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Personnel

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFSPCI36-2202, 2 August 1999 and AFSPCI36-2202/14AF1, 31 December 1999, are supplemented as follows: This supplement applies to all Department of Defense (DOD) military, Air Force Reserve Command (AFRC), Air National Guard (ANG), foreign national and civil service personnel assigned to the 21st Space Wing performing mission ready operational duties. Send requests for waivers to AFSPCI 36-2202, 14 AF1 and this supplement to: 21 SW/DO, 775 Loring Ave, Ste 233, Peterson AFB, CO 80914-1296.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Changes provide guidance on unit Stimuli Listings, off-line simulators, no-notice evaluations, evaluation augmentee support, use of Initial Plans of Instruction (IPOIs) as lesson plans, SME designation for supplemental training, and unit TEMAP reporting. This revised supplement eliminates numerous redundant documentation and training product development requirements and incorporates wing-level guidance for changes levied by AFSPC and 14 AF instructions.

1.1. Requirements:

1.1.4. Standardization Visits. The Operations Standardization Team (OST) process is designed to assist units in maintaining and improving training, standardization/evaluation, and crew force management programs to ensure successful mission accomplishment. During a visit, the OST will determine whether these operations programs are in compliance with established instructions and ensure standardized processes are implemented where practical and beneficial.

1.1.4.2.4. (Added) Team Composition. The OST consists of a Team Chief and sufficient members to inspect each program area described above. It also includes operations specialists for the system being inspected, when possible.

1.1.4.2.5. (Added) Training. All OST members will complete the OST training program. OGV will determine OST training program requirements.

1.1.4.2.6. (Added) Scheduling. The OST visits non-remote units once every 24 months or as directed. The OST visits remote units once every 12 months or as directed. OST visits are normally prior-notice, but may be no-notice at Wing/Group Commander discretion. OGV will coordinate the OST schedule with HQ AFSPC/IG, 14 AF/OV, and 21 SW/IG to avoid conflicts.

1.1.4.2.7. (Added) OST Responsibilities.

1.1.4.2.7.1. Pre-OST Visit. Approximately 30 days prior to an OST visit, OGV will notify the unit of the projected schedule and OST ground rules.

1.1.4.2.8. (Added) OST Conduct. The OST will perform the following during a site visit:

1.1.4.2.8.1. Conduct a thorough inspection of operations training, standardization/evaluation, general operations, and crew force management program areas. The OST may also assess special interest items and other functional areas, as determined by the Wing/Group Commander.

1.1.4.2.8.2. Accomplish annual observation requirements for the Chiefs of Training and Stan/Eval, and other unit instructors/evaluators as appropriate, by observing them conduct a training scenario/performance test. Instructor/evaluator proficiency will be graded during this session, based on a standardized rating scale. Passing score is 80 percent. Individuals who receive a score of less than 80 percent will be placed in instructor/evaluator-restricted status. Individuals who receive a score of 95 percent or better, on both the scenario and knowledge test, will be eligible for the Wing Instructor/Evaluator Excellence Award. Observation by the OST will satisfy annual instructor/evaluator observation requirements.

1.1.4.2.8.3. Administer a knowledge test to all certified instructors and evaluators. Passing score is 80 percent. Instructors/evaluators who receive a score of less than 80 percent will be placed in instructor/evaluator-restricted status. Personnel on leave/TDY status are exempt from testing requirements.

1.1.4.2.8.4. Conduct an out-brief to inform the unit of inspection results.

1.1.4.2.9. (Added) Post-OST Visit. The Group Commander will provide the unit with a formal inspection report. The report will identify all areas inspected, including strengths and areas for improvement. The report will be releasable to other wing units, as determined by the Wing/Group Commander, to foster continuous process improvement.

1.1.4.2.10. (Added) Unit Responsibilities. Upon receipt of the OST notification (approximately 30 days prior to OST), unit will assign a point of contact (POC) for the OST visit and provide the name and duty phone of the individual to the OGV POC. Upon receipt of the OST formal inspection report, the unit will begin reporting the status of all OST-identified problem areas in the unit ORP minutes, until all items are closed. Report only open and recently closed items.

1.1.4.2.11. (Added) Additional OST Guidelines.

1.1.4.2.11.1. The Wing/Group Commander may direct inclusion of Quality Assurance Evaluators (QAEs) as part of the OST visit, to assess additional unit functional areas. Unit Commanders may also request QAE augmentation.

1.1.4.2.11.2. As determined by the Wing/Group Commander, the OST may visit a unit to conduct an Initial Operations Assessment (IOA) or a Staff Assistance Visit (SAV). Refer to AFSPCI10-120102S21SW for additional guidance on IOAs and SAVs.

1.1.5. Real World Performance. Unit Operations Officer/Det Chiefs are also authorized to place the individual in restricted status IAW AFSPCI10-1202.

1.2. Responsibilities:

1.2.9. Space Wing (SW), Space Group (SG), Operations Group (OG), and Operations Support Squadron (OSS): Provides an assessment of changes and potential impacts to subordinate units.

1.2.9.10. (Added) Wing Chief of Operations:

1.2.9.10.1. Reviews unit requests for waivers to HHQ instructions and forwards requests with recommendations to 14 AF/OV and HQ AFSPC/DOT. Approves/disapproves waivers to this supplement.

1.2.9.11. (Added) Operations/Space Group Commander:

1.2.9.11.1. Provides senior management for the group standardization/evaluation function.

1.2.9.11.2. Establishes the group operations training function.

1.2.9.11.3. Coordinates and recommends approval/disapproval for unit waiver requests to HHQ instructions and this supplement to the Wing Chief of Operations.

1.2.9.11.4. Reviews and approves the OST report.

1.2.10. Group Standardization and Evaluation Office (OGV): Provides an assessment of changes and potential impacts to subordinate units.

1.2.10.10. (Added) Administers the group standardization/evaluation function.

1.2.10.11. (Added) Provides guidance to units in developing, controlling, and administering standardization and evaluation programs, as directed by AFSPCI36-2202 and applicable supplements.

1.2.10.12. (Added) Reviews, maintains, and distributes required standardization/ evaluation program materials.

1.2.10.13. (Added) Serves as focal point for all unit waiver requests to this supplement and sends recommendations to the Group Commander.

1.2.10.14. (Added) Develops standardization/evaluation and validation plans for new/upgraded systems, with unit assistance. Ensures unit standardization/evaluation programs for new/upgraded systems are in compliance with this supplement no later than the end of trial period and/or approximately no later than 15 days prior to Initial Operations Capability (IOC).

1.2.10.15. (Added) Supervises the scheduling, conduct, and analysis of the OST.

1.2.11. OSS Operations Training Office (OSOT): Provides an assessment of changes and potential impacts to subordinate units.

1.2.11.11. (Added) Administers the group operations training function.

1.2.11.12. (Added) Provides guidance to units in developing, controlling, and administering training programs.

1.2.11.13. (Added) Reviews, maintains, and distributes required training program materials.

1.2.11.14. (Added) Coordinates on waiver requests to this supplement.

1.2.11.15. (Added) Develops training and validation plans for new/upgraded systems, with unit assistance. Ensures unit-training programs for new/upgraded systems are in compliance with this supplement no later than the end of trial period and/or 15 days prior to IOC.

1.2.11.16. (Added) Coordinates on the scheduling, conduct, and analysis of the OST.

1.2.12. Operational Squadron/Detachment: Unit Commander:

1.2.12.4.4.1. Certifies unit instructors and evaluators on 21 SW Form 53, Evaluator/Instructor Certification Checklist.

1.2.12.4.4.2. Appoints (in writing) Chiefs and NCOICs of operations training and standardization/evaluation.

1.2.12.4.4.3. Reviews and initials the 14 AF Form 6.

1.2.12.4.5. (Added) Unit Operations Officer (Or Det Chief):

1.2.12.4.5.1. Determines training and evaluation requirements, and other necessary actions, for new or changed operational procedures.

1.2.12.4.5.2. Ensures there are enough instructors and evaluators to maintain continuity of operations training and standardization/evaluation.

1.2.12.4.5.3. Directs/annotates applicable training/evaluation requirements. Reviews and initials the 14 AF Form 6.

1.2.12.4.5.4. Serves as approval authority for all local stan/eval, training, and crew force management materials, when approval authority is not specified by Unit Commander or HHQ. This authority may be delegated.

1.2.12.5. Provide feedback to the 533 TRS (with cc to OSS) via the 21 SW Post IQT Graduate Survey (PGS), Attachment 12.

1.2.12.8. (Added) Unit Operations Standardization/Evaluation Section:

1.2.12.8.1. Administers the unit standardization/evaluation function.

1.2.12.8.2. Chief and NCOIC, DOV must complete the group (and unit supplemented) Evaluator Certification Program (ECP) and be evaluator certified before appointment.

1.2.12.8.3. Chief, DOV develops and documents coordination and validation process for all standardization/evaluation materials (i.e., scripts, Annual Plan of Evaluation (APOE), Evaluator Recurring Training (ERT), etc.). Completes necessary coordination and validation, to ensure all standardization/evaluation program materials and documentation are current, technically/procedurally accurate, and standardized.

1.2.12.8.4. Coordinates in the development of training program materials.

1.2.12.8.5. Develops a local program to supplement the group ECP.

1.2.12.8.6. Documents completion of evaluator certification requirements on the 21 SW Form 53. Ensures unit evaluators complete annual evaluation observation requirements.

1.2.12.8.7. Compiles evaluation results and other applicable data to support TEMAP. Jointly determines, with Unit Training Section, courses of action for unit-identified AFRs and trends, as appropriate.

1.2.12.8.8. Forwards unit TEMAP report as an attachment to the Operations Review Panel (ORP) minutes.

1.2.12.9. (Added) Unit Operations Training Section:

1.2.12.9.1. Administers the unit operations training function.

1.2.12.9.2. Chief and NCOIC of Training must complete the group (and unit supplemented) Instructor Certification Program (ICP) and be instructor certified before appointment.

1.2.12.9.3. Chief of Training develops and documents coordination and validation process for all training materials (i.e., scripts, tests, Annual Plan of Instruction (APOI), Instructor Recurring Training (IRT), etc.). Completes necessary coordination and validation, to ensure all training program materials and documentation are current, technically/procedurally accurate, and standardized.

1.2.12.9.4. Coordinates in the development of standardization/evaluation program materials.

1.2.12.9.5. Develops a local program to supplement the group ICP.

1.2.12.9.6. Documents completion of instructor certification requirements on the 21 SW Form 53. Ensures unit instructors complete annual training session observation requirements.

1.2.12.9.7. Compiles training results and other applicable data to support TEMAP. Jointly determines, with DOV, courses of action for unit-identified AFRs and trends, as appropriate.

