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Personnel

**OPERATION AND MANAGEMENT OF
AIRCREW TRAINING DEVICES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements the guidance from AF Policy Directive 36-22, *Military Training*, and AF Pamphlet 36-2211, *Guide to Management of Air Force Training Systems*. This instruction provides guidance for the management of the Combat Air Forces' (CAF) Training Systems (TS), including training devices, training system support centers, instruction and courseware development, and all associated support equipment. Management areas include TS acquisition, modification, testing, operation, support, budgeting, and evaluation. This instruction also contains guidance for simulator certification (SIMCERT) of aircrew and mission simulators. This AFI applies to all Combat Air Force (CAF) units possessing aircrew or mission trainers. Send comments and suggested improvements to this publication on AF Form 847, **Recommendation for Change of Publication**, through channels, to ACC TRSS/TSF, 205 Dodd Blvd, Suite 101C, Langley AFB VA 23665-2789.

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Chapter 1

GENERAL INFORMATION

1.1. Scope. This instruction specifies the responsibilities of the Combat Air Forces (CAF) to operate and manage Training Systems (TSs), including Aircrew Training Devices (ATDs), Training System Support Centers (TSSCs), associated support equipment, courseware, and instruction. The CAF includes the following agencies: Headquarters Air Combat Command (HQ ACC), Headquarters United States Air Forces in Europe (HQ USAFE), Headquarters Pacific Air Forces (HQ PACAF), Air National Guard (ANG), Headquarters Air Force Reserve Command (HQ AFRC), and Headquarters Air Education and Training Command (HQ AETC).

1.2. References, Abbreviations, Acronyms, and Terms. See Attachment 1.

1.3. General Comments:

1.3.1. The government will establish funding for required ATD modifications concurrently with modifications to the weapon system.

1.3.2. Certification of all ATDs and TSSCs common to the CAF will be IAW ACC Training Support Squadron (TRSS) approved simulator certification plans as specified in **Chapter 5**.

1.3.3. The TSSC's primary purpose is to provide sustainment of CAF training systems to include life-cycle courseware, hardware, and software support. TSSCs include software support centers SSCs. TSSCs may also support configuration management functions, engineering development, and feasibility studies. Unless directed otherwise by ACC TRSS/TSF, the TSSC Project Officer (PO) will, with appropriate simulator configuration working group (SCWG) approval and prioritization, manage all TSSC taskings.

1.4. Responsibilities. ACC is the CAF representative for establishing requirements, and for providing policy, budget inputs, and guidance for TS common to the CAF. The appropriate HQ ACC office will forward CAF tasking to the respective CAF HQ for action.

1.4.1. HQ ACC/DO is responsible for the following.

1.4.1.1. Identifying the need for new ATDs and for modifications to existing systems.

1.4.1.2. Establishing aircrew training and ATD policy for ACC and providing guidance for the CAF.

1.4.1.3. Establishing ACC simulator certification (SIMCERT) policy and providing guidance for execution.

1.4.1.4. Establishing ATD sustainment policies to include contractor operations, maintenance, support and their associated budgets.

1.4.1.5. Providing command authorization, distribution, monitoring, and disposition of CAF training devices with common support contracts.

1.4.1.6. Managing modifications of fielded training devices and their supporting systems.

1.4.2. HQ ACC/DR is the office of primary responsibility (OPR) for all new TS acquisition. DR also identifies new funding requirements and enters those requirements into the Program Objective Memorandum (POM) process. Other MAJCOMs with unique TS requirements will establish their own procedures and OPRs.

1.4.3. The USAF Air Warfare Center's (AWFC) 29 Training Systems Squadron (TSS) is responsible for providing management, technical, and operational assistance to the HQ ACC DO, DR, and Air Force Materiel Command during program development. The 29 TSS is the OPR for execution of TS testing, quality assurance (QA) programs, and for managing the CAF SIMCERT program. The 29 TSS also supports CAF major commands (MAJCOMs) in the acquisition, modification, testing, and sustainment of training systems.

1.4.4. HQ PACAF and HQ USAFE are responsible for conveying training needs to HQ ACC/DO/DR, who will budget support.

1.4.5. The ANG, HQ AFRC, and HQ AETC are responsible for conveying training needs to HQ ACC/DO/DR. This direction does not preclude these commands from unique acquisition and modification initiatives. In view of the benefit of a systems approach to training and supporting devices, however, recommend that the ACC infrastructure be used.

