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SECRETARY OF THE AIR FORCE**



**AIR FORCE INSTRUCTION 13-1STAN/EVAL,
VOLUME 2**

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Supplement 1**

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**GROUND COMMAND AND CONTROL
SYSTEMS STANDARDIZATION/EVALUATION
PROGRAM--ORGANIZATION AND
ADMINISTRATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 13-1, Theater Air Control System. OCRs for this publication are HQ PACAF/DOC, HQ USAFE/DOY, HQ AETC/DOF, and ACC/DOL (ANG). This instruction defines the ground command and control (C²) systems standardization/evaluation (Stan/Eval) program. This general publication describes the organizational structure, policies and administrative procedures for Stan/Eval functions at each level of command. Positional criteria for all crewmember positions are contained in separate weapons system publications. These AFIs are titled with a functional mission term for ease of reference. Where these AFIs are not applicable, the MAJCOMs and Direct Reporting Units (DRUs) develop and coordinate their volume with ACC/XOY as Combat Air Forces lead command. The reporting requirement in this directive (paragraph 2.9) is exempt from licensing in accordance with paragraph 2.11.6 of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. Submit AF Form 847, **Recommendation for Change of Publication**, through appropriate MAJCOM channels to HQ ACC/XOY, 205 Dodd Blvd, Suite 101, Langley AFB VA 23665-2789. This instruction prescribes and directs the use of AF Forms 4143 and 4144. This instruction is affected by the Paperwork Reduction Act of 1974 as Amended in 1996.

Records Management. Maintain and dispose of all records created by prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

This publication is affected by the Privacy Act of 1974. The evaluation and experience records required to be maintained are covered by Privacy Act Systems Number F036 AF PC C, Military Personnel Record System. The authority for maintenance of the system is 10 USC 8013.

(AETC) AFI 13-1STAN-EVAL, Volume 2, 1 April 2000, is supplemented as follows:

(AETC) This supplement establishes the HQ AETC/DO Standardization/Evaluation (stan/eval) Program, which supports AETC objectives. It contains guidance unique to AETC, and guidance on items not covered by the basic AFI. This supplement applies to all personnel, commanders, operations supervisors, and instructors performing air battle manager (ABM), air weapons officer (AWD), weapons director (WD), weapons technician (WT), or weapons simulation technician (WST) duties at AETC units. Each unit will coordinate its supplement with HQ AETC/DOFV before publication and forward one copy to HQ AETC/DOFV after publication. Once listed in the ANG master catalog, this supplement applies to the Air National Guard units gained to AETC. Each ANG unit will coordinate its supplement with ANG/C4I and ANG/DOFV before publication and forward one copy to HQ AETC/DOFV, 19 AF/DOK, and ANG/DO after publication.

(AETC) This supplement does not apply to Air Force Reserve Command (AFPC) units. Submit suggested improvements to this supplement on AF Form 847, **Recommendation for Change of Publication**, through stan/eval channels, to HQ AETC/DOFV, 1 F Street, Suite 2, Randolph AFB TX 78150-4325. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.

(AETC) Request waivers to this supplement through stan/eval channels to HQ AETC/DOF. ANG/DO is waiver authority for this supplement for ANG units. Copies of ANG-approved waivers will be forwarded to 19 AF/DO and HQ AETC/DOF. The operations group (OG) commander of the unit that generated the supplement will handle waivers to supplemental guidance.

SUMMARY OF REVISIONS

(AETC) Adds cockpit/crew resource management (CRM) trend analysis requirements (paragraph 3.5.); it restricts evaluation completion requirements to 30 days (2 unit training assembly [UTA]) versus 60 days (4 UTAs) allowed in the basic AFI (paragraph 4.5.2.); it changes the requirement of DOT administering certification evaluations to DOV management (paragraph 4.27.1.2. **(Added)**); and the NOTE associated with paragraph 4.27.2. **(Added)** requiring each AETCI positional instructor to also be certified as an academic platform instructor is removed. A bar (|) in the left margin indicates revision from previous edition.

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Chapter 1

INTRODUCTION

1.1. General. The provisions of this instruction apply to commanders, operations supervisors, and operations crew members assigned or attached to all ground radar command and control (C²) units in Air Combat Command (ACC), Pacific Air Forces (PACAF), United States Air Forces in Europe (USAFE), Air National Guard (ANG), and Air Education and Training Command (AETC).

1.2. Purpose. This instruction establishes responsibilities, policies and procedures applicable to all units. The remaining unit instructions contain detailed procedures and criteria for the evaluation of individuals assigned operations duties by specific systems.

1.2.1. This instruction sets up the HQ ACC/PACAF/USAFE/AETC Ground Command and Control Systems Standardization and Evaluation (Stan/Eval) program. It establishes the applicability, objectives, organization and responsibilities of the program and lists administrative procedures.

1.3. Applicability. This instruction applies to all ground radar units assigned to or gained by the four major commands (MAJCOMs). Theater Air Control System (TACS) organizations covered by this instruction are the Control and Reporting Centers (CRC) and Control and Reporting Elements (CRE). It also establishes the program for the Over-the-Horizon Backscatter (OTH-B) units, the 932 Air Control Squadron (ACS) (Air Forces Iceland), USAF Air Warfare Center (USAFAWC), ACC/PACAF air defense C² units (Regional Air Operations Center/Sector Air Operations Center (RAOC/SAOC)), Korean and Japanese Self Defense Force ACSs, 24 Air Support Operations Squadron, Caribbean Basin Radar Network (CBRN), and 81 Range Control Squadron, and all 13BXX, 1A4X1D and 1C5X1 operations personnel assigned to AETC. Publication, implementation, and review of this instruction must be performed in consonance with appropriate MAJCOM training directives.

1.4. Objective. The overall objective of the ground C² system Stan/Eval program is to standardize operations procedures and to provide commanders and operations staffs meaningful indicators reflecting individual and overall crew effectiveness to perform the unit mission. Specific objectives are to:

1.4.1. Participate in development, standardization and revision of operational procedures for system employment.

1.4.2. Coordinate the development of standardized task oriented criteria, based on unit designed operational capabilities (DOC).

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

1.4.4. Provide a system to assess individual proficiency and capability to accomplish assigned operations duties.

1.4.5. Recommend changes to training programs and directives based on results of unit and positional evaluations.

1.4.6. Enhance combat effectiveness at ground C² units.

1.4.7. Enhance safety in flying operations.

1.5. Organization.

1.5.1. HQ ACC/XOY. HQ ACC/XOY will provide overall management of the ACC Stan/Eval program and will implement the program as outlined in this instruction. HQ ACC/XOY is the lead command office of primary responsibility (OPR) for this instruction.

1.5.2. HQ PACAF/HQ USAFE/HQ AETC/ANG. HQ PACAF/DO, HQ USAFE/DO, HQ ACC/DOL and HQ AETC/DO will provide overall management of their command Stan/Eval programs and will establish responsibility for implementation of the program as outlined in this instruction.

1.5.3. Numbered Air Forces (NAF). The NAFs will monitor the effectiveness of subordinate unit ground C² Stan/Eval programs. The NAFs will establish an OPR to ensure effective monitoring of subordinate units. Additionally, the 154/31/52 Operations Group (OG) will serve as the OPR for their subordinate units

1.5.4. First Air Force (1AF). A supplement to this instruction will designate 1AF responsibilities.

1.5.5. USAFAWC. The 57 OG/CC will ensure that a qualified Instructor Weapons Director (IWD) is appointed to administer the 57 Wing (WG) Weapons Director (WD) Stan/Eval program. The wing Stan/Eval Examiner (SEE) will be assigned to 57 OG/OGV and will give qualification evaluations to the WDs assigned to the USAF Weapons School (WS), the 422 Test and Evaluation Squadron, and the 414 Combat Training Squadron (CTS). Unit commanders may appoint additional duty SEEs to administer evaluations; however, Unit SEEs will not maintain separate WD Stan/Eval programs. The 99 Range Squadron (RS) will operate a separate Stan/Eval program for 1C5XXs assigned to Nellis AFB. 57 OG/OGV will be a Direct Reporting Unit (DRU) to HQ ACC for WD Stan/Eval issues; 99 RS/RSOV will be a DRU to HQ ACC for Stan/Eval issues.

1.5.6. 53 WG. The 53 WG and 475 Weapons Evaluation Group will support the ground C² Stan/Eval program for the USAFAWC. Both units will be DRUs to HQ ACC for Stan/Eval.

1.5.7. Air Defense Sectors (ADS). The ADS/DO will establish a Stan/Eval function under the ADS/Directorate of Control (DOC) to perform Stan/Eval duties for the SAOC.

1.5.8. 154 OG. 154 OG will serve as the NAF for its respective units. They will establish a Stan/Eval division under the Director of Operation/Deputy Commander for Operations.

1.5.9. 99 RS. The 99 RS will establish a Stan/Eval function directly under the supervision of the operations officer/range officer or civilian equivalent in accordance with (IAW) chapters 3 and 6 of this volume.

1.5.10. OGs (Active duty ACC/PACAF/USAFE units; N/A Air Forces Iceland). Each OG will establish a Stan/Eval function to monitor the effectiveness of subordinate C² units.

1.5.11. Units. Units will establish a Stan/Eval function IAW chapters 3 and 6.

1.5.11.1. Each squadron, detachment, or ADS SAOC/RAOC will establish a Unit Stan/Eval function. In PACAF, 611 COF will perform Stan/Eval functions for 611 ADS (Alaska RAOC).

1.5.11.2. The WS and 414 CTS will assign an SEE to support the 57 OG/OGV Stan/Eval program.

1.6. Responsibilities. The evaluation program is an inherent responsibility of commanders and operations staffs. All staffs will review this instruction on a continuing basis to ensure its currency. Individual areas of responsibility follow.

1.6.1. MAJCOM OPRs for ground C² systems Stan/Eval programs will:

1.6.1.1. Supplement this instruction, as required, to provide additional guidance to subordinate units.

1.6.1.2. Designate Offices of Collateral Responsibility (OCRs) to ensure the publication of the Master Question Files (MQF).

1.6.1.3. Provide staff coordination on matters that relate to the ground C² systems Stan/Eval program.

1.6.1.4. Establish an effective ground C² Stan/Eval program.

1.6.1.5. Coordinate on matters relating to ground C² operations training to ensure it meets mission requirements.

1.6.1.6. Participate in the development, evaluation, and standardization of ground C² operational procedures.

1.6.1.7. Coordinate on syllabi used in conjunction with formal USAF training courses.

1.6.1.8. Publish and coordinate MAJCOM operational procedures in conjunction with other MAJCOMs operating like systems.

1.6.1.9. When necessary, establish MAJCOM Stan/Eval Special Interest Items (SII) to be evaluated during the course of all formal Stan/Eval visits.

1.6.1.10. Review all inspection reports for unit compliance with operations and Stan/Eval directives.

1.6.1.11. Conduct staff assistance visits (SAV) IAW paragraph 2.12. (N/A to HQ USAFE).

1.6.2. NAFs (PACAF/USAFE OGs) will:

1.6.2.1. Monitor the effectiveness of subordinate unit ground C² Stan/Eval, training and operations programs.

1.6.2.2. Conduct Stan/Eval visits and SAVs as requested/required to monitor and assist subordinate units in implementing the policies and procedures prescribed by this instruction.

1.6.2.3. Review and process changes to Stan/Eval, training and operations publications.

1.6.2.4. Forward unit waiver requests to the appropriate MAJCOM as required.

1.6.2.5. Establish NAF Stan/Eval SIIs, when required, to be evaluated during the course of all formal visits. Paragraph 2.13.5. establishes procedures for controlling these items.

1.6.2.6. Evaluate operations readiness of units aligned/assigned under the NAF.

1.6.2.7. Supplement this instruction, as required, to provide additional guidance to subordinate units.

1.6.2.8. Evaluate OG/Unit SEEs.

1.6.2.9. Implement, direct and manage a Stan/Eval program to achieve the objectives outlined in this instruction.

1.6.2.10. Evaluate the effectiveness of the Stan/Eval, training and operations programs for NAF aligned/assigned units.

1.6.2.11. Serve as the approval/disapproval authority for all waivers concerning individual qualification evaluations.

1.6.2.12. Conduct Stan/Eval visits on a recurring basis IAW chapter 2 to evaluate Stan/Eval, training and operations effectiveness.

1.6.2.13. Evaluate the mission readiness of subordinate Unit Stan/Eval personnel as well as all squadron operations functions during Stan/Eval visits. Complete this using both written and positional evaluations.

1.6.3. Chapter 6 specifies OG Stan/Eval duties and responsibilities.

1.6.4. Chapter 3 of this volume specifies Unit Stan/Eval duties and responsibilities.

1.7. Forms. This instruction prescribes the forms below. The electronic form contains instructions for filling in information.

1.7.1. AF Form 4143, Certificate of Qualification

1.7.2. AF Form 4144, Positional Evaluation Checklist

1.8. Terms Explained.

1.8.1. Academic Evaluation. Those written evaluations which are required for satisfactory completion of the qualification evaluation. As a minimum, this will include a written examination drawn from the MAJCOM and local procedures MQF. MAJCOM or NAF supplements may specify additional academic examinations, such as rules of engagement or buffer zone examination.

1.8.2. Additional Training. This includes any training or action recommended by a SEE that must be completed following an evaluation. Document completion on AF Form 4143, Certificate of Qualification. The Operation Training Officer (OTO), with the concurrence of the Director of Operations (DO), determines training requirements (TRs) to correct deficiencies identified by Stan/Eval. Accomplish this training within 30 days (2 unit training assemblies (UTAs)).

1.8.3. Attached Personnel. This includes anyone not assigned to the unit but maintaining qualification through that unit. MAJCOM, NAF, and OG personnel are an example of attached personnel.

1.8.4. Basic Mission Capable (BMC). This status only applies to those individuals who are assigned to a unit that does not have a DOC tasking. The individual has successfully completed Initial Qualification Training (IQT), passed an Initial Qualification Evaluation (IQE) and is complying with Continuation Training (CT) requirements for a designated duty position. This individual requires Mission Qualification Training (MQT) and may require some part of IQT by a combat ready unit before entry into combat. For PACAF: BMC qualification pertains to unit commanders and OG Stan/Eval and training personnel only.

1.8.5. Basic Qualified (BQ). The status of an individual at a DOC-tasked unit who has successfully completed IQT and an IQE. Individual lacks the knowledge of Joint and Combined operations proce-

dures to operate in a theater. Individuals in this status may perform non-combat missions without instructor supervision.

1.8.6. Certification. Designation of an individual by the unit commander as having completed required training and being capable of performing a specific duty. Certification applies to non-combat related positions (e.g. Simulation Supervisor, Interceptor Pilot Simulator and Target Monitor).

1.8.7. Common Use MQFs. A common use Air Force MQF will be developed for all organizations for which this document and its complementary 13-series instructions provide the primary source of operations, training, and standardization/evaluation guidance.

1.8.8. Combat Mission Ready (CMR). The status of individuals who successfully complete IQT and MQT, pass Initial and Mission Qualification Evaluations (MQE), comply with CT requirements, and are assigned to a unit with a primary combat mission.

1.8.9. Continuation Training (CT). Academic and positional training required to maintain CMR/BMC qualification.

1.8.10. Critical Task. These are tasks where strict adherence to procedures and directives is mandatory; failure to satisfactorily accomplish this task directly impacts either overall mission success or flight safety.

1.8.11. Direct Reporting Unit (DRU). This refers to a unit without an intermediate headquarters. These units will receive formal/informal visits and SAVs IAW [Chapter 2](#).

1.8.12. Downgrade. The downgrading of an individual from CMR/BMC to Unqualified (UQ) status due to failure of any positional evaluation, or failure to complete a recurring evaluation by the scheduled date, or failure to meet annual requirements (live and sim), or the unit commander or DO determines the individual to be non-proficient.

1.8.13. Eligibility Period. This is the 3-month period prior to expiration date of the evaluation during which all written and positional requirements for the recurring qualification evaluation must be completed.

1.8.14. Evaluation. This includes positional and written examinations used to determine proficiency as prescribed by governing directives.

1.8.15. Formal Visit. This is a visit conducted by the MAJCOM/NAF Stan/Eval function to subordinate units. The purpose is to evaluate the effectiveness of the Unit Stan/Eval program and crew and individual proficiency.

1.8.16. Informal Visit. This is an announced visit by higher headquarters SEEs to subordinate units for proficiency training or for orientation.

