DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

MEMORANDUM FOR DISTRIBUTION C
                MAJCOMs/FOAs/DRUs

FROM: AF/A3
        1630 Air Force Pentagon
        Washington DC 20330-1630

SUBJECT: Air Force Guidance Memorandum to Air Force Manual (AFMAN) 13-1 GBMC2 Volume 2,
        Ground Battle Management Command and Control (GBMC2)
        Standardization/Evaluation Program

By Order of the Secretary of the Air Force, this Department of the Air Force Guidance Memorandum (AFGM) immediately implements changes to AFMAN 13-1 GBMC2 Volume 2, *Ground Battle Management Command and Control (GBMC2) Standardization/Evaluation Program*. This Guidance Memorandum (GM) authorizes designated examiner positions to evaluate other crew positions. 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 DAFMAN 90-161, *Publishing Processes and Procedures*.

This GM corrects the timeline for the number of days to complete training after an initial qualification and requalification. Added mission design series (MDS) "DRU" for direct reporting units to use on their AF Form 8s, added "BMC2" for battle management command and control units to use on their AF Form 8s, and added mission description that is to be included when using either of these MDSs.

Ensure all records generated because of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program,* and are disposed in accordance with the Air Force Records Disposition Scheduled which is in the Air Force Records Information Management System.

This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon publication of an interim change or rewrite of AFMAN 13-1 GBMC2V2, whichever is earlier.

                                  JAMES C. SLIFE
                                  Lt Gen, USAF
                                  Deputy Chief of Staff for Operations

Attachment
The below changes to AFMAN 13-1GBMC2 Volume 2 *Ground Battle Management Command and Control (GBMC2) Standardization/Evaluation Program* are effective immediately.

This manual implements Air Force Policy Directive (AFPD) 11-2, *Aircrew Operations*, AFPD 13-1, *Command and Control Enterprise (C2) Enterprise*, Air Force Instruction (AFI) 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure,* and Air Force Manual (AFMAN) 11-202V2 *Aircrew Standardization and Evaluation Program*. It establishes the ground battle management command and control (BMC2) systems Standardization/Evaluation (Stan/Eval) program that supports Air Force objectives and provides guidance on how to structure and monitor a C2 Stan/Eval program. This manual applies to all civilian employees and uniformed members of the Regular Air Force, Air National Guard (ANG), Air Force Reserve (AFR), and those who are contractually obligated to comply with Department of the Air Force publications. It does not apply to the United States Space Force. This manual requires 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) F011 AF XO A, Aviation Resource Management Systems (ARMS), is available at: http://dpclo.defense.gov/Privacy/SORNs.aspx. Ensure all records created because of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program,* and disposed of in accordance with the Air Force Records Information Management System Records Disposition Schedule. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*. Route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See DAFMAN 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. See paragraph 1.3 for further information on waiver authorities. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Compliance with attachment 4 and 5 in the publication is mandatory.

1.4. DELETED

3.3.3.1. Upon arrival of a member into the unit, the Chief of Stan/Eval will, after reviewing the member's flight evaluation folder, make a recommendation to the Squadron Commander (Sq/CC) whether to execute a qualification transfer or refer the member to Operations Training for formal initial qualification training. The Sq/CC will review current qualifications and certifications to determine actions needed for member to operate unit mission and equipment.

4.2.4.1. Air Battle Manager (ABM) examiners may evaluate weapon directors (WD)s, and other ABMs with commensurate crew certifications (e.g., Mission Commander/Section Lead) unless restricted by the unit letter of qualification/certification.

4.2.4.2. Air Surveillance Technician (AST) examiners may evaluate other ASTs, Mission System Operators (MSOs), Surveillance Technicians (STs) and Interface Control Technicians (ICTs).

4.2.4.2.1. **(BCC)** At the discretion of the Unit Commander, AST examiners may also evaluate Air Surveillance Officers as a supervisory mission crew position. Approval can be documented on the unit letter of qualification/certification or specifically in the additional comments section of the AF Form 8, Section VIII, Comments.

4.2.4.3. ICT examiners may evaluate ASTs and MSOs on link specific tasks (unless restricted by the unit letter of qualification/certification) and other ICTs.

4.2.4.4. MSO examiners may evaluate STs, ICTs and other MSOs. Additionally, MSO examiners who were previously qualified as ASTs may evaluate ASTs.

4.2.4.5. WD examiners may evaluate WDs, ABMs, Section Leads, and Mission Commanders on all areas except for Crew Leadership and Team Supervision unless restricted by the unit letter of qualification/certification.

5.1.7. For CRCs, evaluations may be accomplished on the CRC portion of the Consolidated Simulation Building (CSB) located at Tinker Air Force Base; or any facility or system utilizing the Raytheon Solipsys Battlespace Command and Control Center system software. See Ground Battle Management Systems RAP Tasking Memorandum for current list of acceptable "like-systems" (https://usaf.dps.mil/sites/106890/Test/Forms/AllItems.aspx).

5.1.7.1. With DRU commander's approval, WD and ABM evaluations may be conducted on the Tinker AFB CSB or other unit employing a BC3 system. (e.g., 81 ACS, 8 WPS, etc.) Approval will be documented on the member's AF Form 8 in the additional comments section of the AF Form 8, Section VIII, Comments.

5.1.7.2. DELETE

5.2.3.1. Purpose. INSTR evaluations are to assess crewmember's instructional ability in their MDS/crew position and to obtain/maintain instructor qualification. Due to the unique mission of the 266 Range Squadron and the Utah Test and Training Range, their instructors maintain instructor certifications. However, other DRUs (e.g., 81 ACS, 8 WPS, 64 AGRS, etc.) will utilize ACC approved ground instructor course syllabus to train new instructors or continue to evaluate previously qualified instructors according to this publication and their corresponding AFMAN 13-1MDS Vol. 2.

5.2.5.2.1. An initial qualification (INIT QUAL) evaluation must be completed by the end of the third month following the release from IQT. **(T-3)** If a crewmember exceeds the allotted time for completion, the Sq/CC reviews the situation and directs appropriate action. Document the circumstances with a memorandum for record to be included in the AF Form 8 (see **paragraph 7.3.11.3.6.5**).

5.2.5.2.2. Individuals who fail their evaluation are returned to directorate of training in accordance with AFMAN 13-1MDS Vol. 1, to complete additional training.

5.2.5.2.3. DELETE

5.3.2.4.2.2. If a crewmember exceeds the allotted time for completion of additional training, the Sq/CC reviews the situation and directs appropriate action. Document the circumstances with a memorandum for record to be included in the AF Form 8 (see **paragraph 7.3.11.3.6.5**).

5.9.3.2.3.8. Members who are on convalescent leave or in duty not involving controlling at the expiration of their eligibility period.

6.5.5. Qualification/Mission (QUAL/MSN) Examination. Crew position written test for a combined QUAL/MSN evaluation will consist of 85 questions from the MAJCOM master question file (MQF) and 15 questions from the local procedure MQF (LPMQF). If the unit chooses to require an MSN requisite exam in addition to the QUAL requisite exam the test will consist of 70 questions from the MAJCOM MQF, 15 questions from the LPMQF and 15 questions from the unit MSN MQF.

6.5.5.1. **(BCC)** The crew written test for a combined QUAL/MSN evaluation will consist of 70 questions from the MAJCOM master question file (MQF), 15 questions from the unit MSN MQF, and 15 questions from the LPMQF. **(T-3)**

7.3.4.1. Name, Grade, ("CIV" for Government Civilians and/or "CTR" for Contractors), and the Department of Defense Identification Number, or Non-US Identity Code. **Note:** Automated systems may default to the examinee's rank rather than grade (e.g., Capt versus O-3). Either is acceptable so long as it's consistent across unit flight evaluation folders. Additionally, systems such as PEX may automatically add characters to the DoD ID number (e.g., 157004), this does not require entries in the minor discrepancy log.

7.3.4.3.2. Enter the examinee's "qualified" duty position for the evaluation in that Mission Design Series (MDS). For instructors the crew position will be prefaced with an "I". **(T-2)** In cases where confusion may exist a hyphen may be inserted (that is, an ICT Instructor would be I-ICT). Also, examiner is not a qualification, it is a certification, and should only be entered when the examiner is receiving a SPOT examiner objectivity evaluation. (**Note:** Mission Commander, Section Lead, Senior System Operator and Electronic Protection Technician are certifications not qualifications.)

7.3.4.3.2.1. Direct Reporting Unit (DRU) MDS. DRUs will enter "DRU" as their MDS in Section I of the AF Form 8 (e.g., an instructor Weapons Director at the 8 WPS or 81 ACS will use "DRU/IWD").

7.3.4.3.2.1.1. Details regarding the specific system or equipment utilized while performing the evaluation will be documented in Section VIII, paragraph "A. Mission Description". (e.g., a Form 8 from Nellis AFB DRU might read, "Equipment consisted of the BC3 system at the Range Operations Center utilizing remote radios, sensors, and datalink equipment on the Nevada Test and Training Range.)

7.3.4.3.2.2. Battle Management Command and Control (BMC2) MDS. Utilize "BMC2" in the MDS section for crew members assigned to units that are transitioning to a system of record other than BCC/CRC/DRU designations, but still perform ground battle management command and control missions on similar control equipment. **Note:** "BMC2" is not an actual MDS but serves as a placeholder during a transition period for units adopting a new designated weapon system of record. The Form 8 remarks will detail system specifics described in **paragraph 7.3.4.3.2.1.1**.

7.3.4.3.2.2.1. BMC2 Example. The 728 Battle Management Control Squadron at Robins AFB will use "BMC2" until the Tactical Operations Center-Fixed (TOC-F) becomes a system of records with corresponding training syllabi and AFMANs. Then they may utilize "TOC-F" as their MDS of record.

7.3.8.1.1. Enter a date not to exceed the last day of the third month following the event requiring additional training (e.g., a crewmember evaluation on 21 Mar 23 equates to 30 June 23 due date). See **paragraph 5.3.2.4.2.2**. for exceptions.

References

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

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

Abbreviations and Acronyms

ABM – Air Battle Manager

AFB – Air Force Base

AST – Air Surveillance Technician

BCC – Battle Control Center

BMC2 – Battle Management Command and Control

CRC – Control and Reporting Center

DRU – Direct Reporting Unit

ICT – Interface Control Technician

INIT QUAL – Initial Qualification

LPMQF – Local Procedures Master Question File

MAJCOM – Major Command

MDS – Mission Design Series

MQF – Master Question File

MSCT – Multi-Source Correlator Tracker

MSO – Mission System Operator

QUAL/MSN – Qualification/Mission

SSO – Senior System Operator

ST – Surveillance Technicians

TOC-F – Tactical Operations Center-Fixed

WD – Weapons Director

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This manual implements Air Force Policy Directive (AFPD) 11-2, *Aircrew Operations*, AFPD 13-1, *Command and Control Enterprise (C2 Enterprise),* Air Force Instruction (AFI) 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure,* and AFI 11-202V2 *Aircrew Standardization and Evaluation Program*. It establishes the ground battle management command and control (BMC2) systems Standardization/Evaluation (Stan/Eval) program that supports Air Force objectives and provides guidance on how to structure and monitor a C2 Stan/Eval program. This manual applies to all civilian employees and uniformed members of the Regular Air Force, Air National Guard (ANG), and Air Force Reserve (AFR) performing Ground Battle Management for the C2 enterprise. This manual requires 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) F011 AF XO A, Aviation Resource Management Systems (ARMS), 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 AFI 33-322, *Records Management and Information Governance Program,* and disposed of in accordance with the Air Force Records Information Management System Records Disposition Schedule. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Route AF Forms 847 from the field through the appropriate functional chain of command. This

publication may be supplemented at any level. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See DAFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. See **paragraph 1.3** for further information on waiver authorities. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Compliance with **Attachment 4** and **5** in the publication is mandatory.

SUMMARY OF CHANGES

This manual has been substantially revised and needs to be completely reviewed due to numerous operational changes. This revision modifies program objectives and clarifies waiver authorities **(Chapter 1)**; updates Air Force, MAJCOM, numbered air force (NAF), and group responsibilities and functions **(Chapter 2)**; updates unit Stan/Eval functional and organizational guidance **(Chapter 3)**; updates unit examiner guidance **(Chapter 4)**; updates qualification evaluation guidance **(Chapter 5)**, updates guidance for the examination program **(Chapter 6)**; updates documentation guidance **(Chapter 7)**; updates guidance on the and special interest items (SII), and adds guidance on supplementary evaluations **(Chapter 8)**; updates AF Form 8, *Certificate of Aircrew Qualification,* and makes administrative changes throughout the instruction. Tiered waiver approval authorities have been changed as approved by the Inspector General Advisory Board and reflected in DAFI 33-360.

Chapter 1

PURPOSE

1.1. General.

1.1.1. The purpose of the Standardization/Evaluation (Stan/Eval) program is to provide commanders a tool to validate mission readiness and the effectiveness of the unit, including documentation of individual crewmember qualifications and capabilities. Additional guidance for the evaluation of assigned members is located in mission design series (MDS) specific instructions and unit supplements.

1.1.2. The Stan/Eval program provides commanders the means to document individual crewmember qualifications and provide commanders feedback on the effectiveness of unit training programs and mission execution.

1.1.3. The Air Force Specialty Code (AFSC) 13B refers to Air Battle Managers (ABMs) and Chief of Stan/Eval, AFSC 1C5X1D refers to Weapons Directors (WDs), AFSC 1C5X1 refers to command and control battle management operators, and their Canadian equivalents.

1.1.4. For the purposes of this Air Force Manual (AFMAN) the air control group (ACG), air defense group, and operations group (OG) will be referred to as "Group" throughout this manual.

1.1.5. For the purposes of this manual the Air Operations Center (AOC) commander (CC) will serve as the Group-level authority for the 176th Air Defense Squadron (ADS) and 621st Air Control Squadron (ACS).

1.2. Objectives.

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

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

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

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

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

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

1.3. Waiver Authority.

1.3.1. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. Organizations will route T-3 waivers through Stan/Eval channels to the Air Combat Command (ACC)/A3CG. **(T-2)**

1.3.2. Approved Waivers will be forwarded (and/or filed) with Air Combat Command Standardization/Evaluation Branch (ACC/A3TV) (with copies provided to Air Combat Command Ground Battle Management Systems Branch (ACC/A3CG) and Air Combat Command Combat Integration Branch (ACC/A3CI)).

1.3.3. T-3 waivers will be routed through Stan/Eval channels, to include NAFs if applicable, to the OPR of this manual in accordance with DAFI 33-360. **(T-2)**

1.4. Applicability. It is applicable to units assigned to or gained by major commands (MAJCOMs) and applies to commanders, operations supervisors and personnel assigned or attached to ground BMC2 units of these commands. This publication applies to the United States Air Force (USAF) personnel assigned to active controlling units and the ANG. This manual does not apply to Air Education and Training Command but may be used by these units as a reference. Specifically, this manual applies to the Control and Reporting Center (CRC), Battle Control Center (BCC), and provides guidance for First Air Force, and subordinate units. This manual applies to the Stan/Eval programs for the 224th Air Defense Group, 225th Air Defense Group, 552d Air Control Group, 752d Operations Support Squadron, 98th Range Squadron, 99th Range Squadron, 353d Combat Training Squadron, 18th Aggressor Squadron, 414th Combat Training Squadron, 133d Test Squadron, 422d Test and Evaluation Squadron, USAF Weapons School, Air Combat Command, Pacific Air Forces (ACC/PACAF) units to include: 610th Air Control Flight (Japan), 621st Air Control Squadron (Korea), 623d Air Control Squadron (Japan), 5 AF/A3 (Japan), 169th Air Defense Squadron (Hawaii Region Air Operations Center) and 176th Air Defense Squadron (Alaska Region Air Operations Center), 266th Range Squadron, Utah Test and Training Range, and 81st Air Control Squadron. Positional criteria for all crewmember positions are contained in separate weapon system publications. MAJCOMs, and Headquarters Air Force (HAF) direct reporting units (DRUs) may supplement this manual. MAJCOMs and DRUs will coordinate proposed supplement to this manual with AF/A3O before publication.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Scope. For the purposes of this manual, higher headquarters (HHQ) includes Headquarters Air Force (HAF), major command (MAJCOM), and numbered air force (NAF) Stan/Eval functions.

2.2. Headquarters Air Force (HAF).

2.2.1. The Deputy Chief of Staff, Operations, through the Director for Training and Readiness (AF/A3T):

2.2.1.1. Establishes guidance.

2.2.1.2. Guides the conduct and execution of the ground command and control systems Stan/Eval program.

2.2.2. Air Force Command and Control Integrated Air and Missile Defense and Information Operations Division (AF/A3TY).

2.2.2.1. Reviews, maintains, and processes this manual.

2.2.2.2. Reviews MAJCOM supplements to this manual to ensure compliance with basic guidance in this manual.

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

2.2.2.4. Coordinates with HAF organizations and MAJCOM Stan/Eval functions to ensure guidance in separate instructions conforms to and complies with basic Air Force guidance contained in this manual.

2.2.2.5. Coordinates with MAJCOM Stan/Eval functions to develop the AF-level Stan/Eval Self-Assessment Communicators as specified in AFI 90-201, *The Air Force Inspection System.* In accordance with AFI 90-201, uploads Self-Assessment Communicators in the Management Internal Control Toolset.

2.3. MAJCOM.

2.3.1. General. MAJCOM staffs are primarily responsible for providing guidance and establishing administrative processes. Lower echelons of command are primarily responsible for the evaluation functions.

2.3.1.1. The National Guard Bureau (NGB) is considered a MAJCOM for purposes of this manual.

2.3.1.2. CRC/Battle Control Center (BCC) crewmembers assigned to MAJCOM or NAF Stan/Eval functions should maintain appropriate qualification to remain current and conduct evaluations in their mission design series (MDS).

2.3.2. Functions.

2.3.2.1. Maintain oversight of Stan/Eval functions in lower echelon units and in gained Air National Guard units.

2.3.2.2. Convene conferences and working groups as necessary, to review and improve Stan/Eval guidance and procedures.

2.3.2.3. Provide staff coordination and control of Flight Crew Information File (FCIF) items issued from the MAJCOM level to units in accordance with **Chapter 8.**

2.3.2.4. Coordinate and process applicable AF Form 847 through Stan/Eval channels (Group, NAF (as applicable), MAJCOM) and in accordance with AFI 11-215, *Flight Manuals Program* and forward to ACC/A3TV via its SharePoint® site (**https://cs2.eis.af.mil/sites/13142/default.aspx**) for processing.

2.3.2.5. Assist lead MAJCOM to review, approve, and distribute MDS-specific master question files (MQFs) (see **Chapter 6**).

2.3.2.5.1. To ensure standardization, air combat command and control intelligence surveillance and reconnaissance division (ACC/A3C) will retain oversight responsibility of MQFs, to include development and approval, but may delegate the actual development, review, and update to lower echelons. At a minimum approved MQFs will be available on the ACC/A3TV SharePoint® site (**https://usaf.dps.mil/sites/ACC-A3/A3T/A3TV/SitePages/Home.aspx?e=1%3A683ee09f078c4dd79a04a5126a2d6e29**). ACC/A3TV will coordinate with ACC/A3C for reviews and updates.

2.3.2.5.2. ACC/A3CG will coordinate the development and maintenance and subsequently approve the Control and Reporting Center (CRC) MQF.

2.3.2.5.3. ACC/A3CI will coordinate the development and maintenance and subsequently approve the Continental United States (CONUS) Battle Control Center (BCC) MQF.

2.3.2.5.4. Pacific Air Forces Theater Air Control System Branch (PACAF/A3/6CX) will coordinate the development and maintenance and subsequently approve the PACAF MQF.

2.3.2.5.5. DRUs are authorized to develop their own MQFs and will coordinate the MQFs with the next higher Group/NAF, as applicable, prior to MAJCOM OPR approval. **(T-2)**

2.3.2.5.5.1. MQF composition and management will be outlined in the unit supplement.

2.3.2.5.5.2. If not using Patriot Excalibur or other MAJCOM-approved testing program, DRUs are to develop and maintain a minimum of two requisite examinations for each crew position.

2.3.2.6. Coordinate on operational procedures, evaluation criteria, and guidance in conjunction with the lead MAJCOM and other user MAJCOMs operating like MDS.

2.3.2.7. Coordinate with safety offices and other government agencies to assist in evaluation/determination of safety of flight/aircraft mishaps as requested and to determine and immediately initiate appropriate corrective actions.

2.3.2.8. Conduct staff assistance visits (SAVs) to subordinate units at the request of the unit commander and coordinated through the applicable MAJCOM gatekeeper in accordance with AFI 90-201.

2.3.2.9. Observe execution of unit missions/training events, etc., when feasible and provide feedback.

2.3.2.10. Provide functional area guidance in support of unit effectiveness inspections (UEIs).

2.3.2.11. Coordinate and ensure compliance of the unit trend analysis program in accordance with **paragraph 3.3.2.14**

2.3.2.12. The HHQ Evaluation Standardization Assessment Program (ESAP).

2.3.2.12.1. HHQ ESAP Description:

2.3.2.12.1.1. The HHQ ESAP consists of a series of crew evaluations performed by HHQ examiners limited to crewmember positional evaluations. The intent of the program is to ensure that the unit crew evaluation system is providing accurate information to the unit commander regarding the qualification of the unit's mission crews. The program assesses the capability of the unit's examiners to make accurate objective decisions and consistent subjective decisions during unit crew evaluations. The program evaluates the examiner's ability to construct and execute a thorough and fair evaluation.

