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SECRETARY OF THE AIR FORCE**

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PROGRAM —AIR AND SPACE OPERATIONS
CENTER**

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This instruction implements Air Force Policy Directive (AFPD) 13-1, *Theater Air Control System* (<http://www.e-publishing.af.mil>). Headquarters (HQ) United States Air Force (HQ USAF)/XOOY is the office of primary responsibility (OPR) for this instruction. HQ Air Combat Command (ACC)/DOY [combat air forces (CAF)-Lead], HQ Air Mobility Command (AMC)/A31 [Mobility Air Force (MAF) lead], HQ United States Air Forces in Europe (USAFE/A3Y), HQ Pacific Air Forces (PACAF/DOQ), HQ Air Force Space Command (AFSPC/XOT), HQ Air Force Special Operations Command (AFSOC/DOH), HQ Air National Guard (ANG/C4B), and HQ Air Force Reserve Command (AFRC/DOC) are offices of collateral responsibility (OCR). This document provides the criteria and procedures necessary to conduct the operations standards and evaluation (STAN/EVAL) program for air and space operations center (AOC) elements. STAN/EVAL requirements outlined in this instruction apply to core AOC personnel (those assigned to unit type codes [UTC] 7FVX1/ X5, M1-M8, and 7FVMA). AMC/A31, AFSOC/DOH, AFSPC/XOT, ANG, and AFRC will be responsible for the conduct of operations for any AOC under their direct command. Additionally, all MAJCOMs will ensure specific training/evaluation requirements for enabler functionalities and tailored/functional AOCs under their direction are identified in supplements to this AFI and AFI13-1AOC, Volume 1, *Ground Environment Training-Air and Space Operations Center*. Major Commands (MAJCOM) will forward MAJCOM-level supplements to this volume to HQ USAF/XOOY. The issuing MAJCOM will provide copies of supplements to HQ USAF/XOOY, HQ ACC/DOY, user MAJCOM, ANG/SIY, and AFRC/DOC OPRs. AOCs may have differing mission requirements. Those differences will be documented in their unit supplements. Field units below MAJCOM level will forward copies of their supplements to this publication to their parent MAJCOM OCR. This AFI applies to all AOC units including AFRC and ANG AOC units. This AFI does not apply to the Civil Air Patrol. Send comments and suggested improvements to this publication on AF Form 847, **Recommendation for Change of Publication**, through channels, to HQ ACC/DOY, 205 Dodd Blvd, Suite 101, Langley AFB VA 23665-2789. ACC/DOY will forward recommendation to AF/XOOY for approval.

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Chapter 1

PURPOSE

1.1. General. The AOC is organizationally aligned to a Numbered Air Force or War Fighting Headquarters (WFHQ). This instruction establishes the general requirements of the AOC standardization and evaluation (STAN/EVAL) program.

1.2. Purpose. This instruction identifies the objectives, organization, and responsibilities of the AOC STAN/EVAL program, and provides administrative procedures. The long-range goal of the AOC STAN/EVAL program is to mirror more robust flying and command and control (C2) weapons system programs that currently exist throughout the USAF. Given current AOC peacetime manning constraints, the AOC STAN/EVAL program will be implemented in two phases. This instruction implements phase one. This phase has two parts leading to completion of mission qualification training (MQT) and being recognized by unit commander (CC) as combat mission ready (CMR). To gain recognition by the unit CC as CMR, individuals must complete a positional or functional area certification based upon positional/functional area training with oversight provided by unit training manager and AOC division/team leads. Secondly, individuals must complete a formal written evaluation (examination) conducted by AOC STAN/EVAL based on the AOC master question file (MQF). The next phase will bring the AOC weapons system from positional/functional area training certification to formal STAN/EVAL positional evaluation. To begin implementation of phase two, this instruction will be reviewed and rewritten two years from the publication date on page 1. AOC units will provide supplements to this instruction in accordance with (IAW) **Chapter 6**, outlining unit-specific STAN/EVAL policies and procedures. Requirements beyond those defined by this instruction are at the sole discretion of the unit/group commander.

1.3. Applicability. This instruction applies to commanders, supervisors, and personnel assigned to a Falconer/Tailored AOC as well as, 152 Air Operations Group (AOG), 157 AOG, 112 Air Operations Squadron (AOS), 701 Combat Operations Squadron (COS), 710 COS, 601AOG, 15 Air Mobility Operations Squadron (AMOS), and 21 AMOS. Functional AOCs (such as TACC and AFSPC) will operate their systems consistent with the guidelines contained in this AFI and applicable MAJCOM supplement, and will align their STAN/EVAL function under an appropriate organizational element, responsible to the commander. Publication, implementation, and review of this instruction must be performed IAW appropriate USAF and MAJCOM directives.

1.4. 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:

- 1.4.1. Develop, evaluate, and ensure standardization of AOC operational procedures.
- 1.4.2. Assess unit effectiveness and ensure compliance with appropriate operational, training, and administrative directives.
- 1.4.3. Evaluate and revise operational directives, procedures, and techniques as required.
- 1.4.4. Provide the beginnings of a system to assess and document individual knowledge, proficiency, and capability to accomplish assigned AOC duties.

