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OPNAV INSTRUCTION 1500.82

From: Chief of Naval Operations

Subj: NAVY JOINT TERMINAL ATTACK CONTROLLER PROGRAM

Ref: (a) JP 3-09.3 (NOTAL)
(b) Joint Close Air Support Action Plan Memorandum of Agreement, 2004-01, Joint Terminal Attack Controller (Ground) of 01 January 2012 (NOTAL)

Encl: (1) Navy Joint Terminal Attack Controller (JTAC) Program Manual

1. Purpose. To assign responsibilities and establish minimum standards for training, certifying, qualifying and evaluating United States Navy personnel and other personnel to control close air support (CAS) missions as joint terminal attack controller (JTAC).

2. Background

a. Per reference (a), a JTAC is a qualified Service Member who, from a forward position, directs the action of combat aircraft engaged in CAS and other offensive air operations. A qualified and current JTAC will be recognized across the Department of Defense as capable and authorized to perform terminal attack control.

b. The United States Navy has a distinguished history of projecting power ashore through offensive air operations. The complexities of joint combat operations have required Navy personnel to achieve and maintain JTAC proficiency through other Services and United States Special Operations Command (USSOCOM). As the Navy solidifies expeditionary warfare capabilities for joint combat operations, it is necessary to codify training and procedures under the Navy JTAC program established herein to ensure Navy personnel meet the standards in reference (b) and this instruction.

3. Applicability

a. The Navy JTAC program shall apply to all Department of the Navy (DON) personnel. This includes active and reserve components, civilians, and contractors; it excludes United States Marine Corps (USMC) personnel.

b. Per reference (b), a civilian contractor may serve as a JTAC-instructor (JTAC-I) if previously qualified as a JTAC-I as a uniformed military member or government employee. A civilian contractor shall only conduct JTAC operations in a training environment. Civilian contractors are expressly prohibited from serving as JTACs in any capacity, to include conducting terminal attack control, during combat operations or any other non-training event.

4. Discussion

a. The mission of a Navy JTAC is to support assigned commanders by directing and controlling CAS missions, providing combined fires integration, and providing terminal guidance operations. These operations may be conducted day or night under all weather conditions.

b. The Navy JTAC program develops unit warfighting capabilities by providing commanders with standardized training and performance standards to facilitate employment of Navy JTACs. It also provides commanders with quantitative mission performance indicators for assessing Navy JTACs to determine individual capabilities.

c. The Navy JTAC program includes all aspects of certification, qualification, evaluation, and designation for Navy JTACs. Personnel are strongly encouraged to familiarize themselves with reference (b) and enclosure (1).

5. Program Management. Commander, Naval Strike and Air Warfare Center (NAVSTKAIRWARCEN), shall be the Navy JTAC program manager and is responsible for policies and guidance as well as maintaining the Navy JTAC program per reference (b) and this instruction.

6. Navy JTAC Program Policy

a. Navy JTACs shall be designated, in writing, by their commanding officer (CO) at their permanent place of duty before executing the duties of a JTAC.

b. Authority to assign personnel to the Navy JTAC program shall reside solely with the Navy JTAC program manager.

c. The Navy's JTAC schoolhouse shall be the NAVSTKAIRWARCEN JTAC's Course.

d. DON personnel attaining JTAC certification through the NAVSTKAIRWARCEN JTAC'S Course shall be included in the Navy JTAC program unless excluded per paragraph 3. DON personnel attaining JTAC certification through an accredited JTAC schoolhouse per reference (b), other than the NAVSTKAIRWARCEN JTAC'S Course, may be assigned to the Navy JTAC program at the discretion of the Navy JTAC program manager.

e. When required, fleet commanders and operating force commanders shall establish a fleet and force JTAC program for the purpose of managing qualification, training, evaluation and designation of Navy JTACs.

f. Commander, NAVSTKAIRWARCEN, has a validated JTAC requirement to conduct the NAVSTKAIRWARCEN JTAC'S Course and shall establish a NAVSTKAIRWARCEN JTAC program to ensure assigned Navy JTACs meet the standards per reference (b) and this instruction.

g. Prerequisites for attending a JTAC'S course or tactical air control party schoolhouse course of instruction are waivable per reference (b).

(1) For the purposes of clarity, operational experience for aviators begins when a student naval aviator or flight officer arrives at the fleet replacement squadron and begins training in his or her operational platform.

(2) All other personnel shall follow the guidance and requirements in reference (b).

7. Responsibilities

a. Fleet commanders and operating force commanders shall:

(1) Validate JTAC requirements for subordinate commands.

(2) Upon validation of subordinate commands' JTAC requirements, establish a fleet and force JTAC program.

(3) Upon establishment of a fleet and force JTAC program, ensure compliance with reference (b) and this instruction.

(4) Upon establishment of a fleet and force JTAC program, designate a program manager responsible for the fleet and force JTAC program.

b. Commander, NAVSTKAIRWARCEN shall designate a program manager responsible for the Navy JTAC program.

c. Navy JTAC program manager shall:

(1) Be a certified and qualified Navy JTAC with naval special warfare experience.

(2) Ensure the Navy JTAC program is managed following the policies contained in reference (b) and this instruction.

(3) Represent the Navy in all matters concerning JTAC training, policies, and procedures.

(4) Review and process all change requests to this instruction.

(5) Advise units of and disseminate all training-related safety reports.

(6) Provide information, research, and guidance to assist in the development and acquisition of CAS related equipment.

(7) Establish procedures to establish, maintain, and biennially evaluate fleet and force JTAC programs to ensure

standardization and compliance with reference (b) and this instruction. Use OPNAV 1500/49 Standardization/Evaluation Visit Report.

(8) Establish procedures to evaluate DON personnel qualified as another Service, USSOCOM, or coalition JTAC for assignment to the Navy JTAC program.

(9) Establish procedures to evaluate qualified Navy forward air controllers (airborne) (FAC(A)) for assignment to the Navy JTAC program.

(10) Establish a NAVSTKAIRWARCEN JTAC program to include standards for NAVSTKAIRWARCEN JTAC'S Course instructors.

(11) Designate a NAVSTKAIRWARCEN JTAC program manager.

(12) Designate a course administrator for the NAVSTKAIRWARCEN JTAC'S Course.

(13) Maintain a database of all certified Navy JTACs assigned to the Navy JTAC program and all designated Navy JTAC-I and JTAC-evaluators (JTAC-E).

(14) Approve all fleet and operating force refresher syllabus.

(15) Maintain the following:

(a) Master read file.

(b) Master question file.

(c) List of approved reference materials.

d. Fleet and force JTAC program managers shall:

(1) Be a certified and qualified Navy JTAC.

(2) Be an E-6 or above.

(3) Be designated a JTAC by their CO.

(4) Be designated as the fleet and force JTAC program manager by their CO.

(5) Manage their fleet and force JTAC program to ensure the intent and guidance of reference (b) and this instruction are followed.

(6) Manage their fleet and force JTAC program to ensure assigned Navy JTACs maintain qualification and achieve JTAC designation.

(7) Coordinate JTAC-related training with ground maneuver units whenever possible.

