DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES SPACE FORCE

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MEMORANDUM FOR DISTRIBUTION C
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FROM: SF/3/4/7
2020 Space Force Pentagon
Washington, D.C. 20330-2000

SUBJECT: Space Force Guidance Memorandum SPFGM2025-01, *Spacecrew Standardization and Evaluation Program*

By Order of the of the Secretary of the Air Force, this publication provides guidance regarding the implementation of the operational training, procedures, standardization, and evaluation program for Guardians, and Airmen. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Department of the Air Force publications, the information herein prevails, in accordance with Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management* and Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*.

This SPFGM implements Department of the Air Force Policy Directive (DAFPD) 13-6, *Space Policy*, and hereby transfers and supersedes AFI13-602v2, *Spacecrew Standardization and Evaluation Program*. The US Air Force Deputy Chief of Staff for Operations (AF/A3) coordinated and concurred with this action. This publication applies to civilian employees and uniformed members the United States Space Force, as well as the Air Force Reserve and Air National Guard, when performing space missions. This guidance does not apply to the Regular Air Force.

This SPFGM may require the collection and/or maintenance of information protected by the Privacy Act of 1974, authorized by Title 10 United States Code, Section 9013, Secretary of the Air Force. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, Records Management and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System

The authorities to waive requirements in this SPFGM are identified with a Tier (T-0, T-1, T-2, and T-3) number following the compliance statement. See DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures, Table A10.1*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier 2 waiver approval authority or, alternately, to the publication OPR for non-tiered compliance items.

This Memorandum becomes void after one year has elapsed from the date of this Memorandum, or upon publication of a new publication permanently establishing this guidance, whichever is earlier.

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Assistant Deputy Chief of Space Operations for Operations

Attachment:

Guidance Changes, *Spacecrew Standardization and Evaluation Program*

Attachment

Guidance Changes

Chapter 1

GENERAL INFORMATION

1.1. Purpose. This instruction provides guidance for implementing a Standardization and Evaluation (Stan/Eval) program for applicable spacecrews. The Ready Spacecrew Program (RSP) is the USSF's overarching spacecrew readiness framework for the implementation of Operational Training, Advanced Training, Stan/Eval, Operational Procedures, and Tactics for Guardians and Airmen.

1.1.1. The purpose of the spacecrew Stan/Eval program, a component of the RSP, is to provide commanders a tool to validate the readiness and effectiveness of their unit's spacecrew operations.

1.1.2. The spacecrew Stan/Eval program also provides commanders the means to document individual spacecrew member qualifications, certifications, and capabilities, and provide commanders feedback on the effectiveness of unit training programs and mission execution.

1.2. Objectives.

1.2.1. Develop and ensure standardization of operational processes and procedures for weapons system employment.

1.2.2. Ensure compliance with appropriate operational, training, procedures, and administrative directives.

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

1.2.4. Provide a system to assess and document individual spacecrew member proficiency and capability to accomplish assigned operational duties.

1.2.5. Recognize trends and recommend or initiate changes to training programs and directives.

1.3. RSP Applicability. The RSP (SPFI 13-602 Volumes 1, 2, and 3) was developed to define spacecrew training, Stan/Eval, and weapon system operations programs. The RSP is applicable to spacecrew personnel performing space operations duties on a weapon system or command and control system while presented to a Combatant Command. Reference the Space Operations Command, Deputy Commanding General for Operations (SpOC DCG-O) RSP Applicability Memorandum, or memoranda from other FLDCOMs (as applicable) for guidance on which units will be RSP compliant.

1.4. Space Operations Command Manual (SPOCMAN) 13-6 Weapon System (WS) Volumes. Headquarters (HQ) SpOC DCG-O is the office of primary responsibility (OPR) for developing SPOCMAN 13-6 WS Volumes. The SPOCMAN 13-6 WS Volumes will serve as a more detailed supplement to this instruction for each weapon system under SpOC's command. Reference DAFGM 13-602V1, *Ready Spacecrew Program – Training,* for more information on the SPOCMAN 13-6 WS Volumes.

1.5. Waiver Authority. Units will follow the applicable waiver authority at the level identified for their chain of command. Refer to DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers. For any non-tiered paragraph, the waiver authority reverts to the SPFI OPR. Waivers that affect total force missions or procedures will include affected National Guard Bureau Space Operations (NGB-SO) and/or Air Force Reserve Command Space Operations (AFRC/A3OS) for coordination.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Scope. This chapter defines organizational roles and responsibilities for RSP standardization and evaluation. For this instruction, Higher Headquarters (HHQ) includes Headquarters Space Force (HQ USSF) and Field Command (FLDCOM) Stan/Eval functions.

2.2. Chief Operations Officer (SF/3/4/7). The SF/3/4/7 has overall responsibility for policy, oversight, and guidance of the RSP and delegates Director, Training and Exercises (S3T) as the OPR for this instruction. SF/3/4/7 will:

2.2.1. Conduct oversight of the RSP.

2.2.2. Develop policy and direct the conduct and execution of the spacecrew training and Stan/Eval program. Resolves conflicts between lead and stakeholder commands, to include the Air Force Reserve Command (AFRC) and the National Guard Bureau (NGB).

2.2.3. Maintain oversight of all FLDCOM-developed guidance documents that affect space operations, operations readiness, operational training, and Stan/Eval.

2.2.4. Develop and prioritize inspection requirements in accordance with (IAW) DAFI 90-302, *The Inspection System of the Department of the Air Force.*

2.2.5. Liaise with other organizations, Services, Air Force Major Commands (MAJCOMs), FLDCOMs, and career field functional managers to ensure space operations compliance with doctrine and regulations.

2.3. Director, Training and Exercises (S3T). S3T will:

2.3.1. Provide policy and guidance to FLDCOMs on training, tactician, and evaluation-related matters and monitors the planning and execution of the USSF readiness enterprise.

2.3.2. Provide and coordinate USSF policy and guidance to FLDCOMs on spacecrew training, tactician, evaluation related matters.

2.3.3. Serve as the publication authority and OPR for DAFGM 13-602 Vol 1: *Ready Spacecrew Program – Training)*, Vol 2: *Ready Spacecrew Program – Standardization & Evaluation*, and Vol 3: *Ready Spacecrew Program – Crew Readiness, Tactics, and Procedures)*.

2.4. Air Force Reserve Command Space Operations (AFRC/A3OS) and National Guard Bureau Space Operations (NGB-SO).

2.4.1. Ensure operators maximize coordination and alignment with all requirements of this instruction and associated SPOCMAN 13-6 WS Volumes.

2.4.2. ARC Space capabilities will be postured to provide forces in a steady-state cyclical manner across all Reserve Component Periods (RCPs), in accordance with Department of Defense Instruction (DoDI) 1235.12.

2.5. Field Commands (FLDCOMs). FLDCOMs will:

2.5.1. Comply with directive guidance, such as applicable weapon system and spacecrew-specific publications, as approved by SF/3/4/7.

2.5.2. Provide oversight and guidance for Stan/Eval functions in lower echelon units and aligned units.

2.5.3. Standardize among the Deltas the application of training, evaluation, tactician, and support programs, as practical.

2.5.4. Develop records management processes to retain Stan/Eval records using the service-approved records management system, Patriot Excalibur (PEX).

2.5.5. Ensure Stan/Eval records are retained throughout a spacecrew member's military career.

2.5.6. Standardize and coordinate inspection requirements IAW DAFI 90-302, *The Inspection System of the Department of the Air Force.*

2.6. Space Operations Command (SpOC).

2.6.1. SpOC DCG-O Standardization Branch (S3/5TV) accomplishes the following:

2.6.1.1. Provides oversight, guidance, and administrative processes on standardization of training, operational procedures, and evaluation criteria.

2.6.1.2. Establishes requirements for evaluator training programs.

2.6.1.3. SpOC retains primary responsibility for RSP records management for all FLDCOMs.

2.6.1.3.1. Ensures the RSP records management process accurately retains training, certification, and evaluation records throughout the entirety of a Guardian's career, to include when Guardians change assignments.

2.6.1.3.2. Coordinate with other FLDCOMs on the implementation of PEX.

2.6.1.4. Coordinate with SpOC Mission Area Teams (MATs) at least annually to:

2.6.1.4.1. Determine policy and develop procedures for specific weapon system guidance**.**

2.6.1.4.2. Standardize operations within Deltas, where practical.

2.6.1.5. Shall convene conferences and working groups (as necessary) to review and improve command Stan/Eval policies and procedures.

2.6.1.6. Shall conduct Staff Assistance Visits (SAVs) when requested by commanders or as needed to assist units with meeting RSP requirements.

2.6.1.7. Shall provide Stan/Eval subject matter experts to assist the USSF/SpOC Inspector General (IG) (as required) with internal and external processes with respect to standardization of operational training functions and oversight of evaluation policy.

2.6.2. Mission Area Teams (MATs) will determine weapon system specific operational guidance. MATs will develop and manage publications of SPOCMAN 13-6 WS Volumes.

2.7. Space Systems Command (SSC). SSC will:

2.7.1. Provide training systems in accordance with Operational Test and Training Infrastructure.

2.7.2. Comply with the requirements of the RSP for operational units in Integrated Mission Deltas. Systems that have not been operationally accepted are not subject to this instruction unless directed by the SF/3/4/7.

2.7.3. Determine if Space Launch Deltas (SLDs), Space Launch Squadrons (SLSs), and Range Operations Squadrons (ROPS) comply with the RSP. Determination is delegable to SLD/CC.

2.7.4. Implement a Stan/Eval program to ensure SLDs, SLSs, ROPSs, and SSC Squadron Commanders (SQ/CCs) manage certification programs to meet dynamic mission requirements. SLD/CCs will provide oversight of their respective squadron Stan/Eval programs and, where feasible, will ensure standardization of implementation between the Eastern and Western Ranges.

2.7.5. Systems are operated IAW published Technical Orders (TOs), where available. TOs will be maintained IAW TO 00-5-1, *Air Force Technical Order System*, and other applicable technical orders. Units operating systems without formally published technical data will develop Operating Instructions to ensure proper weapon system employment.

2.8. Space Training and Readiness Command (STARCOM). STARCOM will:

2.8.1. Provide training range and exercise venues which may be used to fulfill evaluation requirements, if sufficient range/exercise capacity is available and exercise contains appropriate task coverage.

2.8.2. Provide data upon request (e.g., analysis and lessons learned from exercises and wargames).

2.9. Augmentation Personnel. Each FLDCOM may use augmentees from other FLDCOMs and (with prior coordination) AFRC or Air National Guard (ANG) to support or conduct cross-command program reviews, evaluations, SAVs, and IG inspections with the concurrence of all the Stan/Eval organizations involved. Augmentees will use the criteria of the FLDCOM they are augmenting.

2.10. Delta Commander (DEL/CC). SPOCMAN 13-6 WS Volumes may detail additional DEL/CC requirements for assigned weapon systems. The DEL/CC will:

2.10.1. Direct the conduct of the Stan/Eval program.

2.10.2. Standardize roles, responsibilities, and functions across the Delta units in compliance with HHQ instructions.

2.10.3. Organize the Delta evaluation program in accordance with this instruction and to meet the unique requirements of the respective Delta.

2.10.4. Provide policy and guidance for the execution of the squadrons' evaluation program.

2.10.5. Serve as an Office of Collateral Responsibility (OCR) for developing SPOCMAN 13-6 WS Volumes for each weapon system under their command.

2.10.6. Appoint and certify a Chief of Stan/Eval.

2.10.7. Designate and certify Delta Stan/Eval personnel and Line Evaluators upon completion of the Delta Evaluator Certification Course.

