

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**



**AIR FORCE INSTRUCTION 15-180**

**11 JUNE 2002**

**PACIFIC AIR FORCES COMMAND**

**Supplement 1**

**10 MAY 2004**

**Weather**

**AIR FORCE WEATHER STANDARDIZATION  
AND EVALUATION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive 15-1, *Atmospheric and Space Environmental Support*. It provides guidance and procedures for conducting the evaluation of Air Force Weather (AFW) technical proficiency and compliance with Headquarters United States Air Force (HQ USAF) standards. It outlines the frequency of evaluations, responsibilities of the AFW Standardization and Evaluation Program (AFWSEP) team members, and reporting format. It defines the method of computing a conformity index, which depicts an indication of compliance with HQ USAF policies and standards. This instruction applies to all USAF active duty, Air Force Reserve, Air National Guard (ANG) and civilian-contracted (except ANG units) weather units. All references to Major Commands (MAJCOM) pertain specifically to HQ MAJCOM Directorate of Weather and/or weather Functional Area Manager functions and personnel. Send comments and suggested improvements on AF Form 847, Recommendation for Change of Publication, through channels, to HQ AFWA/XOPS, 106 Peacekeeper Drive Ste 2N3, Offutt AFB NE 68113-4039. MAJCOMs and Direct Reporting Units (DRU) may supplement this instruction. If supplemented, MAJCOMs and DRUs will send one copy of their supplement to HQ AFWA/XOPS. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

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**(PACAF)** This supplement expands on the guidance provided in AFI 15-180, and establishes policy and procedures for the implementation of the PACAF Weather Self-Inspection and Staff Assistance Visit Programs. This instruction is applicable to all PACAF weather units to include all USAF active duty, Air Force Reserve, Air National Guard (ANG) and civilian-contracted (except ANG units) weather units. The numbering sequence for the paragraphs has changed and corresponds to the appropriate paragraph in AFI 15-180 (11 June 2002).

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

This revision updates the AFWSEP to account for processes and procedures pertaining to reengineered weather operations. It reflects changes in evaluation philosophy to more thoroughly focus the efforts of evaluation personnel on ensuring compliance with applicable directives. Attachment 4 was removed from the instruction and its contents made available via the HQ AFWA/XOPS web site as the compliance review checklist (CRC). The CRC was broken down into core competencies with room for a seventh, MAJCOM-unique list (if a MAJCOM chooses to develop one). Also, the classification of the AFWSEP report was clarified to state FOUO only when filled. Finally, the scoring system was changed to reflect “go”/”no-go” criteria and its corresponding score sheet within **Attachment 2** altered to reflect the new criteria.

**SUMMARY OF REVISIONS**

**(PACAF) This publication is substantially revised and must be completely reviewed.**

**| (PACAF) A bar ( | ) indicates new or revised material from the previous edition.**

**(PACAF) AFI 15-180, 11 June 2002, is supplemented as follows:**

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## Chapter 1

### INTRODUCTION

**1.1. General.** Air Force Weather (AFW) supports operational forces through an integrated structure composed of AFW Strategic Centers, Operational Weather Squadrons (OWSs), Weather Squadrons (WSs), and Combat Weather Teams (CWTs)/Operating Locations (OLs). The AFWSEP assures cross-MAJCOM standardization, objectively evaluates, and measures the compliance of core reengineered elements within the AFW integrated structure by validating processes and procedures which are used to obtain the highest quality, mission-tailored terrestrial and space weather information.

#### **1.2. Objectives.**

- 1.2.1. To ensure that deployed and garrison weather operations are executed in such a way as to guarantee customers are receiving the best support AFW can possibly provide.
- 1.2.2. Provide commanders a graded, independent, objective measurement of compliance with appropriate directives.
- 1.2.3. Benchmark and crossfeed innovative methods to accomplish the mission.
- 1.2.4. Report on and provide guidance concerning trend information, system improvements, and class problems for higher headquarters consideration.

**1.3. Scope.** This program applies to all Air Force, Air Force Reserve, Air National Guard (ANG), and civilian-contracted (except ANG) weather units. All pertinent weather technical areas that are part of, or directly affect, AFW and AFW-supported agency operations are subject to evaluation.

#### **1.4. Responsibilities.**

- 1.4.1. HQ USAF/XOWP establishes policies and procedures related to AFWSEP. The HQ AFWA Standards and Evaluation Branch (HQ AFWA/XOPS) physically conducts AFWSEP and acts as Office of Collateral Responsibility (OCR) for this instruction, including evaluation items and Weather Interest Items (WIIs).
- 1.4.2. Major Commands (MAJCOM) will act as OCR for this instruction and may supplement it as they see fit. In addition, MAJCOMs will also act as OPR for any MAJCOM unique WIIs.
- 1.4.3. MAJCOMs may delegate specific AFWSEP duties to appropriately qualified and experienced weather personnel at a Numbered Air Force (NAF). However, the MAJCOM retains overall responsibility for oversight, scheduling, execution, and validation of the AFWSEP within the MAJCOM.

#### **1.5. (Added-PACAF) Purpose of Inspection Program.**

- 1.5.1. (Added-PACAF) To measure unit readiness.
- 1.5.2. (Added-PACAF) To measure effectiveness of unit functions, programs, guidance, and compliance with higher headquarters regulations, instructions, and policies.
- 1.5.3. (Added-PACAF) To find and resolve important problems.
- 1.5.4. (Added-PACAF) To help units set up priorities to perform their missions.

1.5.5. (Added-PACAF) To provide a feedback system on corrective actions taken on identified deficiencies.

## **1.6. (Added-PACAF) Self-Inspection Program.**

1.6.1. (Added-PACAF) Combat Weather Team (CWT) OICs and NCOICs will conduct a unit self-inspection within 60 days after initial assignment and thereafter, at least once a year.

1.6.2. (Added-PACAF) Self-Inspection Kit (SIK) will be developed to assist CWT leadership with self-inspections. Contents will include:

1.6.2.1. (Added-PACAF) Compliance Review Checklist (CRC). This should be the primary tool for any self-inspection. The CRC is the primary inspection tool used by PACAF/DOWV.

