6.8. Document individual or group waivers applicable to the evaluation.

7.4.8.6.9. In accordance with [paragraph 5.15.4](#), document the AOC/CC approval for a member to complete one or more requisites after the evaluation expiration date.

7.4.8.6.10. In accordance with [paragraph 5.7](#), document approved cross-command evaluations.

7.4.9. Section VIII, Comments, Reviewing Officers Remarks, AF Form 8. **NOTE:** N/A on AF Form 4350 Reviewing Officers annotate their remarks following the Examiner's Remarks in the space provided. If no remarks, annotate with "None."

7.4.10. Section VIII, Comments, Final Approving Officers Remarks, AF Form 8. Approving Officer's Remarks **NOTE:** N/A on AF Form 4350. Approving Officers annotate their remarks following the Reviewing Officer Remarks in the space provided. If no remarks, annotate with "None."

7.4.11. Section VIII, Comments, Reviewing Officers Remarks, AF Form 8. Additional Reviews (Optional). Additional reviews are at MAJCOM and/or unit discretion and will be defined in the MAJCOM and/or unit supplement. **(T-2)**. **NOTE:** N/A on AF Form 4350.

## 7.5. Temporary Evaluation Documentation.

7.5.1. AF Form 3862, *Flight Evaluation Worksheet*. Use AF Form 3862 as temporary documentation of evaluations. File temporary evaluation documentation in the crewmember's EF (hard-copy or electronic) after the evaluation and all requisites are complete as a temporary record of the evaluation results.

7.5.2. The temporary evaluation documentation includes examinee, examiner, evaluation type, qualification level, requisite results, and date completed. List any discrepancies by area/subarea, any restrictions, any additional training and any additional training due dates.

7.5.3. The examiner completing the evaluation signs and dates the temporary evaluation documentation.

7.5.4. Remove temporary evaluation documentation when the permanent AF Form 8 or AF Form 4350 is filed in the EF.

7.5.5. File the completed AF Form 8 or AF Form 4350 in the EF no later than the end of the third month following the date completed that was annotated on the AF Form 8 or AF Form 4350.

7.5.6. Follow all applicable MAJCOM, NAF, and unit supplemental guidance regarding temporary evaluation documentation.

## 7.6. Requalification Evaluations due to failed Evaluations.

7.6.1. If the requalification evaluation requires an evaluation please document as follows:

7.6.1.1. Document the required evaluation results on an AF Form 8 or AF Form 4350 that only includes documentation of that required evaluation. Requisite completion dates from the Q3 AF Form 8 or AF Form 4350 (or applicable forms) will not be annotated on the Requalification Evaluation AF Form 8 or AF Form 4350 unless requisites were not completed or are required to complete the requalification evaluation. **(T-3)**.

7.6.1.2. If the requalification evaluation is completed prior to completion of required requisites, delay completion of the AF Form 8 or AF Form 4350 until requisites are complete and enter the requisites on the Requalification Evaluation AF Form 8 or AF Form 4350.

7.6.2. If the requalification evaluations require only the successful completion of a requisite or a portion of a requisite, document the results on a separate AF Form 8 or AF Form 4350. Annotate the results as “RQ MSN”, “RQ QUAL”, “RQ INSTR”, etc, under section III “Aircrew Evaluation”.

**7.7. Commander-Directed Downgrade (see also paragraph 5.16. ).** Except as described below, use the AF Form 8 or AF Form 4350 for a Commander-directed downgrade in accordance with [paragraph 7.3](#)

7.7.1. Effective Date of Downgrade. The effective date of the downgrade is the date the commander initiated the downgrade action. If this is a result of a downgrade for non-duty position related issues, the date the commander mandated the downgrade action is the effective date of the downgrade.

7.7.2. Section I Examinee Identification, AF Form 8 and Examinee Qualification, AF Form 4350.

7.7.2.1. MDS/Crew Position on AF Form 8 and Duty Position on AF Form 4350.

7.7.2.1.1. In addition to the crewmember’s MDS (AOC), if the downgrade includes a loss of a qualification (e.g., specific division) enter the downgraded division(s).

7.7.2.1.2. If the individual is downgraded to a completely unqualified status (i.e. AOC-ISD to AOC-U), enter the crew position to which he or she will be requalified upon successful completion of either an RQ evaluation or examination.

7.7.2.2. Eligibility Period. Enter “N/A.”

7.7.3. Section III, Aircrew Evaluation Information, Aircrew Evaluation on AF Form 8 Section II, Qualification, Task Phase, Event Check on AF Form 4350. In the Aircrew Evaluation block on AF Form 8 and Task Phase, Event Check block, on AF Form 4350, enter the category of the evaluation associated with the downgrade being given (e.g. if the commander is downgrading an area and/or subarea related to the mission of the AOC, then enter mission-descriptive information) with the date of the situation that caused the downgrade.

7.7.4. Section IV, Qualification Level on AF Form 8 and Section II, Qualification, Qualification Level on AF Form 4350.

7.7.4.1. If the commander does not intend to reduce the qualification level(s) of the crewmember and is issuing a downgrade in a non-critical area and/or subarea (i.e. a Q- in one or more non-critical areas and/or subareas), then enter “2.”

7.7.4.2. If the commander or division chief intends either to remove a qualification (e.g. specific crew position), or reduce the individual to a completely unqualified status, then enter “3.”

7.7.4.2.1. Requalification evaluations following a commander/division chief directed downgrade are documented on a separate AF Form 8 or AF Form 4350 in accordance with [paragraph 7.6](#)



7.7.4.2.2. If the commander or division chief intends for the individual to regain their qualification through the successful completion of a requisite, enter “3/1”.

7.7.4.3. Expiration Date of Qualification. Enter “N/A.”

7.7.5. Section V Additional Training on AF Form 8 and Section II, Additional Training on AF Form 4350.

7.7.5.1. If a “2” is entered in the qualification level, restrictions and additional training are not required.

7.7.5.1.1. Leave the box for restriction(s) unmarked and enter “N/A” for Due Dates and “N/A” for Date Additional Training Completed.

7.7.5.1.2. If desired, the commander or division chief may still require restrictions and/or additional training. If used, document in accordance with the next paragraph.

7.7.5.2. If a “3” is entered in the qualification level, restrictions and additional training are required.

7.7.5.2.1. Place an “X” or “√” (in accordance with [paragraph 7.3.2.1](#)) in the box for restriction(s) and enter the due date for the additional training as the last day of the third month from the effective date (an Evaluation on 26 Jan 20 equals a 30 Apr 20 due date).—Date Completed at the top of the AF Form 8 AF Form 4350.

7.7.5.2.2. Enter a date into the Date Additional Training Completed block when required training is complete.

7.7.5.2.3. The Instructor completing the additional training (or last training event if more than one) signs and dates the Certifying Official block.

7.7.5.3. Place an “X” or “√” in the Commander-Directed Downgrade Block (in accordance with [paragraph 7.3.2.1](#)) on the AF Form 8 and annotate a commander-directed downgrade in the Comments section on AF Form 4350.

7.7.6. Section VII, Endorsement on AF Form 8 and Section III, Certification on AF Form 4350.

7.7.6.1. Only the commander or division chief directing the downgrade and the individual concerned signs the AF Form 8 or AF Form 4350. Additional reviews (annotated under Section IV) are at the MAJCOM discretion.

7.7.6.2. Final Approving Officer. The commander or division chief directing the downgrade signs and places an “X” or “√” (in accordance with [paragraph 7.3.2.1](#)) in the remarks block.

7.7.6.3. Examinee. The crewmember signs acknowledging the action being taken by the commander or division chief.

7.7.7. Section VIII, Comments on AF Form 8 and Section II, Comments on AF Form 4350. Unless noted below, complete the Comments portion as described under [paragraphs 7.4.8](#) through [7.4.11](#) of this publication. See Section VIII, Comments, on AF Form 8, for format of the Comments Section for AF Form 8 and AF Form 4350.

