

**BY ORDER OF THE COMMANDER
AIR FORCE GLOBAL STRIKE
COMMAND**

**AIR FORCE GLOBAL STRIKE COMMAND
INSTRUCTION 13-5203, VOLUME 2**

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

***INTERCONTINENTAL BALLISTIC
MISSILE (ICBM) AND WEAPON
SYSTEM TESTING PERSONNEL
STANDARDIZATION AND
EVALUATION***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 13-5, *Nuclear Operations* and is consistent with Air Force Instruction (AFI) 13-520, *Aircraft and ICBM Nuclear Operations*. This instruction defines roles, responsibilities, and minimum requirements for ICBM and associated weapon system operational test and evaluation (OT&E) mission certification evaluation programs and applies to 13N and 21M personnel assigned to Air Force Global Strike Command (AFGSC), Twentieth Air Force (20 AF) and the 576th Flight Test Squadron (576 FLTS). This instruction does not apply to Air Force Reserve and Air National Guard units. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). See **Attachment 1** for a glossary of references and supporting information. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Form 847s from the field through the appropriate functional's chain of command. The authorities to waive wing, and unit level requirements in this publication are identified with a tier number ("T-0, T-2 or T-3") following the compliance statement. See Department of the Air Force

Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate waiver approval authority, through this publication's OPR. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include establishing 18 month currency windows, frequency of required training and evaluations, task ID updates, and additional changes to align evaluation processes with the rest of 20 AF.

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Chapter 1

GENERAL INFORMATION

1.1. Evaluation Program. Standardization and evaluation across the units, missions, and functional areas is accomplished to gain efficiencies in processes and to provide common training products where possible. Evaluations measure proficiency on existing, new or revised procedures and equipment, verify procedures are being trained properly to ensure mission accomplishment and provide feedback on training programs. They also provide squadron leadership feedback on an individual's or team's demonstrated performance.

1.1.1. The 576 FLTS will design and implement evaluation programs to ensure procedures contained in technical orders, checklists, tactics, techniques and procedures (TTPs) and operations manuals are standardized, accurate and effective to fulfill mission accomplishment.

1.2. Responsibilities.

1.2.1. HQ AFGSC Directorate of Operations and Communications (A3/6):

1.2.1.1. Oversees management of Major Command (MAJCOM) standardization and evaluation programs.

1.2.1.2. Establishes a MAJCOM office of primary responsibility (HQ AFGSC/A3T, Training, Testing and Standardization/Evaluation Division) to implement the standardization and evaluation programs outlined in this publication.

1.2.1.3. Establishes and implements policy, basic requirements, and guidance for Operational Test and Evaluation (OT&E) standardization and evaluation programs.

1.2.1.4. Provides guidance on minimum task requirements for each type of evaluation.

1.2.1.5. Conducts Staff Assistance Visits (SAVs) to assess the 576 FLTS standardization and evaluation program's ability to meet mission requirements. The 576 FLTS squadron commander (576 FLTS/CC) will determine the programs and scope of review.

1.2.2. 576 FLTS:

1.2.2.1. Develops and maintains the 576 FLTS Task Listing.

1.2.2.2. Ensures mission readiness of the 576 FLTS personnel.

1.2.2.3. Recommends policy changes to HQ AFGSC/A3T.

1.2.2.4. Defines specific roles and responsibilities for the 576 FLTS to implement the requirements of this instruction.

1.2.2.5. Coordinates and reviews all new or changed publications for impacts on evaluation programs.

1.2.2.6. Oversees management of equipment, manning and facilities required to support OT&E standardization and evaluation.

1.2.2.7. Ensures evaluations are conducted as required by this instruction.

1.2.2.8. Conducts semi-annual reviews of the Task Listing for changes or additions.

1.3. Changes or Clarifications. HQ AFGSC/A3T has overall responsibility for administration of this instruction. Suggestions for improving this instruction or requests for clarification are encouraged.

1.3.1. Submit recommended changes for this publication to the OPR, HQ AFGSC/A3T, 245 Davis Avenue East, Barksdale AFB, LA 71110 or AFGSC.A3T.Workflow.1@us.af.mil, with courtesy copy to 20AF.DO@us.af.mil, using the AF Form 847, *Recommendation for Change of Publication*, and the HQ AFGSC AF Forms 847 and Flight Manuals SharePoint Site located <https://usaf.dps.mil/sites/AFGSC-HQ/hq/A3-6/a3t/a3ta/arms/AAG%20Information/Forms/AllItems.aspx?RootFolder=%2Fsites%2FAFGSC%2DHO%2Fhq%2FA3%2D6%2Fa3t%2Fa3ta%2Farms%2FAAG%20Information%2FAF%20FORM%20847%20Submissions&FolderCTID=0x012000E9A3086B8B3E9F41985911CD3E9E265C>. (T-2)

1.3.2. **Clarification of Guidance (COG).** Submit requests through HQ AFGSC/A3T for clarification via memorandum or message for training and evaluation clarification. Clarification requests generated from test squadron will describe the issue with sufficient detail. The intent of COG is to clarify guidance established in this volume. It is not meant to address “what if” scenarios. Within 15 working days, the MAJCOM will provide a complete answer or provide a projected timeline. AFGSC/A3T will provide a copy of the COG to the operational unit. (T-2)

1.3.2.1. If a clarification request was initiated by telephone, units will follow up all requests in writing within one working day.

