

**BY ORDER OF THE COMMANDER
TWENTIETH AIR FORCE**

**AIR FORCE SPACE COMMAND
INSTRUCTION 36-2202**



**TWENTIETH AIR FORCE
Supplement 1**

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Personnel

**MISSION READY TRAINING, EVALUATION
AND STANDARDIZATION PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR of this publication is 20 AF/DOMV (Capt Justin Mulkey). This supplement implements AFSPCI 36-2202, *Mission Ready Training, Evaluation and Standardization Programs*, 3 February 2003. It defines roles, responsibilities, and procedures used in the training and evaluation programs for mission ready duties for Twentieth Air Force. This publication applies to headquarters Twentieth Air Force (20 AF) and its subordinate units. Information in this supplement takes the place of that found in AFSPCI 36-2202, 20 AF SUP 1, 20 September 1999. Users should send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through appropriate command channels, to 20 AF/DOMV, 6610 Headquarters Drive, Suite 2, Francis E. Warren AFB WY 82005. Organizations at any level may develop local instructions based on this instruction; however, all local instruction must be coordinated through 20 AF/DOMV and HQ AFSPC/XOTT prior to publication. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4). Comply with AFI 33-332, *Air Force Privacy Act Program*, for documents containing Privacy Act information. Comply with DoD Regulation 5400.7/Air Force Supplement/AFSPCSUP1, DoD *Freedom of Information Act Program*, Chapter 4, for documents containing For Official Use Only information.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.2.9.7.1. (Added) Publications Review. OGV must:

1.2.9.7.1.1. (Added) Review all publications that prescribe or affect crew procedures to determine compatibility with the missile operations manual.

1.2.9.7.1.2. (Added) Identify significant changes to the missile operations manual and other directives that may require crew training.

1.2.9.7.1.3. (Added) Coordinate on all locally developed publications, procedures and training materials that contain or relate to combat crew weapon system operation. OGV will receive all AFTO Forms 22, **Technical Manual (TM) Change Recommendation and Reply**. OGV is the final local approving/disapproving authority for all AFTO Forms 22 initiated against the missile operations manual. Ensure all submitted AFTO Forms 22 meet the criteria established in TO 00-5-1, *Air Force Technical Order System*.

1.2.9.8. (Added) AF Forms 1067, **Modification Proposal**. OGV is responsible for collecting all AF Forms 1067. OGV is the final local approving/disapproving authority for all AF Forms 1067 initiated for REACT discrepancies and modifications.

1.2.9.8.1. (Added) Rapid Execution and Combat Targeting (REACT) discrepancies. OGV will collect unit AF Forms 1067 for REACT discrepancies and route them through the appropriate agencies, to include 20 AF/DOMV, for coordination and action. See HAC/RMPE Concept of Software Support and AFSPCI 10-1202, 20 AF Sup 1, *Crew Force Management*, for further guidance.

1.2.9.8.2. (Added) Launch Control Center (LCC) configuration modification. OGV is the final local approving/disapproving authority for all AF Forms 1067 initiated for REACT discrepancies and modifications. OGV will collect all AF Forms 1067 for LCC configuration modifications and route them through the appropriate base agencies (e.g., unit civil engineer), to include 20 AF/DOMV. The 20 AF/DOMV will route them through the appropriate 20 AF/LG office. From there, the forms are forwarded to AFSPC/LGML and OO-ALC. The OO-ALC maintains configuration control over the MAJCOM's equipment and is the final determining authority for modification approval. AFSPCI 21-104, *Systems Requirements and Implementation Approval Process*, describes the LCC configuration approval process.

1.2.9.9. (Added) OGV is required to review and coordinate on all OSO produced training materials that affect crew procedures. OGV is also responsible for handling the wing publications as directed in paragraph **1.2.9.12. (Added)**

1.2.9.10. (Added) Chief, Standardization and Evaluation Division (OGV chief). The OGV chief establishes and implements the missile combat crew standardization and evaluation program. The OGV chief is the final unit authority for error determination. If there is a disagreement or ambiguity on an error, OGV will query the error(s) to 20 AF/DOMV via fax, using **Attachment 4**. Units will follow up all error determination requests with written clarification within 3 working days using **Attachment 5 (Added)**. OGV will maintain a program for tracking all error determination requests to 20 AF/DOMV. The affected crew will not perform unsupervised alerts until OGV receives a determination from 20 AF. The pass/fail determination will be sent to all units.

1.2.9.11. (Added) Select a senior standardization crew for each weapon system assigned to the unit. This senior crew is responsible for standardized evaluations within the unit. The senior crew must be technical experts. This crew must be Alternate Command Post/Squadron Command Post (ACP/SCP) designated. If a senior crewmember will be unable to perform their duties for an extended period due to illness, TDY, etc., select an interim senior crew. Because of the importance of continuity in the senior evaluator crew position, use interim senior crew only as necessary to deal with unforeseen circumstances. Normally senior crews will hold their position for at least 12 months.

1.2.9.12. (Added) Responsible party for Operations Manuals. Primary responsibility for missile operations manuals rests with OGV. The account representatives must be fully knowledgeable of technical

order account management and distribution procedures (see AFPD 21-3, *Technical Orders*, TO 00-5-1, *Air Force Technical Order System*, and TO 00-5-2, *Technical Order (TO) Distribution System*).

1.2.9.12.1. (Added) Operations Manual Distribution. Issue one copy of the unclassified operations manual to each assigned crewmember or issue sufficient copies to each missile squadron as a sub-account for distribution of one copy to each assigned crewmember. Individual issue of communications TO is optional. If this TO is not issued to each crewmember, two copies must be maintained at all LCCs and MPTs. The Technical Order Distribution Office (TODO) will distribute the missile operations manual to operations functionals. TODO will also operate IAW AFSPCI 32-1005, *ICBM Real Property/Real Property Installed Equipment Responsibilities*, as the consolidating office for distributing the CEM 19. OGV must review all technical data to ensure technical correctness before distribution. If technical inaccuracies warrant action by emergency AFTO Form 22, withhold distribution pending resolution. In addition, OGV must identify all significant discrepancies to 20 AF/DOMV by telephone within 5 working days of initial receipt and in writing within 7 working days of receipt of initial distribution.

1.2.9.13. (Added) TCTO/MCL Status. The unit TCTO/MCL monitor (within OGV) will request a monthly TCTO/MCL status report from the maintenance data management branch. After reviewing the status report, advise the maintenance data management branch, the missile squadrons and OSOT of TCTO/MCLs as they occur. Units will maintain monthly reports for the previous 12 months. Submit AFTO Forms 22 to correct any TCTO/MCL related discrepancies.

1.2.10.9. (Added) Wings will establish weapon system training flights according to the manpower source listing. Units will also develop and maintain training programs to support the requirements of AFSPCI 36-2202 and this supplement.

1.2.10.10. (Added) Units will develop a missile safety and nuclear surety training program per AFI 62-201, *System Survivability*, AFI 91-101, *Air Force Nuclear Weapons Surety Program*, and AFI 91-202, *The US Air Force Mishap Prevention Program*, and train them every month in accordance with the ATEP.

