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Space, Missile, Command, and Control

***TERMINAL ATTACK CONTROLLER
STANDARDIZATION/EVALUATION
PROGRAM***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This volume implements Air Force Policy Directive (AFPD) 13-1, *Theater Air Control System* and supports AFI 13-112, Volume 1, *Terminal Attack Controller Training*. It establishes the Standardization/Evaluation (Stan/Eval) program for evaluating Air Force personnel who control close air support (CAS) as a terminal attack controller (TAC). This volume applies to all Air Force military and civilian personnel (including Air National Guard [ANG] and Air Force Reserve Command [AFRC]) engaged in TAC duties. See **paragraph 1.6** for procedures to follow to submit changes and recommendations to improve this volume.

This instruction requires the collection and maintenance of information protected by the Privacy Act (PA) of 1974. The authority to collect and or maintain the records prescribed in this instruction is 37 USC 301a. Privacy Act system notice F036 AF PC C, Military Personnel Records System, applies. All records created by this AFI are maintained and disposed in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This volume separates the TAC Stan/Eval Program from AFI 13-102, *Air Support Operations Center (ASOC) and Tactical Air Control Party (TACP) Training and Evaluation Procedures*. It incorporates the TAC Stan/Eval Program under one instruction. Also added is the requirement for groups and squadrons to develop a local operating instruction (OI) for implementing their TAC Stan/Eval Program in accordance with this instruction.

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AND CERTIFICATION, DIRECTIONS**

Chapter 1

POLICIES AND RESPONSIBILITIES

1.1. Introduction. The provisions of this instruction apply to those operational organizations within Air Combat Command (ACC), Pacific Air Forces (PACAF), United States Air Forces in Europe (USAFE), Air Force Special Operations Command (AFSOC), and the National Guard Bureau (NGB) having individual TACs assigned and tasked to execute CAS missions in support of ground forces. Publication, implementation, and review of this instruction must be performed in consonance with appropriate Air Force and major command (MAJCOM) training directives as well as joint/combined publications as appropriate.

1.1.1. Standardization. Standardization ensures that common TAC training programs support combat air operations based upon proven tactics, techniques, and procedures (TTP) and are in accordance with established safety standards. When administered in a consistent manner using prescribed performance standards, evaluations ensure that individual TACs achieve and maintain their combat mission readiness status in accordance with AFI 13-112, Volume 1.

1.1.2. Evaluation. Individual TAC evaluations will emphasize combat scenarios that are based upon theater-specific operation plans (OPLAN) and operation orders (OPORD) specified in the unit's Designed Operational Capability (DOC) tasking. CAS missions being evaluated in accordance with this instruction and the group's and unit's OIs will use TTPs applicable to combat scenarios (e.g., appropriate use of code words, authentication procedures, combat tactics, tactical deception and concealment, threat reactions, intelligence briefing/debriefing, and battle damage assessment reports). To the maximum extent practical, TAC evaluations will include the use of inert or live ordnance, artillery or mortar fire support, threat simulators, countermeasures, and target marking techniques. AFI 13-112, Volume 1, **paragraph 1.2.5.** lists personnel authorized to perform TAC duties.

1.2. Policies. The TAC Stan/Eval Program is designed to provide commanders and operations staffs meaningful indicators reflecting a unit's capability to accomplish its peacetime training requirements and combat mission responsibilities.

1.2.1. The TAC Stan/Eval program must be in an OI that details how the unit manages and executes its TAC Stan/Eval Program. Commanders will ensure the OI, as a minimum, will:

1.2.1.1. Define the Stan/Eval section's organization, individual duties, and program responsibilities. Include unit's Chief of Stan/Eval and Standardization/Evaluation Examiner (SEE) Upgrade training program.

1.2.1.2. Establish procedures for completing and routing the AF Form 3827, **Terminal Attack Control Evaluation and Certification**, and logging evaluations on the AF Form 942, **Record of Evaluation**.

1.2.1.3. Define the examination process and management procedures for maintaining and administering closed-book examinations in accordance with this instruction.

1.2.1.4. Identify unique TAC evaluation requirements, supporting scenarios, and the establishment of appropriate criteria based upon the unit's DOC taskings.

1.2.1.5. Specify the no-notice evaluation process and the conduct of the trend analysis program to include the management of special interest items (SIIs) identified by MAJCOM or Numbered Air Forces (NAF).

1.2.1.6. Define the unit's Stan/Eval Board (SEB) process and unit-specific responsibilities and procedures.

1.2.2. Program Objectives. The Stan/Eval Program must ensure that unit TAC training programs support the successful and safe execution of each unit's DOC taskings. Specific objectives are to:

1.2.2.1. Coordinate the development of standardized task-oriented criteria, based upon peacetime and wartime operational tasks.

1.2.2.2. Standardize TAC training requirements and operational procedures for the terminal attack control of aircraft against designated ground targets.

1.2.2.3. Provide a formal evaluation system to assess individual TAC qualifications based upon the operational training standards defined in AFI 13-112, Volume 1, recognize both positive and negative trends, and recommend changes to the TAC training program, lesson plans, standard operating procedures, and governing directives based on results of evaluations.

1.2.2.4. Ensure that individual TACs are Combat Mission Ready (CMR) qualified before controlling aircraft without an instructor and/or examiner being present.

1.2.2.5. Standardize the TAC mission essential tasks (METs) among the commands and the joint community.

1.2.2.6. Provide a system to assess both individual and unit proficiency levels.

1.2.2.7. Ensure unit compliance with operational, training, and administrative directives related to TAC operations.

1.2.2.8. Provide an after-action review feedback using the Stan/Eval Board process to senior, lateral, and subordinate headquarters through cross-command, cross-tell reports.

1.2.2.9. Enhance flight and ground safety during support of air operations.

1.2.2.10. Standardize administrative procedures for documenting individual TAC qualifications.

1.2.3. Automated Products. The use of automated products (e.g., spreadsheets, databases, word processing), to support the requirements of this AFI, is authorized when approved by the parent Group. Automated products will be included in an individual's Stan/Eval folder upon PCA, PCS, or TDY deployments in support of exercises and contingencies (may be current copies of the products).

1.3. Responsibilities:

1.3.1. HQ USAF/XOOY will:

1.3.1.1. Establish policy and provide guidance for the execution of the TAC Stan/Eval program.

1.3.1.2. Resolve Stan/Eval issues that arise among using MAJCOMs.

1.3.1.3. Serving as Combat Air Forces (CAF) lead major command, HQ ACC/DOY will review, consolidate and submit MAJCOM and NGB inputs for recommended changes to this instruction to HQ USAF/XOOY.

1.3.1.4. Review and process all change requests to this instruction.

1.3.2. MAJCOMs will:

1.3.2.1. Resolve major Stan/Eval issues that arise among units within their purview.

1.3.2.2. Forward all requested MAJCOM supplements to HQ USAF/XOOY for coordination. Inform all MAJCOMs Offices of Primary Responsibility (OPRs) of approved supplements to this AFI.

1.3.2.3. Execute group-level responsibilities over squadrons that lack group oversight or assign group-level responsibility directly to the squadron. The NGB may request oversight of its ANG units from the NAFs or Group as required.

1.3.2.4. Identify both positive and negative factors in the command's Stan/Eval Program.

1.3.2.5. Develop, coordinate, and distribute a master question file (MQF) database to all subordinate units that have TAC Stan/Eval and training programs established in accordance with this instruction and AFI 13-112, Volume 1.

1.3.2.6. Ensure that ANG units, when activated, are in compliance with the gaining command's Stan/Eval program.

1.3.2.7. Coordinate command-unique requirements with supporting commands as required and assist in the standardization of inter-command TAC qualifications and evaluation requirements.

1.3.2.8. Establish SIIs, if required, to be evaluated during the course of all formal Stan/Eval visits. The SIIs will be reviewed annually.

1.3.2.9. Review all inspection reports for unit compliance with operations and TAC Stan/Eval directives. Provide corrective actions as required to reverse negative trends.

1.3.2.10. HQ USAFE/DOY and HQ AFSOC will execute all NAF responsibilities specified in **paragraph 1.3.3.**

1.3.3. Numbered Air Forces (NAF) will:

1.3.3.1. Implement, direct, and manage a TAC Stan/Eval program to achieve the objectives outlined in this instruction and MAJCOM supplements by establishing an OPR to ensure effective monitoring of subordinate groups' TAC Stan/Eval Programs. The NAFs will provide assistance to the ANG units when requested.

1.3.3.2. Supplement this instruction, as required, to provide additional guidance to subordinate units. The NAFs will review their supplements annually.

1.3.3.3. Oversee subordinate TAC Stan/Eval programs and conduct formal Stan/Eval visits every three (3) years, and every four (4) years for the ANG.

1.3.3.4. Provide Staff Assistance Visits (SAV) on the proper execution of the TAC Stan/Eval Programs and ensure compliance with applicable operational, training, and administrative directives.

1.3.3.4.1. Coordinate squadron-level visit requests with the group.

1.3.3.4.2. In coordination with the MAJCOM, deconflict the Stan/Eval visits with future exercise taskings and higher headquarters inspections as appropriate.

1.3.3.5. When requested and available, provide a Chief of Stan/Eval or SEE to augment parent MAJCOM, other MAJCOMs and NAFs.

1.3.3.6. Review subordinate unit SEB minutes for opportunities to provide NAF assistance. Review trends and the “Lessons Learned” database maintained by the Air Force Center for Knowledge Sharing, Web site: <https://afknowledge.langleys.af.mil> or secure: <https://afknowledge.langleys.af.smil.mil>.

1.3.3.7. Conduct TAC evaluations on all subordinate Group Chief, Stan/Eval personnel.

1.3.4. Group Commanders (Squadron Commanders in the Air National Guard) will:

1.3.4.1. Ensure subordinate units comply with this instruction. Provide staff support and assist those units in implementing and managing the TAC Stan/Eval Program to satisfy specific DOC taskings.

1.3.4.2. Certify individual TAC qualifications on AF Form 3827 for those TACs assigned to the group.

1.3.4.3. Designate in writing a group-level Chief of Stan/Eval responsible for oversight of subordinate units’ TAC Stan/Eval Programs. Additionally, designate SEE(s) to assist the Chief of Stan/Eval.

1.3.4.4. Direct and control the SEB and trends analysis program, in accordance with **Chapter 5**, through the unit’s Chief of Stan/Eval and SEEs to include commander/staff reviews of automated data products and operational reports that assess unit and individual TAC training status. Include SEB minutes from subordinate squadrons and forward with the group’s minutes to the NAF.

1.3.4.5. When requested, the active duty groups may provide Stan/Eval assistance to the ANG units as follows:

1.3.4.5.1. The 1 Air Support Operations Group (ASOG) is available to provide assistance to 111 ASOC and 116 Air Support Operations Squadron (ASOS) (Camp Murray, WA), and 124 ASOS (Boise, ID).

1.3.4.5.2. The 3 ASOG is available to provide assistance to 122 ASOS (Alexandria, LA), 169 ASOS and 182 ASOC (Peoria, IL), and 238 ASOS (Meridian, MS).

1.3.4.5.3. The 18 ASOG is available to provide assistance to the 118 ASOS (Stanly County, NC), 165 ASOS (Brunswick, GA), and 274 ASOS (Syracuse, NY).

1.3.4.5.4. The 720 Special Tactics Group (STG) is available to provide assistance to the 123 Special Tactics Squadron (STS) (Stadiford Field, KY).

1.3.4.6. Approve the Group’s OI governing its Stan/Eval program.

1.3.5. The Group Chief, Stan/Eval will:

1.3.5.1. Ensure the TAC Stan/Eval Program requirements established in this instruction are implemented. Schedule and conduct TAC Stan/Eval visits to subordinate active duty units once a year and ANG units upon request. Stan/Eval visits should be conducted for subordinate units during non-inspection years (i.e., if 9th AF conducts a Stan/Eval visit on an ASOS during 2002, then the 18th ASOG is not required to conduct a Stan/Eval visit during the same year).

- 1.3.5.2. Establish and maintain individual Stan/Eval folders (see **Chapter 4**) on all TACs assigned to the group's staff and review the records annually for currency. A review of personnel in inactive status is not required. Document any discrepancies found in the individual's Stan/Eval folder with a Memo for Record and file in Section IV.
 - 1.3.5.3. Review group and unit TAC training lesson plans for standardization and recommend changes as needed.
 - 1.3.5.4. Maintain an archive copy of all TAC evaluation records (i.e., hard copy with signatures and dates for six months) in accordance with **paragraphs 1.7.** and **1.8.**
 - 1.3.5.5. Maintain TAC qualifications as prescribed by AFI 13-112, Volume 1.
 - 1.3.5.6. Review all evaluation records of newly assigned group-level TAC personnel to establish their currency and mission qualifications in accordance with **paragraph 1.7.**
 - 1.3.5.7. Develop and include any specific TAC Stan/Eval Program requirements and procedures in the ASOG's Stan/Eval OI.
 - 1.3.5.8. Develop an applicable LPMQF database and questions.
 - 1.3.5.9. Using both the MQF and the local procedures MQF (LPMQF) databases, construct the closed-book examinations in accordance with **Chapter 3.**
 - 1.3.5.10. Conduct TAC evaluations on all subordinate squadron's Chief of Stan/Eval.
 - 1.3.5.11. Conduct a minimum of one formal SEE Objectivity Evaluation and one no-notice SEE Objectivity Evaluation on a randomly selected SEE, annually, from each subordinate squadron. Document evaluation on AF Form 3827 and annotate type of evaluation, results, and date on AF Form 942.
 - 1.3.5.12. Develop a group checklist for all SEEs to use, referencing **Table 2.1. Areas 1-24**, during evaluations.
 - 1.3.5.13. Establish and maintain a trend analysis program in accordance with **Chapter 5.**
 - 1.3.5.14. Establish and maintain a unit inspector general (IG) cross-tell information system for the commander and the unit's supervisors.
 - 1.3.5.15. Manage and ensure compliance with the Controller Read File (CRF) publications program as outlined in **Chapter 6.**
 - 1.3.5.16. Establish the time limits to complete the documentation on all TAC evaluations.
 - 1.3.5.17. Review documentation on all TAC and SEE evaluations for accuracy.
 - 1.3.5.18. When specifically coordinated and approved by the MAJCOM/NAF, support TAC evaluations within other commands.
- 1.3.6. Squadron Commanders (Flight commanders in the ANG) will:
- 1.3.6.1. Establish a TAC Stan/Eval function in accordance with this instruction and applicable MAJCOM/NAF/Group supplements to ensure that the unit is capable of meeting its DOC tasks.
 - 1.3.6.2. Certify individual TAC qualifications on AF Form 3827.

