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AIR FORCE SPECIAL OPERATIONS
COMMAND**

**AIR FORCE SPECIAL OPERATIONS
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VOLUME 2**



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Flying Operations

**DIRECT SUPPORT OPERATOR
AIRCREW EVALUATION CRITERIA**

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This manual implements AFPD 11-2, *Aircrew Operations*, AFPD 11-4, *Aviation Service*, and AFI 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure*. It establishes evaluation criteria for initial and periodic aircrew qualification for all Direct Support Operator (DSO) units flying on AFSOC aircraft. It is used in conjunction with AFMAN 11-202V2, *Aircrew Standardization and Evaluation Program* and AFSOC supplements. This manual applies to AFSOC including AFSOC gained Air Force Reserve members. This manual does not apply to Air National Guard units or the United States Space Force. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with (IAW) the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. 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 DAFMAN 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to AFSOC/A3V for non-tiered compliance items. This publication may be supplemented at any level, but all Supplements must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by

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SUMMARY OF CHANGES

Notes for Tables **2.1**, **3.1**, and **4.1** have been changed.

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Chapter 1

GENERAL INFORMATION

1.1. General. This manual establishes requirements and grading criteria for ground and flight phases of initial, requalification and periodic flight evaluations. All DSO aircrew evaluations will be conducted IAW this manual and AFMAN 11-202V2_AFSOCSUP, *Aircrew Standardization and Evaluation Program*. Specific areas for evaluation are prescribed to ensure an accurate assessment of the proficiency and capabilities of aircrews. Flight examiners will use this manual when conducting aircrew evaluations. Instructors will use this manual when preparing aircrews for qualification. **(T-3)**

1.2. Keywords and Definitions.

1.2.1. “Will” and “Must” indicate a mandatory requirement.

1.2.2. “Should” is normally used to indicate a preferred, but not mandatory, method of accomplishment.

1.2.3. “May” indicates an acceptable or suggested means of accomplishment.

1.2.4. “Note” indicates operations procedures, techniques, etc., considered essential to emphasize.

1.3. Evaluation Procedures. Before the aircrew briefing, the evaluator will inform the examinee of any special requirements. **(T-3)** Flight examiners will brief the examinee on the conduct, purpose, and requirements of the evaluation, as well as all applicable evaluation criteria, prior to flight. **(T-3)** Flight examiners will be furnished with a copy of necessary charts, flight logs, mission folders, and any additional items they deem necessary. **(T-3)**

1.4. Roles and Responsibilities. Flight examiner and examinee responsibilities.

1.4.1. Flight examiners will ensure all required training and documentation is complete prior to initial or requalification evaluations.

1.4.2. Unless requested by examinee and approved by squadron supervision, the examinee will be current for all events evaluated during a periodic evaluation.

1.4.3. Flight examiners will not intentionally fail any equipment during flight evaluations, but may deny the use of systems not affecting safety of flight.

1.4.4. Flight examiners will thoroughly debrief or critique all aspects of the flight. During the critique, the flight examiner will review the examinee’s overall rating, specific deviations, area/subarea grades assigned, and any additional training required.

1.5. Instructor Certified Events. These are events that require certification of training by an instructor or flight examiner. Document certification on the AF Form 4348, *USAF Aircrew Certifications*, IAW AFMAN 11-202V2_AFSOCSUP, and file in the individual's Flight Evaluation Folder behind Tab 1. Refer to AFSOCMAN 11-2DSOV1, *Aircrew Training*, for a current listing of instructor certified events.

1.6. Grading Instructions. All evaluations will follow the guidelines set in AFMAN 11-202V2_AFSOCSUP, and this manual. **(T-2)** Examiners will use the criteria contained in this manual to accomplish all flight and emergency procedures evaluations. **(T-2)** To ensure standard

and objective evaluations, flight examiners will be thoroughly familiar with the prescribed evaluation criteria.

1.6.1. Area/Subarea Grades. Areas/subareas will have a two-level (Q/U) or three-level (Q/Q-/U) grading system. **(T-3)** Discrepancies will be documented against the listed subareas. **(T-3)**

1.6.1.1. Q is the desired level of performance. The examinee demonstrated a satisfactory know-ledge of all required information, performed aircrew duties within the prescribed **Table 2.1.**, **Table 3.1.**, and **Table 4.1** tolerances and accomplished the assigned mission.

1.6.1.2. Q- indicates the examinee is qualified to perform the assigned area/subarea tasks, but requires debriefing or additional training as determined by the flight examiner. Deviations from established standards must not exceed the prescribed Q- tolerances or jeopardize flight safety. **(T-3)**

1.6.1.3. U indicates a breach of flight discipline, performance outside allowable parameters or deviations from prescribed procedures or tolerances that adversely affected mission accomplishment or compromised flight safety. An examinee receiving an area/subarea grade of U normally requires additional training. When, in the judgment of the flight examiner, additional training will not constructively improve examinee's performance, it is not required. In this case, the flight examiner must thoroughly debrief the examinee. **(T-3)**

1.6.2. Critical Areas. Critical areas require adequate accomplishment by the aircrew member in order to successfully achieve the mission objectives. If an aircrew member receives an unqualified grade in any critical area, the overall grade for the evaluation will also be unqualified. **(T-3)** Critical areas are identified by "(Critical)" in the area title. See **Table 2.1** and **paragraph 2.3.**

1.7. Evaluation Requirements. Evaluation profiles will reflect a sampling of the unit's missions. **(T-3)** Evaluation tables are provided to summarize evaluation areas. Areas common to all crew members are contained in **Table 2.1.** Instructor evaluation areas are in **Table 3.1.** Events required in-flight only, and/or in simulators, and/or alternate methods (see **paragraph 1.7.1** below) will be identified in the tables. For any areas without a note, flight examiners may evaluate at their discretion if observed. If required events are not observed, then the evaluation is incomplete and will be accomplished on another flight. If a required event cannot be accomplished, the evaluator will place a restriction on the AF Form 8A, *Certificate of Universal Aircrew Qualification*, as applicable. **(T-3)**

1.7.1. Alternate Method. When it is impossible to evaluate an area inflight due to equipment malfunctions, operational requirements, scheduling restrictions, or weather, the area may be evaluated by an alternate method (i.e. procedural trainer or verbal examination). If, in the flight examiner's judgment, an item cannot be adequately evaluated by an alternate method, complete the evaluation on an additional flight. Document in the comments section of AF Form 8A which portions of the evaluation were conducted via alternate method. **Exception:** Certain items listed in **Table 2.1** and **Table 3.1** may be evaluated via alternate method without additional Form 8A comments.