1.6.2.2. (Added-PACAF) . Special Interest Items (SII) and Weather Interest Items (WII), and documentation of actions taken.

1.6.2.3. (Added-PACAF) Latest PACAF/DOW staff assistance visit report and documentation of corrective actions taken.

1.6.2.4. (Added-PACAF) Latest Air Traffic System Assessment (ATSEP) report, if applicable, and documentation of corrective actions taken.

1.6.2.5. (Added-PACAF) Self-inspection memos and documents used to initiate, record, follow-up, and close actions on the most recent self-inspection.

1.6.2.6. (Added-PACAF) Latest standardization and evaluation (S/E) report.

## **1.7. (Added-PACAF) PACAF/DOW Staff Assistance Visits (SAV).**

1.7.1. (Added-PACAF) PACAF/DOW will conduct a SAV to each PACAF OWS and CWT approximately 6 months prior to a S/E visit. The purpose of the SAV is to provide technical, operational, administrative, and managerial assistance to ensure unit capabilities meet AFMAN 15-135, *Combat Weather Team Operations*, AFMAN 15-129, *Aerospace Weather Operations-Processes and Procedures* and other requirements as listed in the CRC. The intent is to ensure units are providing the best possible support to their customers.

1.7.1.1. (Added-PACAF) PACAF/DOW will conduct a SAV when requested by PACAF gained ANG CWTs. SAV is dependent on availability of resources and scheduling conflicts.

1.7.2. (Added-PACAF) The CRC (contained on the PACAF/DOW and AFWA/DNT web-sites) is the primary instrument used for conducting the SAV.

1.7.3. (Added-PACAF) The SAV team will provide the unit a visit report of observations and recommendations. The SAV team will provide substantive solutions for programs and processes not optimally effective.

## **1.8. (Added-PACAF) PACAF/DOW Standardization and Evaluation (S/E) Visits.**

1.8.1. (Added-PACAF) PACAF/DOW will conduct a S/E visit to each CWT approximately every 24 months (12 months for Korean units).

1.8.1.1. (Added-PACAF) PACAF/DOW will work with PACAF gained ANG CWTs to schedule an appropriate date for a separate S/E visit. Whenever possible, a S/E visit will be accomplished in conjunction with other inspections or visits.

1.8.2. (Added-PACAF) AFWA/XOP will conduct a S/E visit to each OWS approximately every 24 months (normally augmented by PACAF/DOW).

1.8.3. (Added-PACAF) PACAF/DOW visit teams will provide a final S/E visit report to the CWT, OWS, OSS and, if applicable, to the Operations Group during the visit out brief.

1.8.4. (Added-PACAF) CWTs and OWSs have 180 days after the S/E visit date to complete necessary corrective actions to fix discrepancies identified in the S/E visit report.

1.8.4.1. (Added-PACAF) CWTs and OWSs will provide updates to PACAF/DOW every 60 days, until all discrepancies are corrected.

1.8.5. (Added-PACAF) S/E scoring will be IAW AFI 15-180. Units given a rating of Does not comply with standards during a S/E visit will be re-inspected in 6 months.

### **1.9. (Added-PACAF) PACAF/DOW Air Traffic System Evaluation Program (ATSEP) Visits.**

1.9.1. (Added-PACAF) To the greatest extent possible, ATSEPs will be conducted in conjunction with a S/E visit. This does not apply to Army support units or ANG units, as they do not receive ATSEP visits.

1.9.2. (Added-PACAF) PACAF/DOW will assist PACAF/DOY in conducting ATSEP visits for CWTs with airfield operational requirements.

1.9.3. (Added-PACAF) ATSEP evaluates the ability of the air traffic system to meet standards and operational requirements of civil and military users. ATSEP visits will analyze and evaluate all pertinent areas that are a part of, or affect, the air traffic system for compliance with regulatory guidance. PACAF/DOW will conduct the weather portion of air traffic system evaluations.

1.9.4. (Added-PACAF) PACAF/DOW will use a portion of the CRC as the primary tool for ATSEP visits. A copy of the ATSEP CRC will be provided to the unit in advance of the ATSEP visit.

1.9.5. (Added-PACAF) CWTs will receive an ATSEP visit approximately every two years. Approximately once a year for Korean units.

1.9.6. (Added-PACAF) ATSEP visits are a non-graded evaluation. CRC line items will be marked either GO, NO-GO, or N/A.

### **1.10. (Added-PACAF) PACAF/DOW visits in support of ORI and UCI.**

1.10.1. (Added-PACAF) As required, PACAF/DOW will assist PACAF/IG in conjunction with Operational Readiness Inspections (ORI) and Unit Compliance Inspections (UCI).

1.10.2. (Added-PACAF) ORIs are used to evaluate the ability of units with wartime or contingency missions to conduct assigned operation missions.

1.10.3. (Added-PACAF) UCIs focus on those actions required by law, executive orders, DoD directives, and safety guidelines that if not complied with, could result in significant mission impact.

1.10.4. (Added-PACAF) PACAF Instruction 90-201, *PACAF Inspector General Inspection Activities* provides excellent guidance on what can be expected during an ORI/UCI visit. PACAF/DOW will provide site-specific guidance when available.

## Chapter 2

### AFWSEP VISITS TO AFW STRATEGIC CENTERS AND OPERATIONAL WEATHER SQUADRONS

#### 2.1. HQ AFWA Responsibilities.

2.1.1. With executive oversight from HQ USAF/XOWP, schedule and lead AFWSEP visits to AFW Strategic Centers and OWSs. OWS visits must be coordinated with the owning MAJCOM. HQ USAF/XOWP will augment visits as appropriate.

2.1.2. Prepare an AFWSEP visit report on each AFW Strategic Center and OWS visited as outlined in [Chapter 5](#) of this instruction.

#### 2.2. MAJCOM Responsibilities.

2.2.1. Augment HQ AFWA visits to OWSs where they have functional responsibility. The number of augmentees will not exceed two. MAJCOMs may also augment teams visiting OWSs servicing a unit where they have functional responsibility. For example, AFMC/DOW may augment a visit to an ACC OWS to assure AFMC needs are being met. HQ USAF/XOWP or AFWA/XOPS can resolved and cross-MAJCOM issues.