1.8.17. Initial Qualification Evaluation (IQE). This positional and written evaluation is given after IQT to determine an individual's BQ status. It will consist of written and positional evaluations.

1.8.18. Initial Qualification Training (IQT). This program includes academic and positional training requirements to attain BQ status. It consists of training requirements to train personnel in their specified duty position in the assigned weapons system.

1.8.19. Instructor. An experienced CMR or BMC/(AETC Certified) qualified individual certified to instruct other individuals in operations academics and positional duties. (MAJCOM directives determine whether instructor evaluations are required.)

1.8.20. Large Scale Exercise. Exercise with eight or more individual targets and/or fighters or a full scale exercise with full battle staff manning and/or higher headquarters participation.

1.8.21. Local Procedures Master Question File (LPMQF). Unit Stan/Eval constructs this bank of questions to cover unit/local operations knowledge and procedures. They use it to construct written examinations required by this instruction.

1.8.22. Master Question File (MQF). A headquarters-designated OPR develops and publishes this bank of questions. Stan/Eval functions use the MQF in constructing written examinations that this instruction requires.

1.8.23. Mission Qualification Evaluation (MQE). This written evaluation is given after MQT and during Recurring Qualification Evaluation (RQE) to determine an individual's CMR status.

1.8.24. Mission Qualification Training (MQT). MQT contains the academic training requirements to attain CMR status. This includes all training requirements needed to train BQ personnel to execute the unit's DOC mission statement in accordance with joint/combined directives and procedures, e.g., Operations Plans, Supplemental Plans, etc.

1.8.25. Non Combat Mission Ready/Non Basic Mission Capable (NCOMR/NBMC) (Noncurrent) This is the status of an individual who does not meet continuation training requirements, fails an academic examination during a spot or recurring evaluation, fails to complete a recurring evaluation by the scheduled date, fails to meet annual requirements (live and sim), or the unit commander or DO determines to be non-proficient. An instructor must supervise these individuals.

1.8.26. Positional Evaluation. This is the portion of a qualification evaluation that covers on-position duties, actions and responsibilities. This includes knowledge of console operations and unit equipment capabilities and limitations.

1.8.27. Qualification Evaluation. Conduct this written and/or positional evaluation to check an individual's proficiency in performing operations duties or to let an examinee demonstrate to the SEE the academic knowledge and ability to do assigned crewmember functions safely and effectively. Types of qualification evaluations are IQE, MQE, recurring, re-evaluation and spot. Document qualification evaluations on AF Form 4143.

1.8.28. Recurring Qualification Evaluation (RQE). This is an academic and positional evaluation required for an individual to maintain CMR or BMC status. The RQE includes IQE and MQE.

1.8.29. Re-evaluation. This is a prior notice qualification evaluation given to an individual who has been regressed to UQ status.

1.8.30. Re-examination. This is the re-accomplishment of a required written examination following a failure.

1.8.31. Regression. This is the regression of an individual from CMR/BMC to NCOMR/NBMC.

NOTE: See AFI 13-1MCS Volume 1 for more information.

1.8.32. Remedial Training. This training is for individuals who fail a spot/recurring evaluation or do not complete CT requirements. Once qualified, all personnel must meet all TRs or be down graded from CMR/BMC status.

1.8.33. Spot Evaluation. Conduct this qualification evaluation outside the eligibility period to ensure correction of identified discrepancies or to spot check an individual's proficiency. A spot evaluation

is normally limited in scope. It may be either a positional evaluation and/or a written examination. These evaluations may be either no-notice or with prior coordination.

1.8.34. No-Notice Evaluation. Give this evaluation at such time that preparation, beyond that which is normally accomplished for the mission, is not possible. These evaluations may be complete qualification evaluations, a written examination only, or a positional evaluation covering only selected areas.

1.8.35. Standardization/Evaluation Examiner (SEE). A SEE is an operations crewmember who has completed an objectivity evaluation and is designated to perform evaluation duties as specified by this instruction. SEEs must be current and qualified in the position they are evaluating.

1.8.36. Stan/Eval Objectivity Evaluation. A higher headquarters SEE or the Unit Chief of Stan/Eval (or his/her designated representative) gives this evaluation to Unit SEEs to determine their ability to perform SEE duties. Document qualification as a SEE on an AF Form 4143 and designate the individual by letter upon completion of this evaluation.

1.8.37. Stan/Eval Special Interest Item (SII). This is an operational area of concern designated by headquarters staff for evaluation during formal Stan/Eval visits.

1.8.38. Time Periods. The following definitions are provided for interpretation of timing requirements specified in this instruction:

1.8.38.1. Day. Unless otherwise specified, "day" means calendar days. When "work days" are specified, only count duty days. Do not count scheduled unit "down" days against this time limit.

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

1.8.38.3. Unit Training Assembly (UTA). The acronym "UTA" equals one full ANG drill weekend. When computing due dates, the UTA weekend on which an event initially takes place does not count. For example, a reference allows two UTAs for completion of an event. The original decision/event occurs during the drill weekend in March. The unit/individual would have until the end of the drill weekend in May to complete the action/response. The use of weekday and evening training periods will not shorten this time period.

1.8.39. Unit. For the purposes of this instruction, a unit is defined as a squadron, detachment, or SAOC. It also refers to any operations section that is required to establish its own Stan/Eval program.

1.8.40. Unit Commander. For the purposes of this instruction, consider the following individuals the unit or organization commander:

1.8.40.1. The squadron commander

1.8.40.2. The air defense sector director of control (Sector/DOC) for matters related to the SAOC

1.8.41. Unqualified. (UQ) This is the status of an individual who:

1.8.41.1. Has not completed IQT training requirements and successfully passed an IQE for BQ status, or

1.8.41.2. Has failed a recurring or spot positional evaluation, or

1.8.41.3. Has twice failed the academic portion of an evaluation.

1.8.41.4. Has been downgraded at the direction of the CC/DO due to failure to complete a recurring qualification evaluation.

1.9. Transfers.

1.9.1. Upon permanent change of station, individuals meeting the requirements specified in the gaining MAJCOM training directives may retain current qualifications. However, prior to performing operations duties unsupervised at a new unit, they must meet the following requirements:

1.9.1.1. Satisfactorily complete training requirements directed by the gaining MAJCOM or unit DO.

1.9.1.2. Satisfactorily complete the Stan/Eval written examination for the duty position.

1.9.1.3. Have their existing qualification validated by the final approving officer to perform operations duties at the new unit on a newly prepared AF Form 4143.

1.9.1.3.1. The Stan/Eval function may administer a complete or partial positional evaluation, but it is not required if the individual is transferring between units possessing like equipment (i.e., Modular Control System (MCS) to MCS, SAOC to SAOC). If a positional evaluation is not administered, the data from the last positional evaluation will be transferred to the front of the AF Form 4143. The mission description area of the evaluator's remarks will indicate that this is a Combat Air Forces validation of the individual's qualification.

1.9.1.3.2. Individuals transferring from a unit that did not possess like equipment and/or DOC will receive an IQE and/or MQE.

1.9.2. Individuals in temporary duty (TDY) status to another like unit to perform operations duties need only complete any MAJCOM/unit directed training and standardization evaluation requirements prior to performing CMR/BMC duties unsupervised.

1.10. Supplements. NAF, DRU or Groups may supplement this instruction. All NAF, DRU and Group supplements will be forwarded through channels to the respective MAJCOM OPR prior to being forwarded to HQ USAF for final approval. Supplements will not contain procedures that are contrary to this instruction.

1.10.1. Chapters. Units will forward their **Chapter 7** through channels to the NAF and respective MAJCOMs for review and coordination prior to publication. The unit's parent OG will be the approval authority. For ANG Units, parent NAF will be approval authority.

1.11. Waivers.

1.11.1. HQ ACC/XOY (ACC Units), HQ PACAF/DOC (PACAF Units), HQ USAFE/DOY (USAFE Units), and HQ AETC/DOF will serve as the MAJCOM OPR with waiver authority for all waiver requests to this instruction. File a copy of approved written waivers with this volume IAW AFI 37-160, Volume 5.

1.11.2. Submit all waiver requests in writing through the NAF. Within 10 duty days after receipt (1 UTA for ANG), NAF (OG/OGV for USAFE/PACAF) will either disapprove the waiver request or forward to the MAJCOM OPR, in writing, a recommendation to approve it.

NOTE: Active duty ACC Units will submit waiver requests to the NAF through the OG.

1.12. Forms Prescribed.

AF Form 4143, Certification of Qualification

AF Form 4144, Positional Evaluation Checklist

Chapter 2

FORMAL AND INFORMAL HEADQUARTERS VISITS

2.1. Purpose. This chapter outlines the procedures to be used during the conduct of higher headquarters formal Stan/Eval visits, SAVs, and informal visits to subordinate units by Stan/Eval personnel. In addition, it provides procedures to be used to establish Stan/Eval SIIs for inspection during formal Stan/Eval visits. (Not applicable to RAOC/SAOC or equivalent units.)

2.2. Formal Stan/Eval Visit Procedures.

2.2.1. NAF (PACAF GP) Stan/Eval personnel will conduct formal Stan/Eval visits to subordinate units in order to determine the effectiveness of unit Stan/Eval programs and individual/crew proficiency. The MAJCOM chapter specifies frequency of visits.

2.2.2. Stan/Eval personnel will review the previous visit report prior to arrival. Repeat deficiencies identified during the formal Stan/Eval visit may be indicative of inadequate management practices, and such repeats should be weighed in the overall unit rating.

2.2.3. During formal visits, Stan/Eval personnel will assess the unit's compliance with command policy and guidance. They will identify areas of inadequate guidance to the appropriate headquarters staff agency for resolution. They will not use system deficiencies or maintenance problems that limit the operations section to determine unit ratings for the operations sections.

2.2.4. The emphasis during a formal Stan/Eval visit will be to:

2.2.4.1. Assess the capability of the unit SEEs to evaluate operations crew members.

2.2.4.2. Assess operations crew capability to perform the unit's assigned mission. Assess this by evaluation of individual proficiency through both written and positional evaluations.

2.2.4.3. Determine the effectiveness of the Unit Stan/Eval program through an evaluation of the individual components specified in paragraph 2.5. and [Chapter 6](#).

2.2.4.4. Verify compliance with operational procedures and provide an assessment of the unit's ability to perform its assigned DOC based on individual and crew proficiency.

2.2.4.5. Review operations administrative procedures and records specified in paragraph 2.5 and chapter 6.

2.2.4.6. Identify factors limiting the capability of operations personnel to accomplish assigned missions and recommend corrective action as required.

2.3. Formal Stan/Eval Visit Notification Procedures.

2.3.1. The Stan/Eval office initiating the visit will send a notification letter to the parent group/squadron and unit with an information copy to the MAJCOM to arrive not later than (NLT) 30 days before the visit. For ANG visits, notifications will also be sent to the State Adjutant General and NGB/XO. Within PACAF, notification to visit Hawaii ANG units will be sent to 154 OG. The intent of this letter is to establish the dates of the visit and inform the unit of the scope of the evaluation.

2.3.2. As a minimum, the notification letter will include the following information:

2.3.2.1. Name, rank, social security number, security clearance, and evaluation area of each team member.

2.3.2.2. Planned visit dates.

2.3.2.3. Number and types of live/simulation evaluations to be scheduled, to include crew evaluation procedures. An alternative is to provide a percentage of evaluations by crew positions vice actual numbers. Include the designator if a specific simulation scenario or exercise is desired.

2.3.2.4. SIIs/additional programs to be evaluated.

2.3.2.5. Support required (billeting, transportation, administrative office space, etc.).

2.4. Rating Criteria and Procedures. Use the rating criteria and procedures to assign overall, area and subarea, ratings during the formal Stan/Eval visit. Two systems of rating criteria are used for subareas rated during the formal Stan/Eval visit: the five tier and compliance system.

2.4.1. Five Tier Rating System.

2.4.1.1. Rate areas evaluated using the following guidelines:

2.4.1.1.1. **OUTSTANDING.** Performance and procedures in effect are error free and far exceed all requirements. Program serves as a model which others should emulate.

2.4.1.1.2. **EXCELLENT.** Performance and procedures in effect exceed requirements and enhance overall effectiveness.

2.4.1.1.3. **SATISFACTORY.** Performance and/or operation meets mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Minor deficiencies may exist; however, they do not impede or limit mission accomplishment.

2.4.1.1.4. **MARGINAL.** Most requirements are met, but not in full compliance with directives. Deviations degrade the effectiveness of the program.

2.4.1.1.5. **UNSATISFACTORY.** Deviation or omissions cause the function evaluated to be ineffective. Little compliance with appropriate directives is evident.

2.4.1.2. Areas rated using this system consist of operations performance, Stan/Eval programs, operations publications, and additional programs where guidance is provided and effective management and initiative can be used to produce more effective results.

2.4.1.3. These areas are evaluated for compliance with established procedures and requirements, management procedures, and the degree to which desired objectives are attained.

2.4.2. Compliance Rating System.

2.4.2.1. Rating criteria is limited to compliance or non-compliance

2.4.2.2. Evaluate MAJCOM/NAF/OG/UNIT Operations related SIIs during formal visits. Compliance will be reflected in all ratings and evaluations, and will be commented on separately in formal visit reports.

2.4.3. In all cases, the team chief will assess ratings maintaining the maximum degree of objectivity possible.

2.4.4. The team chief will assign an “Overall Unit Rating” (Five Tier) by combining ratings from operations performance, Stan/Eval programs, operations publications, and additional programs and compliance with SIIs.

2.4.5. Assign a five tier rating to each of the major areas including operations performance, Stan/Eval programs, and operations publications. This rating will be an overall assessment of the major area based on subarea ratings. In addition, each subarea will be given a rating.

2.4.6. Rate academic testing on the average of overall test results based on the guidelines in Attachment 7. Do not assign ratings for each crew position.

2.4.7. Give each additional program evaluated a five tier rating.

2.5. Formal Visit Evaluation Areas. Although MAJCOMs may specify additional areas of emphasis in their chapter, the formal Stan/Eval visits will concentrate on the following main areas.

2.5.1. Operations Performance (Overall Five Tier Rating).

2.5.1.1. Individual Positional Evaluations (Five Tier). This is based on the performance of individual crewmembers during individual positional evaluations.

2.5.1.2. Crew Performance (Five Tier). This is based on the performance of unit crew/operations section during a system training exercise and observation of daily live/simulation activity.

2.5.1.3. Academic Testing (rating criteria specified in [Attachment 7](#)). This is based on testing of individual crewmembers.

2.5.2. Stan/Eval Program (Overall Five Tier Rating).

2.5.2.1. SEE Objectivity Evaluations (Five Tier). Rating is based on evaluation of Unit SEEs while conducting qualification evaluations.

2.5.2.2. Individual Evaluation Program (Five Tier). Rating is based on evaluation of unit procedures to ensure timely and thorough evaluations, tracking of corrective action and additional training as well as other administrative requirements outlined in [Chapter 3](#) and 4.

2.5.2.3. Evaluation Profiles (Five Tier). Rating is based on development and use of profiles during qualification evaluations and compliance with para [4.10](#).

2.5.2.4. SEE Upgrade Program (Five Tier). Rating is based on compliance with para [3.4.8](#).

2.5.2.5. Stan/Eval Documentation (Five Tier). Rating is based on unit procedures for review and quality control of AF Forms 4143 and compliance with [Chapter 5](#).

2.5.2.6. Written Examination Program (Five Tier). Rating is based on compliance with para 3.1.3. and [Chapter 4](#).

2.5.2.7. Supplemental Evaluation Program (Five Tier). If used, this program will be rated based on compliance with para [4.24](#).

2.5.2.8. Trend Analysis (Five Tier). Rating is based on para [3.5](#).

2.5.2.9. Positional Aids (Five Tier). This includes operations logbooks, forms, checklists, and guides. Rating is based on compliance with AFI 13-1MCS Vol 3, Chapter 6.

2.5.3. Operations Publications (Five Tier). This includes operating publications, operating instructions (OIs), and unit supplements to include the Operations Information File (OIF).

2.5.4. Additional Programs . If the capability exists, also evaluate (Five Tier) ground environment training (phase and System Training Program (STP)).

2.6. Formal Visit Positional Evaluation Procedures.

2.6.1. The team chief will hold interference with the unit training schedule to a minimum. The primary emphasis during the formal Stan/Eval visit will be administering positional evaluations to all individuals selected by the team chief.