1.7.2. Grading Criteria. To the maximum extent possible, flight examiners will use the grading criteria in this manual to determine individual area grades. **(T-3)** Exercise judgment when the wording of areas is subjective and when specific areas are not covered. Flight examiner

judgment should be the determining factor in arriving at the overall grade. Consider cumulative deviations when determining the overall grade. Base tolerances for inflight parameters on conditions of smooth air and a stable environment. In some cases, momentary deviations are allowable provided the examinee applies prompt corrective action and such deviations do not jeopardize safety.

1.8. Unsatisfactory Performance. If the flight examiner observes an aircrew examinee jeopardizing safety, the examiner will assume the duties of that examinee. **(T-3)** The examiner must take into consideration not to exceed their Flight Duty Period as outlined in AFMAN 11-202V3_AFSOCSUP, *Flight Operations*. **(T-3)**

1.8.1. The examiner will not assume the examinee's position for unsatisfactory performance if the examiner feels the examinee can continue safely with supervision. **(T-3)** If the flight examiner assumes the examinee's duties, the flight examiner will assign a Qualification Level 3 (Q-3) as the overall grade. **(T-3)**

1.8.2. Evaluators must report deviations or discrepancies from established procedures or directives in any area, regardless of the individual's crew specialty, to the squadron or group/wing commander, along with evaluator's recommendation for corrective action, IAW AFMAN 11-202V2_AFSOCSUP. **(T-2)**

1.9. Additional Training. Flight examiners are responsible for assigning additional training, ground or flight, at their discretion. Document additional training and completion IAW AFMAN 11-202V2_AFSOCSUP. Any approved training device or medium may be used for additional training. Additional training may be accomplished on the same flight as the evaluation, provided the unique situation presents a valuable training opportunity (i.e., crosswind landings), and the discrepancy requiring the additional training will not result in overall Q-3 evaluation. This option requires flight examiner discretion and judicious application. The examinee must be informed when the additional training begins and ends. **(T-3)**

1.10. Rechecks. Rechecks should be administered by a flight examiner other than the one who administered the original evaluation.

1.11. Flight Evaluation Worksheets. AF Form 3862, *Flight Evaluation Worksheet* or a Patriot Excalibur generated flight evaluation worksheet will be used to assist with the evaluation. **(T-3)** If a worksheet is used, these worksheets must be current in relation to requirements outlined in this manual and evaluation tables. **(T-3)**

Chapter 2

GRADING CRITERIA FOR ALL EVALUATIONS

2.1. General. The general criteria contained in this chapter apply to all crew positions and all evaluations. Use criteria and tables in the appropriate crew position chapters crew position evaluations.

2.1.1. All evaluations will follow guidelines in AFMAN 11-202V2, as supplemented, and **Table 2.1** in this volume. This table depicts specific grading areas that apply to all DSO evaluations; **Table 3.1** also applies to all instructor evaluations. **(T-2)**

2.1.2. Administer aircrew evaluations on any flight that as scheduled will accomplish all required items for that evaluation. Mission evaluations should be as realistic as possible with minimum of simulated events. Do not deviate from peacetime restrictions.

2.2. Requirements. Evaluate all crew members with guidance in the following subparagraphs, **Table 2.1** and **Table 4.1**. For instructor evaluations, also see **Table 3.1**.

2.2.1. Examinations. All crew members will complete open and closed book examinations as a requisite to periodic evaluations. For initial evaluation and requalification evaluations, open book and closed book examinations are considered prerequisites and must be completed within 6 months prior to the flight phase of the evaluation. Conduct requisite examinations IAW AFMAN 11-202V2_AFSOCSUP. **(T-3)** Additionally, DSOs will complete open/closed book examinations for all aircraft on which they are currently qualified. In requalification training, DSOs will complete examinations for all aircraft on which they were formerly qualified, unless directed otherwise by the squadron commander (Sq/CC) If examinations are not completed, the DSO will lose qualification on all airframes not tested. **(T-2)**

2.2.1.1. Emergency Procedures Evaluation (EPE) EPEs are requisites for all flight evaluations. EPEs may be conducted verbally, in-flight, in a simulator, or by another method determined by the examiner or unit Stan/Eval. Operations Group or Wing Standardization/Evaluations (OGV or A3V) may develop EPE guides for flight examiner use in each crew position. EPEs should be scenario-driven and tailored to the specific crew position. The EPE will include areas commensurate with the examinee's qualification and experience level. **(T-3)** Emphasize emergency procedures and systems knowledge. Examiners should include other general knowledge areas as well. EPEs will include sufficient in-flight and ground emergencies to evaluate the examinee's knowledge of systems and procedures to the flight examiner's satisfaction. **(T-2)**

2.2.1.2. Examinees may use publications that are normally available inflight. The examinee must recite all BOLDFACE items from memory and should provide the initial steps of emergency procedures that, in the opinion of the examiner, would not allow time for reference. **(T-3)**

2.2.1.3. The following grading criteria will be used to grade individual items on EPEs for all crew positions. The flight examiner will assign an overall EPE grade (1, 2, or 3) in the Qualification Ground Phase block of the AF Form 8, *Certificate of Aircrew Qualification/8A*, regardless whether all or a portion of the EPE was performed in-flight. **Exception:** For BOLDFACE use grading criteria in Area 4. **(T-2)**

2.2.2. Publications Check. Required for all qualification evaluations (QUAL), mission evaluations (MSN), or combined evaluations (e.g. QUAL/MSN) as outlined in area 12 of General Grading Areas.

