

## **Aircraft Operations Evaluation Form Instructions**

The Aircraft Operations Evaluation Form provides an avenue for your candid ratings and comments on how the aircraft met your scientific objectives. It is one method the Office of Marine and Aviation Operations (OMAO) uses to track performance of its aircraft in meeting these objectives. Data from the form will be incorporated into an OMAO database. The evaluation form is a confidential avenue for you to provide the Director, OMAO with your comments on how your project was supported. A summary of trends will be provided to the Aircraft Operations Center for their information but not the individual forms.

The form should be filled out within 30 days after project completion and forwarded through either your Center or Laboratory Director to:

Office of Marine and Aviation Operations  
Program Services and Outsourcing Division  
1315 East West Highway  
Silver Spring, Maryland 20910-3282

You are asked to rate six areas of support ranging from personnel performance and data quality to operational safety. You are asked to provide suggestions to improve and meet future project objectives and to list any new instruments, system or software upgrades that would make your projects more productive. This information will be useful for future planning.

You are encouraged to provide any additional comments or concerns that you may have.

To: Director, Office of Marine and Aviation Operations  
 1315 East-West Highway, Room 12872  
 Silver Spring, MD 20910

**AIRCRAFT OPERATIONS EVALUATION FORM**

Aircraft		Aircraft Commander	
Project Title		Project Leader	
Scheduled Duties		Affiliation	
Actual Dates		Number in Party	

Program Objectives:

**Aircraft Effectiveness Rating**

Please Rate as: 3-Excellent; 2-Good; 1-Adequate; 0-Poor; N-Not Applicable  
 Indicate how each factor contributed to meeting the project objectives.

Factors	3	2	1	0	N
Personnel Performance					
Equipment Performance					
Logistics/Support					
Data Quantity					
Data Quality					
Operational Safety					
<b>OVERALL RATING</b>					

Please explain how the project objectives were exceeded or were less than expected. Provide suggestions to improve meeting future project objectives. (Continue on attached page if necessary.)

What new instruments, software or system upgrades would make future projects more productive? (Continue on attached page if necessary.)

Prepared by: Project Leader	Acknowledged by: Aircraft Commander
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Continuation Sheet