2.6.2. All available SEEs will receive a SEE objectivity evaluation.

2.6.3. The Unit Chief of Stan/Eval will receive a complete qualification evaluation in his/her primary duty position. Note this evaluation as a recurring evaluation if the examinee is within his/her eligibility period; otherwise, note the evaluation as a spot evaluation. The DO may establish a new eligibility period and evaluation due date IAW paragraphs 4.9.9. and 4.9.10. Other Unit SEEs may receive positional spot evaluations.

2.6.4. Perform positional evaluations of a representative sample of crewmembers. Make every effort to evaluate a cross section of supervisors and experienced/inexperienced individuals. Document each positional evaluation on AF Form 4143. These evaluations may be noted as Spot evaluations.

2.6.5. Individuals who are multi-qualified may be subject to positional evaluations in each crew position.

2.6.6. Unit SEEs will administer positional evaluations while receiving an objectivity evaluation from a higher headquarters SEE. The individual's qualification evaluation scenario will be selected, briefed and coordinated by the Unit SEE. The examinee will perform all mission planning. This constitutes an evaluation of the unit examinee, the Unit SEE's objectivity, and the unit's positional evaluation procedures and profiles. When an objectivity evaluation is conducted, include both the evaluation of the Unit SEE and the evaluation of the unit examinee in the visit results.

2.6.7. Administer positional evaluations to individuals by notifying the unit DO immediately prior to the mission briefing (if the individual is already scheduled to work on position) or by requesting an individual be added to the next day's schedule for this purpose.

2.6.8. Crew performance evaluation procedures are as follows:

2.6.8.1. The team chief will consolidate team member inputs and rate crew performance during System Training Exercises (STEs) and observations of daily live/sim activity while conducting individual qualification evaluations.

2.6.8.2. Emphasize crew performance and compliance with established operations procedures versus individual performance. Areas to be evaluated should include crew briefings, crew coordination, use of positional checklists, and compliance with MAJCOM and local unit operations procedures.

2.7. Formal Visit Academic Testing. Academic testing will evaluate general systems knowledge and knowledge of operational procedures.

2.7.1. Academic examination procedures are as follows:

- 2.7.1.1. Construct academic examinations IAW chapter 4 and chapter 6.
 - 2.7.1.2. Analyze examination results to evaluate the overall systems knowledge of unit personnel.
 - 2.7.1.3. Pass/fail criteria are the same as for qualification examinations.
 - 2.7.1.4. Formal visit examination results may be used for qualification evaluation written examination credit if the examination is administered within the eligibility period.
- 2.7.2. All CMR/BMC operations personnel available for duty will test unless excused by the team chief.
- 2.7.2.1. "Available for duty" does not include those on leave, TDY, or restricted to quarters/hospital.
 - 2.7.2.2. Test individuals who are multi-qualified in their primary duty position as identified by the DO.
 - 2.7.2.3. CMR/BMC personnel in upgrade training for another duty position will test in their primary CMR/BMC position.
 - 2.7.2.4. Do not assign positional duties to CMR/BMC qualified individuals who fail the academic written examination during the formal Stan/Eval visit until they have had time to study and complete the re-examination. A minimum of 24 hours must elapse before administering a re-examination to allow for an adequate period to study. Failure of the re-examination will result in:
 - 2.7.2.4.1. A loss of qualification
 - 2.7.2.4.2. The SEE completing the AF Form 4143 will document the failure IAW paragraph 2.7.2.6. below.
 - 2.7.2.4.3. A downgrade to UQ status and placement in remedial training.
 - 2.7.2.4.4. The requirement for a complete qualification evaluation to regain CMR/BMC qualification.
 - 2.7.2.5. The academic test rating criteria is included in Attachment 7.
 - 2.7.2.6. Although the formal Stan/Eval visit academic test is an academic spot evaluation, AF Form 4143 is only required for those individuals that fail the written re-examination. Document re-examination failures as an unqualified spot evaluation IAW paragraphs **5.2.3.1**. Note 2, and **5.2.5.1**.

2.8. Team Chief Responsibilities.

- 2.8.1. The team chief will formally inbrief and outbrief the parent group commander (where applicable), squadron commander, and staff.
- 2.8.2. The team chief will plan the number and types of evaluations to be conducted and may select which individuals will be evaluated. If the team chief does not designate specific individuals to receive positional evaluations, the selection will be left up to the DO.
- 2.8.3. Prior to departure, the team chief will provide the OG/CC (where applicable) and squadron commander with copies of the draft report and testing results.

2.9. Reports.

2.9.1. Complete the draft formal report prior to the team's departure and present a copy of the team's findings to the unit commander at the time of the post evaluation critique. Format the report IAW [Attachment 2](#).

2.9.1.1. Forward the formal report to the unit within 10 working days (1 UTA) after completion of the visit.

2.9.1.2. Send copies to the MAJCOM, NAF, and, for crossfeed purpose, to related units within 10 working days (1 UTA) after the visit. For ANG units, send copies to the State Adjutant General and NGB/XO. In addition, send copies to ACC XOYG/DOL.

2.10. Supplemental/Follow-Up Visits.

2.10.1. When all areas of a formal visit cannot be completed, make a supplemental visit. Conduct it as soon as practical after the incomplete visit.

2.10.2. Make a follow-up visit as a result of a less than "Satisfactory" overall rating. Schedule units receiving an overall "Unsatisfactory" rating for a follow-up visit not earlier than 90 calendar days (3 UTAs) or later than 150 calendar days (5 UTAs) following the original visit.

2.10.3. Send a 30-day notification letter prior to visits IAW paragraph [2.3](#) above.

2.10.4. Add supplemental and follow-up formal reports to the initial reports following the same format as [Attachment 2](#). On follow-up visits, only re-inspect areas rated less than "Satisfactory".

2.10.5. Regarding supplemental visits, all areas rated during the initial visit will be annotated "Previously Rated."

2.10.6. For follow-up visits:

2.10.6.1. Annotate all ratings awarded during the follow-up visit with "Initial Rating/Follow-up Rating."

2.10.6.2. Ratings awarded (overall/area) during follow-up visits will be either "Satisfactory" or "Unsatisfactory."

2.10.6.3. Score and rate academic testing IAW criteria in [Attachment 7](#).

2.11. Informal Visits. Higher headquarters Stan/Eval personnel will periodically visit units possessing equipment in which they maintain qualification. The purpose of these visits is to maintain system currency, provide feedback and crosstell to the units, and exchange information. These visits will be conducted on an informal basis and will not result in a visit report. Higher headquarters Stan/Eval personnel may, at the request of the DO or Chief of the Stan/Eval function, administer notice/no-notice positional evaluations during these visits.

2.11.1. Scheduling. Coordination will be made through the unit DO to ensure sortie/equipment avail-ability.

2.11.2. Notification. The affected unit will be notified by message or letter. The notification will contain the currency status of the Stan/Eval personnel. An info copy of the message will be sent to the appropriate NAF Stan/Eval function when the visit is made by MAJCOM Stan/Eval personnel.

NOTE: When higher headquarters personnel are collocated with a subordinate unit and attached to the unit for training, message or letter notification is not required.

2.12. Staff Assistance Visits.

2.12.1. MAJCOMs will provide a SAV to their DRUs on an as needed basis; however, the time between visits will not exceed 48 months. PACAF will provide its DRUs (610 Air Control Flight (ACF) and 624ACF) SAVs every 18 months. Korea based units will receive SAVs every 12 months. Purpose will be to ensure program compliance, provide feedback and crossfeed to the units, exchange information, and provide orientation. These visits will culminate in a visit/trip report to the visited unit's commander and operations officer, as a minimum, and will detail program deficiencies, observations, and recommendations. Do not administer positional evaluations and academic examinations during these visits.

2.12.2. A SAV may be requested by unit/ops group commanders to provide problem-solving assistance when necessary. Additionally, a SAV may also be directed by the NAF/OG Chief of Stan/Eval to address specific areas of interest or concern. A SAV report will be completed for these visits. This SAV report should identify problems and provide recommendations for any additional assistance as well as identify benchmark programs. This report will be sent to the unit commander and NAF.

2.13. Stan/Eval Special Interest Items.

2.13.1. At the discretion of the MAJCOM/DO, the division responsible for the ground C² systems Stan/Eval program establishes Stan/Eval SIIs to focus command attention upon operations related areas.

2.13.2. When an item is designated for review and evaluation as a Stan/Eval SII, the ground C² systems Stan/Eval OPR will assign an SII number, based upon the calendar year, and numbered consecutively, e.g., HQ ACC/XOY SII 95-01, HQ PACAF/DOC SII 95-01, or HQ USAFE/DOY SII 95-01.

2.13.3. The message that announces a new Stan/Eval SII will include an expiration date and an applicability statement that identifies units and/or positions for which the Stan/Eval SII is applicable. A Stan/Eval SII will not be established for a period longer than one year. At that time, they will automatically expire. In addition, a checklist will be included for use by units as well as formal Stan/Eval visit personnel.

2.13.4. During formal Stan/Eval inspections, the team chief will use the checklist to evaluate unit compliance with the Stan/Eval SII. These areas will not be rated using the five tier rating criteria, but will be rated as "compliance" or "non-compliance" IAW paragraph 2.5.4. A narrative will be included for areas rated non-compliance.

2.13.5. A Stan/Eval SII may also be established by the NAF. The SII will conform with the procedures listed above and will be numbered consecutively for the appropriate NAF or Group. The MAJCOM OPR will be an information addressee on the message that announces any NAF Headquarters SII.

Chapter 3

UNIT STAN/EVAL PROGRAM

3.1. Unit DO Responsibilities.

- 3.1.1. Establish and support a Stan/Eval function within the organization to perform the duties listed in this instruction.
- 3.1.2. Provide a suitable facility to accommodate the Stan/Eval function.
- 3.1.3. Provide a suitable Stan/Eval testing facility that provides a quiet distraction-free atmosphere and allows easy monitoring of examinees by Stan/Eval personnel.
- 3.1.4. During formal visits:
 - 3.1.4.1. Make operations personnel available for testing IAW [Chapter 2](#).
 - 3.1.4.2. Give priority to formal visit testing and evaluations.

3.2. Unit Stan/Eval Organization.

- 3.2.1. With the exception of the ADSs, which will establish a Stan/Eval function for the SAOC under the Directorate of Control, active duty and ANG units will establish a Stan/Eval function under the DO.
- 3.2.2. The Chief of Stan/Eval will maintain CMR or BMC status.
- 3.2.3. For active duty units, the OTO and Non-Commissioned Officer in Charge (NCOIC) of operations training will not perform Stan/ Eval functions.

3.3. Stan/Eval Examiner (SEE).

- 3.3.1. General. The number of permanent SEEs has been restricted in order to maintain a well-controlled evaluation program. SEEs will only administer positional evaluations within their specialty, as specified in this chapter, unless waivers are obtained from the MAJCOM. File a copy of the approved waiver with this instruction. (Since the duties of an Air Surveillance Officer (ASO) encompass the duties of Surveillance Technician (ST), Air Surveillance Technician (AST), Data Systems Technician (DST), and Interface Control Technician, ASOs are qualified to evaluate these positions. Likewise, ASTs may evaluate ST and DST; Senior Directors (SDs) may evaluate AWOs and WDs; WDs may evaluate the weapons qualification portion of AWO, SD and Mission Crew Commander (MCC) evaluations; and MCCs may evaluate SDs if they maintain weapons qualification. (In USAFE/PACAF, MCCs may evaluate ASOs.) Stan/Eval personnel are encouraged to multi-qualify in an area, such as weapons and/or surveillance.
- 3.3.2. There are two authorized categories of SEEs: Permanent and additional duty.
 - 3.3.2.1. Permanent SEEs work in the Stan/Eval function full time and are supervised by the Chief of Stan/ Eval or the senior examiner for the respective position/branch. Permanent SEEs may be either assigned or attached to the organization.
 - 3.3.2.1.1. Assigned permanent SEEs are those authorized by this instruction and assigned to the unit at which they perform examiner duties.

3.3.2.1.2. Attached permanent SEEs are those assigned to another unit and attached to the Stan/Eval function of the organization where duty is performed.

3.3.2.2. Additional duty SEEs have primary duties outside the Stan/Eval function. These individuals are normally assigned to an operations crew. The Chief of Stan/Eval or senior examiner may or may not directly supervise additional duty SEEs, but they will function under the control of the Chief of Stan/Eval when performing Stan/Eval duties.

3.3.2.2.1. When a requirement exists, unit DOs or individuals designated in the MAJCOM supplement will designate additional duty SEEs in writing. The number of additional duty SEEs will be kept to the minimum required.

3.3.2.2.2. Instructors designated as additional duty SEEs will not evaluate students whom they have regularly instructed.

3.3.3. Number of SEEs.

3.3.3.1. The unit Chief of Stan/Eval will be an experienced 13BXX, CMR/BMC in an operational position.

3.3.3.2. A minimum of one SEE (permanent or additional duty) will be designated for each crew position. An examiner who is multi-qualified may be used to evaluate more than one position.

3.3.3.3. The DO will determine the number of permanent SEEs. Address this determination in the unit's **Chapter 7**.

3.3.3.4. The WS will designate manning for their Stan/Eval function in chapter 7. The Chief of Stan/Eval will be assigned to the 57OG/OGV and will administer the Stan/Eval program for all BMC WDs assigned to the WS. Each separate unit (Weapons Instructor Course, 422 Test and Evaluation Squadron, 414 CTS, and 99 RS) may have additional duty SEEs as appropriate.

NOTE: (ANG only) The Air Force advisor may be appointed as an additional duty unit SEE but will not act as the unit Chief of Stan/Eval. DOs and OTOs who are Air Technician/Title 32 may be appointed as additional duty SEEs, if necessary.

3.4. Squadron Chief of Stan/Eval Responsibilities.

3.4.1. Administer qualification evaluations.

3.4.2. Monitor the objectivity of unit SEEs

3.4.3. Establish procedures for review and quality control of AF Form 4143 prior to submission to the reviewing and certifying officials.

3.4.4. Administer written examinations IAW paragraph **4.16**.

3.4.5. Review applicable operations publications and directives, and recommend changes as required.

3.4.6. Develop and maintain all positional aids used in daily and contingency operations.

3.4.7. Develop a trend analysis program that identifies operational or training factors that positively or adversely affect crew capability. Make specific recommendations for corrective actions as needed.

3.4.8. Establish a program to ensure training of SEEs in unit and MAJCOM Stan/Eval procedures prior to performing examiner duties.

3.4.9. During formal Stan/Eval visits, coordinate with the DO to:

3.4.9.1. Make operations personnel available for testing.

3.4.9.2. Give priority to formal visit testing and evaluations.

3.4.9.3. Be available for an evaluation conducted IAW published procedures.

3.4.10. Prepare a unit chapter that outlines the unit program and local procedures IAW chapter 7. Forward the unit **Chapter 7** to the OG for approval.

3.5. Trend Analysis Program. Each unit will establish a Trend Analysis Program to track positive and negative trends identified during evaluations of unit personnel. As a minimum, the program will cover:

3.5. (AETC) Trend Analysis Program. Forward a copy of AF Form 4143, **Certificate of Qualification**, to the unit CRM program manager for trend analysis.

3.5.1. Evaluations

3.5.2. Written testing

3.5.3. Exercises (deployments/STEs)

3.6. SEE Policies.

3.6.1. Individuals selected for SEE duties will be experienced instructors. The DO will designate them in writing as SEEs.

3.6.2. Do not use permanent SEEs as instructors on a continuing basis. Where manning shortages or instructor availability requires SEE usage, take care to ensure that the SEE administering the training does not administer the qualification evaluation.

3.6.3. The unit Chief of Stan/Eval should receive recurring qualification evaluations from the NAF/SEE. However, if a parent headquarters SEE is unable to visit the unit during the eligibility period or does not maintain the required qualification, the evaluation may be given by an OG SEE or Unit SEE. All other Unit SEEs will normally receive their recurring qualification evaluations from a Unit SEE qualified in their duty position.

3.6.4. Individuals nominated for permanent or additional SEE duty will demonstrate a thorough knowledge of the MAJCOM Stan/Eval program and applicable instructions prior to SEE qualification. To the maximum extent possible, the Chief of Stan/Eval, or another experienced SEE will monitor the first evaluation administered subsequent to SEE qualification. If, due to mission constraints, a monitor is not available for the entire positional evaluation, then, as a minimum, the monitor will attend the briefing, debriefing, and critique.

