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AIR FORCE SPACE COMMAND**



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This instruction implements Air Force Policy Directive (AFPD) 10-12, **Space**, and Air Force Instruction (AFI)10-1201, **Space Operations**, and complements Air Force Space Command Instruction (AFSPCI) 36-2202, **Mission Ready Training, Evaluation, and Standardization Programs**, for the 13SX, 1C6XX, and 1NXXX career fields. It establishes policies that apply to the day-to-day management of the space and missile operations crew force. It applies to all Department of Defense (DoD) military and civilian personnel and foreign nationals assigned to Air Force Space Command (AFSPC) operations duties. This instruction is applicable to the Air Reserve Components (ARC) (Air Force Reserve Command and Air National Guard) units performing AFSPC operations missions when published in the AFRCIND2 and ANGIND2, respectively. Users should send comments and suggested improvements IAW paragraph **11**. Organizations at any level may supplement this instruction. All supplements will be coordinated through HQ AFSPC/DOT prior to publication. Process supplements as shown in AFI33-360, Volume 1, **Publications Management Program**.

(14AF) The Office of Primary Responsibility (OPR) for this document is 14AF/OV. This document implements and extends the guidance of Air Force Space Command Instruction (AFSPCI) 10-1202, *Crew Force Management* dated 1 August 2001. The AFSPCI is published word-for-word without editorial review. 14th Air Force (14 AF) supplemental material is indicated in bold face. The supplement describes 14 AF procedures for use in conjunction with the basic AFSPCI. It contains further guidance on policy and responsibilities. It applies to all 14 AF subordinate units with mission ready personnel. For units with no mission ready personnel assigned, only sections pertaining to Operations Review Boards (ORBs), Operations Review Panels (ORPs) and operational acceptance of new or upgraded systems apply. Coordinate supplements to the basic instruction with 14 AF Stan/Eval (OV) and HQ AFSPC/DOT, and provide a copy of the official document to 14 AF/OV, 747 Nebraska Ave, Ste B109, Vandenberg AFB CA 93437-6268 upon publication. In accordance with (IAW) AFI 33-360V1, *Publications Management Pro-*

gram wings/groups will not supplement the 14 AF supplement. Upon receipt of this integrated supplement discard the AFSPC basic publication.

SUMMARY OF REVISIONS

Incorporates previous guidance and clarification covering both Numbered Air Forces (NAFs). Updates office symbols and new duty positions, clarifies the use and maintenance of operational procedures, and identifies the process by which crew positions are designated mission ready. Due to the substantial changes incorporated into this revision, this instruction requires a review in its entirety.

(14AF) This document is substantially revised and must be completely reviewed.

(14AF) It incorporates previous guidance and clarifications issued since this supplement was last published. Updates office symbols and new duty positions. Includes expanded guidance on ORPs, crew changeover briefings and Interactive Electronic Technical Manuals (IETM). Clarification of Combat Mission Ready (CMR) certification requirements for group/squadron instructors and evaluators as well as CCs, DOs, and Operations Superintendents is also included. Incorporates new requirement for all ORB minutes to be forwarded to 14 AF (See **Paragraph 4.1.2. (Added)**) and removes the exemption for 21 SW Chief of Stan/Eval (OGV) and Chief of Training (OSOT) to maintain CMR and Evaluator/Instructor certification (See **Paragraph 6.4.7.3. (Added)** and **Paragraph 6.5.9.1. (Added)**). Additionally, guidance for the 21 SW Wing Operations Center (WOC) and SPACEAF Aerospace Operations Center (AOC) personnel is incorporated.

1.	Qualification Status.	4
2.	Mission Support (MS).	5
3.	Resource Utilization.	5
4.	Operations Review Board (ORB).	5
5.	Initial Operational Capability (IOC) for New or Upgraded Systems.	7
6.	Duties And Responsibilities:	8
7.	BMR Certification	13
8.	CMR Certification:	14
9.	Crew Force Management:	19
10.	Technical Data And Procedures:	25
Table 1. (Added)Standardized Checklist Numbering Scheme.		28
11.	Changes.	31
12.	Waiver Authority.	31
13.	Clarifications.	31

Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 34

Attachment 2— COMBAT MISSION READY CREW POSITIONS 38

**Attachment 3 (Added-14AF)— COMBAT MISSION READY (CMR) CREW POSITION TO
UNIT MATRIX (ADDED)**

40

Attachment 4 (Added-14AF)— OPERATIONS REVIEW BOARD MINUTES (ADDED)

43

1. Qualification Status. The 13SX and 1C6XX training programs are designed to progress crewmembers who have completed Enlisted Space Prerequisite Training (ESPT) or Officer Space Prerequisite Training (OSPT) through Basic System Qualification (BSQ) to Basic Mission Ready (BMR) or Combat Mission Ready (CMR) qualification status. 1NXXX personnel will attend system-specific training to attain CMR status.

1. (14AF) (AOC) All positions located in the SPACEAF AOC with the exception of the Sensor Command and Control Operator (SCCO) position are governed by Air Force Instruction (AFI) 13-1AOC Vol 1, *Ground Environment Training--Air Operations Center* and AFI 13-1AOC Vol 3, *Operational Procedures--Aerospace Operations Center*. The SCCO position is a CMR position and will meet all the requirements of this instruction. (21 SW/WOC) All positions located in the 21 SW/WOC with the exception of the Crew Commander (CMDR) and Crew Chief (CCH) positions are governed by AFSPCI 10-210, *Operations Centers (Command Post) Policies and Procedures*. The CMDR and CCH positions are CMR positions and will meet all the requirements of this instruction.

1.1. **BSQ** . Upon completion of AETC provided Initial Qualification Training (IQT) (if available), a crewmember attains BSQ status. Where a formal IQT course exists, BSQ is a prerequisite for Unit Qualification Training (UQT) and is not intended to be a long-term qualification status.

1.2. **UQT** . UQT provides the training necessary to initially qualify a crewmember in a specific position required to perform the unit's mission. Upon completion of UQT, a crewmember attains BMR or CMR status IAW paragraphs 7. and 8.

1.3. **BMR** . Qualification status of individuals who have completed the minimum training required to be familiar with all tasks and proficient in some of the tasks associated with the mission of their assigned unit. BMR status applies to NAF Commanders, Wing Commanders, Vice Commanders, Operations Group Commanders and Deputy Operations Group Commanders and will entail completion of an AETC mission area orientation course (when applicable) and UQT. Wing Commanders can designate additional positions as BMR provided those positions are not required to maintain CMR status.

1.3. (14AF) Deputy Operations Group CCs and above (30 SW/45 SW exempt) should complete Basic Mission Ready (BMR) certification prior to assuming assigned positions, but not later than 60-days following assignment to a position requiring BMR certification.

1.3.1. NAFs will determine proficiency task requirements for BMR qualification.

1.3.1. (14AF) BMR proficiency task requirements are outlined in AFSPCI 36-2202/14 AF1, *Mission Ready Training, Evaluation and Standardization Programs*. Wings may further define BMR requirements for individual units.

1.3.2. NAF Commanders may require BMR-certified persons upgrade to CMR at their discretion. These persons must comply with all CMR qualification requirements to include training, evaluation and certification IAW paragraph 8. of this instruction. The additional CMR task training requirements will be met through UQT type training.

1.3.3. BMR qualified personnel will always perform duty with a CMR person certified in the same duty position.

1.3.4. (20 AF units) BMR qualification includes Emergency War Order (EWO) and Codes familiarization training. EWO and Codes certification are not required.

1.4. **CMR**. Qualification status of Squadron Commanders (Spacelift: Wing Commander) and below who have completed the minimum training required to be qualified and proficient in all tasks associated with the mission of their assigned unit. Generally, this status applies to 13SX and 1C6XX personnel who have completed ESPT or OSPT, Space or Missile IQT (if available) and UQT and have been successfully evaluated and then certified by their unit commander or operations officer. CMR may apply to additional career fields at selected units, at the direction of HQ AFSPC/DO.

1.4. (14AF) **Attachment 3 (Added)** contains a matrix showing CMR crew positions to unit correlation.

1.4.1. CMR personnel are directly responsible for completing a wing's/group's real-time operational mission, and are not to be confused with individuals who provide mission critical support functions. Examples of appropriate CMR crew positions are individuals who command satellites, individuals who "keyturn" on missiles or control space launch countdown processing, and individuals who physically control warning and surveillance systems. Job performance requirements for CMR positions are documented in their respective volumes of AFSPCI36-2203, *Training and Evaluation Performance Standards*.

1.4.1. (14AF) CMR operators maintain currency as applicable to their assigned position.

1.4.2. For units with an EWO mission, Personnel Reliability Program (PRP), EWO and code handler certifications are prerequisites for CMR certification and performance of unsupervised duty.

1.4.3. HQ AFSPC/DO is the sole authority for revoking and establishing new CMR positions. Units and NAFs forwarding positions for consideration should submit recommendations with the appropriate justification through HQ AFSPC/DOT. Upon approval, HQ AFSPC/DO will direct applicable divisions to update guidance to reflect positional changes.

2. Mission Support (MS). Some personnel perform duties in space and missile operations that provide mission critical support to a unit's real-time operational mission. These personnel are not mission ready, but may need to be certified in unique unit mission requirements or required tasks in order to perform their duties. Certification requirements are determined by the local unit.

2. (14AF) Coordinate Mission Support (MS) certification requirements through 14 AF/OV.

3. Resource Utilization. Assigned personnel and resources must be used to maximize mission accomplishment.

4. Operations Review Board (ORB). NAFs will establish an ORB process to conduct an investigation to determine the cause of any abnormal system response. Conduct United States Space Command (USSPACECOM)-directed ORBs in accordance with NORAD Unified Instruction (NUI) 10-6, *Operations Review Boards*. Send a copy of all ORB minutes requiring Higher Headquarters action to HQ AFSPC/DOT and the DO division responsible for the respective mission. Forward a copy of all ORB minutes documenting safety related problems to HQ AFSPC/SE.

4. (14AF) Units with CMR/BMR personnel assigned convene an ORB for a significant event when an initial assessment of the event cannot determine the root cause or indicates the root cause cannot be readily corrected through minimal retraining or minor procedural changes. The convening authority determines what constitutes minimal retraining or minor procedural changes. Wing/Group/Squadron CCs are the convening authorities for ORBs at their respective organizational levels. The convening authority will

approve ORB minutes. When issues span across more than one organization, the organization whose primary mission was impacted will conduct the ORB. If issues span across more than one wing, SPACEAF/A3 will identify the convening authority. Other organizations, to include those with MS roles, will support the ORB as required. Requirements of AFI 91-204, *Safety Investigations and Reports*, take precedence over this supplement and may require termination of an ORB.

4.1. (Added-14AF) ORB Guidance.

4.1.1. (Added-14AF) The Operations Officer acts as the ORB chairperson at the squadron level; the Group Chief of Standardization and Evaluation acts as the ORB chairperson at the group/wing level. The convening authority may designate a different ORB chairperson as circumstances warrant (i.e. leaves, TDYs, etc.). The ORB chairperson will:

4.1.1.1. (Added-14AF) Oversee the ORB process.

4.1.1.2. (Added-14AF) Assist the CC in determining ORB participants and ensure participants are notified of the ORB date and time. A safety representative, as defined in AFI 91-202, *The US Air Force Mishap Prevention Program*, and standardization/evaluation representative are mandatory participants for all ORBs. However, the safety representative will determine the appropriate level of involvement, provided they have the appropriate security clearance. If the incident did not result in loss, damage, or injury, or pose a risk to property or personnel, the safety representative may deem participation unnecessary. For Geographically Separated Units (GSUs) who do not have a standardization/evaluation function, the parent group's OGV will conduct a review of the ORB minutes to identify any potential changes to mission procedures and to ensure compliance with Higher Headquarters (HHQ) instructions/policies.

4.1.1.3. (Added-14AF) Ensure ORBs do not recommend adverse administrative personnel action.

4.1.1.4. (Added-14AF) Ensure distribution of ORB minutes.