2.2.3. Cockpit/Crew Resource Management (CRM) In accordance with AFMAN 11-290, *Cockpit/Crew Resource Management Training and Threat & Error Management Program*, and AFMAN 11-290_AFSOCSUP, *Cockpit/Crew Resource Management and Threat & Error Management Program*, crew resource management skills will be evaluated during initial and periodic evaluations. **(T-3)** CRM skills are integral to all phases of flight; therefore no specific area titled CRM exists. CRM skills are imbedded within specific grading criteria (mission planning, airmanship/situational awareness, crew coordination, communication, risk management/decision making, task management, and briefing/debriefing) and include all of the skills listed on the AF Form 4031, *CRM/TEM Skills Criteria Training/Evaluation Form*. Therefore, use of the AF Form 4031 is unnecessary for evaluations.

Table 2.1. General Grading Areas (all evaluations).

Area	Notes	Grading Areas
1	1	Safety – CRITICAL
2	1	Aircrew Discipline - CRITICAL
3	1	Airmanship/Situational Awareness - CRITICAL
4	2	Bold Face – CRITICAL
5	2	Emergency Procedures Evaluation
6	1	Crew Coordination
7	2	Mission Planning
8	2	Knowledge of Directives
9	1	Preflight
10	1, 3	Use of Checklist
11	2	Forms/Reports/Logs
12	2	Personal/Professional Equipment/Flight Publications
13	2	Emergency and Life Support Equipment/Procedures
14	2	Briefings/Debriefings
15	2	Classified Material/Operations Security

Area	Notes	Grading Areas
16	2	Anti-Hijacking/Aircraft Security
17	1	Communications
18	2	Risk Management/Decision Making
19	1	Task Management

Notes:

1. Required in-flight or simulator certified for this event.
2. Required in-flight or alternate method.
3. Checklist or AFSOC approved in-flight guide.

2.3. General Grading Criteria.**2.3.1. Area 1. Safety - (CRITICAL)**

2.3.1.1. **Q.** Executed mission so as to avoid unnecessary risk. Made decisions regarding performance of tasks so as to provide best chance of efficient mission accomplishment without undue risk to aircraft or crew. Was aware of and complied with all safety factors required for safe aircraft/equipment operation and mission accomplishment. Identified and assessed risk appropriately. Properly considered consequences of decisions.

2.3.1.2. **U.** Was not aware of, or did not comply with, all safety factors required for the safe operation of the aircraft or mission accomplishment. A clear lack of judgment hampered or precluded mission accomplishment. Did not adequately clear the aircraft. Allowed a dangerous situation to develop without taking proper corrective action. Not aware of or did not comply with all safety factors required for safe aircraft/equipment operation or mission accomplishment. Failed to properly identify and assess risk. Failed to consider consequences of decisions. Operated the aircraft/equipment in a dangerous manner.

2.3.2. Area 2. Aircrew Discipline - (CRITICAL)

2.3.2.1. **Q.** Provided direction/information when needed. Adapted to meet new situational demands and focused attention on the task. Demonstrated strict professional flight and crew discipline throughout all phases of the mission.

2.3.2.2. **U.** Did not provide direction/information when needed. Did not adapt to meet new situational demands and focus attention on the task. Failed to exhibit strict flight or crew discipline. Violated or ignored rules or instructions.

2.3.3. Area 3. Airmanship/Situational Awareness - (CRITICAL)

2.3.3.1. **Q.** Executed the assigned mission in a timely and efficient manner. Anticipated situations that would have adversely affected the mission, and corrected them. Made appropriate decisions based on available information. Recognized the need for action. Aware of performance of self and other flight members. Aware of on-going mission status.

Recognized, verbalized and acted on unexpected events. Recognized a loss in situational awareness in self or others, and took appropriate action to regain. Demonstrated situational awareness throughout the mission and conducted the flight with a sense of understanding and comprehension.

2.3.3.2. **U.** Decisions or lack thereof caused failure to accomplish assigned mission. Mis-analyzed flight conditions and/or failed to recognize/understand mission developments, or demonstrated poor judgment to the extent that flight safety could have been compromised. Did not recognize the need for action. Not aware of performance of self and other flight members. Not aware of on-going mission status. Failed to recognize, verbalize and act on unexpected events.

2.3.4. **Area 4. BOLDFACE – (CRITICAL)**

2.3.4.1. **Q.** Able to recite/write the proper emergency BOLDFACE actions, without reference to publications, in the correct sequence to the satisfaction of the evaluator (not necessarily a verbatim response)

2.3.4.2. **U.** Unable to recite/write emergency BOLDFACE items in the correct sequence. Discrepancies in the procedure.

2.3.5. **Area 5. Emergency Procedures Evaluation**

2.3.5.1. **Q1.** Satisfactory systems/procedural knowledge. Operated within prescribed limits and correctly diagnosed problems. Performed and/or explained proper corrective action, in the proper sequence, for each type of malfunction. Accomplished all required checklists and/or effectively used available aids. Thoroughly described the location, use and limitations of emergency equipment.

2.3.5.2. **Q2.** Marginal systems/procedural knowledge. Slow to analyze problems or apply proper corrective actions. Did not effectively use checklist and/or available aids. Minor omissions or deviations in describing the location, use and limitations of emergency equipment.

2.3.5.3. **Q3.** Unsatisfactory systems/procedural knowledge. Failed to analyze problem or take corrective action. Failed to accomplish required checklists and/or unable to locate information in available aids. Major omissions or deviations in describing the location, use and limitations of emergency equipment.

2.3.6. **Area 6. Crew Coordination.**

2.3.6.1. **Q.** Maintained situational awareness of, and reacted appropriately to crew inputs. Communicated intentions and requirements to effect safe, efficient mission accomplishment. Provided direction/information when needed. Adapted to meet new situational demands and focused attention on the task. Knew assigned task of other crew members.