1.4. Waivers. HQ AFGSC/A3/6 is the waiver authority for Tier 1 and Tier 2 waivers within this instruction unless specifically stated otherwise. Waiver authority may not be delegated. In complying with SecAF and CSAF direction, this instruction was reviewed, and waiver authority delegated where appropriate. Waivers will be granted on an individual and controlled basis. (T-2)

1.4.1. Forward all waivers via e-mail to HQ AFGSC/A3T describing the specific requirement and explaining why a waiver is needed. HQ AFGSC/A3T will present a recommendation to HQ AFGSC/A3/6 for final determination.

1.4.2. Tier 3 waivers, if approved, will remain in effect for 30 days following the approving commander’s change of command unless the new commander renews the waiver or HQ AFGSC/A3/6 states a specific period of time, cancels the waiver in writing, or issues a change that alters the basis for the waiver. Rationale will be provided within the waiver response.

1.4.3. 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 DAFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items, unless explicitly restricted in the publication.

1.5. Operating Instructions. This publication may be supplemented by the 576 FLTS through Local Operating Instruction (LOI). The purpose of the LOI is to document the process by which units implement the requirements of this instruction. The LOI will not be less restrictive than the provisions of this or any other publication.

Chapter 2

EVALUATION REQUIREMENTS

2.1. Evaluation Processes. The 576 FLTS will develop processes to conduct evaluations of test operations personnel to validate training and provide feedback to the individuals and squadron on a team member's demonstrated performance in order to fulfill evaluation program requirements outlined in this instruction.

2.1.1. Upon completion of training for a specific test operations position for which the individual is not already certified, the individual must be evaluated prior to mission certification to execute the applicable test

2.1.2. Only certified test evaluators, or personnel under the supervision of a certified evaluator, will conduct and document mission certification evaluations.

2.1.3. The 576 FLTS will develop and maintain a Plan of Evaluation (POE) to guide evaluations and implement evaluation program requirements outlined in this instruction.

2.2. Evaluation Categories. Evaluations given by the 576 FLTS will fall into one of two specific categories.

2.2.1. Full-Check. Full-check evaluations are given to test operations personnel following mission certification training (MCT).

2.2.2. Special-Check. Special-check evaluations are given to evaluate specific tasks or to fulfill corrective action requirements.

2.3. Evaluation Types.

2.3.1. Test Team Certification Evaluation. Test Team Certification evaluations are full-check evaluations given in Countdown Procedures Trainer (CPT) or Missile Procedures Trainer (MPT) to determine proficiency and capability of test operations personnel upon completion of MCT.

2.3.1.1. To the maximum extent possible, the 576 FLTS will ensure all required Task Identifications (ID), as specified in the Task Listing, and associated with a specific mission or test operation are evaluated.

2.3.1.2. Evaluation requirements for Other Operational Test (OOT) will be determined jointly by the training and evaluation chiefs.

2.3.2. Mission Director (MD) Certification Evaluation. MD certification evaluations are full-check evaluations given to determine proficiency and capability of MDs upon completion of initial training.

2.3.2.1. At a minimum, the 576 FLTS will ensure all tasks, as identified in the Task Listing, required of an MD are evaluated.

2.3.3. Evaluation Examinations. Evaluation examinations are full-check evaluations given to determine knowledge and capability of test operations personnel upon completion of MCT. Evaluation examinations validate training prior to test execution when a Test Team Certification Evaluation is not feasible.

2.3.3.1. The written examinations will consist of knowledge level and comprehension level questions.

2.3.3.2. Evaluatees are required to pass an examination with a score of 85 percent or higher. Successful completion will be annotated on the Test Team Certification Tracker (TTCT) and mission certification memo.

2.3.3.2.1. Individuals failing a written examination will be retrained on tasks with questions missed and will be re-tested on the same material; a different version of the examination must be used.

2.3.4. Spot Evaluation. Spot evaluations are special-check evaluations administered to check proficiency, validate training, or evaluate a specific task(s).

2.3.4.1. Spot evaluations may be directed or requested by the squadron operations officer or above.

2.3.5. Recertification Evaluation. An evaluation administered following a failed evaluation or to recertify a previously certified individual.

2.3.5.1. At a minimum, evaluate all critical tasks with a “U” grade, and any additional requirements not fulfilled in the failed evaluation, or as requested by the 576 FLTS/CC or 576 FLTS/DO.

2.4. Evaluation Currency.

2.4.1. Expiration Date. The expiration date (evaluation currency date) establishes the maximum time until a test operator must receive a subsequent certification full-check evaluation. Subsequent certification evaluations reset the evaluation expiration date for all test operations positions at or below the positions evaluated. Failure to receive a full-check evaluation before the individual’s expiration date causes the individual to be placed in restricted status for the applicable test operations positions.

2.4.1.1. The Chief of Standardization and Evaluation (DOV) will conduct periodic evaluation currency checks on certified individuals.

2.4.1.2. Individuals are responsible to know and track their evaluation currency date.

2.4.1.3. Should an individual support another individual’s certification evaluation, the supporting individual may receive credit for the certification evaluation provided they meet all other requirements for a full-check evaluation.

2.4.1.4. Certification evaluation completion for a higher test position updates the expiration date for all lower test positions in the same mission area for which the individual was previously certified.