1.4.5. Identify trends and recommend changes to AOC programs, processes, and directives.

Chapter 2

HIGHER HEADQUARTERS RESPONSIBILITIES

2.1. Scope. Higher Headquarters (HHQ) includes Air Staff and MAJCOM AOC STAN/EVAL functions for the purpose of this instruction.

2.2. Air Staff.

2.2.1. The Air Staff C2 Battle Management Division, USAF/XOOY, sets policy and guides the conduct and execution of the AOC STAN/EVAL program.

2.2.2. USAF/XOOY is the lead agency for this AFI. Other Air Staff agencies provide support as required.

2.2.3. USAF/XOOY is the final waiver authority for issues applicable to this instruction that cannot be resolved at the MAJCOM level.

2.3. Major Commands.

2.3.1. **General.** The MAJCOM AOC STAN/EVAL OCR will coordinate with USAF/XOOY on policy and administrative processes, and conduct HHQ evaluation functions.

2.3.1.1. HQ ACC is the combat air forces (CAF) lead command with HQ ACC/DOY as the lead command office of primary responsibility (OPR) for this instruction.

2.3.1.2. HQ ACC/DO, HQ PACAF/DO, HQ USAFE/A3YP, HQ AMC/A3, HQ AFSPC/XO, HQ AFSOC/DO are (OCRs) and will provide overall management of command STAN/EVAL programs and will establish responsibility for implementation of the program as outlined in this instruction for active duty, ANG, and AFRC units aligned with them.

2.3.1.3. Units will request waivers to the basic guidance in this instruction and MAJCOM supplements through appropriate channels to MAJCOM. Waivers to the unit supplement to this instruction will be addressed to the Unit/CC for approval/disapproval.

2.3.1.4. Provide staff coordination on matters that relate to the AOC STAN/EVAL program.

2.3.1.5. Coordinate and provide guidance to appropriate Inspector General (IG) office as required.

2.3.1.6. Establish MAJCOM STAN/EVAL AOC special interest items (SII), as required and IAW MAJCOM supplements to this instruction.

2.3.1.7. Develop, coordinate, review, update, and distribute MAJCOM MQFs as required.

2.3.1.8. Conduct unit staff assist visits (SAV) and formal visits as required.

2.3.1.9. Participate in the development, evaluation, distribution and standardization of AOC operational procedures.

2.3.2. **Air Combat Command.** ACC is identified as the lead MAJCOM for the AOC Weapon System. ACC/DOY is designated by ACC/DO as the primary office of responsibility for this function. ACC/DOYC, is designated, by ACC/DOY as the OPR for all functions associated with the weapons system. ACC through ACC/DOYC unless specific office designated will:

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

2.3.2.2. Designate OCRs for the CAF MQF.

2.3.2.3. Be responsible for development of CAF standardized positional checklists as required.

2.3.2.4. Provide oversight and guidance for development of standardized CAF positional certification checklists to be used in unit CC recognition of CMR. These checklists will become basis for future development of CAF positional evaluation checklists.

2.3.2.5. ACC/IN/SC will be responsible providing CAF 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.

2.4. Supplements. MAJCOMs will supplement this instruction as needed. MAJCOM supplements may be more but not be less restrictive than this instruction.

2.5. STAN/EVAL Visits. MAJCOM STAN/EVAL personnel may visit AOC units during the administration of formal inspections, SAVs, or as required/requested by the units.

2.5.1. **Formal Inspections.** MAJCOM personnel will conduct formal STAN/EVAL visits to subordinate units on a 40-month cycle in order to determine personnel proficiency and the effectiveness of the unit STAN/EVAL program. Such inspections, as a minimum, will:

2.5.1.1. Be defined in the MAJCOM supplement to this instruction.

2.5.1.2. Ensure subordinate units comply with this instruction and appropriate HHQ guidance.

2.5.1.3. Determine the effectiveness of the unit STAN/EVAL program through an evaluation of the individual components specified in this instruction and local procedures identified IAW **Chapter 6**, Unit Local Procedures.

2.5.1.4. Identify factors limiting the ability of AOC personnel to accomplish assigned duties and recommend corrective action, as required.

2.5.2. **Staff Assistance Visits.**

2.5.2.1. MAJCOM STAN/EVAL personnel may conduct SAVs to solve specific STAN/EVAL related problems or exchange information. SAVs may cover any STAN/EVAL related area the unit desires.

2.5.2.2. MAJCOM STAN/EVAL personnel will normally conduct a SAV prior to the 6-month period before a formal inspection.

2.5.2.3. AOCs may request a MAJCOM SAV when deemed necessary by the commander.

2.5.3. **Scheduling.** The MAJCOM STAN/EVAL personnel will coordinate all formal visits through the MAJCOM gatekeeper and the CC of the unit/organization to be visited. *Note:* Gatekeepers monitor all inspection activities within their command and deconflict inspections and evaluations of units to minimize impact IAW AFI 90-201, *Inspector General Activities*.