1.2.12.9.8. Provides trainee feedback (21 SW Post IQT Graduate Survey (PGS), Attachment 12), unit feedback, and applicable training program changes to OSS/OSOT and 533 TRS.

1.2.12.9.9. Maintains a Master Course File (MCF) of all required training program materials. Maintains currency of the MCF by updating documentation due to training program or operational changes.

2.1. Individual Qualification Folder (IQF). IQFs will be maintained at each GSU. GSU Operations Officers/Det Chiefs will determine where IQFs will be stored/maintained (e.g., DOUT, DOV).

2.1.5. (Added) IQF Disposition. For individuals who PCS to another AFSPC operational unit, units will forward the IQF to the gaining unit. The gaining unit will review the IQF to assess previous experience and determine training requirements. Once reviewed, return all non-required documents to the individual. For passive space surveillance personnel, only forward the IQF if the gaining unit is a passive unit. If the individual is not PCSing to another AFSPC operational unit, give the IQF to the individual.

2.3. Scenario Support Personnel.

2.3.3. (Added) Knowledgeable Agencies. Simulated agencies enhance scenario presentation and realism when properly utilized. These simulated agencies are considered knowledgeable agencies when crews are required to notify them IAW technical orders, procedures or HHQ directives to accomplish some task or receive operations reports/information. These agencies will be knowledgeable of their responsibilities and respond/take actions accordingly, but may not provide more support or information to the evaluatee beyond what is required by procedures or directives. For example, if as a result of significant equipment damage that might meet OPREP-3 reporting criteria, a crew passes an Operations Capability (OPSCAP) to a required command and control (C2) agency, the C2 agency will not solicit/ask the crew if an OPREP-3 will be sent. This would be considered "prompting". Furthermore, information will not be passed from one external agency to another unless specifically directed/requested by the crew and such information would be passed during normal operations. For example, if a missile warning crew asks the 21st Space Wing Operations Center (21 SW/WOC) to pass a site report along to the Missile Warning

Center (MWC) during a scenario (where no communication degradations exist), 21 SW/WOC will not assist. The intent in both cases is to allow the crew to determine and perform all required actions within their scope of responsibilities. However, a knowledgeable agency is expected to perform all actions they would normally accomplish without the crew prompting or directing them to do so. For example, if Covered Wagon procedures dictate that crews notify their site Security Forces (SFs) and site SF's procedures dictate that they (SFs) will notify Central Security Control (CSC), the crew does not have to request SFs to notify CSC.

2.4. Documentation. Units will document all items specified in Attachment 10 on the AFSPC Form 91.

2.5. Stimuli List. All units will develop and maintain a stimuli list for all task/subtasks. Unit stimuli list will be approved by 21 OG/OGV. The stimuli list will be a comprehensive listing of all performance test script inputs an evaluatee could possibly be exposed to during training evaluation performance tests. It should include as many stimuli as necessary to adequately assess performance/proficiency for each task/subtask. It is used to ensure a proper balance of stimuli are exposed for each subtask, within all evaluation programs. The stimuli list is not a listing of performance sub-subtasks, it identifies situations, circumstances, events, etc., that should elicit a response from crew members to perform appropriate actions within a task/subtask. For example, if the task is "Perform Fire/Overheat Procedures," some stimuli might be: "You smell and see smoke coming from the back of your console" (input card); "The fire alarm is sounding" (input card, verbal, simulated alarm); "Trash can fire is discovered in break room" (sim-switch call); etc. As a minimum, the stimuli list will contain the task/subtask number, task/subtask description, the stimulus, method(s) of presentation, event duration (action time), and inherent tasks associated with each stimulus. A representative example of a stimuli list is provided at Attachment 13. Attachment 13 is not a comprehensive/exhaustive listing, it only provides examples of a few stimuli for a limited number of tasks/subtasks. Forward stimuli lists to OGV for approval.

2.6. (Added) Additional Documentation. Units will use the following forms as applicable:

2.6.1. AFSPC Form 97, Operations Mission-Ready Certificate. DOV will complete this form for the unit Commander's signature. This form is presented to individuals who receive a Qualified rating on an initial or upgrade evaluation.

2.6.2. AFSPC Form 98, Certificate of Highly Qualified. DOV will complete this form for the unit Commander's signature. This form is presented to individuals who receive a Highly Qualified rating on an initial, upgrade, or recurring evaluation.

2.6.3. 21 SW Form 53, Evaluator/Instructor Certification Checklist. Use this form to document initial instructor/evaluator training and certification. One form may be used for both certifications on one individual. See Attachment 11 for a sample form. Use the Comments section to document previous instructor/evaluator certification (i.e., from another unit), knowledge test results, previously accomplished actions common to instructor/evaluator certification and similar items.

2.7. (Added) Changes Impacting Operations. When system, procedural or program changes affect operations, Training and Stan/Eval will coordinate with the Operations Officer/Det Chief to determine the overall impact and necessary requirements. Such changes may include system modifications/ upgrades, HHQ instruction/requirement updates, task/subtask proficiency changes or similar issues.

2.7.1. Overall Requirements. The Operations Officer/Det Chief will ensure all training, evaluation and procedural requirements are fulfilled before the change takes effect. Units will notify the Group Commander if they require additional time or resources to ensure the above requirements are fulfilled prior to change implementation.

2.7.2. Training Requirements. Chief of Training will recommend Re-qualification Training (RQT), ST or administrative notification of crews to the Operations Officer/Det Chief. The overall impact of the change will determine which method is used. Administrative notification of crews, via the Crew Information File (CIF), is not considered ST. Chief of Training will also identify required procedural changes and necessary updates to training program materials.

2.7.3. Standardization/Evaluation Requirements. DOV will recommend what type of evaluation crews should complete, if one is required, to the Operations Officer/Det Chief. DOV will also identify required procedural changes and necessary updates to stan/eval program materials.

3.1. Training Program Requirements:

3.2. Plan of Instruction (POI).

3.2.1. (Added) Initial Plan of Instruction (IPOI). The IPOI is a training plan that serves as the basis for Unit Qualification Training (UQT) program. Staff and crew instructors use the IPOI to determine which tasks/subtasks will be exposed during each UQT session. The IPOI is also used to document task/subtask completion by UQT trainees. It contains a comprehensive listing of all technical order, instructional and procedural references used to perform CMR duty. The references are listed by task/subtask and may be further broken down by position. This portion of the IPOI is used by crew members/trainees to ensure familiarization with applicable documents. It is used by the Training Section to develop current and accurate program materials. An IPOI will be developed for each position and must contain all tasks/subtasks listed in unit's Job Performance Requirements List (JPRL) applicable to each position. The IPOI is developed by the unit and approved by OSS/OSOT. Use the IPOI to document non-scenario screening process and qualification training sessions, as follows:

3.2.1.1. Document all screening task/subtask checkouts and knowledge tests.

3.2.1.2. Document all training sessions conducted during qualification training, including self-study, classroom, positional instruction and knowledge tests. Include end-of-phase tests, if phases are used in the UQT program. Document ST conducted during qualification training, including lesson plan title (may be documented on the AFSPC Form 91 in lieu of the IPOI).

3.2.1.3. Cover Page. Document date entered UQT, Maximum Training Time (MTT) and total training days in UQT.

3.2.1.4. Interview Page. Document the initial and final interview dates. Units may create substitutes for this page.

3.2.1.5. Additional Documentation. Instructors and trainees document task/subtask training completion by initialing and dating the appropriate column(s). Enter remarks for equipment non-availability or tasks that cannot be trained prior to evaluation.

3.3. Qualification Training (QT).

3.3.2. Unit Qualification Training (UQT). Maximum Training Time (MTT) is the maximum allowable time in which the trainee is required to become CMR. Document MTT on the IPOI. MTT is calculated by multiplying the number of calendar days in which a trainee is expected to become CMR by 1.5. Do not adjust the MTT for unscheduled non-training days (e.g., crew rest). The MTT was designed to account for such instances.

3.3.2.1.1.1. An individual in training for a second crew duty position is not bound by the MTT listed on the IPOI, assuming the person is performing crew duty in the first position while training for the second position.

3.3.2.1.1.2. Once a trainee reaches the documented MTT, the Chief of Training will notify the Operations Officer/Det Chief and unit Commander. The Operations Officer/Det Chief or Commander will determine additional actions, as required.

3.3.2.2.1. (Added) Training Day. Normally, a training day is no less than six hours. The Operations Officer/Det Chief will determine the normal training day based on the unit's duty shift and availability of equipment/study materials. Document the defined training day in the IPOI. The training day should include instructor supervised training, self-study, classroom instruction, knowledge testing and training scenarios, or any combination thereof. This does not preclude a trainee from being assigned to work a crew shift of longer periods as a monitor or observer, nor does it preclude unsupervised self-study.

3.3.2.6.1. (Added) If a unit must provide qualification training for an individual not able to attend the normal IQT course, OSS/OSOT will coordinate with applicable HHQ agencies to determine and process applicable waiver requirements. Conduct training using the ISD building block approach and available MCF materials. Develop additional materials as required. Reference AFMAN 36-2236 for additional guidance.

3.3.2.8.1. (Added) Screening Process. The Screening Process is used to determine training requirements for personnel transferring from like systems. Similar to the IQT Graduate Training Verification Process, the Screening Process may be accomplished through a combination of individual task/subtask checkout, knowledge tests and/or training scenarios. Screening results are not pass/fail. They are used to gauge current proficiency level and time required to bring the trainee to the appropriate CMR/BMR level. The Screening Process will be conducted prior to entry into UQT.

3.3.2.9. IQT Graduate Training Verification Process. The IQT Graduate Training Verification Process will be conducted prior to entry into UQT. Unit training office will develop all verification process materials, based on current 533 TRS Course Training Standards and requirements within this instruction.

3.3.2.9.4. If a training scenario is used in the IQT Graduate Training Verification Process, IQT graduates may receive a level of exposure to local procedures necessary to perform effectively in the scenario environment, prior to the scenario. However, the scenario should focus on tasks trained at 533 TRS.

3.3.2.10. (Added) Initial Interview. Unit training office will interview each trainee prior to the start of UQT. This enables determination of the appropriate level of training for tasks/subtasks or phases of instruction. Document interview completion, to include date and initials of both the instructor and the trainee, on the IPOI. At a minimum, the interview will consist of the following:

3.3.2.10.1. A review of the individual's IQF, training schedule, duties and responsibilities while in training.

3.3.2.10.2. An outline of the instructor's duties and responsibilities to the trainee.

3.3.2.10.3. A review of the trainee's previous space systems experience. For units supported by 533 TRS, a review of the training deviation letter, if applicable, will be accomplished to determine which tasks were not taught as specified in the course training plan.