1.2.10.11. (Added) Senior Instructor Crew. Select a senior instructor crew for each weapon system assigned to the unit. The senior instructor crew is responsible for standardized training within the unit. The senior crew must be technical experts. This crew must be Alternate Command Post/Squadron Command Post (ACP/SCP) designated. If a senior crewmember will be unable to perform their duties for an extended period due to illness, TDY, etc., select an interim senior crew. Because of the importance of continuity in the senior instructor crew position, use interim senior crew only as necessary to deal with unforeseen circumstances. Normally senior crews will hold their position for at least 12 months.

1.2.11.2.1. (Added) Missile and operations support squadrons will ensure assigned crewmembers receive all required training. OGV is the only wing organization authorized to perform Missile Combat Crew evaluations.

1.2.12. (Added) Commander, Operations Support Squadron (OSS/CC). The OSS/CC will establish and implement the unit training program.

1.2.12.1. (Added) Chief, Operations Training (OSO). The OSO is delegated the day-to-day administration of the weapon system training programs.

2.1.1. (Added) The IQF will have six sections and be maintained according to the following guidance.

2.1.1.1. (Added) Section 1- AFSPC Form 91, **Individual's Record of Duty and Qualifications**, and AFSPC Form 91A, **Record of Signatures**, and applicable Memos for Record (MFR). Place AFSPC Form 91 and AFSPC Form 91A on top. Post MFRs (i.e., TO checks, Olympic Play audits, procedural devia-

tions, etc.) in reverse chronological order (with the most recent on top) beneath the AFSPC Form(s) 91 and 91A.

2.1.1.2. (Added) Section 2 – Certification/Decertification Paperwork (i.e., Unit generated tracking sheets for Instructor, Evaluator, ACP/SCP, CMR, EWO, and Senior Crew certifications, to show all appropriate training was received prior to respective certification). Final signatures will be recorded on AFSPC Form 91A, and tracking sheets may refer to AFSPC Form 91A.

2.1.1.3. (Added) Section 3 – Evaluation Paperwork (All evaluation documentation to include 392d evaluation documentation, unit Corrective Action Worksheets and associated MFRs). Post documents in reverse chronological order with the most recent on top.

2.1.1.4. (Added) Section 4 – Restricted Status Paperwork (All paperwork to restrict an MCCM and remove an MCCM from restricted status).

2.1.1.5. (Added) Section 5 – Training Records (All Training records from January through December of previous calendar year). Post documents in reverse chronological order with the most recent on top.

2.1.1.6. (Added) Section 6 – Training Records (All Training records from January through present month of current calendar year). Post documents in reverse chronological order with the most recent on top.

2.1.1.7. (Added) All other training records for an individual should be maintained in a separate folder.

2.4.7. (Added) ACP/SCP certification/decertification paperwork.

3.3.2.2.1. (Added) UQT training tasks and sub-tasks are identified in the “UQT” column of the job performance requirements list (JPRL) in AFSPCI 36-2203V2, *AF Training and Evaluation Performance Standards (TEPS)*. In addition, UQT prepares the trainee for emergency war order (EWO) certification.

3.3.2.5.1. (Added) Units will develop and conduct an orientation program for IQT graduates to prepare them for CMR status. Training methods are unit options; however, the following areas must be addressed:

3.3.2.5.1.1. (Added) A MAF orientation tour (LCC and LCEB/LCSB).

3.3.2.5.1.2. (Added) Local procedures training.

3.3.2.5.1.3. (Added) Importance of continued professional development and proficiency enhancement.

3.3.2.5.1.4. (Added) Initial WSSR, missile safety, codes, and nuclear surety training.

3.3.2.5.1.5. (Added) A minimum of three MPT Qualification rides will be accomplished prior to CMR certification.

3.3.2.5.1.6. (Added) An LF orientation tour (LSB, LER1, LER2, SCS, etc.) This can be accomplished IAW UQT. If not accomplished as part of UQT, the LF tour should be accomplished as soon as practical after certification.

3.3.2.7.1. (Added) No set timeframe can be established for each individual upgrade to MCCC. The final authority for determining suitability for upgrade rests with the squadron commander. Commanders should consider proficiency, professionalism, maturity, responsibility, judgment and experience as justification for upgrading (and downgrading) MCCCs.

3.3.2.7.2. (Added) Actual UQT upgrade (DMCCC to MCCC) training methods are unit options; however, the following areas must be addressed:

3.3.2.7.2.1. (Added) Unique leadership duties and responsibilities of crew commanders.

3.3.2.7.2.2. (Added) A minimum of three MPT session in the new crew position to reinforce good judgment and setting priorities.

3.3.2.7.2.3. (Added) An emphasis on status monitoring and checklist discipline.

3.3.2.7.2.4. (Added) Review and emphasis of common errors/problems experienced by new MCCCs.

3.3.2.9.3.1. (Added) **Attachment 3 (Added)** will be used to provide feedback to the 392 TRS. Complete and forward the form within 10 working days after the completion of UQT. The information will be consolidated by 20 AF/ICE and forwarded to 392 TRS/CCT and AFSPC/XOTT. This tool does not replace the Graduate Assessment Survey; both will be used by the 392 TRS.

3.3.3.4. (Added) Intra-system RQT is training required to qualify CMR crewmembers in an advanced variation of the same basic weapon system (e.g., A-M/CDB to MMA-REACT). During major weapon system modifications, each unit prepares a detailed training plan for transitioning crews to CMR status in the new configuration. Copies of this plan will be forwarded to both 20 AF/DOMV and HQ AFSPC/XOT not later than 30 days before turnover of the first flight to contractor or first sortie deposition for conversion. The requirement for maintaining this plan terminates when all facilities have returned to alert.

3.3.3.5. (Added) Inter-system RQT (e.g., MMA to MMB or MM-REACT to PK) requires attendance at the applicable 392 TRS course.

3.3.4. (Added) Crews assigned to the Alternate Command Post/Squadron Command Post (ACP/SCP) must possess the necessary weapon system knowledge and maturity to provide effective command and control of subordinate LCCs and the wing as a whole. Only the most experienced and best-qualified crews will be ACP/SCP qualified. In addition, each squadron will qualify only enough select line crewmembers to adequately cover ACP/SCP alerts. Use the following training/qualification requirements for crewmembers prior to performing ACP/SCP duties. As a minimum, training will include:

3.3.4.1. (Added) Self-study on ACP/SCP unique equipment and duties. Duties will include maintaining the correct situational awareness of the wing's status and the impact of malfunctions of unusual situations.

3.3.4.2. (Added) Classroom instruction/discussion to include a block on the responsibilities and accountability of ACP/SCP duty. Additionally, provide information on wing reporting and processing requirements for PCCs, PCTTs, and WSSR violations.

3.3.4.3. (Added) At least one MPT session covering ACP/SCP unique tasks. Include areas that require decisions directly related to ACP/SCP duties.

3.3.4.4. (Added) An initial ACP/SCP certification briefing will be given to one of the following: Wing CC/CV or OG CC/CD.

3.3.4.5. (Added) First-time ACP/SCP qualified crewmembers will complete a training tour of an operational ACP/SCP LCC prior to certification.