1.3.6.3. Direct and control the SEB and trends analysis program, in accordance with **Chapter 5**, through the unit's Chief of Stan/Eval and SEEs to include commander/staff reviews of automated data products and operational reports that assess unit and individual TAC training status.

1.3.6.4. Use the SEB review process to identify positive trends, deficiencies, and implement corrective actions.

1.3.6.5. Submit recommended improvements in TTPs for enhancing TAC readiness standards and effectiveness to the Group Chief of Stan/Eval.

1.3.6.6. Designate in writing a squadron-level Chief of Stan/Eval to oversee the unit's TAC Stan/Eval Program and SEEs to assist the Chief of Stan/Eval.

1.3.6.7. Approve the squadron's OI governing its Stan/Eval program.

1.3.7. Squadron-Level Chief, Stan/Eval will:

1.3.7.1. Ensure the TAC Stan/Eval Program requirements established in this instruction are implemented.

1.3.7.2. Establish and maintain individual Stan/Eval records (see **Chapter 4**) on all TACs assigned to the unit and review the records annually for currency. A review of personnel in inactive status is not required. Document any discrepancies found in the individual's Stan/Eval folder with a Memo for Record and file in Section IV.

1.3.7.3. Review group and unit TAC training lesson plans for standardization and recommend changes as needed.

1.3.7.4. Maintain an archive copy of all TAC evaluation records (i.e., hard copy with signatures and dates for six months) in accordance with **paragraphs 1.7.** and **1.8.**

1.3.7.5. Maintain TAC qualifications as prescribed by AFI 13-112, Volume 1.

1.3.7.6. Review all evaluation records of newly assigned TAC personnel to establish their currency and mission qualifications in accordance with **paragraph 1.7.**

1.3.7.7. Develop and include any unit specific TAC Stan/Eval Program requirements and procedures in the unit's Stan/Eval OI.

1.3.7.8. Develop an applicable LPMQF database and questions.

1.3.7.9. Using both the MQF and the LPMQF databases, construct the closed-book examinations in accordance with **Chapter 3.**

1.3.7.10. Conduct TAC evaluations on all unit SEEs.

1.3.7.11. Conduct a minimum of one no-notice SEE Objectivity Evaluation on a randomly selected SEE annually. Document evaluation on AF Form 3827 and annotate type of evaluation, results, and date on AF Form 942.

1.3.7.12. Develop a unit checklist for all SEEs to use, referencing **Table 2.1. Areas 1-24**, during evaluations or use the Group developed checklist.

1.3.7.13. Establish and maintain a trend analysis program in accordance with **Chapter 5.**

1.3.7.14. Establish and maintain a unit inspector general (IG) cross-tell information system for the commander and the unit's supervisors.

- 1.3.7.15. Manage and ensure compliance with the Controller Read File (CRF) publications program as outlined in **Chapter 6**.
 - 1.3.7.16. Review documentation on all TAC and SEE evaluations for accuracy.
 - 1.3.7.17. When specifically coordinated and approved by the MAJCOM/NAF/Group, support TAC evaluations within other commands.
 - 1.3.7.18. Develop and incorporate unit-specific TAC Stan/Eval requirements and program management procedures into the unit's Stan/Eval Program OI governed by this instruction. Forward the Stan/Eval Program OI to the group for approval.
 - 1.3.7.19. Develop, for unit commander approval, evaluation scenarios based on the unit's DOC taskings. Forward to the Group's Chief, Stan/Eval for review.
 - 1.3.7.20. Nominate to the commander those individuals selected for appointment as a SEE and coordinate a formal letter of appointment for the commander's signature. Place the letter of appointment as SEEs in the individual's Stan/Eval folder.
 - 1.3.7.21. Train SEEs on examiner responsibilities and the TAC qualification evaluation procedures prior to performing their examiner's duties.
 - 1.3.7.22. Conduct TAC evaluations only in those areas qualified and current (e.g., night or laser controls). Chief of Stan/Eval will not evaluate TAC personnel that they instructed as the TAC Instructor (TAC-I).
- 1.3.8. Stan/Eval Examiner (SEE) will:
- 1.3.8.1. Abide by the directives of this instruction and assist the Chief of Stan/Eval in developing, implementing, and executing the Stan/Eval Program.
 - 1.3.8.2. Conduct TAC evaluations only in those areas qualified (e.g., night, laser, etc.).
 - 1.3.8.3. Provide recommendations for improvement to the Chief, Stan/Eval.
 - 1.3.8.4. When specifically coordinated and approved by the MAJCOM/NAF/Group, support TAC evaluations within other commands.
 - 1.3.8.5. Share responsibility for safe mission conduct with the TAC being evaluated. If a breach of safety or discipline, or an unsafe situation develops during the evaluation, take immediate corrective action to ensure mission safety and thoroughly debrief the individual involved, their immediate supervisor, the commander, and Chief, Stan/Eval.
- 1.3.9. Individual TAC Responsibilities. The most important member of the Stan/Eval program is the individual TAC. With few exceptions, the individual TAC reflects the level of instruction and the quality of the unit. Each TAC will:
- 1.3.9.1. Maintain TAC qualification requirements in accordance with this instruction and AFI 13-112, Volume 1, and participate only in activities for which qualified.
 - 1.3.9.2. Following a formal evaluation, ensure that feedback is received from the SEE and that responsibilities are understood.
 - 1.3.9.3. Provide feedback to the instructor, SEE, and supervisor on the training received.

1.3.10. Air Ground Operations School (AGOS), Located at Nellis AFB and 6th Combat Training Squadron (6th CTS), combined, will:

1.3.10.1. Perform group responsibilities as outlined in **paragraph 1.3.4.** and **1.3.5.**

1.3.10.2. Provide group oversight to Detachment 1, 548 CTS, Joint Readiness Training Center, Fort Polk LA and 12 CTS, National Training Center, Fort Irwin, CA.

1.3.11. Detachment 1, 548 CTS and Detachment 2, AGOS will perform the squadron responsibilities as outlined in **paragraph 1.3.6.** and **1.3.7.**

1.4. Waivers. Unless otherwise noted, the waiver authority for this instruction is AF/XOO. Staff all waiver requests through ACC/DO, USAFE/DO, PACAF/DO, ANG/C4B, or AFSOC/DO, as applicable. Waivers to this instruction are valid for one year from approval date, unless specified otherwise. Deployed members will request waivers, through their deployed chain of command, to the Commander Air Force Forces (COMAFFOR). COMAFFOR can approve or disapprove the waiver, or can forward to AF/XOO for its review and adjudication.

1.5. Supplements. The MAJCOMs, NAFs, and/or subordinate groups may supplement this instruction in order to provide specific guidance to their aligned units. The parent MAJCOM OPR must approve all group and NAF level supplements. Group level supplements will go through their appropriate NAF. AF/XOOY will coordinate prior to publication on all MAJCOM supplements. MAJCOM OPRs will forward all approved supplements to the other MAJCOMs within 30 days of publication. The NGB will provide a copy of any approved supplements to their gaining MAJCOM and the active duty NAF with Stan/Eval oversight responsibility as appropriate.

1.6. Changes. Forward recommendations for changes to this AFI on AF Form 847, **Recommendation for Change of Publication**, to the parent NAF, who will review and send to the parent MAJCOM. MAJCOMs will forward their approved recommendations to CAF lead major command, HQ ACC/DOY. HQ ACC/DOY will review, consolidate and submit MAJCOM inputs for recommended changes to this instruction to HQ USAF/XOO for final review and approval.

1.7. Individual TAC Transfers. Individual TACs who execute a permanent change of station/assignment (PCS/PCA) will hand carry their TAC Stan/Eval folder to the gaining organization. Additionally, the losing unit must mail any TAC Stan/Eval records that are not included in the folder at the time of transfer to the gaining organization with clear identification of the individual concerned. Losing units will keep an archive copy of the Stan/Eval record (i.e., hard copy with signatures and dates) for six months after the individual departs the unit.

1.7.1. For PCS/PCA, individuals will have their existing TAC qualification validated by the gaining unit commander prior to performing unsupervised TAC duties at the new unit, and documented on a new AF Form 3827. The Stan/Eval function may administer a complete or partial field evaluation, but it is not required.

1.7.2. In the case of transferring to an assignment not requiring TAC duties, individual TACs must maintain their Stan/Eval records until they return to TAC duties. Upon return to TAC duties, the records must be presented to the gaining unit for maintaining documentation in accordance with this instruction.

1.7.3. Individual TACs supporting a temporary duty (TDY) tasking for over 30 days, will hand carry a copy of their current AF Form 3827 to the temporary organization.

1.8. Individual TACs Who Separate or Retire. Unit Stan/Eval organizations will maintain an archive copy of all TAC evaluation records for six months (i.e., hard copy with signatures and dates) on all group-level and subordinate TACs who separate or retire (e.g., in case of stop loss, actions rescinded, etc.). After the six-month period, the records will be destroyed.

Chapter 2

TAC EVALUATION PROCEDURES

2.1. Terminal Attack Controller (TAC) Evaluation Requirements. The initial TAC evaluation is given after completing all Mission Qualification Training (MQT) as outlined in AFI 13-112, Volume 1. TAC evaluations consist of a ground phase and a control phase evaluation. The ground-phase evaluation must be completed prior to the control-phase evaluation. The control-phase evaluation will not include employment of B-52s, B-1s, B-2s, AC-130s, or helicopters. A TAC evaluation ends on the date the control-phase of the evaluation is successfully completed. This is the evaluation date to be entered on AF Form 3827.

2.2. Timing of Evaluations. The TAC evaluation expires on the last day of the 15th month following the month the control-phase of the previous evaluation was successfully completed (e.g., an evaluation completed 9 Oct 02 expires 31 Jan 04).

2.2.1. Initial TAC evaluations. When no eligibility period has been established or a re-evaluation is required, the TAC evaluation must be completed within three (3) months of completing MQT.

2.2.2. Recurring TAC evaluations. The Chief of Stan/Eval should schedule recurring TAC evaluations during the eligibility period. The evaluation eligibility period begins no sooner than the 12th month after the completion date of the previous evaluation and no later than the last day of the 15th month (e.g. a completion date of 9 Oct 02, the eligibility period covers 1 Oct 03 through 31 Jan 04). Additionally, if an expiration date for a recurring TAC evaluation occurs within 3 months after an expected PCS or a TDY of such length that qualifications will expire, TACs must complete their TAC evaluation before departing.

2.2.3. Failure to complete a TAC evaluation within the required time period results in an individual being re-entered into MQT unless a, one time 30 day, waiver is approved by the unit commander. The Chief of Stan/Eval will document actions completed with a memo for record (MFR) placed in the individual TAC's Stan/Eval folder.

2.2.4. No-Notice Evaluations. No-notice evaluations provide the commander a sampling of daily TAC performance and an assessment of the unit's training effectiveness. A no-notice evaluation is given at or after the beginning of normal mission preparation (as defined in the unit's OI). The intent is to preclude extraordinary preparation for the mission because it is to be an evaluation. During no-notice evaluations, closed-book examinations will be completed within 30 days (2 UTAs for ANG) of the field check. Additionally, no-notice evaluations may be conducted within an individual's eligibility period. No-notice evaluations will be conducted on a minimum of ten percent of a unit's TAC-qualified individuals within a calendar year.

2.2.4.1. If approved by the commander, a no-notice evaluation may update a qualification expiration date provided all requirements for the evaluation specified in **Table 2.1., Areas 1 through 24** (Night, Laser and/or Live CAS, as available), are completed. Record the evaluation on AF Form 3827.

2.2.4.2. If all requirements were not completed, the areas evaluated must be documented on AF Form 3827. For those areas not observed, mark "not observed" on the AF Form 3827. The individual must test as stated in **paragraph 2.2.4.**, and the incomplete evaluation will not be used to sat-

isfy a recurring evaluation requirement. It should be noted that the unit would receive credit for a no-notice evaluation.

2.2.5. Unit commanders may initiate spot evaluations. A spot evaluation is normally limited in scope and usually done outside the TAC's eligibility period, and is used to ensure correction of identified discrepancies or to check a TAC's proficiency. It may be either a field evaluation and/or a written examination. However, a spot evaluation may be used to update a recurring evaluation if conducted within an individual's eligibility period.

2.2.5.1. If approved by the commander, a spot evaluation may update a qualification expiration date provided all requirements for the evaluation specified in **Table 2.1., Areas 1 through 24** (Night, Laser and/or Live CAS, as available), are completed, and a written examination is accomplished. Record the evaluation on AF Form 3827.

2.2.5.2. If all requirements were not completed, the areas evaluated must be documented on AF Form 3827. For those areas not observed, mark "not observed" on the AF Form 3827. There is no requirement for a written examination after the control phase for a spot evaluation.

2.3. Ground-Phase Evaluation. The ground-phase evaluation consists of a closed-book examination consisting of 50 questions based upon the MQF and the LPMQF (Reference **Chapter 3**). A minimum of ten questions from the LPMQF database will be used. The examinations will measure the TAC's knowledge of applicable TTPs essential for the safe and effective accomplishment of TAC duties. Successful completion of the examination requires a minimum passing score of 86 percent. All missed questions must be reviewed with the evaluator that administered the examination.