(8) Advise COs on training requirements for assigned Navy JTACs to maintain qualification and achieve JTAC designation.

(9) Maintain and utilize JTAC lesson plans from the NAVSTKAIRWARCEN JTAC'S Course and develop additional lesson plans as needed to address unit-specific training requirements.

(10) Ensure Navy JTAC evaluation folders for assigned Navy JTACs are maintained per this instruction. Copies of Navy JTAC evaluation folders shall be kept for 6 months after the permanent transfer or separation of the Navy JTAC.

(11) Ensure all Navy JTAC candidates are properly screened to attend the NAVSTKAIRWARCEN JTAC'S Course per reference (b) and this instruction. If a Navy JTAC candidate attends an accredited JTAC schoolhouse per reference (b), other than the NAVSTKAIRWARCEN JTAC'S Course, the unit must properly screen the Navy JTAC candidate per reference (b) and the applicable course instruction.

(12) Conduct quarterly reviews of the Navy JTAC evaluation folders of all assigned Navy JTACs to verify compliance with reference (b) and this instruction.

e. Navy JTACs permanently assigned to a unit with a Navy JTAC training program shall submit their original Navy JTAC evaluation folder to their CO to assist the gaining command in assessing qualification and training requirements and to be eligible for JTAC designation.

f. Navy JTACs temporarily assigned for JTAC duty shall:

(1) Submit their original Navy JTAC evaluation folder to their CO of the temporary place of duty to be considered for designation as a JTAC.

NOTE: Without designation as a JTAC by the CO of the temporary place of duty, Navy JTACs shall not execute their JTAC duties despite being designated as a JTAC by the CO of their permanent place of duty.

(2) Be responsible for the requirements of the Navy JTAC program and remain in the Navy JTAC training program at their permanent place of duty.

g. Other service, USSOCOM, and coalition JTACs, when permanently assigned to a Navy unit shall:

(1) Submit their original JTAC evaluation folder to their CO to be eligible for JTAC designation.

NOTE: Without designation as a JTAC by the CO of the Navy unit, other service, USSOCOM and coalition JTAC's shall not execute their JTAC duties despite being designated as a JTAC by the CO of another unit.

(2) Be responsible for the requirements of their originating JTAC program.

h. Navy FAC(A) may maintain concurrent FAC(A) and JTAC qualifications. If maintaining JTAC qualification, FAC(A)s may request to be included in the Navy JTAC program in anticipation of performing duties as a JTAC. To be included in the Navy JTAC program, Navy FAC(A)'s shall:

(1) Submit their original JTAC evaluation folder and proof of current FAC(A) qualification to the Navy JTAC program manager.

(2) If not qualified as a JTAC, in order to re-gain JTAC qualification, FAC(A)s must complete the re-qualification procedures for a Navy JTAC non-qualified for more than 6 consecutive months, but less than 24 consecutive months per reference (b).

(3) Per reference (b) or this instruction (whichever is more strict), for FAC(A)s maintaining dual JTAC and FAC(A) qualification, up to four type II or up to two type III FAC(A) controls may count towards both JTAC and FAC(A) currency requirements. Dual counting of type I controls is prohibited. One control utilizing a ground-based laser must be performed on the ground as a JTAC per reference (b).

NOTE: Upon successful completion of the re-qualification procedures, the Navy FAC(A) is concurrently a qualified Navy JTAC and is eligible for JTAC designation.

8. Deployment Process. Per reference (b), Navy JTACs shall deploy fully qualified. Navy JTACs deployed in support of combat or contingency operations are considered qualified for the duration of the deployment. Navy JTACs who are deployed and not in direct support of combat or contingency operations must obtain a waiver from their respective component commander when qualification requirements cannot be maintained. All deployed Navy JTACs who do not maintain current or evaluation requirements are considered non-qualified upon completion of the deployment and must re-qualify per reference (b) and this instruction.

9. NAVSTKAIRWARCEN JTAC'S Course Procedures. Commands wishing to request quotas for the NAVSTKAIRWARCEN JTAC'S Course shall contact the NAVSTKAIRWARCEN JTAC'S Course quota control manager and submit a letter indicating the Navy JTAC candidate's suitability for training, per reference (b), to include a detailed description of the Navy JTAC candidate's fire support background and or operational flying experience. Course schedules and contact information for the quota control manager shall be issued via the Catalog of Navy Training Courses.

10. JTAC Navy Enlisted Classification (NEC) and Additional Qualification Designator (AQD). DON personnel attaining JTAC certification from an accredited JTAC schoolhouse per reference (b) are eligible for the following:

a. Enlisted members may receive NEC 9568 Joint Terminal Attack Controller.

b. Naval officers may receive AQD JC1 Joint Terminal Attack Controller.

11. JTAC-I NEC and AQD. DON personnel attaining JTAC-I designation, are eligible for the following:

a. Enlisted members may receive NEC 9569 Joint Terminal Attack Controller - Instructor.

b. Naval Officers may receive AQD JC2 Joint Terminal Attack Controller - Instructor.

12. Job Qualification Requirements (JQR). JQRs are maintained locally by the Navy JTAC program manager for JTAC-I and JTAC-E. Contact the Navy JTAC program manager directly for access to JQRs.

13. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual (M-)5210.1 of January 2012.

14. Forms and Reports Control

a. The following forms are available for download from Naval Forms Online at <https://navalforms.documentservices.dla.mil/web/public/home>:

(1) OPNAV 1500/41 Navy JTAC Evaluation Sheet.

(2) OPNAV 1500/42 Table of Contents.

(3) OPNAV 1500/43 Quarterly Review Log.

(4) OPNAV 1500/44 Close Air Support (CAS) Mission Log.

(5) OPNAV 1500/45 Joint Terminal Attack Controller (JTAC) Evaluation Log.

(6) OPNAV 1500/46 Joint Terminal Attack Controller Evaluator (JTAC-E) Evaluation.

(7) OPNAV 1500/47 Classroom Instruction Evaluation.

(8) OPNAV 1500/48 Terminal Attack Control Evaluation.

(9) OPNAV 1500/49 Standardization/Evaluation Visit Report.

(10) OPNAV 1500/50 Joint Terminal Attack Controller (JTAC) Continuation Training Log.

(11) OPNAV 1500/51 Terminal Attack Control Grade Sheet.

(12) OPNAV 1500/52 Close Air Support Related Training Log.

b. The following forms are available from the NAVSTKAIRWARCEN JTAC program manager:

(1) NSAWC JQR-011 Joint Terminal Attack Controller Instructor (JTAC-I) Job Qualification Requirements.

(2) NSAWC JQR-012 Joint Terminal Attack Controller Evaluator (JTAC-E) Job Qualification Requirements.

c. Reporting requirement contained in 7c(13) is assigned OPNAV RCS 1500-31.



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14 Mar 2014

NAVY

JOINT TERMINAL ATTACK CONTROLLER

(JTAC)

PROGRAM MANUAL

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INTRODUCTION

The Navy JTAC program is designed to ensure the standardization of training and competency requirements of Navy JTACs with other service, USSOCOM, and coalition JTACs. To meet this task, the Navy JTAC Program Manual describes the procedures and minimum standards for Navy JTAC certification, qualification, evaluation and designation. More importantly, the Navy JTAC Program Manual ensures these procedures and minimum standards meet or exceed the minimum standards of reference (b).