1.5. Site Visits:

1.5.1. Government personnel wishing to visit an ACC or ANG ATD facility must gain approval of the appropriate wing operations group commander or his representative prior to arrival at the facility. Other MAJCOMs may establish alternate visit procedures. Generate visit requests by message, letter, or telefax (info 29 TSS and host base security police), and include the following: inclusive dates of visit, person(s) or unit to be visited, and purpose of visit. It will further include name of visitor, SSN, security clearance, and DSN of the visitor.

1.5.2. Non-government personnel wishing to visit an ACC or ANG ATD facility must obtain approval from ACC TRSS/TSF or ANG/XOOT or the respective MAJCOM as appropriate. Visit requests will include the date of visit, purpose of visit, name, SSN, security clearance and telephone number of visitor.

1.5.3. Visits to PACAF and USAFE units will be IAW Air Force Foreign Clearance Guide.

1.6. Training Devices Quality Assurance Workshop:

1.6.1. This is a command directed workshop, held annually at a site designated by ACC TRSS/TSF.

1.6.2. The workshop includes career development training sessions. Additional subjects shall include AF and command quality assurance policy, contract administration, modification status, schedules, and other topics as required.

1.6.3. Representation should include all CAF project officers, quality assurance representatives, system administrators, software system evaluators, as well as 29 TSS personnel. Administrative contracting officers and others may also attend.

1.6.4. Units will fund their own TDYs and should include these costs when developing their unit budget requirements.

Chapter 2

ACQUISITION, MODIFICATION, AND LOGISTICS SUPPORT MANAGEMENT

2.1. Scope. This chapter specifies the responsibilities within the Air Combat Command (ACC) for acquisition, modification, configuration management, testing, sustainment, and logistics support of Training Systems (TSs), and their supporting elements. Acquisitions refer to previously unfielded systems or new capabilities. Modifications refer to existing or fielded systems.

2.2. Management Relationships. ACC TRSS is the office of primary responsibility (OPR) for fielded ATDs common to ACC, USAFE, and PACAF. HQ ACC/DR is OPR for CAF new requirements or acquisitions, and funding for acquisition or modification programs. The 29 TSS supports ACC OPRs in the management of CAF programs, projects, and events as directed.

2.3. HQ ACC/DO Organizations and Areas of Responsibility:

2.3.1. Bomber and Fighter Systems: Training and Tactics Division (DOT).

2.3.2. C2ISR Systems Operational Support: Command, Control, Reconnaissance Division (DIS).

2.3.3. Unmanned Air Vehicles (UAV): Unmanned Aerial Vehicle Division (DOU).

2.3.4. Sustainment, Modification, Courseware, Training Tasks Lists (TTLs), Contracted Instruction: Training Support Squadron (TRSS).

2.4. Specific Responsibilities for the Following HQ ACC Organizations:

2.4.1. ACC TRSS is the command OPR for inter-command memorandum of agreements (MOAs) for assigned ATDs and TSs. These MOAs, if required, will define inter-command relationships with respect to ATD and TS utilization, support, modification, testing, programming, planning, and budgeting.

2.4.2. DOT, DIS, and DOU establish training requirements for associated training systems acquisition and modifications.

2.4.3. DOT, DIS, DOU, and ACC TRSS attend CAF simulator configuration working group (SCWG) meetings, as appropriate.

2.4.4. ACC TRSS/TSF responsibilities:

2.4.4.1. Establish ACC TS sustainment policy and provide guidance for its execution.

2.4.4.2. Establish ACC TS quality assurance policy.

2.4.4.3. Manage TS support contracts.

2.4.4.4. Budget for TS support.

2.4.4.5. Solicit annual ATD availability inputs from field units and from headquarters aircrew training personnel.

2.4.4.6. Provide ATD availability requirements to the appropriate contracting agency.

2.4.4.7. Establish simulator visual, radar, and ELECTRO-OPTICAL/INFRARED (EO/IR) database management policy and guidance.

- 2.4.4.8. Staff, submit, and advocate National Imagery and Mapping Agency (NIMA) support requirements through HQ ACC/IN.
- 2.4.4.9. Staff and submit program database delivery requirements through the appropriate acquisition agency.
- 2.4.4.10. Manage command Quality Assurance Representative (QAR) course allocations for TS support personnel.
- 2.4.4.11. Manage Air Combat Command PO/QAR personnel authorizations.
- 2.4.4.12. Advocate 29 TSS budget funding as required through the defense system program element monitor to support CAF TS programs.
- 2.4.4.13. Function as CAF OPR for modifications and OCR for acquisitions.
- 2.4.4.14. Coordinate with the CAF on proposed TS acquisitions and modifications, which may impact the CAF training program.
- 2.4.4.15. Identify and approve TS prototyping sites.
- 2.4.4.16. Participate in facility reviews to define facility need date, simulator ready-for-training date, and enhancements or changes to existing ATDs that will have a facility impact.
- 2.4.4.17. Assist in developing all documents (MNS, ORD, SOO, SOW, TRD, etc.) for acquisitions and modifications to training systems.
- 2.4.4.18. Present modification proposals to the CAF Requirements Oversight Council (CAFROC).
- 2.4.4.19. Establish and conduct the Software Configuration Control Sub-Board (SCCSB). The SCCSB approves funded TSSC software and minor hardware modifications that are beyond the authority of the SCWG. Submit modifications requiring funding, major hardware modifications, and new training requirements to the CAF Requirements Oversight Council (CAFROC).
- 2.4.4.20. Review SCWG meeting minutes and concur on TSSC taskings.
- 2.4.4.21. Establish ACC SIMCERT policy and provide guidance for execution.