2.3.2.12.1.2. Evaluations are conducted in accordance with AFI 13-1Vol 2, AFI/AFMAN 13-1MDS Vol. 2 (Includes AFI 13-1BCC V2, *Battle Control Center (BCC) Evaluation Criteria*; AFI 13-1CRCV2, *Control and Reporting Center (CRC) Evaluation Criteria*; and AFMAN 13-1AOC V2, *Standardization/Evaluation Program -Air Operations Center (AOC)/Operation Center (OC)*, the unit's designed operational capability (DOC) statement and associated publications. Unit Stan/Eval administrative programs are inspected separately under AFI 90-201.

2.3.2.12.1.3. The HHQ ESAP is part of the UEI cycle. The results are reported to the MAJCOM/Inspector General and may be included in the wing's final UEI report. The HHQ ESAP may be completed in one visit, or in multiple visits, depending on the unit's schedule and availability of HHQ evaluators. The timing of the ESAP visit(s) may be aligned with any UEI on-site inspection, or as stand-alone HHQ/Stan/Eval visit, but must be completed before the end of the Capstone visit to ensure the results are incorporated into the wing's final IG report.

2.3.2.12.1.4. The ESAP visit schedule is coordinated between NAF Stan/Eval and/or MAJCOM Stan/Eval offices and the unit's Group Stan/Eval office based on the unit's schedule and HHQ evaluator availability. The desired window for an ESAP is six months prior to the UEI Capstone event. NAF or MAJCOM Stan/Eval offices then provide the final ESAP visit schedule to MAJCOM/IG gatekeeper.   HHQ evaluators will primarily be sourced from applicable MAJCOM and aligned NAF Stan/Eval offices. If not available, the MAJCOM and NAF Stan/Eval may source HHQ evaluators from other MAJCOMs, NAFs

and/or wings. As a last resort, HHQ evaluators may be sourced from the inspected unit.

2.3.2.12.2. HHQ ESAP Goals:

2.3.2.12.2.1. Accomplish examiner objectivity SPOT evaluations on 80% of the unit's examiners.

2.3.2.12.2.2. Accomplish Qualification/Mission (QUAL/MSN) evaluations on 10-15% of the unit's mission crews. This percentage is accomplished by two means:

2.3.2.12.2.2.1. Direct evaluations by HHQ Examiners

2.3.2.12.2.2.2. Evaluations provided by unit examiners that are observed during HHQ examiner objectivity SPOT evaluation, if the objectivity (OBJ) evaluation grade was Q-1 or Q-2.

2.3.2.12.2.3. Crew Evaluations should contain an even sampling of QUAL/MSN evaluations for each crew position. The exact composition of evaluation types is up to the ESAP visit team lead and the unit chief of Stan/Eval.

2.3.2.12.3. HHQ ESAP Reporting:

2.3.2.12.3.1. The ESAP visit team chief reports the results to the unit commander using the format in **Figure 2.1.** A copy will be sent to the inspected WG/CC, WG/IG, OG/CC, Squadron/CC, Squadron/CCV, NAF/A3, NAF/A3V, ACC/A3, ACC/A3T, ACC/A3TV, ACC/A3C, ACC/A3CG, National Guard Bureau Airfield Operations and Command and Control Forces Division (NGB/A2/3/6/10Y) (Air National Guard units) and applicable MAJCOMs no later than 2 weeks after the end of each ESAP visit. If the ESAP visit is executed at the same time as the UEI Capstone visit, the ESAP visit report will be submitted to the MAJCOM/IG in time to be included in the inspected wing's UEI final report.

2.3.2.12.3.2. Superior performers may be recognized on the ESAP report at the discretion of the ESAP visit team chief.

2.3.2.12.3.3. A template for the ESAP visit report can be found at the ACC/A3TV SharePoint® site at: **https://usaf.dps.mil/sites/ACC-A3/A3T/A3TV/UEI/AQC%20Templates/Forms/AllItems.aspx**

2.3.2.12.3.4. Include the following statement as the first line following the Mission Description in the comments block on the AF Form 8: "This evaluation was administered as part of the HHQ Evaluation Standardization Assessment Program."

2.3.2.12.3.5. At the end of the ESAP, completed AF Forms 8 are provided to the commander.

Figure 2.1. ESAP Report.

Section A—COVERSHEET

1. The evaluated unit designation.

2. Dates of the evaluation.

3. The evaluated unit location.

4. Unit weapon system.

Section B—GROUP/SQUADRON

CREWMEMBER EVALUATIONS

Total Events	Total Crew members Assigned	% of Crew members Evaluated	Total # and % of EQ	Total # and % of Q-1	Total # and % of Q-1 w/D	Total # and % of Q-2	Total # and % of Q-3

Total # of QUAL	Total # of INSTR	Total # of SPOT OBJ					

BREAKOUT OF CREW POSITIONS

		QUALIFICATION LEVEL					Remarks / List of Downgrades
Crew Position	Type of Event	EQ	Q-1	Q-1 w/D	Q-2	Q-3	Remarks / List of Downgrades

Note 1: Copy/paste the above table below this one for each crew position within each unit and add as many rows as are required in each table to capture the different types of ESAPs accomplished.

Note 2: For incomplete evaluations, list them in this section, do not include them in the qualification level block (e.g., EQ, Q-1, etc.), and record them as incomplete in the remarks.

Note 3: For each evaluation list them according to the type of event. Examples include: QUAL, SPOT, Initial (INIT), Instructor (INSTR).

Section C—ADDITIONAL COMMENTS
1. Limiting Factors.

2. Other: Any pertinent comments, concerns, observations, superior performers, incomplete evaluations, or recommendations may be included in this area if there is no other appropriate area in the report.

Section D—GENERAL
1. List of HHQ evaluators: Name/Rank (team chief will be identified)

Team Chief Signature

2.3.3. Organization.

2.3.3.1. ACC/A3, PACAF/A36CX, and USAFE-AFAFRICA/A3 will provide overall management of their command Stan/Eval programs and will establish responsibility for implementation of the program as outlined in this manual.

2.3.3.2. ACC/A3C will provide overall management of the Stan/Eval program and will implement the program as outlined in this manual in coordination with USAFE-AFAFRICA/A30, PACAF/A36CX, and NGB/2/3/6/10Y.

2.3.4. Augmentation. Each MAJCOM may use augmentees from other MAJCOMs to support or conduct staff assistance visits, IG inspections, and crew evaluations with coordination and concurrence of all the MAJCOM Stan/Eval organizations involved. Augmentees will use the criteria of the MAJCOM they are augmenting. **(T-2)**

2.4. Numbered Air Forces.

2.4.1. General. NAF Stan/Eval (MAJCOM Stan/Eval when no NAF Stan/Eval exists) maintains a tactical focus and performs the operational role in oversight of unit Stan/Eval functions within its chain of command.

2.4.2. Functions.

2.4.2.1. Maintain oversight of lower echelon units and ANG units (**Attachment 6**) for which oversight responsibility is assigned. The NAFs will establish an OPR to ensure effective monitoring of subordinate units. PACAF/A36CX fulfills the NAF Stan/Eval role for the 169th Air Defense Squadron. USAFE/A3T fulfills the NAF Stan/Eval role for the 606th Air Control Squadron.

2.4.2.2. Plan and execute the higher headquarters ESAP.

2.4.2.3. Support the MAJCOM IG as required as part of the UEI in accordance with AFI 90-201 and applicable supplements.

2.4.2.4. Employ qualified augmentees to support or conduct crewmember evaluations with concurrence of all the NAF Stan/Eval organizations involved.

2.4.2.5. Provide qualified examiners to augment other MAJCOM and NAF agencies when requested.

2.4.2.5.1. Numbered air force examiners will, as a minimum, maintain basic mission capable (BMC) status.

2.4.2.5.2. Examiners may receive their evaluations from any like-qualified examiner in the same crew position.

2.4.2.6. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels (Group and MAJCOM) and in accordance with AFI 11-215. ANG units will utilize the lead MAJCOM AF Form 847 process.

2.4.2.7. ANG units will utilize the unit alignment listed in **Attachment 6** as the first point of contact for Stan/Eval guidance and coordinate with NGB/A2/3/6/10Y. **(T-2)**

2.4.2.8. Provide staff coordination and control of FCIF items issued from the NAF level to units. **(Chapter 8).**

2.4.2.9. Provide SAV when requested by unit commanders.

2.4.2.10. Observe execution of unit missions and provide feedback during staff assistance visits.

2.4.2.11. Administer periodic crewmember or objectivity evaluations, when practical, to chiefs of Stan/Eval or senior Stan/Eval crewmembers in lower echelon and ANG units in accordance with **Attachment 6.**

2.4.2.12. Coordinate and ensure oversight of the unit trend analysis program.

2.4.2.13. Review, coordinate, and approve subordinate unit supplements to this manual.

2.4.2.14. Initiate corrective action to eliminate noted discrepancies or deficiencies when higher headquarters action is required. Ensure unit corrective actions are satisfactory.

2.4.2.15. Review subordinate unit Standardization/Evaluation board (SEB) minutes and, at a minimum, address any action items requiring higher headquarters assistance. Forward SEB minutes to MAJCOM OPR (ACC/A3CG (CRC), ACC/A3CI (BCC) and ACC/A3TV for all ACC and ACC-gained ANG units, USAFE-AFAFRICA/A30-CO for USAFE units, and PACAF/A3/6C for PACAF units). ACC/A3TV will post the SEB minutes of ACC and ACC Gained ANG units on the ACC/A3TV SharePoint® site (**https://usaf.dps.mil/sites/ACC-A3/A3T/A3TV/SitePages/Home.aspx?e=1%3A683ee09f078c4dd79a04a5126a2d6e29**).

2.4.2.16. Assist in the creation, review, updating, and distribution of required MQFs. NAFs will coordinate on unit submissions to correct deficiencies to MQFs.

2.4.2.17. Convene conferences and working groups, as necessary, to review and improve command Stan/Eval guidance and procedures.

2.4.2.18. Ensure that all subordinate units receive MAJCOM guidance and directives.

2.4.3. Organization.

2.4.3.1. Typical NAF Stan/Eval staff includes a section chief and one examiner per MDS. Manning for NAF examiner positions may be adjusted by the NAF commander.

2.4.3.2. USAF Air Warfare Center. The 57th Operations Group commander ensures that a qualified Instructor Weapons Director (IWD) is appointed to administer the 57th Wing WD Stan/Eval program. The wing examiner is assigned to 57 OG/OGV and gives qualification evaluations to WDs assigned to the USAF Weapons School and the 422d Test and Evaluation Squadron. With the recommendation of the OG commander, unit commanders appoint additional duty Stan/Eval Examiners to administer evaluations. The 99th Range Squadron operates a separate Stan/Eval program for 1C5XXs assigned to the 99th Range Wing. 57 OG/OGV and 99 RS/RSOV are DRUs to ACC/A3C for WD Stan/Eval issues.

2.4.3.3. 53d Wing. The 53d WG executes the ground BMC2 Stan/Eval program for the USAFWC, with the 81st Range Control Squadron maintaining BMC2 Stan/Eval functions for the 53d Weapons Evaluation Group, and is a DRU to ACC.

2.4.3.4. 266th Range Squadron and Utah Test and Training Range are considered DRUs with numbered air force oversight.

2.5. Higher Headquarters Visits. HHQ staffs may visit units during the administration of UEIs or SAVs. HHQ visits will be coordinated and scheduled with the MAJCOM gatekeeper in accordance with AFI 90-201. MAJCOM Stan/Eval functions will provide Stan/Eval subject matter experts to MAJCOM IGs in support of unit effective inspections as requested. Support to Units. HHQ Stan/Eval will provide staff assistance visits and support when requested by Unit/CCs.

Chapter 3

UNIT STAN/EVAL FUNCTIONS AND ORGANIZATION

3.1. Scope. For purposes of this manual, "unit" includes levels of organization under higher headquarters required to establish a Stan/Eval function. Most units reside within a wing composed of a Group and operations squadrons. Where there is no parent Group or Stan/Eval function resident in the parent Group, squadrons/detachments will assume duties listed for Groups. In a total force arrangement, unit and squadron responsibilities are assigned to the host unit only.

3.2. Group.

3.2.1. Group Commander Responsibilities. The Group/CC will:

3.2.1.1. Provide manpower to the unit level Stan/Eval function to execute the duties directed by this AFI. **(T-2)**

3.2.1.2. Designate and certify Group Stan/Eval examiners (**paragraph 4.2.3**) **(T-2)**

3.2.1.3. Directly supervise and report on the Group chief of Stan/Eval. **(T-2)**

3.2.1.4. Provide a suitable Stan/Eval testing area. **(T-3)** A suitable Stan/Eval testing area is one that provides a quiet, distraction-free atmosphere and allows easy monitoring of examinees by Stan/Eval personnel.

3.2.1.5. Chair the Standardization/Evaluation Board (SEB). **(T-2)**

3.2.1.6. Establish procedures to implement MAJCOM-mandated Stan/Eval software (e.g., Patriot Excalibur (PEX)).

3.2.1.7. Provide the means to procure the necessary materials for mission planning, briefings, and mission supervision.

3.2.2. Group Stan/Eval Functions. The Group Stan/Eval should:

3.2.2.1. Ensure an overall unit standardization among squadrons and squadron-assigned examiners.

3.2.2.2. Establish group functions using the PEX Stan/Eval Module in its entirety satisfies the requirement for maintaining and reviewing AF Forms 8, flight evaluation folders (FEF)s, Trend Analysis and crew exams.

3.2.2.3. Establish procedures for review and quality control of AF Forms 8.

3.2.2.4. Establish group procedures to maintain flight evaluation folders on unit assigned personnel, trend analysis and reporting, and mission crew exams, in Patriot Excalibur as applicable.

3.2.2.5. Establish procedures for requisite exams.

3.2.2.6. Establish and maintain a trend program. The scope should include, but is not limited to, trend analysis of all evaluations.

3.2.2.7. Conduct supplementary evaluations as directed by the Group/CC.

3.2.2.8. Conduct Stan/Eval board and document in accordance with **Attachment 2.**

3.2.2.8.1. Publish Stan/Eval board guidance for their respective subordinate units.

3.2.2.8.2. As a minimum, Stan/Eval boards are to be held twice a year no later than the end of February and August. The OIC of Stan/Eval will keep Stan/Eval board minutes on file until the next UEI Capstone event. **(T-2)** Will also forward SEB minutes by the end of the month following the Stan/Eval board meeting to the NAF for review and forwarding to MAJCOM. **(T-2)**

3.2.2.8.3. Report the disposition of all open Evaluation Standardization Assessment Program findings in the Stan/Eval board minutes, until closed. Additionally, include closed findings that have not been reported closed to higher headquarters. Where applicable, include status (Open or Closed), Officer Performance Report, actions taken/needed to close, and date closed or projected to close.

3.2.2.9. Establish, monitor, and maintain quality control of the unit FCIF program.

3.2.2.10. Coordinate and process applicable AF Forms 847 through Stan/Eval channels and in accordance with AFI 11-215.

3.2.2.11. Establish unit no-notice program to be utilized at the discretion of the Group/CC or Squadron/CC.

3.2.2.12. Direct annual self-assessment, as applicable to the unit's Stan/Eval organization, and may forward written reports via the Stan/Eval board minutes.

3.2.2.13. Conduct staff assistance visits as requested from assigned unit commanders and coordinated through the Group/CC and unit leadership.

3.2.2.14. If developed, Groups will submit finalized supplements to the MAJCOM Stan/Eval function through appropriate channels for final coordination and subsequent approval. **(T-2)**

3.2.3. Group Stan/Eval Organization. Staff will consist of a chief of Stan/Eval. **(T-2)** The staff should include adequate specialties to manage and execute the Group Stan/Eval program.

3.2.3.1. The chief of Stan/Eval (13B) will be a certified examiner in the unit's MDS. **(T-2)** For units undergoing MDS conversion, the chief of Stan/Eval may be qualified in the MDS to which the unit is converting, even if none is yet assigned.

3.2.3.2. The chief of Stan/Eval will reports directly to, and is rated by, the Group commander. **(T-2)** For units not collocated with the parent wing/Group, the chief of Stan/Eval will report directly to and be rated by the unit commander, or as specified in the MAJCOM supplement. (**T-2)** The Group/CC designates Stan/Eval) liaison officers in writing to assist group examiners in administrative Stan/Eval duties.

3.2.3.3. The Group/CC designates additional Stan/Eval examiners or designates examiners who are not assigned to Stan/Eval when necessary to meet unit requirements. Notify the MAJCOM OPR by recording such designation in the Stan/Eval board minutes (**Attachment 2**).

3.2.3.4. At the discretion of the Group/CC, Group and squadron Stan/Eval functions may be combined.

3.2.3.5. The United States Air Force Weapons School assigns an examiner to support the 57th Operations Group Stan/Eval (OGV) program.

3.3. Unit. Unless combined with Group Stan/Eval programs each unit will establish a Stan/Eval function in accordance with this manual. **(T-2)**

3.3.1. Unit Commander Responsibilities. Unit commander will:

3.3.1.1. Designate and certify squadron examiners. **(T-3)**

3.3.1.2. Appoint in writing, a chief (13B) and Non-Commissioned Officer in Charge (NCOIC) (1C5/1C5D) or Canadian equivalent of Stan/Eval who is a certified examiner in any CRC, BCC, or DRU system to implement and manage the Stan/Eval program. **(T-3)**

3.3.1.2.1. The chief of Stan/Eval will report directly to, and be rated by, the unit commander. **(T-3)**

3.3.1.2.2. Units without any or enough qualified assigned 13B/1C5/1C5Ds may select the highest qualified crewmember as their chief /NCOIC of Stan/Eval. The appointed chief/NCOIC will be examiner certified and reported in unit Stan/Eval board minutes. **(T-2)**

3.3.1.3. Designate at least one examiner for each crew position. A multi-qualified examiner is authorized to evaluate more than one position. **(T-3)**

3.3.1.4. Direct positional/written evaluations as required to maintain a quality force. **(T-3)**

3.3.1.5. Annotate all attached higher headquarters and attached unit examiners in the unit letter of qualification/certification and ensure designation is recorded in Stan/Eval board minutes (**Attachment 2**). **(T-3)**

3.3.1.6. Designate, as necessary, Stan/Eval liaison officers to assist in administrative Stan/Eval duties. **(T-3)**

3.3.1.7. Direct annual self-assessments, as applicable to the unit's Stan/Eval organization, and may forward written reports via the Stan/Eval board Minutes. **(T-3)**

3.3.1.8. Authorize the removal of a qualification of an crewmember to meet operational or manning requirements. Document on the unit letter of qualification/certification and as a memorandum for record (MFR) within the individual's flight evaluation folder. **(T-3)**

3.3.2. Unit Stan/Eval (CCV) Functions. The focus of the Stan/Eval program is at the unit level. Its backbone is the program established by the unit commander and administered by examiners assigned to the unit. Unit Stan/Eval will:

3.3.2.1. Establish a unit supplement to this manual for unit specific guidance or requirements as required. **(T-3)** (**Note**: Units that belong to a group with a published supplement are not required to publish an individual supplement if the group supplement meets unit requirements.)

3.3.2.2. Manage and conduct evaluations as required. **(T-3)**

3.3.2.3. Ensure proper completion, routing, and filing of AF Forms 8. **(T-2)**

3.3.2.4. Consult the higher headquarters Stan/Eval chief for availability of NAF or MAJCOM examiners when necessary. **(T-3)** The higher headquarters Stan/Eval chief may delegate if no appropriate examiner is available.

3.3.2.5. Ensure initial evaluations are completed within 30 days or two regular scheduled drills (four RSDs for ANG) of release from training. **(T-3)** Only drill status guardsmen at BCC are allowed two RSDs; fulltime guardsmen at BCCs have 30 days. All other evaluations are completed in accordance with **paragraph 5.7** and **paragraph 5.9** (Example: if a guardsman (drill status guardsmen for Battle Control Centers) is released from training on Sunday of a regular scheduled drill weekend in September, he or she must complete the evaluation no later than Sunday of the regular scheduled drill weekend in November).

3.3.2.6. Individuals who fail their evaluation will return to Directorate of Training (DOT) to complete all additional training requirements and then be re-released to Stan/Eval in accordance with AFI/AFMAN 13-1MDS Vol. 1 (Includes AFI 13-1 AOC V1, *Ground Environment Training Air Operations Center*; AFMAN 13-1 BBC V1, *Battle Control Center (BCC) Training*; and AFMAN 13-1 CRC V1, *Control and Reporting Center (CRC) Training*). **(T-3)**

3.3.2.7. Implement Stan/Eval examination procedures in accordance with published guidance. **(T-2)**

3.3.2.8. Make the MQF available to the operations training section and unit crewmembers. **(T-3)**

3.3.2.9. Implement FEF maintenance and review directed by MAJCOM, NAF, Group, and/or unit supplements to this manual. **(T-3)** This includes maintaining FEFs, when applicable.

3.3.2.10. Implement group guidance (as applicable) on the usage of MAJCOM-mandated Stan/Eval software. Patriot Excalibur is an Air Force approved standardized management software for Stan/Eval programs and is to be used to the maximum extent possible. **(T-2)**

3.3.2.11. Coordinate and process applicable AF Forms 847 through Stan/Eval channels in accordance with AFI 11-215. **(T-2)** ANG units utilize the NAF/MAJCOM command structure with oversight responsibility.