2.3.1. Individual failing an examination with less than 86 percent must complete a successful ground-phase re-evaluation within 30 calendar days, 2 UTAs for ANG, or prior to the current evaluation expiration date, whichever comes first. A minimum of 24 hours must elapse before a reexamination can be administered to allow for an adequate period of study.

2.3.1.1. When an individual fails a written examination, notify the unit commander in writing or electronically. For certified TACs, the individual will not control live aircraft without Chief of Stan/Eval, SEE, or instructor supervision until the exam is passed.

2.3.1.2. Re-examinations will be accomplished using a different exam. Re-examinations will be generated so that a duplication of the original exam questions are kept to a minimum, but the re-examination must address the subject matter where deficiencies were determined. After successful completion, notify unit commander.

2.3.1.3. Failure of the re-examination will result in an overall rating of "Q-3." Certified TACs must be decertified by the unit commander, and reentered into mission qualification training (MQT), as determined by the unit commander. For initial TAC evaluation, the individual is removed from the program for a minimum of 30 days. After the 30-day period, the unit commander will determine whether the individual may be reentered into the program.

2.3.2. Ground-Phase Documentation Procedures. Chiefs of Stan/Eval or SEEs will enter the results of the academic examination on an AF Form 3827. Stan/Eval will retain the scored answer sheets/computer record until the AF Form 3827 is completed and signed by the unit commander. Document the review of the missed questions (e.g., "Questions 3, 22, and 30 were reviewed").

2.4. Control-Phase Evaluation. The purpose of the TAC control-phase evaluation is to ensure individual TACs can skillfully perform the tasks associated with coordinating and controlling CAS missions in a combat environment. The primary criterion to a successful evaluation is to ensure TACs are capable of performing their assigned duties.

2.4.1. The control-phase of a TAC evaluation will focus on the type and difficulty of the mission required to support the unit's mission DOC taskings. To promote the efficient use of resources, control-phases may be accomplished concurrently. If combined, include the designation of each control-phase evaluation on AF Form 3827 as appropriate (e.g., laser, night, live etc.).

2.4.2. Evaluators will use joint training exercises whenever possible to accomplish the control-phase of the TAC evaluation. The evaluation's focus will be on the examinee's ability to accomplish a given mission and not a validation of all training received. Prior to beginning the TAC control-phase evaluation, evaluators will brief the examinee on:

2.4.2.1. Evaluation objectives, areas to be evaluated, grading criteria, safety, and emergency procedures/SEE takeover.

2.4.2.2. Role-players and any assistants participating in the mission scenario and what their capabilities/limitations will be.

2.4.2.3. The mission scenario, any preliminary planning information, and any timelines or directions applicable to the local range's operations.

2.4.3. The evaluator will observe the TAC being evaluated in all required area tasks (night CAS and/or Laser CAS, as available). Any break in the TAC's evaluation control-phase should be noted in the mission phase and mission description section of the AF Form 3827.

2.4.4. Examinees must be capable of performing their TAC duties. Assistance provided to prevent mission failure would result in a "U" rating for that area. The examinee is responsible for the actions of any assistant(s) for procedural errors/omissions and safety violations.

2.4.5. Evaluation Profiles and Scenarios. Evaluators will attempt to use joint training exercises when possible to accomplish formal evaluations. For all evaluations, Stan/Eval will develop realistic profiles and scenarios that reflect likely tactical situations from the unit's DOC tasking while employing approved TTPs, and allow for an accurate assessment of the TAC's proficiency. The Group's Chief of Stan/Eval must review all subordinate unit evaluation profiles and scenarios.

2.4.5.1. Profiles. Evaluation profiles will be a basic outline of evaluation requirements to include the mission scenario, equipment requirements, and actions required. Several profiles should be maintained to reflect the diverse missions assigned to the unit.

2.4.5.2. Scenarios. Evaluation scenarios are an extension of the evaluation profile and will include the use of a specific OPLAN/OPORD, input scripts, graphics, and the air tasking order (ATO) with special instructions (SPINS). Several scenarios will be generated to support one evaluation profile.

2.4.6. Failure to Pass the Control Phase. If an individual TAC fails the first control-phase evaluation, a re-evaluation must be completed no later than the end of the second month after the date of the failure (e.g., evaluation on 20 Jun 02, complete re-evaluation by 31 Aug 02). ANG units will accomplish a re-evaluation no later than the third UTA following the date of the first failure. A different SEE will

conduct re-evaluations. A minimum of 24 hours must elapse before the re-evaluation may be administered. The maximum number of control-phase re-evaluations is one.

2.4.6.1. Notify the unit commander in writing or electronically when an individual receives an overall “Q-3” on the first evaluation. The following restrictions apply:

2.4.6.1.1. Initial Evaluations. Place individual in supervised training, with emphasis on areas that received “U” rating. Must be in retraining for a minimum of 30 days from the date of the failure. Re-evaluation will be completed in accordance with **paragraph 2.4.6.**

2.4.6.1.2. Recurring Evaluations. Place examinee on supervised status for mission tasks until successfully re-evaluated. Certified TACs will not control live aircraft without Chief of Stan/Eval, SEE, or instructor supervision until the control phase re-evaluation is passed.

2.4.6.1.3. TAC-I. TAC-Is receiving an unsatisfactory grade in any area in **Table 2.1., Areas 7-24**, will not perform instructor duties until successfully re-evaluated.

2.4.6.1.4. SEEs. During a TAC control-phase evaluation, SEEs receiving an unsatisfactory grade in **Table 2.1., areas 1 through 24**, will not perform SEE duties until successfully re-evaluated. TAC status need not be downgraded if the discrepancies were only in **Table 2.1., Areas 25.1 through 25.7.**

2.4.6.2. A re-evaluation is successfully completed when the TAC performs to “Q” criteria for each required graded area that was rated a “U.” Chief, Stan/Eval will determine whether “Q” and/or “Q-“ graded areas are re-evaluated.

2.4.6.3. Individuals receiving a second failure will be assigned a “Q-3” on mission evaluation. Certified TACs must be decertified by the unit commander, and reentered into MQT, as determined by the unit commander. For initial TAC evaluation, the individual is removed from the program for a minimum of 30 days. After the 30-day period, the unit commander will determine whether the individual may be reentered in the program.

2.4.6.3.1. TAC-I. TAC-Is receiving a second unsatisfactory grade in any area in **Table 2.1., Areas 7-24**, will lose TAC-I status. Unit commanders will remove the individual from TAC-I duties in writing.

2.4.6.3.2. SEEs. SEEs receiving a second unsatisfactory grade in **Table 2.1., areas 1 through 24**, will lose SEE status. Unit commanders will remove the individual from SEE duties in writing. TAC status need not be downgraded if the discrepancies were only in **Table 2.1., Areas 25.1 through 25.7.**

2.4.6.4. A separate AF Form 3827 will be completed for each evaluation. Completion dates from the original AF Form 3827 will not be annotated on the re-evaluation’s AF Form 3827. The AF Form 3827 will only include documentation addressing the control phase of the evaluation.

2.4.7. Post-Evaluation Procedures. Evaluators will debrief the examinee and coordinate with the Chief, TAC-I, TAC-I, supervisor, and unit training manager (TM) on all discrepancies to determine if additional training is required or if the unit’s TAC training program is deficient. The Chief of Stan/Eval and SEEs should place emphasis on instruction and learning, not on repeated highlighting of mistakes. For each area graded “Q-“ or “U,” the evaluator must thoroughly debrief the circumstances to the examinee.

2.4.7.1. Evaluators may recommend additional training for areas rated as “Q-“ and will coordinate with the training section to assign additional training for areas rated as “U.”

2.4.7.2. Additional training will be accomplished within 30 calendar days or two UTAs for the ANG. If all additional training is not completed by the due date, the individual loses TAC status.

2.4.7.3. Commanders may delay loss of TAC status for no more than 30 days, if additional training could not be accomplished due to extenuating circumstances or aircraft unavailability. An MFR will be placed in the individual’s Stan/Eval folder explaining the circumstances.

2.5. Evaluation Grading System. There are two types of grades assigned during a TAC’s evaluation: A grade for each area evaluated and an overall TAC’s qualification grade.

2.5.1. Area Grades. **Table 2.1., Areas 1-24** establishes mission essential tasks to be evaluated during the control phase and the appropriate grading criteria for those tasks.

2.5.1.1. A “Q” indicates the examinee demonstrated a satisfactory knowledge of all required information and accomplished the assigned mission.

2.5.1.2. A “Q-” indicates the examinee is qualified to perform the assigned area tasks, but requires debriefing or additional training as determined by the Chief of Stan/Eval or SEE. Deviations from established standards must not exceed the prescribed “Q-” tolerances or jeopardize safety.

2.5.1.3. A “U” indicates the examinee is unqualified to perform TAC duties and requires additional training. Also, a “U” can be assigned in any area for procedures that adversely affected mission accomplishment or compromise safety.

2.5.2. Overall TAC Control-Phase Qualification Levels.

2.5.2.1. Qualification Level 1 (Q-1). The member demonstrated the desired performance level and knowledge of procedures, equipment, and directives with no discrepancies noted. Q-1 may be awarded with discrepancies if:

2.5.2.1.1. The discrepancies resulted in no more than three “Q-“ grades being given in any non-critical area, and in the judgment of the Chief of Stan/Eval or SEE, none of the discrepancies precludes awarding of an overall Q-1.

2.5.2.1.2. All discrepancies noted during the evaluation were cleared during the debriefing portion of the evaluation.

2.5.2.2. Qualification Level 2 (Q-2). The member demonstrated the ability to perform duties safely, however, at least one area requires additional training, or a non-critical area/sub-area grade of “U” was awarded. Unsatisfactory performance in a non-critical area or sub-area will result in no higher than a Q-2. A supplemental evaluation must be conducted on the area rated “U” after additional training is accomplished IAW **paragraph 2.4.7.2.**, and documented on AF Form 3827 to close the item.

2.5.2.2.1. If unsatisfactory performance requires the member to be placed on supervised status, the unit commander will determine the type or level of supervision (i.e., instructor or designated supervisor). Designated supervisors or instructors must be qualified in the task they are supervising.

2.5.2.3. Qualification Level 3 (Q-3). The member demonstrated unsatisfactory TAC performance or knowledge in any critical area/sub-area and/or unsatisfactory level of safety.

2.5.2.3.1. An area grade of “U” awarded in a critical area requires an overall Q-3 for the evaluation.

2.5.2.3.2. The examiner will indicate all appropriate restriction(s) and additional training on AF Form 3827

2.6. SEE Objectivity Evaluation Tasks. Reference **Table 2.1., Area 25** establishes the tasks to be evaluated during the SEE Objectivity Evaluation.

Table 2.1. Control-Phase and SEE Objectivity Evaluation Criteria.

| Grading Criteria | | | |
|---|---|--|--|
| | Q | Q- | U |
| Area 1. Mission Planning. | Checked all factors applicable to mission (i.e. ATO, weather, map datum, timing, range procedures, frequencies, call signs, airspace requirements and special requirements). Aware of alternatives if mission cannot be completed as planned. | Minor errors of omission or commission that did not detract from mission effectiveness. Need for study in some areas is indicated. | Major error of omission/commission precluded mission accomplishment or unnecessarily endangered personnel or equipment. |
| Grading Criteria | | | |
| | Q | Q- | U |
| Area 2. Equipment Preparation. | All equipment necessary for mission accomplishment properly prepared and inspected. Unsatisfactory items identified and appropriate corrective actions taken. | Minor errors of omission or commission that did not preclude mission accomplishment. Need for study in some areas is indicated. | Major error of omission or commission precluded mission accomplishment or unnecessarily endangered personnel or equipment. |
| Area 3. Communications Equipment Operations. * | Able to operate all required communications equipment necessary for requesting, coordinating and controlling CAS missions. | Minor errors in equipment operations that did not preclude mission accomplishment. Need for study in some areas is indicated. | Major errors that precluded mission accomplishment or unnecessarily endangered personnel or equipment. |

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| Area 3.1. Global Positioning System Operations (CRITICAL) * | Successfully turned on, initialized and performed operator checks. Able to determine individual location using MGRS and Latitude/longitude in seconds and decimal minutes. Able to determine distant location using slant range calculations from a known point to an unknown point. Able to properly load waypoints. Able to properly load encryption fill. Able to configure GPS to proper map datum/ellipsoid and convert coordinates between map datums. Demonstrates complete knowledge of battery fault conditions and procedures. | | Unsuccessfully turned on, initialized and/or operated GPS. Unable to determine individual location using MGRS and Latitude/longitude in seconds and decimal minutes. Unable to determine distant location using slant range calculations from a known point to an unknown point. Unable to properly load waypoints. Unable to properly load encryption fill. Unable to configure GPS to proper map datum/ellipsoid or unable to convert coordinates between map datums. Unable to explain battery fault conditions or procedures. |
| Area 4. Transmit/Receive Procedures. * | Communications clear, concise, and understandable. Promoted mission effectiveness. | Minor deficiencies in transmitting techniques. Mission effectiveness was not degraded. | Deviation from acceptable communications procedures impaired mission effectiveness. |
| Grading Criteria | | | |
| | Q | Q- | U |
| Area 5. Authentication Procedures. * | Knowledgeable of authentication procedures. Could properly encode, decode, and authenticate in a timely manner. | Knowledgeable of authentication procedures but required excessive time to encode, decode or authenticate. | Could not authenticate, encode, or decode with accuracy. Did not select proper authentication tables. Applied incorrect authentication procedures. |
| Area 6. Communications Security Procedures. * | Knowledge and employment of COMSEC procedures enhanced mission accomplishment. | Minor COMSEC deviations detracted from mission effectiveness. | Lack of knowledge or breach of COMSEC procedures jeopardized mission effectiveness. |