Chapter 3

UNIT AOC STAN/EVAL FUNCTIONS AND ORGANIZATION

3.1. Scope. The current AOC organization identifies the air operations group (AOG) commander as the AOC Director. Under the WFHQ construct, this individual will continue to fill this position in the AOC. Thus, the AOG/CC has the overall responsibility for establishing the STAN/EVAL function within his/her AOC organization. Also in today's organizational structure, some units have an air intelligence group (AIG). The AIG/CC will be responsible for establishing the STAN/EVAL function for intelligence personnel. The AIG/CC will work closely with the AOG/CC to ensure his/her program is aligned with guidelines established by AOG/CC. Communications personnel assigned to support the AOC will utilize quality assurance program outlined in AFI 33-115, Volume 2, and AFSC Job Qualification Standards. Squadron and smaller units not associated or part of a group such as the 112 AOS, 701 COS, 710 COS, 15 AMOS, and 21 AMOS, will establish a STAN/EVAL function under the unit CC and for the purposes of this AFI will be included in term "group" when used below. AMC/A31, AFSOC/DOH, and AFSPACE/XOT 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.

3.2. STAN/EVAL(OGV/INV/etc.) Responsibilities. The conduct of the AOC STAN/EVAL program is directed by and resides under the supervision/responsibility of the commander.

3.2.1. Group Commander Responsibilities.

3.2.1.1. Establish a unit STAN/EVAL function to perform the duties directed by this instruction and applicable MAJCOM supplements. The CC may establish a single STAN/EVAL function at the group level, designate subordinate unit/CC's to establish this function within their units, or have a combination of both.

3.2.1.2. Ensure materials provided are accurate and current.

3.2.1.3. Direct evaluations to maintain a quality force.

3.2.1.4. Direct supplementary evaluations and individual qualification downgrades as necessary.

3.2.1.5. Designate unit STAN/EVAL managers or evaluators in writing.

3.2.1.6. Approve and designate individuals as CMR. (NOTE: Group CCs may delegate this to squadron commanders).

3.2.2. Unit STAN/EVAL Function Responsibilities: Emphasize the process of standardization across AOC functions where applicable. Unit STAN/EVAL will:

3.2.2.1. Establish and implement procedures for the evaluation program IAW **Chapter 4**, *Evaluations*. Document the evaluation program IAW **Chapter 5**, *Evaluation Documentation*.

3.2.2.2. Develop and coordinate local MQF as appropriate.

3.2.2.2.1. Coordinate and submit required local and CAF 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.

3.2.2.2.2. Review HHQ MQF and submit changes to appropriate OPR.

- 3.2.2.3. Coordinate with HHQ STAN/EVAL for topics and format requirements for MQF questions.
 - 3.2.2.4. Administer open and closed book written evaluations for: initial qualification evaluation/examination (IQE) as required, mission qualification evaluations/examination (MQE), and requalification evaluations/examination (RQE) and recommend awarding of CMR status to the commander.
 - 3.2.2.5. Establish procedures for review and quality control of evaluation documentation.
 - 3.2.2.6. Coordinate with STAN/EVAL representatives from other AOC or War Fighting Headquarters (WFHQ) units to ensure seamless development and maintenance of the AOC STAN/EVAL program.
 - 3.2.2.7. Establish, manage, and maintain a trend analysis program.
 - 3.2.2.7.1. When trends are noted, assign an OPR/OCR to determine if corrective or best seen actions are required; report trends and status to the commander until closed.
 - 3.2.2.7.2. The unit trend analysis program will be defined in the unit supplement to this instruction.
 - 3.2.2.7.3. Trend data will be maintained for at least 2 years.
 - 3.2.2.8. Manage and conduct evaluations IAW this instruction and applicable MAJCOM/ unit supplements.
 - 3.2.2.9. Process, track, and maintain AF Forms 847.
 - 3.2.2.10. Establish local Special Interest Items as required.
 - 3.2.2.11. Review and ensure standardization of locally developed AOC division or team positional/functional area checklists.
- 3.2.3. STAN/EVAL Manager or Evaluator Responsibilities.**
- 3.2.3.1. The evaluation portion of the STAN/EVAL program is administered by STAN/EVAL managers or evaluators.
 - 3.2.3.2. Commanders should select a minimum of two unit STAN/EVAL managers or evaluators based on their qualifications and experience. Commanders, when possible, should maintain a cadre of experienced evaluators to facilitate implementation of subsequent phases of the AOC STAN/EVAL program.
 - 3.2.3.3. Designate unit STAN/EVAL managers or evaluators in writing.
 - 3.2.3.4. STAN/EVAL Managers or Evaluators will:
 - 3.2.3.4.1. Conduct written examinations/evaluations as required and support unit STAN/EVAL functions as outlined in this instruction.
 - 3.2.3.4.2. Maintain CMR status.
 - 3.2.3.4.3. Immediately notify the examinee's supervisor and/or commander, as applicable, whenever unsatisfactory performance/knowledge is observed.