2.10.8. Establish and Chair the Stan/Eval Board (SEB).

2.10.9. Establish and maintain a Crew Information File (CIF) program.

2.10.10. Ensure implementation of PEX.

2.10.11. DEL 5 & 15 Commanders: Ensure spacecrews maintain the required qualifications and proficiency through training, evaluation, and certification.

2.11. Delta Chief of Standardization and Evaluation (Chief Stan/Eval). SPOCMAN 13-6 WS Volumes may detail additional Chief Stan/Eval requirements for their assigned weapon systems.

2.11.1. Responsible for standardization across the Delta, oversight of all evaluations and evaluation products, to include scripts, procedures, evaluation plans, and evaluation documentation.

2.11.2. Formerly certified Line Evaluator that previously held Combat Mission Ready (CMR) proficiency but is not required to maintain CMR status.

2.11.3. Reports to the DEL/CC.

2.11.4. Leads Delta Stan/Eval staff and recommends designation of Delta Stan/Eval staff.

2.11.4.1. Delta Stan/Eval coordinates on all evaluation products produced by Line Evaluators under their purview.

2.11.4.2. Oversees the administration of evaluations, errors, evaluation scheduling, and evaluation out briefs.

2.11.4.3. The Chief Stan/Eval ensures Delta Stan/Eval receives and maintains the required proficiency to train and evaluate Line Evaluators and develop and maintain evaluation scripts and plans.

2.11.5. Is responsible for the SEB. The SEB will report trends and status to the DEL/CC at least semi-annually until discrepancies are closed. The SEB will maintain an archive of trend data for at least one year from the date the trend was closed.

2.11.6. Establishes procedures to oversee and manage the Delta publications and Technical Orders program IAW TO 00-5-1, *Air Force Technical Order System*.

2.11.7. Reviews all new or changed publications for impacts to operations procedures, training, and Stan/Eval program.

2.11.8. Manages and ensures compliance with the Delta CIF program in PEX.

2.11.9. Supervises development and conduct of a Delta Evaluator Certification Course. At a minimum, the Evaluation Certification Course will provide instruction for evaluator candidates on the proper manner to administer evaluations, assess errors, assign grade and qualification level, use forms and notetakers, document evaluation results, and conduct evaluation out briefs.

2.12. Combat Training Squadron Commander (CTS/CC). For the purposes of this publication, *Combat Training Detachment (CTD)* is interchangeable with the term CTS. SPOCMAN 13-6 WS Volumes will detail additional CTS/CC requirements for their assigned weapon systems. The CTS/CC, or designee, accomplishes the following:

2.12.1. Ensures simulators are available for evaluation use.

2.12.2. Trains Line Evaluators on the use of simulators.

2.12.3. Manages scheduling and maintenance of simulators.

2.12.4. Attends the Delta SEB, as appropriate.

2.13. Squadron Commander (SQ/CC) & SQ/CC equivalent for Space Operations Centers. **Note:** *A Space Operations Center is a command and control unit (e.g., Combined Space Operations Center (CSpOC) and National Space Defense Center (NSDC)).* For the purposes of this publication, the SQ/CC equivalent for Space Operations Centers will follow guidance for the operational SQ/CC. SPOCMAN 13-6 WS Volumes may detail additional SQ/CC requirements for their assigned weapon system(s). See below for the SQ/CC's roles and responsibilities; additionally, reference DAFGM 13-602V1 and AFI 13-602V3. The SQ/CC, or their designee, will:

2.13.1. Ensure their spacecrew members are trained, evaluated, and certified.

2.13.2. Appoint a Senior Line Evaluator.

2.13.3. Ensure spacecrews maintain the required qualifications and proficiency for combat missions.

2.13.4. Certify crewmembers for CMR certification. Only the SQ/CC, or their designee, may approve or return a member to CMR status.

2.13.5. Recommend Line Evaluator candidates to the DEL/CC.

2.13.6. Maintain sufficient certified Line Evaluators to meet mission requirements.

2.13.7. Attends the Delta SEB or has a designated representative.

2.13.8. Establish and maintain a spacecrew publications program IAW TO 00-5-1 and ensure compliance with the Delta's CIF program.

2.14. Line Evaluator. Line Evaluators are primarily responsible for conducting evaluations in any crew position they are current and qualified CMR. Line Evaluators will:

2.14.1. Be assigned to an operational crew and perform operational duties. **(T-2)**

2.14.2. Maintain CMR status, evaluator certification, and associated currencies.

2.14.3. Conduct qualification evaluations to qualify personnel for CMR certification after Mission Qualification Training (MQT) or upgrade training completion.

2.14.4. Conduct Proficiency Validation evaluation of personnel to verify CMR qualifications. Reference **Chapter 4** for frequency requirements.

2.14.5. Conduct evaluations and maintain documentation IAW this instruction.

2.14.6. Conduct a thorough pre-evaluation briefing and post-evaluation debrief for the evaluatees and applicable spacecrew members on all aspects of the evaluation.

2.14.7. Manage and conduct Supplemental (SUPP) Evaluations as directed.

2.14.8. Immediately correct breaches of safety during an evaluation (applies to both the evaluatee as well as any spacecrew support) that may lead to injury or damage to equipment.

2.14.9. Manage and review applicable forms in PEX and/or unit Individual Qualification Folders (IQF) to meet Stan/Eval requirements.

2.14.10. Ensures standardization within the Squadron.

2.14.11. Attends the Delta SEB, as required.

Chapter 3

EVALUATORS

3.1. General. The evaluation portion of the spacecrew Stan/Eval program is administered by Line Evaluators. A Line Evaluator may evaluate in any weapon system position or any tasks/subtasks in which they are current and qualified CMR.

3.1.1. A certified Line Evaluator, current and qualified in the weapon system, will supervise evaluator candidates during all certification activities involving the conduct of an evaluation.

3.1.2. Only certified Line Evaluators, or evaluator candidates, under direct supervision of a certified evaluator, will conduct evaluations on operational weapon systems, simulators, or training devices, document evaluations, and/or administer knowledge tests to meet evaluation requirements.

3.2. Line Evaluator Selection and Certification/Decertification.

3.2.1. Selection. Line Evaluators will be designated by the DEL/CC. **(T-2).** Line Evaluators, as with instructors and tacticians, should be selected based on merit, technical knowledge, and professionalism.

3.2.1.1. Line Evaluator candidates are not required to have served as instructors.

3.2.1.2. Line Evaluator candidates will complete the Delta Evaluator Certification Course prior to being considered for certification by the DEL/CC. **(T-2)**

3.2.2. Certification and decertification requirements will be determined by the DEL/CC but not less than as described within this publication. **(T-2)**

3.2.3. Requirements. The DEL/CC may levy additional requirements for evaluator certification after a candidate successfully completes the Delta Evaluator Certification Course. At a minimum, Line Evaluator training consists of:

3.2.3.1. Applicable equipment configuration and scheduling procedures (e.g., simulator, emulator, and live equipment configuration, test and evaluation scenario control procedures). Line Evaluators will be trained on the use of simulators. **(T-2)**

3.2.3.2. Constructing, conducting, and administering the planning, briefing, execution, and debriefing portions of an evaluation.

3.2.3.3. Observing, at a minimum, one certified spacecrew evaluator conducting an evaluation, and then conducting at least one evaluation under the supervision of a certified evaluator.

3.2.3.4. Delta Stan/Eval staff will annotate successful completion of the Delta Evaluator Certification Course in the member's IQF, PEX, and the squadron's list of individual spacecrew member qualifications and certifications. **(T-2)**

Chapter 4

EVALUATIONS

4.1. General. In concert with training, evaluation is key to identifying readiness shortfalls and is a critical measure of training program effectiveness. Standardization across units, missions, and functional areas is accomplished to gain efficiencies in processes, to increase combat capability, and to provide common products where possible.

4.2. Administration. Line Evaluators will administer evaluations in a professional and proper manner and will impartially assess errors and assign grade and qualification level. Only certified Line Evaluators, or Evaluator Candidates under the direct supervision of a certified Line Evaluator, will conduct evaluations on operational weapon systems, simulators, or training devices, document evaluations, and/or administer knowledge tests to meet evaluation requirements. **(T-2)**

4.2.1. Spacecrew members will be informed by the Line Evaluator in advance that they will be under evaluation. **(T-3)**

4.2.2. Tasks performed during an evaluation may count toward currency requirements for the evaluatees. For additional information, reference DAFGM 13-602V1; currency tables and frequency of tasks are listed in the applicable SPOCMAN 13-6 WS Volumes. **(T-3)**

4.2.3. All evaluations will be documented in PEX. **(T-1)**

4.2.4. Line Evaluators will provide feedback to squadron instructors and/or the CTS to ensure possible training shortfalls (e.g., observing high missed tasks/test questions) are addressed. **(T-2)**

4.2.5. During an evaluation, if an evaluator recognizes a crewmember's performance will result in a Q3 rating, the evaluator may terminate the evaluation, unless other crewmembers in a crew evaluation still have a possibility of earning a qualified rating.

4.2.6. Evaluations will only be administered during the Prepare or Ready phases of SPAFORGEN or applicable AFFORGEN phase for ARC units. **(T-2)**

4.3. Requirements. An evaluation will consist at minimum of the following: **(T-3)**

4.3.1. Conduct evaluations in a crew environment when practical.

4.3.2. Schedule and conduct evaluations as soon as possible after training completion.

4.3.3. Immediately correct breaches of safety during an evaluation (applies to both the evaluatee as well as any spacecrew support) that may lead to injury or damage to equipment.

4.3.4. Document rationale for grading on the evaluation form.

4.3.5. Provide feedback to the evaluatee and training program.

4.4. Categories. There are four types of spacecrew evaluations: QUAL Evaluations, ProVals, SUPP Evaluations, and Re-Evaluations. Evaluations are conducted by Line Evaluators using simulators, real-world systems, or any combination necessary to ensure sufficient task coverage.

4.4.1. **Qualification (QUAL) Evaluations.** Qualifies a spacecrew member to perform the duties of a particular crew position in a specific weapon system. A QUAL evaluation is required to attain CMR status. **(T-2)**

4.4.1.1. To promote efficient use of resources, accomplish individual QUAL evaluations concurrently as a crew, when practical. **(T-2)**

4.4.1.2. QUAL evaluations are administered upon completion of: MQT, Requalification Training, or Upgrade Training. Exceptions: Line Instructor, Line Evaluator, and Line Tactician position upgrades do not require a QUAL evaluation.

4.4.1.3. Certified evaluators conduct QUAL evaluations using operationally realistic scenarios. Each evaluation will provide a sufficient sample of tasks, as prescribed by the SPOCMAN WS Vol 2 to assess the evaluatee's knowledge and proficiency. **(T-2)**

4.4.1.4. All QUAL evaluations must include at least 75% of critical tasks from the Master Task List (MTL) for the individual's position. **(T-2)**

4.4.2. **Proficiency Validation (ProVal).** Used on an annual basis to ensure individual spacecrew proficiency and compliance with established procedures and standards. A ProVal is required to maintain CMR status.

4.4.2.1. Each spacecrew member must receive a ProVal within 12 months of their last QUAL Evaluation or ProVal in the positions for which they are qualified. **(T-2)**

4.4.2.2. Failure to complete a ProVal by the first day of the 13th month will result in a spacecrew member immediately being Non-Combat Mission Ready (N-CMR) in that position unless the member is in the commit phase. **(T-1)**

4.4.2.3. If a spacecrew member is overdue a ProVal while in the commit phase, the member will remain CMR. Immediately upon returning from commit and any associated Rest and Recuperation leave periods (see DAFI 36-3003), the member will go N-CMR. **(T-2)** Squadrons should endeavor to prevent this from happening.