4.1.2. (Added-14AF) Forward a copy of ORB minutes for ORBs held at all levels (Squadron/Group/Wing) to 14 AF/OV and SPACEAF/A3 within 30 calendar days of the significant event/incident, along with a letter indicating wing/group level review, as applicable. Wings/Groups will specify whether Numbered Air Force (NAF) or Major Command (MAJCOM) assistance is required.

4.1.2.1. (Added-14AF) Provide SPACEAF/A3 and 14 AF/OV with an interim progress report and explanation of delay for ORB minutes that will not be forwarded within 30 calendar days. Do not delay forwarding the report because further actions are required to close an item.

4.1.2.2. (Added-14AF) USSTRATCOM/14 AF retains the option to direct a "quick-look" report for any operational issue. The timeline for a "quick-look" report is 48 hours and its format is outlined in NUI 10-6, *Operations Review Boards (ORB)*.

4.1.2.3. (Added-14AF) At the convening authority's discretion, forward a copy of the ORB minutes to participating organizations and units (internal to the wing) with similar missions.

4.1.3. (Added-14AF) The ORB report should be kept unclassified; however, when classified information must be discussed in the minutes, efforts should be made to keep classification at the lowest level possible. The report will contain the following information in official memorandum format and in the specified order. (See **Attachment 4 (Added)**)

4.1.3.1. (Added-14AF) Date the ORB convened and topic.

4.1.3.2. (Added-14AF) Personnel participating in the ORB. Include name, rank, duty title, and telephone number. If the safety representative determines their involvement unnecessary, document the name and other required information of the individual making the determination, and in parenthesis state “determined safety involvement not necessary.”

4.1.3.3. (Added-14AF) Sequence of events (time, locations, etc.). Do not use the names of individuals to describe the sequence of events, instead use positional acronyms.

4.1.3.4. (Added-14AF) Mission Impact. Include a brief description of how the event impacted the primary or secondary mission. If there is no impact, state “None.”

4.1.3.5. (Added-14AF) Conclusion. Explain the cause(s) of the incident.

4.1.3.6. (Added-14AF) Personnel Corrective Actions. Identify any individuals, by position, placed on restricted status or decertified as a result of the incident. Also include a brief explanation of actions taken, to include additional training provided, to remove individuals from restricted status/recertify individuals.

4.1.3.7. (Added-14AF) Other Recommendations/Action Items. Explain actions, excluding personnel corrective actions, taken to resolve the problem and preclude recurrence. Corrective actions involving procedural or operational changes will be coordinated through the agency having approval authority. Assign each recommendation/action item a unique tracking number, identify the responsible agency for taking corrective measures, and establish an estimated completion date. Also include a subject, describe actions taken to correct the deficiency, and include a status block indicating if the item is open or closed. Compose the tracking number as follows: the wing/group, the unit, last two digits of the year, and a sequential number (beginning with 001 each calendar year) (e.g., 45-45RANS02-001, 50-4SOPS02-003, etc.). Additional action item information, necessary for local use, may be added after the status block.

4.1.4. (Added-14AF) Provide status updates on all action items to SPACEAF/A3 and 14 AF/OV every 30 days after submission of initial report until closed.

4.1.5. (Added-14AF) Track open ORB action items through the ORP process until closed.

5. Initial Operational Capability (IOC) for New or Upgraded Systems. Prior to initial operational capability, the wing/group ensures its operations, training, standardization, evaluation and crew force management programs are developed and managed as required to provide adequate support to the new or upgraded system operations. The unit commander should report this status using the Status of Resources and Training System reporting criteria. IOC declaration for AFSPC systems is managed IAW AFSPCI10-601, *Declaration of IOC and Full Operational Capability*.

5. (14AF) The wing/group will conduct an Initial Operations Assessment (IOA) 60 days or less prior to the projected Initial Operational Capability (IOC) to determine if a unit’s operations, training, standardization and evaluation, and crew force management programs are sufficient to adequately support new or upgraded system operations. Assess each area a rating of pass or fail. The wing/group determines and documents pass/fail criteria. As a minimum, units must be in compliance with all critical checklist items to receive a pass rating. However, compliance alone with all critical checklist items does not necessarily constitute a pass rating. Any units not in compliance with all critical checklist items will be rated fail in that specific area. The IOA team will prepare a report with results and recommendations on the unit’s abil-

ity to meet mission requirements. A copy of the report will be forwarded to the Squadron CC, Operations Group CC, SPACEAF/A3 and 14 AF/OV. If the IOA is rated fail, the IOA report will be forwarded to the Wing CC for assessment and IOC recommendation. System upgrades not managed through the IOC process do not require an IOA, unless deemed necessary by the wing/group or directed by 14 AF.

5.1. (Added-14AF) IOC Compliance. At the time a unit declares IOC, the unit will be in compliance with the AFSPCI 10-1202, AFSPCI 36-2202, AFSPCI 36-2203V1, *14AF Training and Evaluations Performance Standards (TEPS)* and the corresponding supplements. SPACEAF AOC will be in compliance AFI 13-1AOC Vol 1 and AFI 13-1AOC Vol 3.

6. Duties And Responsibilities:

6.1. HQ AFSPC:

6.1.1. The Directorate of Operations will:

6.1.1.1. Implement Air Staff/develop AFSPC policy and guidance for space operations and provide assistance on issues that affect compliance when resolution is beyond the scope or resources of the NAFs.

6.1.1.2. Ensure Trained Personnel Requirements are established and adjusted to meet future strength requirements, and forwarded to HQ USAF Career Field Managers for incorporation in the planning process.

6.1.1.3. Appoint MAJCOM functional managers for 13SX and 1C6XX Air Force Specialty Codes (AFSC).

6.1.1.4. Authorize and/or revoke CMR crew positions, as necessary.

6.1.2. The Senior Intelligence Officer (SIO) will appoint a MAJCOM functional manager for the 1NXXX AFSC.

6.2. NAFs. Operational NAFs will:

6.2.1. Organize IAW AFPD38-1, *Organization*, and AFI38-101, *Air Force Organization*.

6.2.2. Implement and supplement policies and requirements established by applicable DoD and Air Force directives and instructions.

6.2.3. Supervise and monitor all subordinate unit operational activities and provide assistance on issues that affect compliance when resolution is beyond the scope or resources of subordinate units.

6.2.4. Establish an ORB process to conduct an investigation to determine the cause of any abnormal system response.

6.2.5. Monitor and assess unit mission readiness.

6.2.6. Standardize operations and procedures where possible.

6.2.7. Ensure NAF commander maintains BMR status in one system supported by subordinate units.

6.2.8. (Added-14AF) SPACEAF/A3 will:

6.2.8.1. (Added-14AF) Direct the convening of an ORB, as necessary. For issues spanning across more than one wing, identify the convening authority. Discuss problem areas with the wing/group and provide assistance, as requested.

6.2.8.2. (Added-14AF) Request USSTRATCOM/J3 to direct the Missile Warning Center to attend or convene an ORB, when deemed necessary.

6.2.8.3. (Added-14AF) Send a review memorandum to the respective wing indicating 14 AF concurrence or directing the wing/group to take additional actions concerning ORB results, as appropriate.

6.2.8.4. (Added-14AF) Appoint individuals as 14 AF ORB members, when necessary.

6.2.8.5. (Added-14AF) Staff ORB minutes.

6.2.8.6. (Added-14AF) Review ORB minutes for operations issues, evaluate/determine corrective actions, and monitor action items through closure.

6.2.9. (Added-14AF) 14 AF/OV will monitor ORBs for standardization across wings.

6.2.10. (Added-14AF) 14 AF/SE will review ORB minutes for possible safety impact and trends, provide guidance when appropriate, and forward to HQ AFSPC/SE, as necessary.

6.2.11. (Added-14AF) SPACEAF/A4 will review ORB minutes for possible logistic issues and trends, and provide assistance, as necessary.

6.2.12. (Added-14AF) SPACEAF/A6 will review ORB minutes for possible communications and Information Assurance issues and trends, and provide assistance, as necessary.

6.3. **Wings.** Wings will:

6.3.1. Organize IAW AFPD38-1 and AFI38-101.

6.3.2. Implement and supplement policies and requirements established by applicable DoD and Air Force directives and instructions.

6.3.3. Ensure effective management and quality control of policies and requirements established by applicable DoD and Air Force directives and instructions.

6.3.4. Supervise and monitor all subordinate unit operational activities and operational effectiveness. Provide assistance on problems that affect compliance when resolution is beyond the scope or resources of subordinate units.

6.3.5. Ensure wing commander and vice wing commander maintain BMR status. For spacelift wings, ensure wing commander and vice wing commander maintain CMR status in the highest CMR position at the wing.

6.3.6. Ensure adequate host base support to sustain operations (medical, command post, etc.)

6.3.7. (Added-14AF) The Wing CC will:

6.3.7.1. (Added-14AF) Direct units to convene an ORB through the applicable group, when necessary.

6.3.7.2. (Added-14AF) Appoint a chairperson for wing ORBs, as necessary, and determine participants.

6.3.7.3. (Added-14AF) Provide unit assistance or request HHQ assistance when necessary.

6.3.7.4. (Added-14AF) Take additional actions on ORB issues as required by 14 AF review memorandum.

6.4. **Groups.** When a group is a Direct Reporting Unit to the NAF, the group assumes those responsibilities listed in paragraph 6.3. in addition to those listed below. Groups will:

6.4.1. Organize IAW AFD38-1 and AFI38-101.

6.4.2. Implement and supplement policies and requirements established by applicable DoD and Air Force directives and instructions and provide assistance on issues that affect compliance when resolution is beyond the scope or resources of subordinate units.

6.4.3. Ensure standardization among subordinate units where feasible.

6.4.4. Ensure operations group commanders and deputy operations group commanders maintain BMR status. For spacelift wings, ensure operations group commander and deputy operations group commander maintain CMR status in the highest CMR position at the wing.

6.4.4. (14AF) 614 SOPG/CC and Deputy Operations Group Commander will maintain qualification IAW Vol 1 and AFI 13-1AOC Vol 3.

6.4.5. Administer the Duties Not Including Flying (DNIF) or special operations program in accordance with AFI48-123, *Medical Examination and Standards*, and the local medical flight. Ensure personnel are not assigned to, nor participate in, critical operations or duties if it is evident that their physical or mental well-being is, or could be, adversely affected by conditions which may prevent mission accomplishment or endanger personnel safety. Groups may delegate program administration to subordinate units.

6.4.6. (Added-14AF) The Operations Group CC will:

6.4.6.1. (Added-14AF) Establish an ORB program.

6.4.6.1.1. (Added-14AF) Convene ORBs as necessary.

6.4.6.1.2. (Added-14AF) If the Chief of Standardization and Evaluation is unavailable for group ORBs, appoint an alternate chairperson, as necessary, and determine participants.

6.4.6.1.3. (Added-14AF) Request HHQ assistance when necessary.

6.4.7. (Added-14AF) Operations Group Standardization/Evaluation (OGV) office will:

6.4.7.1. (Added-14AF) Act as wing point of contact for questions pertaining to ORBs.

6.4.7.2. (Added-14AF) Track all ORBs and monitor action items resulting from ORBs, through closure, verifying corrective actions are sufficient to prevent recurrence.

6.4.7.3. (Added-14AF) Chief of Stan/Eval will be evaluator certified prior to assuming duty IAW HQ AFSPCI 36-2202/14AF1. He/She will maintain CMR status in any senior CMR crew position.

6.4.7.3.1. (Added-14AF) 614 SOPG Chief of Stan/Eval will maintain qualification IAW AFI 13-1AOC Vol 1 and AFI 13-1AOC Vol 3.

6.4.7.4. (Added-14AF) All personnel assigned to OGV will be evaluator certified prior to performing evaluator duties and will maintain CMR status in any CMR crew position. (21 SW:

Division chiefs within OGV will maintain CMR status and evaluator certification at the discretion of the OG/CC. All other personnel assigned to 21 OG/OGV are exempt from the requirement to maintain CMR status and evaluator certification.)

6.4.7.4.1. (Added-14AF) All 614 SOPG/OGV personnel will maintain qualification IAW AFI 13-1AOC Vol 1 and AFI 13-1AOC Vol 3.