2.4.2. Expiration Date Calculation. The expiration date is calculated from the date of successful completion of all applicable certification evaluation requirements. Expiration dates are established by calculating the first day of the 19th month following successful completion of a certification evaluation.

Chapter 3

EVALUATOR TRAINING AND CERTIFICATION

3.1. Training and Certification Program. The test evaluator training and certification program is designed to instruct and evaluate test operations evaluators on the proper manner by which to correctly assess test team proficiency.

3.1.1. Evaluators will complete the appropriate training program before test evaluator certification.

3.2. Evaluator Training Requirements. Evaluator trainees will be observed and supervised by a certified test evaluator during all test evaluator training activities.

3.2.1. Prior to certification, evaluator trainees must accomplish the following actions:

3.2.1.1. Observe a minimum of one test evaluation conducted by a certified test evaluator.

3.2.1.1.1. Test evaluation examinations will not satisfy the observation requirement.

3.2.1.1.2. Observing a test evaluation includes participation in pre- and post-evaluation activities, and deviation determination requirements.

3.2.1.2. Receive instruction items listed in AFGSCI 13-5201V2 paragraph 2.2.2.3. unless previously qualified as an ICBM evaluator.

3.2.1.3. Receive instruction on the following items:

3.2.1.3.1. Proper test equipment configuration.

3.2.1.3.2. Test evaluation material control procedures.

3.2.1.3.3. Pre- and post-test evaluation requirements and activities.

3.2.1.3.4. Construction and administration of written test examinations.

3.2.1.3.5. Documentation test requirements.

3.2.1.3.6. Evaluation test scenario construction.

3.2.1.3.7. Test policies and requirements.

3.2.2. Evaluators must be familiar with the tasks that are being evaluated.

3.2.2.1. Prior to administering an evaluation, certified evaluators must observe at least 50 percent of the training sessions for any test operations mission area for which they were never certified. For example, an individual with software operations testing background needs to attend five operational test launch certification training sessions prior to evaluating an operational test launch.

3.3. Evaluator Certification. Only certified evaluators or evaluator trainees under direct supervision of a certified evaluator may conduct and document operations evaluations. Evaluators will be trained, observed, recommended and appointed for certification.

3.3.1. There is no limit to the number of observations for an evaluator to become certified. If an evaluator fails to certify while being observed, retraining must be accomplished in the deficient area before the next attempt at certification.

3.3.2. After the evaluator trainee has been trained and observed administering an evaluation, the Chief of Stan/Eval will provide certification recommendations to the 576 FLTS/CC or 576 FLTS/DO.

3.3.3. The 576 FLTS/CC or 576 FLTS/DO will certify evaluators in writing.

3.3.3.1. Certification paperwork must also include the signature of an approved individual recommending certification.

3.3.4. Evaluator observations and certifications will be documented on the TTCT.

3.3.5. If the evaluator trainee is not recommended for certification during their certification training session in either environment, the Chief of Stan/Eval or designated evaluator observer will become the evaluator of record.

3.3.6. The following individuals are automatically certified as evaluators based on their position:

3.3.6.1. 576 FLTS/CC

3.3.6.2. 576 FLTS/DO

3.3.6.3. Chief of Stan/Eval (DOV)

3.3.6.4. 576 FLTS/ADOs

3.3.6.5. Flight Commander, Test Operations

3.4. Recurring Training and Certification Requirements. Test evaluators must be trained, observed, and maintain currency.

3.4.1. Evaluators must receive recurring evaluator training to maintain standardization and evaluator currency.

3.4.1.1. Recurring evaluator training will be conducted at least quarterly and will ensure all evaluator training tasks listed in paragraph [3.2.1.2](#) and [3.2.1.3](#) are covered at least annually.

3.4.1.2. The Chief of Stan/Eval will develop and administer the evaluator training program.

3.5. Evaluator Decertification. The 576 FLTS/CC, or designated representative, will decertify and recertify evaluators when needed.

3.5.1. Decertified test evaluators will not perform evaluator duties for any test operations.

3.5.2. Evaluators will be decertified in writing for the following reasons:

3.5.2.1. Failure to maintain the appropriate security clearance.

3.5.2.2. Individual no longer possesses the credibility to be an effective evaluator.

3.6. Evaluator Restriction. The 576 FLTS/CC, or designated representative, will restrict and unrestrict certified evaluators when needed.

3.6.1. Restricted evaluators will not perform evaluator duties for specific test operations or all test operations as directed by the 576 FLTS/CC, or designated representative.

3.6.2. Evaluators will be restricted from all evaluation duties or evaluation of specific test operations in writing for the following reasons:

3.6.2.1. Failure to maintain currency.

3.6.2.2. Loss of evaluator proficiency that requires retraining.

3.6.3. Restricted evaluators may be unrestricted following completion of any required training and corrective actions as directed by the 576 FLTS/CC or designated representative.

3.6.4. Units will document restricted status and removal of restricted status via MFR.

3.7. Evaluator Recertification. An evaluator may be recertified following completion of evaluator training in accordance with [paragraph 3.2](#), evaluator certification requirements in accordance with [paragraph 3.3](#).

Chapter 4

EVALUATION CONDUCT

4.1. Evaluation Scenarios. A scenario is a specific task or set of tasks presented in a coherent manner to simulate operational conditions for the purpose of evaluating team members.