4.4.2.4. Spacecrew members qualified in more than one position receive a ProVal covering tasks common to each position and a sample of unique positional tasks in each position. **(T-2)** These ProVals may be combined into a single event. Common tasks covered may count toward multiple positions but are evaluated against the highest proficiency codes for each task in the Master Task List, when different.

4.4.3. **Supplemental (SUPP) Evaluations.** SUPP evaluations are an administrative tool used by commanders to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems (e.g., Difference Training (DT) for new systems, negative evaluation trends, and negative operational trends). The form and content of a SUPP evaluation is at the discretion of the SQ/CC.

4.4.3.1. Execution. SUPP evaluations are more limited in scope and duration than Qual Evals; the SQ/CC determines the areas for evaluation based on recommendations from Line Instructors/Evaluators, the Delta Chief of Stan/Eval or the DEL/CC, as appropriate.

4.4.3.2. SUPPs evaluations reset periodic evaluation currency provided the evaluation meets or exceeds ProVal requirements.

4.4.3.3. Line Evaluators may conduct SUPP evaluations after completion of DT as required, based on the operational impacts of the new or changed procedures compared to legacy procedures.

4.4.4. **Re-Evaluation.** A re-evaluation is tailored to the needs of a crew or individual and presented after completion of all remedial actions resulting from a Q3 evaluation rating. The highest qualification level that can be earned during a crew or individual re-evaluation is Q2. The content of a re-evaluation must include, at a minimum:

4.4.4.1. All tasks/subtasks graded **U** on the previous evaluation. If the previous evaluation was terminated early due to recognition of the inevitable Q3 rating, all tasks/subtasks not fully assessed must also be included. **(T-2)** Additional tasks/subtasks may be included at the evaluator's discretion or as directed by the SQ/CC.

4.4.4.2. For re-evaluations resulting from a failed written examination, a completely alternate version of the written examination must be presented.

4.5. Grading and Qualification Levels. Evaluations are individually graded, and a qualification level will be assigned individually even when conducted as a spacecrew. Members of the same spacecrew may receive different grades depending on individual performance. Line Evaluators will grade each task/subtask and assess an overall qualification level for each spacecrew member. Grading and Qualification levels are specified in SPOCMAN WS Vol 2.

4.5.1. Grading for Tasks/Subtasks. Evaluators assign an individual grade to each task assessed during the performance evaluation. SPOCMAN 13-6 WS Volumes will identify the tasks/subtasks assessed during evaluations. **(T-2)** Evaluators will grade each task/subtask as Meeting Standards ***Q***, Below Standards ***Q-***, or Unsatisfactory ***U*** in accordance with criteria listed in weapon system and/or unit-level guidance. **(T-2)** Discrepancies will be documented against the established task/subtask.

4.5.1.1. **"Q" indicates the evaluatee is qualified to perform the task/subtasks at the desired level of performance.** The evaluatee demonstrated both satisfactory knowledge and performed all required duties within prescribed tolerances and accomplished the assigned mission.

4.5.1.2. **"Q-" indicates the evaluatee is qualified to perform the task/subtasks.** The evaluatee demonstrated limited knowledge and/or marginal performance within the established procedures or standards but did not adversely affect mission accomplishment, jeopardize safety, or risk damage to equipment. Q- tolerances must not jeopardize safety or be a breach of discipline. Q- rating requires debriefing (see **Paragraph 4.6**) or additional training (see **Paragraph 4.7**) as determined by the evaluator.

4.5.1.3. **"U" indicates the evaluatee is not qualified to perform the task/sub task.** The evaluate demonstrated insufficient knowledge and/or performance outside allowable policy. The evaluatee performance was outside allowable parameters or deviations from prescribed procedures and tolerances adversely affecting mission accomplishment, compromising safety, or risking damage to equipment. **U** rating requires debriefing (see **Paragraph 4.6**) or additional training (see **Paragraph 4.7**) as determined by the evaluator.

4.5.2. **Qualification Levels**. Upon completion of all portions of an evaluation, Line Evaluators determine and award a crewmember's overall qualification rating as Highly Qualified (Q1), Qualified (Q2) or Unqualified (Q3). Q1 and Q2 ratings indicate a member is

qualified and meets standards to perform unsupervised space operations duties, whereas a Q3 rating indicates the member is not qualified to perform space operations duties.

4.5.2.1. **Qualification Level 1 (Q1)**. The operator demonstrated desired performance and knowledge of procedures, equipment, and directives within tolerances specified in the grading criteria. This will be awarded when no discrepancies were noted or may be awarded when discrepancies are noted if all the following criteria was met:

4.5.2.1.1. The discrepancies resulted in no **U** grades being given in any task/subtask.

4.5.2.1.2. Remedial action was accomplished for all discrepancies during the outbrief for that evaluation (see **Paragraph 4.6**.).

4.5.2.2. **Qualification Level 2 (Q2).** The operator demonstrated the ability to perform duties safely, but one of the following criteria was met:

4.5.2.2.1. There were one or more tasks/subtasks where additional training was assigned.

4.5.2.2.2. A grade of **U** was assessed to a non-critical task/subtask.

4.5.2.2.3. In the judgement of the evaluator, the member's overall performance did not warrant a Q1 rating. Document rationale for Q2 into PEX. **(T-2)**

4.5.2.3. **Qualification Level 3 (Q3).** The operator demonstrated an unacceptable level of performance, knowledge, or safety and one of the following criteria was met:

4.5.2.3.1. A grade of **U** was assessed to a critical task/subtask.

4.5.2.3.2. In the judgement of the evaluator, the member is not qualified to perform space operations duties. Document rationale for Q3 into PEX. **(T-2)**

4.6. Remedial Action. Remedial action is accomplished during the evaluation outbrief wherein the evaluator discusses the discrepancy with the evaluatee and determines the evaluatee has gained the necessary knowledge or proficiency to remedy the discrepancy.

4.6.1. If an evaluatee self-identifies the deviation during the evaluation debrief and, in the evaluator's judgment, demonstrates thorough understanding of correct procedures, root cause, and fix actions, no further remedial action is required for the specific deviation.

4.6.2. Minor momentary deviations are acceptable, provided the evaluatee applies prompt corrective action and such deviations do not jeopardize safety or mission accomplishment. Consider cumulative deviations when determining the task/subtask grade.

4.7. Remedial Training. Remedial training is additional training recommended by a Line Evaluator and directed by the SQ/CC to remedy a discrepancy identified during an evaluation that cannot be remedied with remedial action during the evaluation debrief.

4.7.1. Grades of **Q-** and **U** require remedial training as recommended by the evaluator.

4.7.2. Remedial training is accomplished by Line Instructors, or CTS Instructors as applicable, and may include classroom instruction and simulator/emulator training. Additional self-study is recommended.

4.7.3. To deem remedial training complete, the evaluatee must demonstrate satisfactory knowledge or proficiency to the administering instructor. The instructor conducting the

remedial training will document the training in PEX before the space crewmember returns to operations. **(T-1)**

4.7.4. Document any additional training into PEX.

4.7.5. If a spacecrew member fails to complete assigned additional training in accordance with this guidance, the SQ/CC decertifies the spacecrew member as applicable and reviews the situation to determine further actions.

4.8. Failure to pass a Positional Upgrade Evaluation. When a spacecrew member receives a Q3 on a positional upgrade evaluation, the SQ/CC will determine the appropriate corrective actions (i.e., if the spacecrew member should attempt the evaluation again, have additional training prior to another evaluation, be removed from upgrade training, and/or retain existing qualification to perform duties in previous positions). **(T-2)**

4.9. Commander-Directed Downgrade. SQ/CCs can direct a downgrade independent of an evaluation if a spacecrew member demonstrates deficiencies in real-world operations. (examples of downgrades include: removal of instructor/evaluator certification, change in experience level, loss of CMR, etc.)

4.9.1. For performance-related cases only (e.g., spacecrew discipline and safety), direct observation of an incident is not required by an evaluator but may be recommended by any current and qualified spacecrew member to an evaluator, who will then assess the situation in consultation with the SQ/CC. **(T-2)**

4.9.2. For non-performance related cases that lead a SQ/CC to lose confidence in the member's ability to safely perform their positional duties, do not use a downgrade or disqualification as a substitute for appropriate disciplinary measures (e.g., verbal counseling, Letter of Counseling, Letter of Reprimand, and/or non-judicial punishment). Consult with the supporting Staff Judge Advocate for legal advice in these cases. A downgrade is used in cases that directly affect the commander's confidence in the member's ability to effectively operate equipment and conduct mission duties.

4.9.3. For downgrades resulting from a Q3 or removal of qualification, the affected spacecrew member will not perform mission duties without instructor supervision until all SQ/CC requirements have been met to return the member to CMR status. **(T-3)**

Chapter 5

SCRIPTS

5.1. Evaluation Scenarios. The primary purpose of the evaluation is to provide the Instructional Systems Development feedback loop to training. It also provides feedback to the individual and squadron on a crew member's demonstrated performance during a specific scenario on a specific set of tasks. Evaluations should mirror the operational environment to the maximum extent possible.

5.1.1. Evaluate performance tasks identified in the MTL using evaluation scenarios. Scenarios may be for a single task or a sequence of tasks. They may be administered either to an individual or a crew. For single task or grouped task evaluations that do not meet the intent of a full crew evaluation, the SPOCMAN 13-6 WS Volume must define any differences for evaluation ratings, delinquency dates, and post-evaluation actions.

5.1.2. Base evaluation scenario results on successfully meeting each task/subtask performance standard.

5.2. Evaluation Scripts. Design and use scripts to conduct evaluation scenarios. Include instructions for evaluators, starting status, task coverage, scenario support personnel, simulated inputs, status card inputs, and expected outcomes. All simulation materials will be clearly marked (i.e., "Training Use Only," "Evaluation Use Only," or "Controlled Test Material").

5.2.1. Script stimuli will be identified by area/task/subtask, estimated scenario run times, task description, scenario support personnel initiation/response agency, and notes/expected responses (e.g., MTL, notes, evaluator notes, and expected evaluatee response). **(T-2)** Estimated scenario run times are for scenario presentation only, and do not establish a time standard for completing actions. Applicable time standards must be annotated within the script.

5.2.2. Problem presentation and equipment response must comply with MTL constraints.

5.2.3. Use status cards to introduce stimuli that cannot be presented in a more realistic manner. Status cards must have sufficient information for the evaluatee to clearly understand the input, without additional clarification. Inputs should be as realistic as possible, especially if used to present message traffic or changes in console displays.

5.2.4. Scripts and scenarios will not create actual conditions that could jeopardize personnel safety or cause damage to equipment. Coordinate any planned actions that could result in the release of simulation information into the real-world environment, or conflict with on-going operations with the required personnel.

5.2.5. Script design may temporarily remove a crew member to allow for the evaluation of another crew member. Do this only when the evaluatee is required to be proficient in a task associated with the vacated position. Make this presentation technique as realistic as possible. Evaluators must ensure adequate task coverage for the evaluatee. If performing an evaluation on a real-world weapon system, ensure mission required personnel remain available to meet mission requirements.

5.2.6. Create realistic operational environments requiring the evaluatee to prioritize actions. Evaluators should not inject unrelated tasks/subtasks (i.e., two events occurring

simultaneously where one task does not logically lead to another) while the crew is accomplishing multiple inputs. 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 crew's ability to execute its critical actions.