2.5. HQ ACC/DR Acquisition and Modification Responsibilities:

- 2.5.1. CAF OPR for new requirements, and for funding of acquisitions and modifications.
 - 2.5.1.1. Include funds in the aircraft weapon system modification budget for ATD research, development, prototypes, and modification.
 - 2.5.1.2. Develop, update, and submit budget documents for new ATD and TS acquisitions.
 - 2.5.1.3. Attend CAF SCWG meetings, as appropriate.
 - 2.5.1.4. Manage training system (TS) acquisition programs.
- 2.5.2. Formalize and submit ATD MNSs to the Air Staff.
- 2.5.3. Establish new facility beddown requirements, to include the delivery date, facility-need date, and ready-for-training date for new acquisitions.
- 2.5.4. Support other CAF agencies as follows.

2.5.4.1. Develop requirements documents for all ATDs common to the CAF.

2.5.4.2. Identify ATD facility beneficial occupancy dates.

2.6. 29 TSS Responsibilities. Plan, organize, budget, coordinate, and manage those activities necessary to support ATD acquisitions, modifications, and sustainment programs. Functions include, but are not limited to the following:

2.6.1. Acquisition and Modification Support:

2.6.1.1. Support CAF major commands (MAJCOMs) as appropriate, in developing and drafting requirements documents.

2.6.1.2. Provide CAF Subject Matter Experts (SME) for TS life cycle support (cradle to grave).

2.6.1.3. Represent the CAF for technical issues at source selections, engineering design reviews and audits, program management reviews; technical interchange meetings; award conferences; site activation working groups; and testing and logistics interchange meetings for the acquisition, modification, and support of ATDs.

2.6.1.4. Manage the CAF SIMCERT program in coordination with CAF MAJCOMs, Air Education and Training Command (AETC), Air National Guard (ANG), and Air Force Reserve Command (AFRC). **Chapter 5** details specific duties and responsibilities.

2.6.1.5. Support CAF during Air Force Materiel Command managed acceptance tests, Simulator Validations (SIMVALs), Air Force Operational Tests and Evaluations.

2.6.1.6. Prepare or process AF Form 1067, **Modification Proposal**, for presentation to the SCWG and when required to the SCCSB or the CAFROC.

2.6.2. Provide Detachments (Dets) and Operating Locations (OLs):

2.6.2.1. The 29 TSS will establish and operationally control Dets or OLs for ATD support as necessary. Location of the Dets and OLs is normally with the respective weapon system flying training unit and the TSSC. The MAJCOMs may, however, select other locations as required. The 29 TSS will operationally control the Dets and OLs and coordinate on requests for support.

2.6.2.2. The 29 TSS will select a TSSC project officer (PO) and software system evaluator (SSE) for each TS as required.

NOTE:

ACC TRSS will inform other CAF MAJCOMs (as appropriate), and the host operations group commander (OG/CC) and comptroller of the 29 TSS's Detachment or OL requirements. The host organization will provide normal tenant support, including facility space, budget formulation, and execution. The respective host organization maintains personnel, leave, flight records (if applicable), and pay records. Detachment and OL personnel are exempt from local base or wing details and augmentee program requirements.

2.6.3. Logistics Support:

2.6.3.1. Gather and compile monthly simulator utilization data. Prepare and distribute to ACC TRSS/TSF and other CAF MAJCOMs as requested.

2.6.3.2. Evaluate materiel deficiency reports, service reports, product quality deficiency reports, and SIMCERT deficiencies for ATD impact, and submit them to the appropriate SCWG for review and prioritization.

2.6.3.3. Develop, in conjunction with CAF MAJCOMs (as appropriate) and ACC site POs/QARs, a Quality Evaluation Plan for each applicable ATD support contract.