3.6.5. The SEE shares the responsibility for safe mission conduct with the individual being evaluated. Whenever a SEE observes a breach of safety or discipline or an unsafe situation develops during the evaluation, the SEE will take immediate corrective action to ensure mission safety. The SEE will thoroughly debrief the individual involved, his/her immediate supervisor, and the DO.

Chapter 4

EVALUATIONS

Section 4A—Qualification Evaluations

4.1. Purpose. This chapter establishes procedures for conducting qualification evaluations and the unit supplementary evaluation program. Evaluation criteria for positions in each system will be published in an Air Force Instruction and/or MAJCOM Instruction for that system.

4.1. (AETC) Purpose. The methods for determining the examinee's level of job knowledge and proficiency are academic testing, observation of job performance, and positional evaluation. The stan/eval examiner's (SEE) questions during the positional portion of the evaluation should normally be limited to items not easily determined by observation, but related to the scenarios being employed for evaluation. The SEE will conduct an oral examination of any areas not satisfactorily covered during the performance portion of the evaluation.

4.2. General. Qualification evaluations are conducted to ensure an individual is proficient in performing operations duties unsupervised. Qualification evaluations will evaluate both the academic and positional skills of the individual. MQE only evaluate academic skills. This section establishes the procedures for conduct of qualification evaluations. Section 4B establishes procedures for the evaluation of positional skills. Section 4C contains procedures for the evaluation of academic knowledge.

NOTE: AETC units will use qualification ratings found in the AETCI 13-101.

4.3. Requirement for Qualification Evaluation.

4.3.1. CMR and BMC Operational Qualifications. Personnel required to establish or maintain CMR or BMC operational qualifications will be evaluated on their ability to successfully perform operational duties. All CMR or BMC qualified individuals must successfully complete a qualification evaluation IAW this instruction prior to performing operational duties unsupervised. Specific CMR and BMC duty positions and evaluation criteria will be specified in the appropriate volumes to this instruction.

4.3.2. CRC, CRE, Air Defense and ICRC 13B/1C5XX/1A4XX unit personnel will be designated CMR qualified. 13B/1C5XX/1A4XX personnel assigned to a unit which does not have a primary combat mission will be designated BMC. In addition, NAF personnel may be designated BMC. These individuals will accomplish training requirements IAW AFI 13-Series Volume 1, and complete an evaluation as specified in AFI 13-Series Volume 2, criteria for the system.

4.4. Qualification/Evaluation Procedures.

4.4.1. Qualification evaluations are conducted to check an individual's proficiency in performing their operations duties. There are five types of qualification evaluations: IQE, MQE, recurring, spot, and re-evaluation.

4.4.2. Trainees must successfully complete an IQE for IQT and MQE for MQT qualification evaluation to gain CMR or BMC status. To successfully complete a qualification evaluation, the examinee

must demonstrate to the SEE the knowledge and ability to do assigned functions safely and effectively.

4.4.3. All CMR and BMC qualified personnel must successfully complete the recurring qualification evaluation to maintain CMR or BMC status. Recurring qualification evaluations for CMR and BMC personnel consist of a positional evaluation and a written examination.

4.4.4. Failure of a qualification evaluation results in a downgrade to UQ status for qualified individuals and retention in UQ status for individuals attempting initial qualification. Individuals downgraded to UQ status will be placed into remedial training.

4.4.5. A qualification evaluation will update an individual's evaluation due date only when it is a complete evaluation. A complete evaluation requires accomplishment of all written examinations to include MQE and a positional evaluation over all applicable areas listed by the appropriate criteria.

4.4.6. Document all qualification evaluations on AF Form 4143 IAW [Chapter 5](#) of this instruction.

4.5. Timing of Qualification Evaluations.

4.5.1. CMR and BMC qualification evaluations expire on the last day of the 17th month following the successful completion of a similar complete qualification evaluation. This is the evaluation due date. For example, if the initial or recurring positional evaluation was completed 15 March 1999, the recurring qualification evaluation must be accomplished by 31 August 2000.

4.5.2. The 3-month period prior to the evaluation due date is the evaluation eligibility zone. The positional evaluation and the written examination may be administered anytime within the 3-month eligibility period. However, when an evaluation commences, it must be completed within 60 days (4 UTAs). For the example in paragraph 4.5.1, administer the next written and positional evaluation any time between 1 June and 31 August 2000. Complete all requirements for the recurring qualification evaluation within the eligibility period. Refer to paragraph [4.23](#).

4.5.2. (AETC) AETC units must complete an evaluation within 30 days (2 UTAs) of initiation.

4.5.3. Update the recurring qualification evaluation due date when a complete qualification evaluation is accomplished.

4.5.4. If a recurring evaluation is not completed prior to the end of the eligibility period, downgrade the examinee to UQ status and give 30 days to complete a re-evaluation. The SEE will include a short explanation of the circumstances surrounding the late evaluation on the AF Form 4143. Enter this statement in the "Additional Comments" section.

NOTE: If an individual fails to complete a recurring evaluation by the scheduled date, the DO may regress that individual to NCMR/NBMC status for up to 30 days. An instructor will monitor the individual for a minimum of two missions for weapons personnel, two links for ICTs and two hours for all others. Upon the instructor's recommendation, the OTO will place the individual back into CMR status pending the recurring evaluation. Individual must complete the recurring evaluation within 30 days from the time that individual was regressed to NCMR/NBMC.

4.6. Initial Qualification Evaluation (IQE).

4.6.1. The IQE is a positional, written and verbal evaluation given after IQT to determine an individual's BQ status. Complete this evaluation within 30 days (2 UTAs) after the unit OTO has certified an individual's IQT is complete.

4.6.2. The written examinations will be successfully completed prior to beginning the positional evaluation.

4.6.3. The positional evaluation is complete when all tasks in the applicable criteria volume are accomplished.

4.6.4. Conduct both the written examination and positional evaluation with prior notice.

4.6.5. At combat mission ready units, designate individuals who successfully complete IQE as BQ and enter them into MQT.

4.6.5.1. At units without a combat mission, designate individuals who successfully complete IQE as BMC and enter them into CT.

4.6.6. Failure of the written examination results in retention in training status. The Chief of Stan/Eval will notify the OTO and DO. Do not schedule the individual for a re-examination for a minimum of 24 hours to allow time for additional study. Failure of the re-examination results in an overall rating of "Unqualified" for the evaluation. Document this IAW paragraphs 5.2.3.1, Note 2, and 5.2.5.1.

4.6.7. Failure of the positional evaluation requires retention in training status IAW Air Force Instruction 13-1MCS, Volume 1. The trainee must accomplish the entire positional portion of the IQE.

4.6.8. Failure of a second IQE requires retention in training status and will be handled IAW Air Force Instruction 13-1MCS, Volume 1.

4.7. Mission Qualification Evaluation (MQE)

4.7.1. The MQE is a written evaluation given after MQT to determine an individual's CMR status. Complete this evaluation within 30 days (2 UTAs) after the unit OTO has certified an individual's MQT is complete.

4.7.2. Upon completion of MQT, Stan/Eval will administer a minimum of 25-question, written MQE. The passing score is 85 percent. Stan/Eval maintains at least two different tests on file or utilizes a computer-generated test program. A positional evaluation is not required upon completion of MQT.

4.7.3. Upon successful completion of the MQE, give individuals CMR status and place them into CT.

4.7.4. Failure of the written examination results in retention in training status. The Chief of Stan/Eval will notify the OTO and DO. Do not schedule the individual for a re-examination for a minimum of 24 hours to allow time for additional study. Failure of the re-examination results in an overall rating of "Unqualified" for the evaluation. Document this IAW paragraphs 5.2.3.1, Note 2, and 5.2.5.1.

4.7.5. Failure of a second MQE requires retention in training status and will be handled IAW Air Force Instruction 13-1MCS, Volume 1.

4.7.6. Conduct the written examination evaluation with prior notice.

4.7.7. Successful completion establishes a recurring evaluation due date and eligibility period.

4.8. Recurring Qualification Evaluation (RQE).

- 4.8.1. The RQE is an academic and positional evaluation required for an individual to maintain CMR or BMC status. MQE is administered during each RQE. If a recurring evaluation is not completed prior to the end of the eligibility period, downgrade the examinee to UQ status and give 30 days to complete a re-evaluation. The SEE will include a short explanation of the circumstances surrounding the late evaluation in the "Additional Comments" section of the AF Form 4143.
- 4.8.2. The written examinations and positional evaluation may be given in any order. If possible, administer the written examination first.
- 4.8.3. The positional evaluation is complete when all tasks in the applicable criteria volume are accomplished.
- 4.8.4. Successful completion establishes a new evaluation due date and eligibility period.
- 4.8.5. When an individual fails the written evaluation, the Chief of Stan/Eval will immediately notify the DO and Unit OTO. The OTO will place the individual in NCMR/NBMC status. Do not schedule the individual for positional duties until he/she has had time for study and has completed the re-examination. Until a re-examination is accomplished, individuals in NCMR/NBMC status may only perform positional duties when supervised by an instructor for that duty position. A successful re-examination and completion of the positional evaluation will result in a return to CMR/BMC status. Failure of the re-examination will result in an overall rating of "Unqualified" for the evaluation. Document this IAW paragraphs 5.2.3.1, Note 2, and 5.2.5.1.
- 4.8.6. Failure of the positional evaluation will result in an overall rating of "Unqualified."
- 4.8.7. An overall rating of "Unqualified" will result in a downgrade to UQ status and placement in remedial training.
- 4.8.8. Handle remedial training IAW Air Force Instruction 13-1MCS, Volume 1.

4.9. Re-evaluation.

- 4.9.1. A re-evaluation is a prior notice qualification evaluation given to a CMR/BMC individual who failed an evaluation and was DOWN GRADED to UQ status. A re-evaluation is also given to an individual who fails to complete a recurring evaluation prior to the end of the eligibility period.
- 4.9.2. Complete the remedial re-evaluation within 30 days (2 UTAs). Refer to paragraph [4.23](#).
- 4.9.3. The re-evaluation of an individual who failed a recurring CMR/BMC qualification evaluation will concentrate on the specific scenario or events that resulted in the "Unqualified" rating unless a complete re-evaluation is deemed necessary by the unit DO. In all cases, the SEE will evaluate and rate each task the examinee performs during the course of the re-evaluation. Document the results on a separate AF Form 4143 as a "Re-evaluation."
- 4.9.4. Successful completion establishes a new recurring evaluation due date and eligibility period based on the month in which the re-evaluation was completed. Re-evaluation for an unqualified overall rating on a Spot evaluation will only alter the evaluation due date and eligibility period if a complete RQE consisting of both the written examination and the positional evaluation is accomplished.
- 4.9.5. Failure of a re-evaluation will be viewed as a serious lack of proficiency. Enter the comments in the "Additional Comments" paragraph of the examiner's remarks section on AF Form 4143. The unit DO and the organization commander will consider the examiner's comments. Within time limits specified in MAJCOM training directives or within 14 calendar days/2 UTAs (when not specified),

the organization commander will decide whether an additional re-evaluation will be administered or if proceedings will be initiated to remove the individual's Air Force Specialty Code (AFSC) IAW Air Force Instruction 36-2101.

4.9.6. If a decision is made to conduct a second re-evaluation, it will be a complete CMR/BMC qualification evaluation consisting of both the written examinations and the positional evaluation.

4.10. Spot Evaluation.

4.10.1. A spot evaluation is a qualification evaluation conducted outside the eligibility period to ensure correction of discrepancies identified during a qualification evaluation or to spot check an individual's proficiency.

4.10.2. Positional evaluations conducted during formal Stan/Eval visits will normally be spot evaluations.

4.10.3. Spot evaluations are normally limited in scope. They may consist of positional evaluation and/or written examination.

4.10.4. The positional evaluation may cover any task or combination of tasks contained in the applicable positional criteria. In addition to the tasks scheduled, the SEE will evaluate and rate each task performed by the examinee during the course of the spot evaluation.

4.10.5. Spot evaluations may be conducted with no-notice.

4.10.6. Spot evaluations will normally be assigned an overall rating of "Qualified" (Q) or "Unqualified." (UQ) However, if a spot evaluation meets the criteria for use as a recurring evaluation, it may be assigned an overall rating of "Exceptionally Qualified." (EQ)

4.10.7. An overall rating of "UQ" on a spot evaluation will be treated the same as a recurring evaluation. In addition, depending on the extent of the lack of proficiency identified in the spot evaluation, the DO may recommend a complete RQE consisting of both the written examination and the positional evaluation.

4.10.8. An overall rating of at least "Q" on a spot evaluation will not affect the evaluation due date unless the evaluation meets the criteria for use as a recurring evaluation.

4.10.9. After a spot evaluation is conducted, the DO may direct the SEE to complete an additional evaluation to meet the criteria necessary for use as a recurring evaluation and establish a new eligibility zone and evaluation due date. If this option is used, the AF Form 4143 for the spot evaluation will be attached to the AF Form 4143 that reflects the completion of the recurring evaluation. The "Reviewing Officer's Remarks" section on the recurring evaluation AF Form 4143 will reflect the decision to complete the evaluation as a recurring evaluation.

4.10.10. If a complete positional evaluation conducted outside the eligibility period is to be used to update an individual's qualification evaluation due date, complete all requirements, both positional and academic, within 30 days (2 UTAs). If not completed within 30 days, only a spot evaluation can be awarded for either the written or positional (whichever was completed).

Section 4B—Positional Evaluations

4.11. Positional Evaluation Requirements. The unit Stan/Eval function will outline and publish the minimum positional evaluation requirements for qualification evaluations. The following requirements apply to the development of outlines/profiles.

- 4.11.1. Base outlines on evaluation criteria and tailor them to match the minimum scenario requirements specified in the criteria volumes. They will include the minimum events, procedures, and details necessary to ensure that a complete evaluation is accomplished for both the live and simulated environment.
- 4.11.2. If using simulation equipment, specify specific scenarios.
- 4.11.3. Develop evaluation profiles in coordination with unit weapons and tactics, intelligence, and operations training functions.
- 4.11.4. Profiles will be realistic, incorporate current tactics, and be in concert with the unit's assigned DOC. Design profiles to accurately measure the examinee's proficiency against established criteria.
- 4.11.5. Include unit procedures for the conduct of these evaluations in a unit-developed document. This may be a unit-developed checklist, SEE's guide, or an operating instruction. As a minimum, these procedures will include SEE/examinee responsibilities and information the SEE will furnish to the examinee.
- 4.11.6. For weapons personnel, the procedures will include each type of applicable mission profile such as air-to-air, air refueling, and air-to-surface.

NOTE: If a specific scenario does not exist for an event or task, the Stan/Eval function will outline the level of activity that must be completed.

4.12. Positional Evaluation Procedures.

- 4.12.1. Prior to a positional evaluation, the examiner will brief the examinee on conduct and purpose of the evaluation and will ensure that the examinee is familiar with the evaluation criteria. All evaluations will be scheduled by the SEE and coordination completed to ensure adequate assets (live or simulated) are available to complete the evaluation.
- 4.12.2. During the positional evaluation, the SEE will determine the examinee's performance for each area. Emphasis will be on deviations from prescribed tolerances or critical areas of the criteria noted during the positional. The examiner will not use "trick" questions or unrealistic compounding of emergencies or problems during the evaluation.
- 4.12.3. Following the evaluation, the SEE will compare the examinee's performance with the criteria provided and assign an appropriate rating for each task. The SEE will thoroughly debrief the examinee on all aspects of the positional evaluation to include overall performance, specific discrepancies, and additional training recommended. Evaluation tasks rated "UQ" will be debriefed with the examinee's supervisor, OTO, and DO.
- 4.12.4. (Added-AETC) Events not covered in an evaluation mission may be observed on a subsequent mission as long as the following requirements are met:
 - 4.12.4.1. (Added-AETC) Complete an evaluation within 30 days of initiation.
 - 4.12.4.2. (Added-AETC) Complete the evaluation within the eligibility period (evaluation eligibility zone).

4.13. No-Notice Evaluations.

- 4.13.1. Use the no-notice evaluation program as a management tool to evaluate crewmembers on an unscheduled basis.
- 4.13.2. Distribute no-notice evaluations proportionately among crew positions.
- 4.13.3. Do not conduct IQEs, MQEs and re-evaluations as no-notice.