2.3.6.2. **Q-.** Minor deviations in CRM which did not affect safe/effective mission accomplishment. Crew coordination was limited though adequate to accomplish the mission. Provided limited direction/information when needed. Slow to adapt to meet new situational demands due to limited focus on task. Did not consistently seek inputs from other crew members.

2.3.6.3. **U.** Improperly or ineffectively managed resources and/or duties which caused task saturation, channelized attention, and distractions among crew members which could impact safety or mission accomplishment. Did not provide direction/information when needed. Did not adapt to meet new situational demands and focus attention on the task. Lack of crew coordination resulted in significant degradation of mission accomplishment.

2.3.7. **Area 7. Mission Planning.**

2.3.7.1. **Q.** Prepared for flight with all required documentation and briefings required by AFIs and Technical Orders (TO). Coordinated all mission information. Clearly defined the mission overview and mission goals. Provided specific information on required tasks. Solicited feedback from other crew members to ensure understanding of mission requirements. Thoroughly critiqued plans to identify potential problem areas and ensured all had understanding of possible contingencies. Read and initialed all items in the Flight Crew Information File/read files.

2.3.7.2. **Q-.** Did not adequately define the mission overview and mission goals. Potential problem areas partially addressed or not at all. Did not adequately solicit feedback or critique the plans to ensure understanding of possible contingencies. Minor errors or omissions detracted from mission effectiveness, but did not affect mission accomplishment. Limited knowledge of performance capabilities or approved operating procedures/rules.

2.3.7.3. **U.** Major errors or omissions that would preclude safe and effective mission accomplishment. Did not define the mission overview and goals. Lack of specific information on required tasks. Did not solicit feedback from other crew members to ensure understanding. Did not critique plans to identify potential problem areas. Major errors or omissions would have prevented a safe or effective mission. Unsatisfactory knowledge of operating data or procedures. Did not review or initial Go/No-Go items as required.

2.3.8. **Area 8. Knowledge of Directives.**

2.3.8.1. **Q.** Prepared and completed mission in compliance with existing instructions and directives. Demonstrated knowledge of operating procedures and restrictions and where to find them in the correct publications.

2.3.8.2. **Q-.** Minor deviations to procedures. Unsure of directives and/or had difficulty locating information in appropriate publications. Any instances of non-compliance did not jeopardize safety.

2.3.8.3. **U.** Unaware of procedures and/or could not locate them in the appropriate publication in a timely manner. Failed to comply with a procedure that could have jeopardized safety or mission success.

2.3.9. **Area 9. Preflight.**

2.3.9.1. **Q.** Demonstrated working knowledge of the aircraft forms. Ensured appropriate survival and aircraft equipment for the entire mission is on board the aircraft. Completed systems preflight/inspections IAW TOs, checklists, and instructions. Individual technique complied with established procedures.

2.3.9.2. **Q-** Minor deviations from established aircraft systems pre-flight/inspection. Performed preflight with minor procedural deviations that did not detract from mission safety/effectiveness.

2.3.9.3. **U.** Failed to preflight critical component or could not conduct a satisfactory preflight/inspection. Individual techniques unsafe and/or in violation of established procedures.

2.3.10. **Area 10. Use of Checklist.**

2.3.10.1. **Q.** Use strict checklist discipline. Call for and execute all required checklists IAW TOs and directives. Familiar with notes, warnings and cautions without direct reference to TOs. Consistently used correct checklist, gave correct responses and accomplished appropriate actions at the appropriate time throughout the mission.

2.3.10.2. **Q-** Checklist responses were untimely and/or crewmember required continual prompting for correct responses or action.

2.3.10.3. **U.** Failed to use the proper checklist or was not adequately familiar with their contents. Was unable to identify the correct checklist to use for a given situation. Omitted or did not complete checklist(s) at the appropriate time.

2.3.11. **Area 11. Forms/Reports/Logs.**

2.3.11.1. **Q.** All required forms and/or flight plans were complete, accurate, legible, and accomplished on time IAW applicable directives. Relayed an accurate debrief of significant events to applicable agencies.

2.3.11.2. **Q-** Minor errors on forms and/or flight plans did not affect conduct of the flight/mission. Incorrectly or incompletely reported some information due to minor errors, omissions, and/or deviations.

2.3.11.3. **U.** Did not accomplish required forms and/or flight plans. Omitted or incorrectly reported significant information due to major errors or omissions.

2.3.12. **Area 12. Personal/Professional Equipment/Flight Publications.**

2.3.12.1. **Q.** Had all required personal and professional equipment. Displayed satisfactory knowledge of the care and use of such equipment and the contents of required publications. Required equipment inspections were current. Publications were current, contained all supplements or changes and were properly posted.

2.3.12.2. **Q-** Did not have all required personal or professional equipment or had limited knowledge of the use or the content of required publications. Publications contained deficiencies that would not impact flight safety or mission accomplishment.

2.3.12.3. **U.** Did not have required personal or professional equipment essential for the mission. Unsatisfactory knowledge of the care and use of equipment or the content of required publications. Equipment inspections were overdue or equipment was unserviceable. Publications were out dated and/or contained deficiencies that would impact flight safety or mission accomplishment.

2.3.13. **Area 13. Emergency and Life Support Equipment/Procedures.**

2.3.13.1. **Q.** Satisfactory systems/procedural knowledge. Displayed satisfactory knowledge of location and use of emergency and life support equipment. Operated within prescribed limits and correctly diagnosed problems. Performed or explained proper wear, use, and corrective action for each type of equipment/malfunction. Effectively used available aids.

2.3.13.2. **Q-.** Marginal systems/procedural knowledge. Limited knowledge of location and use of emergency and life support equipment. Operated within prescribed limits but was slow to analyze problems or apply proper corrective actions did not effectively use. Omitted, or deviated in use of checklist and/or available aids. Minor deficiencies that did not impact flight safety or mission accomplishment.