2.2.2. Augment HQ AFWA visits to AFW strategic centers if they desire.

#### 2.3. Scheduling AFWSEP Visits.

2.3.1. HQ AFWA/XOPS will evaluate AFW Strategic Centers and OWSs at least once every 24 months.

2.3.2. By 1 February, HQ AFWA/XOPS will forward to the MAJCOMs for budget planning purposes, a general planning schedule listing the intended OWS visits for the following fiscal year. By 1 June, HQ AFWA/XOPS will forward to the MAJCOMs the annual fiscal year AFWSEP visit schedule for use in augmentee planning. HQ AFWA/XOPS will also coordinate with the MAJCOMs any changes to the schedule.

2.3.3. HQ AFWA/XOPS will coordinate OWS visits with the OWS Commander (OWS/CC) and MAJCOMs providing augmentation. HQ AFWA/XOPS will coordinate Strategic Center visits with the appropriate directorate or unit commander.

#### 2.4. AFWSEP Visit Notification Procedures.

2.4.1. The AFWA Commander (AFWA/CC) or representative will provide notification to the NAF or appropriate parent command Director of Operations (DO) no later than 60 days prior to the event. Courtesy copies will be sent to the appropriate MAJCOM DOW and OWS Commander. This notification will include the following items:

2.4.1.1. Evaluation dates.

2.4.1.2. AFWSEP team logistical requirements (i.e., office space, computer support, vehicle support, billeting, and phones).

2.4.1.3. A request for locally developed guidance and procedures (i.e., Weather Support Documents and/or Formal Agreements, Forecast Reference Notebooks (FRNs), Analysis and Forecast Programs (AFP), Standing Operating Procedures (SOPs).

2.4.1.4. A request for any locally identified items requiring special attention.

2.4.2. The commander of the unit being evaluated will acknowledge receipt and advise HQ AFWA/XOPS at least 30 days prior to scheduled evaluation date of any requirements that cannot be met.

## **| 2.5. (Added-PACAF) OWS Responsibilities.**

2.5.1. (Added-PACAF) Requesting changes in S/E visit dates. Operational Weather Squadrons will send request to change dates of an S/E through PACAF/DOW. PACAF/DOW will review for concurrence and forward to AF/XOWP. XOWP will review the request; coordinate with AFWA to deconflict any possible scheduling problems and forward to XOW for final approval.



## Chapter 3

### AFWSEP VISITS TO WEATHER SQUADRONS, FLIGHTS, DETACHMENTS AND OPERATING LOCATIONS

#### 3.1. MAJCOM Responsibilities.

- 3.1.1. Schedule and lead AFWSEP visits to units (not including OWSs) where they have functional responsibility.
- 3.1.2. Prepare an AFWSEP visit report on each weather unit visited as outlined in [Chapter 5](#) of this instruction.
- 3.1.3. At a minimum, MAJCOM-led evaluations will cover all applicable items prescribed within the AFW checklist (available via the AFWA/XOP web site). “N/A” items within this AFW checklist can vary from MAJCOM to MAJCOM.

#### 3.2. HQ AFWA Responsibilities. May augment MAJCOM-led AFWSEP visits.

#### 3.3. Scheduling AFWSEP Visits.

- 3.3.1. MAJCOMs will conduct AFWSEP visits to weather squadrons, flights, detachments, and operating locations at a frequency consistent with the MAJCOM inspection and visit policy. MAJCOMs should schedule AFWSEP visits to coincide with other MAJCOM evaluations to the maximum extent possible. The AFWSEP evaluation requirement may be satisfied through a functional inspection, unit compliance inspection, Air Traffic System Evaluation Program visit, or other appropriate visit to minimize the evaluation footprint as long as the requirements specified within section [3.1.3.](#) of this instruction are satisfied.
  - 3.3.1. (PACAF) To the greatest extent possible, visits should be combined to reduce the number visits to a unit (e.g. combine S/E and ATSEP inspections on the same visit). (N/A for ANG)
  - 3.3.2. MAJCOMs will forward a copy of their annual fiscal year AFWSEP visit-planning schedule to HQ AFWA/XOPS by 1 June each year, or as soon as it becomes available, for augmentee planning and budgeting. MAJCOMs will also forward any schedule changes to HQ AFWA/XOPS as they occur.
  - 3.3.2. (PACAF) ORIs are unique, and therefore should not be combined with other visits.

#### 3.4. AFWSEP Visit Notification Procedures . MAJCOMs will notify the unit being evaluated in accordance with MAJCOM policy.

#### 3.5. (Added-PACAF) CWT Responsibilities.

- 3.5.1. (Added-PACAF) Requesting changes in S/E visit dates. Combat Weather Teams will send requests to change S/E dates to PACAF/DOW for approval.
  - 3.5.1.1. (Added-PACAF) MAJCOMs will provide changes of CWT visit dates to AFWA/XOPS for update to the S/E schedule posted on the XOP web page. (N/A for ANG)

#### 3.6. (Added-PACAF) Training.

3.6.1. (Added-PACAF) PACAF weather units will document certifications, testing, and re-certifications on AF Fm 1098, Special Task Certification and Recurring Training, or similar automated product as authorized in AFI 36-2201. Maintain these records in the individual's training folder (AF Fm 623 for E-6s and below).

3.6.2. (Added-PACAF) Testing materials believed to be misleading, confusing, or unrepresentative should be identified to HQ PACAF/DOW for resolution with HQ AFWA/XOP. (N/A for ANG)

## Chapter 4

### CONDUCTING AFWSEP VISITS

**4.1. Overview.** The AFWSEP visit is compliance oriented. Evaluators will follow the guidelines established in this Air Force Instruction (AFI) and use all applicable regulatory guidance to perform evaluation duties. These duties may include observing weather unit operations, interviewing key personnel from supported organizations, reviewing local processes, procedures, documentation, and conducting task evaluations and/or process validation. MAJCOM and HQ AFWA weather personnel will participate as AFWSEP team members to ensure an in-depth evaluation of weather support functions.