2.6.3.4. Provide operational and logistics support to ACC TRSS/TSF for ACC ATDs and TSs.

2.6.3.5. Manage CAF TSSCs.

2.6.3.6. Establish a SCWG and designate a chairperson for each assigned ATD.

2.6.3.7. Manage mission software, coordinate changes and updates, and provide a semiannual review and updates, as requested, to ACC TRSS/TSF and other CAF MAJCOMs.

2.6.4. Visual, Radar, and Electro-Optical/Infrared (EO/IR) Database Support:

2.6.4.1. Assign a single point of contact for simulator visual, radar, and EO/IR database management policy and guidance.

2.6.4.2. Request and compile database requirements from the individual ACC units, PACAF, USAFE, ANG, AFRC, AETC, and other sources as required. Ensure delivered databases meet those requirements.

2.6.4.3. Consolidate and recommend NIMA and database delivery requests to ACC TRSS/TSF for staffing and submission.

2.6.4.4. Manage NIMA and program database products throughout the request and delivery cycle.

2.6.4.5. Develop and maintain a system to track NIMA and program database requests and deliveries.

2.6.4.6. Attend government and industry database working groups and workshops.

2.7. HQ USAFE/PACAF/ANG/AFRC/AETC Responsibilities:

2.7.1. Function as the OPR for assigned ATDs. Establish operational concepts for unique ATD acquisitions and modifications.

2.7.2. Identify and specify unique ATD requirements to HQ ACC/DRS.

2.7.3. Provide aircrews and POs to support ATD programs when required.

2.7.4. Provide funding support for ACC personnel who are TDY to support unique requirements. This does not apply to the ANG.

2.7.5. ANG/AFRC/AETC should budget for their respective support contract needs.

2.8. CAF OG/CC (or Designated Representative) Responsibilities:

2.8.1. ACC units submit requested ATD changes, modifications, updates, and enhancements on AF Form 1067 to the 29 TSS and to ACC TRSS/TSF.

2.8.2. USAFE, PACAF, AETC, ANG, and AFRC units submit requested ATD changes in accordance with their respective MAJCOM's direction.

2.8.3. Attend CAF SCWG as applicable.

2.8.4. Appoint and direct unit POs and QARs. The PO will be the on-site government, single point of contact to work with the support contractor. The PO and QAR will ensure assigned systems are operated and maintained IAW the contract and that the Government also fulfills its contract responsibility. **Chapter 4** defines specific PO/QAR duties and responsibilities.

2.8.5. Notify respective MAJCOM OPR by telecon when assigned ATD is not mission capable for more than 24 hours.

2.9. Modification Change Processing. This instruction implements guidance contained in AFPD 10-6, *Mission Needs and Operational Requirements* and in AFPD 10-9, *Lead Operating Command Weapon System Management*. Within the CAF there are three entities that authorize configuration changes; the CAF Requirements Oversight Council (CAFROC); the Software Configuration Control Sub-board (SCCSB); and the Simulator Configuration Working Group (SCWG). The SCWG is subordinate to the SCCSB and the SCCSB is subordinate to the CAFROC.

2.9.1. CAFROC Membership and Responsibilities. The CAFROC is division chief level council chartered to conduct a comprehensive review of CAF mission needs.

2.9.2. SCCSB Membership and Responsibilities. The ACC TRSS commander chairs the SCCSB. Membership includes representatives from the DO and DR branches and agencies with an interest in the proposed configuration change. The TRSS commander has command certification authority for all SCCSB approved configuration changes. The SCCSB reviews configuration changes that are out of scope of the TSSC, involve new training requirements, or require additional funding. ACC TRSS/TSF will present to the CAFROC those configuration changes requiring command funding.

2.9.3. SCWG Membership. The SCWG is composed of representatives from other CAF MAJCOMs (as appropriate), 29 TSS designated chairperson, unit operations, TRSS, unit project officers (POs) and/or quality assurance representatives (QARs), software support evaluators (SSEs), OL/Det chiefs, contractor personnel and others as required. Unit operations and TRSS personnel are voting members of the SCWG. All other SCWG members are advisors.

2.9.3.1. If SCWG duties include courseware and its development or approval, formation of a separate board, such as a Curriculum Review Board, is recommended. This board will address courseware and instruction issues only. The SCWG will identify the board membership and the approval authority for courseware changes. The SCWG will also establish procedures for conducting board meetings including location and frequency. The SCWG will review the minutes from the courseware review board meeting.

2.9.3.2. The SCCSB chairperson delegates command approval authority to the SCWG chairperson or TSSC Project Officer as appropriate. This authority applies to changes within the contracted level of effort which do not involve new training requirements nor require additional MAJCOM funding. New training is those training tasks, which are not currently identified or approved for ATD training in the weapon system master training task list.