7.7.7.1. At the top of the page enter, “RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE.”

7.7.7.2. Paragraph A, Under EXAMINER’S REMARKS: A. Mission Description, add a narrative describing the reason for the commander or division chief directed downgrade.

7.7.7.3. Under EXAMINER’S REMARKS: B. Discrepancies, complete as stated in [paragraph 7.4.8.4](#)

7.7.7.4. Under EXAMINER’S REMARKS: C. Recommended Additional Training, document any additional training desired or if none, place “None”. Additionally, enter any corrective action or training required prior to requalification.

7.7.7.5. Under EXAMINER’S REMARKS: D. Additional Comments, complete if desired or state “None”.

7.7.7.6. Additional Reviews: As directed by MAJCOM and/or unit supplement or “None.” **Note:** N/A on AF Form 4350.”

**7.8. Record of Evaluation.** The AF Form 942 and AF Form 4349 are indices providing pertinent information extracted from all the AF Forms 8 or AF Forms 4350 accomplished by the crewmember.

7.8.1. Data Entry.

7.8.1.1. Except where specifically noted otherwise (i.e. Type of Evaluation: QUAL) use upper and lower case letters.

7.8.1.2. Requirements for font, indentation, and justification (right, left or centered) of data are not specified. MAJCOM supplements may direct specific format standards as desired.

7.8.1.3. A one-line entry is used for all evaluations with the exception of those in which the qualification levels awarded on portions of a combined evaluation are not all the same.

7.8.1.4. For combined evaluations in which different qualification levels are awarded for any of the evaluation types, a single line entry is made for each different qualification level awarded indicating which portions of the combined evaluation received that qualification level.

7.8.2. Completing AF Form 942 or AF Form 4349. Use one AF Form 942 or AF Form 4349 until it is completely filled in. If closing out hand written, hard-copy AF Forms 942 or AF Forms 4349, “Z” out any blocks that are unused or no-longer needed. Units are not required to “Z” unused blocks on the electronic AF Forms 942 or AF Forms 4349.

7.8.2.1. ACFT/Crew Position. Enter AOC and division as it appears in the Aircraft/Crew Position area under Examinee Identification of the subject AF Form 8 or the Duty Position under Block I of the AF Form 4350.

7.8.2.2. Type of Evaluation. Enter type of evaluation or combined evaluation as it appears in the Aircrew Evaluation Information (Section III, under Aircrew Evaluation on AF Form 8 or under the Section II, Event Check on the AF Form 4350). If different qualification levels were awarded to different types of a combined evaluation, list these individual types as separate entries.

7.8.2.3. Date Completed. Enter date from the Date Completed block of the subject AF Form 8 or AF Form 4350.

7.8.2.4. Qualification Level. Enter the appropriate qualification level as it appears on the referenced AF Form 8 or AF Form 4350.

7.8.3. MAJCOM Change. A one-line, undated entry containing MAJCOM title is made for each change in the individual's MAJCOM based on PCS or Permanent Change of Assignment. Do not annotate a change of MAJCOM if the individual is receiving an evaluation from an examiner in a different MAJCOM.

7.8.4. Electronic Copies. A computer generated AF Form 942 may be used as long as cumulative entries are retained. Electronic copies of the AF Form 942 should be forwarded with the EF when the individual moves to a new squadron.

## Chapter 8

### EVALUATION FOLDERS

**8.1. Scope.** The EF contains the source documents that constitute the history of qualifications for each crewmember.

#### 8.1.1. Maintenance of EFs.

8.1.1.1. Each AOC crewmember must have an EF that includes all AF Forms 8 or AF Forms 4350, AF Forms 942, and any additional MAJCOM and/or unit specified STAN/EVAL items. **(T-3)**.

8.1.2. The EF must be maintained by a STAN/EVAL functional office, normally in the organization to which the individual is assigned or attached to for mission. **(T-3)**.

8.1.3. EFs belonging to MAJCOM or NAF personnel qualified in an AOC will be maintained by the STAN/EVAL function of their attached unit. **(T-2)**.

8.1.4. Individuals assigned or attached to other than USAF units may use the format of the service to which they are attached to document their history of qualifications.

8.1.5. EFs of separated or retired members, and digital versions of historical records, will be processed in accordance with AFI 33-364, *Records Disposition—Procedures and Responsibilities*. **(T-0)**.

#### 8.2. Electronic EFs.

8.2.1. Units will convert and maintain all EFs in electronic format using MAJCOM directed STAN/EVAL program. **(T-2)**. Units must establish a viable backup system in the form of either a printed hard copy or any soft copy that can be viewed without using MAJCOM directed STAN/EVAL program. **(T-2)**. Upon conversion, the original EF should be provided to the individual.

8.2.2. STAN/EVAL Offices must employ a method to backup Electronic EFs. Examples include stand-alone electronic systems, separate servers or paper copies and will be specified in unit supplements. **(T-2)**.

8.2.3. Once incorporated into the electronic EF system, any hard copy historical information may be returned to the member or be used at unit discretion.

#### 8.3. Contents. Divide the EF into two sections:

8.3.1. Section I (left side of paper copy). This Section contains AF Forms 942 or AF Forms 4349 and any STAN/EVAL items authorized by the MAJCOM and/or unit supplement. Section I may contain two sub-sections.

8.3.1.1. AF Forms 942 or AF Form 4349 are placed on top in chronological order with the most recent on top.

8.3.1.2. Any EF Reviews and Discrepancy Logs are placed under the AF Forms 942 or AF Form 4349.

8.3.1.3. Any additional STAN/EVAL information as directed by MAJCOM and/or unit supplement are placed under the AF Form 942 or AF Form 4349.

8.3.2. Section II (right side of paper copy). This Section contains AF Forms 8, and any related MFRs for all evaluations listed on the AF Form 942 or AF Form 4349.

8.3.2.1. AF Forms 8 and AF Forms 4350. File AF Forms 8 or AF Forms 4350 in chronological order with the most recent on top. Individuals who maintain qualification in two or more divisions in the AOC will file AF Forms 8 in chronological order without consideration of the crew position. **(T-3)**.

8.3.2.2. MFRs documenting waivers, extensions, and/or unusual circumstances to potentially be included in an AF Form 8 or AF Form 4350 are filed on top of, or adjacent to the affected AF Form 8 or AF Form 4350.

8.3.2.2.1. If the MFR addresses an AF Form 8 or AF Form 4350 that has not already been completed, incorporate the information contained in the MFR onto the applicable AF Form 8 or AF Form 4350 under Examiner Remarks paragraph D, Additional Comments, when action is complete and remove the MFR.

8.3.2.2.2. If the MFR addresses an AF Form 8 or AF Form 4350 that has already been completed, incorporate the information contained in the MFR onto the next applicable AF Form 8 or AF Form 4350 under Examiner Remarks paragraph D, Additional Comments, when action is complete, and remove the MFR.

8.3.2.2.3. If the MFR addresses a major discrepancy or unusual circumstance not addressed or corrected by a later AF Form 8 or AF Form 4350 and it does not affect any of the current qualifications, remove the MFR and add a summary of the MFR that describes the original discrepancy in the EF Review and Discrepancy Log.

8.3.2.2.4. Expiration Date Extensions MFRs. MFRs extending expiration dates should specify extension authority, the new expiration date, and a brief description of the extension. MFRs are dated prior to the expiration date of any affected periodic evaluation.

#### **8.4. Hard-Copy Folders.**

8.4.1. Folders must be letter size, able to separate contents into two sections and constructed of heavy stock (recommend press board folder or equivalent). **(T-3)**.

8.4.2. Standard 2 ¾-inch metal fasteners may be used.

8.4.3. Affix a label bearing the individual's name and DoD ID or Non-US Identity Code to the inside back cover so that the folder may be identified when filed. Include additional information on the label if required by MAJCOM and/or unit supplement.

8.4.4. Folders must bear the "For Official Use Only" and Privacy Act statement label or stamp on both sides of the EF. **(T-0)**

#### **8.5. Review of EF.**

8.5.1. Initial Review. The gaining unit or organization will review the EF for all newly assigned crewmembers to verify their qualification(s) prior to their first operational event. **(T-3)**.