4.1.1. Team members must be presented proper configuration and status to correctly assess capability and for operational realism.

4.1.2. Scenarios administered to an individual or team may consist of a single task, a group of tasks strung together or multiple tasks occurring simultaneously.

4.1.3. Evaluation scenario results are based on successfully meeting each event performance criteria.

4.2. Evaluation Scenario Conduct. Evaluators will ensure all scenario stimuli are presented as written in the script and will provide a fair and unbiased evaluation of the evaluatee. (T-3)

4.2.1. Evaluators will ensure the team being evaluated will only use approved training materials or job aids during an evaluation.

4.2.2. During an evaluation, the evaluators will ensure evaluatees are not challenged, corrected, or prompted as to the validity of the actions performed except to provide proper weapon system status.

4.2.2.1. If the team under evaluation passes direction to another agency, that agency should take the actions directed by the team regardless if the direction is incorrect.

4.2.3. Evaluatees are only permitted to ask questions to clarify a stimulus. Evaluators will not give more information than would normally be available or that would prompt a response.

4.2.4. Evaluatees will be given the opportunity to correctly perform an action or to take an incorrect action; however, evaluators must intervene to prevent a safety hazard or damage to any equipment.

4.2.5. Evaluators may ask questions to clarify an evaluatee's response to an event. Evaluators will ensure questions will not interfere with evaluatee actions, interrupt evaluatee actions, or prompt the evaluatee.

4.2.6. Evaluators must always provide status that team members would normally detect with their senses (e.g., heat, air, smoke, etc.) when it cannot be simulated. Status cards will be used to the maximum extent possible. Evaluators will ensure proper configuration is programmed whenever possible or briefed to the evaluatees.

4.3. Evaluation Script Management. The 576 FLTS will design and use scripts to conduct evaluation scenarios. Unit-level evaluations will verify proficiency and validate unit training through scenarios that adhere to technical orders (T.O.s) and all higher-headquarters evaluation standards. (T-3)

4.3.1. All simulation materials will be marked as such.

4.3.2. Scripts will contain valid stimuli. Stimuli will be identified by Task ID, task description, scenario support personnel initiation and response agencies and notes or expected responses (e.g., evaluator notes and expected evaluatee response).

4.3.2.1. Estimated scenario run times are for scenario presentation only and do not establish a time standard for completing actions. Applicable proficiency time standards must be annotated within the script.

4.3.2.2. Scripts must have a plan for presentation of problem sequences and events that specify instructions for evaluators, CPT operators, or other personnel supporting the evaluation. Scripts will include instructions for simulated inputs, status cards or briefings and will identify proper team responses.

4.3.3. Evaluators should follow the script as written. However, if following the script as it is written causes inaccurate presentation, use evaluator judgment and provide accurate status.

4.3.4. Use status cards or briefings to introduce stimuli that cannot be presented in a more realistic manner. Status cards and briefs must not prompt, but must have enough information for the evaluatee to clearly understand the input. The use of status cards should not interfere with evaluatee performance and flow of the evaluation.

4.3.5. Do not create actual conditions that could jeopardize personnel safety or cause equipment damage.

4.3.6. Simulate realistic operational environments in the CPT requiring the evaluatee to prioritize actions.

4.3.6.1. Multiple inputs may be introduced to determine a team's capability to establish priorities. Do not inject unrelated tasks or status (Example: two events occurring simultaneously where one task does not logically lead to another) while the team is accomplishing critical phases of performance. This does not preclude the presentation of expected follow-on weapon system indications related to previous inputs, provided those indications do not directly interfere with the team's ability to execute its critical actions.

4.3.7. Scripts must be fully coordinated with scenario support personnel and all other participating or approval agencies prior to being used for documented training.

4.4. Evaluation and Status Briefings. It is the responsibility of the evaluators to conduct appropriate briefings throughout the course of an evaluation.

4.4.1. Evaluators will conduct a pre-brief for evaluatees to set the environment of the evaluation and to ensure the evaluatees clearly understand expectations, responsibilities, limitations and other rules of engagement before being administered the evaluation.

4.4.2. Safety and operational requirements take priority over simulated activities.

4.4.2.1. Evaluators will intervene to prevent a safety hazard or damage to equipment. Additionally, for evaluations conducted in the operational environment, evaluators will intervene to prevent mission failure or degradation.

4.4.3. Evaluators may use briefings as necessary for scenario transitions, scenario presentation and to alleviate the evaluatee from performing unnecessary actions.

4.4.3.1. The 576 FLTS will standardize phrases used during evaluation breaks, between script events and termination. Standardized verbiage eliminates evaluator prompting that could occur when a team has not completed all required actions before evaluation termination.

4.4.3.2. If the team has correctly accomplished a task, the task re-occurs, and is not intended to be evaluated again, an evaluator may brief the task accomplished when the team identifies the requirement to re-accomplish the task.

4.4.3.3. If a task is not intended to be evaluated, and is not the result of a team's incorrect action, evaluators may brief the task accomplished when the team identifies the requirement to accomplish the task.

4.5. Evaluation Scenario Termination. Once an evaluation is started, all efforts will be made to complete the evaluation. **(T-3)**

4.5.1. Situations may arise in which early evaluation suspension would be required. Evaluations suspended may be re-initiated from the point activity was originally stopped or the evaluation may be completely re-accomplished.

