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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**.

(30SW) The Office of Primary Responsibility (OPR) for this supplement is 30OG/OGVE. This supplement implements and extends the guidance of Air Force Space Command Instruction (AFSPCI) 10-1202, 1 Aug 2001. Please reference AFSPCI 10-1202/14AF1, 1 Dec 02 as needed for additional guidance. Maintain and dispose of all records created as a result of the process described herein according to

(30SW) AFMAN 37-139, **Records Disposition Schedule**. Public Law 104-13, **Paperwork Reduction Act of 1995**, affect this 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.

(30SW) This publication has been substantially revised and must be reviewed in its entirety. Paragraph numbers have been updated to match HHQ instructions. References to Temporary Procedures have been deleted. An Operations Review Process (ORP) numbering system has been added. References to Mission Flight Control in 30SW/SEO have been deleted. References to “personnel” in this supplement means both military and civilian. The Training/Evaluation Material Coordination (TEMAC) process has been incorporated into the ORP paragraphs. Due to substantial changes incorporated into this revision, this instruction requires a review in its entirety.

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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.

1.1. **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.

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

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.

1.4.1. 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*.

1.4.2. 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.

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.

4.1. (Added-30SW) **Operations Review Board (ORB) Guidance.** Standardization and Evaluation (30OG/OGV) will be the POC for 30SW ORBs.

4.1.1. (Added-30SW) The unit will notify Commander, 30th Operations Group (30OG/CC), 30th Operations Group Standardization and Evaluation (30OG/OGV) and 30th Operations Support Squadron Training Flight (30OSS/OSOT) of the intent to convene an ORB, including a brief summary of the problem and any actions taken. 30OG/CC will determine additional notification requirements. Initial verbal notification will be made as soon as the situation permits, followed by written notification. Amplifying data will be reported through normal daily reporting channels. If corrective actions are identified and approved prior to the ORB, they will be implemented without delay. Any corrective actions taken prior to the ORB will be documented in the minutes. 30OG/OGV will act as board president for group/wing-level ORBs. For squadron-level ORBs, the unit Operations Officer (or equivalent), or designated representative, will act as the board president and determine final membership requirements. A representative from the unit will act as the board secretary. 30OG/OGV will support squadron level ORBs if requested. ORB membership will include personnel involved in, or having knowledge of, the launch or incident.

4.1.2. (Added-30SW) 30OG/OGV, the Board President, or an appointed office of primary responsibility (OPR) will track all actions generated by a group-level ORB through the 30OG Operations Review Panel. 30OG/OGV will brief action item status at least quarterly to 30OG/CC. Offices of primary responsibility for open action items will submit monthly status updates to the Board President and 30OG/OGV. Coordinate action items involving contractors, or requiring contractual support, with appropriate agencies according to established procedure. Ensure action items are closed by the Approval Authority after the recommended corrective actions are fully implemented and documented. The Board President recommends action item closure to the Approval Authority through the ORP.

4.1.3. (Added-30SW) If procedural errors caused an unusual/abnormal event, notify the appropriate agency, recommend possible solutions (if known), and document the actions taken in the ORB minutes. Affected units will ensure personnel are trained on all changes prior to any subsequent accomplishment of the procedure to prevent adverse impact to operations. If changes to contractor procedures are required, direct the contractor to make the appropriate changes according to existing contractual agreements.

4.1.4. (Added-30SW) If hardware or software errors caused an unusual/abnormal event, notify the appropriate agency to accomplish corrective actions. Document changes to a procedure as a result of hardware or software modification and incorporate them as soon as possible. Affected units will ensure personnel are trained on all changes prior to any subsequent accomplishment of the procedure to prevent adverse impact to operations. If changes to contractor procedures are required, conduct any additional contractor training according to contractual agreements.

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*.

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.

6.3. **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.)

6.4. **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 AFPD38-1 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.
- 6.4.5. 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.

6.5. **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.

6.5.6. 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.

6.6. 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.

7.4. **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.

7.5. **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).

8.1.4. (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. (30SW) Units will include in their certification briefings (as a minimum) unit mission, system knowledge, roles, and responsibilities for their respective Crew Mission Ready (CMR) position during generation, execution, and recovery phases (if applicable).

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.

8.3. 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.

8.3.2. 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.