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| Area 7. Operations in a Communication Jamming Environment. * | Knowledge and employment of techniques to counter threat in a communication-jamming environment enhanced mission effectiveness. Understood the threat and took appropriate action. Effectively employed HAVE QUICK procedures | Limited knowledge of counter-communication jamming techniques. Had difficulty identifying the threat. Slow to take action. Limited knowledge of HAVE QUICK procedures. | Serious deficiencies in counter-communication jamming techniques. Could not identify jamming. Took no action. Unable to employ or demonstrate HAVE QUICK procedures. |
| Area 8. CAS Request Submission. * | Demonstrated in-depth knowledge of CAS request procedures. Submitted the request in a timely, thorough, and effective manner. | Minor deficiencies in CAS request procedures. Excessive time spent compiling, preparing, and transmitting CAS requests. | Unfamiliar with CAS request procedures. Unable to properly or effectively compile, prepare, and transmit CAS requests. |
| Area 9. Target and Threat Analysis (CRITICAL). * | Analyzed target for CAS employment procedures (i.e. suitability, ID and description). Thorough knowledge of target marking/ID equipment and operation (i.e. Indirect Fire, GPS, Laser, IR, IZLID, Green Bean, map and compass use, etc.). Recognized ground to air threats to CAS aircraft. | | Could not recommend appropriate CAS employment procedures for the target. Major errors that precluded mission accomplishment or unnecessarily endangered personnel or equipment. Failed to recognize ground to air threats capable of engaging CAS aircraft. |
| Grading Criteria | | | |
| | Q | Q- | U |

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| <p>Area 10. Ground Commander Coordination (CRITICAL). *</p> | <p>Demonstrated timely coordination with ground commander or designated representative. Accurately explained to the ground commander CAS mission data and dangers to friendly forces. Understood ground commander's scheme of maneuver. Received timely ground commander attack clearance.</p> | | <p>Did not adequately coordinate with ground commander/designated representative. Provided ground commander with inaccurate data concerning CAS mission data or dangers to friendly forces. The information provided or not provided impacted mission effectiveness or exposed friendly forces to hazards. Did not receive ground commander attack clearance prior to weapons release.</p> |
| <p>Area 11. Ground Force Staff Coordination. *</p> | <p>Demonstrated timely coordination procedures with appropriate ground force staff agencies (i.e. S-2, S-3, FSE/NSFS/ ADA/Aviation LNOs, etc.)</p> | <p>Demonstrated coordination with all appropriate agencies. Delays caused by untimely coordination did not effect mission accomplishment.</p> | <p>Coordination with appropriate agencies was not completed prior to commencing attack. Delays caused by untimely coordination degraded or prevented successful mission accomplishment.</p> |
| <p>Area 12. Fire Support and Airspace Management. *</p> | <p>Demonstrated timely coordination for fire support (i.e. SEAD). Recognized and deconflicted attack aircraft with formal or informal airspace coordination measures.</p> | <p>Slow to coordinate fire support. Recognized but didn't deconflict attack aircraft with formal or informal airspace control measures. Did not impact mission or aircraft survivability.</p> | <p>Did not coordinate fire support. Did not recognize or deconflict attack aircraft with formal and informal airspace control measures.</p> |
| <p>Area 13. Use of Signaling Devices. *</p> | <p>Thorough working knowledge of signaling devices day/night. Selected most appropriate device for tactical situation. Enhanced mission effectiveness.</p> | <p>Limited knowledge of signaling devices. Selected suitable signaling device for the tactical situation. Limited enhancement of mission effectiveness.</p> | <p>Not familiar with signaling devices. Use of signaling device inappropriate to tactical situation.</p> |

| Grading Criteria | | | |
|--|--|---|--|
| | Q | Q- | U |
| Area 14. TAC to Fighter Briefing (CRITICAL). * | Provided the attack aircraft, via voice or data transmission, with a complete, concise, and effective briefing with enhanced mission effectiveness i.e., CAS 9-line or low threat brief (theater specific), and mission check-in. | | Briefing compromised safety or mission effectiveness due to erroneous information or errors of omission/commission. Tactics briefed inappropriate to situation and precluded effective mission completion and jeopardized survivability. |
| Area 15. Attack Weapons Utilization (CRITICAL). * | Demonstrated thorough knowledge of weapons effects. Used weapons most suitable to target. Considered aircraft and ground forces survivability. Delivery sequence of ordnance enhanced mission effectiveness. Understood risk-estimate distances. | | Major discrepancies in knowledge and/or employment with significant impact on mission effectiveness. Failed to achieve desired results. Exposed aircraft to unacceptable risk. Did not understand risk-estimate distances, and exposed friendly forces to unacceptable risk. |
| Area 16. Fighter Control (CRITICAL). * | Exercised thorough situational awareness and control of assigned fighters throughout mission. Clearance or aborts issued in a positive and timely manner. | | Control instructions were not timely, clear, and accurate or were unsafe. Actions resulted in either degraded or ineffective mission. |
| Area 17. Ordnance Adjustment. * | Ordnance adjust instructions were clear, concise, and timely. All attack restrictions placed on attack aircraft were appropriate and necessary. | Minor procedural or terminology errors that did not result in degraded or ineffective mission accomplishment. | Adjustment instructions were not timely, clear, and accurate or were unsafe. Actions resulted in either degraded or ineffective mission. |

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| Area 18. Post Attack Assessment. * | Battle damage assessment was realistic, accurate, and timely. Attack flight and appropriate agencies were provided a concise report in accordance with governing directives | Battle damage assessment was accomplished and reported with minor errors. | Unrealistic. Reports contained major errors or omissions. Reports were not timely. |
| Grading Criteria | | | |
| | Q | Q- | U |
| Area 19. Area Procedures. * | Complied with all area procedures, range/MOA safety requirements and restrictions. Knowledgeable of emergency procedures (i.e. hung bombs, off range release, fire on range, MEDEVAC, etc.). Ensured aircraft briefed on applicable restrictions. | Complied with all area procedures. Limited knowledge of range requirements. Limited understanding of emergency procedures. Ensured aircraft briefed on applicable restrictions. | Violated range procedures. Was not knowledgeable of range requirements. Incomplete knowledge of emergency procedures. Gave incomplete restrictions to fighters. |
| Area 20. Safety (CRITICAL). * | Employed all available methods to ensure safety of flight and ground personnel. Analyzed emergency situations and implemented emergency procedures. Used equipment, to include signaling devices, laser target designators and IR marking devices, in a safe manner. | | Any dangerous act. Disregarded safety procedures. Did not use equipment in a safe manner. Did not comply with safety requirements. |

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| Area 21. FAC(A)/ TAC Interface. * | Readily understood FAC(A)/TAC requests and promptly provided information in a concise and timely manner. Successfully functioned as an air-ground interface to enhance mission effectiveness. | Understood FAC(A)/TAC requests and provided required information. Minor discrepancies in processing FAC(A)/TAC requests. Lacked the spirit of teamwork, but did not hinder FAC(A)/TAC and contributed to mission effectiveness. | Failed to understand FAC(A)/TAC requests. Did not provide required data. Hampered the mission effectiveness of the FAC(A)/TAC. |
| Area 22. Laser Operations. * | Properly employed laser procedures within parameters (target distance, safety zone, etc.) from an effective location, using proper LTD code, terminology and timely coordination. | Minor deficiencies observed did not preclude mission success. | Improper procedures employed precluded mission success. |
| Grading Criteria | | | |
| | Q | Q- | U |
| Area 23. Night CAS Operations. * | Successfully employed night CAS procedures and tactics that enhanced mission effectiveness. | Minor deficiencies observed did not preclude mission success. | Actions caused unsafe terminal environment or deficiencies noted precluded mission success. |
| Area 24. Live Ordnance Operations. * | Successfully employed live ordnance release procedures and tactics that enhanced mission effectiveness. | Minor deficiencies observed did not preclude mission success. | Actions caused unsafe terminal environment or deficiencies noted precluded mission success. |
| Area 25. Stan/Eval Examiner (SEE) Objectivity Evaluations. The following grading criteria will be used when conducting both the initial and the recurring annual SEE Objectivity Evaluations. Cumulative deviations will be considered when determining the overall rating of either "Q," "Q-" or "U." A grade of "U" in any area will require an overall rating of Unqualified. | | | |
| Area 25.1. Compliance with Stan/Eval Directives. | Complies with all directives pertaining to the administration of a TAC evaluation. | Complied with most directives. Deviations did not jeopardize the effectiveness of the evaluation or safety. | Failed to comply with directives or allowed safety to be jeopardized. |

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| Area 25.2. SEE's Briefing. | Thoroughly briefed the examinee on the conduct of the evaluation. | Items were omitted during the briefing causing minor confusion. Did not fully brief the examinee as to the conduct and purpose of the evaluation. | SEE failed to adequately brief the examinee. |
| Area 25.3. Identification of Discrepancies and Assignment of Area Grades. * | Identified all discrepancies and assigned proper area grade. | Most discrepancies were identified. Failed to assign Q- grade when appropriate. Assigned discrepancies for performance that was within standards. | Failed to identify discrepancies related to discipline or deviations that merited an unqualified grade. Assigned Q- grades that should have been U or assigned U grades for performance within standards. |
| Area 25.4. Assessment of Overall Performance. | Awarded the appropriate overall grade based on the examinee's performance. | Awarded an overall grade without consideration of cumulative deviations in the examinee's performance. | Did not award a grade commensurate with overall performance. |
| Area 25.5. Appropriate Assignment of Additional Training. | Assigned proper additional training if warranted. | Additional training assigned was insufficient to ensure the examinee would achieve proper level of qualification. | Failed to assign additional training when warranted. |
| Grading Criteria | | | |
| | Q | Q- | U |
| Area 25.6. Mission Critique. | Thoroughly debriefed the examinee on all aspects of the evaluation. | Failed to discuss all deviations and assigned grades. Did not advise the examinee of additional training, if required. | Did not discuss any assigned area grades or overall rating. Changed grades without briefing the examinee. |
| Area 25.7. Briefing the Supervisor on the Evaluation. | Thoroughly debriefed the examinee's supervisor. | Debriefed the supervisor, but failed to discuss all discrepancies, grades, or additional training. | Failed to debrief the examinee's supervisor on an unsatisfactory evaluation. |
| Area 26. Other Evaluation Areas. This is an optional area for other evaluation tasks identified by unit commander. These areas along with evaluation criteria will be included in the unit Stan/Eval OI. | | | |

NOTE: Items marked with an "*" are required to be performed in a field environment. All other items can be evaluated in garrison.

Chapter 3

MASTER QUESTION FILES

3.1. Master Question File (MQF). The MQF is a set of applicable questions designed to assess the knowledge of a TAC in regards to TTPs. MAJCOMs are responsible for ensuring that an applicable MQF database and questions are produced to support AFI 13-112V1 and this AFI. The MQF database and related source materials will be accessible to all TACs.

3.1.1. Updates to the MQF. MAJCOMs will conduct a semi-annual review of the MQF, to be completed by June and December, with assistance and inputs from its subordinate NAFs, groups, and squadrons as applicable. This does not relieve subordinate units from submitting required changes, as applicable, between review periods.

3.1.1.1. The review will focus on correcting erroneous questions, deleting outdated or invalid questions, and/or adding new questions to the database as a result to changes in applicable TTPs.

3.1.1.2. The updated MQF will be available within 30 days of the end of the review process.

3.2. Local Procedures Master Question File (LPMQF). The LPMQF is a set of applicable questions designed to assess the knowledge of a TAC in regards to local area range operations procedures and safety procedures. Group and squadron Chief of Stan/Eval is responsible for ensuring that an applicable LPMQF database and questions are developed. If a group and squadron(s) are stationed at the same base, then the Chiefs of Stan/Eval are responsible for ensuring that an applicable LPMQF database and questions are developed.

3.2.1. Updates to the LPMQF. Groups and squadrons will conduct a semi-annual review of their LPMQF, to be completed by June and December.

3.2.1.1. The review will focus on correcting erroneous questions, deleting outdated or invalid questions, and/or adding new questions to the database as a result to changes in local area range operations procedures and safety procedures.

3.2.1.2. The updated LPMQF will be available within 30 days of the end of the review process.

3.3. Examination Requirements. The Chief of Stan/Eval is responsible for constructing two closed-book examinations using the MQF and LPMQF databases. Each exam will consist of 50 questions, with a minimum of ten (10) questions coming from the LPMQF. No more than 50% duplication of MQF and LPMQF questions will be on each exam. Note: Units that randomly generate computer examinations for each individual TAC are not required to maintain two exams.

3.3.1. Security. Only Stan/Eval personnel or individuals designated by the commander will administer examinations. The Chief of Stan/Eval and SEEs will maintain strict control of all examinations and answer keys by securing them in a locked container or password protected computer program.

3.3.2. Construction of Questions. Questions must measure the correct information at the desired level of knowledge.

3.3.2.1. Each question included in the MQF and LPMQF must include the correct answer and include the reference, paragraph, and page number for the subject matter.

3.3.2.2. Questions will be multiple choice (four choices desired with only one most correct answer).

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

3.3.2.4. In general, questions should avoid negative statements. However, if the word “not” appears in the question, either underline it or type it in all capital letters for attention.

3.4. MQF and LPMQF Classification Guidelines. Although the desire is to maintain unclassified MQF and LPMQF databases, the overall classification of the MQF and LPMQF databases is determined by the highest classification of its contents. Questions extracted from the MQF and LPMQF databases will be managed according to their classification. Stan/Eval personnel will mark examinations appropriately and protect them in accordance with security directives. Whether they contain classified questions or not, Stan/Eval personnel will handle the examinations as controlled items.