4.5.2. Before deviating from the approved script and terminating an evaluation, the evaluators must determine if the minimum event coverage has been met. Terminate an evaluation when:

4.5.2.1. An evaluatee or evaluator becomes injured or ill.

4.5.2.2. Maintenance activity unduly interferes with the evaluation.

4.5.2.3. Evaluatee actions prevent completion of required events.

4.5.3. In the event an invalid scenario was presented to evaluatees, the decision to complete a full evaluation or portions of an evaluation rests upon the Squadron Commander. **(T-3)**

4.6. Operational Evaluations. Operational evaluations are conducted in an operational environment by evaluating tasks based on actual status as it occurs and those tasks directed by technical orders or regulations.

4.6.1. Prior to conducting an evaluation scenario in the operational environment, units must gauge impact to mission operations before dispatching evaluators. Units will use risk management processes to ensure decisions mitigate any adverse operational impact and unnecessary operational risks are avoided.

4.6.2. Safety and operational actions take priority over simulated actions. Evaluators will intervene to prevent a safety hazard, damage to equipment, mission failure or degradation. **(T-3)**

4.6.3. If the evaluatee does not react to situations requiring immediate response to prevent personnel injury, damage to equipment, or mission degradation, the evaluators will bring the situation to their attention as follows:

4.6.3.1. If the evaluatee is not in position to note an operational status change, the evaluator will immediately bring it to their attention. Do not assess a deficiency for bringing the status change to the evaluatee's attention.

4.6.3.2. If the evaluatee is in position to note an operational status change, but does not act, the evaluator will immediately bring it to his or her attention. If the individual had sufficient time to observe the status change and failed to recognize or take appropriate action, assess and rate the appropriate task deficiency.

4.6.4. If the evaluatee does not react to operational situations not covered by [paragraph 4.6.3](#), the evaluators will bring the situation to their attention as follows:

4.6.4.1. If the evaluatee is in position to note an operational status change, and the response has an associated time standard, bring the status change to their attention after the evaluatee has had reasonable time to note the change. Evaluators will assess the appropriate deficiency.

4.6.4.2. If the evaluatee is in position to note an operational status change, and the response has no associated time standard, bring the status change to their attention after evaluation phase termination and assess the appropriate deficiency.

4.7. Evaluation Debrief. The outbrief provides qualification ratings and feedback to the evaluatee and the evaluation program.

4.7.1. Evaluators will brief results to the certifying official as soon as practical after completion of an evaluation.

4.7.1.1. The outbrief should include discussion of positive performance, strengths, any noted deficiencies, root causes, areas for improvement and direct/indirect impacts to the mission, personnel, and other organizations.

4.7.1.1.1. The certifying official may direct or request additional training and evaluation regardless of rating.

Chapter 5

EVALUATION RATINGS

5.1. Evaluation Ratings.

5.1.1. Overall evaluation ratings will be based on the discretion of the evaluators of record. **(T-3)**

5.1.2. Qualification Level 1 (Q1) indicates an evaluatee demonstrated the desired level of performance and knowledge of procedures, equipment, and directives within prescribed tolerances. This may be awarded when no deviations are noted, but may also be awarded when deviations are noted if:

5.1.2.1. No “U” rating was received on an individual graded event.

5.1.2.2. In the judgment of the evaluator, none of the Q- grades precluded awarding a Q1.

5.1.3. Qualification Level 2 (Q2) indicates an evaluatee demonstrated the ability to perform duties safely with no critical deviations. However, the evaluatee may have committed any of the following deviations or generally performed below Q1 standards. Final qualification level determination rests with the evaluator.

5.1.3.1. In the judgment of the evaluator, an evaluatee’s performance of an action, although correct, requires directed training.

5.1.3.2. A non-critical area grade of “U” was awarded.

5.1.3.3. In the judgement of the evaluator, a Q2 may be given if there is justification based on Q- performance in one or several graded areas.

5.1.4. Qualification Level 3 (Q3) indicates an evaluatee is unqualified based on an unacceptable level of safety, performance, or knowledge.

5.1.4.1. Any critical area graded “U”, requires an overall Q3 rating.

5.1.4.1.1. A requalification evaluation including all events with a “U” rating on any critical graded area is required.

5.1.4.2. In the judgment of the evaluator, a Q3 may be given if there is justification based on several “U” ratings from non-critical areas.

5.1.5. An evaluatee may not perform test operations duty in the position they were evaluated in, and any other positions directed by the 576 FLTS/CC, or designated representative, until completion of retraining and successful completion of an evaluation on all critical tasks where a “U” grade was received.

5.2. Directed Training.

5.2.1. All ratings of Q2 or Q3 require directed training. Certified evaluators will provide recommendation to the 576 FLTS/CC, or designated representative, who will determine training to remedy deviations or evaluatee performance identified during the evaluation.