- 3.2.3.4.4. Manage the unit trend analysis program to identify operational or training factors that affect AOC capability. Make specific recommendations for corrective action as needed.
- 3.2.3.4.5. Participate in developing the unit STAN/EVAL program and local procedures IAW **Chapter 6**, Unit Local Procedures.
- 3.2.3.4.6. Provide oversight on AOC division or team positional/functional area certification checklist development and maintenance.

Chapter 4

EVALUATIONS

4.1. General. The initial phase of the AOC STAN/EVAL Program requires positional/functional area certifications conducted under the unit training program and written evaluations/examinations to ensure qualification of personnel. Written evaluations/examinations are conducted by STAN/EVAL to ensure AOC personnel obtain the depth of academic knowledge required within their respective division/team/functional area positions in order to proficiently perform AOC duties. Written evaluations/examinations are required for all AOC members to attain and maintain CMR status. Positional/functional area evaluations are not required as part of the unit STAN/EVAL program at this time; however, a separate 'positional/functional area certification process at the division, team or functional area level for all AOC member positions is required as part of the evaluation process and recommendation for CMR status. The division chief is responsible for ensuring positional/functional area certifications are conducted and results reported to the training office. Commanders have the authority and are encouraged to develop additional unit or positional/functional area evaluations. Document unit specific evaluation requirements in the unit supplement to this instruction.

4.2. Evaluations. Phase 1 of the AOC STAN/EVAL program consists of four types of evaluations for AOC personnel: IQE, MQE, and RQE. Additionally, provisions exist for commanders to evaluate and certify specific performance through optional SPOT evaluations. The guidance and procedures, if used, will be documented in the unit supplement to this instruction. Re-Evaluations are covered in AFI 13-1AOC, Volume 1, AOC Training.

4.2.1. Initial Qualification Evaluation/Examination. IQE is based on either students passing academics in the 505 TRS AOC Formal Training Unit (FTU) and getting a positional/functional area certification from the FTU for IQE or passing local commander approved initial qualification training (IQT) program. Upon completion of the FTU syllabus, and satisfactory participation in the end of course exercise, the AOC member is awarded a special experience identifier (SEI) and is certified as basic qualified (BQ). Members completing in-house commander approved IQT program will be awarded SEI in accordance with guidance in AFMAN 36-2108.

4.2.2. Mission Qualification Evaluation/Examination. All assigned AOC personnel will complete an MQE for their primary assigned duty position/functional area after completing MQT.

4.2.2.1. The MQE written evaluation/examination is administered after a crewmember has completed the MQT syllabus, and has been position/functional area certified by another CMR team member on all MQT positional/functional area requirements IAW the unit supplement to this AFI and division/team chief or flight commander approval. AOC Communications Operations and AOC weapon system (WS) help desk personnel will task certify IAW AFI 33-115 Volume 2, and AFSC crew position requirements identified by AFSC Job Qualification Standards, i.e., AFJQS 3C0X1-230F, *Theater Battle Management Core System-Force Level* and AFJQS 3CXXX-200C, *Position Certification for Network Professionals*. Communications-Electronics Maintenance (AFSC 2EXXX) personnel will task certified IAW AFI 21-116, *Maintenance Management of Communications-Electronics* and associated AFJQSs.

4.2.2.2. Upon completion of MQT, STAN/EVAL will administer the MQE written evaluation/examination, which will consist of an open and closed book test. MQE written examination ques-

tions will be drawn from the standardized CAF, MAJCOM (if required), and local MQFs. Test procedures are outlined in [Chapter 4](#), para [4.4](#).

4.2.2.3. Upon successful completion of the MQE the individual will be certified as CMR by the unit Commander.

4.2.3. **Recurring and Requalification Evaluations/Examinations.** Recurring evaluations are conducted when an individual reaches his/her window as outlined in AFI 13-1AOC Vol 1. RQEs are administered for one of two reasons: to recheck an individual who failed an MQE or RQE; or following loss of qualification due to commander- or supervisor-directed downgrade (see [Chapter 4](#), para [4.4.8.5](#)).

4.2.3.1. The RQE for requalification and directed downgrade includes both a positional/functional area certification and a written evaluation/examination. The written evaluation/examination consists of an open and closed book test. Recheck of individuals who failed an MQE written eval/exam will be written evaluation/examination only.

4.2.3.2. RQE written evaluations/examination questions will be drawn from standardized CAF, MAJCOM, and local MQFs.

4.2.3.3. Successful completion of an RQE will update an individual's evaluation due date as outlined in [Chapter 4](#), para [4.4.9](#). The commander will re-certify the individual as CMR.

4.2.4. **SPOT Evaluations.** SPOT Evaluations are conducted at the discretion of the unit commander, director of operations or equivalent, or STAN/EVAL or Q/A chief. SPOT Evaluations are conducted to ensure discrepancies noted in MQE were corrected or to spot check an individuals proficiency.

4.2.4.1. SPOT Evaluations consist of individual evaluations. Spot evaluations must adhere to same standards outlined in this AFI for all evaluations. Commanders and unit STAN/EVAL will develop unit unique performance standards for any unit mission related tasks to be evaluated and identify requirements in the unit supplement to this instruction.