CHAPTER 1
DEFINITIONS

1. Purpose. Terminology is critical for the proper administration and safe employment of Navy JTACs. Terminology not included in this manual shall default to the definition provided in references (a) and (b). All users of this manual are highly encouraged to thoroughly review the following definitions as well as the definitions found in references (a) and (b).

2. Definitions

a. Accredited JTAC Schoolhouse. Any JTAC schoolhouse accredited by the United States Joint Staff J6 Deputy Director Command and Control Integration, Joint Fires Division, JTAC Standardization Team.

b. Certification. Certification indicates the Navy JTAC has successfully completed the minimum standards of an academic, practical, and live control training requirement of a core JTAC training curriculum and has passed an initial JTAC evaluation. Once certified, a Navy JTAC is eligible for designation, if qualified, at the discretion of the Navy JTAC's CO.

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

d. Control. A control consists of at least one aircraft (fixed or rotary wing) attacking a surface target. The control begins with a CAS brief, also known as the "9-Line Briefing" (reference (a) and Allied Tactical Publication 3.3.2.1 standard) from a JTAC and trainee and ends with "cleared hot," "continue dry," "cleared to engage" or an "abort" on a final attack run. An actual weapons release is not required. No more than two controls (lead aircraft and wingman) can be counted per CAS briefing per target. JTAC-I instructing a trainee may count the control. A control which involves both a qualified JTAC and a qualified FAC(A) may be counted by both.

e. Designation. Status granted from a Navy JTAC's CO indicating that the Navy JTAC has the authority to conduct CAS missions. Without a letter of designation, a Navy JTAC cannot have weapons release authority. A Navy JTAC may also be concurrently designated as a JTAC-I or JTAC-E.

f. Joint Terminal Attack Controller (JTAC). A qualified Service member who, from a forward position, directs the action of combat aircraft engaged in CAS and other offensive air operations. A qualified and current JTAC will be recognized across the Department of Defense as capable and authorized to perform terminal attack control.

g. List of Approved Reference Materials. A list of JTAC-related reference materials that shall be used for the instruction and training of Navy JTACs.

h. Master Question File. A centralized repository of NAVSTKAIRWARCEN approved test questions from which examinations shall be created by program managers.

i. Master Read File. A centralized repository of required reading for all Navy JTACs.

j. Navy JTAC. A JTAC assigned to the Navy JTAC program.

k. Navy JTAC Candidate. A DON member who has been recommended for JTAC training but has not begun training at an accredited JTAC schoolhouse.

l. Navy JTAC Evaluation Record. A Navy JTAC's record of all aspects of training and operations to include certification, qualification, evaluation, and designation. The Navy JTAC evaluation folder is mandatory for all Navy JTACs and shall be initially created by the accredited JTAC schoolhouse where JTAC certification is achieved. It shall comply with all of the requirements in reference (b) and it shall be maintained by the member's JTAC program manager.

m. Navy JTAC-Evaluator (JTAC-E). A highly-qualified Navy JTAC-I who is a subject matter expert in all aspects of the JTAC program and its administration. Navy JTAC-Es evaluate Navy JTAC

trainees during all aspects of the NAVSTKAIRWARCEN JTAC'S Course with an emphasis on certification controls and execution. Navy JTAC-Es also conduct JTAC-I and JTAC-E evaluations.

n. Navy JTAC-Instructor (JTAC-I). A highly-qualified Navy JTAC who has demonstrated expertise in all aspects of CAS planning and execution and is charged with the instruction of Navy JTACs, Navy JTAC trainees, and Navy JTAC candidates. Navy JTAC-I's are certified through a NAVSTKAIRWARCEN maintained JQR.

o. Navy JTAC Program. A standardized program of certification, qualification, evaluation and designation of Navy JTACs skilled in directing and controlling CAS missions, combined fires integration, and terminal guidance operations. The Navy JTAC program is managed by NAVSTKAIRWARCEN.

p. Navy JTAC Trainee. A student enrolled in the NAVSTKAIRWARCEN JTAC'S Course.

q. Non-Qualified. Status of a Navy JTAC indicating failure to maintain qualification.

r. Qualification. Status of a Navy JTAC indicating all requirements for qualification are satisfied: Qualification controls, Navy JTAC evaluation, and continuation training.

s. Re-qualified. Status of a Navy JTAC indicating re-qualification after non-qualification.

t. Simulated Terminal Attack Control. Control of a simulated aircraft in a virtual environment used to enhance procedural training and mission rehearsal. Navy JTACs shall complete simulated terminal attack controls per reference (b).

u. Terminal Attack Control. The authority to control the maneuver of and grant weapons release authority to attacking aircraft.

CHAPTER 2
NAVY JTAC EVALUATION FOLDER

1. Purpose. The purpose of the Navy JTAC evaluation folder is to properly document all aspects of training and operations to include certification, qualification, evaluation, and designation. The Navy JTAC evaluation folder is mandatory for all Navy JTACs and shall be initially created by the accredited JTAC schoolhouse where the Navy JTAC achieves certification.

2. Description. Folders shall be 6-part sectional, letter size, with standard 2 3/4-inch metal fasteners at the top to hold documents. A label bearing the Navy JTAC's name will be affixed to the inside back cover so that the folder can be identified when filed. Each folder shall have OPNAV 1500/41 Navy JTAC Evaluation Sheet attached to the front cover.

3. Folder Organization. The Navy JTAC evaluation folder shall contain the following six-part documentation system per reference (b).

a. Part I: Table of Contents. This section contains OPNAV 1500/42 Table of Contents (a list of the sections and their contents), as well as OPNAV 1500/43 Quarterly Review Log.

b. Part II: Commanders Designation Letters. This section contains a copy of the Navy JTAC's current letter(s) of designation, as well as copies of previous letters of designation, if applicable.

c. Part III: CAS Log. This section contains a record of all controls occurring since initial certification. OPNAV 1500/44 Close Air Support (CAS) Mission Log is the official record to be used during inspection. Other forms may be used for convenience only.

d. Part IV: Documentation of Training. This section contains documentation of all continuation and CAS related training. Use OPNAV 1500/50 Joint Terminal Attack Controller (JTAC) Continuation Training Log and OPNAV 1500/52 Close Air Support (CAS) Related Training Log.

e. Part V: Documentation of Evaluations. This section contains documentation of all evaluations since initial certification. Use OPNAV 1500/45 Joint Terminal Attack Controller (JTAC) Evaluation Log.

f. Part VI: JTAC Formal School Diplomas. This section contains copies of all certificates received from formal courses of instruction pertaining to CAS or terminal attack control.

CHAPTER 3
NAVY JTAC CERTIFICATION PROCEDURES

1. Purpose. The purpose of the Navy JTAC certification process is to ensure Navy JTACs graduating from the NAVSTKAIRWARCEN JTAC'S Course or other accredited JTAC schoolhouse meet the minimum standards per reference (b).