8.5.1.1. The gaining unit or organization will document any major discrepancies from evaluations performed in previous organizations not already annotated in the discrepancy log. Following the initial review, the gaining unit or organization is responsible only for documentation subsequently placed in the EF. **(T-3)**.

8.5.1.2. If the EF of MAJCOM or NAF personnel qualified in the AOC is maintained by the STAN/EVAL function at the AOC to which they are attached personnel, the STAN/EVAL function of that AOC will also review the EF prior to performing duties as a crewmember. **(T-3)**.

#### 8.5.2. Posting Review.

8.5.2.1. AOCV reviews each AF Form 8 and AF Form 4350 when they are placed in the EF to ensure accuracy and completeness.

8.5.2.2. The AF Form 8 and AF Form 4350 review will confirm that the evaluation eligibility period and qualification as documented are correct, that the evaluation and all requisites were accomplished within the evaluation eligibility period and that all signatures and initials are obtained within the allotted time.

8.5.2.3. AOCV documents the posting review in the EF Review and Discrepancy Log.

#### 8.5.3. Periodic Review.

8.5.3.1. AOCV reviews all applicable EFs to confirm qualification expiration dates used to track required evaluations are the same as those listed in the EFs. Periodic review of EFs for personnel in inactive status is not required.

8.5.3.2. The interval between reviews will not exceed the standard qualification period window unless a more restrictive review period is established in accordance with MAJCOM and/or unit supplement. **(T-2)**.

8.5.3.3. AOCV documents the periodic review in the EF Review and Discrepancy Log in accordance with MAJCOM and unit supplements.

### 8.6. EF Discrepancies.

8.6.1. Major Discrepancies are discrepancies that affect the current qualification of the crewmember.

8.6.1.1. Major discrepancies are documented on a MFR, and signed by the Group Chief of STAN/EVAL or higher, filed in Section I or II immediately above or adjacent to the affected AF Forms 8 or AF Forms 4350

8.6.1.2. MFRs documenting similar major discrepancies found on multiple AF Forms 8 and AF Forms 4350 are filed on top of the latest affected AF Form 8 or AF Form 4350.

8.6.2. Minor Discrepancies are discrepancies that do not affect the qualification of the crewmember but affect the overall clarity of a current or previous AF Form 8 or AF Form 4350. If a minor discrepancy cannot be corrected on the AF Form 8 or AF Form 4350, they will be documented on the EF Review and Discrepancy Log. **(T-2)**. Typos, formatting and misspellings that do not affect the overall clarity of the document are not considered minor discrepancies.

### 8.6.3. Corrections.

8.6.3.1. AF Form 8 and AF Form 4350. As a source document, the AF Form 8 and AF Form 4350 may be corrected by use of white-out or pen and ink alteration of the original document provided the examiner signing Section VII, Flight Examiner of the AF Form 8 or Section III, Evaluator of the AF Form 4350 initials the correction. If the original EF is not available then document the discrepancy with an MFR. **Note:** All changes can only be applied prior to examinee signature.

8.6.3.2. AF Form 942. AF Forms 942, not being source documents, may be altered without restriction to reflect the assignment of the crewmember and the contents of the EF.

8.6.3.3. Electronic Corrections. If the system used to store the record does not allow corrections to be made, document the discrepancy in accordance with [paragraph 8.3.2.2](#) and/or [paragraph 8.6.1.1](#)

## **8.7. Transfers of EF.** PCS of Individual. Crewmembers should hand-carry a paper or electronic copy of their EF to the gaining organization.

8.7.1. When circumstances prevent this, the losing organization emails an electronic copy of the EF or mail the paper EF folder to the gaining unit via registered mail.

8.7.2. When mailing an EF or any of its contents, retain a copy (paper or electronic) until the gaining organization has received the original EF.

8.7.3. If the gaining unit has the same electronic EF system, the losing organization is responsible for sending the EF to the gaining unit once the individual leaves the organization. If the gaining unit does not have the same system, the losing organization provides the member a compatible electronic copy (such as a .pdf file) or a hard-copy to hand-carry to the gaining unit.

8.7.4. The gaining unit is responsible for the accuracy of the EF after the initial EF review.

## Chapter 9

### ADDITIONAL PROGRAMS (CREW INFORMATION FILE (CIF), SPECIAL INTEREST ITEMS (SII), SUPPLEMENTARY EVALUATIONS, TREND ANALYSIS, TRANSFERS)

#### 9.1. CREW INFORMATION FILE (CIF).

9.1.1. Units will establish and maintain a CIF consisting of a current read file and publications library. **(T-2)**. The CIF will be organized into volumes and consist of the items listed in **Table 9.1**. The CIF will be filed in accordance with AFMAN 33-363, in either hardcopy or electronic format. **(T-3)**. If a unit establishes an electronic CIF, the location will be readily accessible and easily navigable by all crewmembers. **(T-3)**. Co-located units may use a consolidated CIF library.

9.1.1.1. Units will ensure that the information is current and accessible for concurrent viewing by multiple crewmembers. **(T-3)**.

9.1.1.2. At a minimum, units will maintain the required index and location of electronic files in a hard-copy binder in a location easily accessible to all unit crewmembers. **(T-3)**.

9.1.1.3. Documents in the CIF will be made available for deployments via either electronic or hardcopy means. **(T-2)**.

9.1.1.4. CIF messages are generated and issued using MAJCOM approved formats.

9.1.2. Required Volumes. Divisions inserting information into the CIF library will submit the information to AOCV for coordination and distribution (Volume V excluded). **(T-2)**. Subject matter may be condensed for incorporation into Vol 1 if necessary. Above the AOCV level, MAJCOM/A3TV (STAN/EVAL) is the focal point for CIF information. **(T-2)**. If units choose hardcopy format and the contents of any volume exceed the capacity of its binder, use an additional binder and identify the first and subsequent binders by a letter of sequence (e.g., IIIA, IIIB). Label binders on the spine indicating Volume and Title in accordance with **Table 9.1**

**Table 9.1. Required Volumes.**

<b>VOLUME</b>	<b>TITLE</b>
VOLUME I	Table of Contents/Current Read File
VOLUME II	Publications—Air Force Directives MAJCOM Supplements
VOLUME III	Publications—MAJCOM/NAF/Local Directives
VOLUME IV	Manuals/Checklists/Technical Orders
VOLUME V (Optional)	Safety Information



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

9.1.2.1.1. Part A is an index listing all material contained in CIF Volumes I through V.

9.1.2.1.2. Part B is the Current Read File of CIF messages.

9.1.2.1.2.1. CIF messages contain information temporary in nature, directly pertinent to the safe conduct of missions, and must be read before performing crew position duties.

9.1.2.1.2.2. CIF messages may be issued or rescinded from the MAJCOM, NAF or unit level. MAJCOM directed CIF items for Part B are approved by the applicable MAJCOM/A3 and coordinated through user MAJCOMs.

9.1.2.1.2.3. MAJCOMs will advise user commands when releasing CIF message that affects the AOC.

9.1.2.1.2.4. CIF messages may be issued to alert crewmembers to publication changes for TOs or AFIs that affect operations, but actual publication changes must be accomplished in accordance with established procedural guidance, to include AFI 33-360, (as applicable) and TO 00-5-1.

9.1.2.1.2.5. CIF messages that contain AOC data will be controlled in accordance with the applicable distribution statement in the governing TO.

9.1.2.1.2.6. File items in Part B in reverse numerical sequence with the most recent CIF on top. Cross reference classified entries to the appropriate location.

9.1.2.1.3. Part C is the Current Read File that contains information temporary in nature but not related to the safe conduct of missions and not required to be read before performing crew duties. Part C contains current operational and mission guidance of a non-urgent nature. File items in Part C in reverse numerical sequence with the most recent CIF on top. Cross reference classified entries to the appropriate location.