6.5. Squadrons and Detachments. Squadrons and detachments will:

6.5.1. Organize IAW AFPD38-1, AFI38-101 and applicable AFSPC Mission Directives.

6.5.2. Implement and supplement policies and requirements established by applicable DoD and Air Force directives and instructions.

6.5.3. Effectively manage all resources available to optimize mission effectiveness.

6.5.4. Effectively employ personnel and maximize the number of CMR crews from available resources.

6.5.5. Ensure squadron or detachment commander and operations officer maintain CMR status if the unit's mission requires CMR crews.

6.5.5. (14AF) Squadron CCs will maintain CMR status in any senior CMR crew position. Additionally, Squadron CCs will complete CMR certification requirements prior to assuming command. If there are no officer CMR positions the Squadron CC will maintain CMR status in an enlisted CMR position.

6.5.5.1. (Added-14AF) Operations Officers will maintain CMR status in any senior CMR crew position.

6.5.5.2. (Added-14AF) Operations Superintendents will maintain CMR status in any senior CMR crew position.

6.5.5.3. (Added-14AF) 614 SOPS/CC, Operations Officer and Operations Superintendent will maintain qualification IAW in AFI 13-1AOC Vol 1 and AFI 13-1AOC Vol 3.

6.5.5.4. (Added-14AF) 21 SW/WOC Director and Chief of Combat Operations will maintain CMR status. The 21 SW/WOC Operations Superintendent (1C3XX) and Command Post Controllers (1C3XX) are exempt from CMR certification requirements and are subject to task certification requirements IAW AFSPCI 10-210.

6.5.5.5. (Added-14AF) At contractor operated sites (e.g., Ground-based Electro-Optical Deep Space Surveillance (GEODSS) & Air Force Satellite Control Network (AFSCN)) the Detachment CC and Operations Officer/Operations NCOIC (if assigned) will be trained and maintain currency in the system to the level and extent allowed for in the applicable contract.

6.5.5.6. (Added-14AF) If the Operations Support Squadron (OSS) includes a requirement for assigned 13SX/1C6X1 personnel to maintain CMR status, then the OSS/CC, Operations Officer and Operations Superintendent (if a 1C6X1) respectively must comply with CMR requirements as per the basic instruction and supplement. However, if the mission ready status of assigned individuals is purely voluntary, it is the OG/CC's option to include the OSS/CC, Operations Officer and Operations Superintendent in the CMR or BMR program.

6.5.6. Ensure assigned personnel maintain required proficiency and adhere to system operations technical data or operating procedures, weapon system safety rules (WSSRs) and safe operating procedures, as required.

6.5.7. Certify individuals assigned to CMR duty positions.

6.5.8. Ensure additional duties do not interfere with individuals' responsibilities to accomplish the unit operations mission.

6.5.9. (Added-14AF) OSS Operations Training Office (OSOT) will:

6.5.9.1. (Added-14AF) Chief of Training will be certified as an instructor prior to assuming duty IAW HQ AFSPCI 36-2202/14AF1. He/She will maintain CMR status in any senior CMR crew position.

6.5.9.1.1. (Added-14AF) 614 SOPS Chief of Training will maintain qualification IAW AFI 13-1AOC Vol 1 and AFI 13-1AOC Vol 3.

6.5.9.2. (Added-14AF) All personnel assigned to OSOT will be instructor certified prior to performing instructional duties and will maintain CMR status in any CMR crew position. (21 SW: Division chiefs within OSOT will maintain CMR status and instructor certification at the discretion of the OG/CC. All other personnel assigned to 21 OSS/OSOT are exempt from the requirement to maintain CMR status and instructor certification.)

6.5.9.2.1. (Added-14AF) All personnel assigned to the 614 SOPS training branch will maintain qualification IAW AFI 13-1AOC Vol 1 and AFI 13-1AOC Vol 3.

6.5.10. (14AF) (Added) Squadron and Detachment CCs will:

6.5.10.1. (Added-14AF) Convene ORBs as necessary.

6.5.10.2. (Added-14AF) If the Operations Officer is unavailable for unit ORBs, appoint an alternate chairperson, as necessary, and determine participants.

6.5.10.3. (Added-14AF) Request HHQ assistance for ORB items through their parent wing/group, when necessary.

6.5.11. (Added-14AF) Chief of Stan/Eval will be evaluator certified prior to assuming duty IAW AFSPCI 36-2202/14AF1. He/She will maintain CMR status in any senior CMR crew position.

6.5.12. (Added-14AF) Chief of Training will be certified as an instructor prior to assuming duty IAW AFSPCI 36-2202/14AF1. He/She will maintain CMR status in any senior CMR crew position.

6.6. **Individuals.** Individuals will:

6.6.1. Effectively use all resources available to optimize mission effectiveness.

6.6.2. Maintain required proficiency and adhere to system operations technical data or operating procedures, WSSRs and safe operating procedures, as required.

6.6.3. Notify supervisors when a condition exists, either physical or mental and affecting themselves or other unit personnel, that may prevent mission accomplishment or endanger personnel safety.

6.6.4. Take necessary actions to ensure space operations procedures are current and accurate.

7. BMR Certification :

7.1. **Certification Requirements** . BMR certification is the means by which a person is granted authority to perform supervised operations duty. Before individuals are certified BMR, each must:

7.1.1. Complete the appropriate AETC mission area orientation course (if available) and UQT for the crew duty position as required by AFSPCI36-2202.

7.1.2. Complete a BMR observation as required by AFSPCI36-2202.

7.1.3. Meet medical qualifications for space and missile operations duty established in AFI48-123 (Includes foreign nationals, if required by international agreement or in accordance with position descriptions supplied to the foreign country pursuant to international agreement).

7.1.4. (20 AF only) Meet medical qualifications for PRP duty established in AFI36-2104, ***Nuclear Weapons Personnel Reliability Program (PRP)***, as required. Required for PRP certifying officials.

7.1.5. A certification briefing is not required.

7.2. **Certification Official** . The certifying official ensures the successful completion of all required mission-oriented training, observation, and any required ancillary training.

7.2.1. The next senior commander or his/her deputy in the operational chain of command certifies all BMR personnel. The NAF commander may waive this requirement as deemed necessary.

7.2.2. (21 SW). Geographically Separated Units (GSU) Chiefs of Standardization/Evaluation (or senior evaluator CMR certified in the BMR observed position) will administer BMR observations to affected personnel, as necessary, and notify the next senior commander of the results. The next senior commander will provide certification decision and determine additional training requirements.

7.2.3. (SPACEAF AOC). 614 SOPS Chief of Standardization/Evaluation (or senior evaluator CMR certified in the BMR observed position) will administer BMR observations to affected personnel, as necessary, and notify the next senior commander of the results. The next senior commander will provide certification decision and determine additional training requirements.

7.2.4. Document duty position certification on the AFSPC Form 91, ***Individual's Record of Duties and Qualification***.

7.2.5. Recertify affected personnel in the new unit mission when significant changes impact unit mission requirements.

7.3. **Restricted Status**. Personnel will be placed in restricted status for the following reasons:

7.3.1. Failure to receive recurring training IAW AFSPCI36-2202.

7.3.2. (Except Spacelift, mobile space surveillance, and mobile missile warning) Failure to perform one alert/duty shift for 60 calendar days in the assigned duty position. Effective date will be the 60th day following the last shift/alert.

7.3.3. When the certifying official determines an individual no longer possesses the degree of proficiency or professionalism required and decertification is inappropriate.

7.3.4. Document placement in and reason for restricted status on the AFSPC Form 91.

7.3.5. (Added-14AF) Failure to receive an annual physical examination IAW AFI 48-123, *Medical Examinations and Standards*.

7.4. **Removal from Restricted Status.** The certifying official determines when to remove or keep an individual on restricted status based on the facts and circumstances of each case. Document removal from restricted status on the AFSPC Form 91. Apply the following criteria before considering removing an individual from restricted status:

7.4.1. Individuals failing to receive recurring training must complete the required training.

7.4.2. For failure to perform minimum alert or crew duty shifts, individuals must complete any necessary training.

7.4.3. (Added-14AF) When an individual has received their annual physical and determined medically qualified for BMR duty.

7.5. **Decertification.** Decertified personnel will not perform duties in the applicable duty position(s). Document decertification on the AFSPC Form 91. Decertify personnel for one or more of the following reasons:

7.5.1. Failure to demonstrate a degree of professionalism required to justify BMR status or willingness to meet Air Force standards.

7.5.2. Failure to maintain the appropriate level of job proficiency.

7.5.3. (Except Spacelift, mobile space surveillance and mobile missile warning) Failure to perform alert duties or shifts for 120 calendar days.

7.5.4. Failure to maintain the appropriate security clearance requirements.

7.5.5. Permanent change of station (PCS).

7.5.5.1. If the assignment is in the same system, decertification is not required. The losing unit forwards the individual's certification information (as applicable) and the date of the last alert tour or duty shift to the gaining unit. Provide the AFSPC Form 91 to the departing individual. The gaining unit may elect to decertify incoming individuals and provide additional training prior to certification.

7.5.5.2. If the assignment is to a different system, decertify the individual and provide the AFSPC Form 91 to the departing individual.

7.5.6. Permanent change of assignment (PCA) to a non-crew position.

7.5.7. Restricted status projected to exceed 120 days.

7.6. **Recertification.** Decertified crewmembers must complete the unit requalification training program and complete a BMR observation as required by AFSPCI36-2202. Document recertification on the AFSPC Form 91.

8. CMR Certification:

8.1. **Certification Requirements.** CMR certification is the means by which a person is granted authority to perform unsupervised operations duty. Before individuals are certified CMR, they must:

8.1.1. Complete the appropriate IQT course (if available) and UQT for the crew duty position as required by AFSPCI36-2202.

8.1.1.1. Squadron commanders must attend IQT (or appropriate mission ready training course) prior to assumption of command. UQT should also be completed prior to assumption of command.

8.1.1.2. Operations officers are not required to attend IQT (or appropriate mission ready training course) prior to reporting to their unit. IQT may be attended as schedules permit. Do not enter individual into UQT until completion of IQT.

8.1.2. Complete an initial or upgrade qualification evaluation as required by AFSPCI36-2202.

8.1.3. Meet medical qualifications for space and missile operations duty established in AFI48-123 (Includes foreign nationals, if required by international agreement or in accordance with position descriptions supplied to the foreign country pursuant to international agreement).

8.1.3. (14AF) Have a valid and current AF Form 1042, **Medical Recommendations for Flying or Special Operational Duty** (i.e. Initial Base Clearance Physical, PHA or Long Physical), issued from the Flight Surgeon at the individual's base of assignment. The form will be kept on file with the unit until the individual is permanently decertified, PCS's, retires, or separates. Foreign nationals are excluded except when agreed to by international agreements (e.g., Space-Based Infrared System (SBIRS)).

8.1.4. (20 AF only) Meet medical qualifications for PRP duty established in AFI36-2104, **Nuclear Weapons Personnel Reliability Program**.

8.1.5. Complete a formal CMR briefing. Content of the briefing is at unit discretion. (20 AF units) The EWO briefing may fulfill this requirement (ref. **Missile EWO Training and Evaluation Requirements (METER)**).

8.1.5. (14AF) A certification briefing is required for each position an individual is certified in and is tailored specifically for the position being certified.

8.2. **CMR Special Applications.** Any time a new unit or duty position is established, new equipment or system modifications occur, or new or significantly changed operations procedures requiring training or evaluation occur, the most experienced or qualified personnel in the unit may be designated as the subject matter experts (SME) and CMR. This only applies to those individuals necessary to develop/conduct the appropriate CMR training and evaluation programs or those individuals necessary to support the operations, test, and evaluation process. SMEs must accomplish the appropriate training for the duty position, such as contractor-provided Type I training.

8.2.1. (Added-14AF) For new unit activations or equipment modifications requiring an IOC declaration all designated Subject Matter Expert's training and evaluations will be conducted in accordance with AFSPCI 36-2202.

8.3. **Certification Official.** The certifying official ensures the successful completion of all required mission-oriented training, evaluation, and any required ancillary training.