2. Description. A certified Navy JTAC has successfully completed one of the accredited JTAC schoolhouses per reference (b). Certification indicates the Navy JTAC has successfully completed the minimum standards of an accredited JTAC schoolhouse but does not indicate the Navy JTAC's qualification or level of designation.

3. Navy JTAC Candidate Pre-Requisites. Before commencing JTAC training, a Navy JTAC candidate must have: (1) a minimum of 1 year in a position with operational or mission ready fire support exposure; or (2) a minimum of 1 year of operational flying experience as an aircrew member per reference (b). Unit COs shall include a detailed description of a JTAC candidate's operational background that satisfies the pre-requisites when requesting a quota. See exhibit 3-1.

4. Navy JTAC Certification Requirements. To be certified as a Navy JTAC, a Navy JTAC candidate must successfully complete the entire course of instruction, both academic syllabus and practical application, at an accredited JTAC schoolhouse per reference (b). The practical application must consist of the minimum number and types of controls per reference (b). A Navy JTAC achieving certification is also automatically qualified and may be designated as a JTAC by their CO. See exhibit 3-2.

EXHIBIT 3-1: SAMPLE NAVY JTAC'S COURSE QUOTA REQUEST MEMO

SSIC
N-Code
DD Mmm YY

MEMORANDUM

From: (Requesting Command)
To: NAVSTKAIRWARCEN JTAC'S Course Administrator
Subj: NAVSTKAIRWARCEN JTAC'S COURSE QUOTA REQUEST IN CASE
OF [NAVY JTAC CANDIDATE]
Ref: (a) OPNAVINST 1500.82
(b) Joint Close Air Support Action Plan Memorandum
of Agreement, 2004-01, Joint Terminal Attack
Controller (Ground) of 1 January 2012

1. (Navy JTAC Candidate) has been thoroughly screened to attend the NAVSTKAIRWARCEN JTAC'S Course per references (a) and (b) and has my full confidence and strongest recommendation for attendance.
2. Per references (a) and (b), the following is provided:
 - a. Description of operational or mission ready fire support exposure to include formal schools, qualifications, operations, and exercises.
 - b. List of operational flying experience as an aircrew member to include formal schools, qualifications, operations, and exercises.

Signature

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14 Mar 2014

EXHIBIT 3-2: SAMPLE NAVY JTAC DESIGNATION MEMO

SSIC
N-Code
DD Mmm YY

From: (Commanding Officer)
To: (Member)

Subj: DESIGNATION AS NAVY JOINT TERMINAL ATTACK CONTROLLER

Ref: (a) OPNAVINST 1500.82
(b) Joint Close Air Support Action Plan Memorandum
of Agreement, 2004-01, Joint Terminal Attack
Controller (Ground) of 1 January 2012

1. Per reference (a), you are hereby designated a Navy Joint Terminal Attack Controller for [unit].
2. You are directed to thoroughly familiarize yourself with references (a) and (b).

Signature

CHAPTER 4
NAVY JTAC QUALIFICATION PROCEDURES

1. Purpose. The purpose of Navy JTAC qualification procedures is to ensure Navy JTACs remain qualified per reference (b).

2. Description. A qualified Navy JTAC has competently performed the required qualification controls within the previous 6 months, continuation training within the previous 18 months, and a Navy JTAC evaluation within the previous 18 months.

3. Qualification Requirements. To remain qualified, a Navy JTAC must:

a. Complete the minimum number and types of controls per reference (b). Qualification requirements shall be accomplished with ground maneuver units whenever possible.

NOTE: A qualified Navy JTAC is not required to complete the qualification controls under supervision.

b. Complete continuation training within the previous 18 months. See chapter 5.

c. Complete a Navy JTAC evaluation with a Navy JTAC-E within the previous 18 months. See chapter 9.

4. Failure to Accomplish Qualification Requirements. Navy JTACs that fail to accomplish the qualification requirements through unsatisfactory performance or lapsed time period shall be considered non-qualified.

5. Terminal Attack Control Simulation Trainers. Terminal attack control simulation trainers may be used to enhance procedural training and conduct mission rehearsals by providing simulated close air support. Simulated close air support controls completed in a terminal attack control simulation trainer may replace live controls for qualification training if the simulation trainer has been evaluated and accredited by the Joint CAS Executive Steering Committee to replace live controls. A limited number of live controls may be replaced with simulated terminal attack controls per reference (b).

CHAPTER 5
NAVY JTAC CONTINUATION TRAINING

1. Purpose. The purpose of continuation training is to ensure qualified Navy JTACs maintain familiarity with reference (b) and this instruction.

2. Requirements. Fleet and force JTAC program managers shall ensure that every qualified Navy JTAC completes continuation training within the previous 18 months. Continuation training shall encompass the Joint Mission Task List (JMTL) per reference (b).

3. Procedures. Fleet and force JTAC program managers shall conduct continuation training per reference (b). With the exception of terminal attack controls, all continuation training shall be documented on the OPNAV 1500/50. While each unit shall determine the manner in which the training items are accomplished, the following are provided as a non-exclusive guideline.

a. Performance-Based Training Items. Performance-based training items may be satisfied through any combination of live controls, simulated controls, simulated close air support controls, unit training exercises, sand table exercises, and individual or group mission planning exercises. Individual or group mission planning exercises may be procured from the NAVSTKAIRWARCEN JTAC'S Course administrator.

b. Academic-Based Training Items. Academic-based training items shall be satisfied through classroom instruction using NAVSTKAIRWARCEN JTAC'S Course materials. NAVSTKAIRWARCEN JTAC'S Course materials shall be readily available from the NAVSTKAIRWARCEN JTAC'S Course administrator.

NOTE: It is at the discretion of the unit to determine the periodicity (weekly, monthly or annually) of the performance-based and academic-based training so long as the requirement for the continuation training is satisfied per reference (b).

4. Terminal Attack Control Missions. Terminal attack control missions will be accomplished per reference (b). Most of these continuation training requirements should be satisfied through

qualification control requirements however, a requirement exists to conduct a terminal attack control using a ground-based laser as part of continuation training. Since a terminal attack control using a ground-based laser is part of qualification control requirements, program managers should pay special attention to schedule training to satisfy this requirement.

5. Failure to Accomplish Continuation Training. A Navy JTAC who fails to accomplish continuation training through unsatisfactory performance or lapsed time period shall be non-qualified.

CHAPTER 6
NAVY JTAC RE-QUALIFICATION PROCEDURES

1. Purpose. The purpose of the Navy JTAC re-qualification procedures is to allow non-qualified Navy JTACs to re-qualify without attending an accredited JTAC schoolhouse's full course of instruction.

2. Description. A non-qualified JTAC is a Navy JTAC who has lost qualification through failure to competently complete qualification controls, continuation training, or the Navy JTAC evaluation. A non-qualified JTAC may achieve re-qualification depending on the cause of non-qualification.

3. Re-Qualification Procedures

a. Non-Qualified Less Than 6 Months Due to Qualification Control Requirements. If a Navy JTAC is non-qualified for a period of no more than 6 consecutive months for failure to accomplish the required qualification controls, re-qualification shall consist of:

(1) Completing the required qualification controls under the supervision of a qualified Navy JTAC.