2.9.3.3. Document modification requests on an AF Form 1067. The SCWG chairperson will assign a MAJCOM control number (see paragraph **2.9.6.**) and accomplish the command certification. To certify a change on the AF Form 1067, enter in Block 22, "Certified as mission essential for reasons specified in Block 16." Send command certified copies of the AF Forms 1067 to the appropriate ASC or ALC weapon system program office. They in turn will present the Modifica-

tion Proposal to the ASC or ALC Configuration Control Board (CCB). Changes to the product baseline require ASC or ALC CCB approval. The TSSC contractor can develop and prototype changes pending ASC or ALC CCB approval. See **Attachment 2** for the ATD modification process.

2.9.3.4. Use of an AF Form 1067 for mission software, sensor, Digital Radar Land Mass System (DRLMS), visual, or radio aids updates is optional. The PO will submit these changes to the TSSC contractor for development and incorporation when approved by the SCWG.

2.9.4. SCWG Responsibilities:

2.9.4.1. Initiate, review, and evaluate ATD modification proposals (using AF Form 1067), engineering feasibility studies, mission generation requirements, data base updates, and courseware updates if applicable.

2.9.4.2. Recommend approval of mission software changes, data base updates, applicable courseware updates, TSSC in-scope software and minor hardware changes.

2.9.4.3. The SCWG chairperson will designate the time and place for SCWG meetings, provide agendas, and distribute meeting minutes. The SCWG normally meets quarterly but the chairperson may reschedule meetings as required.

2.9.4.4. Prioritize all approved modification proposals, studies, data base updates, and other TSSC taskings based on operations inputs and criticality.

2.9.4.5. Submit to ACC TRSS/TSF those changes beyond the SCWG authority.

2.9.5. Procedures for Processing AF Form 1067. When processing modification proposals through the CAFROC, include an engineering feasibility study and cost estimates. Indicate the source of funding along with the funding category. Do not assign MAJCOM control numbers (AF Form 1067, Block 5) when the modification proposal is to be processed by HQ ACC. HQ ACC/DRMM will assign these numbers.

2.9.6. Control Numbers for Completing AF Form 1067. Blocks of control numbers are listed below by weapon system. The SCWG chairperson will process the AF Form 1067 for those modifications within the authority of the SCWG. The first two numbers after TRSS are for the calendar year.

2.9.6.1. F-15 OFT/FMT. TRSS(CY)-000 to 099

2.9.6.2. F-15E WST. TRSS(CY)-100 to 199

2.9.6.3. E-8C WST. TRSS(CY)-200 to 299

2.9.6.4. EF-111 OFT. TRSS(CY)-300 to 399

2.9.6.5. B-1 WST/CPT/MT. TRSS(CY)-400 to 599

2.9.6.6. B-52 WST/OSMT. TRSS(CY)-600 to 799

2.9.6.7. B-52 CPT/T-4. TRSS(CY)-800 to 899

2.9.6.8. A-10 UTD. TRSS(CY)-900 to 999

2.9.6.9. F-117 WST. TRSS(CY)-1000 to 1099

2.9.6.10. F-16 UTD. TRSS(CY)-1100 to 1199

2.9.6.11. B-2 WST/CPT/MT. TRSS(CY)-1200 to 1399

2.9.6.12. RC-135 OFT. TRSS(CY)-1400 to 1499

2.9.6.13. F-15 IAT. TRSS(CY)-1500 to 1599

2.9.6.14. E-3 OFT. TRSS(CY)-1600 to 1699

Chapter 3

OPERATION AND USAGE

3.1. Scope. This chapter specifies the operation, use, reporting, and scheduling requirements for Aircrew Training Devices (ATDs).

3.2. General Guidance. Unit commanders use ATDs as part of their training resources, aiding aircrews to reach and maintain desired levels of proficiency in aircraft operations, emergency procedures, and mission accomplishment. ATDs complement training available in the aircraft. They provide training that is prerequisite to inflight performance and training that cannot be fully conducted in flight due to range limitations, safety, airspace, equipment, tactics, or security restrictions. The major command (MAJCOM) 11-series instructions and formal course syllabi specify the respective ATD training requirements. Local commanders may tailor ATD training profiles to meet specific unit requirements. Commanders may also require additional ATD events (e.g., predeployment instrument approaches at deployment bases, etc.). Deletion of ATD requirements requires Headquarters Air Combat Command (HQ ACC) DO waiver.

3.3. Responsibilities of HQ ACC/DO, ACC TRSS, and CAF Units:

3.3.1. HQ ACC/DO Responsibility. Establish aircrew training requirements for simulators including requirements for QUEEN BEE units.