9.1.2.2. Volumes II through IV: Publications Library. Will consist of a CIF Functional Publications Library according to MAJCOM directives. See AFI 33-360, for basic library requirements.

9.1.2.2.1. At a minimum, Volume II will include the mandatory publications listed in **Table 9.2**

9.1.2.2.2. All publications in the library will be current and complete. MAJCOMs may authorize units to withhold posting of publication library information that does not apply based on aircraft configuration.

9.1.2.2.3. Units will establish and maintain a table of contents for the publications library containing, as a minimum, a listing of basic publications numbers and short titles. Publication dates, supplements and changes are not required. (**T-2**).

9.1.2.3. MAJCOMS may waive Volumes II-V requirements for special training units (i.e. Large Force Exercises).

9.1.2.4. Volume V (optional): AOC safety information.

**Table 9.2. Volume II Mandatory Publications.**

<b>PUBLICATION</b>	<b>TITLE</b>
AFI 13-1AOC Vol 1	<i>Training</i>
AFMAN 13-1AOC Vol 2	<i>Standardization Evaluation Program</i>
AFI 13-1AOC Vol 3	<i>General Operations</i>

## **9.2. AOC-Related Special Interest Item (SII).**

9.2.1. AOC-Related SIIs are items of emphasis relating to existing procedure(s) designed to mitigate or eliminate specific risks or trends.

9.2.2. AOC-Related SIIs are generated via MAJCOM approved formats.

9.2.3. SIIs do not add to or amend established procedures (reference guidance on issuing CIF messages in [paragraph 9.1.2.1.2.5](#), above).

9.2.4. SIIs will be based on analysis of risks and trends from a variety of sources to include Safety Investigation Board findings/recommendations, safety related incidences, trend analysis, deployed area of operations and potential problems with equipment/procedures. (T-2).

9.2.5. SII(s) will be issued through the same process used to release CIF messages with the following elements:

9.2.5.1. References (document, Safety Investigation Board, etc.).

9.2.5.2. Risk factors and trend details.

9.2.5.3. Specific emphasis actions to reduce or eliminate the risk or trend that generated the SII.

9.2.5.4. Effective date of rescission.

9.2.5.5. SME or POC for further information.

9.2.6. SII(s) will be of limited duration (generally not to exceed 90 days).

9.2.7. SII(s) may be issued or rescinded from the HAF, MAJCOM, NAF or unit level. If issued from agencies outside the MAJCOMs (e.g. HAF, AFFSA, but not subordinate NAFs or units), the lead MAJCOM STAN/EVAL function will coordinate the intent and verbiage of the SII with other MAJCOM STAN/EVAL functions in order to determine the level of applicability within the individual MAJCOMs prior to release.

9.2.8. Units will place SIIs into the CIF, Vol I, Part B, Current Read File, for dissemination to crewmembers. (T-2).

9.2.9. Mission-specific SII(s) need only be briefed on those missions for which the SII is relevant.

**9.3. Supplementary Evaluations.** Supplementary evaluations are optional administrative tools used by a commander or division chief to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems, such as negative evaluation trends.

9.3.1. Conduct supplementary evaluations as directed by the NAF or AOC, CC or CV. **(T-3)**.

9.3.2. The form and content of a supplementary evaluation is at the discretion of the commander or division chief.

9.3.3. Supplementary evaluations may be administered in conjunction with an evaluation. Supplementary evaluations will not affect grading, will not affect qualification levels, and will not be documented on an AF Form 8 or AF Form 4350.

9.3.4. The commander or division chief directing the supplementary evaluation determines the areas to be evaluated. **(T-3)**. The STAN/EVAL function directly under the commander will determine the method of evaluation and is responsible for administrative management of data collection. Once complete, the STAN/EVAL function will report results to the commander. **(T-3)**.

9.3.5. Commander or division chiefs may appoint anyone to conduct supplementary evaluations.

9.3.6. At a minimum, supplementary evaluations results will be documented in SEB minutes (see [Attachment 2](#)).

9.3.7. Report supplementary evaluation results to the AOC/CC. The report will include the objectives of the evaluation, the time frame during which it was performed, discrepancies that were noted, recommended corrective action, and suspense dates for completion of corrective action. The AOC/CC approves all recommendations for corrective actions. Report supplementary evaluation results in the SEB minutes. **(T-3)**.

9.3.7.1. Perform follow-up supplementary evaluations to ensure that completed corrective action was effective. **(T-3)**.

9.3.7.2. Retain a copy of positional supplementary evaluation reports and checklists developed in accordance with the Records Disposition Schedule (RDS). **(T-3)**.

**9.4. Trend Analysis.** AOCV will establish, manage, and maintain a trend analysis program. **(T-2)**. AOCV will publish and define the trend analysis program in the applicable unit supplement to this AFMAN and maintain trend data in accordance with the RDS. Units using the PEX, or other MAJCOM-approved program will trend academic testing with the embedded program. Positional trends will be tracked in accordance with unit supplements or until the PEX, or other MAJCOM-approved program becomes available. Scope will include, but is not limited to, trend analysis of all evaluations. Analysis of all documented trends will be conducted at least semiannually for positional and written examinations.

9.4.1. As a minimum, the trend analysis program will include capturing and annotating the following:

9.4.1.1. Positional evaluations. **(T-3)**.

9.4.1.2. Academic testing. **(T-3)**.

9.4.1.3. Exercises or deployments if applicable. **(T-3)**.

9.4.2. When trends are noted, recommend corrective action and assign an OPR and/or OCR; report trends and status to the AOC/CC, and NAF/MAJCOM during the SEB until closed.

9.4.3. As AOCs are a team of multiple crew positions and Air Force Specialty Codes, combine discrepancies common to all crew positions to determine trends (e.g., system knowledge).

9.4.4. When trends are noted, AOCV will accomplish the following. **(T-3)**:

9.4.4.1. Recommend an OPR and/or OCR.

9.4.4.2. Recommend corrective action and a method to verify that trends have been corrected.

9.4.4.3. Ensure the trend is closed when corrective action is successfully implemented and verified by the OPR/OCR.

9.4.4.4. Trends programs will maintain at least one year of trends data.

9.4.5. Trends will be closed only after the OPR verifies the deficiency in performance or knowledge no longer exists in the applicable area. Such verification may be accomplished and documented through supplementary evaluation, crew testing, etc. **(T-3)**.

## **9.5. Transfers.**

9.5.1. Personnel transferring due to PCS from one AOC to another AOC will retain their current qualification and certification; however, prior to performing operations duties unsupervised at a new unit, the AOC Training Manager will validate satisfactory completion of the unit's local orientation program as directed by the gaining unit Commander. **(T-3)**.

9.5.2. Deployed individuals or those on TDY status to a unit with similar equipment, can perform unsupervised operations duties if the crewmember:

9.5.2.1. Provides a current AF Form 8 or AF Form 4350, to the Chief of AOC Standardization and Evaluation (AOCV), to verify current qualification(s). **(T-3)**.

9.5.2.2. Personnel must satisfactorily complete the unit's local orientation program and any training as directed by the TDY unit prior to performing operations duties. **(T-3)**.

## Chapter 10

## EVALUATION CRITERIA

**10.1. General.** This chapter contains the task oriented criteria for all evaluations. Evaluation requirements are outlined in [Table 10.1](#) for all division evaluations.

Table 10.1. GRADING AREAS.