8.3.1. The unit commander or operations officer certifies in writing all CMR crewmembers as CMR for their respective unit.

8.3.1.1. (Added-14AF) Detachment CCs certify in writing all CMR crewmembers as CMR for their respective units. This certifying authority cannot be delegated to a lower level. When the Detachment CC is not available, the parent Squadron CC can certify detachment crewmembers.

8.3.1.2. (Added-14AF) For Air Reserve Component (ARC) squadrons supporting active duty squadrons, the ARC OG/CC or Deputy Operations Group Commander acts as the certifying official for the Squadron CC.

8.3.1.3. (Added-14AF) For personnel assigned to an ARC unit, the ARC Squadron CC or Operations Officer is the certifying official. The ARC Squadron CC may allow the CC or Operations Officer of an active duty squadron they support to act as the sole or a dual certification official.

8.3.1.4. (Added-14AF) The Squadron CC or Operations Officer will be certifying and decertifying official for 14 AF/OV evaluators (active duty and ARC) who maintain CMR/BMR status at their units.

8.3.1.5. (Added-14AF) The 14 AF/CC or 14 AF/CV is the certifying official for Spacelift Wing CCs in the Spacelift Commander (SCMDR) duty position.

8.3.1.6. (Added-14AF) The OG/CC or Deputy Operations Group Commander is the certifying official for personnel assigned to OGV.

8.3.1.7. (Added-14AF) For personnel assigned to the OSS who are CMR in other squadrons, the OSS Squadron CC or Operations Officer will be the certifying official.

8.3.1.8. (Added-14AF) 21 OG/CC or Deputy Operations Group Commander is the certifying official for all personnel assigned to the 21 SW/WOC. The OG/CC may delegate this authority to the 21 SW WOC Director.

8.3.2. Document CMR, EWO and any additional duty position certification on the AFSPC Form 91.

8.3.3. Recertify affected CMR personnel in the new unit mission when significant changes impact unit mission requirements. (20 AF units) Refer to METER for EWO recertification instructions.

8.3.4. (21 SW). GSU Chiefs of Standardization/Evaluation (or senior evaluator CMR certified in the CMR evaluated position) will administer CMR evaluations (initial, recurring or special) to GSU commanders and operations officers and notify the next senior commander (or his/her deputy) of the results. For GSUs outside the Colorado Springs/Denver metro area, the next senior commander (or his/her deputy) does not have to be present at the CMR evaluation. The next senior commander (or his/her deputy) will provide certification decision and determine additional training requirements based on evaluation results.

8.3.5. (SPACEAF AOC). 614 SOPS Chief of Standardization/Evaluation will administer CMR evaluations (initial, recurring or special) to the unit commander and operations officer.

8.3.5. (14AF) (SPACEAF AOC) 614 SOPS Chief of Stan/Eval will administer task certifications, for AOC CMR positions governed by AFI 13-1AOC Vol 1 and AFI 13-1AOC Vol 3.

8.4. **Restricted Status.** Personnel in restricted status will not perform unsupervised CMR crew duties. Document placement in and reason for restricted status on the AFSPC Form 91. As a minimum, the certifying official restricts personnel for the following reasons:

8.4.1. Failure to pass an evaluation. Multi-position and dual-position certified personnel in restricted status are restricted in all assigned duty positions that require the same knowledge or proficiency that resulted in the evaluation failure.

8.4.2. Failure to receive recurring training IAW AFSPCI36-2202.

8.4.3. Failure to complete a recurring evaluation IAW AFSPCI36-2202.

8.4.4. Failure to receive an annual physical examination IAW AFI48-123.

8.4.5. (Except Spacelift, mobile space surveillance and mobile missile warning) Failure to perform one alert/one duty shift for 45 calendar days in the assigned CMR duty position (including ARC). Dual-position certified personnel are only required to perform one duty shift every 45 days. Multi-position certified personnel are required to perform one duty shift in each position every 45 days.

8.4.5.1. Effective date will be the 45th day following the last alert/duty shift.

8.4.5.2. (20 AF units) Alert duty at Vandenberg AFB during Force Development Evaluation and SIOP Software Testing (Golden PROM) is creditable toward alert currency requirements of this instruction.

8.4.5.3. (Added-14AF) (Except Spacelift, mobile space surveillance and mobile missile warning) (including ARC) Failure to perform two duty shifts every 45 calendar days in the assigned CMR duty position. (310 SG Traditional Reserve Members) CMR certified personnel are required to perform one duty shift every 45 calendar days, with Group/CC approval. The 310 SG/CC will provide prior approval in writing via memorandum, posted in Section I of the member's Individual Qualification Folder (IQF).

8.4.5.3.1. (Added-14AF) Multi-position certified. Failure to perform two duty shifts in each position every 45 calendar days. (310 SG Traditional Reserve Members) Multi-position certified personnel are required to perform one duty shift in each position every 45 calendar days, with Group/CC approval. The 310 SG/CC will provide prior approval in writing via memorandum, posted in Section I of the member's IQF.

8.4.5.3.2. (Added-14AF) Dual-position certified. Failure to perform two duty shifts every 45 calendar days. The desired method to achieve this requirement is to work one duty shift in each position every 45 calendar days. However, shift requirements for both positions are met if an individual works two duty shifts in the most task inclusive position within the 45 day requirement. (310 SG Traditional Reserve Members) Dual-position certified personnel are required to perform one duty shift in the most task inclusive position every 45 calendar days, with Group/CC approval. The 310 SG/CC will provide prior approval in writing via memorandum, posted in Section I of the member's IQF.

8.4.6. (20 AF units) Failure to maintain EWO or code handler currency.

8.4.7. (20 AF units) Failure to accomplish annual nuclear surety or missile safety training.

8.4.8. When the certifying official determines an individual no longer possesses the degree of proficiency or professionalism required and decertification is inappropriate.

8.5. Removal from Restricted Status. The certifying official determines when to remove or keep an individual on restricted status based on the facts and circumstances of each case. Multi-position certified individuals must meet the requirements in each duty position for which they are in restricted status. Document removal from restricted status on the AFSPC Form 91. Apply the following criteria before considering removing an individual from restricted status:

8.5.1. If an individual has failed an evaluation:

8.5.1.1. Must complete the required corrective action.

8.5.1.2. As a minimum, must successfully complete a special evaluation. The certifying official may direct a recurring evaluation.

8.5.2. An individual who has not received a recurring evaluation prior to their delinquency date must receive a recurring evaluation IAW AFSPCI36-2202.

8.5.3. Individuals failing to receive recurring training must complete the required training.

8.5.4. An individual whose annual medical examination has expired must receive an examination and be determined medically qualified for CMR duty.

8.5.5. For failure to perform minimum alert or crew duty shifts, individuals must:

8.5.5.1. Complete any necessary training.

8.5.5.2. Be observed performing crew duties (simulator or field) by an instructor or evaluated by an evaluator.

8.5.5.3. (20 AF units) Complete an EWO certification, as required (refer to METER).

8.5.6. (20 AF units) Individuals placed in restricted status for EWO or code handling errors or currency must complete individual training.

8.5.7. (20 AF units) Individuals placed in restricted status for failing to receive annual nuclear surety or missile safety training must complete the training.

8.5.8. Individuals placed in restricted status for substandard performance or professionalism must satisfy those requirements established by the certifying official.

8.6. **Decertification.** Decertified personnel will not perform duties in the applicable duty position(s). Document decertification on AFSPC Form 91. Decertify personnel for one or more of the following reasons:

8.6.1. Failure to demonstrate a degree of professionalism required to justify CMR status or willingness to meet Air Force standards.

8.6.2. Failure to maintain the appropriate level of job proficiency.

8.6.3. (20 AF units) Pending PRP decertification action as circumstances warrant.

8.6.4. (Except Spacelift, mobile space surveillance and mobile missile warning) Non-performance of alert duties or shifts for 90 calendar days.

8.6.5. Failure to maintain the appropriate security clearance requirements.

8.6.6. Permanent Change of Station.

8.6.6.1. If the assignment is to a non-crew position, provide the AFSPC Form 91 and Career Field Education and Training Plan (enlisted only) to the departing individual. EWO certification documents may be destroyed or given to the individual.

8.6.6.2. If the assignment is in the same system, decertification is not required. Retain only the individual's evaluation delinquency date and date of last alert/duty shift. Gaining unit commander or operations officer must ensure remainder of CMR certification requirements

are accomplished. Additionally, the losing unit provides the AFSPC Form 91 (with annotation of individual's evaluation delinquency date and date of last alert/duty shift) to the departing individual. The gaining unit may elect to decertify incoming individuals and provide additional training prior to certification.

8.6.6.3. If the assignment is to a different system, decertify the individual and provide the AFSPC Form 91 to the departing individual.

8.6.7. PCA to a non-crew position. Decertification before receipt of an approved AF Form 2096, **Classification/On-the-Job Training Action**, is authorized if:

8.6.7.1. The individual has completed his or her crew tour, unless waived by HQ AFSPC/DO. In addition, the waiver should meet with concurrence by the respective NAF/CC and HQ AFSPC/DOT.

8.6.7.2. The unit has coordinated the assignment with HQ AFSPC/DPAOO and HQ AFPC/DPAOO1 and these agencies have concurred with the move.

8.6.8. Change of duty position when the unit commander does not want the individual to become multi-position or dual-position certified.

8.6.9. Restricted status projected to exceed 90 days.

8.6.10. A disqualifying medical condition as determined by HQ AFSPC/SG.

8.7. **Recertification**. Decertified crewmembers must complete the unit requalification training program and complete a CMR evaluation as required by AFSPCI36-2202. Additionally, these persons must complete a formal CMR certification briefing IAW paragraph **8.1.5** of this instruction. Document recertification on the AFSPC Form 91. (20 AF units) Refer to METER for EWO recertification instructions.

9. Crew Force Management:

9.1. **Crew Designators**. (20 AF units) For scheduling purposes, assign each crew a unique identifier. Designate individuals not assigned to a crew as a CMR spare crewmember.

9.2. **CMR Crew Positions**. Generally CMR crew positions are filled with 13SX, 1C6XX and 1NXXX personnel. Refer to **Attachment 2** for a list of CMR crew positions. Units with CMR crew positions filled by personnel with other AFSCs (foreign nationals excluded) must submit a waiver request to the HQ AFSPC/DO through HQ AFSPC/DOT IAW paragraph **12** of this instruction.

9.2. (14AF) Operations Flight Commanders, at units with CMR positions, will maintain CMR certification in any senior CMR crew position. SPACEAF AOC Operations Flight Commanders will maintain qualification IAW AFI 13-1AOC Vol 1 and AFI 13-1AOC Vol 3.

9.3. **Crew Scheduling**. Adherence to safe operating procedures and WSSRs is mandatory and will be given prime consideration in the planning, scheduling, briefing, and conduct of all activities. NAFs/units will develop a comprehensive scheduling plan to effectively manage personnel resources. NAFs and subordinate units will develop and publish comprehensive policies governing specific alert and shift requirements in a supplement to this instruction.

9.3. (14AF) Squadrons/units will develop a scheduling process to plan, generate, and update crew schedules. Space squadrons/units with launch activities will develop a schedule based on the launch

activity; deployable space squadrons/units will develop a schedule based on deployment activity, all others will maintain a monthly schedule. The schedule should take into consideration operations, training, evaluations, inspections, competitions, and maintenance requirements, as a minimum. Units whose members are certified to perform crew duty in other squadrons only (i.e., OSS, OGV), are not required to maintain crew schedules.

9.3.1. (Added-14AF) The crew schedule will identify all crew operations requirements including individual duty shifts, military appointments, restricted status, decertified status, Duties Not Including Flying/Alert (DNIF/DNIA) status, leaves and TDYs. Squadrons may incorporate additional items into the schedule, such as training and evaluations, at their discretion. Coordinate the schedule with affected agencies as necessary.

9.3.2. (Added-14AF) Write-in changes are acceptable. Squadrons will publish a final schedule at the end of the month that incorporates all changes (i.e. leaves, TDYs, restricted status, etc.) made during the month.