3.3.4.6. (Added) EWO certification briefings will include coverage of ACP/SCP duties and responsibilities. All ACP/SCP qualified crewmembers will be required to cover these slides during any EWO certification briefing. Anyone authorized to receive an EWO certification briefing can EWO certify ACP/SCP qualified crewmembers.

3.4.1.2.3. (Added) CMR crewmembers are required to receive the monthly training in the MPT, EWO Classroom training and test, weapons system classroom training and test, and codes classroom training and test, missile safety, and nuclear surety training. Failure to accomplish any of the training or tests will

result in restriction at 0001 hours local time on the first day of the next month. The crewmember will not be allowed to perform any unsupervised alert duties until they have received the required training and removed from restricted status. For example, if a crewmember fails to receive the monthly MPT training script for Sep 02, then that person is restricted at 0001 hours local on 1 Oct 02. They can be removed from restriction upon completion of the MPT session for Sep 02. A crewmember will not be sent on alert the last day of the month without previously receiving all required training. In the specific instance where a crewmember pulls more than a 48 hour alert that runs past 0001 hours local on the first day of the next month and they had training scheduled for the last day of the month, the crewmember will be restricted at the completion of their alert until completion of the required training. A waiver request must be submitted by the unit if a real-world situation or extenuating circumstance prevents all monthly training from being accomplished. Coordinate all waiver requests through 20 AF/DOMV. In addition, they will receive self-contained breathing apparatus training annually. Failure to receive required training will result in restricted status per AFSPCI10-1202.

3.4.1.2.3.1. (Added) When a CMR individual misses monthly training, the following training is required to return the restricted crewmember to alert status: ALL missed monthly MPT training sessions, weapon system classroom training and tests, current revision EWO classroom training and tests, and codes classroom training and tests, nuclear surety, and missile safety training.

3.4.1.2.3.2. (Added) Decertified crewmembers must accomplish all unit QT (to include codes, weapon system, EWO, and at least three QT rides) or all missed monthly training, tests, and MPT rides. Waiver requests must be approved by 20 AF/DOMV and will be handled on a case-by-case basis.

3.4.1.2.4. (Added) Recurring training should be accomplished on an integral crew basis as much as possible. A recurring trainer ride must have a certified MCCC and DMCCC (or dual-qualified MCCC). The only time two DMCCCs may take an MPT ride together is if one is upgrading to MCCC.

3.4.1.3.3. (Added) Present the monthly MPT training scenario to CMR personnel during each calendar month. Under no circumstances are CMR personnel exempt from taking monthly MPT training scenarios and failure to receive this training is a condition for restricted status.

3.4.1.3.3.1. (Added) Certified OSO instructors may receive the training scenario prior to calendar month presentation. Any training received must be fully coordinated to count as required training. This does not relieve the crew from the requirement to accomplish the EWO self-study package prior to receiving the monthly MPT ride as dictated in AFSPCI 10-902, *ICBM EWO Training and Evaluation Procedures*, (OPR: HQ AFSCP/XONN, DSN 692-9606).

3.4.1.4.1. (Added) The Annual Training and Evaluation Plan (ATEP) identifies when JPRs will be trained and evaluated at each wing. Task/subtask levels are emphasized, and the method of training (weapon system training, self-study packages, or MPT session) is identified for each JPR. All JPRs will be covered at least once during the calendar year. The ATEP will be distributed to the wings by 20 AF/DOMV. It will be revised, as needed, by 20 AF/DOMV. Any ATEP change requests must be coordinated through 20AF/DOMV.

3.4.2.3. (Added) Individual training is developed and conducted in response to individual crew or crewmember performance deficiency. Individual training is documented and conducted under the supervision of a certified instructor.

3.4.3.4. (Added) All supplemental training will be performed by a certified instructor.

3.4.3.5. (Added) Units will track completion of supplemental training to ensure all crewmembers receive necessary training.

3.5.1.1.1. (Added) Instructors will be trained, observed, recommended, and appointed for certification.

3.5.2.2.2.1.1. (Added) Senior Crews will only conduct annual observations on those instructors working in their area of expertise (i.e., same weapon system) in the MPT and the LCC. Any senior crew can conduct classroom observations. Section chiefs will not conduct annual observations. Recurring certifications will count as annual observations.

3.5.3.1. (Added) Instructor certification occurs by position only (i.e., instructors certified while in the DMCCC position are not automatically instructor certified in the MCCC position). Dual qualified commanders are automatically certified in both positions, but need only be observed/certified in one position. The Senior Instructor Crew is designated as the instructor crew who may observe and recommend certification of other instructors.

3.5.3.1.1. (Added) DMCCC instructors are allowed to instruct all crewmembers in the tasks they are certified to perform. Instructors certified in the DMCCC position may perform classroom instruction and administer recurring training to any MCCM.

3.5.3.2. (Added) Document instructor certification, decertification, and recertification on the AFSPC Form 91. Both MPT and classroom certification are documented.

3.5.3.3. (Added) Only certified instructors will administer training. Before certification, all instruction given is observed and supervised by a certified instructor. The observation and certification are specific for a particular training environment (i.e., classroom or MPT). Since the MPT simulates the operational environment, instructors who are MPT certified may present lesson plans in the LCC or MPT. Instructors must be classroom certified in order to present recurring monthly classroom training. Instructors certified in the MPT or classroom may present supplemental or individual lesson plans in their applicable environment. **Table 3.1. (Added), Instructor Certification Requirements Matrix**, identifies certification requirements for instruction in various training environments. An instructor may administer training in the same environment after certification; that is, prior to certification in the other environment. **Table 3.2. (Added), Instructor Certification and Appointment Officials**, identifies instructor certification and appointment requirements. The OSO must observe the senior OSOT instructor crew certifying another instructor crew before recommending certification as Senior Crew. Recommendations for all instructor certifications are forwarded to the applicable appointment officials. Certification paperwork must include the signature of one of the approved individuals observing/recommending certification and the signature of one of the approved appointment officials. Instructor certification expires on the first day of the 13th month following the last certification. Document certification and observation on the AFSPC Form 91.

3.5.3.4. (Added) Instructor Supervision. Individuals who are not EWO certified, not mission-ready, or who are restricted for reasons other than those listed in AFSPCI 36-2202, paragraphs 3.5.4.1.1.2. and 3.5.4.1.1.3., will not perform instruction or duties involving operation of weapon system hardware.

Table 3.1. (Added) Instructor Certification Requirements Matrix.

Type of Training	Location/Training Environment	Type of Certification Required
Recurring	MPT	MPT
	LCC	MPT
	Classroom	Classroom
	Mockups	MPT or Classroom
	Other (e.g., predeparture, office, squadron, etc.)	MPT or Classroom
Supplemental	MPT	MPT
	LCC	MPT
	Classroom	Classroom
	Mockups	MPT or Classroom
	Other (e.g., predeparture, office, squadron, etc.)	MPT or Classroom
Individual Training	MPT	MPT
	LCC	MPT
	Classroom	Classroom
	Mockups	MPT or Classroom
	Other (e.g., predeparture, office, squadron, etc.)	MPT or Classroom

Table 3.2. (Added) Instructor Certification and Appointment Officials.