8.4. 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.

8.4.6. (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.

9.3. **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. (30SW) **Crew Scheduling.** Units identify personnel projected to work upcoming operations and provide a copy of the schedule to the unit operations training flight, 30OSS/OSOT, and 30OG/OGV to ensure training and evaluation requirements are met. This schedule will be provided no less than three duty days prior to a scheduled operation.

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. (30SW) **Duties Not Including Flying/Alert.** The flight surgeon in the 30th Medical Group Office of Aerospace Medicine (30ADOS/SGGF) assesses the readiness of individuals receiving medication or treatment, or having existing conditions that could cause sudden incapacitation, affect state of mind, physical abilities, etc.

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.

9.6.2. 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.

9.6.3. (Added-30SW) **Conditions.** The flight surgeon considers Duties Not Including Flying (DNIF) status for personnel with any mental or physical condition which may jeopardize personnel safety or mission success while performing spacelift CMR duties. These include, but are not limited to existing conditions, medication or treatment (to include dental) which could affect their state of consciousness, judgment, mental alertness, equilibrium, physical coordination, vision, speech, or could lead to sudden incapacitation.

9.6.4. (Added-30SW) 30ADOS/SGGF administers the DNIF program to all 30SW personnel in the 13SXX and 1C6XX career fields that are currently in, or in training for, a CMR position.

9.6.4.1. (Added-30SW) Entry into DNIF status is automatic for any conditions specified in AFI48-123, *Medical Examination and Standards*, attachments 2 or 5, or the use of any medication not specifically allowed in AFI48-123, attachment 5, paragraph A5.5.

9.6.4.2. (Added-30SW) The flight surgeon recommends DNIF status when a condition is diagnosed during an annual physical or self-initiated consultation.

9.6.5. (Added-30SW) Waivers and Return to Operations (RTO) Requests. A waiver is required for all 13SXX and 1C6XX personnel who are covered by AFI48-123, who cannot meet the specified medical requirements, but wish to RTO.

9.6.5.1. (Added-30SW) Send waiver requests for all 13SXX and 1C6XX personnel to 30ADOS/SGGF. 30ADOS/SGGF will process and forward waiver requests to Office of the Command Surgeon (AFSPC/SG). According to AFI48-123, attachment 10, the waiver authority for all 13SXX and 1C6XX personnel is AFSPC/SG.

9.6.6. (Added-30SW) 30SW offices and 30OG squadrons will:

9.6.6.1. (Added-30SW) Ensure effective management and implementation of requirements and procedures established in AFI48-123, AFSPCI10-1202, and applicable supplements.

9.6.6.2. (Added-30SW) Document unit specific procedures in support of the DNIF program.

9.6.6.3. (Added-30SW) Appoint a unit DNIF monitor to administer the DNIF program at the unit level.

9.6.6.4. (Added-30SW) Ensure the squadron DNIF monitor documents DNIF status of affected personnel.

9.6.6.5. (Added-30SW) Request 30ADOS/SGGF evaluate waivers to the DNIF policy, as necessary, for any personnel with 13SXX or 1C6XX Air Force Specialty Codes (AFSC).

9.6.6.6. (Added-30SW) Coordinate changes to DNIF program administration and medical requirements for space operations duty personnel with the 30ADOS/SGGF.

9.6.7. (Added-30SW) 30ADOS/SGGF will:

9.6.7.1. (Added-30SW) Maintain medical records for all 13SXX and 1C6XX personnel. When CMR spacelift personnel are DNIF, an AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty**, is completed including the DNIF estimated duration. At the end of the DNIF period, the individual must return to the Flight Surgeon to be re-evaluated and removed from DNIF status. If DNIF for an indeterminate period, the estimated duration is left blank. **NOTE:** The individual must return to the flight surgeon prior to resuming mission ready duties. If the individual recovers prior to the estimated date, and wishes to resume CMR duties, the individual must return to the Flight Surgeon. If not recovered, the individual must return to the Flight Surgeon after the estimated period for a consultation.

9.6.7.2. (Added-30SW) Assist 30SW, 30OG, and squadron DNIF monitors with medical requirements and DNIF status for all spacelift operations duty personnel.

9.6.7.3. (Added-30SW) Publish changes to DNIF program administration and medical requirements.