(2) Scoring at least 80 percent on a written test approved by the Navy JTAC program manager.

b. Non-Qualified Less Than 6 Months Due to Continuation Training Requirements. If a Navy JTAC is non-qualified for a period of no more than 6 consecutive months for failure to complete continuation training, re-qualification shall consist of completing continuation training. See chapter 5.

c. Non-Qualified Less Than 6 Months Due to Navy JTAC Evaluation Requirements. If a Navy JTAC is non-qualified for a period of no more than 6 consecutive months for failure to complete a Navy JTAC evaluation, re-qualification shall consist of completing a Navy JTAC evaluation. See chapter 9.

d. Non-Qualified More Than 6 Months But Less Than 24 Months. If a Navy JTAC is non-qualified for a period of more than 6 consecutive months but less than 24 consecutive months, re-qualification shall consist of:

(1) Completing the required qualification controls under the supervision of a qualified Navy JTAC-I.

(2) Completing a Navy JTAC evaluation to include a written test. See chapter 9.

e. Non-Qualified For More Than 24 months. If a Navy JTAC is non-qualified for more than 24 consecutive months, the Navy JTAC shall re-qualify only through a NAVSTKAIRWARCEN approved refresher syllabus or attend an accredited JTAC schoolhouse per reference (b).

4. Re-Qualification Failure

a. Written Examination Failure. If a Navy JTAC fails a written examination as part of re-qualification procedures (including a written test given as part of a Navy JTAC evaluation), the Navy JTAC must remediate with a minimum of a Navy JTAC-I and pass a different written examination with an emphasis on the subject matter that caused re-qualification failure.

b. Navy JTAC Evaluation Failure. If a Navy JTAC fails a Navy JTAC evaluation as part of re-qualification for any reason (excluding a written test), the Navy JTAC must remediate with a minimum of a Navy JTAC-I and be evaluated by a Navy JTAC-E (different from the Navy JTAC-E that conducted the first evaluation) with an emphasis on the subject matter that caused re-qualification failure.

NOTE: It is not necessary for the Navy JTAC-E to re-evaluate the Navy JTAC on all subject matter. The Navy JTAC-E may focus solely on the subject matter that caused re-qualification failure.

c. Failure After Remediation. If a Navy JTAC fails any portion of re-qualification after remediation, the Navy JTAC must be remediated with a minimum of a Navy JTAC-I and complete a NAVSTKAIRWARCEN accredited refresher syllabus or attend an accredited JTAC schoolhouse, per reference (b), to re-qualify.

CHAPTER 7
NAVY JTAC-INSTRUCTOR

1. Purpose. The purpose of the Navy JTAC-I qualification procedures is to ensure standardization of Navy JTAC-I training and qualification procedures.

2. Description. A Navy JTAC-I is highly qualified in all aspects of CAS planning and execution with demonstrated skill instructing Navy JTACs, JTAC trainees, and JTAC candidates.

3. Duties. A Navy JTAC-I shall:

a. Instruct Navy JTACs, Navy JTAC trainees, and Navy JTAC candidates.

b. Serve as a safety observer and be physically located to assume direct control, if required, any time a non-qualified Navy JTAC is controlling CAS aircraft as part of re-qualification procedures resulting from the Navy JTAC being non-qualified more than 6 months.

NOTE: Control of CAS aircraft by a non-qualified Navy JTAC or Navy JTAC trainee under the direct supervision of a Navy JTAC-I shall be counted towards the Navy JTAC-I's qualification requirement.

c. Conduct continuation training with Navy JTACs as the primary instructor or as a supervisory instructor when a qualified Navy JTAC conducts the continuation training.

d. Conduct remedial training with Navy JTACs as part of re-qualification procedures.

4. Minimum Standards. Navy JTAC-Is shall:

a. Be at least an E-5.

b. Be a qualified Navy JTAC for no less than 12 consecutive months.

c. Be designated in writing by their unit CO as a Navy JTAC.

d. Complete the NAVSTKAIRWARCEN Navy JTAC-I JQR. (The first page of the Navy JTAC-I JQR shall be filed in part V of the Navy JTAC evaluation folder.)

e. Be designated, in writing, by their unit CO as a Navy JTAC-I. See exhibit 7-1. (The Navy JTAC-I designation letter shall be filed in part II of the Navy JTAC evaluation folder.)

5. Qualification Procedures. To attain Navy JTAC-I qualification, Navy JTACs must:

a. Complete the Navy JTAC-I JQR under the supervision of a Navy JTAC-I.

b. Complete a Navy JTAC-I evaluation by a Navy JTAC-E assigned by the Navy JTAC program manager. See chapter 9.

6. Evaluation. Navy JTAC-Is shall be evaluated by a Navy JTAC-E within the previous 24 months.

7. Re-Qualification. A Navy JTAC-I that fails to maintain the minimum standards or a biennial Navy JTAC-I evaluation shall be non-qualified as a Navy JTAC-I. To re-qualify, a Navy JTAC-I must:

a. Meet the minimum standards for a Navy JTAC-I.

b. Complete a NAVSTKAIRWARCEN approved Navy JTAC-I refresher syllabus.

c. Complete a Navy JTAC-I evaluation by a Navy JTAC-E assigned by the Navy JTAC program manager. See chapter 9.

8. Performance Guidelines. The Navy JTAC-I provides doctrinal, procedural, operational, and safety related training to Navy JTAC trainees, Navy JTACs, and Navy JTAC-Is. As the primary source of CAS-related tactics, techniques, procedural information and feedback, Navy JTAC-Is must maintain proficiency.

a. Concept of Training. A Navy JTAC-I should ideally be responsible for the training of a relatively small group. Individual units shall determine the acceptable instructor to student ratio per local instruction. Possible training periods

may include: CAS simulation via sand table or approved simulation device; academic instruction; equipment setup and downstage; mission planning; mission rehearsal; event briefs and debriefs; and live CAS. The Navy JTAC-I should work closely with the Navy JTAC trainees, Navy JTACs, and Navy JTAC-Is before, during, and after each training period to allow the supervised personnel to maximize the training experience. The Navy JTAC-I shall not evaluate the efficacy or competency of the supervised personnel, but rather shall facilitate the training and monitor safety. The Navy JTAC-I should assist the supervised personnel with relevant discussion, scenario development, anticipated difficulties, safety, and other aspects of the training event so the supervised personnel have a clear understanding of the training goals.

b. Classroom Instruction and Examinations. The Navy JTAC-I should provide academic instruction and administer academic exams in a quiet classroom environment.

c. Terminal Attack Control Training. The Navy JTAC-I should meet with supervised personnel before terminal attack control training to provide a tactical scenario and discuss the applicable JMTLs. During the event, the Navy JTAC-I should continually evaluate the weather conditions and asset availability and tailor the event to account for variations. Moreover, the Navy JTAC-I should act as a mentor to the supervised personnel. Immediately following the terminal control training, the Navy JTAC-I should verbally debrief the supervised personnel on their performance.

d. Record of Training. Navy JTAC-Is shall use OPNAV 1500/51 Terminal Attack Grade Sheet to create a record of the terminal control training and provide the supervised personnel a written debrief on their performance. The form is designed to record the performance of the supervised personnel and is not to be used to make a statement of overall competency of the supervised personnel.