Chapter 4

TAC STAN/EVAL FOLDERS

4.1. Purpose. The purpose of the folder is to hold all records and correspondence dealing with an individual TAC's Stan/Eval history. The unit's Chief of Stan/Eval will maintain all TAC Stan/Eval folders in a secure area. The Chief of Stan/Eval will also maintain TAC Stan/Eval folders on TACs retiring or separating in accordance with **paragraph 1.8.**

4.2. Description of Folders. Until an electronic version of the Stan/Eval folder is approved for use, each TAC who holds Special Experience Identifier (SEI) 914 must have a hard copy TAC Stan/Eval folder, including those on inactive status. Folders will be four-part sectional, letter size, with standard 2 3/4-inch metal fasteners at the top to hold documents. A label bearing the individual's name and rank will be affixed to the inside back cover so that the folder can be identified when filed.

4.2.1. Folder Organization. The TAC Stan/Eval folder will be divided into four sections:

4.2.1.1. Section I (left side) will hold the AF Form 942 with the most current form on top.

4.2.1.2. Section II (inside right side) will hold the AF Form 3827 with the most current form on top. Any MFR that pertains to a specific AF Form 3827 will be placed directly on top of that AF Form 3827.

4.2.1.3. Section III (inside left side) will hold any MFRs not related to an AF Form 3827. File the documents in chronological order, with the most recent on top.

4.2.1.4. Section IV (right side) will hold the individual's graduation certificate from the Joint Fire Power Control Course (JFCC), Marine Corps TACP course, or the Terminal Attack Controller (TAC) Course. Include any Stan/Eval appointment letters, and the AF Form 2096, *Classification/On-the-Job Training Action*, which awarded the individual TAC SEI 914.

Chapter 5

STAN/EVAL BOARD AND TREND ANALYSIS PROGRAM

5.1. Stan/Eval Board (SEB). Unit commanders will chair a semi-annual SEB. As a minimum, the Director of Operations, Operations Superintendent, Chief of Stan/Eval, and Chief, TAC-I will attend. **Attachment 3** identifies the format for the SEB minutes.

5.1.1. The Chief of Stan/Eval will coordinate the schedule, agenda, and attendees for the semi-annual SEB, and the resulting SEB minutes will be simultaneously sent to the appropriate NAF and MAJCOM no later than 30 days after the conclusion of the SEB. Formal SEB requirements may be waived by the MAJCOM or NAF when DOC taskings impact the conduct of the unit's SEB.

5.1.2. When applicable, Groups will consolidate unit SEB minutes to validate any Group-wide trends.

5.1.3. NAF Stan/Eval will review Group minutes and provide cross-tell to other NAFs within the same MAJCOM, and to the parent MAJCOM.

5.2. Trend Analysis Program. Stan/Eval organizations at the Group and Squadron level will establish a Trends Analysis Program. Group and Squadron commanders are the final authority for establishing their unit's trends.

5.2.1. The Group will establish specific trend analysis threshold percentages and procedures. The Trend Analysis Program will include an objective analysis of all TAC evaluations, written examinations, and CAS controls during exercises, and contingencies. Group and unit Chief of Stan/Eval and SEEs will report both positive and negative trend data, recommend corrective actions, assign an OPR/OCR, and report the status to the SEB.

5.2.2. After identification of a trend, each unit will provide increased training emphasis on that trend for at least two consecutive quarters.

5.2.3. The report information will be included in the minutes and follow-up actions will be addressed at the subsequent SEBs until the discrepancies are closed. The Chief of Stan/Eval must maintain the trend analysis data for a minimum of one year.

5.2.3.1. For ground phase trends, consider the validity of the question, and the need for and/or appropriateness of increased emphasis in the question's subject area.

5.2.3.2. For control phase trends, calculate the percentage of Q, Q- and U grades against the total number of evaluations given in the sub-area. Trends are not always identified by a threshold percentage, but may be determined by the commander's assessment as a potential weakness area.

Chapter 6

CONTROLLER READ FILE

6.1. Controller Read File (CRF). Units employing TACs will establish and maintain a CRF publications library consisting of five volumes. The publications and directives may be maintained in an electronic format, but must be accessible to all TACs. Units will establish procedures to ensure TACs who are TDY to their location review the CRF before controlling aircraft in their Area of Responsibility (AOR).

6.1.1. Organization. All publications in the library will be current and complete, to include posting of supplements and changes. If the contents of any volume exceeds the capacity of its binder, use an additional binder and identified by a letter sequence, (example: IIIA, IIIB).

6.1.2. Establish and maintain a table of contents for the CRF functional publication library listing the basic publication's number and short title. Label the binders on the spine with Volume and Title as outlined in [Table 6.1.](#)

Table 6.1. Controller Read File Organization.

| | |
|------------|---|
| Volume I | Index and Controller Read File |
| Volume II | Publications--AF Documents, Policy Directives, and Tactics, Techniques, and Procedures, AF Instructions, Joint Publications, Field Manuals & MAJCOM Instructions |
| Volume III | Publications—MAJCOM, NAF, Group & Local Directives |
| Volume IV | Checklists, Technical Orders & Manuals |
| Volume V | Safety Information |

6.2. Volume I Contents. Volume I will consist of Part A, the Index (a table of contents listing all material contained in all CRF volumes), and Part B, Controller Read File (messages and directives of a temporary nature pertinent to the safe conduct of operations as designated by MAJCOM, NAF, and Group). MAJCOMs may require additional components to Volume I.

6.2.1. Part "A." Messages and directives will contain a numerical index reflecting current information and annotated with a unit assigned control number, date distributed, suspense date for removal, title, OPR, rescind date, and disposition. The control number, date posted, effective date, and expiration date will be annotated on the front of each message and directive. The expiration date for removal may serve as a review date. If after review, the item is still valid and necessary, the expiration date must be changed or the item reissued.

6.2.2. Part "B." Items in Part B (i.e., messages and directives of a temporary nature) will be filed in reverse numerical sequence with the latest item on top. Upon removal of Part B items, the date and disposition will be entered in the index. Classified entries will be cross-referenced to the appropriate location.

6.2.3. Disposition of Outdated Materials. Rescinded items will be maintained in a separate file for six months in accordance with AFMAN 37-139, *Records Disposition Schedule*, and referenced on the index until the end of the following quarter.

6.3. Volume II Contents. Volume II will contain, as a minimum:

- 6.3.1. AFDD 1, *Air Force Basic Doctrine*.
- 6.3.2. AFDD 1-1, *Air Force Task List (AFTL)*.
- 6.3.3. AFDD 1-2, *Air Force Glossary*.
- 6.3.4. AFDD 2, *Organization and Employment of Aerospace Power*.
- 6.3.5. AFDD 2-1.3, *Counterland*.
- 6.3.6. AFDD 2-1.6, *Combat Search And Rescue*.
- 6.3.7. AFDD 2-1.7, *Airspace Control in the Combat Zone*.
- 6.3.8. AFI 11-214, *Air Operations Rules and Procedures*.
- 6.3.9. AFI 13-112, Volume 1, *Terminal Attack Controller Training*.
- 6.3.10. AFI 13-112, Volume 2, *Terminal Attack Controller Standardization/Evaluation Program*.
- 6.3.11. AFI 13-113, Volume 1, *Tactical Air Control Party (TACP) and Air Support Operation Center (ASOC) Training*.
- 6.3.12. AFI 13-212, Volume 1, *Range Planning and Operations*.
- 6.3.13. AFI 13-212, Volume 2, *Range Construction and Maintenance*.
- 6.3.14. AFI 13-212, Volume 3, *Safe-Range Program Methodology*.
- 6.3.15. AFPD 13-1, *Theater Air Control System*.
- 6.3.16. AFTTP 3-1 Volume 1, *General Planning and Employment Considerations*.
- 6.3.17. AFTTP 3-1 Volume 2, *Threat Reference Guide and Countertactics*.
- 6.3.18. AFTTP 3-1 Volume 3, *Tactical Employment—A-10 (Classified)*.
- 6.3.19. AFTTP 3-1 Volume 5, *Tactical Employment—F-16 (Classified)*.
- 6.3.20. AFTTP 3-1 Volume 17, *Tactical Employment--F-15E(Classified)*.
- 6.3.21. AFTTP 3-1 Volume 19, *Tactical Employment--B-52(Classified)*.
- 6.3.22. AFTTP 3-1 Volume 20, *Tactical Employment--B-1(Classified)*.
- 6.3.23. AFTTP 3-1, Volume 26, *Tactical Employment – Theater Air Control System. (Classified)*.
- 6.3.24. AFTTP 3-1 Volume 30, *Tactical Employment--Joint STARS (Classified)*.
- 6.3.25. AFTTP 3-1 Volume 31, *Tactical Employment--AC-130 (Classified)*.
- 6.3.26. AFTTP (I) 3-2.6, *J-FIRE Multiservice Procedures for the Joint Application of Firepower*.
- 6.3.27. AFTTP (I) 3-2.10, *JAAT Multiservice Procedures for Joint Air Attack Team Operations*.
- 6.3.28. AFTTP (I) 3-2.16, *ICAC2 Multiservice Procedures for Integrated Combat Airspace Command and Control*.
- 6.3.29. AFTTP (I) 3-2.17, *TAGS Multiservice Procedures for the Theater Air-Ground System*.
- 6.3.30. AFTTP (I) 3-2.34, *Risk Management*.

- 6.3.31. FM 3-0, *Operations*. (formerly FM 100-5)
- 6.3.32. FM 3-25.26, *Map Reading And Land Navigation*.
- 6.3.33. FM 3-52, *Army Airspace Command and Control in a Combat Zone*. (formerly FM 100-103)
- 6.3.34. FM 6-20, *Fire Support in the Airland Battle*.
- 6.3.35. FM 6-20-30, *Fire Support in Corps and Divisions*.
- 6.3.36. FM 6-20-40, *Fire Support for Brigade Operations (Heavy)*.
- 6.3.37. FM 101-5-1, *Operational Terms And Graphics*.
- 6.3.38. Joint Pub 1-02, *DOD Dictionary of Military and Associated Terms*.
- 6.3.39. Joint Pub 3-0, *Doctrine for Joint Operations*.
- 6.3.40. Joint Pub 3-03, *Doctrine for Joint Interdiction Operations*.
- 6.3.41. Joint Pub 3-09, *Doctrine for Joint Fire Support*.
- 6.3.42. Joint Pub 3-09.1, *Joint Tactics, Techniques, and Procedures for Laser Designation Operations*.
- 6.3.43. Joint Pub 3-09.3, *Joint Tactics, Techniques, and Procedures for Close Air Support (CAS)*.
- 6.3.44. Joint Pub 3-30, *Command and Control for Joint Air Operations*.
(formerly Joint Pub 3-56.1)
- 6.3.45. Joint Pub 3-52, *Doctrine for Joint Airspace Control in the Combat Zone*.

6.4. Volume III Contents. Volume III will contain, as a minimum:

- 6.4.1. Applicable Local Range Regulations.
- 6.4.2. Current Memorandum of Agreement Between the United States Army and United States Air Force For Army/Air Force Liaison Support.
- 6.4.3. Applicable MAJCOM MOAs, Host Tenant Support Agreements, and Inter-Service Support Agreements.
- 6.4.4. Local operating instructions and supplements concerning operations, training, and evaluations.

6.5. Volume IV Contents. Volume IV will contain (as a minimum):

- 6.5.1. T.O. 1-1M-34, *Aircrew Weapons Delivery Manual (Nonnuclear)*.
- 6.5.2. T.O. 1-1M-34-1, *Aircrew Weapons Delivery Manual (Nonnuclear)*. (classified)

6.6. Volume V Contents. Volume V will contain appropriate Flight Safety Information.

6.7. Go/No-Go Procedures. Units will establish a positive control system that ensures TACs have completed all ground training and Stan/Eval check required for terminal control of aircraft.

- 6.7.1. As a minimum, the Go/No-Go system will monitor the training items from AFI 13-112, Volume 1, ensuring each individual is current and qualified on each required task prior to unsupervised

control of aircraft; any duty not involving control (DNIC) status; and currency on all CRF (Volume 1, Part 5) items.

6.7.2. Units will define and publish a positive control system in the unit's Stan/Eval OI.

6.7.3. Use the Go/No-Go procedures to document the annual review, certification, and acknowledgment of Volume 1, Part B, information by assigned, attached, and visiting TACs. Electronic tracking methods for Go/No-Go status must permit verification that TACs have acknowledged each applicable item.

6.7.4. Designate in writing in the unit Stan/Eval OI the individual(s) that can verify Go/No-Go status prior to releasing the TAC for any scheduled mission.

Chapter 7

CHIEF, STAN/EVAL & STAN/EVAL EXAMINER CRITERIA

7.1. Chief of Stan/Eval. Due to the critical nature of terminal attack control, commanders will appoint by letter, only their best-qualified individuals, based on the criteria listed below and the individual's knowledge and expertise to run the Stan/Eval Program. Minimum criteria for selection include:

- 7.1.1. Must be at least a TSgt, 1C471 or 1C271, or Major (Captain for squadrons), 1XXXU or 13D3B.
- 7.1.2. Must maintain TAC-CMR qualifications as required by this instruction and AFI 13-112, Volume 1.
- 7.1.3. Must maintain SEE qualifications.
- 7.1.4. Successfully complete the OJT Trainers and Certifiers Courses.
- 7.1.5. Previously qualified as a TAC-I desirable.

7.2. SEE. Commanders will appoint, by letter, SEEs selected from among the most highly qualified and experienced TACs assigned to their unit. Minimum criteria for selection include:

- 7.2.1. Must be a SSgt, 1C451 or 1C251 or Captain, 1XXXU or 13D3B.
- 7.2.2. Must maintain TAC-CMR qualifications as required by this instruction and AFI 13-112, Volume 1.
- 7.2.3. Must maintain SEE qualifications.
- 7.2.4. Successfully complete the OJT Trainers and Certifiers Courses.
- 7.2.5. Successfully complete group-developed SEE Upgrade Training Program and demonstrate a thorough knowledge of the TAC Stan/Eval Program, flight/ground safety standards, and governing supplements/instructions prior to SEE qualification.