4.1.1. For any particular evaluation, the AFWSEP team composition and scope of the evaluation will be determined by the AFWSEP team chief and approved by AFWA/CC/CV.

4.1.2. The team chief is determined by the “lead” agency responsible for the AFWSEP visit as stated in [Chapter 2](#) and [Chapter 3](#).

**4.2. Evaluation Philosophy.** Evaluators will use the downloadable, electronic AFWSEP Assessment Tools and WIIs available on the Field Support Division (XOP) Homepage to determine the evaluated unit’s compliance with appropriate directives. MAJCOM evaluators may supplement the assessment tool as they see fit to determine unit compliance with MAJCOM specific directives and/or missions.

4.2.1. Any changes to the electronic assessment tools will be published and posted on the Field Support Division Homepage with a publication date and an effective date. Although the assessment tool is not part of this regulation, it will be coordinated with the MAJCOMs in the same way. Units receiving an evaluation, and units performing self-assessments, should download and use the applicable AFWSEP or MAJCOM-supplemented assessment tool based on the current date and the effective date.

4.2.2. WIIs. HQ USAF/XOW, AFWA/CC, or MAJCOMs identify WIIs to be included during evaluations after HQ USAF/XOW approval. Organizations may request site-specific items be assessed. Each item will be posted to the AFWA/XOPS web site with its applicable expiration date clearly labeled. Requests for WII evaluation must contain the requested item, the effective date for assessment, the cancellation date, and identify the supporting documentation defining the requirement. WIIs/ remain in effect for no more than 24 months. Locally identified, site-specific items will be identified for that base/post only. Any long-term requirement will be incorporated into the AFWSEP checklist. Crucial items identified through HQ USAF, HQ AFWA, or MAJCOM channels must be disseminated expeditiously on a case-by-case basis.

**4.3. Evaluation Items.** Compliance Review (CR); (100 percent of Conformity Index [CI]). The compliance review will be evaluated by observing and validating the unit’s processes and procedures, as well as an individual’s compliance with local and AFW established standards. The compliance review will be accomplished using evaluation items, program reviews, and direct observation. The first intent is to evaluate how effectively the unit’s leadership infuses meteorology and technical quality into day-to-day weather operations and how it establishes procedures and agreements with supported customers. The second intent measures compliance through task evaluations and/or process validation. The Compliance Review Checklist is broken down into sub areas that cover AFW’s core competency functions plus MAJCOM unique items:

- 4.3.1. Weather Data Collection.
- 4.3.2. Data Analysis.
- 4.3.3. Forecasting.
- 4.3.4. Tailor Products/Warfighter Applications.
- 4.3.5. Dissemination.
- 4.3.6. Management and Administrative Functions.
- 4.3.7. MAJCOM Unique Items.

**4.4. Overall Unit Ratings.** MAJCOMs will follow published Air Force or supplemented MAJCOM guidance for determining the overall unit rating. For AFWA-led evaluations, the evaluated unit's rating will be determined using the procedures and definitions located in **Attachment 3**. The CI is used to determine the final unit rating. See **Table 4.1** for a breakdown of CI results and overall unit ratings.

**Table 4.1. Determining Unit Rating.**

<b>THE UNIT RATING IS:</b>	<b>IF:</b>	<b>AND/OR:</b>
COMPLIES WITH STANDARDS (WITH OR WITHOUT COMMENTS)	$CI \geq 70\%$	NO MORE THAN ONE SUB AREA RATED BELOW 70%
DOES NOT COMPLY WITH STANDARDS	$CI < 70\%$	TWO SUB AREAS ARE RATED BELOW 70%

**4.5. Briefings.** Several briefings will occur during an AFWSEP visit. MAJCOM-led visits will conform to the MAJCOM briefing requirements. If there are no MAJCOM specific requirements, then the AFWSEP team chief may use the following guidance:

4.5.1. In-briefs. The Commander/Non-Commissioned Officer-in-Charge (NCOIC) of the evaluated unit together with the AFWSEP team chief will coordinate and schedule the in brief.

4.5.1.1. The AFWSEP team chief will in-brief either the NAF or appropriate parent command/DO, Operations Group Commander (OG/CC) or Air Support Operations Group Commander (ASOG/CC) or equivalent, or their designated representative. The team chief will provide information covering at least the following topics:

- 4.5.1.1.1. Introduction of team members.
- 4.5.1.1.2. Overview of AFWSEP evaluation and reporting.
- 4.5.1.1.3. Definition of an observation.
- 4.5.1.1.4. Definition of a discrepancy and closure process.
- 4.5.1.1.5. Evaluation and closure process for WIIs.
- 4.5.1.1.6. Process for review of identified/potential discrepancies.

4.5.1.2. The commander or NCOIC of the unit being evaluated will present a formal in briefing to the AFWSEP team. This briefing will consist of at least the following topics:

- 4.5.1.2.1. The unit's mission.

4.5.1.2.2. The unit's customers (include their mission, weapon systems and weather impacts, customer's planning and execution cycle, etc.).

4.5.1.2.2.1. AFW Strategic Centers will focus on their assigned role in the integrated weather support structure and list the services provided to fulfill their mission.

4.5.1.2.2.2. Operational Weather Squadrons will focus on the Area(s) of Responsibility (AOR) supported, provide a listing of operational customers, and summarize the products provided to field units.

4.5.1.2.2.3. Weather Squadrons, Combat Weather Teams and/or Operating Locations will brief the following: units and weapon systems supported, weather impacts to operations, the customer's operational decision cycle, and Military Operating Areas (MOAs) and normal training areas.

4.5.1.2.3. The unit's key personnel (superintendents, systems and training managers, etc.).

4.5.1.2.4. The unit's work schedules during the evaluation to establish availability of key personnel.

4.5.1.2.5. The unit's personnel qualification status as defined by appropriate AF-level reference.

4.5.2. Progress Briefs. The AFWSEP team chief will brief the appropriate leadership level on the progress of the evaluation when requested. This briefing should include any observations, problems identified, status of WIIs, and other areas of interest. Additionally, the team chief will provide daily progress updates to weather unit leadership.