9.3.3. (Added-14AF) An operational duty shift is defined as receiving the changeover briefing, signing for the shift and being available for tasking by the Flight Commander (FCMDR)/CMDR/CCH, as applicable. Operational duty shifts will normally be 8 hours, but not exceed 12 hours. For extreme conditions where weather prevents crew rotation, operational duty shifts may exceed 12 hours. The Squadron CC or Operations Officer will be waiver-granting authority for extended crew shift requirements.

9.3.4. (Added-14AF) All operations personnel assigned, including those individuals performing crew duties, will adhere to requirements established in AFI 36-3003, *Military Leave Program*.

9.3.5. (Added-14AF) Priorities. When scheduling crew duties, apply the following priorities.

9.3.5.1. (Added-14AF) Priority 1: Primary mission objectives.

9.3.5.2. (Added-14AF) Priority 2: HHQ inspections, assessments, standardization visits, and unified or MAJCOM exercises.

9.3.5.3. (Added-14AF) Priority 3: Training, evaluations, system testing and local exercises.

9.3.6. (Added-14AF) Scheduling Limitations. The Squadron CC or Operations Officer may waive the following limitations, for a period not to exceed 1 month, to meet mission requirements. Waivers to scheduling limitations exceeding 1 month will be approved by the OG/CC. A copy of all waivers will be forwarded to 14 AF/OV.

9.3.6.1. (Added-14AF) There will be at least a 12 hour period prior to duty reporting time (between duty shifts), allowing for 8 hours of uninterrupted crew rest plus time for meals and transportation. This period will exclude any operational or administrative duties.

9.3.6.2. (Added-14AF) Crewmembers may be scheduled to report for duty prior to when their normal crew shift begins – as long as total duty hours performed does not exceed 12 hours and they have had the opportunity for 8 hours of uninterrupted rest prior to arriving for duty.

9.3.6.3. (Added-14AF) Under unusual circumstances (e.g., sudden illness, increased operational activity, etc.), the Squadron CC or Operations Officer may place a crew on operational duty at any time, provided they have had the opportunity for 8 hours of uninterrupted rest.

9.4. Crew Tour Commitment Dates. (Except ARC) Officer crew members placed in CMR positions (Operations officers and above excluded, where applicable) based in the CONUS at non-isolated bases are placed on an Assignment Availability Code (AAC) 55. The AAC 55 is intended to provide a stabilized crew force, a Trained Personnel Requirements validation tool and to ensure payback on AETC training. Personnel with an AAC 55 must be performing duties in a CMR position until expiration of the AAC 55. The AAC 55 begins the month in which an individual is CMR certified. The individual becomes available for reassignment on the first day of the month the AAC expires. For example, an individual CMR certifies 22 Jun 01 and receives a 3-year AAC 55. The AAC 55 begins 22 Jun 01 and should expire 1 Jun 04. The individual becomes available for reassignment 1 Jun 04. The AAC 55 varies in length and is administered by the local Military Personnel Flight. Use the following criteria to determine AAC 55 length:

9.4.1. Initial missile operations crew tour. Officers who have not had a prior space or missile operations crew tour are coded for 4 years from CMR certification date.

9.4.2. Initial space operations crew tour. Officers who have not had a prior space or missile operations crew tour are coded for 3 years from CMR certification date.

9.4.3. Subsequent space or missile operations crew tours. Officers with prior space or missile operations experience (13SX billet) who are assigned to a second space or missile operations tour will incur an AAC 55 of 3 years from CMR certification, with the following exception: persons receiving a second missile crew tour will not be assigned an AAC 55, but will be held to current Air Force Assignment System PCS eligibility criteria (no code). Waiver requests for the 3 year crew tour are handled on a case by case basis and approved by the HQ AFSPC/DOT.

9.4.4. Unit deactivation. All follow-on assignments for officers at units being deactivated will be determined through the normal AFPC assignment process. Follow-on crew tours after unit deactivation will be coded IAW paragraph [9.4.3](#).

9.4.5. Officers applying for schools or special programs (e.g. Weapons School, Vigilant Scholar, Intern Programs, etc.) must have their AAC 55 waived prior to submitting their package for board consideration. If the AAC 55 waiver is granted, it will be conditional on selection by the board.

9.4.6. Removal from AAC 55. Officers who are removed from duties in a CMR position prior to expiration of the AAC 55 must apply for a waiver.

9.4.7. Route AAC 55 waivers through the OG/CC, Wing/CC and NAF/CC to HQ AFSPC/DOT IAW paragraph [12](#). of this instruction. HQ AFSPC/DO is the AAC 55 waiver authority.

9.5. Adjusting Crew Tour Commitment Dates. (Except ARC) The operations or space group commander (OG/CC or SG/CC) may adjust crew commitment dates in the following instances. Adjustments are accomplished by the local Military Personnel Flight. Since increments can only be made in months, the OG/CC or SG/CC must develop policy for increments greater than or less than 30 days.

9.5.1. Crewmembers who experience delays in receiving a final security clearance of more than 120 days from the date arrived station (DAS) are eligible for a crew tour adjustment. If the OG/CC or SG/CC approves the adjustment, the commitment date begins on the 120th day after the DAS.

9.5.1.1. Due to the abnormal delays affecting the security clearances of some individuals, the OG/CC may request through HQ AFSPC/DOT an additional adjustment to the AAC 55. Provide DAS, CMR certification date and desired start and end of AAC 55.

9.5.2. The OG/CC or SG/CC may grant a tour commitment extension beyond the 90-day point for crew members who are DNIF/DNIA for more than 90 cumulative days. For example, an individual DNIF for 110 days may incur a 20-day tour extension.

9.6. **Duties Not Including Flying/Alert.** The DNIF process ensures individuals with medical conditions that could affect mission accomplishment or endanger personnel safety do not perform operational duties. The terms DNIF, DNIA and Duties Not Including Controlling (DNIC) are analogous to one another (reference AFI48-123). For standardization purposes, each wing will select and solely use either DNIF or DNIA (as the term DNIC was not created for space/missile operations).

9.6.1. Personnel assigned to CMR/BMR positions (including foreign nationals, if required by international agreement or in accordance with position descriptions supplied to the foreign country pursuant to international agreement) who fail to meet the applicable medical standards established in AFI48-123 will be placed in DNIF/DNIA status and not perform CMR/BMR duties on on-line systems.

9.6.1. (14AF) Individuals in DNIF/DNIA status will not perform CMR/BMR duties supervised or unsupervised. They may receive an off-line evaluation/training scenario or classroom training, but at no time will they interact with real-world systems. The Flight Surgeon may specify individuals should not receive training/evaluations if detrimental to their health.

9.6.2. Personnel in DNIF/DNIA status who are not on convalescent leave, hospitalized, or assigned to quarters may perform additional duties as determined by the unit and competent medical authority.

9.7. (Added-14AF) Shift Requirements.

9.7.1. (Added-14AF) Prioritization. The Operational Risk Management (ORM) process will be applied to make calculated decisions on human, material, and environmental factors before, during, and after Air Force operations per AFI 90-901, *Operational Risk Management* and Air Force Pamphlet (AFPAM) 90-902, *Operational Risk Management (ORM) Guidelines and Tools*. The specific situation dictates how the crew applies the ORM process, thus prioritizing actions when a risk based on human, material, or environmental factors must be weighed against mission accomplishment. Individuals should accept risks only to the point where the benefits outweigh the potential cost, but will not accept unnecessary risk. If a situation directly threatens mission accomplishment by placing resources at an unacceptable level of risk, the FCMDR/CMDR/CCH will direct actions to eliminate or reduce the hazard to an acceptable level, within their capabilities. To as much extent as possible, FCMDRs/CMDRs/CCHs will delegate tasks appropriately to allow simultaneous processing of mission and hazard elimination/reduction. The crew accomplishes all activities using the following priorities:

9.7.1.1. (Added-14AF) Priority 1: Real-time mission accomplishment. These are activities requiring immediate attention (e.g., satellite contacts, missile warning events, interference, real-time reporting requirements, etc.).

9.7.1.2. (Added-14AF) Priority 2: Direct mission support. Preparation activities for accomplishing the real-time mission (e.g., status monitoring, equipment checkout, mission scheduling, etc.).

9.7.1.3. (Added-14AF) Priority 3: Indirect mission support (e.g., training, evaluations, additional duties, etc.).

9.7.2. (14AF) Shift Duty. The following are the minimum requirements for space operations shift duty.

9.7.2.1. (14AF) All crew positions designated as CMR will be manned by CMR certified personnel during real world mission operations. The FCMDR/CMDR/CCH, as applicable, is ultimately responsible for all activities, operations, security, and personnel in the operations area. The FCMDR/CMDR/CCH has authority over all personnel in the operations area, including those falling under other administrative chains of command. The FCMDR/CMDR/CCH is responsible for ensuring the proficiency of the crew and optimizing positional task exposure during a duty shift.

9.7.2.2. (14AF) A CMR crewmember may temporarily relinquish responsibility for their duty position to another individual CMR in the same crew position. A positional changeover briefing is required. Additionally, if the FCMDR/CMDR/CCH, as applicable, is relinquishing responsibility the on-coming FCMDR/CMDR/CCH must sign in the operations log prior to assumption of the shift.

9.7.3. (14AF) Actions Prior to Assumption of Crew Duty.

9.7.3.1. (14AF) These actions may be accomplished via a changeover briefing from another crew or a pre-brief of the crew prior to beginning duties. (30 SW/45 SW) A Launch Readiness Review meets the requirement of a pre-brief for those positions that don't accomplish a changeover. At a minimum, the briefing will include the following:

9.7.3.1.1. (14AF) Ensure complete operational system status is provided to the on-coming crew. This should include any information regarding system capability for supporting the mission. Along with current Operations Capability (OPSCAP), provide specific information regarding planned or on-going corrective or preventive maintenance actions. Ensure crews are aware of any issues having the potential to affect mission accomplishment during the shift. Additionally, crews will be briefed on any planned operational events (e.g. satellite maneuvers, foreign launches, etc.).

9.7.3.1.2. (14AF) Provide thorough weather status (include space environmental, as applicable, and local terrestrial weather). Crews must be aware of any local or space environmental conditions, which may have an adverse affect on system performance. Ensure all terrestrial and space weather advisories, as applicable, received by the unit are briefed to on-coming crews. This type of information is essential in identifying potential relationships between substandard system performance and weather.

9.7.3.1.3. (14AF) Ensure crews are briefed on any relevant security/intelligence information. This includes any intelligence of value for reviewing potential threats to the operational system and mission. Security information should include primary and secondary real-world/exercise duress words, as applicable.

9.7.3.1.4. (14AF) The briefing should also identify the date of the most current and/or active Crew Information File (CIF) items and Temporary Procedures (TP), highlighting when new CIFs/TPs are added.

9.7.3.2. (14AF) Inventory Communications Security (COMSEC) materials IAW instructions provided by the local COMSEC custodian.

9.7.3.3. (14AF) Review and acknowledge new or changed TPs and “HOT” CIF items IAW CIF/TP procedures outlined in this supplement. Crewmembers will immediately (as operational requirements allow) read and initial the CIF log, including the date/time read, when “HOT” CIFs are posted during their shift.

9.7.3.3.1. (14AF) Crews will review all “ROUTINE” CIFs prior to the end of their shift. Crewmembers will read and initial the CIF log with date/time no later than the end of their next shift when “ROUTINE” CIFs are posted during their shift.

9.8. (Added-14AF) Operations Log. Units may use either a paper or computerized operations log. Operations logs will document the names of all personnel performing duty, significant events, new CIFs/TPs posted, and any other information deemed necessary by the crew. The importance of the operations log is paramount and their integrity and accuracy is of foremost concern. The FCMDR/CMDR/CCH will sign upon assumption of the shift and assumes responsibility for the accuracy of log entries during their shift. If the log is computerized, this signature will be maintained in a separate paper log. The requirement for a separate paper log is waived for units if the log is maintained on a secure computer system with protections in place to ensure the accuracy and personal accountability (e.g., individual protected passwords) of log entries. All computerized logs must maintain the ability to print out a hard copy. Units will maintain logs for a period of one year.