7.3. SEE Categories. There are two authorized categories of SEEs: Permanent and additional duty.

- 7.3.1. Permanent SEEs work in the Stan/Eval function full time and are supervised by the Chief of Stan/Eval. Permanent SEEs may be either assigned or attached to the organization.
 - 7.3.1.1. Assigned permanent SEEs are those authorized by this instruction and assigned to the unit at which they perform examiner duties.
 - 7.3.1.2. Attached permanent SEEs are those assigned to another unit and attached to the Stan/Eval function of the organization where duty is performed.
- 7.3.2. Additional duty SEEs have primary duties outside the Stan/Eval function. The Chief of Stan/Eval will request support from an individual SEE through their supervisor prior to formalizing the SEE's duty tasks. When scheduled and tasked to support unit SEE requirements, the additional duty SEEs will function under the control of the Chief of Stan/Eval.
 - 7.3.2.1. When a requirement exists, unit commanders will designate additional duty SEEs in writing. The number of additional duty SEEs will be kept to the minimum required.

7.3.2.2. TAC-Is who are designated as an additional duty SEE will not evaluate individual TACs whom they have instructed.

7.4. Number of Unit-Level SEEs. The commander and Chief, Stan/Eval will determine the number of permanent SEEs, however, a minimum of one SEE (permanent or additional duty) will be designated for each squadron to assist the Chief, Stan/Eval in the conduct of the Stan/Eval Program. The unit's OI will specify SEE manning requirements to adequately support the Stan/Eval function.

7.5. SEE Objectivity Evaluations. The Chief of Stan/Eval will administer an initial objectivity evaluation to determine whether a SEE is qualified to administer qualification evaluations. Initial and recurring evaluations will be documented on AF Form 3827. Recurring evaluations will be accomplished every two (2) years.

7.5.1. NAF-level SEEs maintaining TAC-CMR qualification will perform an objectivity evaluation on Group level Chief of Stan/Eval.

7.5.2. Group level Chief of Stan/Eval will perform an objectivity evaluation on assigned squadron level Chiefs of Stan/Eval.

7.5.3. Chiefs of Stan/Eval will normally conduct recurring objectivity evaluations on assigned SEEs.

7.5.4. If a parent headquarters Chief of Stan/Eval or SEE is unable to visit a unit during the eligibility period or does not maintain the required qualification, the evaluation may be given by a lateral-level unit SEE.

7.5.5. The overall rating for an objectivity evaluation is either "Q-1," or "Q-3." Observations, analysis, and other substantial actions are directed primarily at the SEE conducting the evaluation and will not interfere with or affect the individual taking the qualification evaluation except for safety issues.

7.5.5.1. A "Q-1" 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.

7.5.5.2. A "Q-3" rating is awarded when the observed SEE fails to satisfy the objectivity evaluation requirements. An overall "Q-3" grade must be awarded if any critical task area is rated "U."

7.5.6. A SEE objectivity evaluation does not fulfill the requirements of a qualification evaluation (i.e., SEEs must maintain TAC CMR status as required in AFI 13-112, Volume 1).

7.5.7. Chiefs of Stan/Eval and SEEs are not authorized to change a SEE's Objectivity Evaluation rating (area or overall) that has been documented by the SEE conducting the evaluation on AF Form 3827, unless a valid administrative error was made. The group's Chief, Stan/Eval must review the contested evaluation rating and approve/disapprove a change or direct another SEE evaluation.

Chapter 8

FORMAL TAC STAN/EVAL VISITS

8.1. Purpose. This chapter outlines the procedures to be used during TAC Stan/Eval or formal inspection visits conducted by the MAJCOM, NAF, or Groups.

8.2. Formal Stan/Eval Visit Procedures. Higher headquarters will conduct formal TAC Stan/Eval visits to subordinate units in order to determine the effectiveness of unit Stan/Eval programs and individual TAC proficiency.

8.2.1. Preparation for Visits. 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.

8.2.2. Determination of Unit Compliance With Directives. 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.

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

8.2.3.1. Assess the capability of the unit SEEs to evaluate TACs.

8.2.3.2. Assess TACs' capability to perform the unit's assigned mission. Assess this by evaluation of individual proficiency through both written and field evaluations.

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

8.2.3.4. Review documentation procedures applicable to the Stan/Eval folders.

8.2.3.5. Identify factors limiting the capability of TAC personnel to accomplish their assigned mission(s) and recommend corrective action as required.

8.2.4. Team Chief Responsibilities. The team chief will formally in-brief and out-brief the group commander (when units are collocated), squadron commander, and staff. The team chief will be responsible for determining the overall unit rating and reporting results in accordance with [Attachment 4](#), *Standardization/Evaluation Visit Report Format*. Prior to the team's departure, the team chief will provide the commander with copies of the draft report and testing results.

8.3. Formal Stan/Eval Visit Notification Procedures.

8.3.1. Notification Letter. The higher headquarters organization (MAJCOM, NAF, or Group) initiating the visit will send a notification letter to the unit to be visited with an information copy to that unit's higher headquarters to arrive not later than (NLT) 60 days or 2 UTAs before the visit. This allows a minimum time to complete the coordination of specific CAS mission support when required. For ANG visits, notifications will also be sent to the State Adjutant General and NGB/XO. The intent of the letter is to establish the dates of the visit and inform the unit of the scope of the evaluation.

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

8.3.2.1. Name, rank, security clearance, and evaluation area of each team member.

8.3.2.2. Planned visit dates.

8.3.2.3. Number and types of live/simulation evaluations to be scheduled, to include evaluation procedures.

8.3.2.4. List of MAJCOM, NAF, and Group designated SIIs to be assessed.

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

8.4. Formal Visit Rating Criteria. The Stan/Eval teams use the rating criteria to assess the overall, area, and sub-area ratings during the formal Stan/Eval visit. Two systems of rating criteria are used for sub-areas rated during the formal Stan/Eval visit: The five-tier and the compliance system are described below:

8.4.1. Five-Tier Rating System.

8.4.1.1. Rate areas evaluated using the following guidelines:

8.4.1.1.1. *Outstanding.* Performance and procedures are error free and far exceed all requirements. Program serves as a model that others should emulate.

8.4.1.1.2. *Excellent.* Performance and procedures exceed requirements and enhance overall effectiveness.

8.4.1.1.3. *Satisfactory.* Performance 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.

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

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

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

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

8.4.2. Compliance Rating System.

8.4.2.1. Rating criterion is limited to “compliance” or “non-compliance.”

8.4.2.2. Evaluate TAC Stan/Eval related SIIs during formal visits. Compliance will be reflected in all ratings and evaluations, and any “non-compliance” findings will be commented on separately in formal visit reports.

8.5. Formal Visit Rating Procedures. In all cases, the team chief will assess ratings maintaining the maximum degree of objectivity possible. The following procedures are provided:

8.5.1. Overall Rating. The team chief will assign an "Overall Unit Rating" (Five-Tier) by combining ratings from operations performance, Stan/Eval programs, operations publications, and the review of SIIs and the trends analysis program.

8.5.2. Rating Process. 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 sub-area ratings. In addition, each sub-area will be given a rating.

8.5.3. Examination Results. Rate academic testing on the average of overall examination results based on the criteria and format guidelines provided in **Attachment 5**, *Stan/Eval Examination Rating Criteria*.

8.5.4. Additional Ratings. Give any additional programs evaluated a five-tier rating.

8.6. Formal Visit Evaluation Areas. Formal Stan/Eval visits will concentrate on the following main areas.

8.6.1. Operations Performance (Overall Five-Tier Rating).

8.6.1.1. Individual TAC Evaluations (Five-Tier). Rating based on the performance of individuals during training exercises and field employment activities.

8.6.1.2. Academic Testing (rating criteria specified in **Attachment 5**). Rating based on testing of individual TACs.

8.6.2. Stan/Eval Program (Overall Five-Tier Rating).

8.6.2.1. SEE Objectivity Evaluations (Five-Tier). Rating based on evaluation of unit SEEs while conducting TAC qualification evaluations.

8.6.2.2. Individual TAC Evaluation Program (Five-Tier). Rating based on evaluation of unit procedures to ensure timely and thorough evaluations, tracking of corrective action and additional training as well as administrative requirements outlined in this instruction, higher headquarters' supplements and unit OIs.

8.6.2.3. Evaluation Profiles and Scenarios (Five-Tier). Rating based on development and use of scenarios during qualification evaluations and compliance.

8.6.2.4. SEE Upgrade Program (Five-Tier). Rating based on compliance with **Table 2.1., Area 25**.

8.6.2.5. Stan/Eval Documentation (Five-Tier). Rating based on level of compliance with **Chapter 4** of this AFI, higher headquarters' supplements as applicable, and unit OI procedures and focusing on the documentation and review process as well as the quality control of AF Forms 3827 and 942.

8.6.2.6. Examination Program (Five-Tier). Rating based on compliance with **Chapter 2** and **Chapter 3** of this AFI.

8.6.2.7. Stan/Eval Board and Trend Analysis (Five-Tier). Rating is based on compliance with **Chapter 5** of this AFI.

8.6.2.8. Go/No-Go Procedures (Five-Tier). Rating is based on Go/No-Go Program.

8.6.3. Operations Publications (Five-Tier). Rating based on the assessed level of compliance with this instruction, applicable MAJCOM/NAF supplements, unit OIs, and the CRF.

8.6.4. Additional Programs To Be Observed/Assessed. The team will review all SIIs that pertain to the TAC Stan/Eval and Training Programs (compliance/non-compliance) and any command-unique programs and/or areas designated to be inspected/observed.

8.7. Formal TAC Stan/Eval Visit. The primary emphasis during the formal Stan/Eval visit will be administering qualification evaluations on a representative sample of TACs assigned. The team chief will in-brief with the commander and minimize interference with the unit's training schedule.

8.7.1. Team Coordination. The team will plan the number of evaluations, coordinate the evaluation scenarios to be conducted, and select which individuals will be evaluated. If the team chief does not designate specific individuals to receive evaluations, the unit's commander or operations officer will make the selection.

8.7.2. TAC Qualification Evaluations. The team chief will notify the unit Chief of Stan/Eval prior to conducting evaluations on individual TACs and prior to the mission briefing (if the individual is already scheduled). The team may also request an individual be added to the next day's mission schedule for evaluation purposes. The designated TACs will receive a complete TAC qualification evaluation (night CAS and/or Laser CAS, as available) that includes a written exam during the team's visit.

8.7.2.1. The TAC evaluations will be documented as a recurring evaluation if the examinee is within the eligibility period; otherwise, note the evaluation as a spot evaluation. The unit may establish a new eligibility period and evaluation due date in accordance with **paragraph 2.2.**

8.7.2.2. Each TAC evaluation will be documented on AF Form 3827, and recorded on the AF Form 942 in the individual's Stan/Eval folder.

8.7.3. SEE Objectivity Evaluations. The team will conduct SEE evaluations on every unit SEE, if available.

8.7.3.1. Unit SEEs will administer TAC evaluations while receiving an objectivity evaluation from a higher headquarters SEE. The evaluation scenario will be selected, mission planned, coordinated, and briefed by the unit SEE being evaluated.

8.7.3.2. Each SEE objectivity evaluation will be documented on AF Form 3827, and recorded on the AF Form 942 in the individual's Stan/Eval folder.

8.7.4. Use of Concurrent SEE and TAC Evaluation Results. When a SEE objectivity evaluation is conducted, the Stan/Eval team chief will include the evaluations of the unit SEEs and the concurrent evaluations of the unit TACs in the visit results.

8.8. Formal Visit Academic Examinations. Academic examinations will evaluate general systems knowledge and knowledge of operational procedures based upon the MQF and LPMQF.

8.8.1. Academic examination procedures are as follows:

8.8.1.1. Construct academic examinations in accordance with **Chapter 3.**

8.8.1.2. Analyze examination results to evaluate the overall knowledge of TAC personnel.

8.8.1.3. Pass/fail criteria are the same as for qualification examinations.

8.8.1.4. Formal visit examination results may be used for qualification evaluation written examination credit if the examination is administered within the eligibility period.

8.8.2. All CMR TAC personnel available for duty will test unless excused by the team chief using the following procedures:

8.8.2.1. The unit's use of "available for duty" does not include those on leave, TDY, or restricted to quarters/hospital.

8.8.2.2. CMR personnel in upgrade training for an additional TAC qualification will test in their primary TAC qualification.

8.8.2.3. The unit will not assign air control duties to CMR-qualified TACs who fail the academic examination during the formal Stan/Eval visit until they have had time to study and pass a reexamination. A minimum of 24 hours must elapse before administering a reexamination to allow for an adequate period of time to study. Failure of the reexamination will result in:

8.8.2.3.1. A loss of qualification.

8.8.2.3.2. The SEE completing the AF Form 3827 will document the failure in accordance with **paragraph 2.3**.

8.8.2.3.3. A downgrade to "Q-3" status and placement in remedial training.

8.8.2.3.4. Require a complete qualification evaluation to regain CMR qualification.

8.8.2.4. The academic examination rating criteria is included in **Attachment 5**.

8.8.2.5. Document reexamination failures as an unqualified spot evaluation in accordance with **Chapter 2**.

8.9. Reports. The team chief will 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 in accordance with **Attachment 4** and the following guidelines:

8.9.1. Forward the formal report to the unit as soon as possible after completion of the visit.

8.9.2. Send copies to the higher headquarters (MAJCOM, NAF, and group) within 10 working days (1 UTA) after completion of the report.

8.9.3. For ANG visits, send copies to the State Adjutant General and NGB/XO. In addition, send copies to the ACC's NAFs and ACC/DOY.

8.10. Supplemental/Follow-Up Visits.

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

8.10.2. Schedule units receiving an overall "Unsatisfactory" rating for a follow-up visit not earlier than 60 calendar days (2 UTAs) or later than 180 calendar days (6 UTAs) following the end of the original visit.