3.3.2.10.4. An explanation of the IQT Graduate Training Verification Process and/or Screening Process, and expectations.

3.3.2.11. (Added) Final Interview. Unit training office will conduct the final interview within 10 work days of CMR/BMR certification. Document interview completion, to include date and initials of both the instructor and the trainee, on the IPOI. At a minimum, the interview will consist of the following:

3.3.2.11.1. Trainee's comparison of IQT and UQT programs (as applicable) and overall quality of unit instruction.

3.3.2.11.2. Trainee completion of the 21 SW Post IQT Graduate Survey (PGS).

3.3.2.12. (Added) UQT Completion. UQT is completed once an individual passes the pre-evaluation. If the trainee fails the subsequent initial/upgrade evaluation, conduct IT.

3.3.2.12.1. For unsatisfactory training scenario ratings, continue to administer training until the trainee receives a satisfactory rating. For knowledge test failures, continue to administer subsequent versions until the trainee scores at least 80 percent. Unit training office will determine if the trainee is capable of passing a scenario or knowledge test. If a trainee is incapable of passing, notify the Operations Officer/Det Chief. The Operations Officer/Det Chief will determine additional actions, as necessary.

3.3.2.13. (Added) UQT Instructor Requirements. UQT primary instructors ensure trainees can correctly perform the required subtasks IAW the IPOI and JPRL. A certified instructor will always be available to assist a trainee during periods of scheduled self-study. Individual subtasks may be trained by an alternate instructor. The primary instructor will not give the pre-evaluation.

3.3.2.14. (Added) UQT Task Coverage Requirements. All tasks/subtasks must be trained to the proficiency level identified in the JPRL for each trainee. As a minimum, when all pre-evaluation script versions are combined (by position), all subtasks must be covered. Units do not have to ensure that all subtasks are actually exposed annually in pre-evaluations; however, units should make a concerted effort to present different script versions throughout the year to ensure the effectiveness of the UQT program. Unit training office should work with unit DOV to ensure pre-evaluation task coverage (number of subtasks, etc.) is consistent with actual evaluation task coverage and complies with the requirements of AFSPCI36-2202 and AFSPCI36-2203V1. Training scenario and knowledge test results provide training staff with a cross-check of the trainee's progress and the instructor's effectiveness. Unit training office will analyze pre-evaluation results to determine if the trainee is ready for evaluation.

3.3.3. Requalification Training (RQT). If a person was previously CMR/BMR, ensure all required tasks/subtasks are administered for each position in which he/she was decertified.

3.3.3.2. RQT is appropriate only for individuals that have recent experience in a like defense/weapon system. Recent experience is defined as an individual who transfers from one unit to another in a similar system, and is scheduled to become CMR/BMR in the same/similar duty position within 24 months of departing the last duty station. Unit training office will coordinate with OSS/OSOT for individuals who exceed a transfer time of 24 months. Recency of experience and system similarity will be determined by OSS/OSOT, on a case-by-case basis. For personnel with recent, like-system experience, conduct a screening process to determine any training necessary to fulfill CMR/BMR requirements. Upon screening completion, enter the individual into RQT. If recency of experience and/or system similarity are determined inappropriate for RQT, units will coordinate with OSS/OSOT to determine IQT waiver requirements. In such cases, units may begin UQT but they will not allow an individual to be certified MR until the IQT waiver determination is made.

3.4. Proficiency Training.

3.4.1. Recurring Training (RT). All tasks/subtasks will be trained at least annually, by position. At a minimum, all tasks/subtasks must be trained to the proficiency level identified in the JPRL.

3.4.1.2. At a minimum, monthly RT will consist of a training scenario and knowledge test for all CMR personnel each calendar month. Classroom and other forms of training may also be included. If RT is not completed by the last day of the calendar month, the individual is placed in restricted status IAW AFSPCI10-1202 and applicable supplements.

3.4.1.2.1. (Added) Multi-Position Requirements. If a person is multi position certified, that person must receive RT for both positions.

3.4.1.2.2. (Added) Dual-Position Requirements. If a person is dual position certified, that person may receive RT in the most comprehensive, task-inclusive duty position. Ensure all tasks/subtasks for both positions are covered annually.

3.4.1.2.3. (Added) Monthly RT Exemptions. Monthly RT scenario and knowledge tests are not required for the following: BMR personnel, members of the 137th Space Warning Squadron, Air Force Reserve Command (AFRC), and members of the Alternate Missile Warning Center (21 OG Det 1). Personnel who received an initial, upgrade or recurring evaluation during a given month may be exempted from that month's RT scenario and knowledge test at Operations Officer/Det Chief discretion. Exempt personnel will still meet monthly and quarterly AFSPC requirements IAW AFSPCI36-2202, paras 3.4.1.2. and 3.4.1.3.

3.4.1.4.1. (Added) The APOI is a training plan that serves as the basis for the RT program. Crew members and staff use the APOI to determine which tasks/subtasks will be exposed in training each month. The APOI also indicates whether a task/subtask will be knowledge and/or performance trained. The APOI is developed and approved by the unit.

3.4.1.6. Personnel are considered as developers of the RT knowledge test if they have knowledge of the questions contained in the test. If tests are constructed via test-generation software/tools which permit test construction without knowledge of the actual questions contained in the test, personnel who construct the test are not exempt from taking the test they constructed.

3.4.1.7. (Added) RT Waivers. Squadron Commanders may request a waiver of monthly RT scenario and knowledge test requirements only in exceptionally unusual circumstances. Examples include scheduled/unscheduled system downtime that excessively limits on-system training time, severe personnel shortfalls, and the like. Waivers to RT requirements will be addressed on a case-by-case basis. When waivers are granted, units will adjust APOI task exposure as necessary to ensure AFSPC annual task/subtask coverage requirements are fulfilled.

3.4.2. Individual Training (IT). IT is also used when an individual fails an initial or upgrade evaluation following UQT.

3.4.2.3. (Added) Previously developed lesson plans, scenarios and knowledge tests may be used for IT if they meet training needs. For scenarios, always provide enough stimuli to adequately train the task/subtask.

3.4.2.4. (Added) Continue to administer and document IT until the individual receives a satisfactory rating or unit training office determines they are incapable of passing.

3.4.2.5. (Added) When a multi or dual position certified crew member receives an unsatisfactory rating on a RT scenario, unit training office will ensure IT is provided in the position(s) in which deficiencies exist. Successful completion of training applies to both positions.

3.4.3. Supplemental Training (ST). For all ST requirements, unit training office develops required training materials, ensures training is conducted and ensures changes are properly tracked. For schedule planning considerations, unit training office also coordinates with DOV and the Operations Officer/Det Chief to determine if special evaluations will follow ST.

3.4.3.1. The Operations Officer/Det Chief will designate a sufficient number of SMEs (if required) to ensure training requirements can be met. Instructors who have received ST by SMEs may conduct subsequent ST for other crew members.

3.4.3.2. In addition, for units supported by a 533 TRS IQT course, unit training office will forward all ST materials to 533 TRS.

3.4.3.3. Other than these cases, ST may be accomplished prior to a specified future date, as determined by the Operations Officer/Det Chief. If non-routine ST methods are used (i.e., contractor-provided Type I training), designated SMEs must first receive the training. SMEs must be designated for every instance in which ST is deemed required IAW AFSPCI36-2202/14AF1, paragraph 5.1.8.

3.4.3.4. (Added) ST may be conducted using any method that fulfills the training need, as determined by unit training office and the Operations Officer/Det Chief; however, administrative notification of crews via CIF is not considered ST. If a person is rated unsatisfactory during ST, unit training office will reassess the new procedures and/or materials. If no adjustments are required, continue to administer ST until the person successfully completes the training or is deemed incapable of passing.

3.4.3.5. (Added) Decertified/Restricted Personnel. If new or changed procedures are implemented when a person is decertified or on restricted status, the individual must be trained during RQT, IT, or prior to any unit evaluation.

3.4.3.6. (Added) Personnel in UQT. Personnel in UQT must receive any required ST prior to an initial evaluation if failure to receive the ST could adversely affect mission accomplishment or personnel safety. If the ST does not fall into this category, the ST may be accomplished prior to a specified future date, as determined by the Operations Officer/Det Chief.

3.5. Instructor Training and Certification Program. OSS/OSOT will provide the wing ICP to units. It will address a review of applicable HHQ instructions, as well as selected topics listed on the 21 SW Form 53, Instructor/Evaluator Certification Checklist. Units will supplement this ICP to address all local instructor requirements and procedures. The unit ICP supplement will include a Plan of Instruction (POI) to show the flow of training. It will also include a local instructor handbook, to describe specific procedures for performance and knowledge test construction, script/lesson plan presentation, simulation procedures and similar items. Document initial instructor certification on the 21 SW Form 53, and on the AFSPC Form 91.

3.5.2. Instructor Recurring Training Requirements. Unit training office will create an Instructor Recurring Training (IRT) program to emphasize necessary instructor concepts throughout each year. Program requirements will be addressed in an APOI. Common instructor/evaluator topics may be addressed in joint sessions for IRT and Evaluator Recurring Training (ERT). IRT is not required during the quarter in which an instructor was initially certified, unless deemed necessary by the Chief of Training. This

exemption does not apply to annual observations. Include at least one of the following types of training each quarter:

3.5.2.1.1.1. Knowledge testing.

3.5.2.1.1.2. A classroom or crossfeed session. Topics may include training techniques, ISD concepts, new HHQ/local instruction requirements, documentation, recent OST visit results and similar areas.

3.5.2.1.1.3. Practical instructor training. Examples include training scenario conduct, script/knowledge test development, classroom lesson plan presentation and similar items.

3.5.2.2. This annual observation must be completed no later than one year from the original/previous certification/observation date.

3.5.2.3. (Added) The annual observation of the Chief of Training will be conducted by the OST. If the OST observes other unit instructors conduct a training scenario, this will also satisfy the annual observation requirement for these instructors. OST observation of unit instructors will re-establish the annual observation "delinquency" date. If annual observation "delinquency" expires prior to a subsequent OST visit, the Operations Officer/Det Chief will determine observation requirements for the Chief of Training. Document the annual observation date on the AFSPC Form 91.

3.5.4. Instructor Restricted Status Requirements. Failure to successfully complete annual instructor observation requirements.

3.6. Knowledge Tests (KT). Unit training office is responsible for ensuring that a knowledge level, commensurate with applicable proficiency requirements listed in the JPRL, is achieved. Knowledge tests may include closed and/or open book questions. In addition, knowledge tests will have unit developed and approved time limits.