4.2.4.2. Document SPOT evaluations in the learning management system (LMS) or with other locally developed forms and maintain electronically or in the individual's training record.

4.3. Personnel Status.

4.3.1. **Basic Qualified.** Basic qualified (BQ) is the qualification level awarded to an AOC crewmember who has satisfactorily completed IQT IAW AFI 13-1AOC Vol 1 and an IQE IAW paragraph [4.2.1](#). Individual is not ready to perform duties required by Unit's mission. The crewmember must meet the minimum IQT academic and performance standards set forth by the AOC FTU or, for those not attending FTU, Commander approved IQT standards established by unit. BQ is not a long-term training status nor does it imply position-specific expertise; trainees must progress to MQT to improve and attain proficiency on positional/functional area duties and tasks.

4.3.2. **Combat Mission Ready.** Combat mission ready (CMR) is the qualification level awarded to an AOC crewmember who has satisfactorily completed MQT, successfully accomplished an MQE and been given CMR status by the unit commander. These crewmembers have been positional/functional area certified and are deemed proficient in all of the primary missions tasked to their assigned AOC crew position. All AOC crewmember UTC-coded positions (X1, X5, M1-M8, and 7FVMA) are designated CMR positions. To retain CMR status, crewmembers must complete all continuation training requirements IAW AFI 13-1AOC Vol 1 or AFI 33-115, maintain proficiency and qualification in

all core missions of the AOC unit to which they are assigned, and maintain qualification via recurring evaluations as prescribed in [Chapter 4](#), paragraph [4.2.3](#).

4.3.3. Non-Combat Mission Ready. Non-combat mission ready (NCOMR) is a regressed qualification level status of an individual who has failed to maintain CMR. See paragraph [4.4.8](#) for re-examination and restrictions policies. Individuals may be regressed for one of the following reasons:

4.3.3.1. Does not complete annual continuation training requirements.

4.3.3.2. Fails a written examination during a recurring evaluation.

4.3.3.3. Fails to complete a recurring evaluation by the scheduled due date without unit commander's waiver as identified in [Chapter 4](#), para 4.3.9.4.

4.3.3.4. The unit commander, division chief, team chief, or individual's supervisor determines member to be non-proficient. (see [Chapter 4](#), para [4.4.8.5](#)).

4.3.4. Unqualified. Unqualified (UQ) is the qualification level of an individual who is not qualified to perform AOC duties. The UQ status applies to an individual who has:

4.3.4.1. Not yet completed IQT training requirements and/or successfully completed IQE for BQ status.

4.3.4.2. Been downgraded at the direction of the commander. (see [Chapter 4](#), para [4.4.8.5](#)).

4.3.4.3. Failed an initial or recurring evaluation.

4.3.4.4. Failed to complete a recurring evaluation prior to the end of an eligibility period.

4.4. Examination Procedures.

4.4.1. Program Documentation. Document local examination procedures in the unit supplement to this instruction.

4.4.2. Retention of Examination Records. Retain graded exam answer sheets or computer records for at least 3 months, or until documented IAW [Chapter 5](#).

4.4.3. Examination Question Review. STAN/EVAL will review all MQFs and exams for accuracy annually and after any changes in source documents. Units will document their procedures for reviewing and updating MQFs and prepared exams in the unit supplement to this instruction.

4.4.3.1. Unit STAN/EVAL functions as outlined in unit/group supplements to this AFI, will develop and control written examinations for each division, team, cell, functional area, or duty position, as applicable. However, when different duty positions are responsible for identical information, a single examination will suffice.

4.4.3.2. Unit STAN/EVAL will maintain two tests on file for each team, cell, functional area, or duty position as determined by division chief and ensure that no more than 50% of the questions are duplicated between tests.

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

4.4.3.3.1. Individual examinations are randomly generated from the standardized MQF.

4.4.3.3.2. Re-examinations are constructed so that duplication of questions is kept to a minimum.

4.4.4. **Test Security.** STAN/EVAL personnel, as outlined in unit/group supplements to this AFI, will maintain positive control of all tests, applicable answer sheets, and associated computer based/electronic media.

4.4.5. **Minimum Passing Grade.** The minimum passing grade for examinations is 85 percent. The minimum passing score for communications support personnel assigned to AOC Network and AOC WS help desk functions is 70 percent due to the industry standard and associated quantity, complexity, and level of system engineering level challenges.

4.4.6. **Type of Tests.**

4.4.6.1. **Open Book Tests.** Open book test questions will come from publications made available to the individual during testing. Open book questions will contain information pertinent to overall AOC operational procedures as described in AF/MAJCOM/unit directives, AFOTTP 2-3.2, or other documents from the unit's read file. Each unit may develop an open book secure question bank (SQB) that serves as the source for some or all of the open book test questions. Do not distribute the SQB to personnel and safeguard it in the same manner as any other required STAN/EVAL examination. The open book test will consist of a minimum of ten questions.