8.10.3. Send a 60-day (2 UTAs) notification letter prior to visits in accordance with **paragraph 8.3** above.

8.10.4. Add supplemental and follow-up formal reports to the initial report following the same format as **Attachment 4**. On follow-up visits, only re-inspect areas rated “Unsatisfactory”.

8.10.5. Regarding supplemental visits, all areas rated during the initial visit will be annotated “Previously Rated.”

8.10.6. For follow-up visits:

8.10.6.1. Annotate all ratings awarded during the follow-up visit with “Initial Rating/Follow-up Rating.”

8.10.6.2. Ratings awarded (overall/area) during follow-up visits will be either “Satisfactory” or “Unsatisfactory.”

8.10.6.3. Under **Table A5.1.**, rate academic testing as “Satisfactory” if the passing percentage is 90% or above.

8.11. Stan/Eval Special Interest Items (SIIs). The MAJCOM, NAF, and/or Groups establish TAC Stan/Eval SIIs to focus command attention upon TAC operations related areas.

8.11.1. The message that announces a new Stan/Eval SII will include an expiration date and an applicability statement that identifies units for which the Stan/Eval SII is applicable. A TAC Stan/Eval SII will not be established for a period longer than one year. At that time, they will automatically expire or must be formally extended.

8.11.2. When an item is designated for review and evaluation as a TAC Stan/Eval SII, the TAC Stan/Eval OPR will assign a SII number, based upon the calendar year, and numbered consecutively (e.g., HQ ACC/DOY SII 95-01, HQ PACAF/DOC SII 95-01, or HQ USAFE/DOY SII 95-01). In addition, TAC Stan/Eval OPR will provide a SII inspection checklist will be included for use by the units and used during the formal TAC Stan/Eval visit.

8.11.3. During formal Stan/Eval inspections, the team chief will use the SII inspection 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” in accordance with **paragraph 8.4.2.** above. A narrative will be included for areas rated with “non-compliance.”

8.11.4. The appropriate higher headquarters MAJCOM and NAF will be notified by a subordinate unit whenever a unit establishes a SII that affects the command’s TAC operations and/or the TAC Stan/Eval Program.

8.12. Forms Adopted. AF Form 942, **Record of Evaluation**; AF Form 2096, **Classification/On-the-Job Training Action**.

8.13. Forms Prescribed. AF Form 3827, **Terminal Attack Control Evaluation and Certification**.

RONALD E. KEYS, Lt General, USAF
DCS/Air and Space Operations

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

AFDD 1, *Air Force Basic Doctrine*

AFDD 1-1, *Air Force Task List (AFTL)*

AFDD 1-2, *Air Force Glossary*

AFDD 2, *Organization and Employment of Aerospace Power*

AFDD 2-1.3, *Counterland*

AFDD 2-1.6, *Combat Search And Rescue*

AFDD 2-1.7, *Airspace Control in the Combat Zone*

AFI 11-214, *Air Operations Rules and Procedures*

AFI 13-112, Volume 1, *Terminal Attack Controller Training*

AFI 13-113, Volume 1, *Tactical Air Control Party (TACP) and Air Support Operation Center (ASOC) Training*

AFI 13-212, Volume 1, *Range Planning and Operations*

AFI 13-212, Volume 2, *Range Construction and Maintenance*

AFI 13-212, Volume 3, *Safe-Range Program Methodology*

AFI 36-2201, Volume 1,

AFMAN 37-139, *Records Disposition Schedule*

AFPD 13-1, *Theater Air Control System*

AFTTP 3-1, Volume.3, *Combat Aircraft Fundamentals—A-10*

AFTTP 3-1, Volume 5, *Combat Aircraft Fundamentals—F-16*

AFTTP 3-1, Volume 26, *Tactical Employment – Theater Air Control System*

AFTTP (I) 3-2.6, *J-FIRE Multiservice Procedures for the Joint Application of Firepower*

AFTTP (I) 3-2.10, *JAAT Multiservice Procedures for Joint Air Attack Team Operations*

AFTTP (I) 3-2.16, *ICAC2 Multiservice Procedures for Integrated Combat Airspace Command and Control*

AFTTP (I) 3-2.17, *TAGS Multiservice Procedures for the Theater Air-Ground System*

FM 3-0, *Operations*

FM 3-25.26, *Map Reading And Land Navigation*

FM 3-52, *Army Airspace Command and Control in a Combat Zone* (formerly FM 100-103)

FM 101-5-1, *Operational Terms And Graphics*

JP 1-02, *Department of Defense Dictionary of Military and Associated Terms*

JP 3-0, *Doctrine for Joint Operations*

JP 3-03, *Doctrine for Joint Interdiction Operations*

JP 3-09, *Doctrine for Joint Fire Support*

JP 3-09.1, *Joint Tactics, Techniques, and Procedures for Laser Designation Operations*

JP 3-09.3, *Joint Tactics, Techniques, and Procedures for Close Air Support (CAS)*

JP 3-30, *Command and Control for Joint Air Operations*. (formerly JP 3-56.1)

JP 3-52, *Doctrine for Joint Airspace Control in the Combat Zone*

T.O. 1-1M-34, *Aircrew Weapons Delivery Manual (Nonnuclear)*

T.O. 1-1M-34-1, *Aircrew Weapons Delivery Manual (Nonnuclear)* (classified)

Abbreviations and Acronyms

ACC—Air Combat Command

ADA—Air Defense Artillery

AFDD—Air Force Doctrine Document

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFSOC—Air Force Special Operations Command

AFTTP—Air Force Tactics, Techniques and Procedures

AFTTP(I)—Air Force Tactics, Techniques and Procedures (Interservice)

AGOS—Air Ground Operations School

ANG—Air National Guard

ASOC—Air Support Operations Center

ASOG—Air Support Operations Group

ASOS—Air Support Operations Squadron

ATO—Air Tasking Order

CAS—Close Air Support

CMR—Combat Mission Ready

COMSEC—Communications Security

CRF—Controller Read File

CT—Continuation Training

DO—Director of Operations
DOC—Designed Operational Capability
DOD—Department of Defense
FAC (A)—Forward Air Controller (Airborne)
FM—Field Manual
FSE—Fire Support Element
GPS—Global Positioning System
HHQ—Higher Headquarters
HQ—Headquarters
IAW—In Accordance With
ID—Identification
IG—Inspector General
IQT—Initial Qualification Training
IR—Infrared
IZLID—Infrared-Zoom-Laser-Illumination-Designator
JP—Joint Publication
LNO—Liaison Officer
LPMQF—Local Procedures Master Question File
LTD—Laser Target Designator
MAJCOM—Major Command
MEDEVAC—Medical Evacuation
MET—Mission Essential Task
METL—Mission Essential Task List
MFR—Memorandum For Record
MGRS—Military Grid Reference System
MQF—Master Question File
MQT—Mission Qualification Training
NAF—Numbered Air Forces
N-CMR—Non-Combat Mission Ready
NGB—National Guard Bureau
NLT—No Later Than
NSFS—Naval Surface Fire Support

OCR—Office of Collateral Responsibility
OI—Operating Instruction
OPLAN—Operation Plan
OPORD—Operation Order
OPR—Office of Primary Responsibility
PA—Privacy Act
PACAF—Pacific Air Forces
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
S-2—battalion or brigade intelligence staff officer
S-3—battalion or brigade operations staff officer
SAV—Staff Assistance Visit
SEAD—Suppression of Enemy Air Defenses
SEB—Standardization/Evaluation Board
SEE—Standardization/Evaluation Examiner
SEI—Special Experience Identifier
SII—Special Interest Item
SPINS—Special Instructions
STAN/EVAL—Standardization/Evaluation
STG—Special Tactics Group
STS—Special Tactics Squadron
TAC—Terminal Attack Controller
TAC-I—Terminal Attack Controller-Instructor
TACP—Tactical Air Control Party
TDY—Temporary Duty
TM—Training Manager
T.O.—Technical Order
TTP—Tactics, Techniques, and Procedures
USAFE—United States Air Forces Europe
UTA—Unit Training Assembly (ANG)

Terms

Academic Evaluation—Written examinations required for satisfactory completion of the ground-phase evaluation. Examination will be drawn from the MAJCOM Master Question File (MQF) and local procedures (LPMQF). MAJCOM or NAF supplements may specify additional academic examinations, such as rules of engagement, etc.

Additional Training—Any training recommended by a Stan/Eval Examiner (SEE) to remedy deficiencies identified during an evaluation that must be completed by the due date. This training may include self-study, ground instruction, or TAC missions. Additional training must include demonstration of satisfactory knowledge or proficiency to a SEE, supervisor, or instructor to qualify as completed. Document completion on AF Form 3827. The Chief, TAC-I, determines training requirements to correct deficiencies identified by Stan/Eval. Failure to complete the specified additional training resulting from a TAC qualification level of Q-2 within the time specified will result in an individual being designated as unqualified and/or placed into a N-CMR status.

Close Air Support (CAS)—Air action by fixed- and rotary-wing aircraft against hostile targets which are in close proximity to friendly forces and which require detailed integration of each air mission with the fire and movement of those forces. (JP 1-02)

Combat Mission Ready (CMR)—The status of individuals who successfully completes MQT, passes mission qualification evaluations, complies with continuation training requirements, and are assigned to a unit with a primary combat mission in support of a specified DOC statement.

Continuation Training (CT)—Academic and positional training required to maintain CMR qualification. Additional advanced training exceeding the minimum upgrade training requirements with emphasis on present or future duty assignments. (AFI 36-2201, Volume 1)

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 safety.

Debriefed Discrepancy—Remedial action taken by an examiner to correct a discrepancy noted during a TAC evaluation. This action is accomplished during debrief of the evaluation wherein the examiner provides briefing/instruction concerning the discrepancy and determines that the examinee has gained the necessary knowledge or proficiency to remedy said discrepancy. The discrepancy area/sub-area description is annotated with “Debriefed” in the Remarks section of the AF Form 3827.

Eligibility Period—The 4-month period prior to the expiration date of a TAC certification during which all ground phase and control phase requirements for the recurring qualification evaluation must be completed.

Evaluation—This includes the ground phase and control phase used to determine qualification as a TAC as prescribed by governing directives.

Five-Tier Rating System—Used during formal Stan/Eval visits areas based upon the following guidelines:

- Outstanding. Performance and procedures in effect are error free and far exceed all requirements. Program serves as a model that others should emulate.
- Excellent. Performance and procedures in effect exceed requirements and enhance overall effectiveness.

- Satisfactory. Performance 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.
- Marginal. Most requirements are met, but not in full compliance with directives. Deviations degrade the effectiveness of the program.
- Unsatisfactory. Deviation or omissions cause the function evaluated to be ineffective. Little compliance with appropriate directives is evident.

Formal Stan/Eval Visit—This is a visit conducted by the MAJCOM/NAF Stan/Eval function to subordinate units. The purpose is to evaluate individual TAC proficiency and the effectiveness of the Stan/Eval Program.

Forward Air Controller (Airborne)—Also called FAC(A). A specifically trained and qualified aviation officer who exercises control (from the air) of aircraft engaged in close air support of ground troops. The FAC(A) is normally an airborne extension of the Tactical Air Control Party. The FAC(A) must complete the Joint Firepower Course, the FAC(A) Course and MDS MR top-off training in accordance with AFI 11-2MDS Volume 1, Aircrew Training (OPR: HQ ACC/DOTO).

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

Initial Qualification Training (IQT)—It consists of training requirements needed to train personnel in their primary duty. The evaluation is given after IQT to determine an individual's mission status.

Local Procedures Master Question File (LPMQF)—The squadron-level Chief of Stan/Eval develops the LPMQF database. The group-level Chief, Stan/Eval constructs this bank of questions to cover unit/local operations knowledge and procedures. Used to construct TAC Stan/Eval examinations required by this instruction.

Master Question File (MQF)—A headquarters-designated OPR (i.e., MAJCOM) develops a database and publishes this bank of questions. Stan/Eval functions use the MQF in constructing examinations that this instruction requires. All TACs have access to the MQF.

Mission Essential Task List (METL)—An unconstrained statement of tasks required to complete wartime mission.

Mission Evaluation—Qualifies an individual to perform the unit's operational mission.

Mission Qualification Training (MQT)—MQT contains the academic training requirements to attain CMR status. This includes all training requirements needed to train personnel to execute the unit's DOC mission taskings in accordance with joint/combined directives and procedures, e.g., operations plans, supplemental plans, etc.

Non-Combat Mission Ready (N-CMR)—This is the status of an individual who does not meet continuation training requirements, fails an academic examination (twice) during a no-notice, spot or recurring evaluation, fails to complete a recurring evaluation by the scheduled date, fails to satisfy additional training requirements identified during an evaluation, fails to meet annual requirements (live and simulated) and therefore non-current, or the unit commander or DO determines to be non-proficient. An instructor must supervise these individuals.

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 a complete qualification evaluation, a written examination only, or an evaluation covering only selected areas.

Reevaluation—This is a prior notice qualification evaluation given to an individual who regressed to N-CMR status.

Reexamination—This is the re-accomplishment of a required written examination following a failure.

Regression—This is when an individual goes from CMR status to N-CMR status.

Requisites—The written examination that must be accomplished before an evaluation is considered complete.

Scenario—A subset of the evaluation profile that describes the tactics employed while simulating the unit's mission in support of its DOC tasking(s).

Special Interest Item (SII)—This is an operational subject area of concern designated by the higher headquarters commander and staff for evaluation during formal TAC Stan/Eval visits and used to focus units on specific areas of concern.

Spot Evaluation—An additional commander's evaluation tool. Commanders direct this qualification evaluation outside the eligibility period to ensure correction of identified discrepancies or to check an individual's proficiency. A spot evaluation is normally limited in scope. It may be either a field evaluation and/or a written examination. These evaluations may be either no-notice or with prior coordination.

Standardization/Evaluation Examiner (SEE)—The SEE is a qualified TAC who has completed an objectivity evaluation successfully and is designated to perform evaluation duties as specified by this instruction. SEEs must be current and qualified in the position they are evaluating. SEEs are trained and certified to administer TAC evaluations at the direction of the Chief of Stan/Eval.