4.14. SEE Objectivity Evaluations.

4.14.1. A SEE administers an objectivity evaluation to determine whether another SEE is qualified to administer a qualification evaluation. The overall rating for an objectivity evaluation is either "Q" or "UQ." Observations, analysis, and other substantial actions are directed primarily at the SEE conducting the evaluation and will not interfere with or affect the individual on position except for flight safety issues.

4.14.1.1. A "Q" rating indicates that the observed SEE complied with higher headquarters and local Stan/Eval directives, properly briefed and debriefed the examinee, correctly identified discrepancies, awarded the correct area and overall rating, properly documented the evaluation, and, if required, recommended appropriate additional training.

4.14.1.2. An "UQ" rating is awarded when the observed SEE fails to satisfy the requirements of paragraph 4.14.1.2.1. An overall "UQ" grade must be awarded if any critical task area is rated "U." (See Attachment 7.)

4.14.2. NAF ground C² systems SEEs maintaining a CMR or BMC qualification may perform an objectivity evaluation on any ground C² SEE. Unit Chiefs of Stan/Eval (or designated representative) will conduct objectivity evaluations on all assigned SEEs.

4.14.3. A SEE objectivity evaluation does not fulfill the requirements of a qualification evaluation.

4.14.4. Document the SEE objectivity evaluation on AF Form 4143 IAW [Chapter 5](#).

4.14.5. AF Form 4143 will be reviewed, approved, and filed in the examinee's training folder.

4.14.6. NAF SEEs and Unit Chiefs of Stan/Eval are not authorized to change or to direct a change of rating (area or overall) on AF Form 4143 completed by a Unit SEE unless a valid administrative error was made.

4.15. Rating Policies.

4.15.1. To receive an overall qualified rating (Exceptionally Qualified or Qualified) on a qualification evaluation, the crew member must demonstrate the ability to correctly perform positional duties, successfully complete required missions, and operate unit equipment safely and effectively during the evaluation.

4.15.2. All areas specified in the applicable criteria volume must be rated for an initial or recurring qualification evaluation to be complete. If the evaluation constitutes a re-evaluation, those areas being re-evaluated must be rated as well as any other areas observed. Rate all areas observed during the spot evaluation.

4.15.3. When sortie availability does not allow for a complete evaluation of all mission events during an initial or recurring qualification positional evaluation, the events not performed may be completed

using simulation equipment. However, at a minimum, evaluate weapons personnel on a live air-to-air mission. Evaluate adversary weapons personnel (414 CTS) on a live Air Combat Tactics mission in which enemy tactics are conducted. The mission description entered on AF Form 4143 will indicate any missions evaluated by use of simulation equipment.

4.15.4. When a required area cannot be evaluated on position due to equipment limitations, operational requirements, or weather conditions, the area may be rated through the use of training devices or oral examination. SEEs will make every effort to evaluate all required areas on position before resorting to this provision. If this provision is used, include an explanation in the "Remarks" section of AF Form 4143 stating the reasons an area was not rated on position and the method of evaluation. This provision is not applicable to the mission events required for the completion of a weapons evaluation.

4.15.4. (AETC) The OG stan/eval (OGV) approves DOV-developed scenario outlines for the simulation conducted ensuring standardization of both the level of activity and the difficulty for the simulation evaluation. The SEE's judgment will be the determining factor in the effective use of the simulation. The SEE may declare either the simulated evaluation or a particular event "no contest" if the simulation scenario does not meet requirements due to unforeseen circumstances (for example, equipment failure, simulation error, etc.).

4.15.5. For all initial and recurring qualification evaluations, conduct a complete positional evaluation. This is true even if a critical area(s) is rated "UQ" prior to the completion of all areas. The only reason to terminate any positional qualification evaluation before all areas have been observed or rated is a compromise of flight safety.

4.15.6. When safety of flight is jeopardized, the SEE will take immediate corrective action and terminate the evaluation or the mission, as appropriate. A safety of flight deviation will result in an overall rating of "UQ". Explain the discrepancy on AF Form 4143.

4.15.7. If an "UQ" area rating is given in a critical area, the SEE must give an overall rating of "UQ."

Section 4C—Written Examinations

4.16. Written Examinations Requirements.

4.16.1. Unit Stan/Eval functions will develop and control written examinations for each position. However, when different positions are responsible for identical information, Stan/Eval may maintain a single examination for these positions.

4.16.2. Unit Stan/Eval will maintain two tests on file for each duty position. Unit Stan/Eval must ensure that no more than 50% of the questions are duplicated between tests.

4.16.3. USAFAWC WD written examinations will consist of 50 questions from the MQF and 50 locally developed questions from the 57 WG MQF that address local procedures. No more than 25 of the 57 WG MQF questions will be fill-in-the-blank.

4.16.4. A unit MQF test will consist of 85 questions from the MAJCOM MQF and 15 questions that address local procedures.

4.16.5. Review all examinations for accuracy annually, as a minimum, and after any applicable publication changes.

4.16.6. Units using computer-generated examinations do not need to maintain the examinations referenced above provided the following restrictions are observed:

4.16.6.1. Individual examinations are randomly generated from the MQF and unit-developed questions.

4.16.6.2. Re-examinations are constructed so that duplication of questions is kept to a minimum.

4.16.7. The MAJCOM supplement outlines unit examination procedures.

4.16.8. AETC units may supplement the MQF with locally developed questions applicable to squadron unique training missions.

4.17. Written Examination Administration Procedures.

4.17.1. The minimum passing grade for any written examination is 85%.

4.17.2. Grade all examinations prior to the individual's next scheduled period for performing operations duties. Critique examinations to 100%.

4.17.3. Failure of the written examination will result in retention in training status for individuals attempting initial upgrade.

4.17.4. For individuals currently CMR/BMC qualified, failure of the written examination results in placement in NCMR/NBMC and requires a re-examination.

4.17.5. When an individual fails a written examination, notify the unit DO and OTO in writing. The notification will state that the individual may only perform positional duties when supervised by an instructor in that crew position and also requires a re-examination. Conduct required training IAW Air Force Instruction 13-1MCS, Volume 1.

4.17.6. A minimum of 24 hours must elapse before a re-examination may be administered to allow for an adequate period of study. Use an alternate examination.

4.17.7. Accomplish re-examinations within 30 days (2 UTAs) after the OTO/NCOIC has certified that the individual is ready for the re-examination.

4.17.8. Failure of the re-examination will result in an overall rating of "UQ" for the qualification evaluation, loss of CMR/BMC status, and a downgrade to UQ.

4.17.9. Maintain examination answer sheets until AF Form 4143 is signed by the final approving officer.

4.18. Security. Stan/Eval personnel must maintain positive control of all examinations. To prevent com-promise when not in use, secure examinations and answer keys in a locked container.

4.19. MQF. The MQF is a set of questions applicable to crew duty positions and based on the weapons system/unit mission. The questions are derived from operational publications and MAJCOM training materials. This question file and sources will be accessible to all unit operations personnel.

4.19.1. Responsibilities.

4.19.1.1. MAJCOM is responsible for:

- 4.19.1.1.1. Ensuring that applicable MQFs are produced and distributed IAW MAJCOM directives.
- 4.19.1.1.2. Establishing procedures for submission of recommended changes, additions and deletions.
- 4.19.1.2. Each NAF (USAFE OG's) is responsible for:
 - 4.19.1.2.1. Reviewing recommended changes, additions and deletions to the MQF.
 - 4.19.1.2.2. Developing and maintaining tests to support evaluation requirements for formal Stan/Eval visits. Tests will be reviewed and updated as necessary to ensure they are accurate and current.
- 4.19.1.3. Each unit is responsible for:
 - 4.19.1.3.1. Developing and controlling tests used for written examinations.
 - 4.19.1.3.2. Administering and grading written tests.
 - 4.19.1.3.3. Recommending changes, additions, and deletions and forwarding them to their respective NAF. Active duty ACC units will forward recommendations through their OG.
- 4.19.2. Review and Update Procedures.
 - 4.19.2.1. Stan/Eval functions will continually monitor applicable sections of the MQFs for necessary up-dates. They will accomplish periodic reviews at least annually.
 - 4.19.2.2. For MAJCOM MQFs, the Unit Chief of Stan/Eval is authorized to make corrections, change spelling, or correct erroneous or invalid questions resulting from recent changes to systems and/or operational procedures. These corrections and any new questions resulting from revisions/changes to directives will be submitted in writing through Stan/Eval channels to the MAJCOM OPR within 10 days after implementation. The Unit Chief of Stan/Eval will maintain a file copy of all recommendations until the next up-date is accomplished.
 - 4.19.2.3. For MAJCOM MQFs, the MAJCOM OPR will provide interim MQF guidance pending review and subsequent publication and distribution of a change or revision. MQFs will be updated by the OPR as soon as possible after receipt of changes.
- 4.19.3. Classification Guidelines.
 - 4.19.3.1. The overall classification of the MQF is determined by the highest classification of its contents.
 - 4.19.3.2. Classify test questions extracted from the MQF according to their classification in the MQF. Mark tests appropriately and protect them IAW security directives. Whether they contain classified questions or not, handle the tests as controlled items.
- 4.19.4. Development/Publication.
 - 4.19.4.1. MQFs for all direct reporting units within ACC will be locally developed and maintained.
 - 4.19.4.1.1. MQFs for OTH-B, CBRN and Iceland Air Defense System operations personnel will be locally developed, maintained, and published by each unit. Submit these MQFs to HQ ACC/XOYG for review.

4.19.4.1.2. Make applicable MQF volumes accessible to all individuals.

4.19.4.2. The 52 Operations Group will consolidate and forward the MQFs for USAFE TACS units to HQ USAFE/DOY for approval. After approval, this MQF will be locally reproduced.

4.20. Examination Questions.

4.20.1. Question Sources. Examination questions will focus on information that is necessary for safe, effective mission accomplishment. Emphasize systems and operational procedures knowledge that the crewmember must immediately recall while performing operational duties. Also, key information from publications not immediately available on position will be subject to testing.

4.20.2. Construction of Questions.

4.20.2.1. Write examination questions in a manner that measures knowledge of the correct information at the desired level of knowledge.

4.20.2.2. Stan/Eval written examinations may contain multiple choice (four choices desired with only one most correct answer) or completion/fill-in-the-blank items.

4.20.2.3. Completion/fill-in-the-blank performance or computation questions must include answer parameters (for example, answer within ± 50 knots).

4.20.2.4. Questions that have numerical answers will have the answers arranged in order from largest to smallest or vice versa.

4.20.2.5. In general, avoid negative statements. However, if the word "not" appears in the question, either underline it or type it in all capital letters for attention.

4.20.3. Local Procedures MQF.

4.20.3.1. All units except USAFE DRUs will develop a LPMQF to supplement the MAJCOM MQF and serve as an additional source for questions used for required qualification and formal Stan/Eval visit academic testing.

4.20.3.2. The LPMQF will contain at least 50 questions for each section assigned, such as weapons, battle staff, etc. Duplication of questions between operations sections is authorized.

4.20.3.3. Fill-in-the-blank or matching questions, in conjunction with a map, may be used for questions covering local airfields, geographic points or fixes, airspace, tactical air navigation points, or radar/flying units.

4.20.3.4. Make the LPMQF available to the operations training section and to unit crewmembers.

4.20.3.5. These questions may encompass:

4.20.3.5.1. In-garrison airspace use and coordination of air traffic control procedures.

4.20.3.5.2. Operations operating instructions.

4.20.3.5.3. Aircraft emergency procedures.

4.20.3.5.4. Associated flying unit operating procedures, where applicable.

4.20.3.5.5. In USAFE and Air Forces Iceland, other allied and national procedures, as appropriate.

4.20.3.5.6. Weapons and tactics, as appropriate. However, if used, weapons and tactics questions should be applicable to the performance of unit-specific operational duties.

4.20.3.5.7. Unit procedures (i.e., squadron instructions).

Section 4D—Rating System

4.21. Overall Qualification Levels. Use a three level rating system for the overall qualification level. The overall qualification levels are EQ, Q, and UQ.

4.21.1. Exceptionally Qualified. Award an overall “EQ” rating when the individual has demonstrated more than satisfactory knowledge and positional skills in all phases of the evaluation. More than satisfactory knowledge is demonstrated when the examinee:

4.21.1.1. Performs required actions effectively and without hesitation.

4.21.1.2. Shows consistent performance throughout the evaluation.

4.21.1.3. Is able to provide additional information concerning causes, effects, purposes, or characteristics of items reviewed during the evaluation. The examinee must have a discrepancy free evaluation with all areas rated “Q,” no additional training recommended, and all mission events must be successfully completed. Finally, the examinee must have achieved a 96% or higher grade on all written examinations (IQE and MQE).

4.21.2. Qualified. To receive an overall “Q” rating, the individual must demonstrate the ability to perform duties in a safe and effective manner. All critical areas must be rated “Q.” Non-critical areas may be rated “UQ” or have additional training recommended. For MQE, the examinee must achieve a score of 85 to 95%.

4.21.3. Unqualified. An overall “UQ” rating will be awarded anytime one of the following actions is noted and additional training will always be specified:

4.21.3.1. Unqualified performance in a critical area.

4.21.3.2. Failure of a written re-examination for recurring, and spot positional evaluations.

4.21.3.3. When demonstrated performance would have prevented successful mission accomplishment.

4.21.3.4. The mission/scenario was conducted or task areas were completed in a dangerous manner. An overall rating of “UQ” could result from an unqualified rating for one or more noncritical areas.

4.21.3.5. Violations of instructions or directives that would have jeopardized safety.

4.21.3.6. Demonstration of poor judgment to the extent that mission safety or success is compromised.

4.22. Area Ratings. A two level rating system is established for individual areas as specified in the individual criteria volumes to this instruction. Area ratings will be either “Q” or “UQ.” Additional training may be assigned to areas rated “Q.” Some MAJCOMs may use the three level rating system, i.e. Q, Q-, and U; in this case, they must establish procedures in their criteria volume.

NOTE: AETC units will use qualification area ratings found in the AETCI 13-101.

4.22.1. Qualified. The examinee achieved the desired level of performance. The examinee demonstrated a satisfactory knowledge of required information, performed crew duties within the tolerances prescribed by this regulation, and accomplished the positional duties. The individual can perform these tasks without supervision. Additional training may be assigned to areas rated "Q" if noted deviations from established standards were minor and did not jeopardize flight safety or mission accomplishment.

4.22.2. Unqualified. Assign an "UQ" area rating for performance outside allowable tolerances or deviations from prescribed procedures that adversely affected mission accomplishment or compromised flight safety. Additional training must be assigned for critical areas rated "UQ."

4.23. Additional Training.

4.23.1. SEEs may recommend additional training for areas rated "Q" if noted deviations from established standards were minor and did not jeopardize flight safety or mission accomplishment.

4.23.2. Additional training is required for all critical tasks rated "UQ."

4.23.3. SEEs will normally recommend additional training noncritical areas rated "UQ." However, it is not required for noncritical areas if the assignment of such action will not constructively improve the examinee's performance. In such cases, corrective action by the SEE must include a thorough debrief of the examinee. The SEE will enter the word "debriefed" in the discrepancies paragraph of the "Examiner's Remarks" on AF Form 4143. This authority must be judiciously exercised.

4.23.4. For all areas that have additional training assigned, SEEs will debrief the examinee's supervisor, OTO, and DO.

4.23.5. Prescribed additional training will be specific, accomplished and documented IAW AF training directives and chapter 5 of this instruction.

4.24. Failure to Complete or Pass a Written Examination or Positional Evaluation.

4.24.1. Failure to complete recurring evaluation requirements within the eligibility period (3-month window) will result in a loss of CMR/BMC status and a downgrade to UQ status until a complete re-evaluation is successfully conducted. The Unit Stan/Eval officer will notify the DO and the OTO if an individual does not complete written examination or positional evaluation requirements during the specified eligibility period. Accomplish retraining IAW MAJCOM training directives.

4.24.2. DOWN GRADE individuals who fail to pass a positional evaluation to UQ status in that position (retained in training for initial evaluations). These individuals will not perform positional duties except under the direct supervision of an instructor in the same crew specialty.

4.24.3. Place individuals who fail a written examination in NCMR/NBMC status (retained in training for initial evaluations). These individuals will not perform positional duties except under the direct supervision of an instructor in the same crew specialty. Downgrade individuals failing the re-examination to UQ status in that position.