Area	GRADING AREA:	AMD	COD	CPD	ISR	Strat Div	IAMD	PR Cell
1	Mission Planning	R	R 1	R 1	R	R 1	R	R
2	Briefing (If Applicable)	R	R 1	R 1	R	R 1	R	R
13	Crew Coordination	R	R 1	R 1	R	R 1	R	R
27	Section Leadership (If Applicable)	R	R 1	R 1	R	R 1	R	R
29	AOC And Division General Knowledge	R	R 1	R 1	R	R	R	R
36	Task Prioritization	R	R 1	R 1	R	R 1	R	R
50	Forms /Reports /Logs	R	R 1	R 1	R	R 1	R	R
51	Publications	R	R 1	R 1	R	R 1	R	R
83	Tactical/Mission Execution	R	R 1	R 1	R	R 1	R	R
85	Battle Management/Tactical Comm	R	R 1	R 1	R	R	R	R
93	Doctrine/Special Instructions (SPINS)/Rules of Engagement (ROE)	R	R 1	R 1	R	R 1	R	R
97	Weapon system Utilization	R	R	R 1	R		R	R
117	Command and Control Utilization	R	R 1	R 1			R	R
133	Airspace Coordination	R	R 1	R 1			R	
297	Target /Threat Knowledge	R	R	R	R	R	R	R
744	COMSEC/OPSEC	R	R 1	R 1	R	R 1	R	R
940	PR Operational Event		R					R
			1					

942	PR Planning/Knowledge /Tactics		R	R		R		R
			1	1		1		
978	AOC TBMCS and other tools	R	R	R				R
979	AOC Mission Systems and Interfaces	R	R	R				R
1115	Air Space Planning/Execution		R	R			R	
33	Instructor Performance	*	*	*	*	*	*	*
47	Instructor Briefing /Debriefing	*	*	*	*	*	*	*
55	Instructor Knowledge	*	*	*	*	*	*	*
R: Required 1: Required area for AOC/CC and/or AOC/CV evals *: Required for Instructor Qualification								

**10.2. Evaluation Criteria.** All areas in this section will be graded using the grading policy listed within the individual areas for Air Mobility Division (AMD), Combat Operations Division (COD), Intelligence, Surveillance and Reconnaissance Division (IRD), Personnel Recovery Cell (PRC), Command and Control (C2), and Strategy Division (SRD). **NOTE:** AOC/CC and CV evaluation will be listed as AOC CMD evaluations, but the evaluation will be completed in 2 divisions. **(T-2).** Both will be evaluated in the Strategy Division. The second portion of the evaluations will either be in CPD or the COD, opposite of each other (e.g. is the AOC/CC receives an evaluation in the CPD division, the AOC CV will be then evaluated in the COD). **(T-2).**

#### 10.2.1. AREA 1: Mission Planning

10.2.1.1. Q Developed a plan for accomplishing functional tasks and/or products, considering Joint Forces Air Component Commander (JFACC) intent, specific action items, and system capabilities. Complied with procedures prescribed by the applicable directives. Checked all Crew Information Files (CIFs) (if any) logged off in PEX or as applicable. Complied with local directives and participated in all required briefings. Planning was adequate with no more than minor omissions, deviations or errors which did not impact task success or product quality.

10.2.1.2. Q- As above, but did not fully comply with directives and/or intent. Omissions, deviations or errors detracted from task accomplishment and/or products. Did not jeopardize task success or product completion.

10.2.1.3. U Failed to check CIF (if any) and annotate correctly. Failed to comply with local directives or participate in all required briefings. Planning was inadequate and/or jeopardized task accomplishment and/or product quality.

### 10.2.2. AREA 2: Briefing

10.2.2.1. Q Briefings were well organized, accurate, and thorough.

10.2.2.2. Q- As above but with minor errors or omissions that did not adversely affect success.

10.2.2.3. U Briefings were marginal or nonexistent. Errors or omissions adversely affected success.

### 10.2.3. AREA 13: Crew Coordination

10.2.3.1. Q Effectively coordinated with other team members. Demonstrated basic knowledge of other crewmembers' duties and responsibilities. Provided timely direction or information, as required, which clarified and/or rectified a situation. Efficiently used available resources and/or systems to manage workload and maximize success.

10.2.3.2. Q- Adequate coordination with other team members, but demonstrated limited knowledge of other Division and/or team crewmembers' basic duties and responsibilities. Showed some hesitation to provide timely direction and/or information which would have clarified confusion or rectified a situation. Use of available resources and/or systems to manage workload limited mission success.

10.2.3.3. U Coordination with other team members and lack of knowledge of their duties and responsibilities were detrimental to safety or mission effectiveness. Did not provide timely direction and/or information which would have clarified and/or rectified a situation. Did not use available resources or systems to manage workload.

### 10.2.4. AREA 27: Section Leadership

10.2.4.1. Q Effectively managed personnel, assets, and systems throughout the applicable phase(s) of the air tasking and/or targeting cycles to accomplish tasks and/or products with minimal error and/or delay. Optimized use of available systems. Implemented and relayed mission, task, and/or intent changes internally and/or externally to ensure mission accomplishment.

10.2.4.2. Q- Performance included errors, omissions, or delays that did not jeopardize task and/or product accomplishment or safety. Demonstrated limited knowledge.

10.2.4.3. U Failed to manage personnel, assets, and/or systems throughout the evaluation. Errors and/or omissions jeopardized security, mission accomplishment or safety.

### 10.2.5. AREA 29: AOC and Division General Knowledge

10.2.5.1. Q Understood proper management and operation of processes, systems and equipment. Correctly identified and located process inputs, outputs, procedures and systems, explained and interpreted their functions, capabilities and limitations. Effectively demonstrated knowledge of processes, procedures, systems, roles and responsibilities. Demonstrated knowledge of task-related internal and external agencies, and threats to task accomplishment. Maintained security, safety and JFACC intent throughout process.

10.2.5.2. Q- Performance included errors, omissions, or delays that did not jeopardize task accomplishment, security, safety, or JFACC intent. Demonstrated limited knowledge. Stated correct process status, but could not determine its effect on related processes.

10.2.5.3. U Failed to demonstrate necessary knowledge, either related to mission processes or external agencies and/or divisions, required by position. Errors or omissions could have jeopardized security, task accomplishment, safety, or JFACC intent.

#### 10.2.6. AREA 36: Task Prioritization

10.2.6.1. Q Correctly identified, prioritized and managed tasks based on existing and new information that assured mission success. Used available resources to manage workload, communicated task priorities to other crew members. Asked for assistance when appropriate. Displayed sound knowledge of systems. Effectively identified contingencies and alternatives. Gathered and crosschecked available data before acting. Clearly stated decisions and ensured they were understood. Investigated doubts and concerns of other flight members when necessary.

10.2.6.2. Q- Made minor errors in prioritization or management of tasks which did not affect safe or effective mission accomplishment. Did not completely communicate task priorities to other flight members. Made minor errors in identifying contingencies, gathering data, or communicating a decision which did not affect safety or effective mission accomplishment.

10.2.6.3. U Incorrectly prioritized or managed tasks. Incorrectly prioritized or managed tasks that seriously degraded mission accomplishment or safety. Failed to communicate task priorities to other crew members. Failed to ask for assistance when overloaded. Improperly or ineffectively identified contingencies, gathered data, or communicated a decision that seriously degraded mission accomplishment or safety.

#### 10.2.7. AREA 50: Forms/Reports/Logs

10.2.7.1. Q All logs, reports, databases and forms required were completed in accordance with applicable directives, tasking and policy. Information was provided in sufficient detail to allow accurate and timely analysis of associated data.

10.2.7.2. Q- As above but with minor deviations, omissions or errors which did not significantly impact the product quality or users of the information.

10.2.7.3. U Major deviations, omissions or errors which significantly impacted the product quality or users of the information. Communications caused confusion or delay. Logs, reports, databases or forms contained errors or omissions precluding analysis of data or usefulness to other team members/AOC teams.

#### 10.2.8. AREA 51: Publications

10.2.8.1. Q Possessed or could readily access current information and any required publications. Publications and information are current and properly posted according to directives.

10.2.8.2. Q- Possessed or could readily access current information and any required publications. Any errors in publication and/or information currency did not jeopardize task accomplishment, security, safety, or JFACC intent.



10.2.8.3. U Failed to possess or unable to access required information and publications. Publications and/or information are not current, or posted with major or unrecognized omissions, deviations, and/or errors, which jeopardized task accomplishment, security, safety, and/or JFACC intent.