Type of Instructor	Observing/Recommending Official	Certifying Official
OSO Senior Instructor	OSS/CC, OSO	OSS/CC
OSO Instructor	OSS/CC, OSO, or Senior OSO Instructor	OSS/CC
Squadron Instructor	OSS/CC, OSO, or Senior OSO Instructor	OSS/CC

3.8.8. (Added) Scripts are normally designed not to exceed the following time standards: Monthly Recurring Ride (4 hours), Qualification and Supplemental rides (not longer than scheduled MPT time).

3.8.9. (Added) Scripts should normally measure performance in weapon system operation in a peacetime environment and the majority of EWO performances in a wartime environment. However, EWO and weapon system portions will be combined to provide a seamless MPT ride. The early portion of the ride will consist primarily of weapon system events with some EWO preparation messages. This segment will transition into a wartime environment where the primary focus is EWO. Expected weapon system effects (e.g., power and communications losses, blast valves closing, etc.) should occur in this portion of the ride.

The ride must have opportunities for crews to demonstrate proper prioritization. Clock advances will be used to clean up extraneous status. OSOs should use good judgment when implementing this concept into scripts.

3.8.10. (Added) OSO must coordinate and approve all MPT scripts used for instruction.

3.8.10.1. (Added) Scripts must be fully coordinated prior to being used for required documented training.

3.8.11. (Added) Units must retain training scripts and ancillary items (dispatches, problem cards, script programs) in either paper or electronic copy for a period of at least 12 months from online date. This does not require an RSE for old revision products, and off-line scripts do not require updates.

3.9.1.1. (Added) The MPT provides crewmembers with realistic, hands-on training. It is by far the most valuable tool available for instruction. Before MPT scenario presentation, instructors must:

3.9.1.1.1. (Added) Prepare and review the selected script and associated materials.

3.9.1.1.2. (Added) Review individual training records for potential weaknesses or problem areas, or supplemental training that may be required and administer any required supplemental training IAW **Table 3.1. (Added)**

3.9.1.1.3. (Added) Ensure all necessary training documentation is present.

3.9.1.1.4. (Added) Properly configure the MPT IAW the script and instructor setup guide, as applicable; coordinate with the MPT operator.

3.9.5.1. (Added) During the training session, instructors should present status IAW the script. Emphasis should be placed on the concepts presented in the lesson plan. Observe and document any errors the crew makes during the training session. If a trainer malfunction occurs, or if incorrect status is given, use locally developed backout procedures, and guidelines outlined in paragraph **4.1.9.2.3. (Added)**

3.10.1.5. (Added) May be terminated if training scenario exceeds allotted time scheduled in MPT.

3.11.3. (Added) Once the MPT session is complete, instructors must:

3.11.3.1. (Added) Ensure the MPT is properly reconfigured (to include resetting switches to baseline configuration and cleaning documents).

3.11.3.1.1. (Added) Review the script and crew responses, noting any problem areas.

3.12.2.6. (Added) Each training entity must retain documentation of monthly weapon system, codes, EWO, and MPT training and JPR coverage for the various materials. Training documentation will be retained for previous calendar year, and up to the current month of the current year, or until the individual no longer performs the unique duties.

3.13. (Added) Classroom training sessions.

3.13.1. (Added) Classroom training sessions are designed to facilitate discussion of weapon system concepts, operations, and problems. Tasks are presented to the students in a standard lesson plan format. Before conducting classroom training, instructors must:

3.13.1.1. (Added) Review all required training materials/training aides.

3.13.1.2. (Added) Gather all required ancillary material needed to conduct the classroom training.

3.13.1.3. (Added) Prepare the classroom environment; remove all distractions, and ensure the seating plan facilitates open discussion.

3.13.2. (Added) Start the training session on time. During the classroom session, present the lesson plan to the students. Point out the lesson plan's objectives/main points and stress essential objectives or concepts. Give appropriate examples and any supporting evidence needed to effectively convey the value of the training being presented. Instructors should test students' knowledge by asking questions throughout the lesson plan presentation. Answer all student questions, either on the spot or after conducting any needed research. Once the lesson plan has been presented, administer the test (as applicable) and document completion of the training session.

3.13.3. (Added) After the classroom training session is complete, instructors must:

3.13.3.1. (Added) Reconfigure the classroom.

3.13.3.2. (Added) Return all lesson plans, books, equipment, etc. to their respective places.

3.13.3.3. (Added) Document all test scores, and recommend additional training (if necessary).

4.1.2.1.1. (Added) See **Attachment 2 (Added)** for requirements of Initial Evaluations.

4.1.2.3.1.2. (Added) No-notice Evaluation Program. Each unit will develop a no-notice evaluation program. No-notice evaluations must be out-of-cycle (at least 3 months before delinquency date) evaluations in order to count for no-notice statistics. Units will also develop a no-notice review process of individual technical orders to ensure correct posting. As a minimum, accomplish a random review of individual technical orders (for those going on alert) in a particular squadron at pre-departure every 6 months. This may be a single squadron or multiple squadrons in the group.

4.1.2.3.2.1. (Added) The first recurring evaluation and all upgrade evaluations will be two-phase. If this evaluation is terminated because of an unqualified rating the special evaluation must be a two-phase evaluation.

4.1.2.4.3.1. (Added) A special evaluation occurring as a result of an unqualified rating (UQ) must be completed within 15-calendar days after completion of corrective action. If, as a result of failure of an evaluation, an MCCC is reclassified as a DMCCC, or a DMCCC attempting to upgrade to MCCC is not upgraded, a special evaluation as a DMCCC is required. If conducting a special evaluation resulting from an evaluation where only one member of the crew had failed, only the unqualified crewmember requires a special evaluation. The qualified crewmember may participate, and it will be documented for him/her as a special, upgrade, or recurring evaluation based on the tasks evaluated.

4.1.2.4.4.1. (Added) A one-phase evaluation administered in the LCC will be considered a special evaluation. All requirements and rules for special evaluations will apply.

4.1.2.4.4.2. (Added) Special Evaluation Delinquency Dates. Crewmembers are delinquent on the first day of the 7th month following successful completion of a special evaluation, which resulted from an unqualified rating on an initial evaluation. Crewmembers are delinquent on the first day of the 13th month following successful completion of a special evaluation, which resulted from an unqualified rating on a recurring or upgrade evaluation. Special evaluations that are not the result of a failed initial, recurring, or upgrade evaluation will not advance the delinquency date.

4.1.2.4.4.2.1. (Added) Special evaluations that are not given as a result of a failed evaluation do not reset the delinquency date regardless of task coverage. A special evaluation given during an NSI observation or Short Sprint exercise should be a scenario that involves Weapon System Safety Rules (WSSRs) and EWO. These evaluations should be scripted to not exceed 2 hours.

4.1.2.6.1.1. (Added) BMR task coverage requirements are listed AFSPCI 36 2203V2 and AFSPCI 10-902.

4.1.3.2.2.2.1. (Added) Annual observations can only be delegated to Senior Crew. Senior Crews will only conduct annual observations on those evaluators working in their area of expertise (i.e., same weapon system). Section chiefs will not conduct annual observations. Recurring certifications will count as annual observations.

4.1.3.3.1. (Added) Evaluators will be trained, observed, recommended, and appointed for certification.