2.3.13.3. **U.** Unsatisfactory systems/procedural knowledge. Displayed unsatisfactory knowledge of emergency and life support equipment. Exceeded flight manual limitations. Unable or failed to analyze problem or take proper corrective action. Did not use checklist and/or available aids. Failed to use or properly employ life support equipment that could jeopardize personal or flight safety and/or mission effectiveness.

2.3.14. **Area 14. Briefings/Debriefings.**

2.3.14.1. **Q.** Ensured briefing contained all applicable information. Prepared at briefing time. Briefings effectively organized and professionally presented in a logical sequence. Presented all objectives, training events and special interest items. Effectively used available briefing aids. Appropriately integrated crew into mission briefs. Debriefed mission using specific, non-threatening positive or negative feedback of team and individual performance. Provided specific ways to correct errors. Re-capped key points and compared mission results with mission objectives.

2.3.14.2. **Q-.** Omitted items pertinent but not critical to the mission. Some difficulty communicating clearly. Did not make effective use of available briefing aids. Limited discussion of training events or special interest items. Dwelled on non-essential items. Not fully prepared for briefing. Did not consistently seek input from others. Debriefed mission without specific, non-threatening positive or negative feedback on individual and team performance. Incomplete or inadequate re-cap of key points and comparison of mission results to mission objectives.

2.3.14.3. **U.** Failed to conduct or attend required briefings. Failed to use appropriate briefing aids. Omitted essential items or did not correct erroneous information that could affect mission accomplishment. Demonstrated lack of knowledge of subject. Briefing poorly organized or not presented in a logical sequence. Presented erroneous information that would affect safe or effective mission accomplishment. Presentation created doubts or confusion. Failed to discuss training events or special interest items. Mission time line affected due to excessively long briefing. Did not seek input from others. Did not provide non-threatening positive and negative feedback during debriefing. Did not re-cap key mission points nor compare mission results to mission objectives.

2.3.15. **Area 15. Classified Material/Operations Security.**

2.3.15.1. **Q.** Demonstrated thorough knowledge of Communications Security (COMSEC), Operations Security (OPSEC), and courier (if applicable) procedures. Had positive control of classified documents and information used throughout the mission.

Properly stored, handled, and/or destroyed all classified or COMSEC material or information generated during the mission. Practiced sound COMSEC and OPSEC during all phases of the mission. Identified, requested and obtained all crypto-logical material required for the mission.

2.3.15.2. **Q-**. Limited knowledge of COMSEC or OPSEC procedures and/or courier procedures (if applicable) Limited knowledge of proper storage, handling, and destruction procedures would not have resulted in compromise of classified material or COMSEC, and did not impact mission accomplishment. Identified crypto-logical material required for mission, but was slow in requesting or obtaining material or did so only after being prompted.

2.3.15.3. **U**. Unsatisfactory knowledge of COMSEC or OPSEC. Classified documents, COMSEC or information would have been compromised as a result of improper control by examinee. Unfamiliarity with OPSEC procedures had or could have had a negative impact on mission accomplishment. Failed to identify, request or obtain all crypto-logical materials required for the mission.

2.3.16. **Area 16. Anti-Hijacking/Aircraft Security.**

2.3.16.1. **Q**. Explained proper anti-hijacking/aircraft security procedures.

2.3.16.2. **Q-**. Difficulty explaining proper anti-hijacking/aircraft security procedures

2.3.16.3. **U**. Could not explain proper anti-hijacking/aircraft security procedures.

2.3.17. **Area 17. Communication.**

2.3.17.1. **Q**. Communicated using precise, standard terminology. Acknowledged all communications. Asked for or provided clarification when necessary. Stated opinions or ideas. Asked questions when uncertain. Advocated specific courses of action. Did not let rank affect mission safety.

2.3.17.2. **Q-**. Unclear or incomplete communication led to repetition or misunderstanding. Slow to ask for or give constructive feedback or clarifications. Inconsistent use of precise, standard terminology. Did not always state opinions or ideas, ask questions when uncertain, or make positive statements to flight members.

2.3.17.3. **U**. Failed to communicate effectively. Continuously interrupted others, mumbled, or allowed personal conduct or attitude to interfere with communication among crewmembers. Withheld information or failed to solicit or respond to constructive criticism. Failed to use precise, standard terminology. Repeatedly failed to acknowledge communications. Did not state opinions, ask questions when unsure, or attempt to motivate flight members using positive statements.

2.3.18. **Area 18. Risk Management/Decision Making.**

2.3.18.1. **Q**. Identified contingencies and alternatives. Gathered and cross-checked relevant data before deciding. Clearly stated problems and proposed solutions. Investigated doubts and concerns of crewmembers. Used facts to determine solutions. Involved and informed necessary crewmembers when appropriate. Coordinated mission and crew activities to establish a proper balance between command authority and crewmember

participation, and acted decisively when the situation required. Clearly stated decisions, received acknowledgement, and provided rationale for decisions.

2.3.18.2. **Q-** Partially identified contingencies and alternatives. Made little effort to gather and cross-check relevant data before deciding. Did not clearly state problems or propose solutions. Did not consistently use facts to come up with solutions. Did not effectively inform crewmembers when appropriate. Did not effectively coordinate mission and crew activities to establish a proper balance between command authority and crewmember participation, or acted indecisively at times.

2.3.18.3. **U.** Failed to identify contingencies and alternatives. Made no effort to gather and cross check relevant data before deciding. Did not inform necessary crewmembers when appropriate. Did not use facts to come up with a solution. Avoided or delayed necessary decisions which jeopardized mission effectiveness. Did not coordinate mission and crew activities to establish a proper balance between command authority and crewmember participation; acted indecisively.