#### 10.2.9. AREA 83: Tactical/Mission Execution

10.2.9.1. Q Correctly analyzed appropriate information and/or inputs and disseminated appropriate information and/or outputs to other crewmembers and outside agencies, based on applicable priorities. Made accurate decisions based on available information that enabled success.

10.2.9.2. Q- Performance included errors, omissions or delays that did not jeopardize task accomplishment, security, safety, or JFACC intent. Demonstrated limited knowledge. Slow to correlate intelligence and operations inputs.

10.2.9.3. U Failed to make accurate decisions and/or disseminated inaccurate information or outputs to other crewmembers. Errors and/or omissions jeopardized task accomplishment, security, safety, and/or JFACC intent.

#### 10.2.10. AREA 85: Battle Management/Tactical Communications

10.2.10.1. Q Correctly interpreted and relayed tasking to supported assets and/or other AOC crewmembers in accordance with directives, and prescribed format. Analyzed the operational and tactical situation. Provided timely and accurate response to supported assets and/or crewmembers. Reported applicable updates, Rules of Engagement (ROE) changes, threats and/or friendly locations in a timely manner.

10.2.10.2. Q- Performance included errors, omissions or delays that did not jeopardize task accomplishment, security, safety, or JFACC intent. Demonstrated limited knowledge.

10.2.10.3. U Performance included errors, omissions, and/or delays that could have jeopardized task accomplishment, security, safety, or JFACC intent.

#### 10.2.11. AREA 93: Doctrine/Special Instructions (SPINS)/Rules Of Engagement (ROE)

10.2.11.1. Q Implemented required MAJCOM and NAF documents for peacetime, transition, and wartime conditions. Understood and ensured crewmembers comprehend and comply with all theater Doctrine, SPINS, and ROE policies and procedures. Responded to situations according to directives.

10.2.11.2. Q- Performance included errors, omissions or delays that did not jeopardize task accomplishment, security, safety, or JFACC intent. Demonstrated limited knowledge.

10.2.11.3. U Performance included errors, omissions, and/or delays that could have jeopardized task accomplishment, security, safety, or JFACC intent.

#### 10.2.12. AREA 97: Weapon system Utilization

10.2.12.1. Q Effectively manipulated associated systems to accomplish tasks. Effectively interpreted, initiated, and modified data and/or inputs as required. Displayed thorough knowledge of appropriate system actions to accomplish required procedures. Recognized malfunctions and/or errors and took proper corrective action.

10.2.12.2. Q- Performance included errors, omissions, or delays that did not jeopardize task accomplishment, security, safety, or JFACC intent. Demonstrated limited knowledge. Slow to recognize or uncertain of malfunction and/or error indications or proper corrective action.

10.2.12.3. U Performance included errors, omissions, and/or delays that could have jeopardized task accomplishment, security, safety, or JFACC intent.

#### 10.2.13. AREA 117: Command and Control Utilization

10.2.13.1. Q Coordinated with other agencies engaged in air operations and provided required direction and information in accordance with directives.

10.2.13.2. Q- Coordinated and/or performed actions in accordance with directives. Committed errors or omissions that did not adversely affect task accomplishment, security, safety, or JFACC intent.

10.2.13.3. U Failed to coordinate and/or perform actions in accordance with directives. Committed errors or omissions that could have jeopardized task accomplishment, security, safety, or JFACC intent.

#### 10.2.14. AREA 133: Airspace Coordination

10.2.14.1. Q Coordinated and/or performed actions in accordance with directives.

10.2.14.2. Q- Coordinated and/or performed actions in accordance with directives. Committed errors or omissions that did not adversely affect task accomplishment, security, safety, or JFACC intent.

10.2.14.3. U Failed to coordinate and/or perform actions in accordance with directives. Committed errors or omissions that could have jeopardized task accomplishment, security, safety, or JFACC intent.

#### 10.2.15. AREA 297: Target/Threat Knowledge

10.2.15.1. Q Correctly analyzed specific threats applicable to task at hand or the phase of the tasking or targeting cycle, and planned, directed, and/or applied appropriate measures to counter the threats.

10.2.15.2. Q- Analyzed specific threats applicable to task at hand or the phase of the tasking or targeting cycle, and planned, directed, and/or applied measures to counter the threats. Committed errors, made omissions or was slow to recognize changing threats which might degrade or delay task accomplishment, but not jeopardize task accomplishment, security, safety, or JFACC intent.

10.2.15.3. U Performance included errors, omissions, and/or delays that could have jeopardized task accomplishment, security, safety, or JFACC intent.

#### 10.2.16. AREA 744: COMSEC (Communications Security)/OPSEC (Operations Security)

10.2.16.1. Q Used proper COMSEC and OPSEC procedures. Demonstrated knowledge of authenticators and authentication procedures (as applicable). Maintained positive control of OPSEC and COMSEC materials. When required, performed inventory of COMSEC and OPSEC materials.

10.2.16.2. Q- Performance included errors, omissions, or delays that did not jeopardize security or safety. Demonstrated limited knowledge. No security deviations or compromises occurred.

10.2.16.3. U Errors or omissions could have jeopardized security or safety and/or caused security deviations or compromises.

10.2.17. AREA 940: Personnel Recover (PR) Operational Event

10.2.17.1. Q Executed the assigned mission in a timely, efficient manner. Provided guidance to the crew on employment of resources and mission specific documents, procedures and tasking. Monitored and directed Personnel Recovery and/or Combat Search and Rescue efforts as tasked.

10.2.17.2. Q- Committed errors or omissions that did not adversely affect task accomplishment, security, safety, or JFACC intent.

10.2.17.3. U Committed errors or omissions that jeopardized task accomplishment, security, safety, or JFACC intent.

10.2.18. AREA 942: PR Planning/Knowledge/Tactics

10.2.18.1. Q Correctly analyzed all available data, information, and/or intelligence from tactical, operational, and strategic sources to include military, information, diplomatic, and economic sources, as required. Knowledgeable about theater threats, tactics and techniques that could adversely affect PR efforts.

10.2.18.2. Q- Committed errors or omissions that did not jeopardize task accomplishment, security, safety, or JFACC intent.

10.2.18.3. U Committed errors or omissions that jeopardized task accomplishment, security, safety, or JFACC intent.

10.2.19. AREA 978: AOC Theater Battle Management Core System (TBMCS) and other tools

10.2.19.1. Q Controlled, configured, verified and monitored the operational status of the TBMCS and other tools. Coordinated with the crew to configure or use as required.

10.2.19.2. Q- Committed errors or omissions that did not jeopardize task accomplishment, security, safety, or JFACC intent.

10.2.19.3. U Committed errors or omissions that jeopardized task accomplishment, security, safety, or JFACC intent.

10.2.20. AREA 979: AOC Mission Systems and Interfaces

10.2.20.1. Q Performed and/or coordinated all applicable system activities. Managed personal database and system configuration to meet mission needs. Recommended system configuration changes to crew and/or division as appropriate. Configured system and database as required. Coordinated on computer problems and workarounds as required. Explained systems and subsystems usages and parts as required.

10.2.20.2. Q- Committed errors or omissions that did not adversely affect task accomplishment, security, safety, or JFACC intent.

10.2.20.3. U Committed errors or omissions that jeopardized task accomplishment, security, safety, or JFACC intent.

10.2.21. AREA 1115: Airspace Planning/Execution

10.2.21.1. Q Coordinate and verified airspace restrictions and limitations were passed and complied with in accordance with applicable directives.

10.2.21.2. Q- Conducted airspace coordination with errors or omissions that did not jeopardize task accomplishment, security, safety, or JFACC intent.

10.2.21.3. U Conducted airspace coordination with errors or omissions that jeopardized task accomplishment, security, safety, or JFACC intent.

**10.3. INSTRUCTOR AREAS:**

10.3.1. AREA 33: Instructor Performance or Demonstrated Performance:

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

10.3.1.2. Q- Minor discrepancies in the above criteria that did not adversely impact student progress.

10.3.1.3. U Did not demonstrate correct procedure or technique. Insufficient depth of knowledge about aircraft systems, procedures, or proper source material. Adversely impacted student progress.