4.1.3.3.1.1. (Added) Evaluator certification occurs by position only (i.e., evaluators certified while in the DMCCC position are not automatically evaluator certified in the MCCC position). Dual qualified commanders are automatically certified in both positions, but need only be observed/certified in one position. The Senior Stan/Eval Crew is designated as the evaluation crew who may observe and recommend certification of other evaluators.

4.1.3.3.1.2. (Added) Document both MPT and LCC certification on the AFSPC Form 91.

4.1.3.3.1.3. (Added) Only certified evaluators will administer evaluations. Evaluators should be certified during their first evaluation administered in both the MPT and at the LCC. If for some reason the evaluator trainee is not certified on their first evaluation in either environment, the Senior Crew observer will become the evaluator of record. The OGV chief will recommend certification of senior evaluator members and must observe them certifying another evaluator crew prior to recommending certification as Senior Crew. The remaining evaluator crew recommendations for certification are normally accomplished by the senior crew. The OG/CC may certify these evaluators, as needs dictate. An evaluator may administer other evaluations in the same phase after certification; that is, prior to certification in the other phase. Evaluator certification expires on the first day of the 13th month following certification. Certification paperwork must include the signature of an approved individual recommending certification and the signature of an approved certifying official. The 20 AF/DOMV will perform recurring certifications of the senior crew and any other evaluators observed during 20 AF/DOMV evaluation visits. In absence of a 20 AF/DOMV evaluation visit, the OG/CC may recertify senior crew evaluators as needs dictate. Document and file certification and observation on AFSPC Form 91.

4.1.3.4.1.4. (Added) Evaluator Supervision. Individuals who are not EWO certified, not mission ready, or who are restricted for reasons other than those listed in AFSPCI 36-2202, paragraphs 4.1.3.4.1.1.2. and 4.1.3.4.1.1.3., will not perform evaluation or duties involving operation of weapon system hardware.

4.1.4.1. (Added) Evaluations will be administered to a missile combat crew.

4.1.4.2. (Added) Fifty percent of each squadron's, OSO's, and OGV's evaluations must be two-phase annually.

4.1.4.3. (Added) Evaluations will be conducted in the LCC environment to fulfill two-phase requirements.

4.1.4.4. (Added) Normally, the same evaluator crew administers both phases. When this is not possible, the crew administering the MPT phase is the evaluator crew of record.

4.1.5.1.1. (Added) Do not award a highly qualified rating for any special evaluation.

4.1.6.3.1. (Added) Only 20 AF/DOMV will evaluate the senior instructor/evaluator crews. The senior instructor/evaluator crewmember should be evaluated by the unit within 3 months prior to senior crew certification. If the incumbent senior instructor crew's delinquency date occurs prior to the 20 AF/DOMV

visit, the delinquency date is automatically waived up to 6 additional months. Delinquencies beyond this time period require HQ AFSPC/XOTT approval. Submit waiver requests to 20 AF/DOMV. In the event the senior crew is removed from senior crew duties, and the delinquency has expired, an evaluation must be performed before performing unsupervised alert duties. Senior Crew Instructors must be certified in the classroom and MPT.

4.1.7.2.1. (Added) Evaluate all task and subtasks every 12 months (see 20 AF ATEP).

4.1.8.12. (Added) Scripts must have a plan for presentation of problem sequences and events that specify instructions for MPT operators and evaluators and identify proper crew responses. Evaluators should follow the script as written. If, however, following the script as written causes inaccurate presentation, use evaluator judgment and provide accurate status. Problems that do not lend themselves to sequential operation will be kept to a minimum. Units will number and date scripts and individual problem cards as required, to facilitate control and use, and file them in a manner to preclude disclosure to crewmembers subject to evaluation. Scenarios should be designed so that all critical operations are accomplished as a crew (except where technical order directs/allows for split crew operations).

4.1.8.13. (Added) Procedural entering arguments specified in technical orders and other directives must not be "masked" in order to present a theoretically possible, but improbable, occurrence. "Masking" means using one element of status to suppress another element of status to the extent that the second element of status is not easily detectable. Additionally, it does not mean presentation of simultaneous problems.

4.1.8.14. (Added) Scripts should normally measure performance in weapon system operation in a peacetime environment and the majority of EWO performances in a wartime environment (exception: special evaluations consisting of only weapon system or EWO). However, EWO and weapon system portions will be combined to provide a seamless evaluation. The early portion of the evaluation will consist primarily of weapon system events with some EWO preparation messages. This segment will transition into a wartime environment where the primary focus is EWO. Expected weapon system effects (e.g., power and communications losses, blast valves closing, etc.) should occur in this portion of the ride. The ride must have opportunities for crews to demonstrate proper prioritization. Clock advances will be used to clean up extraneous status. OGVs should use good judgment when implementing this concept into scripts.

4.1.8.15. (Added) Scripts are normally designed not to exceed the following time standards: Initial (5 hours), Recurring (3 hours), and Special (2 hours).

4.1.8.16. (Added) Scripts must be fully coordinated prior to being used for documented evaluations.

4.1.8.17. (Added) Chief of OGV must coordinate and approve all MPT scripts used for evaluations.

4.1.8.18. (Added) Units must retain evaluation scripts and ancillary items (dispatches, problem cards, script programs) in either paper or electronic copy for a period of at least 12 months from the on-line date. This does not require a removable storage element for old revision products and off-line scripts do not require updates.

4.1.9.2.1. (Added) . If the crew has correctly accomplished a task, the task recurs, and is not intended to be evaluated again, an evaluator may brief the task accomplished when the crew identifies the requirement to re-accomplish the task. Likewise, if a task is not intended to be evaluated, such as a train-only task that was not driven by the crew's incorrect action, brief the task accomplished when the crew identifies the requirement to accomplish the task. A crew may accomplish a train-only task for proper, more realistic presentation. For example: (MMB) for an LFDN situation allows crews to run their cable and radio OSI.

4.1.9.2.2. (Added) . Evaluators must always provide status that crewmembers would normally detect with their senses (e.g., heat, air, smoke, etc.) when it cannot be provided by the MPT.

4.1.9.2.2.1. (Added) Ensure correct MPT status is presented for briefed tasks. Ensure proper configuration is either programmed or briefed to the evaluatee crew.

4.1.9.2.2.2. (Added) Ensure the MPT is properly configured (to include resetting switches to baseline or script directed configuration and cleaning documents).

4.1.9.2.3. (Added) Backout Procedures. If incorrect status can be corrected with minimal confusion to the crew, correct the status immediately. Do not have the crew exit the MPT. If the status cannot be easily corrected, accomplish the backout procedures described below.

4.1.9.2.3.1. (Added) Note the current clock time and brief the crew to cease their actions and exit the MPT.

4.1.9.2.3.2. (Added) One evaluator will escort the crew out of the MPT and ensure they are kept under observation at all times. Do not allow the crew to discuss the evaluation. Limit the crew's contact with outside personnel to the greatest extent possible.

4.1.9.2.3.3. (Added) Correct status as expeditiously as possible.

4.1.9.2.3.4. (Added) When the status has been corrected, return crew to the MPT. Do not allow them to accomplish any actions at this time.