3.3.2. Respective ACC TRSS Units Responsibilities:

3.3.2.1. Support formal course and operations unit training and development efforts as directed.

3.3.2.2. Manage and approve courseware, develop criteria and evaluate academic instructors, evaluate methods of instruction, and perform oversight of other training issues.

3.3.2.3. Develop and maintain the Training Task Lists (TTLs). The TTL identifies the training tasks and the specific performance level required for each task. The TRSS will review and update the TTL at least annually.

3.3.2.4. Contract for and manage Instructor and/or Courseware Contracts.

3.3.3. CAF Units Responsibility:

3.3.3.1. Complete a thorough maintenance debrief after each training period and enter all discrepancies in the AFTO Form 781A, **Maintenance Discrepancy and Work Document**. **NOTE:** The 781 is the unit's key to getting the service they need since it is a major tool for identifying problems to the support contractor for repair.

3.3.3.2. Select an ATD project officer (PO) and, if required, a quality assurance representative (QAR). See **Chapter 4** for duties and responsibilities.

3.3.3.3. CAF units will budget and fund for travel as necessary to obtain required ATD training.

3.3.3.4. Negotiate ACC QUEEN BEE MOAs.

3.3.3.5. Provide aircrews to support ATD testing as coordinated with applicable major commands (MAJCOMs).

3.3.3.6. Maintain records of ATD usage.

3.3.3.7. Provide and maintain enough sets of aircraft descriptions, performance technical orders, checklists, and appropriate flight publications for aircrew use.

3.3.3.8. CAF units will select a Point of Contact (POC) and a System Administrator (SYS AD) or equivalents at those locations with unit level devices (UTDs, FMTs, etc.) which do not have a PO/QAR. The POC and SYS AD could be the same person. These individuals or their alternates must be available to ensure proper operation and maintenance of the unit's simulators.

3.3.3.8.1. The unit POC is the primary interface between the government and the repair contractor for support and maintenance of the assigned devices. Duties may include contacting the support contractor for needed repairs, providing diagnostic assistance to the contractor, notifying the 29 TSS when a failure occurs, performing other duties as defined by MAJCOM or the 29 TSS as appropriate.

3.3.3.8.2. The unit SYS AD manages the clerical and administrative duties essential to achieving maximum training effectiveness. Duties include building new missions, backing up mission data, maintaining documentation, developing controls or passwords for access to the simulator system, scheduling simulator time, maintaining monthly simulator utilization data, and performing other duties as defined by MAJCOM, 29 TSS, or the wing as appropriate.

3.4. Aircrew Training. Aircrew training objectives and ATD training requirements are specified in applicable MAJCOM 11- series publications (to be converted to AFI 11-2 MDS-Specific series instructions).

3.5. Contracted Trainer Availability. Single-station and multi-station ATD availability is defined as the hours provided to operations for scheduling IAW the applicable support contract. For Aircrew Training System (ATS) type contracts, availability is defined IAW the applicable contract or as specified to fulfill the required student throughput plus government use time.

3.6. Scheduling Responsibilities. The operations group commander (OG/CC) will specify the office responsible for scheduling ATD usage. The contractor responsible for instruction in ATS contracts will identify, IAW with the applicable contract, aircrew training and simulator availability requirements to the appropriate agency. The unit scheduling office will do the following.

3.6.1. Publish training schedules IAW applicable directives. QUEEN BEE supported units will establish procedures for reporting monthly training requirements to the QUEEN BEE unit in sufficient time for incorporation into the ATD schedule.

3.6.2. Provide training schedules to the contractor IAW the ATD support contract. Schedules will identify either the mission scenario or mission critical systems and subsystems required. Coordinate any changes to the published schedule IAW the applicable support contract. The unit ATD PO will act as the liaison between the scheduling office and the contractor.

3.6.2.1. If ATD instruction is contracted for (either by ATS or by "instruction only" contracts) the contractor must identify the aircrew members requiring training and the mission requirements IAW the applicable contract. The scheduling officer will schedule government use time IAW the applicable contract and paragraph 3.6.2. above.

3.6.3. Use the following recommended priorities for ATD scheduling (unless otherwise specified by ACC TRSS/TSF or other CAF MAJCOM, as appropriate). Unit commanders should adjust priorities in light of operational requirements.