3.3.2.12. Ensure command and control publications and required Flight Crew Information File documents are current. **(T-3)**

3.3.2.13. Advise squadron leadership of crewmembers' progression toward completion of mission crew evaluations and requisites. **(T-3)**

3.3.2.14. Publish and define the trend analysis program in accordance with the unit or Group guidance. Analysis of all documented trends will be conducted at least semiannually for positional and written examinations. **(T-2)** Maintain trend data for at least one year. (**T-2**)

3.3.2.14.1. As a minimum, the trend analysis program includes capturing and annotating trends as observed for the following:

3.3.2.14.1.1. Positional evaluations.

3.3.2.14.1.2. Academic testing.

3.3.2.14.2. When trends are noted, recommend corrective action and assign an OPR/office of collateral responsibility to report trends and status to the applicable Group commander (or equivalent) and NAF during the Stan/Eval board until closed. Trends are closed only after the OPR verifies the deficiency no longer exists in the applicable area. Such verification may be accomplished and documented through supplementary evaluation, crew testing, etc.

3.3.2.15. Conduct supplementary evaluations as directed by the NAF/Group/unit CC/DO/CCV in accordance with **paragraph 8.5** **(T-2)**

3.3.2.15.1. Report supplementary evaluation results to the applicable Group commander (or equivalent). The report includes the objectives of the evaluation, time frame, discrepancies, recommended corrective action, and suspense dates for completion of corrective action. The unit commander approves all recommendations for corrective actions. Report supplementary evaluation results in the Stan/Eval board minutes.

3.3.2.15.2. If results of supplementary evaluations include corrective actions, perform follow-up supplementary evaluations to ensure that completed corrective actions were effective.

3.3.2.16. Conduct a Stan/Eval board and document in accordance with higher headquarters guidance and **Attachment 2**. **(T-2)**

3.3.2.16.1. Send a copy of the Stan/Eval board minutes to the applicable Group who will review and forward to the NAF. **(T-2)**

3.3.2.16.1.1. Units without Group oversight are to send Stan/Eval board minutes to applicable NAF in accordance with NAF guidance.

3.3.2.16.1.2. Units without Group/NAF oversight are to send Stan/Eval board minutes to their applicable MAJCOM OPR.

3.3.2.16.1.3. Stan/Eval board minutes will be kept on file until the next capstone event. **(T-2)**

3.3.2.16.2. Document waivers in Stan/Eval board minutes (see **Attachment 2**).

3.3.3. Transfers.

3.3.3.1. Upon arrival of the member into the unit, the Squadron/CC will review current qualifications and certifications to determine actions needed for member to operate unit mission and equipment. **(T-3)**

3.3.3.2. Individuals on temporary duty status to a unit, with like equipment, can perform unsupervised operations duties if the crewmember:

3.3.3.2.1. Provides a current DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty* (or Canadian equivalent) (for crewmembers who require a medical clearance) to the unit Chief of Training (COT) to verify current medical status.

3.3.3.2.2. Provides a current AF Form 8 (or Canadian equivalent) to the unit chief of Stan/Eval to verify current qualification(s).

3.3.3.2.3. Satisfactorily must complete DOT prescribed training to include the unit's local orientation program as directed by the Director of Operations (DO). **(T-3)**

3.3.3.2.4. Meets the unit's go/no-go and Stan/Eval requirements.

3.3.3.2.5. Provide joint service documentation regarding previous control experience on an AF Form 8 (or equivalent) when reporting to a DRU, and maintain these forms within the member's FEF.

3.3.3.3. DRUs will identify in the unit supplement the steps required to verify foreign nationals are qualified. **(T-3)**

Chapter 4

EXAMINERS

4.1. General. Examiners at HHQ and unit levels administer the evaluation portion of the Stan/Eval Program.

4.2. Selection.

4.2.1. Select examiners from the most highly qualified and experienced instructors.

4.2.2. The unit commander will designate all unit examiners and certify their examiner status on the letter of qualification/certification. **(T-2)**

4.2.2.1. Individuals selected to become examiners will complete the certification process as outlined in the Group or unit supplement and in accordance with **paragraph 5.2.4.3**. **(T-3)**

4.2.2.2. Individuals with no prior examiner experience in any MDS will, at a minimum, monitor an evaluation, mission brief, mission debrief, and receive an objectivity evaluation performed by a certified examiner in accordance with **paragraph 5.2.3.2** **(T-3)**

4.2.3. The group commander selects and designates Group examiners, in writing, in accordance with applicable supplement.

4.2.4. Crew Position Specific Examiners.

4.2.4.1. ABM examiners may evaluate WDs, Surveillance Technicians, and other ABMs with commensurate crew certifications (e.g., Mission Commander/Section Lead) (unless restricted by the unit letter of qualification/certification).

4.2.4.2. Air Surveillance Technician examiners may evaluate Surveillance Technicians and Interface Control Technicians.

4.2.4.3. Interface Control Technician examiners may evaluate Air Surveillance Technicians on link specific tasks (unless restricted by the unit letter of qualification/certification).

4.2.4.4. WD examiners may evaluate ABMs, and Section Leads on the control portion of the evaluation (unless restricted by the unit letter of qualification/certification).

4.2.4.5. Section Lead examiners may evaluate ABMs and WDs.

4.2.4.6. Direct reporting units will designate qualifications that may evaluate other unit specific qualifications in their unit supplement. **(T-3)**

4.3. Responsibilities. Examiners will:

4.3.1. Conduct evaluations in accordance with **Chapter 5** and document in accordance with **Chapter 7. (T-1)**

4.3.2. Maintain qualification/certification as instructors (certification at DRUs). **(T-3)**

4.3.3. Conduct a thorough pre-mission briefing and post-mission debriefing for the examinee and applicable crewmembers on all aspects of the evaluation. **(T-2)**

4.3.4. Immediately correct breaches of safety during an evaluation (this applies to all crewmembers). **(T-1)** If this situation occurs, the examiner will also debrief unit supervision, as designated in the unit/applicable supplement, and if appropriate, document the deviation on an AF Form 8.

4.3.5. Immediately notify the examinee's unit commander (or available supervision if the unit commander is unavailable) whenever qualification level 2 "Q-2 or 3 "Q-3" performance is observed. **(T-3)**

4.3.6. Defer to another examiner if the examiner instructs for at least half of an examinee's training, or recommends a trainee for upgrade, unless the examinee's squadron commander waives this restriction. **(T-3)** Document the waiver in the Remarks Section of the AF Form 8 and is reportable in the Stan/Eval board minutes.

4.3.7. Administer mission crew evaluations only within their weapon system/mission design series/crew specialty and only evaluate those mission/skill sets in which they maintain qualification and/or certification. **(T-2)** **Exception:** Where specifically authorized in weapon system/mission design series specific AFI/AFMAN 13-1MDS Vol. 2.

4.3.8. Not administer evaluations outside of their MAJCOM unless specifically requested by the MAJCOM Stan/Eval organization of the examinee and approved by the MAJCOM Stan/Eval organization of the examiner. **(T-2)** Cross-command evaluation procedures are located in **paragraph 5.2.7** Evaluations administered in accordance with formal training course syllabi, including periodic evaluations, do not require cross-command approval when the syllabus evaluation requirements cover all owning MAJCOM periodic evaluation requirements.

Chapter 5

EVALUATIONS

5.1. General. The Stan/Eval program utilizes mission crew qualification evaluations to ensure qualification of crewmembers and supplementary evaluations to ensure standardization of operations.

5.1.1. The mission crew evaluation is an assessment of individual crewmember's capability to accomplish assigned mission crew duties in specific duty positions.

5.1.2. A crew qualification is a documented designation that identifies a crewmember as having the capability to accomplish specific crew duties. These crew qualifications are broken into three types:

5.1.2.1. Basic Qualification. Designation allowing a crewmember to perform the basic duties of a particular crew position in the unit's specified mission design series.

5.1.2.2. Mission Qualification. Designation allowing a crewmember to employ the assigned MDS in accomplishing the unit's operational or designed operational capability (DOC) statement mission.

5.1.2.3. Instructor Qualification. Designation allowing a crewmember to instruct and provide operations crew supervision of unqualified and/or uncertified crewmembers.

5.1.3. Multiple Qualifications. Multiple qualification guidance applies to crewmembers who maintain qualification in two or more mission crew positions in an MDS. Multi-qualified individuals will complete mission (MSN) evaluations, if applicable, in accordance with AFI/AFMAN 13-1MDS Vol. 2 for their secondary or tertiary qualifications. **(T-2)**

(**Exception:** Units where MSN evaluations consist of only a MSN exam).

5.1.4. Group or unit supplements may provide guidance for local evaluation profiles of crewmembers who hold multiple qualifications to ensure grading areas that are common among those qualifications are only evaluated once within a single evaluation cycle.

5.1.5. The positional phase is conducted during a Live/Virtual/Constructive mission scenario to evaluate crewmember performance. If it is infeasible to accomplish a required area live (e.g., aircraft emergency), the examiner may elect to evaluate the area(s) by an alternate method (e.g, simulator or verbally), to complete the evaluation. If the examiner determines the required item cannot be adequately evaluated by an alternate method, then an additional mission will be required. **(T-2)**

5.1.6. Examinees on duty not involving control status may receive an evaluation in the virtual or constructive environment if not restricted by a DD Form 2992, and agreed upon by the examinee and approved by the unit commander.

5.1.7. For CRCs, evaluations may be accomplished on the 552 ACG Mission Training Center located at Tinker Air Force Base (AFB); the Mobile Training Suite; or any facility or system utilizing the Raytheon Solipsys Multi-Source Correlator Tracker 4.10 or higher software version.

5.1.7.1. With squadron commander's approval, 81 ACS WD and ABM evaluations may be conducted on the 552 ACG Mission Training Center or other unit employing a BC3-T system.

5.1.7.2. Following review of an individual's AF Form 8, the unit commander may accept evaluations administered at the 607th Air Control Squadron, the CRC formal training unit (FTU), or evaluations administered at units utilizing the Raytheon Solipsys Multi-Source Correlator Tracker 4.10 or higher software version.

5.2. Evaluation Types. There are four types of evaluations: Qualification (QUAL), Mission (MSN), Instructor (INSTR), and SPOT; each consisting of two structured phases, ground and flight. (**Exception**: SPOT evaluations may consist of either a ground or flight phase). Each type except for SPOT evaluations require the completion of requisite tasks.

5.2.1. Qualification (QUAL) Evaluations.

5.2.1.1. Purpose. QUAL evaluations are to assess a crewmember's ability to perform the basic duties of a particular crew position within the specified MDS and to obtain/maintain Basic Qualified (BQ) status in that MDS. The intent of the qualification evaluation is for the examinee to demonstrate proficiency with the system (for example, switch actions, sensor knowledge, system capabilities) and an ability to effectively employ that system. Successful completion of a QUAL evaluation in combination with meeting initial qualification training requirements in accordance with AFI/AFMAN 13-1MDS Vol. 1 leads to BQ status and entry into mission qualification training.

5.2.1.2. Execution. All crewmembers will complete a periodic QUAL evaluation in their assigned crew position(s), to include requisites, as specified in the applicable AFI/AFMAN 13-1MDS Vol. 2. **(T-2)** Qualification evaluations consist of two structured phases, ground and positional. The ground phase, when required, is a requisite for a positional evaluation usually in the form of a written examination.

5.2.2. Mission (MSN) Evaluations.

5.2.2.1. Purpose. MSN evaluations are to assess a crewmember's ability to employ the unit's assigned MDS in the accomplishment of the unit's operational or DOC statements mission(s). The intent of the mission evaluation is for the examinee to demonstrate proficiency while employing the system in a live/virtual large force scenario (for example, crew coordination, battle management, sensor employment). Successful completion of a MSN evaluation leads to combat mission ready (CMR) or BMC status.

5.2.2.2. Execution. The MSN evaluation shall reflect the type and difficulty of tasks required in the performance of the MDS operational or director of operations control-tasked missions. **(T-1)** All crewmembers will complete a MSN evaluation in accordance with AFI/AFMAN 13-1MDS Vol. 2 except as noted for multi-qualified individuals in **paragraph 5.1.3** **(T-1)**

5.2.2.2.1. The requirement for a MSN evaluation may be waived or combined for those crew positions where performance of normal operational, test and training events involve tasks covered during the accomplishment of a QUAL evaluation as specified in AFI/AFMAN 13-1MDS Vol. 2. Document waiver or combined evaluation on the AF Form 8.

5.2.2.2.2. Units should determine the profile of these evaluations and adhere to the appropriate overall grading criteria in this manual. Tactical employment subareas should be evaluated and graded according to parameters in AFI/AFMAN 13-1MDS Vol. 2.

5.2.3. Instructor (INSTR) Evaluations.

5.2.3.1. Purpose. INSTR evaluations are to assess crewmember's instructional ability in their MDS/crew position and to obtain/maintain instructor qualification. (**Note:** Due to the unique mission of the 266 Range Squadron and the Utah Test and Training Range, their instructors maintain instructor certifications.)

5.2.3.2. Execution.   Crewmembers obtaining/regaining instructor qualification must complete an evaluation of instructional capability in that weapon system/crew position. **(T-2)** When instructor qualified crewmembers are selected to be upgraded to another duty position, their instructor qualification is not automatically transferred to the new duty position. These crewmembers must meet requirements in AFI/AFMAN 13-1MDS Vol. 1 before nomination for instructor upgrade in the new position. **(T-3)**

5.2.3.2.1. For units undergoing conversion, when a complement of current and qualified instructors does not exist to accomplish initial unit instructor qualification, with major command (MAJCOM) (ACC/A3CG, USAFE-AFAFRICA/A30-CO for USAFE-AFAFRICA units or PACAF/A3/6CX for PACAF units) coordination the group commander (or equivalent) may establish an initial cadre (minimum required for initial conversion) of instructors who do not require an Initial (INIT) INSTR evaluation. See also **paragraph 5.11**

5.2.3.2.2. Crewmembers selected to become instructors (for the first time in their current MDS), following training, must complete an INIT INSTR evaluation. **(T-2)**

5.2.3.2.3. Crewmembers only require a single INIT INSTR within a flight evaluation folder for a given mission design series (preferably in their primary crew position). An INIT INSTR is not required for each crew position that a member is qualified to perform. Multi-qualified instructors will receive instructor evaluations as part of their periodic evaluations of the secondary/tertiary crew position. **(T-2)** Stan Eval OIC/NCOIC will designate all instructors on the unit letter of qualification/certification for each crew position authorized to instruct. **(T-3)**

5.2.3.2.4. Accomplish INIT INSTR evaluations by instructing an actual student on an instructional mission whenever possible. When students are not available or mission/crew composition requirements prevent inclusion of students, another crewmember or the examiner may serve as the student.

5.2.3.2.5. INIT INSTR evaluations may be combined with a required periodic evaluation if all required positional phase requirements are completed during the instructor evaluation and the examinee subsequently completes all ground phase requirements for the evaluation within the periods described in **paragraph 5.7** Label the evaluation appropriately (For example, "INIT INSTR and QUAL/MSN"). Do not add on missions to complete the requirements for a prior to eligibility period evaluation unless the unit commander concurs with the crewmember's desire to

realign the evaluation expiration date and approves the additional requirements (document in accordance with **paragraph 7.3.4.4**).

5.2.3.2.6. Evaluations of instructor qualification will be conducted during subsequent QUAL evaluations. **(T-1)**

5.2.3.2.6.1. Instructors whose QUAL evaluations have expired are not qualified to instruct and will require a requalification (RQ) INSTR evaluation. **(T-2)**

5.2.3.2.6.2. Instructors who have a current QUAL evaluation, but whose MSN evaluation(s) have expired, may instruct QUAL areas only. Instructors will not instruct MSN related areas/events/training. **(T-2)**

5.2.4. SPOT Evaluations (Optional).

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

5.2.4.2. Execution. SPOT evaluations have no specific requisites or requirements, unless specified in MAJCOM supplements but may be no-notice in accordance with **paragraph 5.2.5.4** Higher headquarters appointed examiners can administer SPOT evaluations at any time in any mission design series.

5.2.4.2.1. A SPOT evaluation may be used to update a QUAL/MSN evaluation expiration date provided all requirements for the evaluation are completed within the periods described in **paragraph 5.9** (document on the AF Form 8 in accordance with **paragraph 7.3**). Commanders may authorize additional events in order to assist crewmember's accomplishment of periodic requirements.

5.2.4.2.2. Any other event requiring a qualification or an evaluation not listed in **paragraphs 5.2.1** through **5.2.3** will be documented as a SPOT evaluation. **(T-2)**

5.2.4.3. Examiner Objectivity SPOT Evaluations. Examiner objectivity SPOT evaluations are evaluations used to assess the objectivity, decision making and skill of an examiner in administering an evaluation.

5.2.4.3.1. Upgrading examiners are required to receive an objectivity SPOT evaluation prior to being appointed as a squadron examiner. During ESAP visits, this decision is at the discretion of the ESAP visit team lead examiner. Examiners whose primary duty position changes will not be required to accomplish another objectivity evaluation. Group or unit supplements will specify any additional requirements. **(T-2)**

5.2.4.3.1.1. Use SPOT as the type of evaluation under the Flight Phase section of AF Form 8, then explain in the mission description that the evaluation was an examiner objectivity evaluation. The qualification level for the examiner objectivity evaluation will be either qualified (Q-1 or Q-2) or unqualified (Q-3). Base the overall rating for an examiner objectivity evaluation on the evaluation criteria defined in **Attachment 5.**

5.2.4.3.1.2. Observations, analysis, and other substantial actions are directed primarily at the examiner conducting the evaluation and will not interfere with or

affect the individual on position except for flight safety issues.

5.2.4.3.1.3. An examiner objectivity SPOT evaluation does not fulfill the requirements of a qualification evaluation.

5.2.4.3.2. A qualified rating (Q-1) indicates the examinee complied with higher headquarters and local Stan/Eval directives, properly briefed and debriefed the examinee, correctly identified discrepancies, awarded the correct grade for each evaluated area, awarded the appropriate overall grade, properly documented the evaluation and if required, assigned appropriate additional training.

5.2.4.3.3. MAJCOM/NAF examiners maintaining a CMR or BMC qualification in any MDS may perform an objectivity evaluation on any examiner.

5.2.4.3.4. Unit chief of Stan/Eval (or other unit examiner) may perform objectivity SPOT evaluations in any crew position within their MDS.

5.2.4.3.5. Examiner SPOT objectivity evaluations will be documented on an AF Form 8 and placed in the member's FEF. **(T-1)**

5.2.5. Prefixes.

5.2.5.1. The following prefixes will be used, when applicable, to further describe the evaluations listed in **paragraphs 5.2.1 - 5.2.3**

5.2.5.2. Initial (INIT). The first evaluation of any type for a crew position or instructor qualification in a MDS (e.g., INIT QUAL, INIT MSN, INIT INSTR, INIT QUAL/MSN (BCC)).

5.2.5.2.1. A successful "INIT QUAL" must be completed within 30 days (two RSD for ANG) (for BCC units RSDs only apply to drill status guardsmen/Reservists). **(T-3)** Individuals have 30 days (four RSDs for ANG) of additional training after an INIT QUAL Q-3. Once released from training the evaluation must be completed within 30 days. **(T-3)**

5.2.5.2.2. Individuals who fail their evaluation are returned to DOT in accordance with AFMAN 13-1CRC Vol. 1, *Control and Reporting Center (CRC) Training,* to complete additional training.

5.2.5.2.3. A waiver will be prepared for individuals who are unable to complete their evaluation within the timeframe in **paragraph 5.2.5.2.1** and the reason(s). **(T-3)** Waivers are documented on an AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval,* and included with the affected AF Form 8.

5.2.5.2.4. There is no prefix of a qualification evaluation following a failed INIT evaluation, since no qualification was achieved.

5.2.5.3. Requalification (RQ).

5.2.5.3.1. An evaluation administered to remedy a loss of qualification due to:

5.2.5.3.1.1. Expiration of a required periodic evaluation. The requalification evaluation will be in accordance with the guidance for that periodic evaluation. **(T-2)**

5.2.5.3.1.2. Failed periodic evaluation or a commander-directed downgrade. The requalification will be in accordance with the provisions of **paragraph 5.8.2** **(T-2)**

5.2.5.3.1.3. Failed instructor qualification evaluation (not applicable for INIT INSTR failure).   If an instructor passes the MSN or QUAL portion of the evaluation, but fails the instructor portion of the evaluation, the subsequent evaluation to regain instructor qualification will be a RQ INSTR. **(T-2)**

5.2.5.3.2. The RQ prefix does not apply under the following circumstances:

5.2.5.3.2.1. If the expiration of a required periodic evaluation is due to failure to complete one or more of the requisites and the unit commander, group commander (or equivalent), determines that qualification will be re-established by completion of the requisites without re-accomplishment of the evaluation. **(T-3)**

5.2.5.3.2.2. Following a failed INIT evaluation.

5.2.5.4. No-notice (N/N).

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

5.2.5.4.2. A no-notice evaluation is one where the examinee is notified of the evaluation at or after the beginning of normal preparation for the mission. The beginning of normal preparation for a mission will be determined by the examiner and defined in supplements to this manual or local operating instructions. **(T-2)** The intent is to preclude extraordinary preparation for the mission.