4.1.9.2.3.5. (Added) Brief the crew on any configuration changes to the MPT, to include any status that could not be reconstructed.

4.1.9.2.3.6. (Added) Brief the crew on all major events that have been accomplished and where they are holding at this time.

4.1.9.2.3.7. (Added) Ensure the crew fully understands all status.

4.1.9.2.3.8. (Added) Hack the clock and restart evaluation presentation.

4.1.9.3.1.1. (Added) Administer one-phase evaluations in the MPT. Evaluate ACP/SCP crewmembers in the MPT performing ACP/SCP duties.

4.1.9.3.1.2. (Added) Two-phase evaluations will consist of an MPT and LCC phase. The LCC phase is conducted in the operational environment. During the LCC phase of an evaluation, evaluate those tasks directed by technical orders, regulations, etc., and based on actual status as it occurs. If the evaluator desires to have the crew accomplish a task not required by the actual situation, he/she should clearly identify this desire to the crew. Keep simulated problems to a minimum consistent with evaluation requirements. Conduct the LCC phase for ACP/SCP designated crews in an appropriately configured LCC. Do not simulate performance task F01 through F06 in the operational environment.

4.1.9.5.5.1. (Added) In the MPT, evaluators present status IAW the script, then observe and document the crew's response to that status. In an evaluation, an agency will do no more than is required by regulation or applicable technical orders.

4.1.9.5.6.1. (Added) The intent of the MPT evaluation is to assess the proficiency of the MCC under evaluation and not the responses of outside agencies. Outside agencies will provide guidance, but only as directed by technical orders and applicable directives. Such parties will not prompt, challenge, or confirm crew actions in the MPT. The Knowledgeable Agency concept does not apply during evaluations.

4.1.9.5.6.2. (Added) Evaluation errors will not be assessed based on a possible consequences of incorrect crew actions, but on the actions themselves.

4.1.9.5.8. (Added) Evaluation Preparation.

4.1.9.5.8.1. (Added) Evaluators must prepare and review the selected script and associated materials.

4.1.9.5.8.2. (Added) Evaluators must review the read file for new material.

4.1.9.5.8.3. (Added) Evaluators must initiate an evaluation worksheet or locally generated worksheet for each crewmember to be checked. If requested by 20 AF/DOMV, the unit will provide a worksheet containing header data for each crewmember evaluated during 20 AF/DOMV conducted unit evaluations.

4.1.9.5.8.4. (Added) Ensure the MPT is correctly configured.

4.1.9.6.1. (Added) Use the following verbiage during evaluation breaks, between script events (e.g., clock advances), and for termination: "Are you satisfied all crew actions are complete?" When the crew answers affirmatively, state "We will advance the clock to," "Standby for a status update," or "Terminate," as applicable. This will eliminate evaluator prompting that occurs by using this or similar verbiage when a crew has not completed all required actions before evaluation termination.

4.1.9.9.1. (Added) An evaluator will only observe one evaluatee when administering any evaluation. Under no circumstances will they observe more than one individual. (ALL unit- conducted evaluations require two evaluators.)

4.1.11.1.5. (Added) If numerous MPT malfunctions occur during the course of an evaluation, the evaluators may want to consider terminating the MPT phase earlier than the scripted scenario. Before deviating from the approved scripted scenario, the evaluators must consider the following.

4.1.11.1.5.1. (Added) Is there sufficient JPR task coverage to warrant a valid evaluation?

4.1.11.1.5.2. (Added) What type of JPRs would be omitted from the scenario by terminating early? Consideration should include (but not limited to) previous coverage of remaining JPRs (in MPT or LCC).

4.1.11.1.5.3. (Added) How long will MPT back out and reconfiguration last? Comparisons shall include approximate time for MPT back out, and number of MPT back outs versus remaining scripted scenario time.

4.1.12.1.1. (Added) If OGV cannot ascertain how to assess an error for an on-going evaluation after querying all required on-base agencies (e.g., unit OSKE, Safety, Missile Maintenance Operations Center, etc.), call and initiate a formal request for clarification with 20 AF/DOMV. Senior crew OGV will pass all information regarding the error and the associated scenario using [Attachment 4](#). Be very specific and detailed. The 20 AF/DOMV will analyze the information passed, make a final error determination, and respond back to the unit OGV as soon as possible. Units will follow up all error determination requests with written clarification within 3 working days using [Attachment 5 \(Added\)](#). The final determination will be sent to all units via clarification traffic.

4.1.12.2.1.6. (Added) See AFSPCI 10-902 for classified critical errors.

4.1.12.2.1.7. (Added) (MM). Removal of a sortie from PIGA leveling when not authorized by command directives.

4.1.12.2.1.8. (Added) Failure to ensure sortie is capable of correctly responding to a PLC-A.

4.1.12.2.1.9. (Added) Actions by the MCC that result in transfer of timeslot when not required; unnecessary shutdown of an operational console/LCC; removal of ability to command PLC, ENC, or ELC; removal of ability to generate target constants or execution plans, or perform RDC.

4.1.12.2.1.9.1. (Added) (MMA and PK only). This includes not exiting the anti-jam mode by check phase termination. If, by staying in the anti-jam mode, a crew is unable to accomplish RDC, or delays accomplishing RDC, a critical error is warranted. Otherwise, if a crew delays RDC/RDCP and subsequently exits anti-jam, or remains in anti-jam, and misses status, or becomes unable to process subsequent scripted events, a major error is warranted.

4.1.12.2.1.9.2. (Added) This includes any instance where a crew makes an incorrect decision that removes their LCC's capabilities IAW paragraph 4.1.12.2.1.9. (Added) This critical error is not recoverable once a crew action is taken that removes these capabilities.

4.1.12.2.1.10. (Added) Allowing a sortie be safed, or remain safed, when not required.

4.1.12.2.1.11. (Added) Violation of any nuclear weapon system safety rules to include the following:

4.1.12.2.1.11.1. (Added) (PK) Failure to command initial inhibit immediately (within 60 seconds if in normal mode, or 30 seconds if already in anti-jam mode). This includes failure to command initial inhibit when required due to unauthorized launch or enable indications or clear text inhibits when directed by LF Status Out Procedures.

4.1.12.2.1.11.2. (Added) (PK) Failure to accomplish LF Status Out Procedure when required.

4.1.12.2.1.11.3. (Added) Any action or inaction by a crew that allows a sortie to unnecessarily enter the radio mode, failure to initiate an ALCC holdoff command before a sortie enters radio mode, failure to initiate an ALCC holdoff command before unsafing an LF reporting radio mode, or failure to initiate an ALCC holdoff command to a sortie that unexpectedly enters the radio mode. **NOTE:** If this occurs at the LCC, assess the error upon recovery by the evaluator. The evaluator must ensure the sortie does not enter the radio mode and must recover the error when he or she is reasonably certain the crew is not going to command an ALCC holdoff prior to timer expiration. This guidance applies to any scenario in which WSSRs may potentially be violated.

4.1.12.2.1.11.4. (Added) (MMA) Failure to enter/reenter anti-jam mode and initiate first encrypted inhibit within 2 minutes from requirement to accomplish inhibits. This includes failure to command first encrypted inhibit when required due to unauthorized launch or enable indications.