4.24.4. Individuals receiving an overall "UQ" rating on a qualification evaluation must satisfactorily complete a re-evaluation before regaining CMR/BMC status. Examinees who fail to complete the re-evaluation within the time limits require a MAJCOM waiver. These individuals may only continue to perform positional duties under the direct supervision of an instructor until the waiver is approved.

4.24.5. Multi-qualified individuals receiving an "UQ" overall rating on a qualification evaluation which serves as a prerequisite for a supervisory qualification will be downgraded to UQ status for both positions. For example, an SD or MCC CRE failing an evaluation would lose both SD and weapons qualifications.

NOTE: Instructors downgraded to UQ status will lose their Instructor rating and must complete a positional re-evaluation and be recertified as an instructor before resuming duties as an instructor.

4.24.6. Downgrade to UQ status for failure of a supervisory qualification evaluation does not necessitate a downgrade to UQ status for the position instructed or supervised. For example, an individual who passes a ST evaluation but fails the AST evaluation may still perform ST duties unsupervised. The same is true of an individual who passes the qualification evaluation for a position but fails the instructor evaluation when one is required. They will not perform instructor duties unsupervised until a successful re-evaluation is completed.

Section 4E—Supplementary Evaluations

4.25. Positional Supplementary Evaluations.

4.25.1. Stan/Eval functions will supplement the data collected from positional evaluations with additional evaluations of specific crew duties or functions, as needed. Use of positional supplementary evaluations will aid in obtaining additional information to support the existence of an adverse or positive trend, identify other deficiencies, or establish that a corrective action previously implemented is continuing to provide an effective solution.

4.25.2. The focus of any positional supplementary evaluation should be one specific area of crew performance such as radio transmissions, crew pre-mission briefings or checklist use. (These areas are listed as examples and are not intended to be used as mandatory areas to be inspected.) Specific areas of emphasis are needed so that data logged during positional supplementary evaluations may be used to identify trends or deficiencies as well as their cause.

4.25.3. Any Unit SEE may conduct positional supplementary evaluations. The Unit Chief of Stan/Eval will determine the appropriate periods and methods to obtain the data for the supplementary evaluations. Data could be obtained through daily observation of crew operations or during simulated or live exercises. These evaluations may be administered in conjunction with a positional evaluation. For example, a SEE may perform a positional supplementary evaluation of the WD's handover coordination procedures while conducting a complete qualification evaluation of a WD.

4.25.4. The evaluation should not be all encompassing nor should it result in the assignment of an overall rating for any specific crewmember. Positional supplementary evaluations do not constitute qualification evaluations (exception: flight safety). Therefore, do not use AF Form 4143 to document positional supplementary evaluation results.

4.25.5. The Unit Chief of Stan/Eval will accomplish the following procedures when a specific area is identified for a positional supplementary evaluation:

4.25.5.1. Outline the specific objectives of the evaluation and ensure development of checklists for use by Unit SEEs.

4.25.5.2. Determine an adequate time frame in order to achieve the objectives.

4.25.5.3. Notify operations personnel of the evaluation objectives and time frame for evaluation.

- 4.25.5.4. Ensure Unit SEEs record the results of each evaluation.
- 4.25.5.5. Consolidate the information obtained during the evaluation period.
- 4.25.5.6. Evaluate the results and determine if corrective actions should be recommended.
- 4.25.5.7. Report positional supplementary evaluation results to the appropriate OPR through the DO. The report will include the objectives of the evaluation, the time frame during which it was performed, discrepancies that were noted, recommended corrective action, and suspense dates for completion of corrective action. The Unit DO approves and endorses all recommendations for corrective actions.
- 4.25.5.8. Perform follow-up to ensure that completed corrective action was effective.
- 4.25.5.9. Retain a copy of positional supplementary evaluation reports and checklists developed for at least one year.

Section 4F (Added-AETC)—AETC Unique Evaluations

4.26. (Added-AETC) Positional Instructor (PI) Evaluations:

4.26.1. (Added-AETC) Evaluate all personnel selected for PI duty to determine their judgment, technical knowledge, instructor ability (including error analysis of student activity), and use of grading documents as well as proficiency in their specialty (ABM, AWO, WD, WT, etc.). After completion of a formal AETC instructor program, PIs will receive an initial qualification evaluation (IQE) in an area representative of their instructor duties by SEEs. Accomplish initial PI evaluations on actual instructional missions whenever possible. Subsequently, evaluate personnel designate as PIs on their ability to instruct during all recurring evaluations. SEEs may require the evaluatee to present verbal explanations of equipment operations, procedures, and techniques pertinent to the evaluatee's crew position and PI responsibilities.

4.26.2. (Added-AETC) Criteria for PI evaluations is defined in AETCI 13-101, *Command and Control Systems Evaluation Criteria*.

4.27. (Added-AETC) Unit-Unique Certification and Qualification Evaluations:

4.27.1. (Added-AETC) Squadron commanders may deem positions other than those identified in this instruction as necessary for battle management training. Personnel in these positions must receive either a certification or qualification evaluation as follows:

4.27.1.1. (Added-AETC) **Qualification Evaluation.** If the additional positions are outlined in either MCI 13-MCS, Volume 2, *Ground Command and Control Systems Standardization/Evaluation Program—Modular Control System Evaluation Criteria* (projected to be AFI 13-1MCS, Volume 2), or AFI 11-2E3/TC-18, Volume 2, *E-3/TC-18—Aircrew Evaluation Criteria*, personnel in these positions will receive qualification evaluation by stan/eval. Evaluation criteria will be that contained in the referenced instructions. **NOTE:** All continuation training requirements will be maintained for these positions as defined in AFI 13-1MCS, Volume 1, *Modular Control System--Training*, or AFI 11-2E3-TC-18, Volume 1, *E-3/TC-18—Aircrew Training*.

4.27.1.2. (Added-AETC) **Certification Evaluation.** For positions not covered by qualification evaluations in 13-series AFIs (for example, academic platform instructor or WST), a certification is required. Following successful completion of higher headquarters-approved training plans, per-

sonnel in these positions will receive a certification evaluation under the management of DOV. The squadron commander will certify these persons by placing a letter of certification in the training folder and indicating certification on letter of Xs. These persons need not be examined by SEEs, but may receive recurring evaluations from a flight commander or formally appointed certification official. **NOTE:** Numbered Air Force (NAF) and OG/OGV SEEs may conduct certification evaluations except for initial evaluations or re-evaluations.

4.27.2. (Added-AETC) Use AETC Form 281, **Instructor Evaluation Checklist**, to document academic platform instructor evaluations. Accomplish recurring evaluations according to AETCI 36-2202, *Faculty Development and Master Instructor Programs*, to satisfy Community College of the Air Force (CCAF) accreditation requirements.

4.27.3. (Added-AETC) Use criteria found in AETCI 13-101 to evaluate weapons simulation technicians. Recurring evaluation due dates are the same as for basic mission capable (BMC) individuals; that is, every 17 months.

Chapter 5

STAN/EVAL DOCUMENTATION

5.1. Purpose. This chapter directs the use and provides guidance for the completion and maintenance of AF Forms 4143 and 4144.

5.2. Completion of AF Form 4143. Complete AF Form 4143 for IQE, MQE and RQE IAW the following instructions. Make basic entries IAW the formats prescribed below and at [Attachment 3](#) and 4.

5.2.1. Date of Evaluation. Enter the date on which the last positional portion of the evaluation was completed, even if testing was completed later.

5.2.2. Examinee Identification.

5.2.2.1. Overall Qualification. This will be “EQ,” “Q,” or “UQ.” Base this grade on the results of both the written and positional portions of the evaluation IAW paragraph [4.20](#).

5.2.2.2. Organization and Location. Enter the unit to which the individual is assigned.

5.2.2.3. Duty Position. Enter the qualification level and the position; for example, BQ/WD or BMC/ST for units that do not have a combat mission. For ABMs with less than two years in the career field, enter BQ/AWO for successful completion of weapons IQE. Enter CMR/MCC for successful completion of the MQE.

5.2.2.3.1. If an individual is instructor certified, enter as an instructor position by adding an “I” to the normal designator, such as IWD. (N/A ACC Units)

5.2.2.3.2. If an individual is completing a certification for instructor, such as going from WD to IWD, enter IWD. Enter the unit to which individual is assigned. (N/A ACC Units)

5.2.2.3.3. If the individual is qualified in an additional position, such as a ST also being evaluated to qualify/requalify as an AST, enter the position in which the individual is qualifying.

5.2.2.3.4. For objectivity evaluations, put “OBJ” and the position the observed SEE is evaluating.

5.2.2.3.5. With the exception of objectivity evaluations, this block will always show the qualification level and position for which the individual took the evaluation.

5.2.2.4. Expiration Date. This is the date explained in paragraph [4.5.1](#). For initial, re-evaluation, and recurring qualification evaluations, enter the month and year that is 17 months from the month in which the positional evaluation was completed. This is true even if the written examinations are completed after the positional evaluation. For spot evaluations that do not update the evaluation date, enter the same date as was on the AF Form 4143 for the previous similar evaluation. Enter "N/A" on all evaluations graded “UQ.” For objectivity and limited evaluations put “N/A.”

NOTE: A full positional evaluation is required at least every 17 months. Evaluations for MCC (CRE) and SD will include Weapons. Stan/Eval sections must ensure accurate tracking of expiration dates.

5.2.3. Qualification Data.

5.2.3.1. Written Examinations. Enter the title, date completed and score of each examination. When required examination entries exceed available lines, combined entries may be made or an

additional AF Form 4143 may be used. In the event of a failed examination with a successful re-examination, enter both scores and dates. For example:

5.2.3.1.1. General Knowledge: 6 Nov 94 - 78.

5.2.3.1.2. General Knowledge: 8 Nov 94 - 96. MCC (CRE), SD and Weapons

5.2.3.1.3. Buffer Zone: 8 Nov 94 - 100.

NOTE 1: When an examinee passes the written examination but receives an “UQ” rating for the positional evaluation, AF Form 4143 for the re-evaluation will include the written examination entries from the previous AF Form 4143, unless an entire re-evaluation is required.

NOTE 2: In the event the examinee fails a re-examination, enter both scores and dates as shown above and enter a “UQ” in the overall qualification block on the AF Form 4143.

NOTE 3. During IQEs and RQEs enter the scores for MCC (CRE), SD and Weapons on the same AF Form 4143.

5.2.3.2. Positional Evaluation. Under “Mission Type/Check,” enter the type of check completed. This will be “Qualification” for all evaluations except instructor or Stan/Eval objectivity evaluations. For an instructor certification, enter the word “Instructor” and the duty position. For Stan/Eval objectivity evaluations, enter “SEE Objectivity.” If a simulator is used to satisfy all or part of the positional evaluation for that day, enter “SIM” as a preface to the type of evaluation; for example, “SIM-Qualification.” It is only necessary to indicate the use of a simulator for qualification evaluations. In the “Date Completed” column, enter the date of each session or mission needed to complete the evaluation. If more than one session or mission is involved to successfully complete an evaluation:

5.2.3.2.1. Show each session or mission on subsequent lines.

5.2.3.2.2. An additional description, such as air refueling, air combat tactics, intercept or air-to-surface, will be added for the WD evaluations, such as “SIM-Qualification Air-to-Surface.”

5.2.3.3. Additional Training Due Date. If additional training is recommended, enter the not-later-than training date. Additional training will be accomplished within 30 days of assignment (2 UTAs). When additional training is completed, the unit DO certifies by initialing AF Form 4143. If no additional training is recommended, enter “N/A.” See paragraph 4.22.

5.2.3.4. Restriction.

5.2.3.4.1. Indicate imposed restriction(s) that must be completed prior to performance of duties unsupervised by an instructor. List the specific restriction imposed in this area. For example, “Must be supervised by an instructor until accomplishment of a complete qualification evaluation.” If no restriction is imposed, enter “None.”

5.2.3.4.1.1. Not all additional training will require a restriction to be imposed. Impose a restriction when the individual must be supervised or must complete a requirement prior to performing duties unsupervised. All failed evaluations will have a restriction imposed.

NOTE: Any time a restriction has been imposed, additional training will be recommended.

5.2.4. Certificate of Qualification

5.2.4.1. If two or more SEEs are used to complete an evaluation, the SEE performing the major portion of the evaluation will sign AF Form 4143.

5.2.4.2. The SEE will always place an "X" in the "Remarks" block.

5.2.4.3. Reviewing and final approving officers will be IAW Attachment 4. The reviewing and final approving officers will indicate whether they concur or do not concur. If they do not concur or if they have remarks, they will also mark the "Remarks" block and enter the remarks on the back of the AF Form 4143. Remarks are required if they do not concur. In no case will SEEs act as the reviewing or final reviewing officer for a positional evaluation they administered.

5.2.4.4. After final approval, the examinee will review AF Form 4143 and sign and date the form at the bottom. This signature certifies the individual has seen the form, been briefed on its contents, and understands his/her current qualification status and any restrictions or additional training that have been imposed. It does not imply agreement or approval of the contents.

5.2.5. Remarks. Type the following paragraph headings and information in this block (see Attachment 4).

5.2.5.1. Mission Description. The mission description should be a brief and meaningful narrative providing supervisors with a summary of all information pertinent to the mission/practical events conducted during the evaluation. This narrative should not use terminology or acronyms unique to a unit or location. It should include, as a minimum, whether a live or simulation scenario was conducted, the number and type of participants, type of events, and equipment limitations/problems experienced. For weapons personnel, it will also include the airspace, type of control provided, a summary of events conducted, and equipment limitations or problems experienced. This summary should not recreate the entire mission but provide an overview. Personnel failing two written examinations will have the statement, "Failed two written examinations" placed here.

5.2.5.2. Discrepancies. The SEE will list discrepancies in numerical order from the appropriate criteria volume. Enter discrepancies with the following information: area number, area rating, and specific discrepancy that caused the rating. The discrepancy must clearly inform the supervisor of the action the examinee took or failed to take. If no discrepancies were noted, type "None." If debriefing is the only action necessary, enter "Debriefed" after the specific discrepancy.

5.2.5.3. Recommended Additional Training. Recommend training to improve performance for discrepancies identified, other than those that were "Debriefed." Record the position/area in which the additional training is required. If there is no recommendation, type "None."

5.2.5.4. Additional Comments. Usually an optional paragraph, comments in this section are restricted to significant information dealing with the examinee's performance that is not documented elsewhere. Efficiency Report-type comments or comments comparing the examinee to other individuals are prohibited. Comments are mandatory for those failing a re-evaluation IAW paragraph 4.8.5. and for evaluations that were not completed prior to the end of the eligibility period IAW paragraph 4.5.4. In this case, the SEE will include a short explanation of the circumstances surrounding the late evaluation and will detail why a re-evaluation is now required.

5.2.5.5. Reviewing Officer's Remarks. Any comments or exceptions to the examiner's remarks are indicated here or "None."

5.2.5.6. Final Approving Officer's Remarks. Any comments or exceptions to the examiner's or reviewing officer's remarks are indicated here or "None."

5.2.5.7. Additional Reviews. Optional.

5.2.5.8. Nonconcurrency by Reviewing and Final Approving Officers. The reviewing and final approving officers will ensure the recommended additional training is adequate to correct the noted deficiencies. If a reviewing or final approving officer does not agree with the overall rating, the "Do Not Concur" block should be marked on the front of the AF Form 4143 and comments provided in the appropriate remarks section.

5.2.6. Suspenses.

5.2.6.1. A letter in the format at Attachment 3, Temporary Qualification Certificate, or suitable MAJCOM approved form (when available), will be used as a temporary record of the qualification results. Place Temporary Qualification Certificates in section II of the individual's Training Folder (TF) within 24 hours after completion of the evaluation. The certificate will be signed by the SEE. Temporary Qualification Certificates need not be typed. Do not remove the Temporary Qualification Certificate from the TF until AF Form 4143 routing is complete.

5.2.6.2. Each unit will develop procedures to ensure tracking of AF Form 4143. AF Form 4143 will remain in the TFs while additional training is being accomplished.

5.2.6.3. Units will complete all reviews and approvals and file the completed AF Form 4143 in the TF within one month (2 UTAs) of the completed positional evaluation.

5.3. Completion of AF Form 4144. The SEE can use this form to record the events of the evaluation. Use it as a working copy, a guide for conducting the evaluation, or to debrief the examinee. Maintain the form IAW local procedures. If used, complete the form as follows:

5.3.1. Type of Evaluation. Enter the type of evaluation as Initial, Recurring, Spot, Instructor Qualification, etc.

5.3.2. Date. Date of portion/portions of evaluation observed.

5.3.3. Duty Position. For units that do not have a combat mission, enter the qualification type and position, e.g., BQ/WD or BMC/ST.