5.2.5.4.3. An examinee, with unit commander concurrence, may utilize a no-notice evaluation to update a QUAL/MSN evaluation expiration date provided all requirements for the evaluation are completed within the periods described in **paragraph 5.7** If all requirements were not completed on the first simulation or flight phase event, subsequent simulation or flight phase events are authorized to complete all required areas.

5.2.5.4.3.1. If the examinee chooses to utilize a N/N SPOT to update their QUAL/MSN, document the evaluation as a N/N QUAL/MSN.

5.2.5.4.3.2. If the examinee elects not to update a QUAL/MSN evaluation expiration date, the evaluation will be documented as a N/N SPOT evaluation. **(T-2)**

5.2.5.5. Simulated (SIM). An evaluation where the flight phase is conducted during a virtual/constructive mission scenario as defined in AFI/AFMAN 13-1MDS Vol. 2.

5.2.5.6. Multiple Prefixes. More than one prefix may be used to describe an evaluation (e.g., N/N SIM SPOT). The applicability of any prefixes to portions of any combined evaluations and the purpose for any prefixes (if not obvious by the context of the evaluation) will be explained under Mission Description in the Examiner's Remarks on the AF Form 8 in accordance with **paragraph 7.3.6.1.2 (T-2)**

5.2.6. Combined Qualification Evaluations.   To promote efficient use of operational resources, accomplish evaluations concurrently, whenever practicable. If combined, include

the designation of each evaluation in the Flight Phase section of the AF Form 8 (for example, QUAL/MSN).

5.2.7. Cross-Command Evaluations. To provide flexibility to units experiencing difficulty in performing evaluations due to deployments, examiner availability, or other unique concerns, evaluations may be conducted across MAJCOMs. The requesting unit must justify the need and explain the reasons to go outside their parent MAJCOM. **(T-3)** ACC and CONUS ANG units (to include 141 ACS) are not required to submit a cross-command evaluation request as they are considered part of ACC. Process cross-command evaluation requests as follows:

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

5.2.7.2. Requests must come from commanders of the affected unit through the command chain up to the requesting unit's MAJCOM OPR. **(T-2)**

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

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

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

5.2.7.4.2. Rationale.

5.2.7.4.2.1. Explain why the evaluation cannot be accomplished within the unit's command.

5.2.7.4.2.2. Unit cannot comply with the requirement due to a lack of resources (for example trainers, evaluators, equipment, or evaluation scenarios).

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

5.2.7.4.4. Impact if request is disapproved.

5.2.7.4.5. Approved requests will be filed within the individual's flight evaluation folder and incorporated on the AF Form 8.

5.3. Grading and Qualification Level. Individual grades are assigned to each grading area and subarea. The aircrew evaluation qualification level is based upon the requisite results and the aircrew evaluation area and subarea grades.

5.3.1. A grade is a characterization of examinee performance in a grading area or subarea.

5.3.2. Grading areas/subareas are specifically evaluated abilities or skill sets within an evaluation. Grading areas/subareas will have a two-tier (Q/U) or three-tier (Q/Q-/U) grading system in accordance with AFI/AFMAN 13-1MDS Vol. 2. Document discrepancies against the established areas/subareas.

5.3.2.1. "Q" indicates the examinee is qualified to perform the area/subarea tasks. The examinee demonstrated both a satisfactory knowledge of all required information and performed crew duties within the prescribed AFI/AFMAN 13-1MDS Vol. 2 tolerances.

5.3.2.2. "Q-" indicates the examinee is qualified to perform the assigned area/subarea tasks. The examinee demonstrated limited knowledge and/or marginal performance within the prescribed AFI/AFMAN 13-1MDS Vol. 2 Q- tolerances. Q- must not jeopardize safety as outlined in the particular category. Q- requires debriefing and/or additional training as determined by the examiner.

5.3.2.3. "U" indicates the examinee is not qualified to perform the area/subarea tasks. "U" indicates that performance was outside allowable AFI/AFMAN 13-1MDS Vol. 2 Q and Q- tolerances; thereby compromising safety with deviations from prescribed procedures/tolerances that adversely affected mission accomplishment, and/or evaluated performance constituted a breach of discipline. An examinee receiving an area/subarea grade of "U" requires debriefing and/or additional training, as determined by the examiner.

5.3.2.4. Remedial Action.   All grades of "Q-" or "U" require remedial action that includes either debriefing discrepancies and/or assignment of additional training.

5.3.2.4.1. Debriefed Discrepancy. Remedial action accomplished during debrief of the evaluation wherein the examiner provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy the discrepancy. The discrepancy area description is annotated with "Debriefed" in paragraph B "Discrepancies" of the Examiner's Remarks section of the AF Form 8, Section VIII, Comments.

5.3.2.4.2. Additional Training. Training recommended by an examiner to remedy deficiencies identified during an evaluation that a debrief cannot adequately cover.

5.3.2.4.2.1. Units will follow procedures outlined in AFI/AFMAN 13-1MDS Vol. 1 and Group or unit supplements to ensure additional training is accomplished. **(T-3)**

5.3.2.4.2.2. Examinee must complete additional training identified during an evaluation within 30 days (four RSDs for ANG) from the completion of the last flight phase portion of the evaluation. **(T-3)** Refer individuals who fail to complete additional training to the unit commander in accordance with AFI/AFMAN 13-1MDS Vol. 1.

5.3.2.4.2.3. Once additional training is complete, it is documented in Section V of the AF Form 8. Outline additional training requirements in paragraph C, Recommended Additional Training, under Examiner's Remarks in the AF Form 8, Section VIII, Comments section.

5.3.2.4.2.4. The instructor who completed the additional training (or final event if more than one instructor is used) notifies the COT, or NCOIC if COT is unavailable, the training is complete. The COT, or NCOIC if COT is unavailable, will then sign as the Certifying Official in Section V of the AF Form 8 verifying completion of all assigned training outlined in paragraph C, Recommended

Additional Training, under Examiner's Remarks of the AF Form 8. **(T-2)**

5.3.2.5. The examiner must grade the areas/subareas listed as "required" in the general and specific evaluation sections of the applicable AFI/AFMAN 13-1MDS Vol. 2. **(T-1)** Any additional areas/subareas observed during an evaluation will be graded in accordance with AFI/AFMAN 13-1MDS Vol. 2.

5.3.2.6. Minor momentary deviations from grading criteria tolerances are acceptable, provided the examinee applies prompt corrective action and such deviations do not jeopardize safety or mission accomplishment. Consider cumulative deviations when determining the overall area/subarea grade.

5.3.2.7. The examiner may further identify an area/sub-area as "commendable" if, in the examiner's determination, the crewmember has demonstrated exceptional skill and knowledge in that particular area/sub-area. Document commendable areas in the Additional Comments section of the AF Form 8, Section VIII, Comments.

5.3.3. Qualification Levels. Qualification levels are assigned to the crew evaluation. The aircrew evaluation qualification level is based on the compilation of the requisite results as well as the aircrew evaluation grading areas and subareas.

5.3.3.1. Base the qualification levels performance standards on the following:

5.3.3.1.1. Qualification Level 1 (Q-1). The crewmember demonstrated desired performance and knowledge of procedures, equipment, and directives within tolerances specified in the grading criteria. Examiner will award a Q-1 when no discrepancies were noted. **(T-3)** Examiner may award Q-1 when discrepancies are noted if:

5.3.3.1.1.1. No "U" grades being given in any areas/subareas.

5.3.3.1.1.2. In the judgment of the examiner, none of the Q- grades precludes awarding of an overall "Q-1."

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

5.3.3.1.2. Qualification Level 2 (Q-2). The crewmember demonstrated the ability to perform duties safely, however: there were one or more grading areas/subareas where additional training was assigned. The examiner will assign this qualification level if:

5.3.3.1.2.1. A non-critical area/subarea grade of "U" was awarded.

5.3.3.1.2.2. In the judgment of the examiner, is justification based on Q-performance in one or several grading areas/subareas.

5.3.3.1.3. Qualification Level 3 (Q-3). The crewmember demonstrated an unacceptable level of safety, performance or knowledge. The examiner will assign this qualification level if:

5.3.3.1.3.1. An area grade of "U" awarded in a critical area requires an overall "Q-3"for the evaluation.

5.3.3.1.3.2. An overall judgment of the examiner, there is justification based on Q-/U performance in one or several non-critical grading areas/subareas.

5.3.3.2. Assigning the overall qualification level.

5.3.3.2.1. The examiner completing the evaluation is responsible for assigning the overall qualification level.

5.3.3.2.2. A qualification level of "Q-1" or "Q-2" will be given only after all evaluation requirements (to include requisite examinations) have been completed and given due consideration.

5.3.3.2.3. A qualification level of "Q-3" may be awarded at any time.

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

5.3.3.2.5. AFI/AFMAN 13-1MDS Vol. 2 dictate the highest grade for the aircrew evaluation based on grading area and subarea performance. However, the examiner can be more restrictive, but not less restrictive than the AFI/AFMAN 13-1MDS Vol 2 qualification level guidance.

5.3.3.3. Exceptionally Qualified (EQ) Designation. The examiner may award an EQ only to the total evaluation not to separate requisites. Award the designation when the crewmember has achieved both of the following criteria:

5.3.3.3.1. Received a Q in all grading areas of the evaluation and demonstrated exceptional skill and knowledge in all phases of the evaluation;

5.3.3.3.2. Achieved a score of 96% or greater on all written examinations.

5.4. Evaluation Criteria. ACC/A3C, in coordination with applicable user MAJCOMs, will establish and maintain standardized MSN, QUAL, and INSTR evaluation criteria in the appropriate AFI/AFMAN 13-1MDS Vol. 2. ACC/A3C is also responsible for coordinating the establishment of grading areas/subareas including the identification of critical areas and those areas required for evaluation completion.

5.5. Requisites. Unless a variation is authorized by the squadron commander, examinees will complete initial qualification academic testing prior to any positional portion of the evaluation. **(T-2).** For requalification and periodic evaluations, complete the written examination in accordance with the unit supplement but within their examinee's eligibility period. The requisites for each evaluation include:

5.5.1. QUAL Examination. The general knowledge written test for a QUAL evaluation.

5.5.2. MSN Examination. (Optional). The crew position written test for a MSN evaluation as defined in the unit's MSN evaluation profile. (**Note:** Not applicable for DRUs).

5.5.3. QUAL/MSN Examination. The general knowledge crew position written test for a combined QUAL/MSN evaluation. Separate QUAL and MSN examinations are not required.

5.6. Aircrew Evaluation. The aircrew evaluation includes live/virtual/constructive environment event execution in the MDS or, if applicable, a suitable simulator profile that will allow evaluation of individual performance.

5.6.1. The profile used to fulfill the aircrew evaluation must incorporate all appropriate requirements set in the applicable AFI/AFMAN 13-1MDS Vol. 2 and allow an accurate measure of the proficiency of the examinee.

5.6.2. Evaluation profiles should be realistic, reflect unit tasking, be consistent with daily training missions, and incorporate current tactics applicable to the unit mission. Review evaluation profiles annually and document on the front page of the evaluation profile. Examiners will make every effort to evaluate all required areas on-position during the selected mission event. **(T-3)** When necessary, examiners may supplement (not substitute) some aspects of an evaluation area with verbal evaluation.

5.7. Requisite Completion. For all evaluations, accomplish requisites as follows:

5.7.1. In-the-Eligibility Period. For scheduled or no-notice periodic evaluations in the eligibility period, examinees must complete all requisites within the six-month eligibility period of the current evaluation. **(T-2)** The Group commander (or equivalent) may waive this requirement on a case-by-case basis (document on the AF Form 8 in accordance with **paragraph 7.3.4.4**).

5.7.2. Out-of-the-Eligibility Period. For periodic evaluations outside the eligibility period, examinees must complete all requisites within a six-month period beginning with the month in which the aircrew evaluation was administered. **(T-2)** (**Exception:** For extended evaluations, requisites may be completed between the beginning of the six-month eligibility period and the extended expiration date.)

5.7.3. One set of requisites may be used to satisfy the requirements of combined evaluations as defined in AFMAN 13-1MDS Vol 2.

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

5.8. Aircrew Evaluation Failure.

5.8.1. A downgrade resulting from a "Q-3" in a QUAL or MSN evaluation applies only to that specific crew position in a particular MDS for which the evaluation was administered, unless, in the opinion of the examiner, the discrepancy is applicable to additional crew positions. Crewmember must be placed on supervised status, with supervision by instructors or designated supervisors qualified in the specific crew mission (as specified in AFI/AFMAN 13-1MDS Vol. 1) if the crewmember receives unsatisfactory performance or is placed on restriction. **(T-2)**

5.8.2. Requalification.   If a crewmember fails an aircrew evaluation, a successful requalification evaluation must be completed by the end of the third month (four RSDs for ANG) after the date of the first failure or completion of additional training, if assigned. **(T-3)**

5.8.2.1. The examiner that administered the original evaluation will not normally administer the requalification evaluation.

5.8.2.2. The examiner may annotate that the requalification evaluation be accomplished verbally or in a simulator (document in accordance with **paragraph 7.3.11.3**).

5.8.2.3. Requisites remain valid that were successfully passed within the 6-month period as described by **paragraph 5.7.1** or **5.7.2** for a failed aircrew evaluation.

5.8.3. Status Downgrade. Crewmembers receiving a grade of Q-3 on an evaluation shall be downgraded as follows:

5.8.3.1. Q-3 QUAL. Downgrade crewmember to Unqualified (UQ) (non-applicable (N/A) for INIT QUAL as the crewmember has not obtained BQ status).

5.8.3.2. Q-3 MSN. Downgrade crewmember to BQ (N/A for INIT MSN as the crewmember has not obtained CMR or BMC status).

5.8.3.3. For combined evaluations that result in different grades for the QUAL and MSN, downgrade the crewmember to UQ for an overall grade of Q-3 on the QUAL and downgrade to BQ for an overall grade of Q-3 on the MSN (for areas unique to MSN evaluation).

5.8.4. Restrictions. When called for by this manual or deemed necessary in the judgment of the examiner, restrictions will be imposed on the examinee until successful completion of assigned additional training and a requalification evaluation. **(T-1)**

5.8.4.1. Restrictions will address the specific phase (for example, live control) and/or operations that require supervision and the criteria for removal of the restrictions. **(T-2**) Restrictions directed through an evaluation that awarded a grade of Q-1 or Q-2 – "No additional training required" will be removed through a subsequent or SPOT evaluation unless otherwise specified within the AFI/AFMAN 13-1MDS Vols. 1 or 2. (**T-2)**

5.8.4.1.1. QUAL Evaluation. Place the examinee on supervised status in the crew position in which the evaluation was administered, unless the discrepancy is applicable to additional crew positions for multiple qualified crewmembers (where the crewmember will also be on supervised status).

5.8.4.1.2. MSN Evaluation (not applicable for DRUs). The examinee may perform basic qualification tasks unless specifically restricted. Place the examinee on supervised status for mission tasks.

5.8.4.1.3. INSTR Evaluation (or any evaluation where instructor qualifications are being evaluated): Instructors receiving an unsatisfactory grade in any instructor area(s) will not perform instructor duties until a successful instructor requalification is completed. **(T-1)**

5.8.4.2. Document restrictions and the criteria for the removal of the restriction on the AF Form 8 in accordance with **paragraph 7.3.9** Restrictions associated with failed requisite examinations are not documented on the AF Form 8.

5.9. Timing of Qualification Evaluations.

5.9.1. Expiration Date. Required periodic evaluations expire on the last day of the 17th month following the month in which the aircrew evaluation (and any additional training) was successfully completed.

5.9.2. Eligibility Period. Schedule periodic evaluations in the eligibility period, defined as the six-month period prior to the expiration date.

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

5.9.3.1. Evaluations Conducted Prior to the Eligibility Period. Unit commanders may authorize individuals to complete periodic evaluations prior to the eligibility period (document in accordance with **paragraph 7.3.4.4**). (**Note:** Document unit commander approval and the reason for the early evaluation to include but not limited to deployments, extended temporary duty (TDY), permanent change of station (PCS) to a like MDS unit, or contingency operations on the AF Form 8 under Section VIII, Examiner's Remarks, paragraph D, Additional Comments).

5.9.3.2. Extension to Evaluation Expiration Date.

5.9.3.2.1. AF/A3TY may authorize blanket or group evaluation expiration date extensions on an as-required basis. Requests for extensions at MAJCOM or subordinate levels will be submitted in accordance with **paragraph 1.3.1**

5.9.3.2.2. MAJCOM/A3 (PACAF/A8 for PACAF units) may extend evaluation expiration dates for up to six months. Provide notification to AF/A3TY (NGB/A2/3/6/10Y for ANG units) when extensions are approved (copy to AF/A3TY, NGB/A2/3/6/10Y). Units will submit MAJCOM/A3 extension requests through normal Stan/Eval channels and report MAJCOM/A3 approved extension requests in the SEB minutes. **(T-2)**

5.9.3.2.3. Unit commanders may extend the expiration date of periodic evaluations up to four months for the reasons listed below (document in accordance with **paragraph 7.3.4.4.3**) on a case-by-case basis. For individual extensions longer than four months, see **paragraph 5.9.3.2.2** For group or blanket extensions, see **paragraph 5.9.3.2.1** Requisites not completed during the original eligibility period must be completed prior to the extended expiration date. **(T-1)**

5.9.3.2.3.1. PCS/permanent change of assignment (PCA) to a non-command and control assignment.

5.9.3.2.3.2. PCS or temporary duty for retraining in another weapon system.

5.9.3.2.3.3. Unit equipment availability due to deployments in support of contingency operations.

5.9.3.2.3.4. Unit equipment availability (to include simulation equipment) and/or examiners due to deployment that negatively impacts training or evaluations.

5.9.3.2.3.5. Crewmembers who are not able to complete the required evaluation(s) before a deployment. The evaluation should be completed at the earliest practicable opportunity upon return.

5.9.3.2.3.6. Undergoing unit system conversion as directed by MAJCOM.

5.9.3.2.3.7. Removal from active command and control status (e.g., separation or retirement).

5.9.3.2.4. Non-Standard Approval Authority.

5.9.3.2.4.1. For unit commanders and above, the approval authority is the next commander in the member's chain of command.

5.9.3.2.4.2. In all other cases, if the chain of command differs from the

administrative chain of command (for example, HHQ assigned personnel) the attached squadron commander will approve, with the concurrence of the examinee's immediate administrative supervisor. **(T-3)**

5.9.3.2.4.3. For individuals not assigned to a MAJCOM, AF/A3T is the approval authority.

5.9.4. Failure to Complete an Evaluation within the Eligibility Period. If a crewmember fails to complete an evaluation (ground or flight phase) within the eligibility period for an in-the-eligibility period evaluation the crewmember is downgraded to "UQ" status in the qualification covered by the evaluation and the restrictions of **paragraph 5.8.4** apply.

5.9.4.1. Qualification may be re-established by accomplishing a complete requalification evaluation or by completion of the delinquent evaluation (to include requisites).

5.9.4.2. Group commanders (or equivalent) may waive the re-accomplishment of completed requisites on a case-by-case basis. Document such action with the waiver in accordance with **paragraph 3.1**

5.9.5. Requirements before PCS/Extended TDY. If a periodic evaluation expires within three months after a member's departure for a TDY or PCS to an assignment in the same MDS, then the squadron commander must ensure crewmembers complete all periodic evaluations before departure. **(T-3)** Coordinate with the gaining unit for any instances where this requirement cannot be met. **Note:** Applies to extended TDYs that may preclude the individual from completing a required evaluation within the prescribed eligibility period.

5.10. Commander-Directed Downgrade.

5.10.1. The crewmember's squadron commander or any commander in the crewmember's chain of command above the crewmember's squadron commander may direct a commander-directed downgrade.

5.10.2. For attached crewmembers, the commander of the squadron to which the crewmember is attached, or any commander in the chain of command above that squadron commander, may direct a commander-directed downgrade.

5.10.3. A commander (unit or above) may direct a downgrade (Q-/U) in a non-critical specific area/sub-area without unqualifying an individual.

5.10.4. A commander may direct a downgrade that either removes a qualification (e.g., instructor) or completely unqualifies an individual.

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

5.10.5.1. Examples of positional-related cases include breach of crew discipline, safety, etc. Incidents do not have to be directly observed by an examiner, but may be recommended by an examiner from any MDS/crew position.

5.10.5.2. For non-positional related cases, do not use as a substitution for, or in lieu of, other administrative, disciplinary, punitive or Uniform Code of Military Justice actions (for example, Letter of Counseling, Article 15, etc.) (**Note:** Consult with the supporting Staff Judge Advocate office for legal advice in these cases).

5.10.5.3. Use in cases where such incidences directly affect the commander's lack of confidence in the crewmember's ability to safely operate the equipment (for example, lapse in judgment significant enough to cast doubt on the crewmember's decision-making abilities).

5.10.6. For downgrades that either remove qualifications or completely unqualify an individual, the affected crewmember will cease performing in the qualification(s) from which they have been downgraded effective the date the commander initiated the downgrade. **(T-3)**

5.10.7. Commander-directed downgrades will be documented in accordance with **paragraph 7.4** **(T-1)**

5.11. Initial Cadre.

5.11.1. Initial cadre must be current and qualified instructors who are slated to remain in an equivalent crew position in the new system. **(T-2)** Group commanders (or equivalent) will provide an initial cadre list for each crew position (to include certifications) with current qualification to their parent MAJCOM for approval. **(T-2)** Group commanders (or equivalent) will use discretion when establishing initial cadre instructors and consider availability of suitable instructor courses. **(T-2)**

5.11.2. Crewmembers who are appointed by their MAJCOMs as initial cadre either for a new mission set requiring a Mission qualification or for a new MDS where no examiner currently exists will comply with the intent of this manual. **(T-1)** See **paragraph 7.5** for guidance on AF Form 8 documentation.