2.3.19. **Area 19. Task Management.**

2.3.19.1. **Q.** Correctly prioritized tasks. Used available resources to manage workload. Asked for assistance when overloaded. Clearly stated problems and proposed solutions. Accepted better ideas when offered. Used facts to determine solutions. Clearly communicated and acknowledged workload and task distribution. Demonstrated high level of vigilance in both high and low workload conditions. Prepared for expected or contingency situations. Avoided the creation of self-imposed workload or stress. Recognized and reported work overloads in self and others.

2.3.19.2. **Q-** Did not consistently and correctly prioritize tasks. Did not effectively use available resources to manage workload. Did not clearly communicate and acknowledge workload and task distribution. Did not consistently demonstrate a high level of vigilance in both high and low workload conditions. Slow to prepare for expected or contingency situations. Created some self-imposed workload or stress due to lack of planning. Slow to recognize and report work overloads in self and others.

2.3.19.3. **U.** Failed to correctly prioritize tasks. Did not use available resources to manage workload. Did not communicate and acknowledge workload and task distribution. Did not demonstrate a high level of vigilance in both high and low workload conditions. Extremely slow to prepare for expected or contingency situations. Created self-imposed workload or stress due to lack of planning. Failed to recognize and report work overloads in self and others.

Chapter 3

GRADING CRITERIA FOR INSTRUCTOR EVALUATIONS

3.1. General. The instructor grading criteria apply to initial, requalification, and all periodic instructor evaluations. The examinee should demonstrate the ability to instruct in a safe and effective manner.

3.2. Requirements. Evaluate instructors on areas listed in [Table 3.1](#). Instructor candidates will be qualified in all areas they will instruct. **(T-3)** Initial instructor evaluations may be a stand-alone evaluation or accomplished in conjunction with a periodic qualification/mission evaluations. If conducted as a stand-alone evaluation, all areas in [Table 2.1](#) will be graded in addition to [Table 3.1](#). After the initial instructor eval is completed, accomplish periodic instructor evaluations in conjunction with periodic qualification/mission evaluations IAW AFMAN 11-202V2_AFSOCSUP. If able, evaluate instructor candidates instructing actual students. Otherwise, the flight examiner (preferred) or other aircrew member may act as the student. A requalification instructor evaluation is required anytime an instructor is unqualified for any reason to include commander-directed downgrades. **(T-3)** Instructor requalification evaluations may be combined with the basic requalification evaluation. **(T-3)**

3.3. Instructor Evaluation. Evaluations of instructors will be accomplished in any aircraft in which the aircrew member maintains a qualification. **(T-3)**

3.3.1. Initial/Requalification. Evaluate instructor candidates on instructor performance during a representative sample of unit's basic mission events.

3.3.2. Periodic. Qualified instructors will be evaluated to instructor standards during all periodic evaluations. **(T-3)**

Table 3.1. Instructor Evaluation Grading Areas (All Crew Positions).

Area	Notes	Grading Areas
20	1	Mission Preparation
21		Instructional Ability
22	1	Instructor Knowledge
23		Briefings/Debriefings/Critique
24	1	Demonstration of Maneuvers/Procedures
25-29		
Note:		
1. May be evaluated via alternate method without additional Form 8A remarks.		

3.4. Instructor Grading Criteria. The following subparagraphs contain grading criteria for the areas listed in [Table 3.1](#).

3.4.1. Area 20. Mission Preparation.

3.4.1.1. **Q.** Thoroughly reviewed student's training documentation. Ascertained student's present level of training. Assisted student in pre-mission planning and allowed student time for questions. Effectively prioritized training events. Gave student a clear idea of mission training objectives.

3.4.1.2. **Q -.** Did not thoroughly review student's training folder or correctly ascertain student's present level of training. Caused student to hurry pre-mission planning. Poorly prioritized training events. Training plan/scenario made poor use of time.

3.4.1.3. **U.** Did not review student's training folder. Did not ascertain student's present level of training. Did not assist student with pre-mission planning or did not allow time for questions. Did not prioritize training events. Failed to give student a clear idea of mission training objectives, methods, and sequence of events.

3.4.2. Area 21. Instructional Ability.

3.4.2.1. **Q.** Demonstrated proper instructor ability and communicated effectively. Provided appropriate guidance when necessary. Planned ahead, and provided accurate, effective, and timely instruction. Identified and corrected potentially unsafe maneuvers or situations. Provided appropriate and effective differentiation between technique and procedure when offering instruction.

3.4.2.2. **Q -.** Problems in communication or analysis degraded effectiveness of instruction. Accomplished the above tasks with minor discrepancies that did not affect safety or adversely affect student progress.

3.4.2.3. **U.** Failed to effectively communicate or provide timely feedback. Performed or taught improper procedures/techniques/tactics to the student. Did not provide corrective action when necessary. Did not plan ahead or anticipate student problems. Did not identify unsafe maneuvers/situations in a timely manner. Made no attempt to instruct. Was unable to differentiate between technique and procedure.

3.4.3. Area 22. Instructor Knowledge.

3.4.3.1. **Q.** Demonstrated a high level of knowledge of all applicable aircraft systems, techniques, procedures, missions, publications and tactics to be performed. Completed appropriate training records accurately. Comments were clear and pertinent.

3.4.3.2. **Q -.** Minor errors/deficiencies in knowledge of above areas did not affect safety or adversely affect student progress. Minor errors or omissions in training records. Comments were incomplete or slightly unclear.

3.4.3.3. **U.** Lack of knowledge of publications or procedures seriously detracted from instructor effectiveness. Could not apply knowledge of above areas. Did not complete required forms or records. Comments were invalid, unclear, or did not accurately document performance.

3.4.4. Area 23. Briefings/Debriefings/Critique.

3.4.4.1. **Q.** Briefings/Debriefings were well organized, accurate, and thorough. Reviewed student's present level of training and defined mission events to be performed. Showed an excellent ability during the critique to reconstruct the flight, offer mission analysis, and provide guidance where appropriate. Training grade reflected the actual performance of the student relative to the standard. Pre-briefed the student's next mission, if required.