5.2.6.1. If unrelated status is presented during an execution of a task as the result of equipment malfunction or evaluator/simulator-switch action or inaction, but the status does not have an impact on the crew’s ability to effectively execute its actions, the scenario event is considered valid. However, the evaluator should adjust the tasks to give the crew credit for time spent reacting to the unrelated task.

5.2.6.2. If unrelated status is presented during an execution of a task as the result of equipment malfunction or evaluator/simulator-switch action or inaction, and the status has an impact upon the crew’s ability to effectively execute its actions, the scenario event is invalid. Do not assess an error if the evaluatee incorrectly responds during invalid events. However, there may be reasons for recommending re-training or remedial action (e.g., errors during the event that demonstrate insufficient knowledge).

5.2.6.3. Scenarios should be designed to evaluate concepts and avoid presentation of excessive weapon system status. There is no limit on how many times the evaluatee may see simultaneous problems in the script, provided no more than three simultaneous problems are presented at a time.

5.2.6.4. Do not use the current primary or alternate real-world duress words in evaluation scenarios.

Chapter 6

DOCUMENTATION

6.1. Overview. The administration of the spacecrew training program requires accurate and standardized documentation. The qualifications on which a spacecrew member is evaluated are determined from the unit MTL.

6.2. Documentation Requirements.

6.2.1. Evaluators are responsible for ensuring their documentation is accurate and thorough. Record the results of spacecrew evaluations, qualifications, and certifications on USSF approved forms.

6.2.2. Documentation is maintained in PEX and transferred with the member to all subsequent duty assignments. Hardcopy IQFs can be used as a backup, if PEX is unavailable. FLDCOMs are responsible for records management processes to retain Stan/Eval records throughout a spacecrew member's military career.

6.2.3. Evaluation documentation is required for each event and every individual evaluated/observed. Evaluation documentation provides a means to identify trends, track individual performance, serves as a key feedback and training program tool, and provides performance feedback for the individual's supervisor.

6.2.4. The following information is documented on AF Form 8, *Certificate of Aircrew Qualification* until SPF Form 8 *Certificate of Spacecrew Qualification is published:*

6.2.4.1. Document all discrepancies. Ensure errors are documented against the task/subtask to which the error is attributed.

6.2.4.2. List all (scenario and real-world) tasks and subtasks exposed during the conduct of each evaluation. If the evaluatee performs any portion of a task (written in the script or not) and could be assessed an error, document task credit for that task or subtask. SPOCMAN 13-6 WS Volumes will identify the performance standards associated with specific tasks and subtasks.

6.2.4.3. Delinquency date (when applicable).

6.2.4.4. Provide a place for the commander to document his/her decisions about corrective action or subsequent evaluations as a result of the evaluation.

6.2.4.5. Document evaluation errors where the cause is readily apparent. Identify the cause of the errors rather than just the result. Make all error descriptions unclassified. Accurate error documentation helps determine the deficient task or subtask and provides instructors sufficient information to effectively correct the deficiency.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 13-602 Volume 2, *Spacecrew Standardization and Evaluation Program*, 11 October 2019

AFI 13-602 Volume 3, *Spacecrew Operations*, 6 September 2019

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

DAFGM2025-13-01, *Ready Spacecrew Program Training,* 8 August 2025

DAFI 90-302, *The Inspection System of the Department of the Air Force*, 5 October 2023

DAFMAN 36-2689, *Training Program*, 31 March 2023

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

DAFPD 13-6, *Space Policy,* 5 Dec 2023

DoDI 1235.12, *Accessing the Reserve Components*, 28 February 2017

DoDI 5400.11, *DoD Privacy and Civil Liberties Program*, 8 December 2020

TO 00-5-1, *AF Technical Order System,* 30 August 2022

Prescribed Forms

None

Adopted Forms

AF Form 8, *Certificate of Aircrew Qualification*

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

ANG—Air National Guard

ARC—Air Reserve Component

CC—Commander

CIF—Crew Information File

CJCS—Joint Chiefs of Staff

CMR—Combat Mission Ready

CSO—Chief of Space Operations
CSpOC— Chief of Space Operations Command
CTD—Combat Training Detachment
CTS—Combat Training Squadron
DAF—Department of the Air Force
DAFI—Department of the Air Force Instruction
DAFMAN—Department of the Air Force Manual
DAFPD—Department of the Air Force Policy Directive
DEL—Delta
DCG-O—Deputy Commanding General of Operations
DO—Director of Operations
DoD—Department of Defense
DT—Difference Training
DTM—Directive-type Memorandum
HHQ—Higher Headquarters
HQ—Headquarters
IAW—In accordance with
IG—Inspector General
IQF—Individual Qualification Folders
IQT—Initial Qualification Training
MAJCOM—Major Command
MAT—Mission Area Team
MTL—Master Task List
MQT—Mission Qualification Training
N-CMR—Non-Combat Mission Ready
NGB—National Guard Bureau
NSDC—National Space Defense Center
OCR—Office of Collateral Responsibility
OPR—Office of Primary Responsibility
PEX—Patriot Excalibur
ProVal—Proficiency Validation
QUAL—Qualification Evaluation

RAMs—Ready Spacecrew Program Advanced Training Missions

ROPS—Range Operations Squadrons

RSP—Ready Spacecrew Program

SAV—Staff Assistance Visit

SEB—Stan/Eval Board

SLD—Space Launch Deltas

SLS—Space Launch Squadrons

SPAFORGEN—Space Force Generation

SPFI—Space Force Instruction

SPFMAN—Space Force Manual

SpOC—Space Operations Command

SPOCMAN—Space Operations Command Manual

SQ—Squadron

SSC—Space Systems Command

Stan/Eval—Standardization and Evaluations

STARCOM—Space Training and Readiness Command

SUPP—Supplemental Evaluation

TO—Technical Order

USSF—United States Space Force

WS—Weapon Systems

Terms and Definitions

Certification—Procedure used to formally document competency for a specific position within a crew.

Combat Mission Ready (CMR)—CMR is a designation given to an operations crewmember that has received Initial Skills Training (or a joint or allied equivalent), has completed Initial Qualification Training (IQT) and/or Mission Qualification Training (MQT), has passed an evaluation, and has been certified by their Squadron Commander, Operations Center Director, or appointed designee, to perform operational mission requirements in support of a combat unit's mission essential tasks.

Critical Task—Tasks that are core to the unit's primary assigned mission and lead directly to mission failure if not performed correctly.

CTS Instructor—An instructor within a Combat Training Squadron, or CTS Detachment, that is certified to instruct crewmembers and students.

Currency—The minimum required frequency of a specific task that a spacecrew member needs to perform to maintain proficiency.

Debrief—The collective process an individual or a spacecrew uses following an event to determine root causes leading to lessons learned and fix actions to increase spacecrew proficiency and knowledge. Spacecrew members debrief after training events, evaluations, or real-world events.

Difference Training (DT)—Training for new or changed procedures, hardware, or software updates when requalification training is not required.

Evaluation—An evaluation is a formal measurement of spacecrew member proficiency and qualifies an individual to perform the duties of a particular crew position in a specific weapon system. There are three types of spacecrew evaluations: Qualification Evaluations, Proficiency Validations (ProVals), and Supplemental (SUPP) Evaluations.

Evaluator Certification—The training and certification process by which an individual becomes eligible to evaluate a crewmember or student on the performance of operational tasks.

Initial Qualification Training (IQT)—IQT is weapon system-specific training designed to initially qualify an individual to be eligible for CMR status and develop foundational weapon system knowledge required to perform their assigned crew position and participate in the accomplishment of the operational mission. Qualification Training is required for CMR status, and in most cases includes IQT as well as MQT.

Instructor—A certification awarded by a commander that allows the individual to instruct another crewmember or student on the performance of operational tasks. Under the RSP construct, there are two types of instructors: Line Instructors and CTS Instructors. *See Line Instructor definition.*

Instructor Certification—Course of instruction qualifying a military member to be an instructor and to perform instructor duties. Instructor certification is awarded by the unit commander.

Lead Field Command—A Lead Field Command advocates for the weapon system and responds to issues addressing its status and use.

Line Evaluator—A Guardian within an ops squadron who performs evaluation duties per this instruction and is CMR qualified in the positions for which they evaluate. During “Prepare” and “Ready” phases, a Line Evaluator’s primary duty is to conduct evaluations of other squadron members as directed by the SQ/CC. Also referred to as an Evaluator.

Line Instructor—A Guardian within an ops squadron who performs instructional duties on the performance of operational tasks per this instruction and is CMR qualified in the positions for which they instruct. During “Prepare” and “Ready” phases, a Line Instructor’s primary duty is to develop, facilitate, and manage training within the unit. Also referred to as an Instructor.

Master Task List (MTL)—The MTL specifies tasks and missions spacecrews need to conduct in benign and contested environments. The MTL defines each crew position’s tasks and performance standards by experience level.

Mission Qualification Training (MQT)—MQT is a duty weapon system qualification course that builds upon the concepts learned in IQT and focuses on weapon system employment and

procedures. The purpose of MQT is to qualify spacecrew members in an assigned spacecrew position for CMR certification on an operational weapon system. Spacecrew members will be classified as CMR after successfully completing MQT and passing an end of course evaluation.

Non-Combat Mission Ready (N-CMR)—The status CMR individuals are placed in after failing to complete academic/proficiency training or currency requirements within the allotted training cycle.

Patriot Excalibur (PEX)—Unit-level software automation tool that coordinates the activities of Space Force Deltas/Squadrons for space scheduling, maintenance, qualification/continuation training, and management of spacecrew Stan/Eval program.

Position—A specific job or duty within a crew with its qualification standards.

Proficiency—The measure of the quality of task completion. A spacecrew member is proficient when they can perform tasks at the minimum acceptable levels of speed, accuracy, and safety. Ref: Proficiency Code Key (DAFMAN 36-2689, 30 March 23).

Proficiency Validation (ProVal). A type of evaluation that is conducted on a recurring basis (at least annually) to ensure individual spacecrew proficiency and compliance with established procedures and standards.

Ready Spacecrew Program (RSP)—The RSP is the USSF's overarching spacecrew readiness framework that allows for the implementation of operational training, procedures, standardization, and evaluation program for Guardians. The RSP enhances the knowledge and warfighting capability of spacecrew members throughout a spacecrew member's operations tour. The RSP provides guidance for specialty training, training oversight, evaluations, procedure standardization, tactics, records management, and methods of instruction.

Requalification Training (RT)—Administered to qualify individuals previously CMR in the same/similar weapon system or at the discretion of the SQ/CC following a significant weapon system modification.

Spacecrew—Consists of the purposeful aggregation of spacecrew members, assembled to accomplish a military space mission. While spacecrew members also actively participate in the Special Mission Certification, "spacecrew" is a general term used to encompass the entire body of qualified space professionals, similar to an "aircrew." Spacecrews must train together as a full crew to accomplish space operations effectively. The total complement of CMR personnel is responsible for the safe operation of ground and on-orbit space systems and associated infrastructure. This includes Specialty Codes 13S, 14N, 1NX,17X, 1DX, 6X, 5C0, 5IX, 5S0, and 1C6 assigned to, or supporting, a USSF mission.

Spacecrew Members—US military members (officers and enlisted), Department of Defense civilian personnel, civilian contractors (as applicable per contract documentation), allied mission partners (as applicable per international agreement), Air Reserve Components, and other selected personnel who conduct space operations, are assigned to a space weapon system, and maintain CMR status on their assigned weapon system.