5.11.3. MAJCOMs (in coordination with applicable Group commander (or equivalent)) will indicate through a memo for record which crewmembers are appointed as initial cadre and include in the individual's Flight Evaluation folder.

5.11.4. Tailor recurring evaluations to program requirements and system capabilities. Simulators may be used to satisfy recurring evaluation requirements.

Chapter 6

WRITTEN EXAMINATION PROGRAM

6.1. Purpose. The written examination program measures crewmember knowledge of normal procedures, threats, and other information essential for the safe and effective operation of their assigned mission design series through the administration of written or computer-based examinations.

6.2. Scope. This chapter applies to ABMs (13BXX), command and control battle management operators (1C5/1C5D), and Canadian equivalent command and control operations personnel. Examinations in this chapter include requisite examinations for periodic evaluations and unit periodic examinations. Requisite examinations include the MQF examination as described in **paragraph 6.4.1.** The ability to focus on specific knowledge areas is enhanced by the management of examination content and use of appropriate MQFs.

6.2.1. For initial (INIT) evaluations, crewmembers will accomplish requisite examinations prior to the flight phase. **(T-2)**

6.2.2. For requalification (RQ) and periodic evaluations, the requisite examinations may be administered before or after the flight phase.

6.3. Administrative Procedures.

6.3.1. Documentation. Units will outline the unit examination process in the unit supplement. **(T-3)**

6.3.2. Computer Based Examinations. Patriot Excalibur or other MAJCOM-approved testing program may be used to fulfill the requirement for exams.

6.3.3. Retention of Examination Records. Retain graded examination answer sheets/computer records until the AF Form 8 is completed. When unable to use Patriot Excalibur for examinations, the Stan/Eval section will retain graded exam answer sheets/computer records for one year for trend analysis purposes. **(T-2)**

6.4. Examination Sources.

6.4.1. Mission design series (MDS)-Specific MQFs. Lead MAJCOM will ensure MDS-specific MQFs are available for MAJCOM use and distribution to applicable crew duty positions. Units will make the question file and sources accessible to all operational personnel. **(T-2)**

6.4.1.1. The major emphasis of the MQF will be on the specific weapon system, applicable AFIs/AFMANs, and operational procedures as applicable to each crew position. The questions are derived from operational publications and MAJCOM training materials.

6.4.1.2. The unit Chief of Stan/Eval is authorized to make corrections, change spelling, or correct erroneous or invalid questions resulting from recent changes to systems and/or operational procedures, however, subject matter may not be changed.

6.4.1.2.1. The unit Chief of Stan/Eval must submit these corrections and any new questions resulting from revisions/changes to directives through Stan/Eval channels to the appropriate MAJCOM office of primary responsibility. **(T-2)**

6.4.1.2.2. The unit chief of Stan/Eval will maintain a file copy of all recommendations until the next update is accomplished. **(T-2)**

6.4.2. Local Procedures MQF (LPMQF). LPMQFs are used to supplement the MAJCOM MQF. Units may include information necessary for safe operation and mission accomplishment specific to their unit and not included in the MAJCOM MQF.

6.5. Examination Management. Units will either maintain requisite examinations for each crew position or generate a unique test for each crewmember requiring an exam. **(T-2)**

6.5.1. Examination Question Review. The NAF, Group, and unit Stan/Eval functions will review all MQFs and generated exams (if used) annually and as soon as possible after any changes in source documents. **(T-2)** If a complete review was accomplished due to a source document change, it may be annotated as the annual review. Units will follow the procedures for exam reviews in the Group (or equivalent) or unit supplement and report the review in the Stan/Eval board minutes. **(T-2)**

6.5.2. Master question files and requisite examinations maintained and generated in Patriot Excalibur or other MAJCOM-approved testing program do not require two tests to be maintained as Patriot Excalibur is capable of generating unique tests per crew position.

6.5.3. If prepared examinations are maintained for each crew position:

6.5.3.1. Unit Stan/Eval will develop and control a minimum of two examinations for each crew position. **(T-3)** **Exception:** Units having crew positions in which there are ten or fewer crewmembers require only one examination for those positions.

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

6.5.3.3. Unit Stan/Eval will change a minimum of 50 percent of the questions on each prepared examination each calendar year. **(T-3)**

6.5.3.4. Unit Stan/Eval should ensure that no more than 50 percent of the questions are duplicated between tests.

6.5.3.5. Unit Stan/Eval should ensure the question database is clearly labeled with a "Current as of" date.

6.5.3.6. Unit Stan/Eval should conduct an annual review and approval of the MQF to ensure questions are updated in accordance with the latest guidance.

6.5.4. QUAL Examination. The written test for a QUAL evaluation will consist of 85 questions from the MAJCOM MQF and 15 questions from the LPMQF.

6.5.5. QUAL/Mission (MSN) Examination. Crew position written test for a combined QUAL/MSN evaluation will consist of 85 questions from the MAJCOM MQF and 15 questions from the LPMQF. If the unit chooses to require a MSN requisite exam in addition to the QUAL requisite exam the test will consist of 60 questions from the MAJCOM MQF, 15 questions from the LPMQF and 25 questions from the unit mission (MSN) MQF.

6.6. Examination Security. The Stan/Eval section maintains positive control of all requisite exams, applicable answer sheets and associated computer based/electronic media. To prevent compromise when not in use, secure examinations and answer keys in a locked container.

6.6.1. The overall classification of the MQF is determined by the highest classification of its contents.

6.6.2. The Unit Stan/Eval should mark tests appropriately and protect in accordance with security directives. Whether they contain classified questions or not, handle the tests as controlled items.

6.7. Grading. The minimum passing grade for all requisite examinations is 85 percent. All questions missed should be reviewed immediately following the exam. Stan Eval NCOIC or who is assigned will grade all examinations prior to the individual's next scheduled period for performing operations duties. **(T-3)**

6.8. Failure to Pass a Requisite Exam. An evaluation will not be complete until the examination is successfully accomplished. Chief of Stan/Eval will place crewmembers who fail a requisite examination in a supervised status until successful completion of retesting. **(T-1)** When an individual fails a requisite examination, unit Stan/Eval must notify, in writing, the unit commander, Director of Operations, and Chief of Training. **(T-3)**

6.8.1. Crewmembers who fail a requisite examination must successfully complete the examination before the end of their eligibility period or the crewmember loses the qualification covered by the evaluation. **(T-1)**

6.8.2. Crewmembers who fail a requisite examination must be afforded an adequate study period (at least 24 hours) prior to reexamination. **(T-3)** An alternate exam will be used. **(T-3)** Failure of the reexamination will result in a downgrade to "UQ" status or retention in training status for INIT examination. The AF Form 8 is used to document the second failure as a SPOT "Q3".

6.8.3. For crewmembers who maintain multiple qualifications, supervised status resulting from failure of the examination applies to all crew position(s) for which the examination is a requisite.

6.9. Periodic Examinations. Each Group/unit Stan/Eval function may conduct periodic testing of all crews. The intent is to evaluate additional knowledge beyond the scope of requisite exams, such as a cross-section of general knowledge, tactical/threat knowledge, and/or operational procedures, etc., to determine if knowledge deficiencies exist within the unit. A majority of the questions must come from sources other than the MAJCOM-approved MQF. **(T-3)**

6.9.1. This exam may be open or closed book, but will not count as a requisite exam, nor will a requisite exam satisfy the requirement for a periodic exam.

6.9.2. If utilized, units should describe this program in the unit supplement to include procedures for failed exams.

Chapter 7

DOCUMENTATION

7.1. Scope. Administration of the crewmember evaluation program requires accurate documentation. This chapter provides documentation guidance for crewmembers that require an evaluation to establish a qualification.

7.1.1. The results of evaluations are recorded on the AF Form 8. The chronological history of evaluations for a crewmember is recorded on an AF Form 942, *Record of Evaluation*. These forms are maintained in the FEF.

7.1.2. In all instances of documentation, use of electronic forms is encouraged and authorized, to include use of electronic signatures and wholly electronic FEFs. Computer-generated forms must mirror AF Forms published on the Air Force e-publishing website in accordance with DAFI 33-360.

7.2. Qualifications versus Certifications. Qualifications are attained through evaluations are documented on the AF Form 8. Certifications attained through methods other than evaluation are documented in accordance with AFI/AFMAN 13-1MDS Vol. 1.

7.3. AF Form 8.

7.3.1. Purpose. The AF Form 8 is the source document used to record and verify the qualification of a crewmember

7.3.1.1. Use the AF Form 8 to record crewmember's maintaining qualification in a single mission design series.

7.3.1.2. The AF Form 8 is accomplished by the examiner, Reviewing Officer, Final Approving Officer, the examinee and a Certifying Official (if additional training was required).

7.3.2. General Data Entry. (**Note:** Sample AF Form 8s for CRCs are available on the ACC/A3CG SharePoint® site. If conflicts exist between the examples and this chapter, units will follow this chapter requirements. **(T-1)**

7.3.2.1. For all data entry into an electronic form, units will use the electronic form's format.

7.3.2.1.1. For example, an "X" can be replaced with a "√" or other form standard, as long as such preference is standardized throughout the document.

7.3.2.1.2. For date fields either the two-digit day, three-letter month and two-digit year format (for example, 09 Aug 20) or four-digit year format (15 Mar 2020) is authorized.

7.3.2.2. The "Eligibility Period" and "Expiration Date of Qualification" should use a three-letter month and two-digit year format (Aug 20). If the eligibility period spans over a calendar year then both years are indicated (for example, Dec 19 – May 20).

7.3.2.3. Except where specifically noted otherwise (that is, annotating the type evaluation "INSTR"), use upper and lower case letters.

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

7.3.2.5. Units may use the standard format established by the Patriot Excalibur Stan/Eval module AF Form 8. Electronically signed AF Forms 8 are authorized.

7.3.2.6. Units without access to the Patriot Excalibur Stan/Eval module AF Form 8 will use the e- Publishing AF Form 8 with electronic signature ability and route the AF Form 8 through encrypted emails for electronic signatures. **(T-2)**

7.3.3. Date Completed. Use the latest completion date of the evaluation requisites (ground or flight phase) and the additional training if assigned.

7.3.4. Examinee Identification (Section I).

7.3.4.1. Name, Grade (to include Government Civilians) or Contractors and the Department of Defense Identification Number (DoD ID), or Non-US Identity Code.

7.3.4.2. Organization and Location.

7.3.4.2.1. Enter unit designation/office symbol and location where the examinee is assigned or attached.

7.3.4.2.2. For FTU courses in which an evaluation is administered, the organization and location will reflect the FTU organization/location.

7.3.4.3. MDS/Crew Position. Enter the mission design series in which the evaluation was given by using mission design series designators.

7.3.4.3.1. Patriot Excalibur reports are designed to use a first character in the MDS/CREW POSITION section of the AF Form 8. In addition to using "I"/"E" in the MDS/CREW POSITION, units may use "F" for completion of an INIT QUAL (e.g., BQ), "M" for completion of an INIT MSN and periodic QUAL/MSN to annotate mission ready, "I" for INIT Instructor and/or periodic QUAL/MSN involving an instructor, and "E" for objectivity evaluations.

7.3.4.3.2. Enter the examinee's "qualified" duty position for the evaluation in that particular MDS. For instructors the crew position will be prefaced with an "I". **(T-2)** In cases where confusion may exist a hyphen may be inserted (that is, an Interface Control Technician (ICT) Instructor would be I-ICT). Also, examiner is not a qualification, it is a certification, and should only be entered when the examiner is receiving a SPOT examiner objectivity evaluation. (**Note**: Mission Commanders, Section Leads, and Electronic Protection Technicians are certifications not qualifications.)

7.3.4.3.3. Units will document each evaluation for crewmembers holding multiple qualifications on a separate AF Form 8. **(T-1)**

7.3.4.4. Eligibility Period.

7.3.4.4.1. Enter the 6-month period preceding the expiration date from the last periodic qualification evaluation of the same category (for example, if the last MSN evaluation expires Sep 20, enter Apr-Sep 20).

7.3.4.4.2. Enter N/A (not applicable) for INIT, SPOT, RQ, and out-of-the-eligibility period evaluations.

7.3.4.4.3. For periodic evaluations where the evaluation expiration date of the previous evaluation is extended under the provisions of **paragraph 5.9.3.2**, enter the 6-month period preceding the original expiration date (extensions only extend the expiration date, not the eligibility period).

7.3.4.4.4. Dual entries are authorized for misaligned combined evaluations (e.g., if last QUAL evaluation expires Nov 19 and MSN evaluation expires Jan 20, enter "QUAL: Jun-Nov 19/MSN: Aug 19-Jan 20" for a QUAL/MSN evaluation).

7.3.5. Requisite Information (Section II).

7.3.5.1. Requisites.

7.3.5.1.1. Make a separate entry for each requisite. Note discrepancies in the Examiner's Remarks.

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

7.3.5.1.3. Annotate "Closed Book" for requisite examinations.

7.3.5.2. Date. Enter the date the requisite is successfully completed.

7.3.5.3. Results. Enter failed examination score with successfully completed score as follows: 84/98.

7.3.6. Aircrew Evaluation Information (Section III).

7.3.6.1. Aircrew Evaluation.

7.3.6.1.1. Use the following designations to describe the type of evaluation(s): QUAL, MSN, INSTR, and SPOT. If combined, include the designation of each evaluation (for example, QUAL/MSN, etc.).

7.3.6.1.2. Use the following prefixes, when applicable, to describe the type of evaluation: INIT, RQ, N/N and SIM. More than one prefix may be used to describe an evaluation as outlined in **paragraph 5.2.5.6**

7.3.6.1.2.1. The only annotations of INSTR are INIT INSTR and RQ INSTR as described in **paragraph 5.2.3.2.5** and **paragraph 5.2.3.2.6.1**

7.3.6.1.2.2. INSTR will not be used for periodic evaluations as the AF Form 8 crew position is already annotated with the instructor designation (e.g., Instructor Air Surveillance Technician (IAST)). **(T-3)**

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

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

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

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

7.3.6.2. Date.

7.3.6.2.1. Enter the date the mission/event was completed.

7.3.6.2.2. For evaluations where a single mission consists of multiple events over one or more days (see **paragraph 7.3.6.1.5**), use a single line entry with the date the mission was completed. Document the mission details and inclusive dates in the Examiner's Remarks in accordance with **paragraph 7.3.10.1**

7.3.6.2.3. For evaluations conducted on missions spanning more than one day, use a single line entry with the date the mission was completed. Document the details in the Examiner's Remarks in accordance with **paragraph 7.3.10.1**

7.3.7. Qualification Level (Section IV).

7.3.7.1. Annotate the examinee's qualification level in accordance with the definitions of **paragraph 5.2.4.3.2** by placing a "1" (for Q-1) or "2" (for Q-2) in the qualified block or a "3" (for Q-3) in the unqualified block.

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

7.3.7.3. Expiration Date of Qualification.

7.3.7.3.1. For evaluations that establish a new eligibility period (that is, QUAL and MSN), enter the month and year that is 17 months after the month in which the flight phase of the evaluation was successfully completed.

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

7.3.7.3.3. Combined evaluations (e.g., QUAL/MSN) require only one date if all parts of the evaluation were successfully completed and/or "N/A" if all parts were assigned an unqualified grade.

7.3.7.3.4. For a combined evaluation where one category is successfully completed and/or one category is assigned an unqualified grade, indicate by assigning a new expiration date for those categories completed successfully, and "N/A" for those categories awarded an unqualified grade (e.g., QUAL 1 and MSN 3, then enter "QUAL-Jul 20" under Qualified and "MSN-N/A" under Unqualified).

7.3.8. Additional Training (Section V). If additional training is not required, annotate each of the blocks described below with "N/A."

7.3.8.1. Due Date(s).

7.3.8.1.1. Enter a date not to exceed the last day of the month following the event requiring additional training or the last day of the fourth RSD for ANG.

7.3.8.1.2. If more than one date or type of training is required, preface the due dates with an appropriate description (Academics, SIM, Positional, etc.).

7.3.8.2. Date Additional Training Completed.

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

7.3.8.2.2. If more than one date or type of training is required, preface the due dates with an appropriate description (Academics, SIM, Positional, etc.).

7.3.8.2.3. If additional training cannot be completed in the allotted time, the examiner in conjunction with the unit COT, will request a training extension from the Unit/CC and will annotate in the Additional Comments section of the AF Form 8, to include the date of the waiver. **(T-3)**

7.3.8.3. Certifying Official, Grade and Organization.

7.3.8.3.1. The instructor who completed the additional training (or final event if more than one instructor is used) will notify the COT, or NCOIC if COT is not available, who will then sign as the Certifying Official in Section V of the AF Form 8. **(T-3)**

7.3.8.3.2. If additional training is not completed due to the examinee's withdrawal from training (for additional qualifications), enter N/A for Date Additional Training Completed, and annotate reason for non-completion of additional training in Additional Comments.

7.3.9. Other (Section VI). Restrictions/EQ/commander-directed downgrade. Place an "X" or "√" in the appropriate block when comments are annotated in Section IV. Do not annotate for restrictions resulting from failed requisite examinations.

7.3.10. Endorsement (Section VII).

7.3.10.1. Examiner.

7.3.10.1.1. The examiner signing the AF Form 8 is responsible for the content and should not sign Section VII until verifying all required items (in accordance with this manual and AFI/AFMAN 13-1MDS Vol. 2) are documented. If additional training is prescribed, the examiner will not sign the AF Form 8 before the certifying official has signed off that additional training has been completed. **(T-1)**

7.3.10.1.2. The examiner signing the AF Form 8 will place an "X" or a "√" in the remarks block and make comments on the AF Form 8, Section VIII, Comments block. **(T-1)**

7.3.10.1.3. The examiner signing the AF Form 8 will be the first dated signature on Section VII of the AF Form 8. **(T-1)**

7.3.10.1.4. Any other examiner(s) will enter remarks in the Mission Description block on the AF Form 8, Section VIII, describing those parts of the evaluation they evaluated, complete the fields and sign the signature block at the bottom of the second page. **(T-1)**

7.3.10.1.5. Examiner upgrade candidates receiving an objectivity evaluation to complete the upgrade process are not current examiners at the time of the objectivity

evaluation. The qualified examiner administering the objectivity evaluation will sign all Stan/Eval documents relating to both the examinee being upgraded and the crewmember sitting in the primary position. **(T-2)** The qualified examiner is responsible for all information on the documents.

7.3.10.1.6. NAF examiners and unit chief of Stan/Eval are not authorized to change or direct a change of rating (area or overall) on an AF Form 8 completed by a unit examiner unless a valid administrative error was made.

7.3.10.2. Reviewing and Final Approving Officers.

7.3.10.2.1. The Reviewing and Final Approving Officers (officers holding these positions, or acting in their stead during the period of the signature process -- not necessarily the date of the evaluation) will review the content of the AF Form 8 and the assigned qualification level. **(T-2)** If the reviewing or final approving officer finds all required additional training adequate to correct any notified deficiencies and that all such training is complete, the reviewing or final approving officer will place an "X" or "√" (in accordance with **paragraph 7.3.2.1**) in the "Concur" block. **(T-2)**

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

7.3.10.2.1.2. If "Do Not Concur" is marked, the non-concurring officer(s) will provide justification (e.g., reason for non-concurrence, suggested modifications to additional training as recommended by the examiner, etc.) in accordance with **paragraph 7.3.11.4** and/or **paragraph 7.3.11.5** **(T-2)**

7.3.10.2.1.3. The Reviewing Officer will sign and date the AF Form 8 after the examiner, but prior to the Final Approval Officer. **(T-3)**

7.3.10.2.2. The Final Approval Officer will sign and date the AF Form 8 after the Reviewing Officer but prior to the examinee. **(T-3)** As applicable, the Final Approving Officer may recommend or give a commander-directed downgrade in accordance with **paragraph 5.10** if further action is warranted.

7.3.10.2.3. Units will use **Table 7.1** to specify and document the reviewing and final approving officers for evaluations other than the DRUs. **(T-2)** DRUs will define the reviewing and approving officers in their unit supplement. **(T-2)** For TDY members receiving an evaluation at another location, the reviewing and final approving officer will be in the individual's unit of assignment. **(T-2)** The same individual will not sign as both the Reviewing and Final Approving Officer in Section VII of the AF Form 8.

7.3.10.2.4. For evaluations completed at formal course FTU locations, the reviewing and final approving officers will be assigned to the FTU. **(T-1)**

Table 7.1. AF Form 8 Reviewing/Approving Officials.

TYPE UNIT[2,3,4,5]	TYPE CREWMEMBER [2,3,4,5]	REVIEWING OFFICER[1]	APPROVING OFFICER[1]
All active component units	Assigned[2]	DO or equivalent of the unit to which individual is assigned	Unit/CC of the unit to which individual is assigned
	Attached	DO or equivalent of unit to which individual is attached	Commander of unit to which individual is attached
	Unassigned/TDY	DO or equivalent of the unit to which individual is assigned	Unit/CC of the unit to which individual is assigned
	Unit/detachment DO	Unit/detachment CC	Group/CC
	Unit/detachment CC[4]	Group/DO	Group/CC
MAJCOM/NAF Intermediate HQ	Qualified personnel	HQ supervisory channels	HQ supervisory channels
ANG units	Assigned	Unit DO	Unit/CC
	Unassigned/TDY	DO or equivalent of the unit to which individual is assigned	Unit/CC of the unit to which individual is assigned
	Unit/DO	Unit/CC	Unit/CC supervisor
	Unit/CC	Unit/DO	Supervisory Channel

Notes:

1. Levels shown are minimum required.

2. If Unit/CC is the examiner, Reviewing Officer will be the unit DO and Final Approving Officer will be Group/CC (or equivalent), Unit/CC supervisor, AOC/CC, or NAF chief of Stan/Eval.