5.3.4. Examiner. Enter the rank and last name of the examiner.

5.3.5. Evaluation Areas. This should be overprinted with the individual unit's evaluation criteria task areas. Enter an "X" in the rating box for "Qualified" or "Unqualified" in each individual evaluation area.

5.3.6. Remarks. For SEE's use. Recommended use is as a guide for debriefing.

5.4. Training Folder (TF). The TF is designed to maintain those basic source documents which provide a history of each individual's training and positional qualification. Maintenance of the training folder is the responsibility of the OTO; however, Stan/Eval will be responsible for the AF Forms 4143 contained in Sections II and V of the TF. AETC units will maintain separate training and Stan/Eval records.

Chapter 6

MAJCOM STAN/EVAL PROCEDURES

6.1. General. MAJCOMs may use separate chapter supplementation. When conflicts exist between the basic instruction and supplements, the procedures in this chapter will apply.

6.2. Purpose. Refer to paragraph **1.2.1**. This chapter establishes the ground C² systems Stan/Eval program for all ground C² systems 13BXX, 1C5XX, and 1A4X1D (AETC only) personnel.

6.3. Applicability. Refer to paragraph **1.3**. This chapter applies to ANG Units.

6.4. MAJCOM Stan/Eval Function. Refer to paragraph **1.5.1**. MAJCOM OPRs are responsible for overall management and implementation of the ground C² systems Stan/Eval program.

6.4. (AETC) MAJCOM Stan/Eval Function. HQ AETC/DOF is responsible for overall management and implementation of the AETC ground command control (C2) stan/eval program. HQ AETC/DOFV is designated the MAJCOM OPR. For ANG units, ANG/DO must be in concurrence with the HQ AETC/DOF stan/eval program.

6.5. MAJCOM OPRs for Ground C Systems Stan/Eval. Refer to paragraph **1.6.1**. In addition to responsibilities listed, the MAJCOM Stan/Eval function for MAJCOM will:

6.5. (AETC) MAJCOM OPRs for Ground C Systems Stan/Eval. The MAJCOM OPR is HQ AETC/DOFV or ANG/DO (as appropriate).

6.5.1. Report the results of “Marginal” and/or “Unsatisfactory” formal Stan/Eval visits to the MAJCOM.

6.5.2. Approve all NAF and DRU supplements to this instruction.

6.5.3. Review all formal Stan/Eval visit reports to evaluate unit compliance with operations and Stan/Eval directives.

6.5.4. Conduct formal visits, informal visits, and staff assistance visits to DRUs IAW **Chapter 2**.

6.5.5. (Added-AETC) Approve or disapprove NAF, OG, and squadron supplements to this instruction.

6.5.6. (Added-AETC) Approve or disapprove waiver requests within 10 days of receipt.

6.5.7. (Added-AETC) Approve or disapprove NAF-submitted master question files (MQF).

6.5.8. (Added-AETC) As a minimum have the following qualifications (*does not apply to ANG*):

6.5.8.1. (Added-AETC) Mission crew commander and senior director experience. Experience is defined as combat mission ready (CMR) in any C2 weapon system.

6.5.8.2. (Added-AETC) WD experience in two C2 weapon systems, one of which must be currently used by AETC. Experience is defined as CMR in at least one system; the second system may be CMR or BMC experience.

6.5.8.3. (Added-AETC) Instructor and stan/eval experience (from any MAJCOM).

6.6. NAF. Refer to paragraph 1.6.

6.6. (AETC) NAF. The 19 AF/DO is responsible for execution of the AETC stan/eval program; the 19 AF/DOK is designated the NAF OPR.

6.6.1. Organization. The headquarters NAF or Director of Operations (ANG) will designate ground C² systems Stan/Eval personnel in writing. The Stan/Eval element will be established within the headquarters function. Minimum personnel for the ground C² Stan/Eval function will be determined by the NAF or Director of Operations (ANG), and outlined in a supplement to this volume.

6.6.1. (AETC) The 19 AF/DO will determine minimum personnel for the C2 stan/eval function. As a minimum, the function should be manned by AFSCs 13B4B/C/D and 1C571D or 1A471D.

6.6.2. The NAF Stan/Eval function will:

6.6.2.1. Develop tests drawn from the MQF and LPMQF for formal Stan/Eval visits.

6.6.2.2. Validate and consolidate unit MQF inputs and forward to the MAJCOM MQF OPR, at a minimum, annually.

6.6.2.3. If OPR for a MAJCOM MQF, distribute the MQF to other intermediate headquarters and DRU users.

6.6.2.4. Coordinate all Stan/Eval waiver requests and respond in writing for concurrence/disapproval of the waiver request within 10 working days/1 UTA after receipt.

6.6.2.4. (AETC) The 19 AF/DOK will serve as the NAF OPR for 19 AF/DO approval or disapproval authority for waivers concerning individual qualification evaluations. Within 5 workdays of a waiver receipt, 19 AF/DOK will respond to problems the 19 AF/DO can correct. Problems the 19 AF/DO cannot take action on will be sent with a recommendation to HQ AETC/DOF or ANG/DO (as appropriate) within the same timeframe.

6.6.2.5. Administer Stan/Eval objectivity evaluations to subordinate Unit Stan/Eval personnel during formal Stan/Eval visits.

6.6.2.6. Review and forward unit chapter to MAJCOM

6.6.2.7. (Added-AETC) Evaluate OG/OGV for BMC qualification.

6.6.2.8. (Added-AETC) Forward formal, informal, and staff assist C2 stan/eval visit reports to HQ AETC/DOF within 10 workdays.

6.6.3. NAF Stan/Eval personnel will:

6.6.3.1. Be experienced in the applicable system(s) and maintain CMR status in a designated crew position such as battle staff, weapons or surveillance.

6.6.3.2. Be designated in writing, reflecting their current qualifications. SEEs are authorized to maintain dual qualifications, such as qualification in both weapons and surveillance positions.

6.6.3.3. Ensure adequate manning is available for formal Stan/Eval visits. Formal team make up will be at the discretion of the intermediate headquarters.

6.6.3.3. (AETC) Formal team makeup will be at the discretion of the 19 AF/DO.

6.6.3.4. (Added-AETC) The 19 AF/DOK personnel will (*does not apply to ANG*):

6.6.3.4.1. (Added-AETC) Have ABM, AWO, WD, or WT experience (CMR) in a minimum of one of the C2 systems used by AETC.

6.6.3.4.2. (Added-AETC) Have instructor and stan/eval experience (from any MAJCOM).

6.6.3.4.3. (Added-AETC) Be fully qualified as an SEE, and maintain BMC status in an ABM, AWO, or WD position (any system) in air-to-air (all NAF SEEs) and AR (minimum one NAF SEE).

6.6.3.4.4. (Added-AETC) Be authorized to maintain multisystem qualifications, such as qualification in both MCS and AWACS modeling and simulation (AMS).

6.7. Operations Group. Refer to paragraph 1.6. Establish the Operations Group TACS Stan/Eval function under the Chief, OG/OGV to monitor the effectiveness of subordinate squadron Stan/Eval programs. As a minimum, man this function with a 1C571 and 1C571D, both of whom will be fully qualified SEEs and will maintain CMR in their specialty (WD, DST, etc.). Specify duties and responsibilities in the Unit Local Procedures, **Chapter 7**. As a minimum, this function will:

6.7. (AETC) Operations Group. The OG commander will determine the minimum number of personnel for the OG/OGV battle management function. However, the function should at least be manned by AFSCs 13B3C/D, 1C571, and 1C571D or 1A471D.

6.7.1. Monitor the effectiveness of the Unit Stan/Eval program.

6.7.2. Monitor and assess the unit's operational readiness.

6.7.3. Evaluate the Unit Chief of Stan/Eval.

6.7.4. Augment the squadron for qualification evaluations as needed.

6.7.5. Conduct supplementary evaluations as required by the OG/CC.

6.7.6. Forward unit requests for waivers to this instruction through the OG/CC to the NAF for concurrence/disapproval. The MAJCOM retains approval authority for all waivers to this instruction.

6.7.7. Conduct SAVs as requested from the unit.

6.7.8. Perform duties as Exercise Evaluation Team chief for the squadron for unit deployments and exercises and system training exercises.

6.7.9. Review the positional aids, including positional checklists and quick reference guides IAW AFI 13-MCS, Volume 3.

6.7.9. (AETC) This function will have approval authority for positional aids, including positional checklists and quick reference guides.

6.7.10. Review positional evaluation guides.

6.7.10. (AETC) This function will have approval authority for positional evaluation guides.

6.7.11. Approve and forward unit chapter through the NAF to the applicable MAJCOM. This outlines the unit program and local procedures IAW **Chapter 7**.

6.7.12. Forward recommendations for changes, deletion, and additions to MAJCOM MQFs as submitted from the unit.

- 6.7.13. Review and forward unit trend analysis to the NAF. Consolidate unit trend analysis report for OG Stan/Eval review board. Make specific recommendations for corrective actions as needed.
- 6.7.14. Develop local unit SIIs as necessary and forward to NAF.
- 6.7.15. Annually review and forward unit LPMQFs to the NAF, IAW this instruction.
- 6.7.16. Act as liaison/intermediary to the NAF and Unit Stan/Eval function.
- 6.7.17. (Added-AETC) OG/OGV personnel will:
 - 6.7.17.1. (Added-AETC) Have ABM, AWO, WD, or WT experience (CMR) in a minimum of one of the C2 systems used by AETC.
 - 6.7.17.2. (Added-AETC) Have instructor and stan/eval experience (from any MAJCOM).
 - 6.7.17.3. (Added-AETC) Be fully qualified as an SEE, and maintain BMC (any system) in their specialty (ABM, AWO, WD, or WT) for air-to-air and AR.
 - 6.7.17.4. (Added-AETC) Be authorized to maintain multisystem qualifications, such as qualification in both MCS and sector air operations center (SAOC).
 - 6.7.17.5. (Added-AETC) Be designated in writing, reflecting his or her current qualifications.

6.8. Formal Stan/Eval Visits. Refer to paragraph **2.2.1**. Formal Stan/Eval visits to active duty and MAJCOM gained units may be conducted in conjunction with formal Stan/Eval visits to the parent wing.

- 6.8.1. Conduct these visits approximately every 24 months, not to exceed 36 months.
- 6.8.1. (AETC) This will normally occur in conjunction with HQ AETC Inspector General inspections.
- 6.8.2. NAFs will provide their appropriate MAJCOM an annual projected schedule of SAVs and formal Stan/Eval visits not later than 10 December.
- 6.8.3. For active duty MCS units, the OG's Stan/Eval personnel and the squadron Chief of Stan/Eval will receive a complete qualification evaluation in his/her primary duty position IAW paragraph 2.6.3.
- 6.8.3. (AETC) The OG/OGV and squadron chief of stan/eval (active duty and ANG) will receive complete qualification evaluations in their primary duty positions according to paragraph **2.6.3** of the basic AFI.

6.9. Formal Visit Evaluation Areas. Refer to paragraph **2.5**.

6.9. (AETC) Formal Visit Evaluation Areas. In addition to the requirements in the basic AFI, evaluate the following additional areas:

- 6.9.1. (Added-AETC) Initial qualification training program (according to AFI 13-1MCS, Volume 1).
- 6.9.2. (Added-AETC) Continuation training program (according to AFI 13-1MCS, Volume 1).
- 6.9.3. (Added-AETC) Instructor upgrade program (according to higher headquarters approved syllabi and local directives).
- 6.9.4. (Added-AETC) WST program (according to higher headquarters approved local directives).
- 6.9.5. (Added-AETC) Stan/Eval Board (according to approved local directives).

6.9.6. (Added-AETC) AF Form 847 program (according to AFI 11-215, *Flight Manuals Program [FMP]*, and its AETC Sup 1).

6.10. Formal Visit Academic Testing. Refer to paragraph 2.7.

6.10. (AETC) Formal Visit Academic Testing. In addition to the requirements in the basic AFI, the following testing procedures will be followed:

6.10.1. (Added-AETC) The 19 AF/DO will dictate the composition and total number of questions in the examination. Questions will be derived from the general knowledge and local procedures MQFs. The 19 AF/DOK will notify the OG/OGV of test requirements in a 60-day formal notification message.

6.10.2. (Added-AETC) The OG/OGV will develop four written tests from the MQF test bank according to direction in the 60-day formal notification message. The OG/OGV will forward the tests to 19 AF/DOK no later than 30 days prior to the formal visit.

6.10.3. (Added-AETC) Formal visit academic examination results will not be used for written examination credit in initial or recurring qualification evaluations.

6.10.4. (Added-AETC) Attached ABMs, AWOs, WDs, and WTs will test during the formal stan/eval visit.

6.11. Chief of Stan/Eval Qualifications. Refer to paragraph 3.2.2.

6.11.1. As a minimum, the Chief of Stan/Eval will be weapons qualified for all ground TACS units and DRUs.

6.11.2. As a minimum, the Chief of Stan/Eval will be weapons qualified or SD for all ADSs.

6.12. Requirement for CMR/BMC Qualification. Refer to paragraph 4.3.1. Unless exempted by MAJCOM training directives, all 13BXX and 1C5XX personnel assigned to ACS and ADS will upgrade to CMR status IAW specific system criteria. Unless exempted by MAJCOM training directives, 13BXX/1C5XX/1A4XX personnel assigned to noncombat coded units/positions (except MAJCOM billets) will upgrade to at least BMC qualified status.

6.13. MQF Procedures. Refer to paragraphs 4.18. and 4.19.

6.13.1. The responsibility for ensuring that MQFs contain current and essential test questions is shared by all users. The Unit Chief of Stan/Eval will be the unit point of contact for input of all changes or updates to both MAJCOM MQFs and the unit's LPMQFs.

6.13.1. (AETC) The OG/OGV is the unit point of contact for input of all changes and updates.

6.13.2. The Unit Chief of Stan/Eval will ensure that a review of all operations publication changes, additions, or deletions is accomplished to identify any changes required to those volumes of the MQF used by the unit or their LPMQF.

6.13.2. (AETC) The OG/OGV will ensure a review of all operations publication changes, additions, and deletions is accomplished to identify any changes required to those volumes of the MQF used by the unit.

6.13.3. The Unit Chief of Stan/Eval will annually review and forward a copy of the LPMQF(s) to the NAF Stan/Eval function NLT 31 November. In USAFE the OG will perform the annual LPMQF review and forward a copy to the MAJCOM OPR with an information copy to the NAF.

6.13.3. (AETC) The OG/OGV will annually review and forward a copy of each MQF to 19 AF/DOK.

6.13.4. The Unit Chief of Stan/Eval will submit, through channels, suggested changes from these reviews and any new questions that result from new operations directives. The NAF Stan/Eval function will review inputs for the MAJCOM MQF (see paragraph 1.8.7.) and validate them as correct before consolidating/ forwarding them to the MAJCOM or designated OPR. The process will be completed NLT 15 December (negative replies are required).

6.13.4. (AETC) Suggested changes from these reviews and any new questions that result from new operations directives will be submitted by the OG/OGV through channels. Inputs for the MQF will be reviewed and validated as correct by 19 AF/DOK.

6.13.5. Construct each question submitted IAW paragraph 4.19.2. and include the correct answer, paragraph reference, and page number.

6.13.6. The NAF Stan/Eval functions will forward any inputs, questions, or changes to the MAJCOM MQF OPR. The parent headquarters to the MQF OPR will forward questions and changes submitted during annual reviews.

6.13.6. (AETC) The 19 AF/DOK will forward any MQF inputs, questions, or changes to HQ AETC/DOFV for final approval.

6.13.7. The MQF OPR will use the current version of the MAJCOM Stan/Eval computerized test program to produce and forward a new computer data disk for each MQF to each NAF and ACS Units.

6.13.8. (Added-AETC) Squadron DOVs will conduct semiannual MQF testing. Tests will consist of 85 percent general knowledge MQF questions and 15 percent local procedures MQF questions. Units may supplement the general knowledge MQF with questions unique to the unit's mission. Procedures described in paragraph 4.17. of the basic AFI apply to semiannual MQF testing as well as initial or recurring evaluations.