Space Force Generation (SPAFORGEN)—The model with which the USSF generates forces for Combatant Commanders. The SPAFORGEN cycle is comprised of the Ready, Commit and Prepare phases. During these phases, Guardians are trained to the highest readiness levels,

presented for tasking by a Combatant Command, and developed professionally to enhance their capabilities.

Space Operations—Operations impacting or directly utilizing space- and ground-based capabilities to enhance the potential of the United States and multinational partners.

Standardization—Interrelated efforts conducted at the FLDCOM, Delta, and Squadron levels to develop, adopt, use, and maintain policy, procedures, or equipment similar in design or operational use philosophy and/or specifics. The goal is to streamline training, evaluation, and operating procedures to ensure the spacecrew force maximizes mission effectiveness using standardized tactics, techniques, and procedures.

Subtask—A subordinate unit of work called upon from a parent task that supports accomplishing a single mission or multiple mission areas. Subtasks are reusable and come (as needed) from a parent task to perform work. Subtasks generally (but not always) focus on technology capabilities or reporting requirements that one or more mission areas use.

Tactician—Certification awarded by a commander that allows the individual to plan, develop, and instruct Advanced Training, conduct Crew Readiness Verifications (CRVs), and to teach and develop tactics, techniques, and procedures. *See definition for Line Tactician.*

Task—An independent unit of work selected to reflect mission needs. Tasks are parents to subtasks.

Training—Instruction and applied exercises for the acquisition and retention of skills, knowledge, and attitudes required to accomplish military tasks.

Upgrade Training (UT)—Training for qualifying spacecrew members in a new mission position or capacity requiring training and certification beyond CT and Advanced Training.

Weapon System—A designation the USSF uses to refer to a type of space vehicle or ground/sea/space/intelligence/cyber-based system, that performs a combat mission function or combat support function, and includes all associated equipment, workstations/consoles, communication terminals, and computer systems and servers required for self-sufficiency. Examples of weapon systems: *Wideband Global SATCOM system (WGS), Counter Communication System (CCS), Ground-based Interceptor (GBI), Stargate (Intel), Defensive Cyber Operations – Space (DCO-S) Suite: Manticore*). Simulated systems, such as simulators and trainers, are not referred to as weapon systems.

BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 13-602V2

11 OCTOBER 2019

Nuclear, Space, Missile, or Command and Control Operations

SPACECREW STANDARDIZATION AND EVALUATION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 13-6, *Space Policy*, and governs the Headquarters Air Force (HAF) and Major Command (MAJCOM) responsibilities directing and executing spacecrew standardization and evaluation, in support of Air Force objectives. It applies to individuals at all levels, to all United States Air Force (USAF) military and civilian personnel, including the Air Force Reserve and Air National Guard (ANG), except where noted otherwise. This Air Force Instruction (AFI) may require the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 9013, *Secretary of the Air Force*. The applicable System of Records Notice (SORN) F036 AFSPC A, *Space Command Operations Training*, is available at: **http://dpclo.defense.gov/Privacy/SORNs.aspx**. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This AFI may be supplemented at any level, but all supplements that directly implement this publication must be routed to AF/A3O for coordination prior to certification and approval. 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 AFI 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 Publication OPR for non-tiered compliance items.

Chapter 1

PURPOSE

1.1. General. The purpose of the Spacecrew Standardization and Evaluation Program is to provide commanders a tool to validate spacecrew readiness and effectiveness of unit crew operations, including documentation of individual spacecrew member qualifications, certifications and capabilities. A spacecrew consists of officer, enlisted, government civilians and potentially contractors who conduct Counterspace Operations in accordance with (IAW) Air Force Doctrine (AFD), Annex 3-14, *Counterspace Operations* and are assigned to a space Mission Design Series (MDS) or equivalent. Spacecrews may also include defense contractors. In the context of this document, MDS can describe either a specific weapon system or a grouping of similar systems into a single category.

1.2. Objectives. Provide a system to assess and document individual spacecrew member proficiency and capability to accomplish assigned operational duties.

1.2.1. Develop and ensure standardization of operational processes and procedures for Mission Design Series employment.

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

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

1.2.4. Recognize trends and recommend or initiate changes to training programs and directives.

1.3. Waiver Authority. Units will follow the applicable waiver authority for their chain of command as detailed in AFI 33-360. For any non-tiered paragraph directed above the wing, FOA or DRU level, the waiver authority reverts to the AFI OPR. **(T-1)**.

Chapter 2

HIGHER HEADQUARTERS STANDARDIZATION AND EVALUATION ROLES AND RESPONSIBILITIES

2.1. HAF Space Operations Division (AF/A3OS) Roles and Responsibilities.

2.1.1. Develop policy and guides the conduct and execution of the Standardization and Evaluation program. Oversees development and management of all space operations policy documents.

2.1.2. Liaise with other HAF organizations, MAJCOMs, and space operations career field functional managers to ensure space operations compliance with doctrine, regulations, and additional guidance by all space operations personnel.

2.1.3. Coordinate with other HAF organizations and MAJCOM Standardization and Evaluation functions to ensure lead MAJCOM-developed guidance conforms to, and complies with, basic Air Force policy guidance contained in this instruction.

2.1.4. Oversee development and management of all lead MAJCOM-developed guidance documents.

2.2. Lead MAJCOM Roles and Responsibilities.

2.2.1. Develop and manage publications of MDS guidance for each weapon system.

2.2.2. MAJCOM weapon system functional managers determine space MDS specific operational guidance.

2.2.3. Provide oversight and guidance for Standardization and Evaluation functions in lower echelon units and aligned units. **(T-1)**.

2.2.4. Convene conferences and working groups, as necessary, to review and improve command Standardization and Evaluation policies and procedures.

2.2.5. Coordinate and process applicable AF Form 847, through Numbered Air Force/MAJCOM command structure from unit Standardization and Evaluation channels.

2.2.6. MAJCOM/A3 (or equivalent) is responsible for the MAJCOM Spacecrew Standardization and Evaluation program. **(T-1)**.

2.2.7. Each MAJCOM may use augmentees from other MAJCOMs to support or conduct cross-command Standardization and Evaluation program reviews and evaluations with concurrence from each MAJCOM Standardization and Evaluation organization involved. Augmentees use the criteria of the MAJCOM they augment.

Chapter 3

UNIT STANDARDIZATION AND EVALUATION ORGANIZATION AND FUNCTIONS

3.1. General. Most units are composed of an Operations Group and operations support squadrons and detachments, (squadron is used synonymously with detachment). If there is no parent Operations Group, squadrons will assume duties listed for Operation Groups. **(T-3).**

3.2. Operations Group Commander. The Standardization and Evaluation program is the responsibility of the Operations Group Commander or their designated representative. All line evaluators represent the Operations Group Commander when performing evaluator duties and share the same roles and responsibilities. The Operations Group Commander will:

3.2.1. Direct the conduct of the unit Standardization and Evaluation program. **(T-2)**.

3.2.2. Appoint a Chief of Standardization and Evaluation. **(T-2)**.

3.2.3. Provide manpower to the unit Standardization and Evaluation function to execute duties. **(T-2)**.

3.2.4. Designate all Operations Standardization Evaluation Divisions (line and intelligence) evaluators. **(T-2)**.

3.2.5. Certify all Operations Group Standardization and Evaluation and line evaluators upon completion of an Evaluator Certification Course. **(T-2)**.

3.2.6. Establish procedures to implement MAJCOM-mandated Standardization and Evaluation software. **(T-2)**.

3.2.7. Review and approve evaluation criteria.

3.3. Operations Group Standardization and Evaluation Roles and Responsibilities.

3.3.1. Establish policy to maintain and review unit Individual Qualification Folders and applicable forms to meet Standardization and Evaluation requirements. **(T-3).**

3.3.2. Establish and maintain a trend program for evaluation and real-world errors. **(T-3).**

3.3.2.1. For units with more than one MDS and/or crew position, combine similar discrepancies common to all applicable MDS and crew positions to determine trends. **(T-3).**

3.3.2.2. The Standardization and Evaluation Board will report trends and statuses to the Operations Group Commander at least semi-annually until discrepancies are closed. **(T-3)**. The Standardization and Evaluation Board will maintain an archive of trend data for at least one year from the date the trend was closed. **(T-3)**.

3.3.2.3. When negative trends are noted, recommend corrective action and assign an Office of Primary Responsibility/Office of Collateral Responsibility. **(T-3).** Report mitigation actions and impact of those actions for each trend at the Standardization and Evaluation Board. **(T-3).** Depending on the severity of the trend observed, consider summarizing the trend, corrective action and place in the Crew Information File until all corrective measures are complete.

3.3.3. Establish procedures to manage the publications program. **(T-3).**

3.3.4. Coordinate and process applicable AF Form 847 to functional Numbered Air Force/MAJCOM AF channels. **(T-3).**

3.3.5. Design evaluation criteria and submit to the Operations Group Commander for review and approval prior to implementation. **(T-3).**

3.3.6. Develop requirements for an Evaluation Certification Course as delegated by the Operations Group Commander. **(T-3).** The Evaluation Certification Course should be significantly shorter in duration than the Instructor Qualification Course because of the similar skills needed to assume evaluator duties. At a minimum, the Evaluation Certification Course will familiarize evaluator candidates on the proper manner to administer evaluations, assess errors, evaluation ratings, evaluation outbrief techniques, and use of necessary forms. **(T-1)**.

3.3.7. Establish procedures for the Crew Information File program. **(T-3).**

3.3.8. Establish procedures to manage the spacecrew technical orders program IAW Technical Order (TO) 00-5-1, *Air Force Technical Order System*. **(T-3).**

3.3.9. Due to the nature of geographical separated missions, it may be necessary to delegate the above responsibilities to the line Standardization and Evaluation personnel at the geographical separated unit. In this instance all abovementioned functions will be coordinated by line evaluators and approved by Operations Group Standardization and Evaluation personnel at the Operations Group Commander home station. **(T-3).**

3.4. Operations Group Standardization and Evaluation Organization.

3.4.1. The Chief of Standardization and Evaluation reports directly to, and is rated by the Operations Group Commander. For units not collocated with the parent wing or group, the Chief of Standardization and Evaluation will report directly to, and be rated by the local unit commander, or as otherwise specified by a MAJCOM supplement. **(T-3).**

3.4.2. The Chief of Standardization and Evaluation is responsible for oversight of all evaluations and evaluation products, to include proficiency validations. **(T-3).** This oversight is necessary to ensure standardization across the operations group.

3.4.3. The Chief of Standardization and Evaluation will be a certified evaluator, current and qualified as either Basic Mission Capable (BMC) or Mission Ready (MR)/Combat Mission Ready (CMR) in any unit MDS. **(T-3)** For units undergoing conversion, the Chief of Standardization and Evaluation may be qualified in the MDS to which the unit is converting, even if none are yet assigned.

3.4.4. During austere manning, the Operations Group Commander may designate additional evaluators not assigned to Operations Group Standardization and Evaluation section to meet unit requirements. These evaluators represent the Operations Group Commander as line evaluators when conducting evaluator duties.

3.4.5. For Intelligence professionals performing spacecrew evaluator duties for the Operations Group Commander (even if assigned to a squadron), follow applicable guidance in AFI 14-1020, *Intelligence Mission Qualification and Readiness*. In the event the guidance prescribed by this AFI conflicts with that prescribed by AFI 14-1020, notify the affected publication OPRs/Point of Contact, who will work to resolve the conflict following procedures prescribed by AFI 33-360.