3.6.6. (Added) Knowledge Test Development. Knowledge tests will be constructed using the ISD method, as outlined in AFMAN36-2236, Chapter 21. Knowledge tests will be constructed as follows:

3.6.6.1. For written tests, include a cover page to identify test title, applicable position(s), approval date and instructions. Instructions will identify any time limits and/or other restrictions.

3.6.6.2. Open Book Questions. For open-book questions, unit training office will identify in test instructions what reference materials trainees will be permitted to use. Unit training office will determine what reference material is permitted; however, as a general guide, trainees should normally be permitted reference to all materials they would use while conducting their primary crew duty responsibilities. These may include technical orders, positional checklists, job aids, the Reports Guide Book (RGB) and applicable local materials used in performing duties on position. The time limit for an open-book test must allow the trainee enough time to complete the test without extensive searching for each answer (i.e., the trainee should generally know where the answer can be found).

3.6.6.3. Closed Book Questions. Closed-book questions will only be used to test task/subtask knowledge that the Operations Officer/Det Chief determines crew members must recall without reference.

3.6.6.4. Primary and alternate test versions will be developed and maintained for all UQT End-Of-Phases (EOP), if phases are used, or pre-evaluations (end of UQT), if phases are not used. More than one alternate version is permitted.

3.6.6.4.1. Alternate versions are required for Recurring Training (RT), Individual Training (IT) and Supplemental Training (ST) tests only in the event of a failure by one or more trainees. Alternate versions are

not required for personnel who received previous exposure to a training test (i.e., through coordination, validation, etc).

3.6.6.4.2. Alternate versions must contain at least 30 percent different questions from the primary version.

3.6.6.5. Include a test answer key to identify the following for each question: Test question number, correct answer(s), applicable task/subtask and specific reference(s). When alternate versions are used, annotate which questions are different from the original version.

3.6.6.6. Phases may be used to define different segments of the UQT program. If phases are used, to ensure knowledge in critical performance areas is maintained throughout the UQT program, units will include appropriate tasks (unit determined) from the previous phase, in the next phase test.

3.6.6.7. All written knowledge tests are considered controlled materials and will be safeguarded against compromise (i.e., using a locked storage container/cabinet). Test questions and answers may be maintained in a computer test bank if adequate control procedures are established to limit access to test material.

3.6.6.8. For all written knowledge tests, document required coordination, validation, and approval.

3.6.7. (Added) Knowledge Test Administration. Knowledge tests will not be used as study materials unless they were specifically designed as study materials. Quizzes may be used in this manner.

3.6.7.2. Ensure the testing environment provides adequate testing space, sufficient lighting, comfortable room temperature, and no trainee/evaluatee distractions.

3.6.8. (Added) Retraining/Retesting. During UQT, retrain missed questions and administer an alternate version for test failures. Post-UQT, retrain missed questions and administer IT (or ST as appropriate) and an alternate version for test failures. A person must score at least 80 percent on any retest. If a test is failed after retraining and retesting, the instructor determines how to continue with the retraining. The instructor may continue to retrain and retest until the individual passes. If extensive retraining is required and would best be accomplished in another environment, or if the instructor determines the trainee is incapable of passing, terminate retraining/retesting and notify Chief of Training.

3.7. Training Scenarios. If the off-line simulator or part task trainer cannot be used to train tasks to the proficiency level identified in the JPRL, but the on-line (or off-line) operational system can, training for these tasks must be accomplished on the operational system.

3.8. Training Scripts.

3.8.7. Script Composition. Develop scripts IAW AFSPCI36-2202 paragraph 3.8. and AFSPCI36-2202/14AF1 paragraph 4.1.8.1. In addition, include the following as a minimum:

3.8.7.1. A cover page with the following:

3.8.7.1.1. Title

3.8.7.1.2. Applicable position(s)

3.8.7.1.3. Approval date

3.8.7.1.4. Date annual review was conducted.

3.8.7.1.5. A listing of all tasks/subtasks that appear in the script, including “inherent” tasks/subtasks.

3.8.7.2. Starting status information, to ensure standardized presentation. This will include information crew members would normally be briefed during crew changeover.

3.8.8. (Added) Primary and alternate script versions will be developed and maintained for all EOPs (if phases are used), and pre-evaluations. More than one alternate version is permitted.

3.8.8.1. Alternate versions are required for RT, IT, and ST scripts only in the event of an unsatisfactory rating by one or more trainees/evaluatees. Alternate versions are not required for personnel who received previous exposure to a training script (i.e., through coordination, validation, etc).

3.8.8.2. Alternate versions must contain at least 30 percent different stimuli from the primary version. For alternate versions, indicate on the cover page, which tasks/subtasks have different stimuli from the primary version.

3.8.9. (Added) If phases are used in UQT, to ensure proficiency in critical performance areas is maintained throughout the UQT program, units will include appropriate tasks (unit determined) from the previous phase, in the next phase training scenario.

3.8.10. (Added) Pre-evaluation scenarios and initial/upgrade performance tests, at a minimum, must be comparable to one another in like-stimuli, presentation methods, length and number of multiple inputs. If units desire, pre-eval scenarios may be slightly more complex, longer and cover more subtasks than initial/upgrade evaluation performance tests.

3.9. Training Scenario Conduct: If the trainee has completed all required actions for a specific input prior to the scripted end-time for that input, the instructor may advance to the next scheduled input.

3.11. Post-Training Scenario Actions: Training deficiencies are identified by assigning task/subtask ratings, based on trainee performance in a scenario. Ratings are based on an individual's ability to meet the standard contained in the JPRL. A task/subtask is failed when the standard is not met. When an individual demonstrates a deficiency in a task/subtask, retraining and retesting is required.

3.11.1.3. (Added) Satisfactory Rating. Rate trainee performance satisfactory when the individual meets the standard of each subtask being tested. The rating is assessed after any required retraining and retesting has been given.

3.11.1.4. (Added) Unsatisfactory Rating. Rate trainee performance unsatisfactory when the individual cannot meet the standard associated with one or more subtask(s) being tested. Personnel in UQT are given more training until the objectives are met or they are deemed incapable of passing. The instructor may also rate a training scenario unsatisfactory if, in the instructor's judgment, the crew member operates ineffectively in the assigned position. Notify Chief of Training for an unsatisfactory rating.

3.11.2. The out-brief provides feedback to the trainee and is used to validate the training scenario. Training session out-briefs include the following, at a minimum:

3.11.2.1. (Added) Discussion of positive performance and strengths.

3.11.2.2. (Added) Discussion of any noted deficiencies, probable causes and direct/indirect impacts to the mission, personnel or other organizations.

3.11.3. (Added) Retraining/Retesting. Retraining may be given immediately after the deficiency is observed or at the end of the training scenario, whichever is deemed more beneficial to the trainee. Script events used for retraining/retesting must contain the subtask in which the deficiencies were identified, plus those tasks/subtasks needed to recreate the situation. After retraining, the stimulus is retested to

ensure the desired proficiency level is achieved. If the subtask is failed after retraining and retesting, the instructor may continue to retrain and retest until the individual demonstrates proficiency. If extensive retraining is required and would best be accomplished in another environment, or resource constraints exist, the instructor will terminate the scenario and advise unit training office.

3.12. Training Documentation: All CMR training scenario sessions (IT, ST, RT) will be documented on the AFSPC Form 91 IAW Attachment 10 of this supplement. All UQT/RQT training scenario sessions (screening, EOPs, Pre-Evals) will be documented on a locally developed Training Performance form. All CMR training scenario sessions (IT, ST, RT) in which deficiencies were noted will also be documented on the locally developed Training Performance form. CMR training scenario sessions (IT, ST, RT) in which no deficiencies were noted are not required to be documented on the Training Performance form. At a minimum, locally developed Training Performance forms will contain entry places for, and include the following:

3.12.3.1. Script title.

3.12.3.2. Deficiencies (indicate the applicable task/subtask, incorrect procedure and root cause of the deficiency).

3.12.3.3. If retraining and retesting was accomplished, provide a brief description and results. Provide any other comments or assessments (positive or negative) that might be beneficial to the trainee.

3.12.3.4. Ensure the instructor and trainee signature blocks are completed. Do not complete blocks provided for Corrective Training, Evaluation Required, and Supervisor's Signature.

3.13. (Added) Training Master Course File (MCF). Unit training office will maintain a MCF, which includes the following training program materials:

3.13.1. Job Performance Requirements List (JPRL) (does not have to be separate from AFSPCI36-2203V1).

3.13.2. IPOIs for each CMR crew position.

3.13.3. APOIs for RT and IRT.

3.13.4. Stimuli List.

3.13.5. Unit's training product coordination/validation/approval process policy (developed by Chief of Training).

3.13.6. Knowledge tests/training scenarios.

3.13.7. Wing ICP and unit supplement.

3.13.8. Lesson Plans (LPs). LPs will be used by all instructors to present standardized and accurate instruction for all types of training, to include training scenarios, classroom sessions, positional instruction and self-study (this includes ICP and IRT training). LPs may also be used in other operations programs to fulfill training requirements (ECP, ERT, Crisis Response Element (CRE) training, etc). They are used in conjunction with other training program materials to ensure learning objectives are properly stated, addressed in a logical sequence and adequately tested. Refer to AFMAN36-2236 for sample lesson plan formats.

3.13.8.1. For non-training scenario LPs, any format that includes basic components described in AFMAN36-2236 may be used. Classroom and self-study are the most common non-training scenario LPs used in training.

3.13.8.1.1. Classroom LPs will be used by instructors to present standardized and accurate instruction in the classroom environment. The classroom environment may include classroom lectures, positional instruction in the operations center, site work center tours or similar items. For units supported by a 533 TRS IQT course, unit training office will forward UQT lesson plans to 533 TRS.

3.13.8.1.2. Self-Study Guides (SSGs) may be developed by units to provide trainees with standardized and accurate training in a self-paced environment. They typically provide information of a more in-depth nature, to broaden the knowledge base of trainees. Specific guidance is included for estimated completion time, desired learning objectives and applicable references. For units supported by a 533 TRS IQT course, unit training office will forward UQT SSGs to 533 TRS.

3.13.8.2. All LPs will include the following, at a minimum:

3.13.8.2.1. LP title, time (length of presentation) and approval date.

3.13.8.2.2. All LP objectives (tasks/subtasks), defined by position, if applicable.

3.13.8.2.3. Training materials required by both the instructor(s) and the trainee(s).

3.13.8.2.4. Instructional guidance to assist in adequately preparing for the session. Include required audio-visual support, coordination with guest lecturers and similar items.

3.13.8.2.5. Instructional method. Some examples include formal lecture, demonstration-performance and self-study. Refer to AFMAN 36-2236 for additional methods.