3.6.3.1. Aircraft accident investigation and research of flight safety items.

3.6.3.2. Simulator certification (SIMCERT).

3.6.3.3. ATD modification testing.

3.6.3.4. Formal syllabus training, initial qualification training.

3.6.3.5. Standardization and evaluation checks.

3.6.3.6. Continuation training, including QUEEN BEE units.

3.6.3.7. Other aircrew training (i.e., new missions, operational readiness inspection preparation, mission rehearsal).

3.6.3.8. Threat simulator validation program.

3.6.3.9. Non-aircrew training (i.e., field training, detachment training, engine run training, air traffic controller orientation, TSSC and OL/Det personnel, PO training).

3.6.3.10. Other (i.e., distinguished visitors, contractor visits, tours).

3.6.4. Annotate deviations from scheduled activities on appropriate MAJCOM, Air National Guard (ANG), or Air Force Reserve Command (AFRC) forms. Deviations are listed below.

3.6.4.1. No Show. Designate as a "no show" any aircrew member who does not report at the training device within 15 minutes after the scheduled start time.

3.6.4.2. Cancellation. Cancel scheduled missions when approved by the squadron commander or designated representative and coordinated with the unit scheduler. The unit scheduler will notify the ATD PO of cancellations. Instances involving safety of personnel or alert response do not require prior approval.

3.6.4.3. Abort. Abort a training session when trainer serviceability is insufficient to complete the scheduled training. The instructor can then exercise options available as discussed in the applicable support contract.

3.6.4.4. Other. Deviations as a result of weather, electrical failure, environmental system failure, higher headquarters directed exercises, alert response, etc., will be nonchargeable deviations.

3.7. Recording Aircrew Training Device (ATD) Usage. Document ATD usage on AFTO Form 781. Responsible HQ ACC organizations may waive AFTO 781 reporting of mission simulator time for their respective units.

3.8. Reporting Procedures. MAJCOM, AETC, ANG, and AFRC units will report training system gains and losses IAW AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*. CAF POs will submit contractor evaluations and other documentation as required by the administrative contract officer. In addition, units will submit reports, as directed, to 29 TSS with an information copy to ACC TRSS/TSF, not later than 10 calendar days after the close-out of the report period. The PO will certify the contractor field service report and complete the AF Form 4026, **Aircrew Training Devices Utilization** (replaces MC Form 80). The PO will resolve disagreements as detailed in the contract and enter a note in the

remarks section of both reports. Each CAF unit will submit an AF Form 4026 or equivalent utilization reports to the 29 TSS, with an information copy to ACC TRSS/TSF and respective MAJCOM, not later than 10 calendar days after the close-out of the report period.

3.9. Instructions for Preparing AF Form 4026, Aircrew Training Devices Utilization (RCS: HAF-XOO (M) 9804) (Replaces MC Form 80):

3.9.1. General Instructions:

3.9.1.1. Prepare and submit Aircrew Training Devices Utilization Reports for all ATDs. Send reports for the preceding month to the 29 TSS with information copies to ACC TRSS/TSF and the appropriate AFMC organization not later than 10 calendar days following the end of the reported month. Continue reporting during emergency conditions, delayed precedence.

3.9.1.2. Make a separate complete line entry for each device.

3.9.1.3. Consider multi-station ATDs as one device. Report availability and utilization any time any or all of the stations are available or used. **NOTE:** This is a change in reporting procedures.

3.9.1.4. For ATDs with multi-stations, indicate under "Note" the hours scheduled and utilized with all stations operating for an integrated mission.

3.9.2. Specific Instructions:

3.9.2.1. Column A--Trainer Type and Serial Number. Enter each device on a separate line. Enter additional lines for each unit not aligned to the host wing (QUEEN BEE, ANG, etc.) that accomplished training. Report special activity as a separate line item. Special activity is any, which does not directly support 11- series training requirements (e.g., mission generation, engine run training, software development, tours, etc.). Explain the type of special activity in the remarks block. **NOTE:** Multiple line entries reported on one device require a total entry.

3.9.2.2. Column B--Contracted Hours Available. This column reflects the hours available for Air Force use according to the applicable support contract. Subtract those hours from the contracted available time for any activity, which renders the ATD unavailable for government use. This could include modifications to the device or other pre-planned activities. Identify reasons in the remarks block. Do not include federal holidays in the available hours.

3.9.2.3. Column C-- Do not use this column.

3.9.2.4. Column D--Hours Scheduled. This column reflects the total number of hours a training device was scheduled during the month. This will include aircrew training, QUEEN BEE, and special activities. Make a separate line entry for each type of usage. Additions to the weekly schedule increase total hours scheduled, however, cancellations do not decrease hours scheduled.

3.9.2.5. Column E--Hours Utilized. This column will reflect the monthly total of training device usage during which aircrew training, QUEEN BEE, and other special activities were accomplished. Provide separate line entries for each type of usage.