4.5.3. Final Out-briefs. The Commander/NCOIC of the evaluated unit together with the AFWSEP team chief will coordinate and schedule the final out-brief. The AFWSEP team chief will brief either the NAF or appropriate parent command/DO, OG/CC, or ASOG/CC or equivalent, or their designated representative on the results of the visit and leave a copy of the AFWSEP report. The following information must be briefed as a minimum:

4.5.3.1. Overall assessment of weather unit. Make specific note of strengths and weaknesses.

4.5.3.2. Results of WIIs evaluated.

4.5.3.3. Observations. Indicate the operational impact of each observation.

4.5.3.4. Discrepancies. Define relative impact of noncompliance (i.e., resources left unprotected, adverse impact to flight safety, mission failure, etc.).

4.5.3.5. Required Follow-up Actions. Before departing, the AFWSEP team chief will leave a copy of the report with the unit, explain the contents of the report and reply instructions, and the tracking and closure process for discrepancies.

4.5.3.6. Exceptional performers.

**4.6. Follow-up Evaluations.** HQ AFWA/XOPS will conduct follow-up evaluations within 6 months of initial evaluation for any AFW strategic center or OWS rated "DOES NOT COMPLY WITH STANDARDS." The purpose of the follow-up visit is to assess progress in correcting discrepancies identified during the AFWSEP visit. Feedback is encouraged to assess progress in correcting any discrepancies identified during the visit. HQ AFWA/XOPS will advise the NAF or appropriate parent command/DO at

least 60 days prior to conducting an on-site follow-up evaluation. MAJCOMs will conduct follow-up evaluations in accordance with MAJCOM policy.

## Chapter 5

### AFWSEP VISIT REPORTS

**5.1. Overview.** For HQ AFWA-led AFWSEP visits, the results of all evaluations are promptly reported to the NAF and appropriate parent command/DO and to the commander/NCOIC of the evaluated unit. MAJCOMs will follow local guidance for reporting results, but must, at a minimum, provide AFWA/XOPS with the score sheet and the List of Itemized Discrepancies (LIDs).

#### 5.2. HQ AFWA Responsibilities.

5.2.1. Prepare a report for each evaluation of an AFW Strategic Centers/OWS using the format shown in [Attachment 2](#).

5.2.1.1. Complete a final AFWSEP visit report prior to departure from the unit being evaluated.

5.2.1.2. Distribute copies of the final report to all MAJCOMs within 30 workdays following completion of the visit.

5.2.2. Provide the annual AFWSEP Executive Summary Report [HAF-XOW(SA)0115] and the Semiannual Trends and Analysis Report [HAF-XOW(SA)0114] to MAJCOMs and HQ USAF/XOW. The annual AFWSEP Executive Summary Report will normally be provided in December and will include a summary of the visits from the previous fiscal year. The Semiannual Trends and Analysis Report will normally be provided in June covering trends from the first half of the fiscal year. The trends and indicators included in these reports are determined using information extracted from previously published AFWSEP visit reports. These reports have been designated emergency status code C3. Continue reporting during emergency conditions, delayed precedence. Report may be delayed to allow submission of higher precedence reports or data.

5.2.3. Maintain LIDs for 72 months. The LIDs identify individual non-compliance items and is simply a list of all the evaluation items with which a unit did not comply. The LIDs will be used to identify specific problem areas. In some cases, a unit might not comply with one or two items in a particular sub-area, but overall the sub-area is not identified as a discrepancy area. The LIDs will identify these types of items.

#### 5.3. MAJCOM Responsibilities.

5.3.1. Prepare a report for each AFWSEP visit conducted to a weather unit (AFWA will prepare the OWS report with MAJCOM augmentee) where it has functional responsibility. The format will conform to MAJCOM requirements. If no specific requirement exists, then MAJCOMs may use the format shown in [Attachment 2](#).

5.3.2. Provide HQ AFWA/XOPS a numerical score for each sub-area within the CR. The numerical score is determined by dividing the total items evaluated as “in compliance” by the total items evaluated. The example AFWSEP Score Sheet shown in [Attachment 3](#) is one possible format; however, MAJCOMs may use any format they deem appropriate. Submit the scores to HQ AFWA/XOPS within 30 workdays following completion of the visit. HQ AFWA/XOPS will use this data for trend analysis and identification of class problems.

5.3.3. Maintain LIDs for each unit evaluated. Submit the LIDs to HQ AFWA/XOPS with the numerical scores. HQ AFWA/XOPS will use MAJCOM LIDs to further refine trend analysis and class problem identification.

5.3.4. Distribute soft copies of final report to all MAJCOMs and HQ AFWA/XOPS (recommended) within 30 workdays following completion of the visit. If the report is part of a larger MAJCOM evaluation, only the weather portion is required.

**5.4. AFWSEP Visit Report Content.** AFWSEP visit reports will include Section I, Weather Technical Support; Section II, WIIs; Section III, Observations; Section IV, AFWSEP Visit Results; and Section V, General Information. Include all sections and subsections in the report. Indicate if there is no information for a section. Mark all reports "FOR OFFICIAL USE ONLY" and handle accordingly. Do not use technical jargon since the report is written for operational echelons not familiar with weather terms.

5.4.1. Report Format Section I, Weather Technical Support.

5.4.1.1. Purpose and Scope. The evaluation report provides all management levels with a detailed account of how each weather unit conforms to Air Force standards and how personnel perform their duties.

5.4.1.2. Air Force Weather Setting. Briefly describe the mission(s) supported, including types of operations supported (i.e., air or ground forces, etc.) units and types of aircraft if applicable. Also, list any unique operational requirements supported by the unit.

5.4.1.2.1. AFW Strategic Centers. Briefly describe the area of strategic expertise assigned to the unit being evaluated (i.e., climatology, solar forecasting, hemispheric meteorology, etc.). Describe the role of the unit in the AFW integrated support structure and the operational application of strategic-level products developed by the unit.