3. If the unit/DO is the examiner, the Reviewing Officer will be the unit chief of Stan/Eval and Final Approving Officer will be the Unit/CC.

4. If the unit/DO evaluates the unit chief of Stan/Eval, the reviewing officer will be the Unit/CC and Approving Officer will be the Group/CC (or equivalent), Unit/CC supervisor, AOC/CC, or NAF chief of Stan/Eval.

5. If the Unit/CC evaluates the unit/DO (or vice versa) the reviewing officer will be the unit chief of Stan/Eval with the Group/CC (or equivalent) (if oversight is provided), Unit/CC supervisor, AOC/CC, or NAF chief of Stan/Eval as the approving officer.

7.3.10.3. Organization Block Format. The format and content of data for the Organization block for the examiner, reviewing officer, and final approving officer will be as follows:

7.3.10.3.1. Examiner. Annotate unit/organization and office symbol of the examiner that completed the evaluation (for example, 729 ACS/CCV, 1AF/A3V, 552 ACG/CCV).

7.3.10.3.2. Reviewing and Final Approving Officer. Annotate unit/organization and office symbol accordingly (for example, 606 ACS/DO, 552 ACG/CC).

7.3.10.4. Examinee. Annotate the examinee's Name and Grade. The examinee will sign, date and be the last dated signature on the AF Form 8 after the Final Approving Officer, acknowledging that he/she has been debriefed and understands the action(s) being taken, if any. **(T-2)**

7.3.11. Comments (Section VIII).

7.3.11.1. Restrictions (if required).

7.3.11.1.1. Specific restrictions and the criteria for the removal of the restrictions will be documented as the first item of Section VIII.

7.3.11.1.2. Document each restriction by annotating the specific restriction, level of supervision required, and criteria for removal of the restriction.

7.3.11.1.3. **(BCC)** The AF Form 8 for INIT or recurring QUAL evaluations for Senior Directors (Air Surveillance Technicians) previously qualified as Instructor Air Weapons Officer, or Instructor Surveillance Technician who will continue to perform Instructor Air Weapons Officer (Instructor Surveillance Technician) duties will include the restriction that reads: "RESTRICTION: Examinee may only instruct Air Weapons Officer/Weapons Director (Surveillance Technician) crewmembers." Upon completion of instructor Senior Director (Air Surveillance Technician) training a memo for record will be added to the individual's flight evaluation folder removing the restriction; (for example, grading areas 29-31 will be assessed on subsequent evaluations while the examinee provides instruction to an Air Surveillance Technician). **(T-2)**

7.3.11.2. EQ Designation (when used). Enter designation in all capital letters. Document justification (for example, areas of excellence) before Examiner's Remarks. Do not use Officer Performance Report/Enlisted Performance Report style statements (that is, stratification).

7.3.11.3. Examiner's Remarks.

7.3.11.3.1. General. For evaluations requiring two or more missions/events, the mission description and each required subsequent paragraph/subparagraph will be annotated with First Mission/Event/Sortie, Second Mission/Event/Sortie, etc., as applicable.

7.3.11.3.2. In all instances, except for the mission description, if no verbiage is needed annotate with "None".

7.3.11.3.3. Paragraph A. Mission Description. Mission descriptions will be in accordance with AFI/AFMAN 13-1MDS Vol. 2. A comment addressing demonstrated instructional ability is mandatory for all instructor evaluations.

7.3.11.3.4. Paragraph B. Discrepancies. Document discrepancies by annotating the grading area, grading area title, grade awarded (Q-/U), short description of discrepancy, and annotation if discrepancy was debriefed. If there are no discrepancies, annotate paragraph B as, "Discrepancies. None." Example: Area 19 – Aerial Refueling Missions "Q-" (Debriefed). (Specifics here).

7.3.11.3.5. Paragraph C. Recommended Additional Training. Training to improve performance for discrepancies identified, other than those that were "Debriefed." Record the grading area in which the additional training is required. If there is no additional training, annotate paragraph C as, "Recommended Additional Training. None."

7.3.11.3.5.1. Descriptions of assigned additional training include how satisfactory knowledge or proficiency will be demonstrated to an examiner or an instructor.

7.3.11.3.5.2. If additional training items will not fit on the AF Form 8, at a minimum, annotate the proficiency that will be required by the examinee prior to the requalification.

7.3.11.3.5.3. Evaluation discrepancies will be listed separately. If there is no additional training, annotate paragraph C as, "Recommended Additional Training. None."

7.3.11.3.6. Paragraph D. Additional Comments. Comments are restricted to significant information dealing with the evaluation not documented elsewhere.

7.3.11.3.6.1. Document any commendable items (**paragraph 5.3.2.7**) under Additional Comments using the following format: "Commendable" followed by grading area number, grading area title (followed by any subarea title in parenthesis), and examiner's description of commendable circumstances.

7.3.11.3.6.2. Officer Performance Report/Enlisted Performance Report type comments or comments comparing the examinee to other individuals are prohibited.

7.3.11.3.6.3. If an alternate evaluation method is used to satisfy a part of the flight phase requirements (unless always accomplished verbally, on the ground, or in the virtual/constructive environment according to the AFI/AFMAN 13-1MDS Vol. 2 graded criteria), enter area number, area title, reason not accomplished in the normal method, alternate evaluation method used and date.

7.3.11.3.6.4. If an individual received an overall "Q-3", indicate whether the entire evaluation must be re-accomplished, or just specific grading areas/subareas.

7.3.11.3.6.5. Incorporate the information contained in any applicable MFR (for example, extension, waiver) in this paragraph.

7.3.11.3.6.6. Document individual or Group (or equivalent) waivers applicable to the evaluation.

7.3.11.3.6.7. Document the Group (or equivalent) approval for a member to complete one or more requisites after the evaluation expiration date.

7.3.11.3.6.8. In accordance with **paragraph 5.2.7** document approved cross-

command evaluations.

7.3.11.4. Reviewing Officer Remarks.   Reviewing Officers annotate their remarks following the Examiner's Remarks in the space provided. If no remarks, annotate with "None."

7.3.11.5. Approving Officer Remarks.   Approving Officers annotate their remarks following the Reviewing Officer Remarks in the space provided. If no remarks, annotate with "None."

7.3.11.6. Additional Reviews (Optional).   Additional reviews are at a unit's discretion and defined in the Group or unit supplement.

7.3.12. Temporary Evaluation Documentation.

7.3.12.1. AF Form 3862, *Flight Evaluation Worksheet*. Unit will use AF Form 3862 as temporary documentation of evaluations. **(T-3)** File temporary evaluation documentation in the crewmember's FEF (hard copy or electronic) after all evaluation requirements are complete as a temporary record of the evaluation results.

7.3.12.1.1. Units may develop local flight evaluation worksheets within Patriot Excalibur and may use Patriot Excalibur printed versions as a the hard-copy temporary record.

7.3.12.1.2. Units may develop local flight evaluation worksheets outside of Patriot Excalibur if unable to use an electronic version.

7.3.12.2. Temporary evaluation documentation should include examinee, examiner, type evaluation, qualification level, requisite results, and date completed.   List any discrepancies by area/subarea, any restrictions, any additional training and any additional training due dates.

7.3.12.3. The examiner completing the evaluation signs and dates the temporary evaluation documentation regardless of whether assigned additional training has been completed.

7.3.12.4. Remove the temporary evaluation documentation when the permanent AF Form 8 is filed in the flight evaluation folder.

7.3.12.5. File the completed AF Form 8 (all reviews/approvals accomplished) in the FEF not later than the end of the third month following the date completed on the AF Form 8.

7.3.12.6. Procedures and examples concerning the temporary evaluation documentation may be outlined in the MAJCOM, Group or unit supplement.

7.3.13. Documentation of Requalification Evaluations due to Failed Evaluations.

7.3.13.1. Requalification evaluations requiring an evaluation:

7.3.13.1.1. Document the results on a separate AF Form 8.

7.3.13.1.2. The requalification evaluation AF Form 8 only includes documentation of the evaluation. Requisite completion dates from the Q-3 AF Form 8 should not be annotated on the requalification evaluation AF Form 8 unless requisites were not completed or are required to complete the requalification evaluation.

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

7.3.13.2. If the requalification evaluations requires only the successful completion of a requisite or a portion of a requisite, document the results on a separate AF Form 8. Annotate the results as "RQ MSN", "RQ QUAL", "RQ INSTR", etc. under Section III "Aircrew Evaluation Information".

7.4. Commander-Directed Downgrade (See also **paragraph 5.10**). Except as described below, the AF Form 8 for a commander-directed downgrade will be in accordance with **paragraph 7.3 (T-2)**

7.4.1. Date Completed. The effective date of the downgrade. This is the date the commander initiated the downgrade action. The crewmember will cease performing in the qualification(s) in which they have been downgraded. **(T-2)**

7.4.2. Examinee Identification (Section I).

7.4.2.1. Name, Grade, DoD ID, and Organization and Location. Complete Name, Grade, organization and location blocks

7.4.2.2. MDS/Crew Position.

7.4.2.2.1. In addition to the crewmember's MDS, if the downgrade includes a loss of a qualification enter the downgraded crew position.

7.4.2.2.2. If the individual is downgraded to a completely unqualified status, enter the crew position to which he/she will be re-qualified upon successful completion of a RQ evaluation.

7.4.2.3. Eligibility Period. Enter "N/A"

7.4.3. Aircrew Evaluation Information (Section III). Enter the category of the evaluation associated with the downgrade being given (for example, if the commander is downgrading an area/subarea related to the tactical mission of the MDS, then enter MSN) with the date of the situation that caused the downgrade.

7.4.4. Qualification Level (Section IV).

7.4.4.1. If the commander does not intend to reduce the qualification level(s) of the individual and is issuing a downgrade in a non-critical area/subarea (that is, a Q- in one or more non-critical areas/subareas), then enter "2".

7.4.4.2. If the commander intends either to remove a qualification, or reduce the individual to a completely unqualified status, then enter "3". If only removing an instructor qualification, enter "INSTR 3".

7.4.4.3. Requalification evaluations following a commander-directed downgrade are documented on a separate AF Form 8. Once completed, enter "3/1" (in accordance with **paragraph 7.3.7**).

7.4.4.4. Expiration Date of Qualification. Enter "N/A."

7.4.5. Additional Training (Section V) and Other (Section VI).

7.4.5.1. If a "2" is entered in the Qualification Level in accordance with the guidance above, restrictions and additional training are not required.

7.4.5.1.1. Leave the box for Restriction(s) unmarked and enter "N/A" for Due Dates and "N/A" for Date Additional Training Completed.

7.4.5.1.2. If desired, the commander may still recommend restrictions and/or additional training. If used, document in accordance with the next paragraph.

7.4.5.2. If a "3" is entered in the qualification level, restrictions and additional training are required.

7.4.5.2.1. Place an "X" or "√" (in accordance with **paragraph 7.3.2.1**) in the box for Restriction(s) and enter the Due Date as the last day of the third month from the effective date (that is, the date entered into "Date Completed" at the top of the AF Form 8), which is 30 days (four RSDs for ANG).

7.4.5.2.2. Enter a date in the Date Additional Training Completed when required training is complete (**Note:** Additional Training Complete will not be used as the date completed for commander-directed downgrade on the AF Form 8).

7.4.5.2.3. The instructor who completed the additional training (or final event if more than one instructor is used) will notify the COT, or NCOIC if COT is not available. **(T-2)** COT, or NCOIC if COT unavailable, will then sign as the Certifying Official in Section V of the AF Form 8. **(T-2)**

7.4.5.3. Place an "X" or "√" in the commander-directed downgrade block in accordance with **paragraph 7.3.2.1**

7.4.6. Endorsement (Section VII).

7.4.6.1. Only the commander directing the downgrade and the individual concerned will sign the AF Form 8. **(T-2)** Additional reviews (annotated under Section VIII) are at the Group (or equivalent) discretion.

7.4.6.2. Final Approving Officer. The commander directing the downgrade signs and places an "X" or "√" in the remarks block.

7.4.6.3. Examinee. The crewmember signs acknowledging the action taken by the commander.

7.4.7. Comments (Section VIII).

7.4.7.1. At the top of the page enter, "RESTRICTIONS: COMMANDER-DIRECTED DOWNGRADE."

7.4.7.2. Paragraph A. Mission Description: Describe the reason for the commander-directed downgrade.

7.4.7.3. Paragraph B. Discrepancies: in accordance with **paragraph 7.3.11.3.4**

7.4.7.4. Paragraph C. Recommended Additional Training (if not used, enter "None"). In accordance with **paragraph 7.3.11.3.5** (required): Enter corrective action or training required prior to requalification.

7.4.7.5. Paragraph D. Additional Comments: As desired or "None".

7.4.7.6. Additional Reviews (Optional). As directed by Group (or equivalent) and/or unit supplement or "None".

7.5. Initial Cadre (See also **paragraph 5.11**). Except as described below, the AF Form 8 for an initial cadre will be completed in accordance with **paragraph 7.3**

7.5.1. Date Completed. The effective date as annotated on the group commander (or equivalent) memo described in **paragraph 5.11.3**

7.5.2. Examinee Identification (Section II).

7.5.2.1. MDS/Crew Position. Enter the crewmember's new MDS and crew position.

7.5.2.2. Eligibility Period. Enter "N/A".

7.5.3. Aircrew Evaluation Information (Section III). Under "Aircrew Evaluation" enter "INIT CADRE QUAL" with the same date as noted in **paragraph 7.5.1**

7.5.4. Qualification Level (Section IV).

7.5.4.1. Enter a "1" in the qualified block.

7.5.4.2. Expiration Date of Qualification. Enter Expiration Date.

7.5.5. Additional Training Due Date (Section V). Leave blank.

7.5.6. Endorsement (Section VII).

7.5.6.1. Examiner. Leave blank.

7.5.6.2. Reviewing Officer. The squadron commander (or equivalent) sign and place an "X" or "√" in the remarks block. If the squadron commander is being upgraded then leave blank.

7.5.6.3. Final Approving Officer. The group commander (or equivalent) will sign and place an "X" or "√" in the remarks block. **(T-3)**

7.5.6.4. Examinee. The crewmember sign.

7.5.7. Comments (Section VIII). Paragraph A, Mission Description. Include a brief description of the new qualification as well as any training received before awarding qualification. Reference the Group/CC (or equivalent) memo described in **paragraph 5.11.3**

7.6. AF Form 942. The AF Form 942 is an index providing pertinent information extracted from all the AF Form 8s accomplished by a crewmember. See example at **Attachment 3**.

7.6.1. Data Entry.

7.6.1.1. Except where specifically noted otherwise (that is, Type of Evaluation, "INSTR"), use upper and lower case letters.

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

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

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

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

7.6.2. Type MDS/Crew Position. Enter mission design series and crew position as it appears in the MDS/Crew Position area under Examinee Identification of the subject AF Form 8.

7.6.3. Type of Evaluation. Enter type of evaluation as it appears in the Aircrew Evaluation area under Aircrew Evaluation Information of the subject AF Form 8. If different qualification levels were awarded to different types of a combined evaluation, list these individual types as separate entries.

7.6.4. Date Completed. Enter date from the Date Completed block of the subject AF Form 8.

7.6.5. Qualification Level. Enter the appropriate qualification level as it appears on the subject AF Form 8.

7.6.6. MAJCOM Change. A one-line, undated entry containing MAJCOM title will be made for each change in the individual's MAJCOM based on a PCS/PCA. Do not annotate a change of MAJCOM if the individual is receiving an evaluation from an examiner in a different MAJCOM unless the individual is enrolled in a formal training program.

7.6.7. Computer Generated AF Form 942. Computer generated AF Form 942s may be used as long as cumulative entries are retained. Unit will forward electronic copies of the AF Form 942 with their FEF when the individual moves to a new unit. **(T-2)**

7.7. Flight Evaluation Folders (FEFs). The flight evaluation folder contains the source documents that constitute the history of qualifications for each crewmember.

7.7.1. Maintenance. Each crewmember who maintains a qualification in an operations crew position must have a flight evaluation folder, which includes all AF Forms 8, AF Forms 942, and any additional MAJCOM and/or unit Stan/Eval specified items. **(T-2)** Do not remove historical AF Forms 8 for examinees transferring in from another unit/mission design series.

7.7.1.1. The flight evaluation folder must be maintained by a Stan/Eval functional office normally in the organization to which the individual is assigned or attached for command and control operations duties. **(T-3)**

7.7.1.2. Higher headquarters personnel who maintain a command and control operations aircrew qualification may have their flight evaluation folders maintained by the Stan/Eval function of the unit to which they are attached or at their home station.

7.7.1.3. For personnel on inactive status, the FEF will be maintained with their Flight Records Folder. **(T-3)**

7.7.1.4. Individuals assigned or attached to other than USAF units may use the format of the service of the unit of attachment to document their history of qualification/certification.

7.7.1.5. FEFs of separated or retired members, and digital versions of historical records, are maintained in accordance with AFI 33-322.

7.7.2. Electronic FEFs.

7.7.2.1. Units will convert and maintain all FEFs in electronic format using Patriot Excalibur. (**T-2**)

7.7.2.1.1. Upon conversion, the original FEF and copies of subsequent AF Forms 8 should be provided to the individual. Store all FEFs electronically in Patriot Excalibur and transfer between units via the "PEX Person Export" function. Electronically import forms generated prior to PEX once the capability is implemented.

7.7.2.1.2. Mark the original FEF on the outside of the folder, indicating date of conversion and "For Reference Only" and put a cover sheet on top of the AF Form 8 section indicating that all subsequent FEF action is maintained in Patriot Excalibur.

7.7.2.2. Stan/Eval Offices must employ a method to backup Electronic FEFs. (**T-1**) Examples include stand-alone electronic systems, separate servers, or paper copies. These will be specified in unit supplements.

7.7.2.3. Once incorporated into the electronic FEF system, any hard copy historical information may be returned to the individual or be used at unit discretion.

7.7.2.4. Electronic FEF systems must be able to produce hard copies of FEF products, when needed, consistent with the guidance in this manual. (**T-1**) Additionally, the electronic FEF must be transportable by either digital media or via a digital database. (**T-1**)

7.7.3. Contents. Divide the FEF into two sections:

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

7.7.3.1.1. AF Forms 942 will be placed in chronological order with the most recent on top. (**T-3**)

7.7.3.1.2. The FEF Review and Discrepancy Log is placed under the AF Forms 942.

7.7.3.1.3. Any additional Stan/Eval information as directed by MAJCOM and/or unit supplement will be placed under the AF Form(s) 942. (**T-3**)

7.7.3.1.4. If the FEF is not maintained at the same base with the individual's training record, a copy of the most recent DD Form 2992, may be filed in this section behind any MAJCOM and/or unit directed items.

7.7.3.2. Section II - (right side of paper copy). This section contains AF Forms 8 and any related waivers and MFRs for all evaluations listed on the AF Form 942. For individuals who maintain qualifications in more than one crew position in the same MDS, tabs may be used to identify primary, secondary, tertiary, etc., crew positions.

7.7.3.2.1. AF Form 8. File AF Forms 8 in chronological order with the most recent on top.

7.7.3.2.1.1. Individuals who maintain qualification in two or more crew positions in the same MDS will file AF Forms 8 in chronological order within the applicable tab. **(T-3)**

7.7.3.2.1.2. If a qualification is dropped, Stan/Eval will move the affected AF Form 8 into the "Other Crew Positions" tab (filing each AF Form 8 in chronological order). **(T-3)**

7.7.3.2.2. Use of tabs within section II is optional for units using Patriot Excalibur.

7.7.3.2.3. Memorandum for record (MFR).

7.7.3.2.3.1. Memorandums for record documenting waivers, extensions, and/or unusual circumstances to potentially be included in an AF Form 8 are filed on top of or adjacent to the affected AF Form 8.

7.7.3.2.3.1.1. If the MFR addresses an AF Form 8 that has not already been completed, incorporate the information contained in the memorandum for record onto the affected AF Form 8 under Examiner's Remarks paragraph D, Additional Comments. When action is complete remove the memorandum for record.

7.7.3.2.3.1.2. If the MFR addresses an AF Form 8 that has already been completed, incorporate the information contained in the memorandum for record onto the next applicable AF Form 8 under Examiner's Remarks paragraph D, Additional Comments. When action is complete remove the MFR.

7.7.3.2.3.1.3. If the MFR addresses a major discrepancy or unusual circumstance not addressed or corrected by a later AF Form 8 (see **paragraph 7.3.11.3.4**), and it does not affect any of the current Qualifications, remove the MFR and add a summary of the MFR describing the original discrepancy in the FEF Review and Discrepancy Log.

7.7.3.2.3.2. Evaluation Expiration Date Extensions MFR **(paragraph 5.9.3.2).** Specify extension authority, the new expiration date, and a brief description of the extension. Date the MFR prior to the expiration date of any affected periodic evaluation.