5.2.2. Directed training associated with a Q3 rating will be completed prior to accomplishing test duties for which the evaluatee is restricted. **(T-3)**

5.2.3. Document directed training on the AF Form 8.

5.3. General Grading Standards.

5.3.1. Events will have a two-tier Critical Area (Q/U) or three-tier Non-Critical Area (Q/Q-U) grading system. Discrepancies will be documented against the established Task IDs. There is no predetermined number of “Q-” event grades that dictate overall evaluation ratings. A “U” grade on a two-tier event, indicates the evaluatee is not qualified to perform an individual graded event marked as “critical.” Critical areas are areas where marginal performance is unacceptable. Critical areas are graded either “Q” or “U” and will be identified in the Task Listing. Evaluators will use their discretion when determining overall evaluation ratings.

5.3.1.1. Q – Evaluatee accomplished all actions correctly and appropriately. Task ID was accomplished successfully with no significant proficiency or knowledge gaps. Task was performed to its completion and the evaluatee can be considered proficient in this area.

5.3.1.2. Q- – Evaluatee accomplished all actions but deficiencies were noted. Evaluatee deviated from established procedures and/or demonstrated a lack of proficiency which does not meet the acceptable levels of speed, accuracy, and safety in accordance with defined Performance Standard (PS). This rating may or may not result in a deviation but at a minimum will be outbriefed and debriefed to the evaluatee. At the judgement and discretion of the evaluator, feedback for retraining will be provided to the 576 FLTS/CC, or designated representative, who will determine what training will be accomplished IAW [paragraph 5.2](#).

5.3.1.3. U – Evaluatee deviated from established procedures and/or demonstrated a lack of proficiency which does not meet the minimum acceptable levels of speed, accuracy, and safety in accordance with defined PS, resulting in an adverse weapon system impact. If a “U” rating occurred in a critical area, the evaluatee will receive an overall Q3 rating which will require retraining and a re-check for the Task ID(s).

Chapter 6

EVALUATION DOCUMENTATION

6.1. Deviation Determination. Upon completion of an evaluation, evaluators will identify, assess and document deviations.

6.1.1. Deviation determination must be based upon the actions or inactions of the evaluatee regardless of the scripted events.

6.1.2. During a scenario, if an evaluatee takes multiple incorrect actions that lead to an action warranting a more severe deviation, assess only the highest degree deviation, and fully describe the other incorrect actions in the deviation description (commonly referred to as snowballing).

6.1.3. Assess deviations to only one test team member when, in the evaluator's judgment, the other test team members were not in a position to detect and had no requirement to detect the incorrect action.

6.1.4. Evaluators will use grading criteria outlined in [paragraph 5.3](#) for deviation determinations.

6.1.5. If the evaluators through the Chief of Stan/Eval cannot ascertain how to assess a deviation for an on-going evaluation, the evaluators will conduct a formal review with the 576 FLTS/CC. If resolution cannot be reached, a formal request for deviation determination must be initiated with HQ AFGSC/A3T.

6.2. Deviation Consummation. Evaluation deviations will not be assessed based on possible consequences of incorrect test team actions, but on the actions themselves.

6.2.1. Deviations are based on decision points and may be consummated upon task completion, at clock advances or check phase termination.

6.2.1.1. Deviations will be assessed on incorrect actions at the point of consummation regardless of the scripted outcome.

6.2.1.2. If a clock advance would remove the team's ability to accomplish a required action or would result in deviation consummation, the evaluator will use evaluator judgment prior to advancing the clock.

6.2.2. If a script is written to brief an evaluatee out of actions but the evaluatee has performed an incorrect action that could impact future events, allow the evaluatee to continue their actions through consummation of the deviation.

6.2.3. If a test team takes an incorrect action, document the appropriate deviation. If recovery to a less severe deviation is possible, evaluators will allow the test team the opportunity to correct their action.

6.2.3.1. An incorrect report to an outside entity can be corrected to no deviation if the test team takes corrective actions prior to termination of the report or call. If the evaluatee takes corrective actions prior to expiration of any timing standard, clock advance or evaluation termination, recovery to a less severe deviation or no deviation at all is possible. This determination is at the discretion of the evaluator.

6.2.3.2. If the test team transmits an incorrect command or incorrectly accomplishes an internal command or test, the deviation is consummated immediately upon the action taken and recovery is not possible.

6.2.3.3. Momentary mistakes due to status monitoring, inadvertent actions, or miscalculations that are immediately corrected, and do not result in system degradation, or degradation to a redundant system, may be recoverable to a less severe deviation or no deviation at all. This determination is at the discretion of the evaluator.

6.3. Evaluation Documentation. Evaluation documentation provides a means to identify trends, track individual performance, provides performance feedback to the individual's supervisor and serves as a key feedback and training program tool.

6.3.1. An AF Form 8, *Certificate of Aircrew Qualification*, or other standardized evaluation report will be used for each evaluated test team member to document details of administered evaluations/observations.

6.3.1.1. In addition to evaluator and evaluatee information, the following information will be included on the evaluation report: **(T-2)**

6.3.1.1.1. All deviations will be documented. Deviations will be documented against the task or subtask for which the deviation is attributed.

6.3.1.1.1.1. If a test team recognizes the status change but fails to perform a required task or subtask, document the deviation against the task or subtask that should have been performed.

6.3.1.1.1.2. If a test team recognizes the status change but performs the wrong task or subtask, document the deviation against the task or subtask that should have been performed. However, give credit to the task or subtask that was performed.

6.3.1.1.1.3. If a test team does not recognize a status change and a resulting task or subtask requirement, document the deviation against the required task or subtask that should have been accomplished.