5.4.1.2.2. Operational Weather Squadrons. Briefly describe the AOR and operational units serviced by the evaluated unit. Describe the role of the unit in the AFW integrated support structure and the operational application of the regional and sub-regional products developed by the unit. Include types of operations supported (air or ground, etc.), units, and types of aircraft if applicable.

5.4.1.2.3. Weather Squadrons/Combat Weather Teams/Operating Locations. Briefly describe the mission(s) supported, including types of operations supported (i.e., air or ground forces, etc.), units and types of aircraft if applicable. Also, list any unique operational requirements supported by the unit being evaluated.

5.4.1.3. Executive Summary. An Executive Summary is written to give the host operational commander a short preview of the AFWSEP team's assessment of the weather unit's capability to support the mission. Remarks should include the unit rating. List items not appropriate as observations or discrepancies (e.g., items beyond the operational commander's jurisdiction). Include a summary of each WII that was evaluated.

5.4.2. Report Format Section II, WIIs. Describe the results of evaluation of WIIs. The narrative should state the WII evaluated, the level of the WII (USAF/XOW, AFWA, MAJCOM, or site specific), the result of the WII evaluation, and the observation to support the result.

5.4.3. Report Format Section III, Observations.



5.4.3.1. Observations. Observations are procedures, programs, or methods that affect safety, impact operations, or have the potential to affect the mission and/or safety. Observations are non-evaluation items and may be positive or negative. Each observation has an associated discussion and recommendation section as defined below. Observations should clearly state the item and the impact.

5.4.3.1.1. Observation. Briefly state the observation and list the reference, if applicable. Do not include non-operational deviations as observations. Brief these deviations to the personnel/office responsible for resolution.

5.4.3.1.2. Discussion. Describe the observation and why it is an observation. Provide background information and any past history of the same or a similar observation the unit may have previously experienced.

5.4.3.1.3. Recommendation. Suggested course(s) of action. Recommendation(s) must be reasonable and within the scope of the evaluation.

#### 5.4.4. Report Format Section IV, AFWSEP Visit Results.

##### 5.4.4.1. Discrepancies.

5.4.4.1.1. Discrepancy. Briefly state the discrepancy and list the reference. Discrepancies are areas identified that are in violation of Air Force, MAJCOM or facility directives and negatively affect performance, programs, or quality of service. Any sub-area rated "DOES NOT COMPLY WITH STANDARDS" must be included as a discrepancy. Discrepancies identified that are Air Force or MAJCOM in scope and require resolution above the unit level shall not be used in determining the conformity index for the unit, provided the unit has identified these discrepancies prior to the evaluation. Recurring discrepancies are referred to a higher level, (i.e., MAJCOM) to ensure corrective actions and compliance with instructions. Recurring discrepancies appear in each subsequent evaluation until corrected.

5.4.4.1.2. Discussion. Describe the discrepancy, why it is a discrepancy, background information, and any history of the same or similar discrepancy.

5.4.4.1.3. Recommendation. Suggested course(s) of action. Recommendation(s) must be reasonable and within the scope of the evaluation.

5.4.4.2. Weather Interest Items/Special Interest Items. An evaluation of all HQ USAF/XOW, AFWA/CC, MAJCOM, or locally identified WIIs pertaining to the unit will be provided.

5.4.4.3. Exceptional Performers. List exceptional performers and a brief description of the action. Exceptional performers are those individuals who clearly go above and beyond the standards. For example, this could either be through development of an outstanding program or a clearly superior performance on a task evaluation and/or process validation exercises.

5.4.4.4. Overall Rating. Compute the unit rating based on the CI as described in [Attachment 3](#). MAJCOMs may follow local guidance when computing the unit rating.

#### 5.4.5. Report Format Section V, General Information.

5.4.5.1. Key Individuals Contacted. Include as a minimum: name, rank, and organization/office symbol.

5.4.5.2. Distribution. List all agencies/offices to receive copies of the report and include number of copies to be sent. See example in [Attachment 2](#).

## **5.5. Discrepancy and Negative Observation Closure Process.**

### **5.5.1. AFW Strategic Centers and OWSs.**

5.5.1.1. Disposition of discrepancies and negative observations. The evaluated unit will develop an internal plan to correct all discrepancies and negative observations received during an AFWSEP visit. The plan will include fix actions, suspenses, milestones, etc., to bring the item(s) to closure within 180 days from the final report. Waivers to the 180-day suspense will be handled via HQ AFWA/XO.

5.5.1.2. The evaluated OWS will submit their plan (in letter format) to MAJCOM weather Functional Area Managers and HQ AFWA Director of Operations (XO) through appropriate channels describing corrective actions for all discrepancies and negative observations within 60 days of the AFWSEP report date. Strat Centers will forward their plan only through the HQ AFWA Director of Operations (XO). Waivers to the 60-day suspense will be handled via HQ AFWA/XO.

5.5.1.3. For any item(s) corrected prior to submitting the plan, the evaluated unit will describe the action taken and recommend closure.

5.5.1.4. MAJCOM weather Functional Area Managers and HQ AFWA/XO will evaluate the plan and corrective actions and recommend changes where needed. HQ AFWA/XO is the closure authority for AFW Strategic Centers and OWSs.

5.5.1.5. HQ AFWA/XO will notify AFW Strategic Centers and OWSs as to the disposition of each item.

### **5.5.2. Weather Squadrons, Combat Weather Teams and Operating Locations.**

5.5.2.1. Disposition of discrepancies and negative observations. The evaluated unit will develop an internal plan to correct all discrepancies and negative observations received during an AFWSEP visit. The plan will include fix actions, suspenses, milestones, etc., to bring the item(s) to closure within 180 days from the final report. Waivers to the 180-day suspense will be handled via the appropriate MAJCOM.

5.5.2.2. The evaluated unit will submit their plan (in letter format) to MAJCOM weather Functional Area Managers through appropriate channels describing corrective actions for all discrepancies and negative observations within 60 days of the AFWSEP report date. Waivers to the 60-day suspense will be handled via the appropriate MAJCOM.