9.6.7.4. (Added-30SW) Coordinate and document changes to DNIF program administration and medical requirements for spacelift operations duty personnel with 30OG/OGV and 30SW/SEO.

9.6.7.5. (Added-30SW) Send copies of all AF Forms 1042 to unit DNIF monitor.

9.6.7.6. (Added-30SW) Process DNIF waiver requests for all 13SXX and 1C6XX AFSCs.

- 9.6.7.7. (Added-30SW) Schedule annual Preventative Health Assessments (PHAs) for all CMR personnel within the 3 months preceding the last day of the birth month.
- 9.6.8. (Added-30SW) All 13SXX and 1C6XX personnel in CMR duty positions must:
- 9.6.8.1. (Added-30SW) Report to 30ADOS/SGGF any physical condition which may jeopardize personnel safety or mission success while performing spacelift CMR duties. Report as soon as possible to the Flight Surgeon following any visit or referral to a non-flight surgeon medical provider, for a records review and determination of duty status. These requirements are mandatory for the treatment of any physical condition requiring medication (topical or ingested) other than those medications listed in AFI48-123, attachment 5, paragraph A5.5.
- 9.6.8.2. (Added-30SW) Report any treatment received outside the 30AMDS/SGP office and any conditions listed in **paragraph 4.6** of this instruction or AFI48-123, attachments 2 or 5.
- 9.6.8.3. (Added-30SW) Return DNIF recommendations to the unit DNIF monitor.
- 9.6.8.4. (Added-30SW) Schedule a follow-up appointment to be re-evaluated by the flight surgeon within the time period specified on the AF Form 1042.
- 9.6.8.5. (Added-30SW) Deliver medical records to 30ADOS/SGGF as part of unit in-processing.
- 9.6.8.6. (Added-30SW) All 13SXX and 1C6XX personnel will ensure their annual Preventive Health Assessments are scheduled by 30AMDS/SGGF within 3 months preceding the last day of the individual's birth month.
- 9.6.9. (Added-30SW) The Unit DNIF monitor:
- 9.6.9.1. (Added-30SW) Ensures the date and affected duty positions of all individuals entered into or removed from DNIF status are documented.
- 9.6.9.2. (Added-30SW) Maintains waiver letters and responses on unit personnel.
- 9.6.9.3. (Added-30SW) Ensure 13SXX and 1C6XX personnel were scheduled for annual PHAs by 30ADOS/SGGF within 3 months of their birth month but no later than the last day of their birth month.
- 9.6.9.4. (Added-30SW) Ensures a list of all 13SXX/1C6XX personnel, in training for, or certified in, a spacelift CMR duty position, is provided to 30ADOS/SGGF at least monthly.
- 9.6.9.5. (Added-30SW) Notify 30ADOS/SGGF when personnel are removed from the DNIF program due to decertification, permanent change of station (PCS), etc.

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.

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

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.

10.3.1. 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. (30SW) Unit permanent procedures, to include operating instructions (OIs), checklists, maintenance and training, are approved through the unit ORP process. Units forward all OIs and checklists to 30OG/OGV and 30OSS/OSOT for review prior to final approval by the unit operations officer or commander. 30OG/OGV and 30OSS/OSOT standardize procedures for tasks and ensures procedures are accurate and effective. The unit commander is the final authority and has responsibility for technical accuracy. Group permanent procedures are reviewed by 30OG/OGV and 30OSS/OSOT and approved through the Group ORP process.

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. (30SW) Changes or additions to permanent procedures affecting multiple agencies are not used for operations until coordinated with all affected agencies. 30OG/OGV notifies all applicable 30SW agencies of changed/additional procedures. Affected contractors and non-wing agencies are notified by the associated unit OPRs. Additional training and evaluation, if necessary, will be accomplished by affected operations units prior to implementation.

OPRs for procedures must review procedures at least annually to ensure accuracy, currency, and mission applicability. Document results in ORP minutes.

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.

10.3.2.2.1. 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.

10.3.3. 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, effec-

tive dates, issuing agency, and coordinating/approval agencies and signatures.

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.

10.3.3.4. 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.

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. (30SW) Changes. Submit requests for changes to AFSPCI 10-1202, AFSCPI 10-1202/14AF1, and this supplement to 30OG/OGV. 30OG/OGV will coordinate with all appropriate agencies and, if justified, pursue appropriate change actions.