6.14. Designated OPRs. MAJCOMs may designate an OPR to maintain the MQF.

6.15. Limited Evaluations. MAJCOM SEEs may conduct limited evaluations on individuals or crew positions in a system in which the SEE does not maintain CMR status. Limited evaluation results will be included in section B, paragraph 1a of the formal report. Evaluation criteria will be IAW the applicable system criteria. Limited evaluations cannot be used to fulfill initial or recurring evaluation requirements and will not update current evaluation expiration dates. Use the following criteria to determine the overall rating:

6.15. (AETC) Limited Evaluations. The NAF or OG SEEs may conduct limited evaluations on individuals or crew positions in a system in which the SEE does not maintain BMC status.

6.15.1. Qualified. Safely and effectively accomplished assigned mission. Qualified evaluations may include recommendations for additional training.

6.15.2. Unqualified. Unable to effectively accomplish the assigned mission and/or demonstrated significant violations of directives, instructions or safety. Unqualified limited evaluations will be treated in the same manner as unqualified qualification evaluations.

Chapter 7

UNIT LOCAL PROCEDURES

7.1. Purpose.

7.2. Applicability.

7.3. Recommended Change Procedures.

7.4. OG Stan/Eval Duties and Responsibilities (if applicable).

7.5. Stan/Eval Organization.

7.5.1. Detailed Local Internal Organization.

7.5.2. SEE Upgrade Procedures and Training Program.

7.6. Control of Evaluation Documentation.

7.6.1. Processing of AF Form 4143.

7.6.2. Documentation of Evaluation Requirements.

7.6.3. Additional Training Follow-up Procedures.

7.7. Conduct of Evaluations.

7.7.1. Unit Written Examination Procedures.

7.7.2. Positional evaluations to include minimum evaluation scenario requirements.

7.8. Trend Analysis.

7.9. Positional Supplementary Evaluation Program.

7.10. Prescribed Forms.

7.10.1. AF Form 4143, Certificate of Qualification.

7.10.2. AF Form 4144, Positional Evaluation Checklist.

NOTE: The unit will distribute the unit chapter to the respective MAJCOM, through NAF for review, prior to publication. The unit chapter will not duplicate nor alter the provisions of this or any other publication without prior authorization from the publication OPR. For active duty units, (AETC excluded), the OG will be the approval authority.

7.11. (Added-AETC) Forms Adopted:

7.11.1. (Added-AETC) AF Form 847, **Recommendation for Change of Publication.**

7.11.2. (Added-AETC) AF Form 4143, **Certificate of Qualification.**

7.11.3. (Added-AETC) AETC Form 281, **Instructor Evaluation Checklist.**

MARVIN R. ESMOND, Lt General, USAF
DCS/Air and Space Operations

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

AFPD 13-1, *Theater Air Control system*, 11 May 1995

Public Law 104-13, *Paperwork Reduction Act of 1995*, 22 May 1995

AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*

AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFI 37-139, *Records Disposition Schedule*

AFI 13-1MCS Vol 1, *Modular Control System—Training*

AFI 13-1MCS Vol 3, *Operating Procedures—Modular Control System*

Abbreviations and Acronyms

1AF—First Air Force

ABM—Air Battle Manager

ACC—Air Combat Command

ACF—Air Control Flight

ACS—Air Control Squadron

ADS—Air Defense Squadron; Air Defense Sector

AETC—Air Education and Training Command

AFI—Air Force Instruction

ANG—Air National Guard

ASO—Air Surveillance Officer

AST—Air Surveillance Technician

AWO—Air Weapons Officer

BMC—Basic Mission Capable

BQ—Basic Qualified

C2—Command and control

CBRN—Caribbean Basin Radar Network

CMR—Combat Mission Ready

CRC—Control and Reporting Center

CRE—Control and Reporting Element

CT—Continuation Training
CTS—Combat Training Squadron
DO—Director of Operations
DOC—Designed Operational Capabilities
DRU—Direct Reporting Unit
DST—Data Systems Technician
EQ—Exceptionally Qualified
IAW—In accordance with
IQE—Initial Qualification Evaluation
IQT—Initial Qualification Training
IWD—Instructor Weapons Director
LPMQF—Local Procedures Master Question File
MAJCOM—Major Command
MCC—Mission Crew Commander
MCS—Modular Control System
MQE—Mission Qualification Evaluation
MQF—Master Question File
MQT—Mission Qualification Training
NAF—Numbered Air Force
NBMC—Non-Basic Mission Capable
NCMR—Non-Combat Mission Ready
NCOIC—Non-Commissioned Officer in Charge
NLT—Not later than
OCR—Office of Collateral Responsibility
OG—Operations Group
OIF—Operations Information File
OPR—Office of Primary Responsibility
OTH-B—Over-the-Horizon Backscatter
OTO—Operations Training Officer
PACAF—Pacific Air Forces
Q—Qualified
RAOC—Regional Air Operations Center

RQE—Recurring Qualification Evaluation
RS—Range Squadron
SAV—Staff Assistance Visit
SEE—Stan/Eval Examiner
SII—Special Interest Item
SD—Senior Director
SAOC—Sector Air Operations Center
Stan/Eval—Standardization/Evaluation
ST—Surveillance Technician
STE—System Training Exercise
STP—System Training Program
TACS—Theater Air Control System
TDY—Temporary Duty
TF—Training Folder
TR—Training Requirements
TRS—Training Squadron
UQ—Unqualified
USAFAWC—US Air Force Air Weapons Center
USAFE—United States Air Forces in Europe
UTA—Unit Training Assembly
WD—Weapons Director
WG—Wing
WS—Weapons School

Attachment 1 (AETC)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 11-2E3/TC-18, Volume 1, *E-3/TC-18—Aircrew Training*

AFI 11-2E3/TC-18, Volume 2, *E-3/TC-18—Aircrew Evaluation Criteria*

AFI 11-215, *Flight Manuals Program (FMP)*

AFI 13-1MCS, Volume 1, *Modular Control System—Training*

MCI 13-MCS, Volume 2, *Ground Command and Control Systems Standardization/Evaluation Program—Modular Control System Evaluation Criteria* (projected to be AFI 13-1MCS, Volume 2)

AETCI 36-2202, *Faculty Development and Master Instructor Programs*

Abbreviations and Acronyms

AFSC—Air Force specialty code

AMS—AWACS modeling and simulation

AR—air refueling

PI—positional instructor

OGV—operations group stan/eval

WST—weapons simulation technician

WT—weapons technician

Attachment 2

STANDARDIZATION/EVALUATION FORMAL VISIT REPORT

A2.1. General. A formal report cover sheet including the following information will be the first page of the report:

- A2.1.1. Headquarters Conducting the Evaluation.
- A2.1.2. Unit Designation.
- A2.1.3. Location of the Unit.
- A2.1.4. Dates of the Visit.
- A2.1.5. Overall Unit Rating.

A2.2. Format. Format the formal report as follows:

A2.2.1. Section A—General:

- A2.2.1.1. Purpose of the Evaluation.
- A2.2.1.2. Summary of Areas and Area Ratings.

A2.2.2. Section B—Overall Unit Rating (Area Rating - Five Tier)

- A2.2.2.1. Supervision. The team chief will comment on leadership and supervision, particularly as it relates to the support of the MAJCOM Stan/Eval program for the unit being evaluated
- A2.2.2.2. Special Interest Items. (In compliance or not in compliance IAW paragraph 2.5.4.)

A2.2.3. Section C - Operations Performance. (Area Rating - Five Tier)

- A2.2.3.1. Individual Positional Evaluations (Rating - Five Tier). List the total number of qualification evaluations and the results, for example, 8 (2EQ, 6Q, 0UQ), as well as a breakout of the evaluations administered by crew positions in the following format:

Table A2.1. Evaluation Results.

QUAL LEVEL					
# / TYPE EVAL	POSITION	EQ	Q	UQ	DISCREPANCY AREA
2 / Spot	ST	X			-----
1 / Initial	WD/AWO*		X		-----
4 / Spot	WD/AWO		X		-----
1 / Recurring	ICT		X		9 (Q) Net Control Station**
* Evaluated by Unit SEE					
** Additional training required					

A2.2.3.1.1. Trends (No Rating). List any trends noted during evaluation analysis of AF Forms 4143.

A2.2.3.2. Crew Performance (Rating-Five Tier). Narrative assessment of performance by unit crew/operations section during system training exercise(s) and daily activity IAW para 2.6.8.2. List any significant areas or trends noted during observation of crews.

Table A2.2. Academic Testing (Rating IAW Attachment 7).

# TESTED	# FAILED	% PASSED	AVG GRADE
XX	XX	XX.X	XX.X

Table A2.3. Individual Position Results (No Rating).

POSITION	# TESTED	# FAILED	% PASSED	AVG GRADE
WD/AWO	XX	X	XX.X	XX.X
MCC	XX	X	XX.X	XX.X
ASO	XX	X	XX.X	XX.X

A2.2.3.3. Trends. List any trends noted during analysis of testing results.

A2.2.4. Section D–Stan/Eval Program (Area Rating–Five Tier).

A2.2.4.1. Stan/Eval Objectivity Evaluations (Rating--Five Tier). List the total number of evaluations administered and the results, for example, 4(4Q, 0UQ), as well as a breakout of the evaluations administered by crew position in the following format:

Table A2.4. Stan/Eval Objectivity Evaluations Rating.

# / POSITION	RATING		DISCREPANCY
	Q	UQ	AREA
2 / WD	X		-----
1 / MCC	X		2 (Q) Eval Briefing**
1 / ASO	X		-----
** Additional training required			

A2.2.4.2. Individual Evaluation Program (Rating - Five Tier):

A2.2.4.3. Evaluation Profiles (Rating - Five Tier).

A2.2.4.4. SEE Upgrade Program (Rating - Five Tier).

A2.2.4.5. Stan/Eval Documentation (Rating - Five Tier).

A2.2.4.6. Written Examination Program (Rating - Five Tier).

A2.2.4.7. Supplemental Evaluation Program (Optional Program) (Rating - Five Tier).

A2.2.4.8. Trend Analysis (Rating - Five Tier).

A2.2.4.9. Positional Aids (Rating - Five Tier).

A2.2.5. Section E–MAJCOM may use this section for command unique additional program inspection areas, e.g. Ground Environment Training & STP. If applicable, title Section E – Additional Programs :

A2.2.5.1. Ground Environment Training (Rating - Five Tier).

A2.2.5.2. System Training Program (STP) (Rating - Five Tier).

A2.2.6. Section F– Operations Publications (Area Rating - Five Tier).

A2.2.6.1. Operations Publications (Rating - Five Tier).

A2.2.6.2. Local Operations Directives (Rating - Five Tier).

A2.2.6.3. Operations Information File (Rating - Five Tier).

A2.2.7. Section G–Additional Comments:

A2.2.7.1. Limiting Factors.

A2.2.7.2. Other. Pertinent comments, concerns/observations and recommendations may be included in this area if there is not an appropriate area in the report.

A2.2.8. Section H - General

A2.2.8.1. Stan/Eval Team Members

A2.2.8.2. Key Personnel Contacted

TEAM CHIEF SIGNATURE

NOTES:

1. Subareas rated “Satisfactory” may not warrant comments. For subareas rated other than “Satisfactory,” cite the commendable items or specific deviations and corrective action taken or recommended.
2. *Use* the last page of the report for the distribution list.

Attachment 3

TEMPORARY QUALIFICATION CERTIFICATE

LETTERHEAD

MEMORANDUM FOR As Required

FROM: DOV

SUBJECT: Temporary Qualification Letter

1. _____ was administered a/an _____ qualification evaluation that was complete/incomplete. The written examination score(s) as/were _____. The overall grade is _____ and the test date/score was _____.

2. Discrepancies: (List)

3. Recommendation(s) for Additional Training: (List)

(Signature of Stan/Eval Examiner)

(Signature of Chief of Stan/Eval)

NOTE: The temporary qualification letter is a form letter used pending completion of the AF Form 4143.

Attachment 4

REVIEWING/APPROVING OFFICIALS

Table A4.1. AF Form 4143 Reviewing/Approving Officials.

TYPE UNIT	TYPE CREW MEMBER	REVIEWING OFFICER ¹	APPROVING OFFICER ¹
All active duty unit	Assigned	DO or equivalent of the unit to which individual is assigned	Unit CC of the unit to which individual is assigned ^{2,3,4}
	Attached	DO of unit to which individual is attached	Commander of unit to which individual is attached ³
	Unit/detachment DO	Unit/detachment CC	OG/CC
MAJCOM/NAF Intermediate HQ	Qualified personnel	HQ supervisory channels	HQ supervisory channels

NOTES:

1. Levels shown are minimum required. Additional reviews may be made as appropriate.
2. For assigned crewmembers, the reviewing officer and approving officer will normally be the organization's DO and commander, respectively. A review of the form by the immediate supervisor prior to the reviewing officer should be accomplished. Additional reviews may be made at the unit level as appropriate.
3. For SAOC, the Director of the SAOC (DOC) will be the approving officer and his Deputy or the Chief of Combat Operations will be the reviewing officer. Additional reviews may be made as appropriate.
4. For attached personnel, the reviewing officer should be the commander of the unit giving the evaluation and the final approving officer should be the individual's assigned unit commander.

Attachment 5**SEE OBJECTIVITY EVALUATION**

A5.1. Mission Description. This SEE objectivity evaluation was conducted while the SEE conducted a WD spot evaluation. All phases of the WD evaluation were observed including prebrief, positional evaluation, question-and-answer session, and debrief. All areas were rated. No equipment problems occurred.

A5.2. Discrepancies. (If none noted, enter "None".)

A5.3. Area 7, Evaluation Documentation (Q). SEE incorrectly updated the expiration date on the AF Form 4143. Debriefed.

A5.4. Recommended Additional Training/Corrective Action. None.

A5.5. Additional Comments (Optional).

A5.6. Reviewing Officer's Remarks.

A5.7. Final Approving Officer's Remarks.

A5.8. Additional Reviews. (This paragraph is to be used as appropriate.)

Attachment 6**STAN/EVAL EXAMINER (SEE) OBJECTIVITY EVALUATION CRITERIA**

A6.1. Use the following grading criteria to evaluate Unit Stan/Eval personnel. Consider cumulative deviations when determining the overall rating of either Qualified (Q) or Unqualified (UQ). An overall "UQ" grade must be awarded if any area is rated "UQ."

A6.2. Compliance with Stan/Eval Directives (Higher Headquarters and Local). Complied with directives pertaining to the administration of the evaluation. Deviations did not jeopardize the effectiveness of the evaluation or mission accomplishment.

A6.3. Evaluation Briefing. Briefed the conduct of the evaluation, mission scenarios, and grading criteria IAW Stan/Eval directives. Omissions did not impact the evaluation outcome.

A6.4. Identification of Discrepancies and Assignment of Area Ratings. Identified discrepancies and assigned area ratings IAW criteria volumes.

A6.5. Assignment of Overall Rating. Assigned the overall rating IAW Stan/Eval directives.

A6.6. Corrective Action. Recommended/corrective actions or training areas based on identified discrepancies and designed to ensure correction of examinee's deficiencies.

A6.7. Mission Debrief. Debriefed the examinee on all aspects of the evaluation and recommended corrective action(s).

A6.8. Evaluation Documentation. Completed required evaluation documentation IAW Stan/Eval directives. Errors in documentation did not affect the validity of the evaluation.

Attachment 7

FORMAL STAN/EVAL WRITTEN EXAMINATION

Table A7.1. Formal Stan/Eval Written Examination Rating Criteria.

RATING	% PASSING		AVERAGE SCORE
OUTSTANDING	100	and	98.0 — 100
EXCELLENT	94.0 — 100	and	95.0 — 97.9
SATISFACTORY	90.0 — 100	and	90.0 — 94.9
MARGINAL	85.0 — 100	or	85.0 — 89.9
UNSATISFACTORY	Below 85.0	or	Below 85.0

NOTE: 34 or More Crewmembers Tested:

Table A7.2. Formal Stan/Eval Written Examination Rating Criteria.

RATING	16-33 CREWMEMBERS	< 16 CREWMEMBERS		AVERAGE SCORE
OUTSTANDING	No Failures	No Failures	and	98.0 — 100
EXCELLENT	1 Fail	No Failures	and	95.0 — 97.9
SATISFACTORY	2 Fail	1 Fail	and	90.0 — 94.9
MARGINAL	3 Fail	2 Fail	or	85.0 — 89.0
UNSATISFACTORY	4 or more Fail	3 or more Fail	or	Below 85.0

NOTE: 33 or Less Crewmembers Tested: