

14AF TRAINING REPORT

SECTION I: TRAINING INFORMATION		1. UNIT:					2. DATE:									
3. STUDENT: (Rank, Name, Crew Position)							4. INSTRUCTOR: (Rank, Name, Crew Position)									
5. TRAINING TYPE							6. SYSTEM			7. OVERALL RATING						
INDIVIDUAL - IT		UNIT QUALIFICATION - UQT					REAL WORLD			SAT						
RECURRING - RT		UPGRADE TRAINING					OFF-LINE			UNSAT						
SUPPLEMENTAL - ST		REQUALIFICATION - RQT														
8. TRAINING SCRIPT/TEST							9. TASKS COVERED:									
TITLE																
VERSION																
DATE																
TEST SCORE																
10. PROFICIENCY RATING																
1. Unsatisfactory – Incapable of performing the task or has a significant lack of knowledge, needs significant improvement 2. Marginal – Showed a lack of proficiency/knowledge, needs improvement 3. Satisfactory – No significant problems noted, can improve 4. Excellent – Exceeds task requirements, needs little improvement 5. Outstanding – Far exceeds all task requirements, needs no improvement																
PROFICIENCY RATINGS (Place an X in the appropriate box)																
	1	2	3	4	5	N/A		1	2	3	4	5	N/A			
CREW COORDINATION							STATUS MONITORING									
CHECKLIST DISCIPLINE							SYSTEM KNOWLEDGE									
PRIORITIZATION							SITUATIONAL AWARENESS									
11. INSTRUCTOR COMMENTS: (Document Strengths, Weaknesses & Recommended Corrective Actions)																
INSTRUCTOR RECOMMENDED CORRECTIVE ACTIONS							SELF STUDY			INDIVIDUAL TRAINING						
12. STUDENT (Signature)							13. INSTRUCTOR (Signature)									

SECTION II: CORRECTIVE ACTIONS (Directed by Commander or Operations Officer as required)													
INDIVIDUAL (indicate by entering an X, not necessary to date or initial)													
RESTRICTED STATUS (indicate by entering an X, not necessary to date or initial)													
SPECIAL EVALUATION (indicate by entering an X, not necessary to date or initial)													
14. COMMENTS: (Commander or Operations Officer)													

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

SECTION III: DEFICIENCIES. Record all training deficiencies. Reference Job Performance Requirements List (JPRL), C/L and deficiency code (DC) as applicable. Document the event and give a brief description of the deficiency, followed by the impact of the deficiency.

JPRL	C/L	DESCRIPTION OF EVENT	DC

15. STUDENT COMMENTS:

DEFICIENCY CODE DEFINITIONS
DC01: LACK OF KNOWLEDGE: Did not know or unable to discern requirement.
DC02: LACK OF PROFICIENCY: Knew the requirement, but experienced difficulty because of a skill, ability, or expertise deficiency.
DC03: LACK OF ASSOCIATION: Did not associate the impact of various status. Could not correlate information.
DC04: LACK OF DISCIPLINE: Inattention to detail; for example, skipped steps, misread clock, or did not detect status.
DC05: OTHER: Any identifiable deficiency not otherwise listed. If this code is used, a complete description of the cause of the deficiency must be included in the remarks.
DC06: FAULTY PRIORITIZATION: Accomplished task/subtask, but unnecessarily delayed a relatively more urgent task/subtask.
DC07: INADEQUATE CREW COORDINATION: May be indicated when one crewmember had incomplete status or when the error was attributed to inadequate use of demand response techniques.