3.13.8.2.6. Introduction, main body and conclusion. Indicate where audio-visual aids will be presented during each portion, if applicable. This is not required for scripts and Self-Study Guides.

3.13.8.2.7. A method to test presented objectives. This may include oral/written questions during or following the lesson. For demonstration-performance lessons and scripts, objectives are considered tested through actual performance by trainees.

3.13.9. Monthly RT materials (memos, LPs, tests, scripts, trend data, etc.).

3.14. (Added) Product Development. As a minimum, all training scenarios, knowledge tests and lesson plans will be coordinated, validated, and approved prior to initial exposure to trainees, to ensure currency, technical accuracy and standardization. Document coordinating/approval agencies for each product IAW unit's coordination/validation/approval policy developed by Chief of Training. Individuals who perform as crew members on console during the validation process for training scenario may be given credit for the training session, at Chief of Training's discretion; however, all APOI-required tasks must be properly exposed during the validation process.

3.14.1. Documentation. Training program changes will be documented and maintained for future training program decisions. Documentation will include: when a major change to the training program occurred, the reason for the change (e.g., operational instruction change), positions affected, how the training program was changed, related remarks (e.g., how the training program improved), and notes to help inform successors in the training section.

3.15. (Added) Product Maintenance. Maintain all training program materials for at least one year from the approval date. Unit training office will also conduct a review of all training program materials, at least annually, to ensure currency, accuracy and standardization.

4.1. Evaluation Program Requirements. Recurring Evaluation.

4.1.2.3.1.2. GSUs will conduct at least 10% of recurring evaluations (counted per individual, not per crew) as no-notice evaluations annually.

4.1.2.3.7. (Added) Annual Plan of Evaluation (APOE). The APOE is an evaluation plan that serves as the basis for the recurring evaluation program. DOV will create an APOE to determine which tasks/subtasks will be exposed in recurring evaluations during the course of the year. The APOE may be structured on a monthly, quarterly, semi-annual, or annual basis at unit's discretion. Units will ensure that all tasks/subtasks on the JPRL are presented at least once per calendar year and that each performance test meets minimum task/subtask exposure requirements IAW AFSPCI36-2202/14AF1, paragraph 4.1.2.8. Units are not required to schedule evaluations during a given APOE planning period (i.e., APOE structured basis - monthly, quarterly, etc.) simply to meet APOE planning period task/subtask requirements. However, since annual task coverage requirements are based upon calendar year, units may have to schedule/conduct evaluations prior to the end of the calendar year to meet annual task/subtask exposure requirements. If no recurring evaluations are presented in an APOE planning period (e.g., 2nd quarter, fourth month, etc.), ensure subsequent APOE planning period scripts are adjusted to meet annual task coverage requirements. In such cases, units are not required to publish an updated APOE. Simply document necessary APOE adjustments in an MFR. Additionally, units are not required to adjust the APOE to account for AFRs, RAFRs, trends and/or ST additions to RT.

4.1.2.4. Special Evaluations:

4.1.2.4.3. All tasks/subtasks in which major and critical errors were committed during a UQ evaluation will be re-evaluated in the subsequent special evaluation.

4.1.2.4.4. The Operations Officer/Det Chief will designate a sufficient number of SMEs (if required) to ensure evaluation requirements are met. SMEs are responsible for ensuring AFSPC Form 91s are updated for all individuals who receive ST validation special evaluations. SMEs will report results of these evaluations to the Operations Officer/Det Chief. Based upon these reported results, the Operations Officer/Det Chief will determine adequacy of the ST and any additional required actions (i.e., additional ST, IT for individuals who fail the special evaluation, additional special evaluations, etc.). Document Operations Officer's/Det Chief's directed corrective actions on the AFSPC Form 91.

4.1.2.9. (Added) Annual Evaluation Programs Task/Subtask Coverage Requirements. To evaluate the overall effectiveness of the training program, the following annual (Calendar Year (CY)) subtask coverage requirements must be met for each evaluation program. These annual task/subtask coverage requirements are for overall evaluation program development and conduct. They do not relieve, nor replace, individual evaluation performance test task/subtask coverage requirements directed in AFSPCI36-2202/14AF1, paragraphs 4.1.2.7. and 4.1.2.8. All tasks/subtasks must be evaluated to the proficiency level identified in the JPRL.

4.1.2.9.1. Initial Evaluations. When all initial evaluation script versions are combined (regardless of position), all subtasks must be covered. Units do not have to ensure that all subtasks are actually exposed annually; however, units should make a concerted effort to present different script versions throughout the year to properly evaluate (validate) the effectiveness of the UQT program.

4.1.2.9.2. Upgrade Evaluations. When all upgrade evaluation script versions are combined (by position), all tasks (not subtasks) must be covered. Units do not have to ensure all tasks are actually exposed annually; however, units should make a concerted effort to present different script versions throughout the year to properly evaluate (validate) the effectiveness of the RQT/UQT programs.

4.1.2.9.3. Recurring Evaluations. When all recurring evaluation script versions are combined (regardless of position), all subtasks must be covered. Units will ensure that all subtasks are actually exposed annually. Annual exposure does not have to be accomplished for each position; however, total subtask exposure must be accomplished across all positions (i.e., when all positions are combined, all subtasks must have been exposed each CY).

4.1.2.9.4. Exemptions. Group Commanders may exempt units from position/program requirements, for the initial, upgrade, and recurring evaluation programs, if the number of evaluatees does not allow adherence to these guidelines.

4.1.3. Evaluator Training and Certification Program. OGV will provide the wing ECP to units. It will address a review of applicable HHQ instructions, as well as selected topics listed on the 21 SW Form 53, Instructor/Evaluator Certification Checklist. Units will supplement this ECP to address all local evaluator requirements and procedures. The unit ECP supplement will include a POI to show the flow of training. It will also include a local evaluator handbook, to describe specific procedures for performance test construction, script presentation, simulation procedures and similar items. Document initial evaluator certification on the 21 SW Form 53, and on the AFSPC Form 91.

4.1.3.2. Evaluator Recurring Training Requirements.

4.1.3.2.1.1. (Added) DOV will create an ERT program to emphasize necessary evaluator concepts throughout each year. Program requirements will be addressed in an APOI. Common instructor/evaluator topics may be addressed in joint sessions for IRT and ERT. ERT is not required during the quarter in which an evaluator was initially certified, unless deemed necessary by the Chief of Stan/Eval. This exemption does not apply to annual observations. Include at least one of the following types of training each quarter:

4.1.3.2.1.1.1. A classroom or crossfeed session. Topics may include evaluator techniques, ISD concepts, new HHQ/local instruction requirements, documentation, OST visit results and similar areas.

4.1.3.2.1.1.2. Practical evaluator training. Examples include performance test conduct, script development, error assessment and similar items.

4.1.3.2.2. This annual observation must be completed no later than one year from the original certification date or previous observation date.

4.1.3.2.3. (Added) The annual observation of the Chief, DOV will be conducted by the OST. If the OST observes other unit evaluators conduct an evaluation performance test, this will also satisfy the annual observation requirement for these evaluators. OST observation of unit evaluators will re-establish the annual observation "delinquency" date. If annual observation "delinquency" expires prior to a subsequent OST visit, the Operations Officer/Det Chief will determine observation requirements for the Chief, DOV. Document the annual observation date on the AFSPC Form 91.

4.1.3.4. Evaluator Restricted Status Requirements.

4.1.3.4.1.4. (Added) Failure to successfully complete annual evaluator observation requirements.

4.1.7. Evaluation Scenarios. If the off-line simulator or part task trainer cannot be used to evaluate tasks to the proficiency level identified in the JPRL, but the on-line (or off-line) operational system can, evaluate these tasks on the operational system.

4.1.8. Evaluation Scripts. Standardized event durations (or Action Times) will be developed by units and used to serve as the basis for sequencing task/subtask stimuli during script development. Action times

may not be more restrictive than the performance time standards established in AFSPCI36-2203V1. Inputs and action times may be overlapped if the tasks are for unique positions. Action times will only be used for script development (i.e., sequencing inputs, estimating scenario length, etc.), and will not be used as performance standards, nor contradict provisions provided in AFSPCI36-2203V1. Document action times for each event (stimulus) on the unit Stimuli Listing (see Attachment 13 for an example).

4.1.8.1.3.1. (Added) Multiple Input Event Construction. All evaluation performance tests, except special evaluations, will include at least one, but no more than two, multiple inputs. Units will determine multiple input use in special evaluations. A multiple input will be limited to two stimuli. When multiple inputs are required, units may use no more than two and no less than one per scenario. Multiple input events will be clearly labeled within each script. Multiple inputs for evaluations must also comply with all presentation limitations outlined in AFSPCI36-2203V1.

4.1.8.11. An individual is considered “exposed” to a script if the individual has gained knowledge of the script events, or sequence of the scripted task/subtask presentation, through coordination, validation, approval and evaluation conduct (including evaluators, evaluatees and scenario support personnel).

4.1.9. Evaluation Scenario Conduct: If the evaluatee has completed all required actions for a specific input prior to the scripted end-time for that input, the evaluator may advance to the next scheduled input.

4.1.9.10.1. Evaluation Augmentees. “Privy” means that evaluation augmentees will not have prior knowledge of what actual scenario is being presented. Therefore, evaluation augmentees may not participate in pre-scenario activities (script scrubs, sim-switch pre-briefs, etc.).

4.1.9.11. (Added) Directing a stimulus to an individual crew member is permissible to ensure task/sub-task proficiency; however, the crew member must still have normal crew support.

4.1.12. Post Evaluation Actions: If units are able to make the correct error assessment from the error definitions but the error is not specifically identified in AFSPCI36-2202 or AFSPCI36-2202/14AF1, units may identify their error assessment in paragraph 8, “Idea Forum,” of unit ORP minutes for possible inclusion in future revisions.

4.1.12.2.1. Critical Error.

4.1.12.2.1.1. Serious injury is any injury that results in, or could result in, loss of life or limb.

4.1.12.2.2. Major Error.

4.1.12.2.2.8. Incorrect reports contain incorrect information that may either prevent or lead a decision maker away from the correct decision. Assess typographical or administrative errors that fall short of this criteria as minor errors.

4.1.12.2.2.9. If verbal and hardcopy reports are required (with the same information/addressees) and only one report is accomplished, assess a minor error; however, provisions under paragraph 4.1.12.2.2.8. may apply if initial reporting timelines are not met.

4.1.12.2.2.12. Injury defined here is any injury that does not or would not, result in loss of life or limb.

4.1.12.2.3. Minor Error.

4.1.12.2.3.1.1. (Added) Technical Order (T.O.) Posting Errors. T.O. posting errors identified in conjunction with an evaluation will be assessed as minor errors.