3.4.4.2. **Q -.** Minor errors or omissions in briefings and/or critique did not affect safety or adversely affect student progress.

3.4.4.3. **U.** Briefings/debriefings were marginal or non-existent; major errors or omissions in briefings/debriefings. Did not review student's past performance. Analysis of events or maneuvers was incomplete, inaccurate, or confusing. Training grade did not reflect actual performance of student. Overlooked or omitted major discrepancies. Incomplete pre-briefing of student's next mission, if required.

3.4.5. Area 24. Demonstration of Maneuvers/Procedures.

3.4.5.1. **Q.** Effectively demonstrated procedures and techniques. Provided concise, meaningful, and timely inflight commentary. Had thorough knowledge of applicable aircraft systems, procedures, publications, and instructions.

3.4.5.2. **Q-.** Performed required maneuvers or procedures with minor deviations from prescribed parameters. Inflight commentary was sometimes unclear or poorly timed, interfering with student performance. Discrepancies in the above areas did not adversely affect safety or student progress.

3.4.5.3. **U.** Failed to properly perform required maneuvers or procedures. Made major procedural errors. Did not provide inflight commentary and/or inflight commentary was incorrect or unsafe. Insufficient knowledge of aircraft systems, procedures, and/or proper source material.

3.4.6. Areas 25-29. Reserved for future use.

Chapter 4

GRADING CRITERIA FOR DSO EVALUATIONS

4.1. General. DSOs require a combined qualification and mission evaluation. Instructors will demonstrate instructor duties on all periodic evaluations. (T-3)

4.2. Requirements. Refer to [Chapter 2](#) for all evaluations and [Chapter 3](#) for instructor evaluations. DSO-specific areas and criteria are listed in this chapter.

4.3. Qualification/Mission Evaluations. See [Table 2.1](#) and [4.1](#) for required evaluation areas.

4.3.1. Initial/Requalification. Required events include: a complete equipment preflight; a flight profile that includes a realistic threat scenario; tactical mission in which the DSO provides input; and post-flight procedures. Any mission in an actual threat environment will satisfy same requirements.

4.3.2. Periodic Qualification/Mission. Requirements for periodic evaluations are the same as initial/requalification evaluations.

Table 4.1. DSO QUAL/MSN Grading Areas.

Area	Notes	Grading Areas
500	1	Control of Classified Material
501	2	Joint Threat Warning System (JTWS) Operation
502	2	Intelligence Broadcast Receiver (IBR) Operation
503	2	Threat Knowledge
504	1	Threat Analysis
505	1	Threat Reporting
506	2	Defensive Systems
507	2	Mission Operations
<p>Note:</p> <ol style="list-style-type: none"> 1. Required in-flight or simulator certified for this event. 2. Required in-flight or alternate method. 		

4.4. Grading Criteria. The following subparagraphs contain grading criteria for the areas listed in [Table 4.1](#).

4.4.1. **Area 500. Control of Classified Material.**

4.4.1.1. Q. Acquired, inventoried, maintained positive control, and/or demonstrated the proper use and storage of classified material, equipment, and information. Satisfactory knowledge of all local procedures, including destruction.

4.4.1.2. Q-. Difficulty acquiring, inventorying, maintaining positive control and/or demonstrating the proper use of classified material, equipment, and information. Adequate knowledge of procedures, but needs improvement.

4.4.1.3. U. Failed to acquire, inventory, maintain positive control and/or demonstrate the proper use of classified material, equipment, and information. Unsatisfactory knowledge of procedures.

4.4.2. Area 501. Joint Threat Warning System (JTWS) Operation.

4.4.2.1. Q. Demonstrated proper execution of frequency spectrum scans, discrete frequency searches and manual operations employing all assets of the JTWS as applicable to operator's mission area. Demonstrated ability to use different pieces of JTWS equipment in tandem. Satisfactory knowledge of JTWS equipment hardware and software operations, installation, and troubleshooting.

4.4.2.2. Q-. Difficulty demonstrating proper execution of frequency spectrum scans, discrete frequency searches and manual operations employing all assets of the JTWS as applicable to operator's mission area. Difficulty using different pieces of JTWS equipment simultaneously. Adequate knowledge of JTWS equipment hardware and software operations, installation, and troubleshooting, but needs improvement.

4.4.2.3. U. Failed to demonstrate proper execution of frequency spectrum scans, discrete frequency searches and manual operations employing all assets of the JTWS as applicable to operator's mission area. Failed to use different pieces of JTWS equipment in tandem. Unsatisfactory knowledge of JTWS equipment hardware and software operations, installation, and troubleshooting.

4.4.3. Area 502. Intelligence Broadcast Receiver (IBR) Operation.

4.4.3.1. Q. Demonstrated proper set-up and use of the IBR as applicable to operator's mission area. Configured IBR and applicable software in satisfactory amount of time. Extracted IBR information pertinent to the mission. Satisfactory knowledge of IBR equipment hardware and software operations, installation, and troubleshooting.

4.4.3.2. Q-. Difficulty demonstrating proper set-up and use of the IBR as applicable to operator's mission area. Configured IBR and applicable software in satisfactory amount of time, but needs improvement. Extracted IBR information pertinent to the mission but needs improvement. Adequate knowledge of IBR equipment hardware and software operations, installation, and troubleshooting, but needs improvement.

4.4.3.3. U. Failed to set-up and use of the IBR as applicable to operator's mission area. Failed to configure IBR and/or applicable software within a satisfactory amount of time. Failed to extract IBR information pertinent to the mission. Unsatisfactory knowledge of IBR equipment hardware and software operations, installation, and troubleshooting.

4.4.4. Area 503. Threat Knowledge.

4.4.4.1. Q. Demonstrated knowledge of characteristics, procedures, and capabilities associated with threats to the aircraft as applicable to the operator's mission area. Demonstrated knowledge of mission equipment capabilities/limitations to threats. Satisfactory overall threat knowledge.