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. (30SW) Waiver Authority. 30OG/CC is the waiver authority for this supplement unless specifically stated otherwise. Waivers will be granted on an individual and controlled basis. Waiver authority may not be delegated.

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

12.1. (30SW) **Waiver Procedures.** Submit fully justified waiver requests for AFSPCI10-1202 and AFSPCI10-1202/14AF1 through 30OG/OGV to 30OG/CC. Submit fully justified waiver requests for this supplement through the respective unit commander to 30OG/OGV for action.

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.

12.2. (Added-30SW) **Waiver Review.** 30OG/CC reviews waiver requests and recommends approval or disapproval through 14AF to HQ AFSPC/DOT.

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. (30SW) Clarifications. Submit requests for clarification and guidance to this instruction in writing to 30OG/OGV. 30OG/OGV coordinates with all appropriate wing agencies and if required, formally requests higher headquarters clarification or guidance that is beyond the scope of the wing.

14. (Added-30SW) Operations Review Panel. Establish an Operations Review Panel (ORP) to ensure aggressive leadership, effective training, and sound procedures are employed to accomplish operational missions in the most efficient manner.

14.1. (Added-30SW) The formal coordination process for evaluation and training requirements and products in 30OG is the TEMAC process. Conundrum will be used for the TEMAC process.

14.2. (Added-30SW) **ORP Process.** The ORP is responsible for reviewing processes, resolving issues, assigning action items, and tracking the status of activities pertaining to operations, training, standardization, and evaluation. It ensures required coordination among the appropriate unit, group, wing, Numbered Air Force (NAF), or headquarters agencies. The ORP should not be used as a working group. It should be employed as an effective management tool to identify improvements and remedies to operations, and for tracking corrective actions.

14.2.1. (Added-30SW) **ORP Action Item Numbering.** All ORP items will be assigned a unique tracking number. This number will designate the group (or squadron for squadron level ORPs) to which the item was assigned, the year, the month, and day in which the item was assigned, and the number in order of precedence that the item was assigned during that particular month. For example, the tracking number for the fourth item assigned to the Operations Group on 21 February 2003 would be OG030221-04. The first item on 05 March 2003 would then be OG030305-01. For squadrons within 30OG, replace the 'OG' within the number with 'RANS', 'SLS', 'OSS', 'WS', or 'HF'.

14.2.2. (Added-30SW) **ORP Membership.** The 30OG/CC is the panel president for Group ORPs and ensures a Group ORP is convened to resolve and track operations, training, and standardization and evaluation issues at the group level. The squadron commander (or equivalent) ensures the unit ORP is convened. The unit operations officer is the panel president.

14.2.2.1. (Added-30SW) 30OG and its units will convene an ORP at least quarterly with the 30OG ORP typically convened monthly, at the OG/CC's discretion. Convene additional ORPs as needed to resolve specific mission or training problem requiring immediate attention.

14.2.2.2. (Added-30SW) Approve, or recommend for approval, the addition or deletion of mission requirements, operations support requirements, operations procedures, training and evaluation requirements.

14.2.2.3. (Added-30SW) Identify actions required to resolve operations, operations support, training, and evaluation issues.

14.2.2.4. (Added-30SW) Review CMR real-world deficiencies adversely impacting the mission (if any) and determine actions necessary to prevent recurrence.

14.2.2.5. (Added-30SW) Standardize CMR training, operations support, and operations management programs where appropriate.

14.2.2.6. (Added-30SW) Review of training, standardization and evaluation, operations support, and operations management programs for current and efficient oversight.

14.3. (Added-30SW) **ORP Minutes.** 30OG/OGV will publish the Group ORP agenda and meeting minutes. The unit Operations Officer will appoint an OPR for publishing the unit ORP agenda and minutes. Number Action Items (AI) according to paragraph 14.1.5 (30SW). Units forward ORP minutes to 30OG/OGV and 30OSS/OSOT.

14.4. (Added-30SW) **Operations Procedure Changes.** 30OG/OGV and 30OSS/OSOT will review changes or additions to 30OG unit operations procedures and documentation. If the materials are disapproved, justification and recommended changes will accompany the disapproval notification.

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**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*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.

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)