9.9. (Added-14AF) Crew Information File (CIF). The CIF provides new or updated information impacting operations crewmembers. Review CIFs at least weekly to ensure currency of information, and remove items that are no longer current. Maintain CIF review documentation for a period of one year. Items of general nature, not specifically pertaining to crew duty, should be posted in a separate read file. The CIF binder (may be part of a combined CIF/TP binder) will include at a minimum:

9.9.1. (Added-14AF) An index identifying current CIFs, to include: CIF number, classification, subject, section the CIF is filed in, date and time posted, date CIF is rescinded, and the name of the individual posting and rescinding the CIF.

9.9.2. (Added-14AF) A log reflecting crewmember acknowledgment of CIFs (may be part of a combined CIF/TP log). Crewmembers will initial the CIF log, including the date/time read, to show they have read and understand.

9.9.3. (Added-14AF) A “HOT” section. This section will be limited to items requiring immediate crew attention, which will or could affect mission accomplishment.

9.9.4. (Added-14AF) A “ROUTINE” section containing items related to operations, but not of an immediate nature.

9.10. (Added-14AF) Operations Standards. A person must not act as a crewmember of an operations crew while:

9.10.1. (Added-14AF) Under the influence of alcohol or its after-effects. Operations crewmembers will not consume alcoholic beverages during the 8-hour period prior to assumption of crew duties.

9.10.2. (Added-14AF) Under the influence of or using a drug that affects the ability to safely perform assigned duties. Operations crews may not self-medicate except according to AFI 48-123.

9.10.3. (Added-14AF) Physical/mental condition is suspect or known to be detrimental to safety as determined by the Flight Surgeon.

10. Technical Data And Procedures:

10.1. **Technical Data.** Operational systems and weapon systems will not be operated without validated and verified technical data or operations procedures. Once technical data or operational checklists are in place, crews will use these technical data/checklists at all times (or as specified in the technical data) when operating the systems.

10.1.1. (Added-14AF) Any changes to Technical Orders (TOs) must be made using the AFTO 22 system outlined in T.O. 00-5-1, *Air Force Technical Order System*. Quick, expedient changes can be made using this system. Additionally, priorities for change requests via AFTO Form 22, **Technical Manual (TM) Change Recommendation and Reply**, can be designated and change approval/disapproval response can be required within 48 hours.

10.1.2. (Added-14AF) Checklists which address procedures not specific to the designed function of the defense/weapon system (non-TO checklists) will be maintained in a separate binder. Such procedures may include but are not limited to the following: safety (e.g., fires external to the operations center, severe weather/natural disaster, accident/injury/illness), security (e.g., physical security violations, Force Protection Conditions, bomb threats) and Alert Condition (e.g., Emergency Action Message (EAM) validation and processing). Units can maintain (non-TO) operational and contingency checklists, along with associated job aids, in a single binder.

10.1.2.1. (Added-14AF) Format. Operational checklists that are not included in the TO will be formatted per MIL-PRF-38314, *Performance Specification, Manuals, Technical: Operation and Associated Checklist (Space Systems), Preparation of*.

10.1.2.2. (Added-14AF) Units will comply with the standardized checklist numbering scheme in Paragraph **10.3.2.6.1. (Added)**.

10.2. **Operations Manuals.** The NAFs will specify procedures for proper marking and annotations on the paper technical data.

10.2. (14AF) Guidance for preparing USAF-approved TOs is addressed in MIL-PRF-38314. Units with existing operations manuals that fall outside the USAF-approved TO system, will convert to the format specified in MIL-PRF-38314 when major changes/revisions are required to keep data current. Wings/groups may convert to the MIL-PRF-38314 format independent of major changes/revisions if personnel and material resources permit such development. (30 SW/45 SW) Units are exempt from the format specified in MIL-PRF-38314. Additional guidance for developing and publishing both Electronic and (non-electronic) Technical Manuals (ETMs/TMs) is contained in MIL-STD-38784, *Standard Practice For Manuals, Technical: General Style And Format Requirements*.

10.2.1. (Added-14AF) Units that are migrating their current TMs or TOs to an electronic format should use the following guidance for the acquisition and formatting of Interactive Electronic Technical Manuals (IETMs): MIL-PRF-87269A, *Performance Specification Data Base, Revisable -Interactive Electronic Technical Manuals, For The Support Of*, and MIL-PRF-87268A, *Manuals, Interactive Electronic Technical-General Content, Style, Format, and User-Interaction Requirements*. Additionally, MIL-HDBK-511, *Department Of Defense Handbook for Interoperability Of Interactive Electronic Technical Manuals (IETMs)* is a good source of information but cannot be sited as a contract requirement. Units will not migrate to a non-interactive ETM.

10.2.1.1. (Added-14AF) 14 AF does not require any specific on-screen format or appearance for IETMs/ETMs. MIL-PRF-87269A is the performance specification for the TO database, it

is used with MIL-PRF-87268A which covers user interaction requirements. IETMs separate formatting requirements from content requirements. This allows content (the technical portion of the TO) to be updated without affecting the format of the TO. This is one of the benefits of SGML tagged data – updates can occur and all the formatting like font, paragraph headings, screen display/layout, occur automatically without re-authoring. Units that currently use IETMs will follow this guidance when either a significant change requires a new/updated TM/TO be built and delivered by the contractor or when it is financially feasible, whichever is sooner.

10.2.1.2. (Added-14AF) Units are required to maintain the ability to print extremely critical mission and emergency procedures or maintain enough paper copies to be used in the event of IETM/ETM failure. 14 AF does not require any specific format or appearance for the printed copies of these procedures.

10.2.2. (Added-14AF) The current standard guidance available for units who use an ETM with no (or extremely limited) interactive ability is provided in MIL-STD-38748. Units that currently use ETMs will migrate to IETMs when either a significant change requires a new/updated TM/TO be built and delivered by the contractor or when it is financially feasible, whichever is sooner.

10.2.3. (Added-14AF) Units will coordinate through their Program Manager (PM) and HQ AFSPC/LGM for issues on conversion/acquisition. Units will identify functionality requirements and forward them to the PM. PMs should work through HQ AFSPC/LGM to ensure standards are being met while providing the unit with the required functionality.

10.2.4. (Added-14AF) IAW MIL –PRF-38314 Demand-Response procedures will be limited to critical and/or lengthy procedures. These are procedures that require accountability for all steps being completed and/or require steps to be completed in a specific order.

10.2.5. (Added-14AF) For units with USAF-approved TOs (non-electronic), issue one copy per operator. The Wing CC is delegated the authority to have units within their wing issue one TO per position. If the unit issues only one TO per position, Stan/Eval and Training shops will maintain additional copies of the TO (may be used during training/evaluation scenarios, checked out for individual study etc.).

10.2.6. (Added-14AF) Annotations on TO pages must be in soft erasable black or red pencil only. Annotations on acetate may be made in grease pencil or any color vis-à-vis. Authorized annotations are:

10.2.6.1. (Added-14AF) Any annotation that does not obscure printed material, is non-directive in nature, and does not change the context or classification of the material being annotated.

10.2.6.2. (Added-14AF) Underlining that does not obscure or line out printed material whether inadvertent or intentional.

10.2.6.3. (Added-14AF) Color highlighting on acetate that does not obscure the printed material.

10.3. Space Operations Procedures (14 AF Units). This section outlines the basic process for development, validation, and approval of procedures based on new or changed operations requirements for units without formally published technical data. These procedures can be of a permanent or temporary nature. Contractor-developed procedures are produced and delivered according to the

specifications in the governing contract. The implementing unit must review these contractor documents for impact to unit procedures.

10.3. (14AF) Track new supplemental, temporary and permanent procedures, and changes to existing permanent procedures, through closure using the ORP process.

10.3.1. Procedures Development and Validation:

10.3.1.1. Development. Any unit, wing, or headquarters agency may develop a procedure to fulfill a new or changed requirement. Analyze the requirement to determine what actions space operations personnel must perform, the expected response for each action, and which crew positions are responsible for executing those actions.

10.3.1.2. Validation. The organization(s) required to implement the procedure first validates it through trial use. Run the procedures, noting the expected outcome for each step or task. If the outcome is not as expected, then an analysis must be accomplished to determine any required modifications to the procedures or expected results. Provide recommendations to the developer for consideration or approval. If the trial run of a new procedure may impact operations or operational equipment, it must be conducted on an off-line simulator/system (if available) with sufficient fidelity to ensure no mission impact/equipment damage to the operational system.

10.3.2. Permanent Procedures. These are necessary to ensure successful mission accomplishment. Although they are usually required for an indefinite period of time, they may be periodically modified to keep pace with changes to system or mission requirements. Permanent procedures are documented in positional checklists or operations manuals. Locally prepared checklists are formatted in accordance with T.O. 00-5-1, *Air Force Technical Order System*, MIL-PRF-38314, *Manuals, Technical: Operation and Associated Checklist (Space Systems), Preparation of*, and MIL-STD-38784, *Standard Practice for Manuals, Technical, General Style and Format Requirements*.

10.3.2.1. Changes. Changes to permanent procedures are categorized according to the urgency for their implementation. Modifications usually are effected through the replacement of whole pages. The three categories of changes are emergency, urgent, and routine.

10.3.2.1.1. Emergency. These require immediate action on a deficiency which, if not corrected, would result in a fatality or serious injury to personnel, extensive damage or destruction of equipment or property, or inability to achieve or maintain the mission.

10.3.2.1.2. Urgent. These require action on a deficiency which, if not corrected, could cause one or more of the following: personnel injury; damage to equipment or property; reduce operational efficiency; or could jeopardize the safety or success of mission accomplishment.

10.3.2.1.3. Routine. These require action on deficiencies that do not fall into the emergency or urgent categories. These are modifications to existing procedures that do not affect the overall process for completion, such as administrative changes.

10.3.2.2. 14 AF develops procedures regarding the coordination and approval process for permanent procedures contained in positional checklists and operations manuals as well as checklist numbering schemes.

10.3.2.2. (14AF) Format. Operational checklists that are not included in the TO will be formatted per MIL-PRF-38314.

10.3.2.2.1. The coordination process must address procedure technical accuracy assurance, standardization of procedures, and training requirements.

10.3.2.2.2. The approval process must address who has final approval authority for new or changed procedures. The final approval authority ensures the procedure satisfies the operational requirement, is technically accurate, is in compliance with DoD and Air Force directives or instructions, and is formatted appropriately.

10.3.2.3. All permanent procedures are maintained in the appropriate work center or issued to all personnel performing duties in the workcenter. No new or changed procedures will be used for operations until properly coordinated and approved. A unit may recommend to the approving authority that the procedure be categorized as a temporary procedure (TP) pending final approval. In this case, the procedure must meet all TP requirements before implementation.

10.3.2.4. Individuals have the responsibility to take actions necessary to ensure the procedure in use is accurate. Workcenters will review procedures at least annually to ensure accuracy, currency, and mission applicability.

10.3.2.5. Forward a copy of all approved permanent procedures and related training material to the unit providing system initial qualification training.

10.3.2.5. (14AF) OSOT must ensure the applicable 381 TRG squadron receives copies of all related training material for permanent and long-term (6+ months) interim procedures within 30 days of receipt from the unit, as applicable.

10.3.2.6. (Added-14AF) Numbering.

10.3.2.6.1. (Added-14AF) Units will comply with the standardized checklist numbering scheme below. Start checklists in a series with the same series number. If there are two or more checklists in a series, identify them by placing a dash after the series number and sequentially numbering them (i.e., 3-1, 3-2, etc.). If a unit does not require a specific checklist series, do not use that series.

Table 1. (Added) Standardized Checklist Numbering Scheme.