7.7.4. Hard Copy Folders. This applies only if hard copy folders are used as backup.

7.7.4.1. Folders must be letter size, able to separate contents into two sections and constructed of heavy stock (recommend pressboard folder or equivalent).

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

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

7.7.4.4. Unit must place a "For Official Use Only" and Privacy Act statement label/stamp on both front and back cover of the FEF. **(T-0)**

7.7.5. Review of flight evaluation folder.

7.7.5.1. Initial review. The unit review the FEF of all newly assigned crewmembers to verify their qualification(s) prior to their first mission.

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

7.7.5.1.2. If the FEF of higher headquarters personnel on active command and control operations crew status is maintained by the Stan/Eval function at their assigned/attached unit, that Stan/Eval function also review the FEF prior to their first mission.

7.7.5.1.3. Initial reviews to be documented on the AF Form 942. Type "initial review" in the type of evaluation block and add the applicable date the review was accomplished in chronological order.

7.7.5.2. Posting review. The Stan/Eval function, review each AF Form 8 when it is placed in the FEF to ensure accuracy and completeness.

7.7.5.2.1. The AF Form 8 review to confirm that the evaluation eligibility period and qualification as documented are correct, that the evaluation and requisites were accomplished within the evaluation eligibility period, and that all signatures and initials are obtained within the allotted time in accordance with **paragraph 7.3.12.5**

7.7.5.2.2. Document the posting review on the AF Form 942 in accordance with the Group (or equivalent) and/or unit supplement.

7.7.5.3. Periodic Review.

7.7.5.3.1. The Stan/Eval function reviews all applicable FEFs to confirm qualification expiration dates used to track required qualification evaluations are the same as those listed in the FEFs. Periodic review of FEFs for personnel in inactive status is not required.

7.7.5.3.2. The interval between reviews will not exceed the standard qualification period window unless a more restrictive review period is established by the Group (or equivalent) and/or unit supplement.

7.7.5.3.3. Document the periodic review on the AF Form 942 in accordance with the Group (or equivalent) and/or unit supplement. Type "Review" in the type of evaluation block followed by the date the review was accomplished in the date block.

7.7.6. Flight evaluation folder discrepancies.

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

7.7.6.1.1. Major discrepancies are documented on a MFR and signed by the unit commander, filed in Section II immediately above the most current affected AF Forms 8.

7.7.6.1.1.1. MFRs do not correct major discrepancies; they acknowledge that major discrepancies exist.

7.7.6.1.1.2. The unit commander signing the MFR to provide an explanation of how that discrepancy will be corrected, or that the unit commander is not pursuing corrective action. If not pursuing corrective action, the MFR should explain the situation and state the unit commander accepts the AF Form 8 as a valid Q-1/Q-2/Q-3 based on coordination with the examiner and/or reviewing/approving officer.

7.7.6.1.2. MFRs documenting similar major discrepancies found on multiple AF Forms 8 are to be filed on top of the latest affected AF Form 8.

7.7.6.2. Minor Discrepancies are discrepancies that do not affect the qualification of the crewmember but affect the overall clarity of a current or previous AF Form 8. If a minor discrepancy cannot be corrected on the AF Form 8, it will be documented on the flight evaluation folder discrepancy log. **(T-2)** Typos, formatting errors, and misspellings that do not affect the overall clarity of the document are not considered minor discrepancies.

7.7.6.3. Corrections.

7.7.6.3.1. AF Form 8. As a source document, the AF Form 8 may be corrected by use of pen and ink alteration of the original document provided the examiner signing Section VII of the form initials the correction. If the original examiner is not available, then document the discrepancy in accordance with **paragraphs 7.3.11.3.4** When the original examiner is not available, the chief of Stan/Eval may also correct minor discrepancies.

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

7.7.6.3.3. Electronic corrections. If the system used to store the record does not allow corrections to be made then document the discrepancy in accordance with **paragraph 7.3.11.3.4** and/or **paragraph 7.7.6.2**

7.7.7. Transfer of FEF. PCS of Individual. Crewmembers should hand-carry their FEF to the gaining organization.

7.7.7.1. When circumstances prevent this, the losing organization should mail the folder to the gaining unit via registered mail.

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

7.7.7.3. If the gaining unit has the same electronic flight evaluation folder system, the losing organization is responsible for sending the FEF to the gaining unit once the individual leaves the organization. If the gaining unit does not have the same system, the losing organization should provide the member a compatible electronic copy (such as a .pdf file) or a hard copy to hand-carry to the gaining unit.

7.7.7.4. FEFs that are stored electronically in Patriot Excalibur should be transferred between units via Patriot Excalibur files in the most secure method possible. The losing unit retains a digital copy of the FEF until successful transfer is acknowledged, or for one year. If the gaining unit uses a different software system for digital FEFs, an electronic FEF in .pdf format should be emailed from the losing unit to the gaining unit.

7.7.7.5. The gaining unit is responsible for the accuracy of the FEF after the initial FEF review.

7.7.8. Disposition of flight evaluation folder.

7.7.8.1. Dispose of the FEF according to the Air Force records disposition schedule and Air Force guidance concerning the protection of personally identifiable information.

7.7.8.2. Outdated certification documents, ARMS products, medical recommendations, and miscellaneous documentation identified during reviews should be returned to the crewmember for disposal.

7.7.8.3. If the FEF includes AF Forms 8 belonging to crewmembers and cannot be returned to that member before they PCS or retire, the FEF should be turned into base flight records for disposition.

Chapter 8

FLIGHT CREW INFORMATION FILE (FCIF)

8.1. Purpose.

8.1.1. Units establish and maintain a FCIF consisting of a current read file and publications library. The FCIF consists of six volumes organized as shown in **Table 8.1** and will be filed in accordance with DAFI 33-360 in either hard copy or electronic format. **(T-1)** If a unit establishes an electronic FCIF, the location will be readily accessible and easily navigable by all crewmembers. **(T-2)** MAJCOMs may supplement **Table 8.1** and **Table 8.2** with additional documents within each volume. Units may also supplement **Table 8.1** and **Table 8.2** to meet unit requirements.

8.1.2. If any part of the FCIF is maintained electronically and not specifically addressed in this chapter or DAFI 33-360, units ensure that the information is current and accessible for concurrent viewing by multiple crewmembers.

8.1.2.1. At a minimum, units maintain the required index and location of electronic files in a hard-copy binder in a location easily accessible to all unit crewmembers.

8.1.2.2. Units utilizing electronic media should ensure backup copies of FCIF Volumes I and II (paper or electronic) are maintained and readily available.

8.1.2.3. If a hard copy library is used, unit Stan/Eval will establish local procedures for maintaining accuracy and currency of higher headquarters issued messages in the local supplements or process guides. **(T-2)**

8.1.2.4. Documents in the FCIF will be made available for deployments via either electronic or hard copy means. **(T-1**)

8.1.2.5. The AF Form 50, *Flight Crew Information File*, is the source document used to issue FCIFs. For details see **Attachment 4**.

8.1.2.5.1. Use the AF Form 50 to generate FCIF messages in which pertinent information is published to units (see **paragraph 8.3**). MAJCOMs may tailor the form to reflect MDS information as necessary.

8.1.2.5.2. Units will utilize the AF Form 50 to release unit-specific pertinent FCIF messages. (**T-3**)

8.1.2.5.3. Units are not authorized to rescind higher headquarters issued FCIF/ SII messages without the releasing authority's written approval, unless past the rescind date.

8.1.2.5.4. Rescission requests are routed through functional Stan/Eval Channels for Releasing Authority determination.

8.1.3. The FCIF index and library is filed in accordance with DAFI 33-360, regardless of hard copy or electronic format. Procedures for maintaining, updating, and backup to prevent loss or corruption of the electronic version of the FCIF will be outlined in the unit supplement.

8.1.4. Required Volumes. If units choose hard copy format and the contents of any volume exceed the capacity of its binder, use an additional binder, and identify the first and subsequent binders by a letter of sequence (e.g., IIIA, IIIB). Label binders on the spine indicating Volume and Title as listed in **Table 8.1**

Table 8.1. Required Volumes.

VOLUME	TITLE
VOLUME I	Table of Contents/Current Read File
VOLUME II	Publications-Department of the Air Force Pubs & Air Force Pubs
VOLUME III	Publications-NAF/Local Directives/MAJCOM Supplements
VOLUME IV	Manuals/Checklists/Crew Aids/Technical Orders
VOLUME V (Optional)	Flight Safety Information
VOLUME VI (Optional)	Classified Publications

8.1.4.1. Wing/Group agencies desiring to insert information into the FCIF should submit the information to the parent Group (1AF/A3V for CONUS BCC) for coordination and distribution (Volumes V and VI excluded).

8.1.4.2. Items entered into Volume I will be limited to those items that contain information temporary in nature. Subject matter may be condensed for incorporation into Volume I if necessary. Above the Wing/Group level, the MAJCOM Stan/Eval function is the focal point for FCIF information.

8.1.5. Volume I: Current read file. Consists of a minimum of two parts to include a Table of Contents (Part A) and current read files (Parts B and C). MAJCOMs may add additional components to Volume I as appropriate. Units are to identify unit-specific FCIF Vol. I contents, format structure and any specialized posting procedures within their unit supplement.

8.1.5.1. Part A is the Table of contents listing all material contained in FCIF Volumes I through VI.

8.1.5.2. Part B is the Current Read File of FCIF messages containing information temporary in nature, directly pertinent to the safe conduct of the mission, and read before operations. Items are filed chronologically with the most recent on top. Classified entries are cross-referenced to the appropriate location. Part B items may be indexed and divided by mission design series (MDS).

8.1.5.2.1. FCIF messages may be issued to alert crewmembers to publication changes for Technical Order or AFIs that affect crew operations, but actual publication changes must be accomplished in accordance with established procedural guidance, to include DAFI 33-360 (as applicable). The No-Go box in Patriot Excalibur should be checked for all Part B items. The most current list of active FCIFs (and historical Mission Operations Read File items) can be viewed at the ACC/A3TV SharePoint® site. The CRC FCIFs can also be viewed on the ACC/A3CG SharePoint® site.

8.1.5.2.2. FCIF messages may be issued/rescinded from the MAJCOM, NAF, or unit level.

8.1.5.2.3. MAJCOMs will advise user commands when releasing a FCIF message that affects a MDS. FCIF messages that affect MDSs will include designated MAJCOM applicability.

8.1.5.3. Part C is the Current Read File that contains information temporary in nature but not related to the safe conduct of flight and not required to be read before operations. Items are filed chronologically with the most recent on top. Classified entries are cross-referenced to the appropriate location. Part C items may be indexed and divided by mission design series.

8.1.6. Volumes II through IV Publications Library. Consists of the FCIF functional publications library according to MAJCOM directives. See DAFI 33-360 for basic library requirements.

8.1.6.1. All publications in the library will be current and complete. MAJCOMs may authorize units to withhold posting of publication library information that does not apply based on mission design series/weapon system configuration.

8.1.6.2. Units establish and maintain a table of contents for the publications library containing, as a minimum, a listing of basic publications numbers and short titles. Publication dates, supplements, and changes are not required.

8.1.6.2.1. File appropriate MAJCOM supplements in Volume II. Additional service directives, Air Force directives or MAJCOM supplements may be placed in Volume II at unit discretion.

8.1.6.2.2. At a minimum, units maintain the required index and location of electronic files in the applicable binder in the FCIF library. **(T-2)**

8.1.6.2.3. Additional publications may be placed in Volume II at unit discretion to meet unit requirements and outlined in the unit supplement.

8.1.6.2.4. Additional MAJCOM/NAF/local directives/agreements may be placed in Volume III at unit discretion.

8.1.6.2.5. Volume IV of the FCIF library contains the following, as applicable (to include references for obtaining/viewing classified information): Manuals, Checklists, Crew Aids, and Technical Orders.

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

8.1.6.4. MAJCOMs may waive Volumes II-V requirements for special training units.

8.1.6.5. Volume V (optional): Flight Safety Information

8.1.6.6. Volume VI (optional): Classified Publications

Table 8.2. Volume II Mandatory Publications.

PUBLICATION	TITLE
AFI/AFMAN 13-1MDS Specific Vol. 1*	Training
AFMAN 13-1 Vol. 2	Ground Battle Management Command and Control Standardization Evaluation Program
AFMAN 13-1MDS Specific Vol. 2*	Aircrew Evaluation Criteria
AFI/AFMAN 13-1MDS Specific Vol. 3*	Operating Procedures
* DRUs are authorized to use DRU specific publications	

8.2. Operations Related Special Interest Item (SII).

8.2.1. Operations related SIIs are items of emphasis of existing procedures designed to mitigate or eliminate specific risks or trends.

8.2.2. Operations related SIIs are generated on AF Form 50 (see **paragraph 8.3**).

8.2.2.1. SIIs do not add to or amend established procedures.

8.2.2.2. SIIs are based on analysis of risks and trends from a variety of sources to include safety investigation board findings/recommendations, safety related incidences, trend analysis, deployed area of operations and potential problems with equipment/procedures.

8.2.3. Special interest items will be issued through the same process used to release FCIF items with the following elements:

8.2.3.1. Specific mission design series applicability

8.2.3.2. References

8.2.3.3. Risk factors and trend details

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

8.2.3.5. Effective date of rescission

8.2.3.6. Subject matter expert/point of contact for further information

8.2.4. Special interest items will be of limited duration to maintain the focus (generally not to exceed 90 days). If the situation for which the SII was issued remains, consideration should be given to amending current procedures and issuing corrective action via a command message or read file item.

8.2.5. Special interest items may be issued/rescinded by HAF, MAJCOM, NAF, and unit level. If issued from agencies outside the MAJCOMs (for example, HAF, but not subordinate NAFs or units), the lead MAJCOM Stan/Eval function will coordinate the intent and wording of the SII with other MAJCOM Stan/Eval functions in order to determine the level of applicability within the individual MAJCOMs prior to release.

8.2.6. Units will place all applicable special interest items into the FCIF, current read file, Part B, for dissemination to crewmembers. **(T-2)**

8.2.7. Units will brief all current MDS-specific and crew resource management and operational risk management related SIIs during the crew briefings for the duration of the SII(s). **(T-1)** Mission-specific SIIs need only be briefed on those missions for which the SII is relevant.

8.3. AF Form 50.

8.3.1. The AF Form 50 is used to generate FCIF messages in which pertinent information is published to units. See details at **Attachment 4.** MAJCOMs may modify the AF Form 50 as applicable for command specific weapon systems.

8.3.2. MAJCOM MDS OPR will establish guidance for issuing messages to subordinate units.

8.3.3. Units will use AF Form 50 for local FCIF and SII. (**T-2**)

8.4. Go/No-Go Procedures. Units will establish a positive control system that ensures crewmembers are current and qualified in their MDS/crew position. **(T-1)** Units will provide guidance on this system in the unit supplement. **(T-1)** Units will designate personnel to verify go/no-go status prior to releasing crewmembers for any scheduled mission. **(T-2)**

8.4.1. As a minimum, the Go/No Go program monitors:

8.4.1.1. AF Form 8 qualification or appropriate ARMS products.

8.4.1.2. AF Form 4348, *USAF Aircrew Certifications*, are valid and/or current for the planned mission event. Units using the Letters of Certifications/Qualification to track and document the listing of certifications will develop local processes to ensure it is accurate and complete in accordance with locally directed certifications and AFI/AFMAN 13-1MDS Vol. 1. **(T-2)**

8.4.1.3. Lookback and currency requirements outlined in AFI/AFMAN 13-1MDS, Vol. 1 or ready aircrew program tasking memorandum.

8.4.1.4. Restrictions/Supervised status.

8.4.1.5. Any duty not involving control status.

8.4.1.6. Currency on all FCIF (Volume 1, Part B) items.

8.4.1.6.1. An initial review of all volumes will be accomplished by crewmembers prior to an individual's first mission. **(T-1)** Crewmembers on extensive absence from operations (60 days or more) will accomplish a complete review of all volumes prior to their first mission. **(T-1)**

8.4.1.6.2. Use the go/no-go procedures to document the review, certification, and acknowledgment of Volume 1 Part B information by crewmembers. Volume 1 Part C may be monitored by using Go/No Go procedures at unit discretion.

8.4.2. Units utilize Patriot Excalibur for go/no-go to ensure verification that crewmembers have acknowledged each applicable item.

8.4.3. Units designate person(s) to verify and alibi all crewmembers go/no-go status prior to releasing crewmembers for any scheduled mission.

8.5. Supplementary Evaluations.

8.5.1. Supplementary evaluations are optional administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems, such as negative evaluation trends. The form and content of supplementary evaluations are at the discretion of the commander.

8.5.2. Commanders determine evaluated areas. The Stan/Eval function directly under the commander will determine the period and method of evaluation and is responsible for administrative management of data collection. **(T-3)** Once complete, the Stan/Eval function reports the results to the commander.

8.5.3. Commanders may appoint appropriate personnel to conduct supplementary evaluations.

8.5.4. Supplementary evaluations may be administered in conjunction with a positional evaluation. Supplementary evaluations are not qualification evaluations and will not affect grading or the qualification level; examiners will not document them on an AF Form 8. **(T-1)**

8.5.5. At a minimum, supplementary evaluation results are documented in Standardization and Evaluation board minutes.

JOSEPH T. GUASTELLA Jr., Lt Gen, USAF
Deputy Chief of Staff, Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

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

AFI 11-202V2, *Aircrew Standardization and Evaluation Program*

AFI 11-215, *Flight Manuals Program*, 25 March 2019

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

AFI 13-1BCC Vol. 2, *Battle Control Center (BCC) Evaluation Criteria,* 24 Nov 2014

AFI 13-1CRC Vol. 2. *Control and Reporting Center Evaluation Criteria,* 16 April 2015

AFMAN 13-1AOC Vol. 2, *Standardization/Evaluation Program -Air Operations Center (AOC) /Operations Center (OC)*, 18 Feb 2020

AFMAN 13-1BCC Vol. 1, *Battle Control Center Training,* 17 July 2020

AFMAN 13-1CRC Vol. 1, *Control and Reporting Center (CRC) Training,* 28 Jan 2020

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

DAFI 33-360, *Publications and Forms Management*, 1 Dec 2015

AFI 90-201, *The Air Force Inspection System*, 20 Nov 2018

Prescribed Forms

None

Adopted Forms

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 50, *Flight Crew Information File*

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

AF Form 847, *Recommendation for Change of Publication*

AF Form 942, *Record of Evaluation*

AF Form 3862, *Flight Evaluation Worksheet*

AF Form 4348, *USAF Aircrew Certifications*

DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*

Abbreviations and Acronyms

ABM—Air Battle Manager

ACC—Air Combat Command

ACG—Air Control Group

ACS—Air Control Squadron

ADS—Air Defense Squadron

AFAFRICA—Air Forces Africa

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFSC—Air Force Specialty Code

ANG—Air National Guard

AOC—Air Operations Center

ARMS—Aviation Resource Management System

BCC—Battle Control Center

BMC—Basic Mission Capable

BMC2—Battle Management Command and Control

BQ—Basic Qualified

C2—Command and Control

CC—Commander

CCV—Unit Stan/Eval

CMR—Combat Mission Ready

CRC—Control and Reporting Center

CONUS—Continental United States

COT—Chief of Training

DO—Director of Operations

DOC—Designed Operational Capability

DoD ID—Department of Defense Identification Number

DOT—Directorate of Training

DRU—Direct Reporting Unit

EQ—Exceptionally Qualified

ESAP—Evaluation Standardization Assessment Program

FCIF—Flight Crew Information File

FEF—Flight Evaluation Folder

FTU—Formal Training Unit

HAF—Headquarters Air Force

HHQ—Higher Headquarters

HQ—Headquarters

IABM—Instructor Air Battle Management

ICT—Interface Control Technician

INIT—Initial

INSTR—Instructor

LPMQF—Local Procedures Master Question File

MAJCOM—Major Command

MDS—Mission Design Series

MFR—Memorandum for Record

MQF—Master Question File

MSN—Mission

N/A—Non-Applicable

NAF—Numbered Air Force

NCOIC—Non-Commissioned Officer in Charge

NGB—National Guard Bureau

N/N—No-Notice

OBJ—Objectivity

OG—Operations Group

OGV—Operations Group Stan/Eval

OPR—Office of Primary Responsibility

PACAF—Pacific Air Forces

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

PEX—Patriot Excalibur

POC—Point of Contact

QUAL—Qualification

RQ—Requalification

RSD—Regular Scheduled Drill

SAV—Staff Assistance Visit

SEB—Standardization/Evaluation Board

SII—Special Interest Item

SIM—Simulated

STAN/EVAL—Standardization/Evaluation

TDY—Temporary Duty

UEI—Unit Effectiveness Inspection

UQ—Unqualified

USAF—United States Air Force

USAFE—United States Air Forces Europe

WD—Weapons Director

Terms

Additional Training—Any training recommended by an examiner to remedy deficiencies identified during an evaluation that cannot be remedied during the evaluation debrief.

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

Combat Mission Ready (CMR)—The status of individuals who successfully complete initial qualification training and Mission Qualification Training, pass INIT QUAL and MSN, comply with continuation training requirements, and are assigned to a unit with a primary combat mission. 154 OSS personnel attached to the Hawaii Region Air Operations Center may maintain CMR status under the commander's discretion.

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

Discrepancy—Substandard performance in a grading area/sub-area. A discrepancy in performance is documented with a grade of Q- or U.