OPNAVINST 1500.82
14 Mar 2014

EXHIBIT 7-1: SAMPLE NAVY JTAC-I DESIGNATION MEMO

SSIC
N-Code
DD Mmm YY

From: (Commanding Officer)
To: (Member)

Subj: DESIGNATION AS NAVY JOINT TERMINAL ATTACK
CONTROLLER - INSTRUCTOR

Ref: (a) OPNAVINST 1500.82
(b) Joint Close Air Support Action Plan Memorandum
of Agreement, 2004-01, Joint Terminal Attack
Controller (Ground) of 01 January 2012

1. Per reference (a), you are hereby designated a Navy Joint Terminal Attack Controller - Instructor for [unit].
2. You are directed to thoroughly familiarize yourself with references (a) and (b).

Signature

CHAPTER 8
NAVY JTAC-EVALUATOR

1. Purpose. The purpose of the Navy JTAC-E qualification is to ensure a cadre of experienced Navy JTACs exists to properly evaluate Navy JTACs, JTAC-Is, JTAC-Es and JTAC trainees.

2. Description. A Navy JTAC-E is a CAS subject matter expert with demonstrated skill in instruction and evaluation. Navy JTAC-Es evaluate Navy JTAC trainees during all aspects of the NAVSTKAIRWARCEN JTAC'S Course with an emphasis on certification controls execution. Navy JTAC-Es also conduct Navy JTAC, JTAC-I, JTAC-E and JTAC trainee evaluations.

3. Duties. A Navy JTAC-E shall:

- a. Be responsible for the duties of a Navy JTAC-I.
- b. Evaluate Navy JTACs, JTAC-Is, JTAC-Es, and JTAC trainees.
- c. Be physically located with a Navy JTAC trainee, Navy JTAC, Navy JTAC-I, and or a Navy JTAC-E any time that the Navy JTAC-E is conducting an evaluation during the conduct of CAS and be prepared to assume direct control if required.

4. Minimum Standards. Navy JTAC-Es' shall:

- a. Be at least an E-6.
- b. Be a qualified Navy JTAC.
- c. Be designated, in writing, by their CO as a Navy JTAC.
- d. Be designated, in writing, by their CO as a Navy JTAC-I for no less than 6 consecutive months.
- e. Be designated, in writing, by their CO as a Navy JTAC-E. See exhibit 8-1.

5. Qualification Procedures. To attain Navy JTAC-E qualification, Navy JTAC-Is must complete a Navy JTAC-E evaluation by a Navy JTAC-E assigned by the Navy JTAC program manager. See chapter 9.

6. Evaluation. Navy JTAC-Es shall be evaluated by a Navy JTAC-E every 24 months. See chapter 9.

7. Re-Qualification. A Navy JTAC-E that fails to maintain the minimum standards or a biennial Navy JTAC-E evaluation shall be non-qualified as a Navy JTAC-E. To re-qualify, a Navy JTAC-E must:

- a. Meet the minimum standards for a Navy JTAC-E.
- b. Complete a Navy JTAC-E evaluation by a Navy JTAC-E assigned by the Navy JTAC program manager.

OPNAVINST 1500.82
14 Mar 2014

EXHIBIT 8-1: SAMPLE NAVY JTAC-E DESIGNATION MEMO

SSIC
N-Code
DD Mmm YY

From: (Commanding Officer)
To: (Member)

Subj: DESIGNATION AS NAVY JOINT TERMINAL ATTACK
CONTROLLER - EVALUATOR

Ref: (a) OPNAVINST 1500.82
(b) Joint Close Air Support Action Plan Memorandum
of Agreement, 2004-01, Joint Terminal Attack
Controller (Ground) of 01 January 2012

1. Per reference (a), you are hereby designated a Navy
Joint Terminal Attack Controller - Evaluator for [unit].
2. You are directed to thoroughly familiarize yourself with
references (a) and (b).

Signature

CHAPTER 9
EVALUATION PROCEDURES

1. Purpose. A system of standardization and evaluation is required to ensure Navy JTACs, JTAC-Is, and JTAC-Es remain proficient and skilled in their duties. Standardization ensures that Navy JTAC training programs support combat air operations based upon proven tactics, techniques and procedures (TTP). Evaluations, when administered in a consistent manner using prescribed performance standards, ensure qualified Navy JTACs maintain compliance with reference (b) and this instruction.

2. General Procedures. Evaluations ensure compliance with qualification standards and the JMTL per reference (b) and should emphasize combat scenarios that are based upon theater-specific operations plans and operations orders. CAS missions being evaluated should use TTPs and applicable combat scenarios (code words; authentication procedures; combat tactics; tactical deception and concealment; threat reactions; intelligence briefing and debriefing; and battle damage assessment reports). In addition, evaluations should include inert or live ordnance use, indirect fire support, threat simulators, countermeasures, and target marking.

3. Navy JTAC Trainee Evaluation. Navy JTAC trainee status is assigned only to individuals enrolled in the NAVSTKAIRWARCEN JTAC'S Course. As such, Navy JTAC trainee evaluations shall only take place as part of the NAVSTKAIRWARCEN JTAC'S Course.

4. Navy JTAC Evaluation

a. Periodicity. Fleet and force JTAC program managers shall ensure that every qualified Navy JTAC completes a Navy JTAC evaluation within the previous 18 months per reference (b) and this instruction.

b. Procedures. The JTAC-E shall ensure that all continuation training academics and control qualification requirements have been met prior to commencing the evaluation process. At a minimum, a Navy JTAC evaluation shall include:

(1) A minimum score of 80 percent on a written test approved by the Navy JTAC program manager.

(2) Demonstration of terminal control competency. JTAC-Es shall evaluate Navy JTACs using OPNAV 1500/48 Terminal Attack Control Evaluation, task lines 1 through 24 only. Tasks shall be evaluated according to the standards established in exhibit 9-1, Terminal Attack Control Evaluation Criteria Matrix.

(3) A thorough inspection of the Navy JTAC evaluation folder.

5. Navy JTAC-I Evaluation

a. Periodicity. Fleet and force JTAC program managers shall ensure that every qualified Navy JTAC-I completes a Navy JTAC-I evaluation every 24 months.

b. Procedures. Navy JTAC-Es shall evaluate Navy JTAC-Is for classroom instruction and terminal attack control instruction.

(1) Classroom Instruction. To evaluate a Navy JTAC-I for classroom instruction, Navy JTAC-Es shall use OPNAV 1500/47 Classroom Instruction Evaluation. Ratings shall be evaluated according to the standards established in exhibit 9-2, Classroom Instruction Evaluation Criteria Matrix.

(2) Terminal Attack Control Instruction. To evaluate a Navy JTAC-I for terminal attack control instruction, Navy JTAC-Es shall use OPNAV 1500/48, task line 25 only. Tasks shall be evaluated according to the standards established in exhibit 9-1.