Series Number	Title
1	Site reporting Satellite Operations (50 SW) Spacelift Operations Other Operations
2	ECM/EMI
3	Security
4	Launch Weather Procedures
5	Severe Weather / Natural Disaster
6	Fire

Series Number	Title
7	Accident / Injury
8	Intelligence
9	System Configuration
10	Communications
11	LERTCONs / Formatted Messages
12	Improper Authentication
13	Test Control Procedures
14	Space Surveillance
15	Satellite Operations (21 SW)
16	Satellite Support
17	Shift Changes
18	Evacuation
19	Miscellaneous
20	Toxic Spills (30 SW/45 SW)

10.3.3. Temporary Procedures. TPs are used to temporarily alter existing permanent procedures. Posted directly opposite the affected procedure, they are usually required to be implemented because of a unique mission requirement (e.g. to support system testing or to support a system engineering analysis requirement). They are seldom modified; instead they are regenerated as a new TP and the previous version rescinded. TPs may be used to effect partial changes to permanent procedures until the procedure or page may be replaced in its entirety in accordance with paragraph [10.3.2.1](#).

10.3.3.1. A Temporary Procedure Request (TPR) is the document used to implement a TP. Initially attached to the TP during the coordination process and prior to TP posting, the TPR includes the following information (at a minimum): posting and removal instructions, effective dates, issuing agency, and coordinating/approval agencies and signatures.

10.3.3.1. (14AF) Temporary Procedure Request (TPR). TPRs will address the following items as a minimum:

10.3.3.1.1. (Added-14AF) Identify the procedure requiring change, to include proposed changes.

10.3.3.1.2. (Added-14AF) Identify positions affected.

10.3.3.1.3. (Added-14AF) Identify any special training/evaluation required to implement the TP.

10.3.3.1.4. (Added-14AF) Include an ORP tracking number.

10.3.3.1.5. (Added-14AF) Identify affected checklists.

10.3.3.1.6. (Added-14AF) TPRs will be maintained in a binder. TPRs may be kept in a combined CIF/TP binder.

10.3.3.2. There are three categories of TPs: emergency, urgent, and routine.

10.3.3.2.1. Emergency. These require immediate action which, if not implemented, would result in a fatality or serious injury to personnel, extensive damage or destruction of equipment or property, or inability to achieve or maintain the mission.

10.3.3.2.2. Urgent. These require action which, if not corrected, could cause one or more of the following: personnel injury; damage to equipment or property; reduce operational efficiency; or could jeopardize the safety or success of mission accomplishment.

10.3.3.2.3. Routine. These require action that do not fall into the emergency or urgent categories. These are modifications to existing procedures that do not affect the overall process for completion, such as administrative changes.

10.3.3.3. 14 AF develops requirements regarding the approval, coordination, and control of TPs.

10.3.3.3.1. At a minimum, the coordination process must ensure technical accuracy and training requirements, as required.

10.3.3.3.2. All affected duty positions must be knowledgeable of and have access to a copy of the TPR and associated TP.

10.3.3.3.3. (Added-14AF) The TP binder (may include TPRs and CIFs) will include:

10.3.3.3.3.1. (Added-14AF) An index identifying current TPs, to include: ORP number, classification, subject, category of TP, date and time posted, date TP is rescinded, and the name of the individual posting and rescinding the TP. The index may be updated, eliminating rescinded TP entries, after the rescinding of the TP is documented in the ORP minutes.

10.3.3.3.3.2. (Added-14AF) A log reflecting crewmember acknowledgment of TPs (may be part of a combined CIF/TP log). Crewmembers will initial, including the date/time read, the TP log to show they have read and understand.

10.3.3.3.4. (Added-14AF) At a minimum, review TPs every 30 days for currency. Prior to the 90th day, units will extend, rescind, or incorporate the TP actions into a permanent procedure. TPs may be extended beyond 90 days when special circumstances are warranted. Extensions must be approved in writing by the initial approval authority. The next higher approval authority approves TPs extended past 180 days. Rescind TPs after they are incorporated into permanent procedures.

10.3.3.4. Units review open TPs for possible integration into permanent procedures. 14 AF develops requirements for reviewing TPs, to include schedule, responsible agency, revoking and extension authorities. 14 AF may delegate this responsibility to the wings.

10.3.4. Supplemental Procedures. Supplemental procedures are used to amplify/augment existing permanent procedures without altering them. 14 AF develops procedures regarding the coordination and approval process for supplemental procedures.

10.3.5. (Added-14AF) Approval Authority. The approval authority for temporary and permanent procedures is as follows:

10.3.5.1. (Added-14AF) Squadron CCs determine the approval authority for procedures affecting only their unit.

10.3.5.2. (Added-14AF) OG/CCs determine the approval authority for procedures affecting multiple units within the same group.

10.3.5.3. (Added-14AF) Wing CCs determine the approval authority for procedures affecting multiple groups within the same wing.

10.3.5.4. (Added-14AF) The SPACEAF/A3 is the approval authority for procedures that affect more than one wing. The originating wing will coordinate the recommended procedure through other applicable wings and forward the coordinated package to SPACEAF/A3.

11. Changes. Forward recommended changes to this instruction via memorandum, message or AF Form 847, *Recommendation for Change of Publication*, to HQ AFSPC/DOTT, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4240. Provide information copies to HQ AFSPC/IGIOS, 125 East Ent Ave, Peterson AFB CO 80914-1281, 14 AF/OV, 747 Nebraska Avenue, Suite B305, Vandenberg AFB CA 93437-6268 and 20 AF/DOM, 6610 Headquarters Drive, F. E. Warren AFB WY 82005-5215.

11. (14AF) Forward recommended changes to this supplement through the parent group to 14 AF/OV, 747 Nebraska Ave, Ste B109, Vandenberg AFB CA 93437-6268. Wings/groups may define additional requirements to the basic instruction.

12. Waiver Authority. HQ AFSPC/DOT is the waiver authority for this instruction unless specifically stated otherwise. Waivers will be granted on an individual and controlled basis. Waiver authority may not be delegated.

12. (14AF) 14 AF/OV is the waiver authority for all parts of this 14 AF supplement unless specifically stated otherwise. Waivers will be granted on an individual and controlled basis. Where waiver authority has been specifically delegated, that authority may not be delegated beyond what is specified in this supplement.

12.1. **Waiver Procedures** . Submit fully justified waiver requests through each intermediate level of command to HQ AFSPC/DOT.

12.1. (14AF) Submit fully justified waiver requests following the AFSPC format through parent group to 14 AF/OV, 747 Nebraska Ave, Ste B109, Vandenberg AFB CA 93437-6268.

12.1.1. Describe the specific requirement and state the reason a waiver is required.

12.1.2. Indicate when the waiver will no longer be required.

12.1.3. Intermediate command levels will recommend approval or disapproval of the waiver request.

13. Clarifications. Process requests for clarification via memorandum or message to HQ AFSPC/DOTT, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4240, 14 AF/OV, 747 Nebraska Avenue, Suite B305, Vandenberg AFB CA 93437-6268 and 20 AF/DOM, 6610 Headquarters Drive, F. E. Warren AFB

WY 82005-5215. Provide information copies to HQ AFSPC/IGIOS, 125 East Ent Ave, Peterson AFB CO 80914-1281.

13. (14AF) Forward requests for clarification to the basic instruction or this supplement via memorandum through the parent group to 14 AF/OV, 747 Nebraska Ave, Ste B109, Vandenberg AFB CA 93437-6268.

14. (Added-14AF) Operations Review Panel. The ORP proactively considers current and long-term factors affecting the organization's ability to accomplish the mission, resulting in maximized mission effectiveness. The ORP ensures operations documentation is in place and completion of applicable training and evaluation prior to implementing new or changed procedures.

14.1. (Added-14AF) ORP Process. The ORP process is a means to formally coordinate items ensuring technical and operational accuracy, standardization of products, and consideration of applicable safety measures. Wings/groups and all subordinate units will establish ORP processes to review items appropriate to their level. Wings/groups may standardize these processes as necessary.

14.1.1. (Added-14AF) Only personnel necessary to ensure technical and operational accuracy, standardization, and safety measures need review a specific item.

14.1.2. (Added-14AF) The wing/group/squadron, as applicable, will identify and document the personnel necessary to coordinate on each ORP item.

14.1.3. (Added-14AF) Coordinate the following items using the ORP process:

14.1.3.1. (Added-14AF) New or changed mission requirements.

14.1.3.2. (Added-14AF) Operations procedures (e.g., TPs (added and rescinded), CIFs, checklists, pass-plan templates, etc.).

14.1.3.3. (Added-14AF) Evaluation and training requirements/products, if no other formal coordination process exists.

14.1.4. (Added-14AF) Other items may be included at the discretion of the ORP chairperson.

14.1.5. (Added-14AF) Assign all ORP items a unique tracking number. Wings will develop a standardized tracking number system for their respective units.

14.1.6. (Added-14AF) Items may be routed for coordination and approval, then implemented prior to the meeting, but will be documented in the next ORP minutes.

14.2. (Added-14AF) ORP Meeting.

14.2.1. (Added-14AF) The Wing CC determines if ORPs are conducted at the wing or group level. The CC at the respective level will appoint an ORP chairperson. Groups and Squadrons will convene an ORP at least quarterly. However, ORP chairperson may convene an emergency ORP at any time to review mission critical training/evaluation materials.

14.2.2. (Added-14AF) The ORP meeting will:

14.2.2.1. (Added-14AF) Track the status of items identified in **Paragraph 14.1.3. (Added)**, through closure.

14.2.2.1.1. (Added-14AF) Squadron ORPs track the status of squadron ORB action items. Wing/group ORPs track the status of all ORB action items; resulting from USSTRAT-

COM/14 AF directed ORBs, where a significant event generates the ORB, and any other ORB action items where HHQ assistance is required.

14.2.2.2. (Added-14AF) Review trends identified by TEMAP.

14.2.2.3. (Added-14AF) Verify correction of documentation errors identified through other processes.

14.3. (Added-14AF) ORP Minutes. Publish minutes for all ORPs. CCs determine and document the approval authority for ORP minutes at their corresponding level. If the minutes contain issues that affect more than one wing, the originating wing will coordinate the issue through other applicable wings, and forward the coordinated minutes package to SPACEAF/A3 for approval.

14.3.1. (Added-14AF) Wings will establish policy for format of ORP minutes. However, the ORP minutes must contain the following information:

14.3.1.1. (Added-14AF) Date the ORP convened.

14.3.1.2. (Added-14AF) Personnel participating in the ORP. Include name, rank, duty title, and telephone number.

14.3.1.3. (Added-14AF) For each item, include the tracking number, office of primary responsibility, a subject, current status of the item, planned or actual implementation date (if applicable), and an entry indicating if the item is open or closed.

14.3.1.4. (Added-14AF) Signature of approving authority.

14.3.2. (Added-14AF) Wings will determine the distribution of minutes. Forward an informational copy of approved ORP minutes to the corresponding Initial Qualification Training (IQT) unit, if applicable. Additionally, forward a copy of approved wing/group level ORP minutes, without attachments, to 14 AF/OV.