5.5.2.3. For any item(s) corrected prior to submitting the plan, the evaluated unit will describe the action taken and recommend closure.

5.5.2.4. MAJCOM weather Functional Area Managers will evaluate the plan and corrective actions and recommend changes where needed. The appropriate MAJCOM is the closure authority for the evaluated unit.

5.5.2.5. MAJCOM weather Functional Area Managers will notify the evaluated unit as to the disposition of each item.

CHARLES F. WALD, Lt Gen, USAF  
DCS/Air & Space Operations

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

AFPD 15-1, *Atmospheric and Space Environmental Support*

AFI 10-229, *Responding to Severe Weather Events*

AFMAN 15-111, *Surface Weather Observations*

AFI 15-114, *Weather Support Evaluation*

AFMAN 15-124, *Meteorological Codes*

AFI 15-128, *Aerospace Weather Operations – Roles and Responsibilities*

AFMAN 15-129, *Aerospace Weather Operations – Processes and Procedures*

AFMAN 15-135, *Combat Weather Team Operations*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFP**—Analysis and Forecast Program

**AFPD**—Air Force Policy Directive

**AFW**—Air Force Weather

**AFWA**—Air Force Weather Agency

**AFWSEP**—Air Force Weather Standardization and Evaluation Program

**ASOG**—Air Support Operations Group

**ATC**—Air Traffic Control

**CC**—Commander

**CI**—Conformity Index

**CR**—Compliance Review Area

**CWT**—Combat Weather Team

**DO**—Director of Operations

**DRU**—Direct Reporting Unit

**FRN**—Forecast Reference Notebook

**HQ**—Headquarters

**LIDs**—List of Itemized Discrepancies

**MAJCOM**—Major Command

**NAF**—Numbered Air Force

**NCOIC**—Non-Commissioned Officer-in-Charge

**OCR**—Office of Collateral Responsibility

**OG**—Operations Group

**OPR**—Office of Primary Responsibility

**OWS**—Operational Weather Squadron

**PDO**—Publishing Distribution Office

**RCS**—Report Control Symbols

**WII**—Weather Interest Item

**WS**—Weather Squadron

**XO**—Director of Operations

**XOPS**—Standards and Evaluation Branch

### *Terms*

**Conformity Index**—The summation of all sub area scores (to include any MAJCOM-unique sub areas) divided by the number of sub areas \* 100%.

**Discrepancy Sub-Area**—Any sub area identified as “DOES NOT COMPLY WITH STANDARDS” (<70%) and are thus in violation of Air Force, MAJCOM or facility directives and negatively affect performance, programs, or quality of service.

**LIDs**—List of individual evaluation items not in compliance with governing directives.

**Observation**—Procedures, programs, or methods that affect safety, impact operations, or have the potential to affect the mission and/or safety. Observations are non-evaluation items and may be positive or negative.

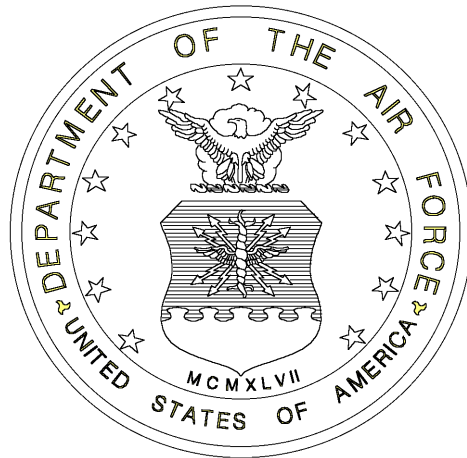
**Weather Interest Item/Special Interest Item**—A specific issue or item identified by HQ USAF/XOW, AFWA/CC, or MAJCOMs that requires separate evaluation at the unit. Typically, these items are class discrepancies or observations.

## Attachment 2

## AFWSEP SAMPLE REPORT

**FOR OFFICIAL USE ONLY *when filled***

# UNITED STATES AIR FORCE



## **AIR FORCE WEATHER STANDARDIZATION AND EVALUATION PROGRAM REPORT**

**Bolling AFB, DC 01-05 January 2003**

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**FOR OFFICIAL USE ONLY *when filled***

## AIR FORCE WEATHER STANDARDIZATION AND EVALUATION (AFWSEP) VISIT REPORT

### SECTION I - WEATHER TECHNICAL SUPPORT

**PURPOSE AND SCOPE:** This evaluation was conducted to assess the quality and adequacy of AFW technical support for operations at Bolling AFB, DC. The results of the evaluation are based on compliance with USAF standards, as well as USAF, MAJCOM, and local procedural policies/guidance. It includes an assessment of the unit's technical capabilities and procedures.

**AFW SETTING:** Bolling AFB is the home of the 11th Wing. Aircraft assigned to Bolling AFB include C-5s, C-141s, and C-17s. The weather unit supports around-the-clock, worldwide strategic airlift missions.

**EXECUTIVE SUMMARY:** A comprehensive AFWSEP visit was performed in accordance with AFI 15-180 on weather operations at the Bolling AFB weather unit. Based on an evaluation of technical capabilities, the weather unit is rated as Satisfactory.

Observations and discrepancies if any, identified during the visit are explained in Sections III and IV of this report.

### SECTION II - WEATHER INTEREST ITEMS/SPECIAL INTEREST ITEMS

Weather Support Evaluation Program

### SECTION III - OBSERVATIONS

#### 1. POSITIVE OBSERVATION: Internet Integration

**DISCUSSION:** Weather specialists actively integrated a multitude of internet data types into the meteorological watch, flight weather briefing, and forecast preparation processes. Acquired data was used to brief radar loops to aircrews during a convective outbreak while the unit's Doppler radar was inoperative. This data was also used to make forecast model comparisons, and provide supplemental graphic and alphanumeric data to weather specialists. The exploitation of acquired Internet data enhanced the support the unit provided to its customers.

#### 2. NEGATIVE OBSERVATION: Air Traffic Control (ATC) Certification Program

**DISCUSSION:** The weather unit's ATC certification program is out of date. Test data refers to an obsolete weather data code that was replaced in 1 July 1996. If ATC personnel continue to receive training with outdated information, confusion may ensue and flight safety could be degraded.