4.1.12.2.1.11.5. (Added) (MMA) Failure to command eight inhibits within 8 minutes from requirement to accomplish inhibits. This includes failure to command the eighth inhibit when required due to unauthorized launch or enable indications.

4.1.12.2.1.11.6. (Added) (MMB) Failure to command inhibit within 60 seconds from receipt of unauthorized critical status via cable or radio.

4.1.12.2.1.12. (Added) An error that results in failure to provide adequate physical security to a nuclear weapon as required by AFSPCI 31-1101, *Intercontinental Ballistic Missile (ICBM) Systems Security Standard*; specifically:

4.1.12.2.1.12.1. (Added) Failure to direct security element response to an LF for an alarm situation with IZ or OZ/IZ accompanied by seismic indications or warhead alarm.

4.1.12.2.1.12.2. (Added) Failure to direct security element response to an LF for an alarm situation with OZ and IZ.

4.1.12.2.1.12.3. (Added) Failure to direct required security element response to an LF at which status cannot be monitored.

4.1.12.2.1.12.4. (Added) Failure to direct a security element response to unmanned LF for improper OZ and IZ indications after a SCNT/GST.

4.1.12.2.1.12.5. (Added) Failure to direct security element response to a Category I convoy (at LF, MAF, or enroute to an LF, MAF, or MSB).

4.1.12.2.1.12.6. (Added) Failure to direct security element response to a penetrated LF.

4.1.12.2.2.11.1. (Added) Significant lack of proficiency. When assessing a major error for proficiency two criteria must be met. First, was the procedural purpose of the task required accomplished correctly? That is, each task has a purpose and that task must be accomplished correctly. If the evaluatee accomplishes the purpose of the task, then from a lack of proficiency perspective, most deviations are minor errors. Second, was the task accomplished in a manner that displayed a gross inability to perform the procedure? This error is to be applied using sound evaluator judgment and is not intended to replace existing error definitions. A key question that should be asked by the evaluator is; did the crew accomplish the purpose of the task and did he or she do so in a proficient manner? Several examples are provided to assist evaluators when determining if a lack of proficiency error has occurred.

Example: A crew has a requirement to isolate a fire within the LCC and take incorrect isolation actions; however, their incorrect actions encompass the correct procedure and the original fire is isolated. The crew does not violate TEPS and damages no equipment in the process. The crew managed to get the end result, but was not proficient in the task of correctly fighting a fire. This would be an appropriate situation to apply a major error in proficiency.

Example: A crew is accomplishing the Inhibit Anti-Jam procedure and they accomplish the procedure correctly with the exception of calling the Possible Code Compromise. They finish the procedure and complete all remaining actions. The crew does not call a PCC. This would NOT be an example of a major error for proficiency. This is a major error for failing to declare a PCC.

Example: A crew is processing a checklist for a PLCB. They fail to coordinate before sending out the command. They realize their mistake and make the call after the command has been sent out of the capsule. This would NOT be an example of a major error for proficiency. This would be a minor error for steps out of sequence.

Example: A light bulb is burned out and the crew fails to note this indication. At the termination of the evaluation the crew never noted the indication. This would NOT be an example of a major error for proficiency. This would be a minor error for lack of association or status monitoring.

4.1.12.2.2.13. (Added) Monitoring or directing another LCC to monitor an incorrect satellite/frequency/antenna steering.

4.1.12.2.2.14. (Added) Failure to notify SCP/CLCC of a requirement to reassign PLC/ENABLE assignment or assigning another LCC to configure for incorrect PLC/ENABLE assignment.

4.1.12.2.2.15. (Added) Failure to configure or improper configuration of a sortie (PLC, RDCT).

- 4.1.12.2.2.16. (Added) Failure to direct a security element to a security situation, or failure to react to security indications, or declaration of an incorrect security situation.
- 4.1.12.2.2.17. (Added) Failure to accomplish authentications when required, to include when security is lost topside.
- 4.1.12.2.2.18. (Added) Allowing a team to depart prior to proper site security system reset (no other team on site) when not authorized by command directives.
- 4.1.12.2.2.19. (Added) Failure to obtain a VCN/authentication when required. This includes failure to authenticate with a team taking over site security.
- 4.1.12.2.2.20. (Added) Failure to have a site guarded.
- 4.1.12.2.2.21. (Added) Failure to correctly configure a security system (i.e., IMPSS, MIIDS.)
- 4.1.12.2.2.22. (Added) Failure to note indications of system degradation. This includes failure to take corrective actions to restore system capabilities. A system is defined as a launch control center, communication system, ICBM sortie.
- 4.1.12.2.2.23. (Added) Subjection of positive control (PC) documents to possible compromise.
- 4.1.12.2.2.24. (Added) Failure to report a possible code compromise (PCC) to a responsible agency.
- 4.1.12.2.2.25. (Added) Failure to note or report system degradation or degradation to a redundant system (this includes, but is not limited to, items defined as "Partial Mission Capable" in applicable Maintenance Operations Center technical orders).
- 4.1.12.2.2.26. (Added) (MM) Entering a sortie into PIGA leveling when not required.
- 4.1.12.2.2.27. (Added) Incorrect or unnecessary information in the PLC-B Library.
- 4.1.12.2.2.28. (Added) Failure to inspect or verify the integrity of a TDI. **NOTE:** This only applies to a single TDI on a piece of equipment. If neither TDI on a single piece of equipment, specified in AFI 91-114 is inspected, a critical error (for violation of WSSRs) is warranted.
- 4.1.12.2.2.29. (Added) Failure to respond to LCC/LCEB fire indications.
- 4.1.12.2.2.30. (Added) Incorrectly posting pages to technical orders in sections III, IV, or V of the following technical orders. Posting refers to the order and sequence of TO pages, not annotations or other administrative requirements.
- 4.1.12.2.2.30.1. (Added) TO 21M-LGM30G-1-20
- 4.1.12.2.2.30.2. (Added) TO 21M-LGM30G-1-22
- 4.1.12.2.2.30.3. (Added) TO 21M-LGM30G-1-24
- 4.1.12.2.2.30.4. (Added) TO 21-LGM118A-1-1
- 4.1.12.2.2.30.5. (Added) TO 21M-LGM30F-1-22
- 4.1.12.2.2.30.6. (Added) TO 21M-LGM30F-1-23
- 4.1.12.2.2.31. (Added) Incorrectly configuring any EWO communication equipment (not IAW communications monitoring checklist).
- 4.1.13.3. (Added) Corrective Action Worksheets (CAW).

4.1.13.3.1. (Added) A CAW will be used for all evaluations where errors are noted. They will be maintained in the individual's training/evaluation records. The OSO/OGV, as applicable, will receive and maintain copies of the CAW for trend analysis. When retraining is required, OSO will receive and maintain copies of the CAW for training purposes. The CAW coordination process should be accomplished expeditiously to ensure all individuals' records are kept current. Units will create a CAW for errors identified during higher headquarters inspections/visits. Individual records must maintain all restriction-related paperwork to include CAWs, restriction letters (to include a letter for removal from restricted status), and training documentation.