3.5. Operations Group Standardization and Evaluation Functions.

3.5.1. Emphasis is on overall unit standardization. Under direction of the Chief of Standardization and Evaluation, spacecrew evaluators must ensure standardization in duration and objectives among squadron Standardization and Evaluation functions and squadron-assigned spacecrew evaluators by coordinating on all locally developed Standardization and Evaluation products. **(T-3)**.

3.5.2. Conduct Qualification Evaluations to qualify personnel after Mission Qualification Training (MQT) or upgrade training completion. **(T-3)** Qualification Evaluations may also be conducted by line evaluators.

3.6. Space Operations Squadron. The following responsibilities will be assumed at a higher level in situations where a squadron Standardization and Evaluation function does not exist, as specified in MAJCOM and/or unit supplements to this AFI.

3.6.1. **Squadron Commander Roles and Responsibilities.**

3.6.1.1. Recommend Operations Group Standardization and Evaluation and line evaluator candidates to the Operations Group Commander. **(T-3)**.

3.6.1.2. Maintain a sufficient number of certified line evaluators to complement Operations Group Standardization and Evaluation and meet requirements for all types of evaluations including Qualification Evaluations following Instructor Qualification Course/MQT Training. **(T-3)**.

3.6.1.3. Direct supplemental evaluations when necessary. **(T-3)**.

3.6.1.4. Appoint one line evaluator as Chief Squadron Evaluator. **(T-3)**.

3.7. Chief Squadron Evaluator Roles and Responsibilities.

3.7.1. Assigned to an operational crew and perform operational duties. **(T-3).**

3.7.2. Maintain MR/CMR status and associated currencies. **(T-3)**.

3.7.3. Acts as liaison with Operations Group Standardization and Evaluation. **(T-3).**

3.7.4. Maintain instructor qualification and evaluator certification. **(T-3).**

3.7.5. Manage and conducts supplemental evaluations as directed. **(T-3).**

3.7.6. Manage and reviews unit Individual Qualification Folders and applicable forms to meet Standardization and Evaluation requirements. **(T-3).**

3.7.7. Assist Operations Group Standardization and Evaluation in implementing the spacecrew publications program IAW TO 00-5-1 and ensures compliance with the Operations Group's Crew Information File program. **(T-3).**

3.8. Spacecrew Evaluator Responsibilities.

3.8.1. Conduct evaluations IAW Chapters 4 & 5 and maintains documentation IAW Chapter 7 of this instruction. **(T-3).**

3.8.2. Conduct a thorough pre-evaluation briefing and post-evaluation outbrief for the evaluatee(s) and applicable spacecrew members on all aspects of the evaluation. **(T-3).**

3.8.3. Immediately correct breaches of safety during an evaluation (applies to both the evaluatee as well as any spacecrew support) that may lead to injury or damage to equipment. **(T-3).**

3.8.4. Maintain MR/CMR qualifications in a MDS. **(T-3)**.

3.8.5. Maintain instructor qualification and evaluator certification. **(T-3)**.

3.8.6. Comply with local procedures and administer the minimum number of evaluations required per year as specified in the MDS Volume to maintain evaluator certification. **(T-3)**.

3.8.7. Perform operational duties on an assigned operational crew to maintain currency. **(T-1)**.

3.8.8. Conduct evaluations of multiple evaluatees simultaneously. **(T-3).**

Chapter 4

SPACECREW EVALUATORS

4.1. General. The evaluation portion of the Spacecrew Standardization and Evaluation Program is administered by spacecrew evaluators. An evaluator may evaluate in any system position in which they are current and qualified either MR/CMR. Only certified evaluators, or evaluator candidates under direct supervision of a certified evaluator, will conduct evaluations on operational equipment or off-line simulators or training devices, document evaluations, or administer knowledge or performance tests to meet evaluation requirements. **(T-3)**.

4.2. Spacecrew Evaluator Selection and Certification/Decertification.

4.2.1. Selection. Spacecrew evaluators will only be selected from current and qualified Experienced and Highly Experienced instructors in order to ensure a high level of experience and proficiency. **(T-3)**.

4.2.1.1. Squadron Commanders will nominate current and qualified instructors to the Operations Group Commander to serve as evaluators. **(T-2)**.

4.2.1.2. The Senior Intelligence Officer, in coordination with the Operations Support Squadron Commander, nominates qualified intelligence professionals for intelligence evaluator duties to the Operations Group Commander, unless those candidates are permanently assigned to an operations squadron. **(T-2).**

4.2.1.3. All newly selected evaluators will complete an Evaluation Certification Course in order to be considered for certification by the Operations Group Commander. **(T-2)**.

4.2.2. Certification and Decertification. Certification and decertification requirements will be determined by the Operations Group Commander. **(T-3)**.

4.2.2.1. The Operations Group Commander may levy additional requirements for evaluator certification after a candidate successfully completes the Evaluation Certification Course.

4.2.2.2. A certified spacecrew evaluator, current and qualified in the MDS, will supervise evaluator candidates during all certification activities involving the conduct of an evaluation. **(T-2)**.

4.2.2.3. At a minimum, evaluator training consists of:

4.2.2.3.1. Applicable equipment configuration and scheduling procedures (e.g., simulator and on-line equipment configuration, test and evaluation scenario control procedures).

4.2.2.3.2. Constructing, conducting, and administering the planning, briefing, execution and debriefing portions of an evaluation.

4.2.2.3.3. Constructing, conducting, and administering an evaluation outbrief.

4.2.2.3.4. Observing, at a minimum, one certified spacecrew evaluator conducting an evaluation, and then conducting at least one evaluation under the supervision of a certified evaluator.

4.2.2.4. After successful completion of the Evaluation Certification Course, and certification as a spacecrew evaluator, the Chief Squadron Evaluator will annotate the member's Individual Qualification Folder and the squadron's list of individual spacecrew member qualifications and certifications. **(T-2)**.

Chapter 5

SPACECREW EVALUATIONS

5.1. General. The Spacecrew Standardization and Evaluation Program utilizes space operations evaluations to ensure qualification of space operators and standardization of operations. In concert with training, evaluation is key to identifying readiness shortfalls and is a critical measure of training program effectiveness.

5.1.1. Spacecrew members will be informed by the evaluator that they will be under evaluation prior to being placed under evaluation. **(T-3)**.

5.1.2. Tasks observed during an evaluation may count toward currency requirements for the evaluatee(s), evaluator(s), as well as instructor(s).

5.1.3. Currency tables and frequency of tasks listed in AFI 13-602, Volume 1, *Ready Spacecrew Training Program* will be included in Mission Design Series Volumes. **(T-1)**.

5.2. Categories. There are four types of spacecrew evaluations: Qualification Evaluations, Instructor Evaluations, Proficiency Validations (ProVals), and Supplemental Evaluations. Each evaluation consists of a performance phase and may consist of a written examination.

5.3. Qualification Evaluations. Qualifies a spacecrew member to perform the duties of a particular crew position in the specific weapon system. An evaluation is required to attain BMC status; however, spacecrew members do not require an additional Qualification Evaluation to change from BMC to MR/CMR status. To become MR/CMR, spacecrew members must comply with Continuation Training and Advanced Training currency requirements and any additional guidance specified by the Ready Spacecrew Program Tasking Memorandum. **(T-3)**.

5.3.1. To promote efficient use of resources, accomplish space operation Individual Qualification Evaluations concurrently as a crew, when practical. **(T-3)**.

5.3.2. Qualification Evaluations are administered upon completion of:

5.3.2.1. MQT.

5.3.2.2. Positional upgrade training.

5.3.2.3. Requalification training.

5.3.3. Certified evaluators conduct evaluations using operationally realistic scenarios. Evaluations provide a sufficient sample of tasks to assess the evaluatee's knowledge and proficiency.

5.3.3.1. Per AFI 13-602 Vol 1, spacecrew members under Qualification Evaluations must conduct at least 75% of tasks labeled critical from the Master Task List for the individual's position. **(T-1)**.

5.3.3.2. Evaluations include a mission debrief led by the ranking spacecrew member under evaluation and active participation of spacecrew members under evaluation. The debriefing includes an assessment of the quality of mission planning and mission execution, as well as identification of mission deficiencies, if any. Spacecrew members should identify the root cause of identified deficiencies, lessons learned and appropriate

corrective actions. An unsatisfactory debriefing may result in a downgraded evaluation rating, to include unqualified.

5.3.4. Qualification Evaluations will be documented on the appropriate forms, as referenced in paragraph 7.1.1, by the evaluator conducting the evaluation. **(T-1)**.

5.4. Instructor Qualification Course and Instructor Evaluations.

5.4.1. The Instructor Qualification Course is used emphasize and qualify a spacecrew member as an instructor in their weapon system and crew position by focusing primarily on the candidates increased weapon system knowledge and instructional ability. An Instructor Qualification Course, either locally developed or administered by an outside agency, should cover instructional methods, tips and techniques, additional weapon system knowledge to the subsystem level, Tactics, Techniques and Procedures (TTPs), and Advanced Training topics.

5.4.1.1. Instructor candidates obtaining or regaining instructor qualification in a weapon system or crew position must complete evaluations of instructional capability in that weapon system or crew position. **(T-1).** Evaluator judgement determines the task percentage of Master Task List required to evaluate instructor ability, but that percentage must not exceed 50% of the Master Task List. **(T-1)**.

5.4.1.2. Instructor candidates must observe a current and qualified instructor teaching a student on an operational system or simulator and a classroom presentation at least once. **(T-2)**.

5.4.1.3. Instructor candidates must accomplish an Instructor Evaluation on an operational system or simulator with a qualified instructor observing and supervising instructor candidates. **(T-2)**.

5.4.2. The Instructor Evaluation assesses the instructor candidate's ability to instruct.

5.4.2.1. Instructor evaluations will include:

5.4.2.1.1. Developing, conducting, and administering the mission planning, briefing, execution and debriefing phases. (**T-2)**.

5.4.2.1.2. Equipment configuring and scheduling procedures (e.g., simulator and on-line equipment configuration). **(T-2)**.

5.4.2.1.3. Use of students as a training audience. **(T-3).** When students are not available or mission/crew composition requirements prevent inclusion of students, another crewmember or the evaluator will serve as the student. **(T-3).** The instructor candidate must provide instruction to a student or trainee on an operational system or simulator and a classroom presentation under the supervision of a qualified instructor at least once. **(T-3).**

5.4.2.2. The qualified instructor provides an outbrief capturing the instructor candidate's performance in all phases of training. **(T-3).**

5.4.2.3. Successful completion of an Instructor Evaluation resets the spacecrew member's ProVal IAW **paragraph 5.5.1.1** starting from the date at which the Instructor Evaluation was successfully completed.

5.4.2.4. After successful completion of the Instructor Evaluations and other local upgrade requirements, instructors are awarded K prefixes to their duty Air Force Specialty Codes (AFSC).

5.4.3. Evaluations of instructor qualification will be conducted during all subsequent periodic evaluations. **(T-2)**.

5.4.4. Instructors will maintain MR/CMR qualification for each position they instruct. **(T-3)**.

5.4.5. Instructor Evaluations will be documented on the appropriate forms, as referenced in paragraph 7.1.1, by the evaluator conducting the instructor evaluation. **(T-1)**.

5.5. Proficiency Validations (ProVal). Used on a recurring basis to ensure individual spacecrew proficiency and compliance with established procedures and standards.

5.5.1. ProVals are conducted by either Operations Group Standardization and Evaluation or line evaluators using off-line simulators, real-world systems or any combination necessary to ensure sufficient coverage.