6. Navy JTAC-E Evaluation

a. Periodicity. Fleet and force JTAC program managers shall ensure that every qualified Navy JTAC-E completes a Navy JTAC-E evaluation every 24 months.

b. Procedures. When required, Navy JTAC-Es shall evaluate other Navy JTAC-Es using OPNAV 1500/46 Joint Terminal Attack Controller Evaluator (JTAC-E) Evaluation.

NOTE: When conducting a Navy JTAC-E evaluation, an evaluator shall apply a subjective standard due to the inherent nature of the duties and responsibilities of a Navy JTAC-E.

7. Evaluation Failure. A Navy JTAC that fails to accomplish an evaluation through unsatisfactory performance or lapsed time period shall be considered non-qualified at the level for which the evaluation was administered and all levels above. For example, failure of a JTAC-E evaluation will result in only JTAC-E non-qualification; the underlying JTAC and JTAC-I qualifications remain. However, failure of a JTAC-I evaluation would result in JTAC-I non-qualification and JTAC-E non-qualification, if JTAC-E qualified at the time of the JTAC-I qualification.

EXHIBIT 9-1: TERMINAL ATTACK CONTROL EVALUATION CRITERIA
MATRIX

TERMINAL ATTACK CONTROL EVALUATION CRITERIA MATRIX			
Task Area	Q	Q-	U
Area 1. Mission Planning	Checked all factors applicable to mission (i.e., weather, air mission data, map datum, timing, range procedures, frequencies, call signs, 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 or commission precluded mission accomplishment or unnecessarily endangered personnel or equipment.

TERMINAL ATTACK CONTROL EVALUATION CRITERIA MATRIX			
Task Area	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 indicated.	Major errors that precluded mission accomplishment or unnecessarily endangered personnel or equipment.

TERMINAL ATTACK CONTROL EVALUATION CRITERIA MATRIX			
Task Area	Q	Q-	U
Area 3.1. Global Positioning System (GPS) Operations (CRITICAL)	Able to operate all required GPS equipment necessary for locating friendly positions and target coordinates.		Major errors that precluded mission accomplishment or unnecessarily endangered personnel or equipment.
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.
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 (COMSEC) 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.

TERMINAL ATTACK CONTROL EVALUATION CRITERIA MATRIX			
Task Area	Q	Q-	U
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.	Limited knowledge of counter communication jamming techniques. Had difficulty identifying the threat. Slow to take action.	Serious deficiencies in a counter communication jamming techniques. Could not identify jamming. Took no action.
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.

TERMINAL ATTACK CONTROL EVALUATION CRITERIA MATRIX			
Task Area	Q	Q-	U
Area 9. Target and Threat Analysis (CRITICAL)	Analyzed target for CAS employment procedures. Thorough knowledge of target marking/ identification equipment and operation (laser range finder and infrared (IR) pointer). Recognized possible 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 engaging CAS aircraft.

TERMINAL ATTACK CONTROL EVALUATION CRITERIA MATRIX			
Task Area	Q	Q-	U
Area 10. Ground Commander Coordination (CRITICAL)	Demonstrated timely coordination with ground commander or designated representative. Accurately explained to the ground commander CAS mission data and the dangers to friendly forces. Received timely ground commander attack clearance.		Did not adequately coordinate with ground commander or 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 command attack clearly prior to weapons release.

TERMINAL ATTACK CONTROL EVALUATION CRITERIA MATRIX			
Task Area	Q	Q-	U
Area 11. Ground Force Staff Coordination	Demonstrated timely coordination procedures with appropriate ground force staff agencies.	Demonstrated coordination with all appropriate agencies. Delays caused by untimely coordination did not affect mission accomplishment.	Coordination with appropriate agencies was not completed prior to commencing attack. Delays caused by untimely coordination degraded or prevented successful mission accomplishment.

TERMINAL ATTACK CONTROL EVALUATION CRITERIA MATRIX			
Task Area	Q	Q-	U
Area 12. Fire Support and Airspace Management	Demonstrated timely coordination for fire support (i.e., suppression of enemy air defenses). Recognized and de-conflicted attack aircraft with formal or informal airspace coordinating measures (ACM).	Slow to coordinate fire support. Recognized but did not de-conflict attack aircraft with formal or informal ACM. Did not impact mission or aircraft survivability.	Did not coordinate fire support. Did not recognize or de-conflict attack aircraft with formal and informal ACM.
Area 13. Use of Signaling Devices	Thorough working knowledge of signaling devices (day and night). Selected most appropriate device for tactical situation. Enhanced mission effectiveness.	Limited knowledge of signaling devices. Selected suitable signaling device for the tactical situation. Limited enhancement of mission effectiveness.	Not familiar with signaling devices. Use of signaling device inappropriate to tactical situation.

TERMINAL ATTACK CONTROL EVALUATION CRITERIA MATRIX			
Task Area	Q	Q-	U
Area 14. JTAC to Striker Briefing	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]).	Same as "Q" except for minor errors of omission/ commission that did not preclude effectiveness or safety of mission.	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.

TERMINAL ATTACK CONTROL EVALUATION CRITERIA MATRIX			
Task Area	Q	Q-	U
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 ordinance 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.

TERMINAL ATTACK CONTROL EVALUATION CRITERIA MATRIX			
Task Area	Q	Q-	U
Area 16. Strik Control (CRITICAL)	Exercised thorough situational awareness and control of assigned strikers throughout mission. Clearance or aborts issued in a positive and timely manner.		Control manuals were not timely, clear, and accurate, or were unsafe. Actions resulted in either degraded or ineffective mission.
Area 17. Ordnance Adjustment	Ordnance adjustment manuals 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 a degraded or ineffective mission accomplishment.	Adjustment manuals were not timely, clear, or accurate, or were unsafe. Actions resulted in either degraded or ineffective mission.
Area 18. Post Attack Assessment	Damage assessment was realistic, accurate and timely. Attack flight and appropriate agencies were provided a concise report per governing manuals.	Damage assessment was accomplished and reported with minor errors.	Unrealistic. Reports contained major errors or omissions. Reports were not timely.

TERMINAL ATTACK CONTROL EVALUATION CRITERIA MATRIX			
Task Area	Q	Q-	U
Area 19. Area Procedures	Complied with all area procedures, range/memorandum of agreement safety requirements and restrictions. Knowledgeable of emergency procedures (i.e., hung bombs, off range release, fire on range, medical evacuation, 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 strikers.
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 devices, and IR marking devices, in a safe manner.		Any dangerous act. Disregarded safety procedures. Did not use safety procedures. Did not use equipment in a safe manner. Did not comply with safety requirements.