Downgrade—A reduction in Grade or qualification level.

Eligibility Period—The 6-month period prior to the expiration date of an evaluation, during which includes the month the evaluation is due.

Evaluation—An assessment of individual crewmember's capability to accomplish assigned mission crew duties.

Evaluation Types—The types of aircrew evaluations are MSN, QUAL, INSTR, and SPOT.

Examiner—A crewmember designated to perform evaluation duties as specified by this manual.

Flight Crew Information File (FCIF)—HHQ guidance that contains information temporary in nature, directly pertinent to the safe conduct of the mission, and must be read before a mission. FCIF messages that contain operations-related information will be forwarded to all using MAJCOMs.

Flight Evaluation Folder (FEF)—A two-part folder containing the source documents that constitute the history of C2 qualifications of each crewmember.

Grade—A characterization of examinee performance in a grading area or grading sub-area. Grades are Q, Q- and U.

INIT Evaluation—The first Evaluation of any type for an MDS (e.g., INIT QUAL, INIT MSN, INIT INSTR).

Initial Cadre—Crewmembers appointed by their MAJCOMs as initial cadre either for a new mission set requiring a Mission qualification or for a new MDS where no examiner currently exists.

Local Procedures Master Question File (LPMQF)—A bank of questions to cover unit/local operations knowledge and procedures.

Master Question File (MQF)—A general knowledge question bank used to construct closed book exams.

Mission (MSN) Evaluation—A means of assessing a crewmember's ability to employ the assigned weapon system in accomplishing the unit's operational or DOC statement mission. Requires AF Form 8 documentation.

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

Objectivity (OBJ) Evaluation—An evaluation of unit examiners to determine their ability to perform examiner duties. Use SPOT as the type of evaluation under Flight Phase on the AF Form 8.

Positional Evaluation—The portion of a qualification evaluation that covers on-position duties, actions, and responsibilities.

Qualification (QUAL) Evaluation—Qualifies a crewmember to perform the basic duties of a particular crew position in the specified MDS. Requires AF Form 8 documentation.

Qualification Expiration Date—The date a crewmember loses his or her aircrew Qualification due to exceeding the periodic evaluation time requirement. Required periodic evaluations expire on the last day of the 17th month following the month in which the previous positional phase (and any additional training) was successfully completed.

Qualification Level—The overall characterization of examinee performance based on the compilation of requisite results and the Aircrew Evaluation grading areas/sub-areas. The qualification level will be Q1, Q2 or Q3.

Regular Scheduled Drill (RSD)—For the purpose of this manual, a RSD is the two-day period per month ANG personnel spend on duty, the RSD is one full ANG drill weekend. For BCC units the RSD time period only applies to drill status guardsmen.

Requalification (RQ) Evaluation—An evaluation administered to remedy a loss of qualification due to expiration of a required periodic evaluation, loss of currency (as specified in applicable AFI/AFMAN 13-1MDS Vol 1), an aircrew qualification following a failed aircrew evaluation or a commander directed downgrade. Requires AF Form 8 documentation.

Requisite—Requirements such as exams, positional, etc., that are accomplished before an evaluation is considered complete. Requires AF Form 8 documentation.

Restriction—A statement on the AF Form 8 that places limitations on the duties that may be performed by a crewmember, usually as the result of a failed ground or flight phase event. For example, "Restriction: Examinee will not instruct in any capacity authorized as an Air Surveillance Technician unless supervised by a qualified instructor".

Special Interest Item—Item of emphasis relating to existing procedure(s) designed to mitigate or eliminate specific risks or trends.

SPOT Evaluation—An evaluation of a specific event that does not intend to satisfy the requirements of a periodic, initial instructor or requalification evaluation. May be no-notice. An evaluation to ensure correction of identified discrepancies or to check an individual's proficiency. Requires AF Form 8 documentation.

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

Stan/Eval Examiner—An operations crewmember that is designated by the unit commander to perform evaluation duties.

Standardization/Evaluation Liaison Officer—An individual (officer or enlisted) tasked to perform Group/unit Stan/Eval administrative duties.

Supervised Status—The status of a crewmember who must conduct operations duties under the supervision of either an instructor or a designated supervisor (as specified in the applicable AFI/AFMAN 13-1MDS Vol. 1) qualified in that specific crew position. The examiner determines when supervision is required. The type of supervisor, e.g., instructor or designated supervisor, is as specified in the applicable AFI/AFMAN 13-1MDS Vol 1, or as determined by the Squadron/CC.

Supplementary Evaluation Program—Administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems.

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

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

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

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

Unit—For the purposes of this manual, a unit is a squadron, detachment, or flight. It also refers to any operations section that is required to establish its own Stan/Eval program.

Unqualified (UQ)—The status of an individual who is not currently qualified.

Attachment 2

STAN/EVAL BOARD MINUTES

Note: The information below is a sample of the minimum information a board should address.

Figure A2.1. STAN/EVAL Board Minutes.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: STAN/EVAL BOARD MINUTES

1. Personnel Attending: (name and organization)

2. Overview:

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

b. Summary.

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

(a) Q-1s

(b) Q-2s

(c) Q-3s

(d) Total evaluations for each crew position

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

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

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

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

c. Required Stan/Eval Program Inspections and Reviews (if applicable).

d. Crew Publications Program. Review open AF Forms 847.

e. Supplementary Evaluation. Report results of evaluations conducted.

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

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

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

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

(SIGNATURE BLOCK)
Attachments:
SEB Agenda
Examiner Roster Reviewed
[As Required]

Attachment 3

SAMPLE AF FORM 942

Figure A3.1. AF Form 942.

RECORD OF EVALUATION							
NAME (Last, First, Middle Initial)				SSAN			
ACFT/CREW POSITION	TYPE OF EVALUATION	DATE COMPLETED	QUALIFICATION LEVEL	ACFT/CREW POSITION	TYPE OF EVALUATION	DATE COMPLETED	QUALIFICATION LEVEL
	ACC						
BCC/OBJ	OBJ	20100613	1				
BCC/SDT	RQ QUAL/MSN	20101122	3				
BCC/SDT	RQ QUAL/MSN	20101216	1				
BCC/WD	QUAL/MSN	20110126	1				
BCC/EAC	QUAL/MSN	20110822	1				
	USAFE						
CRC/ST	INIT QUAL	20120427	1				
CRC/ST	INIT MSN	20120522	1				
CRC/ST	QUAL/MSN	20130807	1				
PRIVACY ACT STATEMENT							

AUTHORITY: 10 USC 8013; EO 9397
PRINCIPAL PURPOSE: Source document used to record aircrew evaluations.
DISCLOSURE IS VOLUNTARY: SSAN is used to establish individual identity. Failure to provide may result in a loss of aircrew evaluation records.

AF Form 942, 20061208

Attachment 4

FLIGHT CREW INFORMATION FILE (AF FORM 50) GUIDANCE

A4.1. AF Form 50. FCIF and SII messages are generated using the AF Form 50.

A4.1.1. Instructions for posting published messages on the AF Form 50 can be found on page 3 of the Form.

A4.1.2. Page 3 of the AF Form 50 is for reference only and is not to be printed or posted into the FCIF library.

A4.2. Generation of the AF Form 50.

A4.2.1. FCIF or SII. The originator determines the type of message to be published and selects the appropriate FCIF or SII block.

A4.2.2. Applicable MAJCOM. Non-lead MAJCOMS will develop procedures for coordination and publishing the AF Form 50. For AF Forms 50 generated below the MAJCOM level, units will select the unit's assigned MAJCOM as the applicable MAJCOM. (**T-2**)

A4.2.2.1. For messages that may apply across multiple MAJCOMs, in an effort to reduce staffing and coordination efforts, MAJCOM POC will coordinate draft messages with MAJCOMs known to own the affected MDS for applicability determination. If during coordination a reviewing MAJCOM identifies the message as applicable, return comments should indicate that message should apply to the responding MAJCOM and include a POC to the draft message originator for inclusion in **paragraph 4** of the final message draft. When all coordination comments have returned, the originator completes the document and forwards the completed (unsigned) form to each applicable MAJCOM Stan/Eval for routing to the respective MAJCOM/A3's signature. After signatures are obtained, the MAJCOM Stan/Eval will publish the AF Form 50 to the affected units in that MAJCOM.

A4.2.2.2. For example, if the message applies to the CRC, the MAJCOM POC originator coordinates with other MAJCOMs known to have CRCs to determine applicability. The originating MAJCOM identifies the affected CRC MAJCOMs to be included in "the applies to" block. The reviewing MAJCOM provides applicability comments and the name of their primary POC for inclusion of the final draft. The originator compiles all the CRCs and POCs and forwards the final draft to applicable MAJCOM Stan/Eval to route for A3 signature.

A4.2.3. Release Date. Date distributed to applicable/affected units/users.

A4.2.4. Unit Post Date. Date directed for unit to post the message.

A4.2.5. SUBJECT. The title of the published message.

A4.2.6. MESSAGE CONTENT. This section is the main content of the message to include the directive message, background information, Administrative paragraph, POC information and list of attachments. See example AF Form 50 below. Information may continue on the next page in Amplifying Information or add an origination page as needed.

A4.2.7. ORIGINATOR SIGNATURE BLOCKS. Signature blocks are completed at the leadership level directing the message.

A4.2.7.1. RELEASE AUTHORITY. The signature block and signature of the commander or MAJCOM Director that approved message release (e.g., MAJCOM/A3, NAF/A3, Wing/CC, Group/CC or Squadron/CC)

A4.2.7.2. RELEASING OFFICE. The Stan/Eval organization responsible for managing message release (e.g., MAJCOM/A3V, NAF/A3V, Group/ACGV, Squadron/CCV).

A4.2.8. AMPLIFYING INFORMATION. (Page 2) This section is used for the continuation of information from the original message, the inclusion of any clarification or implementation, or additional of relevant local guidance to be published in conjunction with the original message.
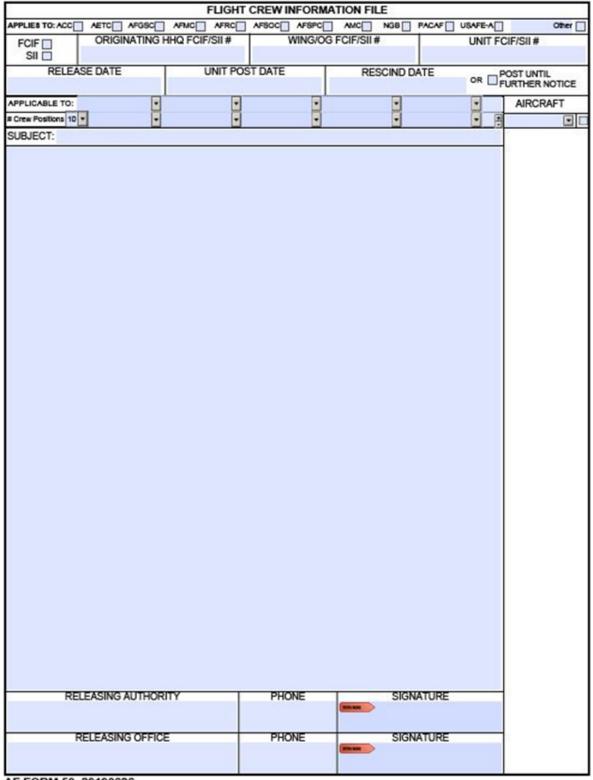
A4.2.8.1. WING/UNIT RELEASE AUTHORITY/OFFICE.

A4.2.8.1.1. If the message was issued at the MAJCOM or NAF level, the unit release authority is the wing or operations group Stan/Eval.

A4.2.8.1.2. If the message was issued at the wing or operations group level, and was posted for all subordinate units, then the wing/unit release authority is not required.

A4.2.8.1.3. If the message was issued at the wing or operations group level, and subordinate units are required to post the message and complete the DATE POSTED block, then the posting unit Stan/Eval function is the unit release authority and should sign upon posting.

A4.2.8.1.4. Units will ensure original AF Form 50 is posted, including attachments, in FCIF libraries in accordance with **Chapter 8**. (**T-2**) Wing/Group Stan/Eval will ensure compliance at all subordinate levels. (**T-2**)

A4.2.8.2. UNIT RELEASE AUTHORITY.

A4.2.8.2.1. If the message was issued at the MAJCOM or NAF level, and the wing or operations group released the message to be posted at the unit level, then the posting unit Stan/Eval function is the unit release authority and should sign upon posting.

A4.2.8.2.2. If the message was issued at the MAJCOM or NAF level, and the wing or operations group posted the message for all subordinate units, then the unit release authority is not required.

A4.2.8.2.3. If the message was issued and posted at the wing or operations group level for all subordinate levels, Unit Release Authority is not required.

A4.2.8.2.4. If the message was issued by the wing or operations group and the unit release authority signed the WING/UNIT RELEASE AUTHORITY block, the UNIT RELEASE AUTHORITY block should remain blank.

A4.2.8.2.5. Units will post original AF Form 50, including attachments, in FCIF libraries in accordance with **Chapter 8**. (**T-2**)

Figure A4.1. AF Form 50 Template.

FLIGHT CREW INFORMATION FILE											

APPLIES TO: ACC ☐ AETC ☐ AFGSC ☐ AFMC ☐ AFRC ☐ AFSOC ☐ AFSPC ☐ AMC ☐ NGB ☐ PACAF ☐ USAFE-A ☐   Other ☐

FCIF ☐ SII ☐	ORIGINATING HHQ FCIF/SII #	WING/OG FCIF/SII #	UNIT FCIF/SII #

RELEASE DATE	UNIT POST DATE	RESCIND DATE	OR ☐ POST UNTIL FURTHER NOTICE

APPLICABLE TO:	▼	▼	▼	▼	▼	AIRCRAFT
# Crew Positions 10 ▼	▼	▼	▼	▼	▼	▼ ☐

SUBJECT:

RELEASING AUTHORITY	PHONE	SIGNATURE
RELEASING OFFICE	PHONE	SIGNATURE

AF FORM 50, 20190626
Prescribed by AFI 11-202 v2   PREVIOUS EDITIONS ARE OBSOLETE

FCIF ☐ SII ☐	ORIG. HHQ FCIF/SII #	WING/OG FCIF/SII #	UNIT FCIF/SII #	RELEASE DATE	UNIT POST DATE	RESCIND DATE	OR ☐

APPLICABLE TO:

POST UNTIL FURTHER NOTICE

SUBJECT:

AMPLIFYING INFORMATION:

WING/UNIT RELEASE AUTHORITY/OFFICE	PHONE	SIGNATURE

UNIT RELEASE AUTHORITY/OFFICE	PHONE	SIGNATURE

AF FORM 50, 20190626 (Reverse)
Prescribed by AFI 11-202 v2   PREVIOUS EDITIONS ARE OBSOLETE

DIRECTIONS FOR USE:

NOTE: THIS PAGE IS NOT MEANT TO BE PRINTED OR POSTED TO THE FCIF LIBRARY

HHQ FCIF:
1.   Once notification of a new HHQ FCIF is received, units will download the FCIF as a .pdf file.
2.   Page one of the Form will be locked except for the:
- WING/OG FCIF/SII#
- UNIT FCIF/SII #
- UNIT POST DATE
- RESCIND DATE

3.   To Post:
a.   Fill in UNIT FCIF/SII # and UNIT POST DATE
b.   Provide AMPLIFYING INFORMATION and a UNIT RELEASE AUTHORITY signature on page 2 (Optional)
c.   Print pages 1 and 2 to a PDF file
d.   Post pages 1 and 2 as PDF and all attachments to FCIF Library

Unit FCIF:
1.   When a unit is writing an FCIF for local use it is likely that not all fields will be completed.
2.   The only mandatory fields to complete are:
- Check FCIF or SII
- UNIT FCIF/SII #
- RELEASE DATE
- UNIT POST DATE
- RESCIND DATE (as required)
- SUBJECT
- Guidance
- RELEASE AUTHORITY SIGNATURE
- RELEASING OFFICE SIGNATURE (May be the same as RELEASE AUTHORITY SIGNATURE)
- Other fields and functions are at the discretion of the unit
3.   To Post
a.   Write FCIF/SII in accordance with guidance above
b.   Print pages 1 and 2 to a PDF file
c.   Post pages 1 and 2 as PDF and all attachments to FCIF Library

GENERAL NOTES:
1.   Certain blocks have "hover" feature to give instructions on use
2.   "Applicable to" block is customizable
a.   Goes from 0-10 Crew Positions
b.   "# Crew positions" and drop down arrows will not print
c.   Custom text is permitted
3.   "Aircraft" block is customizable
a.   Goes from 1-44 using plus/minus arrows to left
b.   "+", "-", and drop down arrows will not print
c.   Custom text is permitted
4.   MAJCOMs are highly encouraged to make their own template(s) for ease of use
(i.e., populate aircraft blocks with only MAJCOM-specific MDS)

Attachment 5

EXAMINER OBJECTIVITY EVALUATION CRITERIA

A5.1. Instructions.

A5.1.1. Examiners conducting Examiner objectivity evaluations will use the **Table A5.1** graded criteria. **(T-1)** A grade of Q- with corrective training or a U in any area will require an overall rating of "3". Cumulative deviations will be considered when determining the overall rating of either "1" or "3".

Table A5.1. Examiner Objectivity Evaluation Criteria.

GRADE	GRADE CRITERIA
AREA 1—COMPLIANCE WITH STAN/EVAL DIRECTIVES	
Q	Complied with all directives pertaining to the administration of an evaluation.
Q-	Complied with most directives. Deviations did not jeopardize the effectiveness of the evaluation or flight safety.
U	Failed to comply with directives or allowed flight safety to be jeopardized.
AREA 2—EXAMINER'S BRIEFING	
Q	Thoroughly briefed the examinee on the conduct of the evaluation, mission requirements, responsibilities, graded criteria, and examiner actions/position during the evaluation.
Q-	Items were omitted during the briefing causing minor confusion. Did not fully brief the examinee as to the conduct and purpose of the evaluation.
U	Examiner failed to adequately brief the examinee.
AREA 3—IDENTIFICATION OF DISCREPANCIES AND ASSIGNMENT OF AREA GRADES	
Q	Identified all discrepancies and assigned proper area grade.
Q-	Most discrepancies were identified. Failed to assign Q- grade when appropriate. Assigned discrepancies for performance which was within standards.
U	Failed to identify discrepancies related to flight discipline or deviations that merited an unqualified grade. Assigned Q- grades that should have been U or assigned U grades for performance within standards.
AREA 4—ASSESSMENT OF OVERALL PERFORMANCE	

Q	Awarded the appropriate overall grade based on the examinee's performance.
Q-	Awarded an overall grade without consideration of cumulative deviations in the examinee's performance.
U	Did not award a grade commensurate with overall performance.
AREA 5—ASSIGNMENT OF ADDITIONAL TRAINING	
Q	Assigned proper additional training if warranted.
Q-	Additional training assigned was insufficient to ensure the examinee would achieve proper level of qualification.
U	Failed to assign additional training when warranted.
AREA 6—MISSION CRITIQUE	
Q	Thoroughly debriefed the examinee on all aspects of the evaluation. Debriefed all key mission events, providing instruction and references as required.
Q-	Failed to discuss all deviations and assigned grades. Did not advise the examinee of additional training, if required. Failed to debrief or adequately reconstruct all key mission events.
U	Did not discuss any assigned area grades or the overall rating. Changed grades without briefing the examinee. Did not debrief mission at all. Debriefed few or no key mission events.
AREA 7—EVALUATION DOCUMENTATION	
Q	Correctly completed all required documentation.
Q-	Minor errors in documentation that did not affect the validity of the evaluation.
U	Failed to complete all required documentation. Major errors caused the validity of the evaluation to be questioned.
AREA 8—BRIEFING THE SUPERVISOR ON THE EVALUATION	
Q	Thoroughly debriefed the examinee's supervisor.
Q-	Debriefed the supervisor, but failed to discuss all discrepancies, grades, or additional training.
U	Failed to debrief the examinee's supervisor on an unsatisfactory evaluation.
AREA 9—EXAMINER'S PERFORMANCE	

Q	Examiner performed as briefed and contributed to a thorough evaluation of the examinee.
Q-	Committed minor errors that did not detract from the examinee's performance.
U	Committed major errors disrupting the examinee's performance or preventing a thorough evaluation.

Attachment 6

ANG UNIT ALIGNMENT

A6.1. The following ANG unit alignment identifies the first point of contact for higher headquarters Stan/Eval, AFI/AFMAN 13-1 Vol. 2 guidance.

Table A6.1. ANG Unit Alignment.

1 AF		
224 ADS	Griffiss Business and Technology Park, Rome NY	NY ANG
225 ADS	JB Lewis-McChord AFB	WA ANG
12 AF		
103 ACS	Orange ANGS CT	CT ANG
109 ACS	Salt Lake City UT	UT ANG
116 ACS	Camp Rilea Warrenton OR	OR ANG
117 ACS	Hunter AAF, Savannah GA	GA ANG
123 ACS	Blue Ash ANGS OH	OH ANG
128 ACS	Volk Field WI	WI ANG
133 TS	Ft Dodge IA	IA ANG
134 ACS	McConnell AFB KS	KS ANG
141 ACS	Punta Borinquen ANGS PR	PR ANG
255 ACS	Gulfport MS	MS ANG
PACAF A3/6CX		
169 ADS	Wheeler AAF, HI	HI ANG
176 ADS	JB Elmendorf-Richardson AFB	AK ANG