5.5.1.1. Each spacecrew member must receive a ProVals within 18 months of their last Qualification, ProVals, or Instructor Evaluation in the position(s) for which they are qualified. **(T-1)**.

5.5.1.2. Failure to complete a ProVal will result in spacecrew members being non-current and therefore Non-Basic Mission Capable (N-BMC)/Non-Mission Ready (N-MR)/Non-Combat Mission Ready (N-CMR) in that position on the first day of the 19th month following the previous Qualification, ProVal, or Instructor Evaluation. **(T-1)**.

5.5.2. Spacecrew members qualified in more than one position receive a ProVal covering tasks common to each position and a sample of unique positional tasks in each position. **(T-1).** These ProVals may be combined into a single event. Common tasks covered may count toward multiple positions, but are evaluated against the highest qualification standard, when different.

5.5.3. Operations Group Standardization and Evaluation coordinates on all evaluation products produced by squadrons under their purview **(T-1).** Line evaluators may supplement Operations Group Standardization and Evaluation when administering evaluations.

5.5.4. ProVals will be documented on the appropriate forms by the evaluator conducting the ProVal, as referenced in paragraph 7.1.1. **(T-1)**.

5.6. Supplemental Evaluations. Supplemental Evaluations are an administrative tool used by commanders to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems (e.g., new systems, negative evaluation trends, and negative operational trends.) The forum and content of a supplemental evaluation is at the discretion of the commander.

5.6.1. Execution. Supplemental evaluations are different than crewmember Qualification Evaluations because they are more limited in scope and duration. The commander directing the supplemental evaluation determines the areas for evaluation based on recommendation from the Chief of Standardization and Evaluation. **(T-3).** The Chief of Standardization and Evaluation determines the method of evaluation, is responsible for administrative management of data collection, and reports results as directed by the commander. **(T-3).**

5.6.2. Each Qualification, Instructor Qualification, and Supplemental Evaluation resets periodic evaluation currency provided the evaluation meets or exceeds Proficiency Validation requirements.

5.6.3. Supplemental Evaluation will be documented on appropriate forms, as referenced in paragraph 7.1.1, by the evaluator conducting the Supplemental Evaluation. **(T-1)**.

5.7. Grading System. Evaluations are individually graded even when conducted as a spacecrew. Members of the same spacecrew may receive different grades depending on individual performance.

5.7.1. Grading for Tasks/Subtasks. Evaluators assign an individual grade to each task assessed during the performance evaluation. Mission Design Series Volumes and unit-level guidance will identify the tasks/subtasks assessed during evaluations. **(T-1)**. Evaluators will grade each task/subtask as Meeting Standards (Q), Below Standards (Q-), or Unsatisfactory (U) IAW criteria listed in the Mission Design Series Volumes and/or unit-level guidance. **(T-1)**.

5.7.1.1. "Q" is the desired level of performance. The evaluatee demonstrated satisfactory knowledge of all required information, performed duties within the prescribed tolerances, and accomplished the assigned mission.

5.7.1.2. "Q-" indicates the evaluatee deviated from established procedures or standards but did not adversely affect mission accomplishment, jeopardize safety, or risk damage to equipment.

5.7.1.3. "U" indicates performance outside allowable parameters or deviations from prescribed procedures and tolerances adversely affecting mission accomplishment, compromising safety, or risking damage to equipment.

5.7.2. Remedial Training. All grades of U require remedial training as directed by the evaluator. Remedial Training includes:

5.7.2.1. Remedial training provided by a certified instructor and tailored to correct a demonstrated deficiency. The instructor conducting the remedial training will document the training on the appropriate form or database. **(T-1)**.

5.7.2.2. Minor retraining provided by the evaluator during the conduct of the performance evaluation (spot correction) and/or out-brief.

5.7.2.3. If an evaluatee self-identifies the deviation during the evaluation debrief and, in the evaluator's judgment, demonstrates thorough understanding of correct procedures, root cause, and fix actions, no further remedial action is required for that deviation.

5.7.2.4. All remedial training will be documented on appropriate forms and uploaded into the MAJCOM-approved database. (T-1).

5.7.3. Overall Qualification Levels. Upon completion of all portions of an evaluation, evaluators determine and award a member's overall qualification rating as Q1, Q2 or Q3. Q1 and Q2 ratings indicate that a member is qualified to perform unsupervised space operations duties, whereas a Q3 rating indicates that the member is not qualified to perform space operations duties. The evaluator will recommend the individual be placed in N-BMC, N-MR, N-CMR status as applicable until successful re-evaluation (see 5.7.4.) by the squadron commander or their designated representative and IAW this AFI. **(T-1)**. If at any point during

an evaluation, an evaluator recognizes that an individual's performance will result in a Q3 rating, the evaluator may terminate the evaluation unless other members in a crew evaluation still have a possibility of earning a Q1 or Q2 rating.

5.7.3.1. Qualification Level 1 (Q1). This level is awarded when:

5.7.3.1.1. All assessed tasks/subtasks received Q or Q- grades.

5.7.3.1.2. No remedial training was directed.

5.7.3.1.3. A passing score was achieved on the written examination (if applicable).

5.7.3.1.4. Any additional Q1 requirements will be identified in Mission Design Series Volumes. **(T-1).**

5.7.3.2. Qualification Level 2 (Q2). This level is awarded when:

5.7.3.2.1. A grade of U was assessed to a non-critical task/subtask.

5.7.3.2.2. There were one or more task(s)/subtask(s) where remedial training was directed.

5.7.3.2.3. A passing score was achieved on the written examination (if applicable).

5.7.3.2.4. The member failed to meet Q1 requirements as prescribed in the Mission Design Series Volumes.

5.7.3.2.5. In the evaluator's judgment, the member's overall performance did not warrant a Q1 rating. Document rationale for Q2 on the evaluation form or in the MAJCOM-approved database. **(T-2)**.

5.7.3.3. Qualification Level 3 (Q3). This level is awarded when:

5.7.3.3.1. A grade of U was assessed to a critical task/subtask.

5.7.3.3.2. A failing score was achieved on the written examination (if applicable).

5.7.3.3.3. In the evaluator's judgment, the member is not qualified to perform space operations duties. Document rationale for Q3 on the evaluation form or in the MAJCOM-approved database. **(T-2)**.

5.7.4. Re-evaluation. A re-evaluation is a special type of Supplemental Evaluation tailored to the needs of a crew or individual and presented after completion of all remedial action resulting from a Q3 evaluation rating.

5.7.4.1. The content of a re-evaluation must include, at a minimum, all tasks/subtasks graded "U" on the previous evaluation. **(T-2)**. If the previous evaluation was terminated early due to recognition of the inevitable Q3 rating, all tasks/subtasks not fully assessed must also be included. **(T-2)**. Additional tasks/subtasks may be included at the evaluator's discretion or as directed by the Squadron Commander. For re-evaluations resulting from a failed written examination, a completely alternate version of the written examination must be presented. **(T-2)**.

5.7.4.2. Evaluators should consider the scope of the re-evaluation in determining whether a Q1 rating is warranted.

5.8. Failure to Pass a Positional Upgrade Evaluation. When a spacecrew member receives a Q3 on a positional upgrade evaluation, the Squadron Commander will determine the appropriate corrective actions (i.e., if the spacecrew member should attempt the evaluation again, have additional training prior to another evaluation, wash-out from upgrade training, and/or retain existing qualification to perform duties in previous position(s)). **(T-3)**.

5.9. Commander-Directed Downgrade. All commanders (squadron or above) may direct a downgrade (Q-/U) in a specific task/subtask without driving an overall qualification of Q2 or Q3. Squadron Commanders may direct a downgrade independent of an evaluation if the spacecrew member demonstrates deficiencies in real-world operations. Downgrades may include positional, removal of instructor qualification or evaluator certification, or change in experience level.

5.9.1. For performance-related cases only (e.g., spacecrew discipline, safety, etc.), incidents do not require direct observation by an evaluator, but may be recommended by any current and qualified spacecrew member to an evaluator, who will then assess the situation in consultation with the Squadron Commander. **(T-1)**.

5.9.2. For non-performance related cases that lead a Commander to lose confidence in the member's ability to safely perform their positional duties, do not use a downgrade or disqualification as a substitute for appropriate disciplinary measures (e.g., Verbal Counseling, Letter of Counseling, Letter of Reprimand, non-judicial punishment, etc.). **(T-1).** Consult with the supporting Staff Judge Advocate for legal advice in these cases. A downgrade is used in cases that directly affect the commander's confidence in the member's ability to effectively operate equipment and conduct mission duties.

5.9.3. For downgrades resulting in a Q3 or removal of qualification, the affected spacecrew member will not perform unsupervised mission duties until all Squadron Commander requirements have been met to return the member to fully qualified status. **(T-3)**.

5.10. Authorized Prefixes. The Air Force Enlisted and Officer Classification Directory provides Regular Air Force and reserve component career field managers, functional managers, manpower officials, computer system managers, commanders, supervisors and Force Support Squadron personnelists with critical information about AFSC, special experience identifiers and quarterly changes and conversions. These publications are updated semi-annually and should be reviewed periodically for changes.

Chapter 6

COMBAT READINESS VERIFICATION (CRV)

6.1. General. Spacecrew CRVs are an opportunity for squadron commanders to verify overall readiness, proficiency and adherence to standards for all of their spacecrews with a focus on determining their ability to plan, brief, execute and debrief their assigned combat missions against realistic near-term threats using approved TTPs.

6.2. Combat Readiness Verification. Units with Combatant Command-assigned missions will conduct CRVs prior to entering their combat or deployment cycle.

(T-3). Units without a Combatant Command assigned mission may adapt the CRV to their unique missions.

6.2.1. The composition of spacecrew members participating in CRVs reflect all AFSCs and functions required for combat or deployment

6.2.2. Units may leverage exercises (e.g., Flag Exercises) in which they participate to fulfill CRV requirements provided appropriate task coverage meets CRV standards.

6.2.3. The CRV focuses on expected operations and adversary threats for the upcoming combat or deployment cycle, as outlined by tactical and/or operational intelligence assessments and as standards are defined at the squadron level. CRVs do not include unproven nor future threats not expected to be operational in the next 5 years. **(T-3).**

6.2.4. CRV scripts and other supporting materials are coordinated with Operations Group Standardization and Evaluation to ensure standardization across the Operations Group. Operations Group Standardization and Evaluation will approve all scripts prior to administration. **(T-3)**.

6.2.5. The Wing Chief of Weapons and Tactics is responsible for synchronizing efforts across squadrons to meet criteria IAW Operations Group Commander guidance. **(T-3).**

6.2.6. CRVs are administered by instructors. **(T-3).** Other knowledgeable individuals (e.g., spacecrew members with Special Mission Certification(s), intelligence, engineers) may participate in the CRV.

6.2.7. Based on Squadron Commander guidance and intent, the Squadron or Group Chief of Weapons and Tactics is responsible for ensuring the CRV is relevant, realistic, representative of current threats, and mission-focused. **(T-3).**

6.2.8. Squadron Weapons and Tactics personnel outbrief the Squadron Commander on the unit's readiness to enter the combat rotation and recommend necessary actions to improve readiness. **(T-3).** The Squadron Commander directs additional training or supplemental evaluations based on the severity of the discrepancies as required to correct spacecrew readiness to conduct assigned missions. **(T-3).**

6.2.8.1. The Squadron Commander reports a "Ready" or "Not-Ready" assessment of the unit's readiness to enter the combat rotation to the Operations Group Commander. **(T-3).**

6.2.8.2. The Squadron Commander will report "Not Ready" if fewer than the minimum required spacecrews or functions successfully complete the Combat Readiness Verification. **(T-1)**.