TERMINAL ATTACK CONTROL EVALUATION CRITERIA MATRIX			
Task Area	Q	Q-	U
Area 21. FAC (A) /JTAC Interface	Readily understood FAC (A) /JTAC 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) /JTAC requests and provided required information. Minor discrepancies in processing FAC (A) /JTAC requests. Lacked the spirit of teamwork, but did not hinder FAC (A) /JTAC and contributed to mission effectiveness.	Failed to understand FAC (A) /JTAC requests. Did not provide required data. Hampered the mission effectiveness of the FAC (A) /JTAC.
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.	Minor deficiencies observed did not preclude mission success.	Improper procedures employed precluded mission success.
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.	Minor deficiencies observed did not preclude mission success.	Actions caused unsafe terminal environment or deficiencies noted precluded mission success.
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TERMINAL ATTACK CONTROL EVALUATION CRITERIA MATRIX			
Task Area	Q	Q-	U
Area 25 JTAC-I Only Section			
Area 25.1. Compliance with Standardization/Evaluation Manuals	Complied with all manuals pertaining to the administration of a JTAC evaluation.	Complied with most manuals. Deviations did not jeopardize the effectiveness of the evaluation or safety.	Failed to comply with manuals or allowed safety to be jeopardized.
Area 25.2. JTAC-I'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.	JTAC-I failed to adequately brief the examinee.
Area 25.3. and 25.4. 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 25.5. 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.

TERMINAL ATTACK CONTROL EVALUATION CRITERIA MATRIX			
Task Area	Q	Q-	U
Area 25.6. 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.
Area 25.7. 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 25.8. 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.

EXHIBIT 9-2: CLASSROOM INSTRUCTION EVALUATION CRITERIA MATRIX

CLASSROOM INSTRUCTION EVALUATION CRITERIA MATRIX			
Task Area	Q	Q-	U
Area 1. Equipment	Required equipment was immediately available and set up for use.	Required equipment was available for use.	Required equipment was not available or not in working condition.
Area 2. Lesson Overview and Objective	Clear step-by-step overview of lesson objectives clearly understood by student.	Stated lesson overview and included a statement of the objectives.	Objectives of the lesson not stated and no overview given.
Area 3. Appropriate Techniques	Assured student understood material and related material to actual job performance.	Used appropriate techniques to assist and motivate student.	Did not use appropriate techniques to assist and motivate student.
Area 4. Training Aids	Training aids and devices used in a manner that enhances the training outcome.	Used training aids effectively.	Training aids did not enhance training or not used effectively.
Area 5. Verbal Delivery	All technical terms clearly pronounced and vocal quality conveyed enthusiasm.	Verbally clear, easily heard, and used correct grammar.	Mispronounced technical terms, detracting from the lesson.
Area 6. Student Measurement	All procedures for administering measurement devices were followed exactly.	Administered student measurement devices properly.	Administered student measurement devices improperly.

CLASSROOM INSTRUCTION EVALUATION CRITERIA MATRIX			
Task Area	Q	Q-	U
Area 7. Subject Matter Knowledge	Demonstrated thorough knowledge of the subject matter, and used examples to clarify problem areas.	Demonstrated adequate knowledge of the subject matter and procedures.	Instructor did not fully understand the subject matter.
Area 8. Time Management	All objectives covered in detail with no time wasted.	All objectives covered with little time wasted.	All objectives not covered and time wasted.
Area 9. Procedure versus Technique	Thoroughly explained manuals as procedures and technical methods as techniques.	Clearly identified procedure versus technique.	Did not clearly identify procedures versus technique.
Area 10. Student Question	Completely answered all student questions.	Answered most student questions and recorded unanswered questions for research.	Did not answer most student questions and did not record unanswered questions for research.
Area 11. Safety	Ensured students complied with personnel and equipment safety procedures.	Integrated general safety procedures into lesson.	Did not integrate general safety procedures into lesson.

CHAPTER 10
STANDARDIZATION AND EVALUATION VISITS

1. General. This chapter outlines the procedures to be used during standardization and evaluation visits conducted by the Navy JTAC program manager.

2. Standardization and Evaluation Visit Procedures. The Navy JTAC program manager shall conduct standardization and evaluation visits of fleet commanders' and operating force commanders' JTAC programs to determine effectiveness.

a. Scheduling. The Navy JTAC program manager shall issue a schedule to ensure all fleet and operating force JTAC programs have been visited within the previous 24 months.

b. Team Composition. No less than 2 months prior to a scheduled standardization and evaluation visit, the Navy JTAC program manager shall appoint a visit team to conduct the visit and alert the scheduled unit. At a minimum, the visit team shall have at least one member who originates from the visited unit's warfare area or specific knowledge of the visited unit's mission.

c. Visit Preparation. Visit team members shall review the previous visit report, if available, prior to arrival. Repeat deficiencies may be indicative of inadequate management practices and should be weighed in the overall unit rating.

d. Determination of Compliance. Visit team members shall assess the program's compliance with references (a), (b) and this instruction. To determine compliance, team members shall review the following:

(1) Program records, to include training records, qualifications, evaluations and continuation training, as well as administrative requirements outlined in references (a), (b) and this instruction.

(2) Navy JTAC evaluation folders.

(3) Safety procedures to include laser safety.

(4) Procedures for simulation equipment.

(5) Procedures for equipment used in training and during deployment.

(6) Procedures for graded exams and practical exercises to include a record of exams and trend analysis of exam results for the following 2 years.

3. Standardization and Evaluation Visit Rating Criteria. JTAC programs shall be evaluated using, Standardization/Evaluation Visit Report OPNAV 1500/49. Each line item shall be evaluated as compliant or noncompliant. An overall rating shall be assigned by the visit team leader and reported to the Navy JTAC program manager and the CO of the unit visited. Overall ratings shall be:

a. Outstanding: Performance and procedures far exceed requirements; fully compliant.

b. Excellent: Performance and procedures are above average; minor issues of non-compliance.

c. Satisfactory: Performance and procedures meet requirements; few major issues of non-compliance.

d. Marginal: Performance and procedures are below average; several major issues of non-compliance. Safety is not jeopardized.

e. Unsatisfactory: Performance and procedures are well below average; several profound issues of non-compliance. Safety is jeopardized.

4. Coordination of Standardization and Evaluation Visit. The Navy JTAC program manager shall coordinate standardization and evaluation visits with visited units.

a. Notification. The Navy JTAC program manager shall send a notification letter to the unit to be visited at least 2 months prior to the scheduled visit.

b. Team Coordination. The visit team and the visited unit shall coordinate the following for review:

(1) Records to be inspected.

(2) Numbers of records to review, specifically whether the entire set of records or a representative group shall be inspected.

(3) The training to be observed.

c. Concurrent Evaluations. The visited unit may use the standardization and evaluation visit to complete evaluations of JTAC-Is and JTAC-Es required by this instruction. This intention should be communicated by the visited unit to the visit team.

d. Spot Evaluations. If an evaluation conducted during a standardization and evaluation visit is incomplete for any reason, it shall be considered a spot evaluation and shall not satisfy the evaluation requirements of this instruction. However, the visited unit may complete the spot evaluation by accomplishing the incomplete events within 30 days, and the evaluation shall satisfy the requirements of this instruction.

5. Supplemental Visits

a. When all areas of a standardization and evaluation visit cannot be completed, at least one member of the visit team shall make a supplemental visit as soon as practical after the incomplete visit.

b. Inspected units receiving an overall "unsatisfactory" rating shall request a supplemental visit not earlier than 30 days nor later than 90 days following the end of the unsatisfactory visit.

c. Prior to a supplemental visit, the Navy JTAC program manager shall send a notification letter to the unit to be visited. This letter shall detail the items to be evaluated.