4.4.6.2. **Closed Book Tests.** Closed book questions will come from the CAF and theater/local MQFs. These questions will emphasize crewmember division, team, cell, functional area, positional knowledge and information essential to mission accomplishment. The closed book test will consist of a minimum of 20 questions and a maximum of 100 questions. 70 percent of the questions will come from the CAF MQF and 30 percent from the theater/local MQFs. See MAJCOM supplement for further guidance. All questions will be directly related to the AOC member's crew, division, functional area duties, general knowledge, and unit theater/mission tasking and come from AF, MAJCOM, Unit directives, AFOTTP 2-3.2, or other documents from the unit's read file.

4.4.7. **Master Question File.** As the lead MAJCOM, ACC will ensure standardized CAF MQFs contain approved questions for testing. MAJCOMs will ensure theater/mission specific MQFs are available for MAJCOM use and distribution to applicable AOCs. At the unit level, the unit STAN/EVAL is responsible for maintenance and oversight of the MQF. The MQF will be made available to unit training personnel to facilitate IQT/MQT training.

4.4.7.1. MAJCOM OPRs will review MQFs annually and distribute changes to MQFs as necessary. Units may edit MAJCOM MQFs to accommodate local testing procedures, administrative errors, and reflect recent changes to systems and/or operational procedures; however, subject matter may not be changed. Units will forward edits of MQF questions to the appropriate MAJCOM.

4.4.7.2. MQF questions will be multiple choice or true/false. They will contain the appropriate reference for validation. Until able to place in LMS, ACC/DOYC will maintain copies the MQF on the ACC/DOY web site (<https://totn.acc.af.mil>).

4.4.8. **Failure to Pass.** A written exam will not be complete until all failed items have been successfully re-accomplished.

4.4.8.1. **Reexamination Policy.** An individual failing a required test must be afforded an adequate study period of a minimum of 24 hours prior to reexamination. The individual will be reevaluated using an alternate exam.

4.4.8.2. **Reexamination Period.** Individuals who fail a required test must complete a successful reexamination within 30 days (ARC 3 months) following the date of the failure. The unit commander has waiver authority to extend the time allowed to successfully complete the examination. Document such waivers with a memo for record placed in the individual training record.

4.4.8.3. **Additional Training.** Following a failed examination, an evaluator will make additional training recommendations electronically or in writing to the unit training manager to assist in eliminating any deficiencies identified during an examination. Additional training may include self-study, instruction, use of a computer based training program, or an event.

4.4.8.4. **Restrictions.**

4.4.8.4.1. Crewmembers who fail MQE/RQE written evaluations/exams after the second attempt will be regressed to NCMR. Based upon recommendation of the evaluator or quality assurance person, training manager, and supervisor, the unit CC may allow the individual to continue AOC duties under supervision or take appropriate action to remove individual from the weapons system. If the unit CC allows resumption of duties under supervision, the individual must pass the next written evaluation/examination. If a third failure occurs, the unit CC will take appropriate action to remove individual from the weapons system.

4.4.8.4.2. Restrictions should address the specific task or event that requires supervision until successful retraining is completed. Restrictions are not punitive, but designed to enhance performance and proficiency.

4.4.8.4.3. Specific restrictions will be documented in crewmember's training folder.

4.4.8.5. **Commander-Directed Downgrade.** The unit CC may direct a downgrade of an AOC crewmember to NCMR or UQ status if he/she deems circumstances warrant it.

4.4.8.5.1. Reasons for downgrades to UQ status may include, but are not limited to, repeated evaluation or continuation training failures, recurring failures to meet training or evaluation suspenses, failure to maintain necessary security clearance, etc.

4.4.8.5.2. Such downgrades should be taken in consultation with individual's supervisor as well as STAN/EVAL and the unit training manager when appropriate.

4.4.8.5.3. MAJCOM and/or unit supplements to this instruction will include guidance for downgrade processes and documentation. All documentation of downgrades will be maintained in crewmember's training folder.

4.4.9. **Timing of Qualification Evaluations**

4.4.9.1. **MQE.** Complete this evaluation within 30 days (ARC 3 months) after the unit training manager has certified an individual's MQT is complete. After the crewmember passes written evaluation/exam, STAN/EVAL notifies the training office. The training manager will forward CMR recommendation to the unit commander for approval.

4.4.9.2. **RQE.** Required recurring evaluations expire after 17th month (ARC 36 months). For example, an individual's Mission Evaluation occurs in Jan 2004, the individual enters continua-

tion training, the eligibility window for the individual's periodic check begins in Jan 2005, and certification expires in Jul 2005. See **Chapter 4, Table 4.1., Eligibility Window and Expiration Date Timelines.** For Korea, RQE for personnel on remote assignment is waived.

Table 4.1. Eligibility Window and Expiration Date Timelines.