4.1.12.3.2. When an evaluatee’s proficiency cannot be accurately measured, re-evaluate applicable tasks/subtasks. This may occur if an evaluation augmentee performs most or all actions associated with a given

task/subtask. It may also occur if an evaluatee incorrectly performs an action based on incorrect information from an evaluation augmentee (and the evaluatee was not in a position to note the incorrect information). In such cases, assess an error only if the evaluatee incorrectly performs the task/subtask upon re-exposure. Assess errors only to the crew member(s) under evaluation.

4.1.12.3.3. Opportunity is defined as being physically present in the operations center/simulator and not simultaneously accomplishing a task/subtask of equal or higher priority. Responsibility is defined as maintaining situational awareness of applicable duty requirements to ensure successful mission accomplishment (i.e., being the on-duty crew or an instructor/evaluator using the system for a training/evaluation session).

4.1.12.3.5. When a crew member commits a deficiency in response to an HHQ exercise event, use nominal criticality as a basis for determining recommended corrective action. However, do not assign an actual criticality to the deficiency, and do not complete a CAW for such deficiencies. Document exercise related deficiencies via MFR, and forward the MFR to the Unit Commander or Operations Officer within three workdays for possible corrective actions.

4.1.12.3.8. (Added) Unless as otherwise specified in AFSPCI36-2202/14AF1, para 4.1.12.2.2.1, if a crew member commits an error and subsequently detects and corrects the error prior to mission failure/degradation, no error is assessed. If one crew member commits an error and another task-certified crew member is in a position to detect and correct, and does not do so, assess an error to both crew members. This applies regardless of the crew position code listed in the checklist. Crew coding indicates only who normally performs a checklist step as a matter of custom.

4.1.12.3.9. (Added) Unless as otherwise specified in AFSPCI36-2202/14AF1, para 4.1.12.2.2.1, if a crew member commits an error and another crew member subsequently detects and corrects the error prior to mission failure/degradation, normally no error is assessed (provisions of AFSPCI36-2202/14AF1 paragraph 4.1.12.2.2.11. may apply). If the proficiency of the first crew member is in question, reevaluate the task.

4.1.12.3.10. (Added) Time Standards and Action Times. Errors are assessed when an evaluatee fails to perform a required action IAW a specific HHQ time standard. Do not assess an error when the evaluatee exceeds the script action time for a subtask. Script action times are used solely for developing logical script time lines. When a task has a time standard as specified in AFSPCI36-2203V1 or HHQ directive, an evaluatee “consummates” an error when the time standard expires. When a standard requires an action be performed “immediately” (Level B), the action must be performed before performing lower priority actions.

4.1.12.3.11. (Added) Prioritization. When a crew is required to divide tasks/subtasks or when one member must act alone, actions will be prioritized IAW AFSPCI10-1202 and applicable supplements. If a crew or crew member completes a lower priority action prior to a higher priority one, assess the appropriate error against not performing the higher priority action IAW established TEPS. A short time period used to delegate appropriate tasks is not considered faulty prioritization.

4.1.13. Evaluation Documentation: All initial, upgrade, and recurring evaluations will be documented on a CAW, even if no errors were assessed. Special evaluations directed/conducted following IT will be documented on a CAW, even if no errors were assessed. Special evaluations directed/conducted to validate ST do not have to be documented on a CAW, regardless of errors assessed. ST validation special evaluations will be documented on the AFSPC Form 91. For all individuals who do not successfully pass a ST validation special evaluation, the Operations Officer/Det Chief will determine corrective actions

(i.e., additional ST, IT, additional special evaluations, etc.). Document Operations Officer's/Det Chief's directed corrective actions on the AFSPC Form 91.

4.1.13.2.4. The unit Commander, Operations Officer/Det Chief and Chief of Training will coordinate, review, initial and date applicable CAW blocks. The Commander or Operations Officer/Det Chief will document decisions, recommendations for corrective action, training and restricted status, and required evaluations as applicable. A separate training letter is not required. Additional actions, and training completion may also be annotated on the CAW.

4.1.13.2.5. Annotate task, subtask, criticality, deficiency code, reference, a brief description, impact, actions taken (if required), and any other pertinent information. The error description will be specific enough to allow Unit Training Office to determine necessary training requirements. Real-world deficiencies that occur during an evaluation will be annotated as part of the evaluation (evaluation error), and will affect the overall rating (i.e., HQ, Q or UQ). This is the only case where criticality will be assigned to a real-world deficiency.

4.1.13.2.7. (Added) For dual-position certified individuals, document errors on a single CAW. In Section I of the CAW, indicate the primary/most task inclusive position. Use the comments section to indicate the other position.

4.1.14. (Added) Product Development. As a minimum, all evaluation performance tests will be coordinated, validated, and approved prior to initial exposure to evaluatees, to ensure currency, technical accuracy and standardization. Document coordinating/approval agencies for each product IAW unit's coordination/validation/approval policy developed by Chief of Stan/Eval. Maintain unit's stan/eval product coordination/validation/approval process policy (developed by Chief of Stan/Eval) in DOV Continuity Binder or similar file.

4.1.15. (Added) Product Maintenance. Maintain all evaluation program materials for at least one year from the date they were approved. DOV will also conduct a review of all evaluation program materials, at least annually, to ensure currency, accuracy and standardization.

5.1. Requirements.

5.1.8.2.1.1. (Added) SMEs who conduct CMR training or evaluations will (as a minimum), complete the 21 SW Instructor and/or Evaluator Certification Program prior to conducting CMR training/evaluations. If the unit ICP/ECP supplement has not been developed and therefore SMEs can not be certified as instructors/evaluators, units will apply guidance in AFSPCI36-2202/14AF1, para 5.1.8.2.2. for designating SMEs as instructors/evaluators. However, SMEs designated as instructors/evaluators will complete the unit ICP/ECP supplemental program as soon as possible after it is developed.

7.1. TEMAP.

7.1.1. Process. Units will develop a process to track, analyze and report subtask exposures and deficiencies for specified evaluations, recurring training scenarios, and real world deficiencies as identified in this chapter. Trend recurring training data on a monthly basis only; trend evaluation and real-world deficiency data quarterly. Use the process in Attachment 8 to conduct the unit TEMAP.

7.1.1.1. Training Performance Data.

7.1.1.1.1.1. Monthly, units will calculate deficiencies and exposures for each individual receiving a recurring training scenario. Do not include any deficiency or exposure data from ST, IT, IQT, UQT or RQT, or

for supporting crew members (individuals participating in the RT scenario who are not receiving credit for the scenario). Subtask exposures depend on stimuli presented:

7.1.1.1.1.1. (Added) Deficiencies and exposure counts for multiple stimuli. Count one subtask exposure for each stimulus presented for a subtask. For example, if five different stimuli are presented to an individual for subtask A01A, count this as five exposures of subtask A01A. If the individual commits a deficiency against any of the five stimuli, count each deficiency toward the total for subtask A01A. In order to avoid artificially inflating deficiency data, do not count more than one deficiency committed against any single stimulus in TEMAP calculations.

7.1.1.1.1.2. (Added) Deficiencies and exposure counts for the same stimulus exposed multiple times. When a subtask is exposed more than once (with the same stimulus), count only one subtask exposure per individual. For example, if a single stimulus is presented five times to an individual for subtask A01A, count this as one exposure of subtask A01A. In order to avoid artificially inflating deficiency data, do not count more than one deficiency committed against any single stimulus in TEMAP calculations.

7.1.1.1.1.3. (Added) RT knowledge testing. Units will use the TEMAP process to conduct internal trend analysis for RT knowledge testing. The unit Operations Officer/Det Chief will determine corrective action requirements for unit-identified knowledge testing trends. Do not forward knowledge test trend analysis data to the Operations/Space Group. The 21 OG OST will inspect the unit's process.

7.1.1.1.2. Units determine training RAFRs and trends solely by analysis of training AFR data; do not consider evaluation trend data or real-world deficiency data when determining whether training RAFRs exist.

7.1.1.1.3. Units will report these errors and deficiencies using the format specified in Attachment 9.

7.1.1.2. Evaluation and Operations Data.

7.1.1.2.1.1. Calculate deficiencies and exposures for each evaluatee during all initial, upgrade and recurring evaluations. Do not include exposure or deficiency data from special evaluations. Do not count any exposures or deficiencies for evaluation augmentees. Subtask exposures depend on stimuli presented. Use the methods described in paragraphs 7.1.1.1.1.1 and 7.1.1.1.1.2 to determine deficiency/exposure data.

7.1.1.2.1.1.1. (Added) Collect real-world deficiency data (not associated with an evaluation) separately. Since real-world exposure rates are difficult to track for an entire quarter, do not calculate deficiency/exposure rates for real-world deficiencies.

7.1.1.2.1.2. Units will report these errors and deficiencies using the format specified in Attachment 9.

7.1.1.2.1.2.1. (Added) Evaluation error data. Units determine evaluation RAFRs solely by analysis of evaluation AFR data; do not consider training trend data or real-world deficiency data when determining whether evaluation RAFRs exist. Include critical errors in AFR computations. Do not include minor errors in AFR calculations. In addition to including evaluation error data in AFR computations, report evaluation critical errors as separate entries in the unit quarterly TEMAP report (see sample unit TEMAP report at Attachment 9)

7.1.1.2.1.2.2. (Added) Real-world operations deficiency data. Due to the low numbers of real-world deficiencies and their potential/actual significant impact on real-world operations, 21 SW units will consider all real-world deficiencies automatic AFRs; do not apply Table 7.1 at unit level to determine real-world AFRs, RAFRs or trends. Units determine real-world deficiency RAFRs solely by analysis of real-world

AFR data; do not consider training trend data or evaluation deficiency data when determining whether real-world RAFRs exist.

NOTE: GSUs are delegated this responsibility.

7.1.1.3. Courses of Action.

7.1.1.3.1. Units will analyze each AFR, RAFR and trend to identify the root cause(s) of deficiencies (i.e., lack of training, incorrect training, mismatched training and evaluation standards, vague procedures or instructions, etc.). Always consider previous AFR/trend data from training, evaluations and real-world operations to identify the best possible course of action to prevent recurrence. When a trend is identified, units will ensure the course of action is more comprehensive than the previous course of action. Course of action determination for training AFRs/trends may involve agencies outside Unit Training Office, as necessary (e.g., course of action may require DOV involvement); course of action determination for real-world AFRs/trends will be jointly determined by Unit Training Office/DOV. Units are not required to document the course of action coordination process.