6.3.1.1.1.4. When the task or subtask being performed directs transition to another task or subtask and the evaluatee fails to perform the subsequent task or subtask or fails to identify the requirement to transition, document the deviation against the task or subtask that directed the transition.

6.3.1.1.1.5. If a test team performs an unnecessary task or subtask, which causes or results in a deviation, document the deviation against the unnecessary task or subtask being performed.

6.3.1.1.1.6. Deviation descriptions on the evaluation report will be unclassified.

6.3.1.1.2. The evaluation report will identify the script or examination presented and evaluators will list all tasks and subtasks exposed during the conduct of each evaluation.

6.3.1.1.2.1. A test team member will receive credit for a Task ID by performing any portion of a task, regardless if a checklist is used or if all actions are contained within another checklist.

6.3.1.1.2.2. Evaluators awarding Task ID credit are documenting the evaluatee was exposed to a portion of the task.

6.3.1.1.3. A place must be provided for the certifying official to document requirements for corrective actions, restricted status, and/or requalification evaluations as a result of the evaluation.

6.3.1.1.4. An evaluation type must be listed for each individual.

6.3.2. Evaluation reports will be maintained in the Individual Qualification Folder (IQF) for each evaluatee.

6.3.2.1. The 576 FLTS will maintain copies of all evaluation reports for trend analysis.

6.4. AF Form 8, *Certificate of Aircrew Qualification*. The AF Form 8 is the source document used to record and verify the qualification of a member.

6.4.1. Completion of an AF Form 8 is accomplished by a signature from four individuals: the Flight Examiner (i.e., evaluator), a Reviewing Officer, a Final Approving Officer, and the Examinee.

6.4.2. General Data Entry.

6.4.2.1. For date fields, use a two-digit day, three-letter month, and two-digit year format (e.g. 26 Nov 19).

6.4.2.2. The “Eligibility Period” and “Expiration Date of Qualification” blocks will use a three-letter month and two-digit year format (Nov 19). Evaluation currency will expire after the last day of the annotated month.

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

6.4.2.4. Requirements for font, indentation, and justification (right, left, or centered) of data are not specified.

6.4.3. Date Completed.

6.4.3.1. Use the latest completion date of the evaluation requisites or the additional training if assigned.

6.4.4. Section I. Examinee Identification.

6.4.4.1. Enter Name, Rank (should use USAF-standard abbreviated or non-abbreviated rank), and last four of Social Security Number (SSN).

6.4.4.2. Organization and Location. Enter the unit designation and location where the examinee is assigned/attached.

6.4.4.3. Acft/Crew Position. Enter the examinee’s Mission Design Series (MDS) and applicable test operations qualification level/position.

6.4.4.4. Eligibility Period may be left blank since there is no evaluation eligibility window for test operations evaluations.

6.4.5. Section II. Qualification.

6.4.5.1. Examination/Check. Make an entry for each requisite exam/evaluation. Discrepancies will be noted in the examiner's remarks. If requisites exceed available lines, make combined entries or document additional requisite completion in the Comments section.

6.4.5.2. Date. Enter the date that the requisite is successfully completed.

6.4.5.3. Grade. Enter a "P" (for Pass) or an "F" (for Fail) for applicable evaluations such as testing. Enter a "1" (for Q1), "2" (for Q2), or "3" (for Q3) for CPT phases or for phases conducted in an operational environment.

6.4.5.4. Evaluation Type and Prefix. Use the following evaluation types as required:

6.4.5.4.1. QUAL – Use when the evaluatee is evaluating to obtain a new qualification or to maintain a current qualification.

6.4.5.4.2. SPOT – Use this when an evaluatee completes anything less than a full evaluation. This does not advance evaluation currency but may advance currency for specific tasks.

6.4.5.4.3. The following prefixes should be used, as applicable, to describe the evaluation type:

6.4.5.4.3.1. UPGRADE – Use when an evaluatee is upgrading to a new test position. This will advance the individual's evaluation currency date for the applicable mission area, the current test position, and any other subordinate test positions (e.g. evaluation as a Launch Director will advance the evaluatee's currency date for Countdown Control Officer).

6.4.5.4.3.2. REQUALIFICATION – Use when member has completed requalification IAW this instruction. This will establish the individual's evaluation currency date.

6.4.5.4.3.3. RECURRING – Use when an evaluatee has successfully completed all phases of the evaluation prior to the evaluation currency date of a position for which the evaluatee was previously qualified. This will advance the individual's evaluation currency date.

6.4.5.5. Qualification Level. Annotate the examinee's overall qualification level IAW the definitions in this instruction. Enter a "1" (for Q1) or "2" (for Q2) in the qualified block or a "3" (for Q3) in the unqualified block.

6.4.5.6. Expiration Date of Qualification. For evaluations that establish a new eligibility period, enter the month and year that is 18 months after the month in which the last phase of the evaluation was successfully completed.

6.4.6. Section III. Qualification Signatures.

6.4.6.1. Flight Examiner. The Flight Examiner or designated Stan/Eval representative that signs Section III of the AF Form 8 is responsible for the content of the AF Form 8, and will not sign Section III until verifying all required items are documented. The Flight Examiner also makes comments in the comments block as needed.