MQE check month	Start CT	Enter eligibility window (1 year after MQE check)	Expiration month Active/ARC (18/37/mo. post MQE check)
Jan	Feb	Jan	July/Feb
Feb	Mar	Feb	Aug/Mar
Mar	Apr	Mar	Sept/Apr
Apr	May	Apr	Oct/May
May	Jun	May	Nov/June
Jun	Jul	Jun	Dec/Jul
Jul	Aug	Jul	Jan/Aug
Aug	Sep	Aug	Feb/Sep
Sep	Oct	Sep	Mar/Oct
Oct	Nov	Oct	Apr/Nov
Nov	Dec	Nov	May/Dec
Dec	Jan	Dec	Jun/Jan

4.4.9.3. **Scheduling.** Schedule periodic evaluations in the eligibility period (the 6-month period, 12-month period prior for ARC, prior to the expiration date.

4.4.9.4. **Commander-Extended Evaluations.** Commanders may extend the expiration date of periodic evaluations up to 3 months for the reasons listed below:

4.4.9.4.1. Individual assigned permanent change of station (PCS)/permanent change of assignment (PCA).

4.4.9.4.2. Individual departing for extended TDY.

4.4.9.4.3. Individual removal from active military status (e.g. separation or retirement from the Service).

4.4.9.4.4. Individuals participating in real world operations (to include operations other than war, etc.) who are not able to complete the required event evaluation(s) before or during deployment.

4.5. Transfers/Permanent Change of Station. Upon transfer or PCS to another AOC, individuals meeting the requirements specified in the gaining MAJCOM directives (if applicable) may retain currencies for continuation training requirements. However, prior to performing duties unsupervised at a new unit, they must meet the following requirements:

- 4.5.1. Satisfactorily complete unit/theater specific MQT requirements directed by the gaining MAJ-COM and the unit.
- 4.5.2. Satisfactorily complete the STAN/EVAL written evaluation/examination.
- 4.5.3. Be approved for CMR by unit CC.

4.6. Positional/Functional Area Certifications.

- 4.6.1. Positional/functional area certifications will be conducted as outlined in the unit supplement to this AFI and approved by unit CC. Normally this certification will be conducted by a team/division member qualified CMR in the particular duty position.
- 4.6.2. For future development of STAN/EVAL checklists, individuals conducting positional/functional area certifications will use locally produced positional/functional area certification checklists for the duty position, team, or functional area. Locally produced checklists will be forwarded to ACC/DOYC for CAF units or AMC/A31 for MAF units through appropriate channels for posting to the DOY web site. As the AOC lead, DOYC will review all locally produced checklists and use these to begin development of CAF standardized checklists. Publication of standardized certification checklists will follow normal AFI development, coordination, approval, and publication process.
- 4.6.3. Positional/functional area certifications should be accomplished before the MQE. Positional/functional area certifications should be conducted by someone other than the crewmember's primary trainer.
- 4.6.4. Upon completion of the certification process, the certifier will forward results of the certification and identify additional training recommendations electronically or in writing to the unit training manager. The unit training manager will then notify the STAN/EVAL that the crewmember is ready for the MQE.
- 4.6.5. Specific unit positional/functional area certification procedures and criteria, to include failures and recertifications, will be outlined in the unit supplement to this instruction.
- 4.6.6. Positional/functional area certification will be conducted within 30 days (ARC 3 months) after the unit training manager has identified an individual's MQT as complete.

Chapter 5

EVALUATION DOCUMENTATION

5.1. Scope. Administration of the STAN/EVAL program requires accurate documentation. Units will outline local documentation procedures in the unit supplement to this instruction.

5.2. Format. Computer generated forms or databases may be used to record test scores and cumulative evaluation results. Hardcopy folders or files may also be used.

5.3. Requirements.

5.3.1. BQ Certification. Upon completion of IQT, the 505 TRS will document BQ status on the appropriate form within LMS and forward documentation to the unit training manager. Units conducting in house IQT will be responsible for documenting BQ in LMS.

5.3.2. CMR Certification. Upon completion of MQE and approval of unit CC, the training manager documents CMR certification in the individual's training folder, CAMS, or on the appropriate form within LMS, as appropriate.

5.3.3. The unit STAN/EVAL function will centrally maintain and document the following written evaluations/examinations:

5.3.3.1. Results for all crewmembers.

5.3.3.2. History for all crewmembers to include types of written evaluations and completion dates.

5.3.3.3. Trend analysis for at least 2 years.

5.4. PCS of Individual.

5.4.1. Members will normally have an electronic copy forwarded and/or hand-carry their training records to the gaining organization.

5.4.2. When circumstances prevent this, the losing organization will mail the folder to the gaining unit.

5.5. Retention of Records. Retain all individual records in the training folder until reviewed by the gaining unit. After review, return those forms not retained in the folder to the individual.

5.6. Formal Training Graduates. For formal training school graduates reporting directly to an overseas command for a short tour will retain the formal training school records for transfer to the subsequent gaining unit.