4.4.4.2. Q-. Demonstrated adequate knowledge of characteristics, procedures, and capabilities associated with threats to the aircraft as applicable to the operator's mission area, but needs improvement. Demonstrated only basic knowledge of mission equipment capabilities/limitations to threats. Adequate overall threat knowledge, but needs improvement.

4.4.4.3. U. Demonstrated insufficient knowledge of characteristics, procedures, and capabilities associated with threats to the aircraft as applicable to the operator's mission area. Demonstrated a lack of knowledge of mission equipment capabilities/limitations to threats. Unsatisfactory overall threat knowledge.

4.4.5. **Area 504. Threat Analysis.**

4.4.5.1. Q. Demonstrated ability to prioritize equipment resources against threats based on location and level of threat to the aircraft.

4.4.5.2. Q-. Difficulty prioritizing equipment resources against threats based on location and level of threat to the aircraft.

4.4.5.3. U. Failed to prioritize equipment resources against threats based on location and level of threat to the aircraft.

4.4.6. **Area 505. Threat Reporting.**

4.4.6.1. Q. Demonstrated ability to relay appropriate situational awareness or threat-related information affecting the safety of the aircraft or its mission to the appropriate crew member in a timely manner. Threat calls excluded extraneous information and met acceptable standards for clarity and brevity. Demonstrated ability to extract Essential Elements of Information (EEI) and intelligence pertinent to technical reporting.

4.4.6.2. Q-. Demonstrated ability to relay appropriate situational awareness or threat-related information affecting the safety of the aircraft or its mission to the appropriate crew member, but needs improvement in timeliness, clarity, and/or brevity. Threat calls included some extraneous information not pertinent to the aircraft and/or mission, but the overall mission was not impacted. Difficulty extracting EEIs and intelligence pertinent to technical reporting.

4.4.6.3. U. Failed to relay appropriate situational awareness or threat-related information affecting the safety of the aircraft or its mission to the appropriate crew member in a timely manner. Threat calls included extraneous information and fell below acceptable standards for clarity and brevity. Inadequate threat reporting negatively impacted the mission. Failed to extract EEIs and intelligence pertinent to technical reporting.

4.4.7. **Area 506. Defensive Systems.**

4.4.7.1. Q. Demonstrated satisfactory knowledge of aircraft defensive systems. Familiar with nomenclature and basic operation and capabilities/limitations of aircraft defensive

system components against specific threats. Able to describe impact of equipment outages on mission objectives.

4.4.7.2. Q-. Demonstrated adequate knowledge of defensive systems but needs improvement. Needed assistance with nomenclature and basic operation and capabilities/limitations of aircraft defensive system components against specific threats. Difficulty describing impact of equipment outages on mission objectives.

4.4.7.3. U. Failed to demonstrate adequate knowledge of aircraft defensive systems. Unfamiliar with nomenclature and basic operation and capabilities/limitations of aircraft defensive system components against specific threats. Failed to describe impact of equipment outages on mission objectives.

4.4.8. Area 507. Mission Operations.

4.4.8.1. Q. Able to explain support provided to tactical operations/mission aircraft by support aircraft (e.g., suppression of enemy air defenses (SEAD)/destruction of enemy air defenses (DEAD) aircraft, RC-135 RIVET JOINT, E-3 AWACS, etc.) Able to explain basic mission employment doctrine of the mission aircraft and DSO impact on operations.

4.4.8.2. Q-. Difficulty explaining support provided to tactical operations/mission aircraft by support aircraft (e.g., SEAD/DEAD aircraft, RC-135 RIVET JOINT, E-3 AWACS, etc.) Able to explain basic mission employment doctrine of the mission aircraft and DSO impact on operations, but needed improvement.

4.4.8.3. U. Failed to explain support provided to tactical operations/mission aircraft by support aircraft (e.g., SEAD/DEAD aircraft, RC-135 RIVET JOINT, E-3 AWACS, etc.) Failed to explain basic mission employment doctrine of the mission aircraft and DSO impact on operations.

4.4.9. Areas 508 - 549. Reserved for future use.

MICHAEL E. CONLEY, Brig Gen, USAF
Director of Operations

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

AFI 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure*, 3 May 2022

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

AFMAN 11-202V2, *Aircrew Standardization and Evaluation Program*, 30 Aug 2021

AFMAN 11-202V2_AFSOCSUP, *Aircrew Standardization and Evaluation Program*, 5 Aug 2022

AFMAN 11-202V3_AFSOCSUP, *Flight Operations*, 4 Apr 2023

AFMAN 11-290 *Cockpit/Crew Resource Management and Threat & Error Management Program*, 25 Oct 2021

AFMAN 11-290_AFSOCSUP, *Cockpit/Crew Resource Management and Threat & Error Management Program*, 31 Mar 2023

AFPD 11-2, *Aircrew Operations*, 31 Jan 2019

AFPD 11-4, *Aviation Service*, 12 Apr 2019

AFSOCMAN 11-2DSOV1, *Direct Support Operator Aircrew Training*, 28 Nov 2023

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 Oct 2023

Prescribed Forms

None

Adopted Forms

AF Form 3862, *Flight Evaluation Worksheet*

AF Form 4031, *CRM/TEM Skills Criteria Training/Evaluation Form*

AF Form 4348, *USAF Aircrew Certifications*

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 8A, *Certificate of Universal Aircrew Qualification*

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ARMS—Aviation Resource Management Systems

COMSEC—Communications Security

CRM—Crew Resource Management

DEAD—Destruction of Enemy Air Defenses

DSO—Direct Support Operator

EI—Essential Elements of Information

EPE—Emergency Procedures Evaluation

IAW—In Accordance With

IBR—Intelligence Broadcast Receiver

JTWS—Joint Threat Warning System

MSN—Mission Evaluation

OPR—Office of Primary Responsibility

OPSEC—Operations Security

QUAL—Qualification Evaluation

SEAD—Suppression of Enemy Air Defenses

TO—Technical Order