10.3.2. AREA 47: Instructor Briefing/Debriefing

10.3.2.1. Q Briefings were well organized, accurate, and thorough. Reviewed student's present level of training and defined mission events to be performed. Demonstrated ability during critique to reconstruct the mission, offer mission analysis, and provide corrective guidance where appropriate. Completed all training documents according to prescribed directives. Appropriate grades awarded.

10.3.2.2. Q- As above but with minor errors or omissions in briefings, critique, or training documents that did not adversely impact student progress.

10.3.2.3. U Briefings were marginal or nonexistent. Did not review student's training folder or past performance. Failed to adequately critique student or conducted an incomplete mission analysis which compromised learning. Student strengths or weaknesses were not identified. Adversely impacted student progress. Inappropriate grades awarded. Overlooked or omitted major discrepancies.

10.3.3. AREA 55: Instructor Knowledge

10.3.3.1. Q Demonstrated ability to communicate instruction effectively. Provided appropriate corrective guidance when necessary. Planned ahead and made timely decisions. Correctly analyzed student errors.

10.3.3.2. Q- Minor discrepancies in the above criteria that did not adversely impact student progress.

10.3.3.3. U Unable to effectively instruct and/or communicate with the student. Did not provide corrective action where necessary. Did not plan ahead or anticipate student problems. Incorrectly analyzed student errors. Adversely impacted student progress

MARK D. KELLY, Lt Gen, USAF  
Deputy Chief of Staff, Operations

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

Privacy Act (5 U.S.C. § 552a)

AFPD 13-1, *Command and Control Enterprise (C2 Enterprise)*, 6 August 2012

AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, 8 March 2007

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 33-360, *Publications and Forms Management*, 9 April 2015

AFI 17-202 Volume 2, *Cybercrew Standardization and Evaluation Program*, 2 July 2015

AFI 17-2ACD Volume 2, *Air Force Cyberspace Defense (ACD) Standardization and Evaluation*, 27 April 2017

AFI 36-2651, *Air Force Training Program*, 3 January 2019

AFI 90-201, *The Air Force Inspection System*, 21 April 2015

AFI 13-1AOC, Volume 1, *Ground Environment Training-Air Operations Center (AOC)*, 29 July 2019

AFI 11-215, *USAF Flight Manuals Program (FMP)*, 25 March 2019

AFI 13-1AOC Volume 3, *Operational Procedures-Air Operations Center (AOC)*, 18 May 2012

AFTTP 3-3, *Air Force Tactics, Techniques, and Procedures 3-3.AOC*, 15 March 2018

AFTTP 3-1, *Air Force Tactics, Techniques, and Procedures 3-1.Shot Kill*, 29 November 2018

AFTTP 3-1, *Air Force Tactics, Techniques, and Procedures 3-1.Threat Guide*, 30 October 2017

AFI 33-364, *Records Disposition – Procedures and Responsibilities*, 20 November 2018

TO 00-5-1, *AF Technical Order System*, 1 October 2014

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 8, *Certificate of Aircrew Qualification (Multiple Aircraft)*

AF Form 4350, *Certificate of Intelligence Qualification*

AF Form 942, *Record of Evaluation*

AF Form 4349, *Record of Intelligence Evaluation*

AF IMT 3862, *Flight Evaluation Worksheet*

Other career-field specific forms for recording qualifications

***Abbreviations and Acronyms***

**A3**—Director of Operations

**ACC**—Air Combat Command

**ACC/A3CO**—Air Combat Command, Air Operations Center/Air Force Forces Branch

**ACC/A3TV**—Air Combat Command, STAN/EVAL Branch

**AF/A3T**—Air Force, Training and Readiness Directorate

**AF/A3TY**—Air Force, Command and Control, Integrated Air and Missile Defense, and Multi-Domain Command and Control Division

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFSOC**—Air Force Special Operations Command

**AFSOC/OC**—Air Force Special Operations Command, Operations Center

**AFSPC A2/3/6T**—Air Force Space Command, Training Weapons and Tactics Division

**AFTTP**—Air Force Tactics Techniques and Procedures

**AMC**—Air Mobility Command

**AMC/A3C**—Air Mobility Command, Command and Control/Expeditionary Operations

**AMD**—Air Mobility Division

**ANG**—Air National Guard

**AOC**—Air Operations Center

**AOC/OC**—Air Operations Center/Operations Center

**AOC/CC**—Air Operations Center/Commander

**AOCV**—Air Operations Center Stan/Eval

**AOC/CV**—Air Operations Center Vice Commander

**ARC**—Air Reserve Component

**BMC**—Basic Mission Capable

**BQ**—Basic Qualification

**C2**—Command and Control

**CIF**—Crew Information File

**CMR**—Combat Mission Ready  
**COD**—Combat Operations Division  
**COMSEC**—Communication Security  
**CPD**—Combat Plans Division  
**CT**—Continuation Training  
**CTR**—Contractor  
**DO**—Director of Operations  
**DOC**—Designed Operational Capability  
**EQ**—Exceptionally Qualified  
**EF**—Evaluation Folder  
**HAF**—Headquarters Air Force  
**HHQ**—Higher Headquarters  
**IG**—Inspector General  
**INIT**—Initial  
**INSTR**—Instructor  
**IRD**—Intelligence Surveillance and Reconnaissance Division  
**IQT**—Initial Qualification Training  
**JFACC**—Joint Forces Air Component Commander  
**MAJCOM**—Major Command  
**MAJCOM/IG**—Major Command Inspector General  
**MDS**—Mission Design Series  
**MFR**—Memorandum for Record  
**MICT**—Management Internal Control Toolset  
**MQF**—Master Question File  
**MQT**—Mission Qualification Training  
**MSN**—Mission  
**N/A**—Non-Applicable  
**NAF**—Numbered Air Force  
**NAF/CV**—Numbered Air Force Vice Commander  
**NBMC**—Non-Basic Mission Capable  
**NCMR**—Non-Combat Mission Ready  
**N/N**—No-Notice



**OC**—Operations Center  
**OCR**—Office of Collateral Responsibility  
**OPR**—Office of Primary Responsibility  
**OPSEC**—Operations Security  
**PCS**—Permanent Change of Station  
**PEX**—Patriot Excalibur  
**PR**—Personnel Recovery  
**QUAL**—Qualification  
**Q**—Qualified  
**RegAF**—Regular Air Force  
**ROE**—Rules of Engagement  
**RQ**—Requalification  
**SAC**—Self-Assessment Communicator  
**SAV**—Staff Assistance Visit  
**SEB**—Standardization/Evaluation Board  
**SELO**—Standardization/Evaluation Liaison Officer  
**SII**—Special Interest Item  
**SIM**—Simulator  
**SPINS**—Special Instructions  
**SPOT**—Spot Evaluation  
**SQB**—Secure Question Bank  
**SRD**—Strategy Division  
**STAN/EVAL**—Standardization/Evaluation  
**TBMCS**—Theater Battle Management Core System  
**TDY**—Temporary Duty  
**TO**—Technical Order  
**UEI**—Unit Effectiveness Inspection

### *Terms*

**Additional Training**—Any training recommended by an examiner to remedy deficiencies identified during an evaluation that must be completed by the due date. Document completion on AF Form 8 as appropriate. The Chief of Training, with the concurrence of the Director of Operations, determines training requirements to correct deficiencies identified by STAN/EVAL.

**Attached Personnel**—This includes anyone not assigned to the unit but maintaining qualification through that unit. MAJCOM, NAF, and Group personnel are examples of attached personnel.

**Basic Qualified (BQ)**—The qualification of an individual who has successfully completed **IQT but is not qualified to perform combat crew duties within the unit. Individuals in this status may perform non**—combat missions without supervision.

**Certification**—Procedure used to document competency in a particular task. Not interchangeable with “qualification” which requires AF Form 8 or AF Form 4350 documentation. It is also the designation of an individual by the unit commander or division chief as having completed required training and being capable of performing a specific duty. Certification programs are outlined in AFI 13-1 AOC Vol. 1.