## **SECTION IV - AFWSEP VISIT RESULTS**

### **1. Compliance Review Area**

Seven Compliance Review Sub-Areas were evaluated, with one sub-area rated "DOES NOT COMPLY WITH STANDARDS."

#### **(1) DISCREPANCY SUB-AREA: Data Analysis (CR Sub-Area #2)**

**DISCUSSION:** The current weather station visibility chart does not list visibility marker heights (e.g., ATC tower, water tower, etc.). Additionally, no visibility chart has been developed for the alternate observing site. Local observation format content, dissemination, and back-up procedures have not been coordinated with local customers and are not included in the weather support document.

**IMPACT:** With incomplete visibility charts, vital visibility values cannot be determined and inaccurate weather observations may result. Uncoordinated weather support may result in base agencies not being aware of significant weather conditions. Finally, the lack of a sound observing seminar program can lead to increased errors during seasonal transition periods, possibly affecting flight safety.

**RECOMMENDATION:** Station leadership must update and create visibility charts to include object heights. Station management also needs to coordinate observing weather support and develop a viable observing seminar program that will ensure quality observing support.

### **2. Weather Interest Item/Special Interest Items**

Functional Resource and Weather Technical Performance Evaluation (AFI 15-114). The unit is well on its way to implementing the full scope of AFI 15-114 into their daily operations. Unit leadership has developed and implemented several processes and procedures to track the overall technical health of the unit's products as well as measuring customer satisfaction as identified by the AF/XOW.

### **3. Exceptional Performers**



(1) SSgt John F. Smith - SSgt Smith put together an excellent tactical mission execution forecast program. He is tactically oriented and ensures unit personnel are fully capable to perform their mobility mission.

(2) A1C John G. Smith - Through his enthusiasm and initiative, A1C Smith noticed a disparity in the cloud height sensor and the observed cloud heights. He used a tactical cloud height measuring device and then immediately informed the Operational Weather Squadron of his current observed conditions.

#### **4. Overall Rating**

COMPLIES WITH STANDARDS

### **SECTION V - GENERAL INFORMATION**

#### **1. Key Individuals Contacted**

- (1) Col John A. Smith, 11th Operations Group Commander
- (2) Lt Col John B. Smith, 11th Operations Support Squadron Commander
- (3) Maj John C. Smith, 11th OSS Weather Flight Commander
- (4) MSgt John D. Smith, 11th OSS Weather Flight Station Chief
- (5) SSgt John E. Smith, 11th OSS N-TFS System Manager
- (6) SSgt John F. Smith, 11th OSS WSR-88D Manager

#### **2. Distribution**

Organization	Copies
OG/CC (or ASOG/CC)	1
OSS/CC	4
AFWA/CC	1
HQ USAF/XOW	1
HQ AFMC/DOW	1
HQ AETC/DOYW	1
HQ AMC/DOW	1
HQ PACAF/DOW	1
HQ AFSPC/DOSW	1

Organization	Copies
HQ ACC/DOW	1
HQ USAFE/DOW	1
HQ AFRC/DONA	1
HQ AFSOC/DOW	1
HQ ANG/DOOS	1
AFCCC/CC	1
AFCWC/CC	1

## Attachment 3

## AFWSEP SCORE SHEET

## A3.1. AFWSEP Score Sheet.

UNIT: Bolling AFB, DC      DATE: 01 – 05 Jan 2003

COMPLIANCE REVIEW (CR) AREA				
SUB-AREA	TOTAL POINTS CORRECT (A)	TOTAL POSSIBLE POINTS (B)	A/B * 100% (C)	SUB-AREA SCORE
1. Weather Data Collection	10	10	100%	COMPLIES
2. Data Analysis	16	25	64%	DNC
3. Forecasting	12	15	80%	COMPLIES
4. Tailor Products/Warfighter Applications	15	20	75%	COMPLIES
5. Dissemination	12	15	80%	COMPLIES
6. Management/Administration	35	40	88%	COMPLIES
7. MAJCOM UNIQUE	45	50	90%	COMPLIES
<b>TOTAL</b>	<b>145</b>	<b>175</b>	<b>82%</b>	<b>COMPLIES</b>
	<b>CI</b>	<b>IS MORE THAN ONE SUB AREA RATED "DOES NOT COMPLY"?</b>	<b>UNIT RATING</b>	
<b>CONFORMITY INDEX (CI)</b>	<b>82</b>	<b>NO</b>	<b>COMPLIES WITH STANDARDS</b>	

## COMPUTING INDICES

## A3.2. Definitions:

A3.2.1. Compliance Review – The score for each sub area within the compliance review area is determined by the ratio of the number of correct evaluation items divided by the total number of applicable items.

A3.2.2. Conformity Index (CI) – The summation of correct checklist items from the 6 (or 7 if any MAJCOM items are included) sub areas. In the Bolling AFB example, the computation is as follows:

$$CI = \text{SUMMATION OF TOTAL POINTS CORRECT} / \text{TOTAL POINTS POSSIBLE} * 100\%$$

$$CI = 10 + 16 + 12 + 15 + 12 + 35 + 45 / 175$$

$$CI = 145 / 175 = 82\%$$

This equates to an “**COMPLIES WITH STANDARDS**” as only the Data Analysis sub area was rated <70% or “**DOES NOT COMPLY WITH STANDARDS**”.

**NOTE:** Had another sub area been rated “DOES NOT COMPLY WITH STANDARDS”, the overall rating would have been “DOES NOT COMPLY WITH STANDARDS” even if the CI had been >70%.

### A3.3. Scoring:

THE UNIT RATING IS:	IF:	AND/OR:
COMPLIES WITH STANDARDS (WITH OR WITHOUT COMMENTS)	$CI \geq 70\%$	NO MORE THAN ONE SUB AREA RATED BELOW 70%
DOES NOT COMPLY WITH STANDARDS	$CI < 70\%$	TWO SUB AREAS ARE RATED BELOW 70%