4.1.13.3.2. (Added) Dual position crewmembers will always be rated unqualified (UQ) for both positions if rated UQ in either position.

4.1.13.4. (Added) Deficiency Reporting. When a crew is on alert (not under formal evaluation) and procedural deviations/errors are observed or found through a review of alert tapes, logs, or weapon system indications, the squadron commander or operations officer, OGV chief, or OG/CC, as applicable, shall be notified in writing within 3 working days after discovery. The squadron commander or operations officer, OGV chief, or OG/CC, as applicable, shall determine corrective action(s). Do not document as critical, major, or minor errors, but ensure the notified agency understands the severity of the deviations and document them as procedural deviations. Deviations meeting the criteria in AFSPCI 10-1202, AFSPCI 36-2202, and this supplement, as critical, shall result in automatic restricted status. This will also apply during HHQ inspections. Document the noted deficiency in the IQF. Additionally, recommendations for restricting may be made to OG/SQ CC, based on error severity or knowledge/proficiency/professionalism deficiency, in the sound professional judgment of the evaluator.

4.1.13.5. (Added) Evaluation Type. Use the following as a guide to document evaluation type in the IQF.

4.1.13.5.1. (Added) Use a U to record an initial or inter-system transition evaluation. These evaluations are normally accomplished to determine proficiency and capability of crews upon completion of IQT/RQT.

4.1.13.5.2. (Added) Use an F to record the first recurring evaluation following an initial evaluation. A first recurring evaluation is designed to determine proficiency and capability of crewmembers for the first time at the operational unit.

4.1.13.5.3. (Added) Use a Q to record a recurring evaluation. A recurring evaluation is a periodic evaluation of a crew or crewmember designed to determine proficiency and capability.

4.1.13.5.4. (Added) Use a Z to record an upgrade evaluation. An upgrade evaluation is designed for upgrading a CMR deputy to CMR crew commander.

4.1.13.5.5. (Added) Use an R to record a special evaluation that is a result of a previously failed evaluation. This type of special evaluation may be a complete evaluation or may only evaluate tasks that resulted in the unqualified rating.

4.1.13.5.6. (Added) Use a P to record a special evaluation that is not a complete evaluation (inadequate task coverage, Short Sprint exercise, NSI observation) and is not the result of a previous failed evaluation. These evaluations do not modify delinquency dates.

4.1.13.5.6.1. (Added) Special evaluations of this type also include 20 AF/DOMV on-site (LCC) evaluations. Units may complete this type of evaluation and code the complete evaluation in accordance with the rules above. If the unit does not choose to complete the evaluation, it should be considered a special evaluation and documented with the P coding.

4.1.13.5.7. (Added) Evaluation type is determined for the individual crewmember receiving the evaluation. For example, an individual is upgrading (Z) while their crew partner is receiving their first evaluation (F) following their initial evaluation.

Attachment 2 (Added)**EVALUATION TASK REQUIREMENTS**

A2.1. Initial Evaluation: Evaluate all tasks except:

A2.1.1. Prohibited:

Specialized tasks and subtasks

(PK) A02A, A02B, F06 (MM) B03A, B03B

A2.1.2. Optional: (PK) A01B, A04B, A06, B04B-B04X, E07, G01, H02

(MM) A01E, B01B, B08C-B08H & B08M-B08V, E07A, E07B, E07F-E07K, E10, G02

A2.2. (PK) Upgrade and Recurring Evaluations:

A2.2.1. Evaluate F0XX JPRs IAW AFSPCI 10-902.

A2.2.2. Evaluate at least two tasks in each area, except "G" and "C."

A2.2.3. "G" tasks are optional.

A2.2.4. Evaluate at least one "C" task.

A2.3. (MM) Upgrade and Recurring Evaluations:

A2.3.1. Evaluate F0XX JPRs IAW AFSPCI 10-902.

A2.3.2. Evaluate at least two tasks from each area except "A."

A2.3.3. "A" tasks are optional.

A2.4. Special Evaluation (given as a result of a failed evaluation).

A2.4.1. Evaluate, as a minimum, all tasks/subtasks with critical errors and any other requirements that were not fulfilled in the type of evaluation failed (except as indicated in c, below).

A2.4.2. Evaluate F0XX JPRs IAW AFSPCI 10-902.

A2.4.3. For each major weapon system modification, 20 AF may designate additional tasks/subtasks requiring evaluation.

Attachment 3 (Added)

INITIAL QUALIFICATION TRAINING FEEDBACK

MEMORANDUM FOR 20 AF/ICE

FROM: XX SW/OSOT

Address

Address

SUBJECT: USMT XX-XX Feedback

1. Initial Codes Training.

(Comments to be supplied by OSKC instructor for new students. State any specific subject areas students did not understand, including problem scenarios. State the JPR, if applicable. Make any pertinent general comments. Do not merely state diagnostic test scores or pass rates.)

Examples of desired comments:

E10A (Respond to Possible Code Compromise): All students were unfamiliar with how to report Possible Code Compromises.

All students were unfamiliar with the organization of SD 501-12.

2. Mission Ready EWO Training.

(Comments to be supplied by OSKE instructor for new students. State any specific subject areas students did not understand, including problem scenarios. State the JPR, if applicable. Make any pertinent general comments. Keep unclassified or use a classified transmission. Do not merely state diagnostic test scores or pass rates.)

Examples of desired comments:

Students were unfamiliar with non-IAD techniques.

No conceptual problems were noted.

3. MPT Performance.

(Comments to be supplied by UQT manager or primary MPT instructor for new students. State any specific subject areas students did not understand, including problem scenarios. State the JPR, if applicable. Do not merely report errors made by the new crewmember and their commander because this does not necessarily indicate a problem with Initial Qualification Training [i.e., the MCCC may have led the DMCCC into the error.] Make any pertinent general comments.)

Example of desired comments:

C03A (Perform SCNT/GST): Four students did not understand expected test results for manned site vs. penetrated site.

4. Direct any questions to (POC) at DSN ####-####.

NAME, Rank, USAF

Duty Title

Attachment 4

ERROR ASSESSMENT CLARIFICATION FORMAT EXAMPLE

Time Slot(s):	DEFCON:
AFI(s):	Posture:

EAMs/FDMs Received: _____

Include which table

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LCC Status/Faults:	LCC Status/Faults:

LF Status/Faults:	LF Status/Faults:

Are there any Clarification Messages applicable for this scenario?

What JPRs were involved? _____

What constraints are involved? _____

Was the scenario valid? _____

Was the presentation valid? _____

Additional information: _____

Attachment 5 (Added)**FORMAL REQUEST FOR CLARIFICATION**

MEMORANDUM FOR 20 AF/DOMV

FROM: XX OG/OGV

Address

Address

SUBJECT: Question(s) for Clarification

1. The following question(s) is (are) presented for your consideration:

a. Scenario: Present scenario here. Be very detailed and precise.

b. Question: Present specific question. Include your answer and the verbiage “Do you concur? If not, please provide rationale.”

2. Direct any questions to (POC) at DSN ####-#####.

NAME, Rank, USAF

Chief, Standardization and Evaluation

(End of Example)

EDWARD W. RAUSCH, Colonel, USAF
Vice Commander, Twentieth Air Force