7.1.1.3.2. Units will include this rationale in unit TEMAP reports.

7.1.1.4. TEMAP Quarterly Report.

7.1.1.4.2. Operations/Space Group Commanders are the approval authority for their respective reports.

7.1.1.5. (Added) Unit TEMAP Report. Units will provide a quarterly TEMAP report to OGV as an attachment to the unit's ORP minutes. The report will include the following data for each identified training, evaluation and real-world AFR, and for the critical error summary: Subtask Description and Subtask Number (from unit JPRL), Deficiency Codes (and numbers of each), Deficiencies and Exposures, Deficiency Rate (%), unit determination whether any RAFRs and trends exist, and a Deficiency/Course of Action Summary (see sample unit report at Attachment 9).

7.1.1.5.1. AFR Deficiency/Course of Action Summary. For each AFR, include a brief description of each stimulus, a list of incorrect actions taken by crew members (and numbers of each), and all unit corrective actions.

7.1.1.5.2. Repeat AFR (RAFR) Deficiency/Course of Action Summary. When a RAFR exists, units must accomplish additional analysis. Analyze all applicable deficiency data to determine whether a trend exists (i.e., the same or similar incorrect responses to a specific stimulus or similar stimuli). Indicate the results of trend analysis and identify any corrective actions unit has taken (or plans to take) to prevent recurrence. Although RAFR determination is limited to each TEMAP area (real-world, evaluations, and recurring training), trends may be identified between these areas. Analyze previous AFR/RAFR data across all areas to identify whether a trend exists.

8.1. Forms Prescribed. 21 SW Forms Prescribed. 21 SW Form 53, Evaluator/Instructor Certification Checklist.

Attachment 1**GLOSSARY OF TERMS, ABBREVIATIONS AND ACRONYMS***Abbreviations and Acronyms*

AFRC—Air Force Reserve Command

ANG—Air National Guard

APOE—Annual Plan of Evaluation

CIF—Crew Information File

CRE—Crisis Response Element

CSC—Central Security Control

CY—Calendar Year

DOD—Department of Defense

DOV—Unit Standardization and Evaluation Office

ECP—Evaluator Certification Program

EOP—End-Of-Phase

ERT—Evaluator Recurring Training

HHQ—Higher Headquarters

IAW—in accordance with

ICP—Instructor Certification Program

IRT—Instructor Recurring Training

MCF—Master Course File

MTT—Maximum Training Time

NCOIC—Non-Commissioned Officer In Charge

OG—Operations Group

OGV—Group Standardization and Evaluation Office

OPREP—Operations Report

ORP—Operations Review Panel

OSOT—Group Operations Support Squadron Training Office

OST—Operations Standardization Team

PCS—Permanent Change of Station

PGS—Post IQT Graduate Survey

POC—Point of Contact

QAE—Quality Assurance Evaluator

RGB—reports Guide Book

SAV—Staff Assistance Visit

SF—Security Force

SG—Space Group

SW—Space Wing

TDY—Temporary Duty

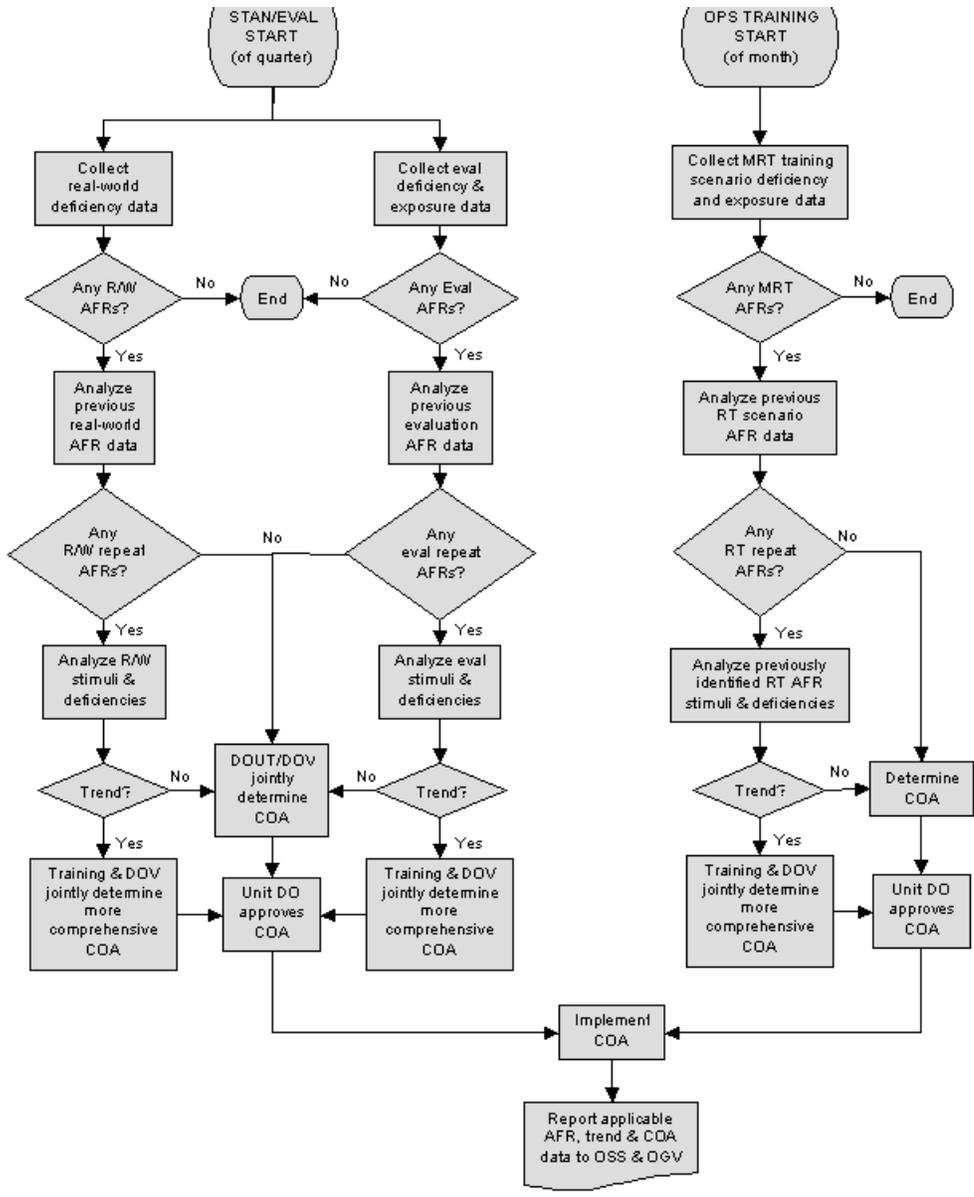
WOC—Wing Operations Center

Terms

Trend (TEMAP)---Two separate AFRs in which the same or similar incorrect response(s) are committed in response to a specific stimulus or similar stimuli. A trend may exist across measured TEMAP areas (real-world, evaluations, and recurring training).

Attachment 8 (Added)

UNIT TEMAP PROCESS



Attachment 9 (Added)

(UNIT) TEMAP REPORT FOR 2ND QUARTER 2000

Training Data (Recurring training scenarios only)							
Subtask Description	Subtask Number	Defic. Codes	Defic./ Expos.	Defic. Rate	R A F R ?	T R E N D ?	Deficiency/Course Of Action Summary
Perform Normal Spacetrack Actions	C04A	DC3T(6) DC4T(3)	8/25	32%	N	N	Stimulus: special tasking from SCC. Three individuals failed to monitor system display; two didn't task the satellite, three incorrectly tasked the satellite, All retrained and retested. Added to next RT.

NOTE: Do not consider any evaluation or real-world operations TEMAP data when determining whether a training RAFR exists.

Evaluation Data (Initial/Upgrade/Recurring Evaluations)							
Subtask Description	Subtask Number	Defic. Codes	Defic./ Expos.	Defic. Rate	R A F R ?	T R E N D ?	Deficiency/Course Of Action Summary
Perform Normal Spacetrack Actions	C04A	DC3E(6) DC4E(3)	9/25	36%	Y	N	Stimulus: no-notice breakup. Six individuals failed to monitor system display; two delayed setting the system catalog to "manual reliable". All received IT; added to next RT. Unit determined NO TREND EXISTS . Rationale: previous AFR was for an unrelated stimulus.

Submit Attainment Report	F01C	DC1E	5/15	33%	Y	Y	Five individuals failed to submit hard-copy report. TREND EXISTS. Rationale: <u>incorrect responses are the same</u> as for the 3d Qtr, 99. Unit corrective action is more comprehensive than for previous occurrence (added to next RT vs. post-scenario brief only). Unit analysis also revealed a problem with the checklist. Unit made an admin change to the checklist that identifies both voice and hardcopy requirements.
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NOTES:

1. Do not consider any training or real-world operations TEMAP data when determining whether an evaluation RAFR exists.
2. Do not include minor evaluation errors in AFR computations.

Real-World Deficiency Data (not associated with evaluations)						
Subtask Description	Subtask Number	Defic. Codes	Number of Defic.	RAFR?	TRND?	Deficiency/Course Of Action Summary
Respond to Data Line Communication Failure	B02B	DC1O	3	N	N	Failed to retransmit spacetrack data after a data line outage. IT and special eval directed/completed.
Respond to Console/ Ground Station Malfunctions	B03B	DC2O	6	N	N	See (unit) ORB minutes, 21-6SWS00-001

NOTE: Do not consider any training or evaluation TEMAP data when determining whether a real-world RAFR exists.

Evaluation Critical Error Data				
Subtask Description	Subtask Number	Defic. Codes	Number of Defic.	Deficiency/Course Of Action Summary
Perform Anomalous Site Report Actions	C01B	DC2E (3) DC3E (3)	6	See C01B above
Perform Valid Site Report Actions	C01A	DC4E	1	Initial eval. Exceeded TEPS for passing site report to MWC. IT and special eval directed/completed.

Additional Comments

Attachment 10 (Added)

AFSPC FORM 91, DOCUMENTATION REQUIREMENTS.