6.2.8.3. Squadron Commanders making a recommendation other than "Ready" will specify assessed risk and mitigation actions. **(T-1)**.

6.2.8.4. The Operations Group Commander will determine the method for reporting "Ready" or "Not Ready." **(T-3)**.

6.2.9. Tasks and missions accomplished during the CRV may be counted toward individual currencies and readiness, but the CRV is tracked as a unit requirement, not an individual requirement.

6.2.10. The Squadron Commander is the waiver authority to allow an individual who has not been awarded a "Ready" rating for a CRV to enter their combat or deployment cycle.

6.2.11. The Operations Group Commander is the waiver authority to allow whole spacecrews or functions which have not satisfactorily completed a CRV to enter the combat or deployment cycle.

Chapter 7

DOCUMENTATION

7.1. Scope. Administration of the Spacecrew Standardization and Evaluation Program requires standardized documentation. The qualifications on which a spacecrew member is evaluated are determined from the unit Master Task List**.**

7.1.1. Evaluators record the results of spacecrew evaluations, qualifications, and certifications on the approved forms listed below in the MAJCOM approved database. These AF Forms are maintained in the member's Individual Qualification Folder and are transferred with the spacecrew member to all subsequent duty assignments.

7.1.1.1. AF Form 8A, *Certificate of Aircrew Qualifications*.

7.1.1.2. AF Form 4419, *Record of Training*.

7.1.1.3. AF Form 4420, *Individual's Record of Duty and Qualifications*.

7.1.2. For units unable to access their MAJCOM-approved training database, use the AF Form equivalents (stated above) until such time the MAJCOM-approved training database is made available.

7.2. Qualifications versus Certifications. Qualifications are attained through evaluations. Certifications are attained through methods other than evaluation (e.g., commander certifications, some upgrades, etc.) and may be documented on a unit certification document signed by an authorized official.

7.3. Individual Qualification Folder. The Individual Qualification Folder contains the source documents and if applicable, Memoranda for Record, constituting the history and qualification for each member.

7.3.1. Electronic Individual Qualification Folders are authorized provided proper security measures to protect any personally identifiable information, backup capability, and sustainment plans are in place.

7.3.2. Maintaining Individual Qualification Folders. Chief Squadron Evaluator ensures each member who is BMC or MR/CMR has an Individual Qualification Folder. **(T-3).**

7.3.3. Individual Qualification Folders contain a complete record of the spacecrew member's evaluation history across their entire career. The Standardization and Evaluation organization maintains Individual Qualification Folders for assigned personnel. **(T-3).**

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

10 U.S.C. § 9013 (Secretary of the Air Force)

AFD Annex 3-14, *Counterspace Operations*, 27 August 2018

AFI 13-602, Volume 1, *Ready Spacecrew Training Program*, 5 September 2019

AFI 14-1020, *Intelligence Mission Qualification and Readiness*, 8 November 2017

AFI 33-360, *Publications and Forms Management*, 1 December 2015

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

AFPD 13-6, *Space Policy*, 13 August 2013

Privacy Act of 1974 (5 U.S.C. § 552a)

SORN F036 AFSPC A, *Space Command Operations Training*

TO 00-5-1, *Air Force Technical Order System*, 15 September 2003

Prescribed Forms

None

Adopted Forms

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

AF Form 847, *Recommendation for Change of Publication*

AF Form 8A, *Certificate of Aircrew Qualification*

AF Form 4419, *Record of Training*

AF Form 4420, *Individual's Record of Duties and Qualifications*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFSC—Air Force Specialty Codes

ANG—Air National Guard

BMC—Basic Mission Capable

CMR—Combat Mission Ready

CRV—Combat Readiness Verification

HAF—Headquarters Air Force

IAW—In Accordance With

IQT—Initial Qualification Training

MAJCOM—Major Command (for purposes of this AFI, includes NGB)

MR—Mission Ready

MQT—Mission Qualification Training

N-BMC—Non-Basic Mission Capable

N-CMR—Non-Combat Mission Ready

N-MR—Non-Mission Ready

OPR—Office of Primary Responsibility

ProVal—Proficiency Validation

TO—Technical Order

TTP—Tactics, Techniques, and Procedures

USAF—United States Air Force

Terms

Advanced Training—The set of formal training requirements, beyond weapon system qualification and Continuation Training to advance the skills required to ensure mission accomplishment in a Contested, Degraded, and Operationally-limited (CDO) environment. Advanced Training consists of learning adversary threats to DoD weapon systems and training separately and collectively to mitigate those threats in order to maintain U.S. advantage. Advanced Training is a crucial part of the RSP for CMR units. Mission planning, briefing, execution, and debriefing are critical to successful Advanced Training

Basic Mission Capable—Applies to MR, CMR, and N-MR units. A spacecrew member who satisfactorily completed IQT/Mission Qualification, or upgrade training as required, but is not fully MR/CMR. Standards and currencies for BMC will be set to ensure BMC spacecrew can achieve full MR/CMR status within 30 days upon notification.

Certification—Procedure used to document competency in a particular task. Not interchangeable with qualification, which requires documentation.

Crew Information File—Crew Information File is used to keep personnel informed of operational information, such as HHQ policy, guidance, commander's policy letters, leave and duty schedules, training requirements, events, etc.

Combat Mission Ready—Space operations personnel who have satisfactorily completed IQT/MQT and maintain qualification and currency in both Continuation Training and Advanced Training in the unit's combat mission and assigned position.

Continuation Training—Provides crew members with the volume, frequency, and mix of training necessary to maintain proficiency in their assigned position and experience level.

Critical Tasks—Critical tasks are those tasks which are core to the unit's primary assigned mission and would lead directly to mission failure if not performed correctly. Units will limit the

number of tasks identified as critical. Tasks of a safety nature will be trained as needed but will normally NOT be identified as critical unless the unit's primary mission is safety.

Debrief—The collective process an individual or a spacecrew uses following an event to determine root cause(s) leading to lessons learned and fix actions in order to increase spacecrew proficiency and knowledge. Spacecrew members debrief after training events, evaluations, or real-world events.

Downgrade—The relegation of an individual in position, title, or from qualified to unqualified status, due to failure of any evaluation, failure to complete continuation training/evaluation, or the applicable commander determines the individual to be non-proficient.

Evaluator—An individual who performs evaluation duties as specified by this AFI and is current and qualified in the position(s) they evaluate.

Evaluation—Positional and written examinations used to determine proficiency as prescribed by governing directives.

Evaluator Certification—The process by which individuals become trained and certified to evaluate a BMC/MR/CMR crewmember or student to perform operational tasks.

Individual Qualification Folder—The Individual Qualification Folder contains source documents showing the history of an individual's training, evaluations, positional qualifications, and certifications. Only one Individual Qualification Folder will be developed and maintained for an individual

Initial Qualification Training (IQT)—Training needed to qualify for basic spacecrew duties in an assigned crew position for a specific space MDS.

Instructor Upgrade—The process by which individuals become trained and qualified to instruct a BMC/MR/CMR crewmember or student to perform operational tasks.

Master Task List—Specifies what tasks and missions spacecrews need to conduct operations in any environment. It specifies each crew position's tasks and the minimum level of task performance and may specify different performance standards by experience level.

Mission Design Series—Official designation for aerospace vehicles/ground-based systems used to represent a specific category of aerospace vehicles for operations, support, and documentation purposes.

Mission Ready—This term only applies to N-CMR units. Spacecrew members who have satisfactorily completed IQT/MQT and maintain qualification and currency in Continuation Training in the unit's mission and assigned position. This term is usually used for units without assigned Combatant Commander missions.

Mission Qualification Training (MQT)—Training to qualify spacecrew members in assigned spacecrew positions to perform the command or unit mission.

Position—A specific job or duty set within a spacecrew with its own qualification standards.

Proficiency—Proficiency is the measure of how well a task is completed. A spacecrew member is considered proficient when they can perform tasks at the minimum acceptable levels of speed, accuracy, and safety.

Qualification Evaluation—Qualifies a spacecrew member to perform the duties of a particular crew position in the specified weapon system. Requires AF Form 4419 documentation.

Ready Spacecrew Program—Akin to the Ready Aircrew Program, Ready Cybercrew Program, and Ready Intelligence Program, the Ready Spacecrew Program continually improves the skill of space mission forces as spacecrew operating in a Contested, Degraded, Operationally-limited environment. The Ready Spacecrew Program includes Continuation Training and Advanced Training and leverages the Weapons and Tactics process to continuously develop, test and train innovative warfighting TTP.

Ready Spacecrew Program Tasking Memorandum—MAJCOM-directed training providing baseline requirements for use in developing a realistic training program tailored to operational space squadron requirements.

Requalification Training—Administered to qualify individuals previously BMC or MR/CMR in the same/similar weapon system, or at the discretion of the Squadron Commander or Director of Operations following a major weapon system modification.

Spacecrew—Members qualified to perform duties on space systems are a spacecrew. While spacecrew also actively participate in the Space Mission Task Force, this is a general term used to encompass the entire body of qualified space professionals, similar to an aircrew. The total complement of MR/CMR personnel responsible for the safe operation of ground and on-orbit space systems and associated infrastructure may include 13S, 1C6, 14N, 1NX, 17X, 3DX or 6X personnel, either on the operations floor or in the Mission Planning Cell.

Space Mission Force—Akin to the Air Expeditionary Force, the Space Mission Force prepares and presents space forces, primarily those operating from in-garrison, as a ready force capable of operating in a Contested, Degraded, Operationally-limited environment.

Space Mission Task Force—The Air Force's space mission force presented to Commander, United States Strategic Command for operational use. It is based on the Air Expeditionary Task Force concept, but acknowledges most space forces perform operations from the continental United States. The Space Mission Task Force uses Unit Type Codes as building blocks to aggregate the force. This force includes space operators, mission planning personnel, intelligence professionals, space weapon systems and other necessary equipment.

Space Operations—The mission area encompassing space control, space surveillance, missile warning, satellite operations and spacelift.

Special Mission Certification—Spacecrew member designated to build procedures and administer training and evaluations for significant changes to systems or procedures requiring new MR/CMR or BMC qualification, or Requalification Training.

Standardization—Interrelated efforts conducted at the MAJCOM, Numbered Air Force, Wing, Group and unit levels to develop, adopt, use and maintain policy, procedures, or equipment similar in design or operational use philosophy and/or specifics. The goal is to streamline training, evaluating and operating procedures to ensure the spacecrew force maximizes mission effectiveness using standardized TTPs.

Standardization and Evaluation Board—A board convened by The Operations Group Commander to report trends and statuses on a semi-annually (or more frequent) bases until discrepancies are closed. The board is also responsible for maintaining archives of trend data for

at least one year from the date the trend was approved by the Operations Group Commander for closure.

Subtask—A subordinate unit of work called upon from a parent task that supports the accomplishment of a single mission or multiple mission area. Subtasks are reusable and are called upon (as needed) from a parent task to perform work. Subtasks generally (but not always) focus on technology capabilities or reporting requirements that are utilized in one or more mission areas.

Task—An independent unit of work selected to reflect mission needs. Tasks are parents to subtasks.

Upgrade Training—Used to qualify spacecrew in a new mission position or capacity where training and certification beyond Continuation Training and Advanced Training are required.

Unqualified—Spacecrew member who has not yet received a qualification evaluation or has lost qualification due to downgrade.