HOWARD J. MITCHELL, Maj Gen, USAF
Director of Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD Directive 1327.5, *Leave and Liberty*

MIL-PRF-38314, *Manuals, Technical: Operation and Associated Checklist (Space Systems), Preparation of*

MIL-STD-38784, *Standard Practice for Manuals, Technical, General Style and Format Requirements*

T.O. 00-5-1, *Air Force Technical Order System*

AFM10-206, *Operational Reporting*

AFPD 10-12, *Space*

AFI10-1201, *Space Operations*

AFI33-360V1, *Publications Management Program*

AFPD36-22, *Military Training*

AFI36-2104, *Nuclear Weapons Personnel Reliability Program*

AFI36-2110, *Assignments*

AFI36-2201, *Developing, Managing and Conducting Training*

AFP36-2211, *Management of Air Force Training Systems*

AFI36-2616, *Trained Personnel Requirements*

AFI36-3003, *Military Leave Program*

AFMAN36-8001, *Reserve Personnel Policy Reserve Training*

AFPD38-1, *Organization*

AFI38-101, *Air Force Organization*

AFI48-123, *Medical Examination and Standards*

AFI60-101, *Operations and Resources*

AFI91-101, *Air Force Nuclear Weapons Surety Program*

AFI91-102, *Nuclear Weapon System Safety Studies, Operational Safety Review and Safety Rules*

AFI91-114, *Safety Rules for the Intercontinental Ballistic Missile Weapon Systems*

AFI91-301, *Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program*

AFI91-302, *Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Standards*

NUI10-6, *Operations Review Boards*

Missile EWO Training and Evaluation Requirements (METER)

AFSPCI36-2202, ***Mission Ready Training, Evaluation and Standardization Programs***

AFSPCI36-2203, ***Training and Evaluation Performance Standards***

References (Added-14AF)

MIL-PRF-87268A, *Manuals, Interactive Electronic Technical-General Content, Style, Format, and User-Interaction Requirements*

MIL-PRF-87269A, *Performance Specification Data Base, Revisable -Interactive Electronic Technical Manuals, For The Support Of,*

MIL-HDBK-511, *Department Of Defense Handbook for Interoperability Of Interactive Electronic Technical Manuals (IETMs)*

AFI 13-1AOC Vol 1, *Ground Environment Training--Air Operations Center*

AFI 13-1AOC Vol 3, *Operational Procedures—Aerospace Operations Center*

AFI 91-202, *AF Mishap Prevention Program*

AFI 91-204, *Safety Investigations and Reports*

AFI 90-901, *Operational Risk Management*

AFPAM 90-902, *ORM Guidelines and Tools*

AFSPCI 10-601, *Declaration of IOC and Full Operational Capability*

AFSPCI 10-210, *Operations Centers (Command Post) Policies and Procedures*

Abbreviations and Acronyms

BMR—Basic Mission Ready

BSQ—Basic System Qualification

CMR—Combat Mission Ready

DAS—Date Arrived Station

DNIA—Duties Not Including Alert

DNIF—Duties Not Including Flying

ESPT—Enlisted Space Prerequisite Training

EWO—Emergency War Order

GSU—Geographically Separated Unit

IOC—Initial Operational Capability

IQT—Initial Qualification Training

METER—Missile EWO Training and Evaluation Requirements

MS—Mission Support

NUI—NORAD Unified Instruction

ORB—Operations Review Board

OSPT—Officer Space Prerequisite Training

PRP—Personnel Reliability Program

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

SME—Subject Matter Expert

SPACEAF—Air Force Space Forces

TP—Temporary Procedure

TPR—Temporary Procedure Request

UQT—Unit Qualification Training

USSPACECOM—United States Space Command

WSSR—Weapon System Safety Rules

Abbreviations and Acronyms (Added-14AF)

ARC—Air Reserve Component

Terms

Basic Mission Ready (BMR)—Qualification status of individuals who have completed the minimum training required to be familiar with all tasks and proficient in some of the tasks associated with the mission of their assigned unit.

Basic System Qualification (BSQ)—Qualification status of individuals who have completed AETC-provided Initial Qualification Training or Unit Qualification Training if no AETC IQT is available.

Certification—Written authority placing an individual in BMR or CMR status.

Combat Mission Ready (CMR)—HQ AFSPC/DO-designated personnel who have completed Enlisted or Operator Space Prerequisite Training, Space or Missile Initial Qualification Training (if available), and Unit Qualification Training, and have been successfully evaluated and then certified by the appropriate certifying official. 1NXXX personnel will attend system-specific training to attain CMR status.

Decertified Status—The status of personnel previously certified as BMR/CMR who may no longer accomplish any duties associated with that position.

Dual-Position Certified—The status of an individual who is certified in more than one duty position and the tasks are either identical in both positions or one position's task requirements are a complete subset of the other duty position.

Duties Not Including Flying (DNIF)—Temporarily medically unfit for operations duty. See also AFI48-123.

Mission Support—The status of personnel who do not exercise operational control of space or missile

systems, but who serve in roles which directly support the operation of these systems.

Multi-Position Certified—The status of operations personnel who are CMR in more than one CMR duty position and the operations tasking of one position is not a direct subset of the other duty position.

Restricted Status—The status of BMR/CMR certified personnel who may not perform supervised/unsupervised operations duty, respectively.

Terms (Added-14AF)

Air Reserve Component (ARC)—The Air Reserve Component includes both Air Force Reserve Command units and Air National Guard units.

Currency—The minimum frequency required to perform a Job Performance Requirements (JPR) task or shift/alert within acceptable standards.

Initial Operations Assessment (IOA)—An assessment of the unit's operations, training, standardization and evaluation, and crew force management programs, prior to IOC.

Operations Review Board (ORB)—A fact-finding body convened to investigate, recommend corrective actions, and document a significant event. ORBs will analyze these events to determine if operational procedures were deficient, a personnel error occurred, hardware or software deficiencies exist, training requirements or programs are deficient, or any combination of the above or other circumstances were contributing factors. If an initial assessment of the event indicates the root cause can be readily corrected through minimal retraining or minor procedural changes, an ORB is not required.

Operations Review Panel (ORP)—A body that convenes to review processes, resolve issues, and track the status of activities pertaining to operations, training, standardization and evaluation, and crew force management.

Proficiency—Demonstrated ability to perform a task to the Training and Evaluation Performance Standard.

Senior CMR Crew Position—A CMR crew position commensurate with the rank, position and organization of the individual occupying the position.

Significant Event—An abnormal event that results in, or may potentially result in (as determined by the ORB convening authority), the degradation or loss of a primary or secondary mission capability.

Attachment 2**COMBAT MISSION READY CREW POSITIONS****Twentieth Air Force**

Missile Combat Crew Commander (MCCC)

Deputy Missile Combat Crew Commander (DMCCC)

Fourteenth Air Force

Space Warning

Crew Commander (CMDR)

Deputy Crew Commander (DCMDR)

Crew Chief (CCH)

Mission Crew Chief (MCCH)

Systems Crew Chief (SCCH)

Detection Radar Operator (DRO)

Data Systems Operator (DSO)

Data Systems Supervisor (DSS)

Ground Systems Operator (GSO)

Space Console Operator (SCO)

Space Object Identification Operator (SOI)

Satellite System Operator (SSO)

Tracking Console Operator (TCO)

Warning Systems Operator (WSO)

Satellite Command and Control

Crew Commander (CMDR)

Crew Chief (CCH)

Ground Systems Operator (GSO)

Payload System Operator (PSO)

Satellite System Operator (SSO)

Satellite Vehicle Operator (SVO)

Spacelift

Aerospace Control Officer (ACO)

Air Force Launch Director (AFLD)

Air Force Launch Crew Commander (AFLC)

Deputy Air Force Launch Crew Commander (DAFLC)

Mission Flight Control Officer (MFCO)

Range Control Officer (RCO)

Range Operations Commander (ROC)

Spacelift Commander (SCMDR)

Senior Mission Flight Control Officer (SMFCO)

Space Surveillance

Crew Commander (CMDR)

Crew Chief (CCH)

Deputy Crew Chief (DCCH)

Space Console Operator (SCO)

Command and Control

Flight Commander (FCMDR)

Commander (CMDR)

Crew Chief (CCH)

Orbital Analyst (OA)

Space Control Analyst (SCA)

Sensor Command and Control Operator (SCCO)

Space Control Technician (SCT)

Space Control Officer (SPCO)

Space Surveillance Analyst (SSA)

Attachment 3 (Added-14AF)**COMBAT MISSION READY (CMR) CREW POSITION TO UNIT MATRIX (ADDED)**

NOTE: The duty positions listed below are CMR positions. The matrix below is not intended to set requirements for crew composition, merely a listing of recognized CMR positions within each squadron. Individuals may have a duty title different from the position in which they are CMR certified (i.e., Flight Commander duty title - CMR certified in Crew Commander duty position, Missile Warning Operations Crew Chief duty title - CMR certified in Crew Chief duty position).

Command and Control/Space Warning/Space Surveillance/Satellite Command and Control

Crew Chief (CCH)

Crew Commander (CMDR)

Data Systems Operator (DSO)

Deputy Crew Chief (DCCH)

Deputy Crew Commander (DCMDR)

Flight Commander (FCMDR)

Ground Systems Operator (GSO)

Mission Crew Chief (MCCH)

Orbital Analyst (OA)

Payload System Operator (PSO)

Sensor Command and Control Operator (SCCO)

Space Console Operator (SCO)

Space Control Analyst (SCA)

System Crew Chief (SCCH)

Space Control Officer (SPCO)

Space Control Technician (SCT)

Space Surveillance Analyst (SSA)

Satellite Systems Operator (SSO)

Satellite Vehicle Operator (SVO)

CMR Crew Position to Unit Matrixes: [Table A3.1. \(Added\)](#) – [Table A3.8. \(Added\)](#)

Table A3.1. (Added-14AF) Space Surveillance Squadrons

	CMDR	DCCH	SCO
4 SPSS	X		X
18 SPSS	X*	X	X
Det 4, 18 SPSS	X		
20 SPSS	X		X

* 18 SPSS crews consist of either a CMDR or CCH

Table A3.2. (Added-14AF) Space Warning Squadrons (Space-Based)

	CMDR	DCMDR	MCCH	SCCH	DSO	SSO	GSO
2 SWS	X	X	X	X	X	X	X
8 SWS	X	X	X	X	X	X	X
137 SWS	X		X				

Table A3.3. (Added-14AF) Space Warning Squadrons (Ground-Based)

	CMDR	CCH	SCO
6 SWS	X	X	X
7 SWS	X	X	X
10 SWS	X	X	
12 SWS	X	X	X
13 SWS	X	X	X

Table A3.4. (Added-14AF) Space Control Squadron

	FCMDR	SPCO	SCT	SCA	OA	SSA
1 SPCS	X	X	X	X	X	X

Table A3.5. (Added-14AF) Wing Operations Center

	CMDR	CCH
21 WOC	X	X

Table A3.6. (Added-14AF) Aerospace Operations Center

	SCCO
SPACEAF AOC	X

Table A3.7. (Added-14AF) Space Operations Squadrons

	FCMDR	CMDR	CCH	GSO	PSO	SSO	SVO
1 SOPS		X	X	X		X	X
2 SOPS		X	X	X	X	X	X
3 SOPS		X	X			X	X
4 SOPS		X				X	X
6 SOPS	X	X	X			X	
7 SOPS		X	X	X		X	X
19 SOPS		X	X	X	X	X	X
148 SOPS			X			X	

Spacelift

Aerospace Control Officer (ACO)

Air Force Launch Director (AFLD)

Air Force Launch Crew Commander (AFLC)

Deputy Air Force Launch Crew Commander (DAFLC)

Mission Flight Control Officer (MFCO)

Operations Director (OD)

Range Control Officer (RCO)

Range Operations Commander (ROC)

Spacelift Commander (SCMDR)

Table A3.8. (Added-14AF) Spacelift and Range Squadrons

	ACO	AFLD	AFLC	DAFLC	MFCO	OD	RCO	ROC	SCMDR
SW CC/CV									X
OG CC/CD						X			X
45 RANS	X				X	X	X	X	X
30 RANS	X				X		X	X	
1 SLS		X	X	X					
2 SLS		X	X	X					
3 SLS		X	X	X					

Attachment 4 (Added-14AF)

OPERATIONS REVIEW BOARD MINUTES (ADDED)

MEMORANDUM FOR XX OG/CC

FROM: XX SWS/CC

1600 Pennsylvania Ave.
Anywhere AFB TX 12345

Subject: Operations Review Board (ORB) for whatever event

1. Date: 12 Jun 02

2. Participants:

Doe, John M. Maj Operations Officer 9-0001

Doe, Jane E. Capt Safety 9-0002 (determined safety involvement not necessary)

3. Sequence of events: Enter a brief description of events leading up to the incident causing the ORB (time, locations, etc.). Do not use the names of individuals to describe the sequence of events.

4. Mission Impact: The incident resulted in loss of mission data for two satellite passes. If there is no mission impact, state "None".

5. Conclusion: The incident was attributed to an error in current procedures and inadequate training.

6. Personnel Corrective Actions: The Crew Chief was placed on restricted status. The Operations Officer directed Individual Training and a Special Evaluation.

7. Other Recommendations/Action Items:

Tracking Number: 21-XXSWS02-001 POC: XX OSS/OSOT ECD: 3 Aug 02

Subject: Incorrect procedures for tasking objects.

Action: The SG instruction is currently being rewritten.

Status: Open.

JOHN SMITH, Lt Col, USAF
Commander