Standardization/Evaluation Examiner Objectivity Evaluation—An evaluation administered by the Chief of Stan/Eval, or a higher headquarters Chief of Stan/Eval or SEE, to determine a unit SEE's ability to perform their duties. Documentation on the qualification of a SEE is accomplished using AF Forms 942 and 3827. Upon successful completion of the SEE Objectivity Evaluation, the commander appoints a SEE by a formal letter of appointment.

Supervised Status—The status of a TAC who may only control under the supervision of either an instructor or a designated supervisor qualified in that specific mission type. The examiner determines when supervision is required. The type of supervisor (i.e., TAC-I or designated supervisor) is determined by the organization's DO in coordination with the Chief of Stan/Eval.

TAC Control-Phase Evaluation—A TAC control-phase evaluation is a field evaluation involving all elements for requesting coordinating and controlling airborne weapon systems employed during terminal attacks. These TAC evaluations allow commanders to assess personnel, who in the performance of their duties, exercise judgment or execute decisions to prevent putting themselves and others at great hazard, i.e., clearance to release ordnance.

Tactical Air Control Party (TACP)—The TACP is the principal Air Force liaison element collocated with Army maneuver units from battalion through corps. The primary TACP mission is to advise ground commanders on the capabilities and limitations of aerospace power. The TACP assists the land

commander in planning, requesting, and coordinating air and space support. The TACP provides the primary terminal attack control of airpower in support of ground or surface forces. TACPs may employ TACs at company/team level.

Terminal Attack Controller (TAC)—A TAC is specially trained, qualified, and authorized to provide terminal control of CAS aircraft conducting operations in support of ground forces. Standardized training of TACs is essential to providing effective command and control of all CAS missions. The complexity of coordinating CAS with fire support and maneuver units of ground forces requires a detailed understanding of aerospace power capabilities and other fire support means.

Terminal Attack Controller-Instructor (TAC-I)—An experienced CMR-qualified individual certified to instruct other individuals in operations academics and TAC duties. (MAJCOM directives determine whether instructor evaluations are required.)

Trend Analysis Program—Formal analysis program established to identify areas requiring attention, monitoring, or correction.

Unit—A unit is defined as a group, squadron or detachment. It also refers to any operations section that is required to establish its own TAC Stan/Eval program.

Unit Training Assembly (UTA)—The UTA is one full ANG/AFRC drill weekend. When computing due dates, the UTA weekend on which an event initially takes place does not count. For example, a reference allows for 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.

Unqualified (U)—This is the status of an individual TAC who:

- Has not completed TAC training requirements and successfully passed an evaluation
- Has failed a recurring or spot evaluation
- Has twice failed the academic portion of an evaluation.
- Has been downgraded at the direction of the commander due to failure to complete a recurring qualification evaluation or additional training specified as a result of an evaluation.

Attachment 3

STAN/EVAL BOARD (SEB) MINUTES FORMAT EXAMPLE

MEMORANDUM FOR (next higher headquarters)

FROM: (Unit's complete address)

SUBJECT: STAN/EVAL BOARD MINUTES

1. Personnel Attending: (Name and organization)
2. Overview: (Enter any training or SEE manning discussed):
 - a. Manning. (Enter Stan/Eval manning problems discussed or deviations from authorized manning.)
 - b. Summary.
3. Evaluations. Report TAC evaluations. Include any TAC trainer or SEE Objectivity assessments.
 - a. Exceptionally Qualified
 - b. Q-1s
 - c. Q-2s
 - d. Q-3s
 - e. Total Evaluations (TAC and SEE)
 - f. No-Notice. Report progress towards achievement of no-notice requirements.
4. Written Examinations. Report closed book exam performance.
 - a. Exams administered, passed, failed, average score
 - b. Missed questions. Listing of missed questions and number of occurrences.
5. Waivers and Extensions. Identify waivers and extensions granted to extend period of qualification.
6. Trends. Identify new, continuing and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s) and any suspense date.
 - a. Old Business. Enter the disposition of any items left open from last Board meeting. If final action was taken on an item during the period, state the action taken and then close the item if approved by the Board Chairman. If an item remains open, list the action since the last Board.
 - b. New Business. Enter all new business discussed during the Board. The new business items are those included on the published agenda along with any unplanned items discussed.
7. Other: This is an optional paragraph that can be used as necessary.
8. Problems Requiring Higher Headquarters Assistance: Enter problems that, based on the board resolution, require HHQ assistance. The assistance may be in any form (for example, staff assistance visit requests, clarification of directives, change of directives, and so forth).

(SIGNATURE BLOCK)

3 Attachments:

1. Board Agenda

2. Current Letter of Qualifications
3. As required

Attachment 4

STANDARDIZATION/EVALUATION VISIT REPORT FORMAT

A4.1. General. A formal report cover sheet, as the first page, will include the following:

- A4.1.1. The headquarters unit conducting the evaluation and dates of the visit.
- A4.1.2. The unit designation and location of the unit being evaluated.
- A4.1.3. Overall unit rating.

A4.2. Format. The report will be formatted as follows:

A4.2.1. Section A-General

- A4.2.1.1. Purpose of the evaluation.
- A4.2.1.2. Summary of areas evaluated and area ratings.

A4.2.2. Section B-Overall unit rating (Area rating - Five-Tier - See **Chapter 8**)

- A4.2.2.1. 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.
- A4.2.2.2. Special Interest Items (SII). Is the unit in compliance or not in compliance with SIIs in accordance with **paragraph 8.11.**?

A4.2.3. Section C-Operations Performance (Area rating - Five-Tier - See **Chapter 8**)

- A4.2.3.1. Individual evaluations. List the total number of qualification evaluations and the results, for example, 4 (2 Q-1, 2 Q-2, 0 Q-3), as well as a breakout of the evaluations administered by TAC qualifications in the following format:

Table A4.1. Evaluation Results.

| QUAL LEVEL | | | | | |
|--|----------|-----|-----|-----|------------------|
| # / Type Eval | Position | Q-1 | Q-2 | Q-3 | Discrepancy Area |
| 1 / Initial | SEE* | | X | | |
| 2 / Recurring | TAC | X | | | |
| 1 / Recurring | TAC | | X | | 9 (Q) ** |
| Comments: * Evaluated by Unit Chief of Stan/Eval ** Additional training required | | | | | |

- A4.2.3.2. Trends (No Rating). List any trends noted during evaluation analysis of AF Forms 3827.

- A4.2.3.3. Individual TAC Performance (Rating - Five-Tier). Narrative assessment of the performance demonstrated by individual TACs during exercise(s) and/or daily training activity. List any significant areas or trends noted during observation of TACs and unit.

Table A4.2. Academic Testing (Rating IAW Attachment 5).

| ACADEMIC TESTING | | | |
|-------------------------|-----------------|-----------------|----------------------|
| # Tested | # Failed | % Passed | Average Grade |
| XX | XX | XX | XX |
| Comments: | | | |

A4.2.3.4. Trends. List any trends noted during analysis of examination results.

A4.2.4. Section D – Stan/Eval Program (Area Rating - Five-Tier).

A4.2.4.1. Stan/Eval Objectivity Evaluations (Rating - Five-Tier). List the total number of evaluations administered and the results, for example, 4 (4 Q-1, 0 Q-3), as well as a breakout of the evaluations in the following format:

Table A4.3. Stan/Eval Examiner Objectivity Evaluations Rating.

| STAN/EVAL EXAMINER OBJECTIVITY EVALUATIONS RATING | | | |
|--|---------------|------------|-------------------------|
| # / Qualification | Rating | | Discrepancy Area |
| | Q-1 | Q-3 | |
| X / X | X | X | |
| Comments: | | | |

A4.2.4.2. Individual Evaluation Program (Rating - Five-Tier):

A4.2.4.2.1. Evaluation Profiles and Scenarios (Rating - Five-Tier).

A4.2.4.2.2. SEE Upgrade Program (Rating - Five-Tier).

A4.2.4.2.3. Stan/Eval Documentation (Rating - Five-Tier).

A4.2.4.2.4. Written Examination Program (Rating - Five-Tier).

A4.2.4.2.5. Supplemental Evaluation Program (Optional) (Rating - Five-Tier).

A4.2.4.2.6. Trend Analysis (Rating - Five-Tier).

A4.2.4.2.7. Go/No-Go (Rating – Five Tier).

A4.2.5. Section E – MAJCOMs may use this section for command unique additional program inspection areas. If applicable, title Section E – Additional Programs:

A4.2.5.1. Field Employment Training (Rating - Five-Tier).

A4.2.5.2. Exercise and Simulation Training Program (Rating - Five-Tier).

A4.2.6. Section F – Operations Publications (Area Rating - Five-Tier).

A4.2.6.1. Operations Publications (Rating - Five-Tier).

A4.2.6.2. Local Operations Directives (Rating - Five-Tier).

A4.2.6.3. Controller Read File (Rating - Five-Tier).

A4.2.7. Section G – Additional Comments.

A4.2.7.1. Limiting Factors.

A4.2.7.2. Other. Pertinent comments, concerns/observations and recommendations may be included in this area if there is not an appropriate area in the report.

A4.2.8. Section H – General.

A4.2.8.1. Stan/Eval Team Members

A4.2.8.2. Key Personnel Contacted

TEAM CHIEF SIGNATURE

NOTES:

1. Sub-areas five-tier rated “Satisfactory” may not warrant comments. For sub-areas 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 5

STAN/EVAL EXAMINATION RATING CRITERIA

Table A5.1. Stan/Eval Examination Rating Criteria.

| Formal Stan/Eval Examination Rating Criteria | | | |
|---|------------------|---------------|----------------------|
| Rating | % Passing | and/or | 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 |

Attachment 6**AF FORM 3827, TERMINAL ATTACK CONTROL EVALUATION AND CERTIFICATION, DIRECTIONS**

A6.1. General guidelines. Use all CAPITAL letters when filling out AF Form 3827, **Terminal Attack Control Evaluation and Certification**. The following directions will clarify how to properly complete the form.

A6.2. PART I -- EXAMINEE.

A6.2.1. NAME – self-explanatory.

A6.2.2. RANK – self-explanatory.

A6.2.3. DUTY POSITION – Only inputs authorized: TAC; TAC-I; CHIEF, TAC-I; SEE; or CHIEF, STAN/EVAL.

A6.2.4. UNIT AND LOCATION – Example: 12 ASOS, FORT BLISS, TX.

A6.2.5. TYPE EVALUATION – Only inputs authorized: INITIAL; RECURRING; RE-EVAL (Supplemental Eval also considered a Re-Eval); SPOT; or NO-NOTICE.

A6.2.6. EVALUATION DATE – YYYY/MM/DD (Date evaluation took place).

A6.2.7. EXPIRATION DATE – YYYY/MM/DD. This will be the last day of the 15th month from initial/recurring training completion date from PART II.

A6.2.8. OVERALL QUALIFICATION – Q-1, Q-2, or Q-3.

A6.3. PART II -- QUALIFICATION DATA.

A6.3.1. INITIAL/RECURRING TRAINING COMPLETION DATE – YYYY/MM/DD. The date entered here is the date all requirements were completed.

A6.3.2. TYPE – Place an X in the applicable box.

A6.3.3. CATEGORY – Place an X in the applicable box.

A6.3.4. NOTIFICATION – Place an X in the applicable box.

A6.4. PART III -- EVALUATION.

A6.4.1. A. EVALUATION DESCRIPTION – Include, as a minimum, the following information: type and number of A/C controlled; A/C call sign; ordnance used; range name and location; call sign of examinee; name and call sign of evaluator; type of control used; detail of mission scenario used; and unit name(s) of any Army participation.

A6.4.2. B. EVALUATION TASKS AND GRADES – Place an X in the appropriate boxes.

A6.4.3. C. ITEM(s) REQUIRING ADDITIONAL TRAINING – As a minimum, identify which items in section B require additional training, the specific reason for the additional training, and how it impacted the evaluation. Also recommend how the additional training should be accomplished and when it should be completed. Write “NONE” if there is no additional training required.

A6.4.4. ADDITIONAL TRAINING DUE DATE – YYYY/MM/DD.

A6.4.5. ADDITIONAL TRAINING COMPLETION DATE – YYYY/MM/DD.

A6.4.6. D. RESTRICTION(S) – As a minimum, identify any and all restrictions placed upon an individual as a result of this evaluation. Write “NONE” if there are no restrictions.

A6.5. PART IV -- REMARKS

A6.5.1. Ground-phase evaluation results (date exam taken YYYY/MM/DD and score) will be annotated on the first line of this section. The evaluator can use remaining lines of this section to make any additional comments about the evaluation, mission, or examinee not already covered in Part III A, C, or D.

A6.6. PART V -- CERTIFICATION

A6.6.1. TYPED NAME AND GRADE – 1st Name will be that of the evaluator; 2nd Name will be that of the examinee’s supervisor; 3rd Name will be that of the Unit Commander.

A6.6.2. ORGANIZATION – Organization of individual.

A6.6.3. CHECK ONE – Place an X in the one appropriate box. If “Nonconcur” or “Remarks” is checked, put comments in Part IV.

A6.6.4. SIGNATURE – self-explanatory.

A6.6.5. DATE – Date the individual signs form.

A6.7. ADDITIONAL EVALUATION DESCRIPTION AND TRAINING - CONTINUATION

A6.7.1. PART III A. EVALUATION DESCRIPTION (Continuation) - self-explanatory.

A6.7.2. PART III C. ITEM(S) REQUIRING ADDITIONAL TRAINING (Continuation) - self-explanatory.

A6.7.3. TYPE NAME AND GRADE OF EXAMINEE - self-explanatory.

A6.7.4. SIGNATURE – Signature of examinee.

A6.7.5. DATE – YYYY/MM/DD when examinee signed form.