6.4.6.2. Reviewing and Final Approving Officers. The Reviewing and Final Approving Officers will review the content of the AF Form 8 and the evaluator’s overall assessment, ensuring all required additional comments reflect the noted deficiencies. Refer to **Table 6.1** for determination of Reviewing and Final Approving Officers.

6.4.6.2.1. The Reviewing Officer will sign and date the AF Form 8 after the Flight Examiner, but prior to the Final Approving Officer.

6.4.6.2.2. The Final Approving Officer will sign and date the AF Form 8 after the Reviewing Officer but prior to the Examinee. As applicable, the Final Approving Officer may recommend a commander-directed downgrade if further action is warranted.

6.4.6.2.3. The same individual will not sign as both the Reviewing and Final Approving Officer.

6.4.6.3. Examinee. The Examinee will sign and date after the Final Approving Officer certifying that they have been debriefed and understand the action(s) being taken.

6.4.7. AF Form 8 requires final completion, signatures, and review prior to an individual PCS from the 576 FLTS.

Table 6.1. Evaluation-AF Form 8 Reviewer/Approver Matrix.

Examinee	Examiner	Reviewing Officer	Final Approving Officer
Assigned to SQ	Any Qualified Evaluator	DOV, Flt/CC, ADO, or DO	SQ/CC, DO, or ADO
SQ/DO	Any Qualified Evaluator	DOV or ADO	CC
SQ/CC	Any Qualified Evaluator	DOV, ADO, or DO	DO, 20 AF A3T, or AFGSC A3T

MICHAEL A. MILLER
 Brig Gen, USAF
 Director of Operations and Communications

Attachment 1**GLOSSARY OF REFERENCES, FORMS ADOPTED AND SUPPORTING INFORMATION*****References***

AFGSCI 10-604, *Global Strike Operations Weapon System Management*

AFGSCI 13-5201v2, *Rapid Execution and Combat Targeting (REACT) Crew Standardization and Evaluation*

AFGSCI 13-5203v1, *Intercontinental Ballistic Missile (ICBM) And Weapon System Testing Personnel Training*

AFI 13-520, *Aircraft and ICBM Nuclear Operations*

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

AFPD 13-5, *Air Force Nuclear Missions*

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

Prescribed Forms

AFGSC Form 94, *OTL Evaluation and Corrective Action Worksheet*

Adopted Forms

AF Form 8, *Certificate of Aircrew Qualification*

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFGSC—Air Force Global Strike Command

AFGSCI—Air Force Global Strike Instruction

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

CC—Commander

CPT—Countdown Procedures Trainer

FLTS—Flight Test Squadron

HQ—Headquarters

ICBM—Intercontinental Ballistic Missile

INFOSEC—Information Security

IQF—Individual Qualification Folder

LOI—Local Operating Instruction
MAJCOM—Major Command
MCT—Mission Certification Training
MD—Mission Director
OPR—Office of Primary Responsibility
OPSEC—Operations Security
OTL—Operational Test Launch
OT&E—Operational Test and Evaluation
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
POE—Plan of Evaluation
PS—Performance Standard
Q1—Qualification Level 1
Q2—Qualification Level 2
Q3—Qualification Level 3
RDS—Records Disposition Schedule
SAV—Staff Assistance Visit
TTCT—Test Team Certification Tracker
TTP—Tactics, Techniques and Procedures
T.O.—Technical Order

Attachment 2

FORMAL REQUEST FOR CLARIFICATION EXAMPLE

Table A2.1. Request for clarification memo example.

<p>MEMORANDUM FOR AFGSC/A3T</p> <p>FROM: 576 FLTS/XXXX Address Line 1 Address Line 2</p> <p>SUBJECT: Question(s) for Clarification</p> <p>1. The following question(s) is (are) presented for your consideration:</p> <p>a. Scenario: Present scenario here. Be very detailed and precise.</p> <p>b. Question: Present specific question. Include your answer and the verbiage “Do you concur? If not, please provide rationale.”</p> <p>2. Direct any questions to (POC) at DSN 123-4567</p> <p>NAME, Rank, USAF Chief, Stan/Eval</p> <p>(End of Example)</p>
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Attachment 3

DEVIATION ASSESSMENT CLARIFICATION FORMAT EXAMPLE

Table A3.1. Deviation assessment clarification example.

<p>What did the script call for the evaluatee to do (be detailed)?</p> <p>Capt Smith was given status of an LCC fire at the Distribution Box that would not extinguish following removal of power driving an emergency shutdown.</p> <p>What did the evaluatee do (be detailed)?</p> <p>During emergency shutdown Capt Smith failed to deenergize the CTE circuit breaker.</p> <p>How did the evaluators present the problem?</p> <p>The evaluator briefed “you note smoke emanating from the following equipment” and outlined the equipment with two boxes.</p> <p>What grading criteria does your unit think should be assessed?</p> <p>U</p> <p>Using which paragraph(s) of AFGSCI 13-5203v2</p> <p>Para 5.3.1.3</p> <hr/> <p>Are there any Clarification Messages applicable for this scenario?</p> <p>None</p> <p>What Task IDs were involved?</p> <p>MA02K</p> <p>What constraints are involved?</p> <p>None</p> <p>Was the scenario valid?</p> <p>Yes</p> <p>Was the presentation valid?</p> <p>Yes</p> <p>Additional information:</p> <p>None</p> <p>(End of Example)</p>