Chapter 6

UNIT LOCAL PROCEDURES

6.1. Purpose. Units will document local STAN/EVAL procedures in a supplement to this instruction. Unit supplements may be more but not less restrictive than this instruction and include as a minimum:

6.2. STAN/EVAL Organization.

6.2.1. Detailed local internal organization.

6.2.2. Coordination between unit STAN/EVAL and AOC division representatives including responsibilities for each agency.

6.3. Control of Evaluation Documentation.

6.3.1. Procedures for documenting evaluation requirements.

6.3.2. Additional training follow-up procedures.

6.4. Conduct of Evaluations.

6.4.1. Written Evaluations/Examinations.

6.4.1.1. Unit written evaluation/examination and test control procedures.

6.4.1.2. Procedures for retesting individuals who fail.

6.4.2. Positional/Functional Area Certifications.

6.4.2.1. Division/team/functional area positional certification procedures and certification criteria.

6.4.2.2. Division/team positional/functional area recertification or initial certification follow-up procedures and criteria.

6.5. Trend Analysis.

6.5.1. Unit tracking procedures for identification of trends.

6.5.2. Log of actions taken to resolve issues.

6.6. Positional/Functional Area Supplementary Evaluation Program.

6.6.1. Procedures and standards for conducting positional/functional area evaluations as applicable if required by group or unit/CC.

6.6.2. Identification of checklist for use in supplementary evaluation.

6.7. Forms Adopted. AF Form 847, **Recommendation for Change of Publication**

NORMAN R. SEIP, Maj General, USAF
Acting DCS/Air and Space Operations

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

All AF level publications can be accessed via the AF Electronic Library (<http://www.e-publishing.af.mil>). ACC instructions can be accessed via <https://wwwmil.acc.af.mil/accpubs/pubs.html>.

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AFI 13-1AOC, Volume 1, *Ground Environment Training-Air and Space Operations Center*, 1 Jul 05

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AFMAN 36-2105, *Officer Classification*, 31 Oct 04

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AFI 36-2201 Volume 3, *Air Force Training Program On The Job Training Administration*, 15 Jan 04

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AFMAN 37-123, *Management of Records*, 31 Aug 94

AFPD 13-1, *Theater Air Control System*, 11 May 95

10 U.S.C. 8013

Abbreviations and Acronyms

ACC—Air Combat Command

ACOMS—Air Communications Squadron

AF—Air Force

AFI—Air Force instruction

AFPD—Air Force policy directive

AFRC—Air Force Reserve Command

AFSPC—Air Force Space Command
AFSOC—Air Force Special Operations Command
AGR—Active Guard and Reserve
AIG—Air Intelligence Group
AIS—Air Intelligence Squadron
AMC—Air Mobility Command
AMOS—Air Mobility Operations squadron
ANG—Air National Guard
ANR—Alaskan NORAD Region
AOC—air and space operations center
AOG—air operations group
ARC—Air Reserve Component
BQ—basic qualified
CAF— combat air forces
CC—commander
CMR—combat mission ready
CONR—CONUS NORAD Region
COS—combat operations squadron
CPS—combat plans squadron
DRU—direct reporting unit
FTU—formal training unit
HHQ—higher headquarters
IAW—in accordance with
IQE—initial qualification evaluations/examination
IQT—initial qualification training
JQS—job qualification standards
LMS—learning management system
MAF—mobility air force
MAJCOM—major command
MQE—mission qualification evaluations/examination
MQF—master question file
MQT—mission qualification training

MSN—mission
N/A—not applicable
NAF—numbered air force
NCMR—non-combat mission ready
OPR—office of primary responsibility
PACAF—pacific air forces
PCA— permanent change of assignment
PCS—permanent change of station
PDO—publishing distribution office
QUAL—qualification
RQE—requalification evaluation/examination
SAV—staff assistance visit
SEI—special experience identifier
SII— special interest items
SQB—secure question bank
STAN/EVAL—standardization/evaluation
TDY—temporary duty
UQ—unqualified
USAF—United States Air Force
USAFE—United States Air Forces Europe
UTA—unit training assembly
UTC—unit type code
WS—weapon system

Terms

Active Guard and Reserve (AGR)—Members of a reserve component on active duty under Titles 10 U.S.C., 14 U.S.C., or full-time national guard duty under 32 U.S.C. 502(f) for a period of 180 consecutive days or more. The tour purpose is organizing, administering, recruiting, instructing or training the Reserve components according to Subsection 101(d)(6).

Additional Training—Any training recommended by an evaluator to remedy deficiencies identified during an evaluation that must be completed by the due date. This training may include self-study, academic instruction or practicums. Additional training must include demonstration of satisfactory knowledge or proficiency to an evaluator, supervisor or instructor to qualify as completed.

Eligibility Period—The 6-month period prior to the expiration date of an evaluation.

Functional Area—A core group of personnel with expertise in a functional area (airlift, tanker, command and control, logistics, aeromedical evacuation, etc.)

Master Question File (MQF)—Question bank used to construct closed book exams.

Recheck—A subsequent evaluation used to remedy a failed evaluation.

STAN/EVAL Function—An organization at appropriate echelons of command that accomplishes the objectives of this instruction.

Supervised Status—The status of a member who must operate under the supervision of either an instructor or a designated supervisor. The evaluator determines when supervision is required.

Trend Program—Analysis designed to identify areas requiring attention, monitoring or correction.

Unit—A subordinate organization under HHQs (MAJCOM) required to establish a STAN/EVAL function.