Required Entries	Entries Will Include:
Unit Arrival	- Date
Unit Departure	- Date
Entry into UQT/RQT	- Date - Crew Position.
CMR/BMR Certification/Decertification/Recertification	- Date - Crew Position. - Reason (Decertification only)
Instructor/Evaluator Certification/Decertification	- Date
Placement in/removal from BMR/CMR Restricted Status	- Date - Crew Position - Reason
Placement in/removal from Instructor/Evaluator Restricted Status	- Date - Crew Position - Reason
CMR Evaluations (Initial, Upgrade, Recurring, Special)	- Date - Crew Position - Results
BMR Observations	- Date - Crew Position - Results
Instructor/Evaluator Annual Observations	- Date - Observed By
BMR/CMR Recurring Training (RT)	- Date - Title (e.g., Jun RT) - Crew Position - Exemptions - Results

Required Entries	Entries Will Include:
Instructor/Evaluator Recurring Training (RT)	<ul style="list-style-type: none"> - Date - Title (e.g., 1st Qtr IRT) - Exemptions - Results
BMR/CMR Individual Training (IT) (if not documented on CAW)	<ul style="list-style-type: none"> - Date - Tasks/Subtasks - Crew Position - Results
BMR/CMR Supplemental Training (ST)	<ul style="list-style-type: none"> - Date - ST # (e.g., ST99-01) - Subject (e.g., LERTCON) - Tasks/Subtasks - Crew Position - Exemptions - Results
SME appointment/removal	<ul style="list-style-type: none"> - Date - Crew Position - Reason

INDIVIDUAL'S RECORD OF DUTIES AND QUALIFICATION		
NAME (<i>Last, First, Middle Initial</i>)	GRADE	UNIT/CENTER
Simpson, Homer D.	A1C	12 SWS
DATE	ACTION TO BE RECORDED	SCORE/RATE
12 Jan 98	Signed-in to unit	
17 Jan 98	Entered UQT - SCO	
9 Feb 98	Initial Evaluation - SCO	UQ
10 Feb 98	IT - SCO, Tasks A4 and C1A	SAT
13 Feb 98	Special Evaluation – SCO (see CAW)	Q
14 Feb 98	Certified CMR - SCO	
14 Feb 98	Exempt from Feb RT (Initial Evaluation in Feb) - SCO	
8 Mar 98	Mar RT - SCO	95.0/SAT
21 Mar 98	ST - SCO, ST98-01 New Equipment Configurations, Tasks A2A thru C	SAT
22 Mar 98	Special Evaluation (ST98-01 Validation) - SCO	PASS
6 Apr 98	Apr RT – SCO	92.0/SAT
1 Jun 98	Restricted (see Restricted Status Worksheet) - SCO	
6 Jun 98	May RT – SCO	91.0/SAT
6 Jun 98	Jun RT – SCO	90.0/SAT
6 Jun 98	Removed from Restricted Status (see Restricted Status Worksheet) – SCO	
4 Jul 98	Recurring Evaluation - SCO	Q
4 Jul 98	Exempt from Jul RT (Recurring Evaluation in Jul) - SCO	
12 Jul 98	Entered into RQT - CCH	
5 Aug 98	Upgrade Evaluation – CCH (see CAW)	Q
8 Aug 98	Certified CMR - CCH	
8 Aug 98	Exempt from Aug RT (Upgrade Evaluation in Aug) – CCH	
10 Sep 98	Sep RT- CCH	96.6/SAT
23 Sep 98	Restricted (RW Deficiency, see MFR/Restricted Status Worksheet) - CCH	
27 Sep 98	IT - CCH, Task C1E	SAT
29 Sep 98	Special Evaluation (DO directed) - CCH (see CAW)	Q
30 Sep 98	Removed from Restricted Status (see Restricted Status Worksheet) - CCH	
26 Oct 98	Certified Instructor (see 21 SW Form 53)	96.2/SAT

26 Oct 98	Exempt from 4 th Qtr IRT (Instructor Certified 4 th Qtr)	
30 Oct 98	Oct RT - CCH	91.0//SAT
7 Nov 98	Appointed ST SME (ST LP 98-04, Tasks C3A) – CCH	
1 Dec 98	Restricted Instructor/CMR (see Restricted Status Worksheet) – CCH	
11 Dec 98	Nov RT – CCH	90.0/SAT
11 Dec 98	Dec RT – CCH	92.1/SAT
11 Dec 98	Removed from Instructor/CMR Restricted Status (see Restricted Status Worksheet) – CCH	
16 Jan 99	1 st Qtr IRT	95.0/SAT
1 Feb 99	Decertified Instructor/CMR - CCH (pending PCS)	
17 Feb 99	Signed out of unit	

AFSPACCOM FORM 91, FEB 86 (EF)(Continue on reverse)

Attachment 11 (Added)

EVALUATOR/INSTRUCTOR CERTIFICATION CHECKLIST			
TRAINEE: (Name, Rank)			
SECTION I: EVALUATOR/INSTRUCTOR COMMON DUTIES			
ITEM	TRAINER	TRAINEE	
	Initials/Date	Initials/Date	
1. Equipment configuration and scheduling procedures.			
2. Performance test development/administration.			
3. Pre and Post scenario activities.			
SECTION II: EVALUATOR CERTIFICATION			
EVALUATOR TRAINER: (Name, Rank, Position)			
ITEM	TRAINER	TRAINEE	
	Initials/Date	Initials/Date	
1. Completed group ECP requirements.			
2. Completed unit ECP requirements.			
3. Observed a certified evaluator conduct an evaluation.			
4. Demonstrated proficiency in:			
a. Planning and conducting an evaluation.			
b. Error assessment.			
c. Completing appropriate documentation.			
RECOMMEND	Typed Name, Rank and Title	Signature	Date
	Chief, Stan/Eval		
CERTIFIED	Typed Name, Rank and Title	Signature	Date
	Commander		
DECERTIFIED	Typed Name, Rank and Title	Signature	Date
	Commander		

SECTION III: INSTRUCTOR CERTIFICATION			
INSTRUCTOR TRAINER: (Name, Rank)			
ITEM	TRAINER	TRAINEE	
	Initials/Date	Initials/Date	
1. Completed group ICP requirements.			
2. Completed unit ICP requirements.			
3. Observed a certified instructor conduct training.			
4. Demonstrated proficiency in:			
a. Planning and conducting a training session.			
b. Classroom instruction (if required).			
c. Positional instruction (demonstration/performance).			
d. Deficiency identification.			
e. Completing appropriate documentation.			
RECOMMEND	Typed Name, Rank and Title Chief, Operations Training	Signature	Date
CERTIFIED	Typed Name, Rank and Title Commander	Signature	Date
DECERTIFIED	Typed Name, Rank and Title Commander	Signature	Date
COMMENTS:			

Attachment 12 (Added)

21 SW POST IQT GRADUATE SURVEY (PGS)

PART I								
(THIS AREA TO BE FILLED OUT BY UNIT TRAINING OFFICE)								
Trainee's Name/Rank:		Position:		Unit:				
IQT Class # (i.e. 990105)	IQT Grad Date:	Signed in Unit:	Entered UQT:	Completed UQT:	MTT:			
Number of calendar days between IQT graduation and UQT start.								
Number of training days from start of UQT through pre-evaluation. Compare to IPOI training days. (Explain differences between this number and the IPOI training days)								
Number of training days between pre-evaluation and successful initial/upgrade evaluation.								
Number of calendar days from start of UQT through pre-evaluation. (Explain differences between this number and the OETT days)								
TOTAL number of calendar days from pre-evaluation through successful evaluation. (Explain any delays between these dates)								
Did all IQT tasks meet proficiency levels in accordance with the Course Training Standard? (If NO, explain. Continue on back if necessary)								
7. Was IQT consistent with UQT? (That is, contradictions in the content between IQT and UQT. If NO, explain. Continue on back if necessary)								
RATING CRITERIA: 1 (Strongly Agree) 2 (Agree) 3 (Neutral) 4 (Disagree) 5 (Strongly Disagree) NOTE: For ratings of 4 or 5 please provide a detailed explanation with other general comments on the back of this form.								
8. The graduate possessed acceptable attitude and professional qualities.				1	2	3	4	5
9. The graduate meets duty requirements.				1	2	3	4	5
10. Training the graduate received met your work center requirements.				1	2	3	4	5
PART II								
(THIS AREA TO BE FILLED OUT BY TRAINEE)								
1. Tasks trained during IQT were not retrained/repeated during UQT				1	2	3	4	5
2. Training information provided during IQT was current and accurate				1	2	3	4	5
3. IQT provided adequate hands-on training				1	2	3	4	5
4. IQT scenarios provided realistic and effective crew dynamics training				1	2	3	4	5

5. IQT scenarios were well structured and provided a realistic training environment	1	2	3	4	5
6. IQT scenarios were SIMILAR in format, timing, and content to scenarios in UQT	1	2	3	4	5
7. The screening scenario and IQT end of course scenario was similar in task, time and crew dynamics.	1	2	3	4	5

21 OG Format, 1 Jun 98PREVIOUS 21 CTS/1013 CCTS EDITIONS ARE OBSOLETE

PART III
8: Comments: Please reference paragraphs by number.

21 OG Format, 1 Jun 98PREVIOUS 21 CTS/1013 CCTS EDITIONS ARE OBSOLETE

Attachment 13 (Added)

EXAMPLE STIMULI LIST

Task #	Task/SubtaskDescription	Stimulus	Presentation-Method(s)	Action-Time(minutes)
A01A	Perform Crew Changeover/ Shift Actions	“You have just arrived for _____ shift crew duty.”	- Verbal - Input Card	15
		“The on-coming _____ shift crew has just arrived.”	- Verbal - Input Card	15
A01C	Log Operations Activities	Inherent to Tasks: All	N/A	N/A
A09F	Determine/Report OPSCAP	Inherent to Tasks: A3B, B1A, B2A, B2B, B2C, B3A, B3B, B3C, B3D, B3E, B6, B10, E1, E2A, E2B, E2C, E2D, E3, E4A (Note: Inherent to above tasks only when OPSCAP changes occur)	N/A	N/A (TEPS)
B03A	Respond to Console Malfunction	Fan cabinet failure (unable to jumper and lock)	- Console Indication	2
C11M	Perform Tracker Deployment			2
E1	Perform Fire/Overheat Procedures	Fire Alarm Sounds	- Verbal - Input Card - Simulated Alarm	19 (TEPS)
		“You smell smoke” (follow with indications and status when asked)	- Verbal - Input Card	19 (TEPS)
		“This is Capt _____, the microwave’s on fire here in the break-room”	- Simswitch	14 (TEPS)
		“This is Fire Chief Burns, thought you’d better know we’re fighting a grass fire just outside your fence line. Its uncontrollable at present time and is spreading to your facility.”	- Simswitch	10 (TEPS)

Task #	Task/SubtaskDescription	Stimulus	Presentation-Method(s)	Action-Time(minutes)
E02A	Respond to Physical Security Violations	Duress Word Passed (Phone call with duress word in conversation)	- Simswitch	10 (TEPS)
		“This is SrA Frantic at CSC, we’ve implemented Helping Hand 99-06 due to protesters at the main gate. No additional information is available at this time.”	- Simswitch	10 (TEPS)

JERRY M. DRENNAN, Brig Gen, USAF
Commander