**Combat Mission Ready (CMR)**—The status of individuals who successfully complete IQT and MQT, pass a mission qualification, comply with Continuation Training (CT) requirements, and are assigned to a unit with a primary combat mission.

**Continuation Training (CT)**—Academic and positional training required to maintain CMR qualification.

**Debriefed Discrepancy**—Remedial action taken by an examiner to remedy a discrepancy noted during an evaluation. This action is accomplished during debrief of the evaluation wherein the examiner provides briefing and/or instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy said discrepancy. The discrepancy area description is annotated with “Debriefed” in the Examiner’s Remarks section of the AF Form 8 Comments.

**Division**—One of the five core AOC divisions, Intelligence, Surveillance, and Reconnaissance Division (IRD), Strategy Division (SRD), Combat Plans Division (CPD) Combat Operations Division (COD), and Air Mobility Division (AMD).

**Eligibility Period**—This is the 6-month period prior to expiration date of an evaluation during which all written and positional requirements for the recurring QUAL/MSN must be completed.

**Evaluation**—**1)** The procedure to determine the effectiveness of the performance of an instructional product or process in order to ascertain specific causes for the effectiveness or lack of it, and to make decisions appropriate to the extent of the effectiveness. Evaluation of formal courses includes field evaluation and internal evaluation. **2)** The review and analysis of qualitative or quantitative data obtained from design review, hardware inspection, testing or operational use of equipment. **3)** The positional and written examinations used to determine proficiency as prescribed by AFMAN and any applicable supplements. See also Joint Pub 1-02, *Department of Defense Dictionary of Military and Associated Terms*.

**Evaluation Folder (EF)**—A two-part folder containing the source documents that constitute the history of C2 qualifications of each crew member.

**INSTR Evaluation**—A means of assessing a crewmember’s ability to instruct other crewmembers in operations, academics and positional duties. This evaluation initially establishes or reestablishes instructor qualification of the examinee in a weapon system (i.e., INIT INSTR and RQ INSTR) as directed in this instruction.

**Instructor**—For the purpose of this document, the use of the word instructor is synonymous with the use of the word trainer in the AFI 13-1AOC Volume 1. An experienced crewmember qualified and certified to instruct other individuals in operations academics and positional duties.

**Lead Command**—Lead command designation establishes advocacy for weapon systems during their life cycle and clarifies responsibilities for all using and supporting organizations. The designated lead command provides a primary input into the process of developing and maintaining a force structure with a balance of complementary capabilities. For this weapon system, ACC is the lead command.

**Local Procedures Master Question**—File—A bank of questions to cover unit and local operations knowledge and procedures.

**Master Question File (MQF)**—A general knowledge question bank.

**Mission Qualification Evaluation (MSN)**—Qualifies a crewmember to perform assigned crew position duties in accomplishing the unit's operational or DOC statement mission. This evaluation is given after MQT and during Recurring Evaluation (QUAL/MSN) to determine an individual's CMR status. Requires AF Form 8 documentation.

**No—Notice Evaluation (N/N)**—An evaluation where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission. These evaluations may be complete qualification evaluations, a written examination only, or a positional evaluation covering only selected areas.

**Non—Combat Mission Ready/Non-Basic Mission Capable (NCMR/NBMC)**—This is the status of an individual who does not meet training cycle CT requirements, fails to meet lookback requirements, or at unit commander or division chief direction. An instructor must supervise these individuals.

**Objectivity Evaluation**—An evaluation to unit examiners to determine their ability to perform examiner duties. Use SPOT as the type of evaluation under Aircrew Evaluation on the AF Form 8.

**Positional Evaluation**—This is the portion of an evaluation specific to position duties, actions, and responsibilities.

**Qualification Evaluation (QUAL)**—Qualifies a crewmember to perform the duties of a particular Division or crew position in the AOC. Conduct this written and/or positional evaluation to check an individual's proficiency in performing operations duties or to let an examinee demonstrate to the examiner the academic knowledge and ability to do assigned crewmember functions safely and effectively. Requires AF Form 8 documentation.

**Requalification (RQ) Evaluation**—This is an evaluation required to regain an individual's CMR status after going unqualified. Requires AF Form 8 documentation.

**Requisites.**—Requirements such as exams, positional, etc., which are accomplished before an evaluation is considered complete.

**SPOT Evaluation**—An evaluation other than one used to satisfy the requirements of a periodic, initial instructor or requalification instructor evaluation. An evaluation to ensure correction of identified discrepancies or to check an individual's proficiency. A SPOT evaluation is normally limited in scope. These evaluations may be either N/N or with prior coordination. Requires AF Form 8 documentation.

**STAN/EVAL Board (SEB)**—A forum convened to review, resolve, and report the status of STAN/EVAL programs.

**STAN/EVAL Examiner (SEE)**—An operations crewmember that is designated by the unit commander to perform evaluation duties as specified by this AFMAN. If delegated the Division Chief can also designate operations crewmembers to perform evaluation duties as specified by this AFMAN.

**Standardization/Evaluation Liaison Officer (SELO)**—An individual (officer or enlisted) tasked to perform group and/or unit STAN/EVAL administrative duties.

**Supervised Status**—The status of a crewmember who must conduct operations duties under the supervision of either a instructor or a designated supervisor qualified in that division.

**Time Periods**—The following definitions are provided for interpretation of timing requirements specified in this AFMAN:

Day. Unless otherwise specified, "day" means calendar days.

Month. The term "month" means calendar months, not 30-day periods.

**Unit**—For the purposes of this AFMAN, a unit is defined as an AOC, OC, or Air Reserve Component organization aligned with an AOC/OC. It also refers to any operations section that is required to establish its own STAN/EVAL program.

## Attachment 2

## STAN/EVAL BOARD MINUTES

**A2.1. The information in Figure A2.1 is a sample :** Of the minimum information a Board should address.

**Figure A2.1. Sample Board Minutes Memorandum.**

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS) SUBJECT: STAN/EVAL BOARD MINUTES

1. Personnel Attending: (name and organization)

2. Overview:

a. Manning. (Enter any Stan/Eval manning problems discussed or deviations from authorized manning. Record all current flight examiners including attached MAJCOM, NAF, and/or attached squadron examiners.) Include any Group/CC, designated additional Stan/Eval examiners.

b. Summary.

(1) Evaluations. Report evaluations by crew position and type of evaluation (QUAL and MSN). Include SPOT, N/N, and evaluations, when applicable. Show qualification levels, sub- levels and rates (Rate = # given divided by total given).

(a) Q-1s

(b) Q-2s

(c) Q-3s

(d) Total evaluations for each crew position

(2) Examinations. Report examination results by crew position and type of examination (open book, closed book).

(3) Waivers and Extensions. Identify all waivers and extensions granted to extend the period of qualification, preclude re-accomplishment of requisites, extend additional training periods, and extend periods to re-accomplish examinations.

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

(5) Report progress toward achievement of no-notice requirements, if applicable.

- c. Required Stan/Eval Program Inspections and Reviews (if applicable).
- d. Crew Publications Program. Review open AF Form 847s.
- e. Supplementary Evaluation. Report results of evaluations conducted.

3. Old Business. Enter the disposition of any items left open at the last SEB meeting. If final action was taken on an item during the quarter, state the action taken and then close the item if the SEB Chairman approves closure. If an item remains open, list the action taken since the last SEB. Findings from Stan/Eval visits will be addressed and covered until they are closed out.

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

5. Other: This is an optional paragraph that can be used as necessary.

6. Problems Requiring MAJCOM or NAF Assistance: Enter problems that, based on SEB resolution, require MAJCOM or NAF assistance. The assistance may be in any form (for example, staff assistance visit requests, clarification of directives, change of directives, and so forth).

(SIGNATURE BLOCK)

Attachments:  
SEB Agenda  
Examiner Roster Reviewed As Required