3.9.2.6. Column F--Utilization Rate. This column reflects the percentage of contracted available hours actually utilized. Compute the percentage figure by dividing hours of utilization (aircrew training, QUEEN BEE, special activity) by contracted hours available.

3.9.2.7. Column G--Scheduled Hours Lost (Maintenance). This column indicates the total number of scheduled hours lost due to unscheduled maintenance or equipment malfunction that prevents trainer usage. Losses resulting from lack of government furnished equipment (GFE) are not included in this category. Indicate reasons for loss in Remarks column.

3.9.2.8. Column H--Scheduled Hours Lost (Supply). This column reflects the total hours lost due to failure of the government to supply contractually identified government furnished equipment (GFE). Calculate hours lost to supply beginning when Base Supply verifies a MICAP or backorder. Time stops when the simulator organization receives the backordered asset. Indicate reasons for loss in Remarks column.

3.9.2.9. Column I--Scheduled Hours Lost (Operations). This column indicates total scheduled hours lost which were within Operations control. Indicate reasons for loss in Remarks column. Examples are:

3.9.2.9.1. Local generation exercises.

3.9.2.9.2. Instructor shortages.

3.9.2.9.3. Aircrew availability.

3.9.2.9.4. Aircrew no show.

3.9.2.9.5. Aircrew Cancel.

3.9.2.9.6. Other (explain).

3.9.2.10. Column J--Scheduled Hours Lost (Other). This column must reflect the total hours lost for reasons other than maintenance, supply, or operations. Indicate reasons for loss in Remarks column. Examples are:

3.9.2.10.1. Contract Instructor not available.

3.9.2.10.2. Alert commitments.

3.9.2.10.3. Higher headquarters taskings.

3.9.2.10.4. Weather requiring power down or evacuation.

3.9.2.10.5. Utility or facility failures.

3.9.2.10.6. Uncontrollable circumstances (explain).

3.9.2.11. Column K--Remarks. Explain deviations to all data in columns G, H, I, and J. Remarks should be brief, but in enough detail to understand the deviation. Identify type of special activity.

3.9.2.12. Surge/Overtime. Indicate the number of hours of surge or overtime used during the last month and the cumulative total for the fiscal year.

3.9.2.13. Credited Availability. Enter the availability of the trainer as defined by the contract.

3.9.2.14. Certifying Official. The OG/CC or designated representative will certify and sign the AF Form 4026 (formerly MC Form 80).

3.10. ACC QUEEN BEE Operations. The purpose of QUEEN BEE operations is to make a simulator available to those units, which do not possess a simulator of their own. The host QUEEN BEE unit makes

its simulator available to the supported QUEEN BEE unit through a negotiated memorandum of agreement.

3.10.1. The QUEEN BEE supported unit will develop, coordinate, and publish a MOA to identify the responsibilities of all units involved in a particular QUEEN BEE operation.

3.10.2. ACC QUEEN BEE host units will provide qualified instructors and evaluators to the maximum extent possible to minimize temporary duty (TDY) costs. The supported unit will supply any additional instructors or evaluators not provided by the QUEEN BEE unit. If the unit utilizes contract instructors, the QUEEN BEE host unit and the QUEEN BEE supported unit must identify and make available funds for any added contract costs. The following procedures apply.

3.10.2.1. When a QUEEN BEE supported unit develops an ATD TDY schedule, it will notify the ATD QUEEN BEE unit scheduler by telephone with the names of instructors and evaluators on the schedule and the times available for instructor duties. The responsible units will provide an entry access list for the ATD area. Advise the QUEEN BEE unit at least one week in advance if any instructor cannot attend, in order to cover shortfalls.

3.10.2.2. The QUEEN BEE supported unit will provide the QUEEN BEE unit scheduler with advance notice of any unused time.

3.10.2.3. The TDY instructors and evaluators may instruct or evaluate aircrew members from any unit using that ATD with concurrence of the respective OG/CC.

3.10.3. QUEEN BEE host units will provide mission materials for supporting aircrew use while in the ATD. An assigned QUEEN BEE unit person must be available to provide access to classified materials and for classified material turn-in if required.

3.10.4. TDY travel funds to support the ATD QUEEN BEE program are provided by the organization to which the TDY aircrew members are assigned.

Chapter 4

QUALITY ASSURANCE

4.1. Scope. This chapter outlines the Combat Air Forces (CAF) Aircrew Training Device (ATD), Training System (TS), and Training System Support Center (TSSC) quality assurance (QA) responsibilities for ACC TRSS managed Training Systems (TS). Responsibilities apply to all major commands (MAJCOMs), Air National Guard (ANG), and Air Force Reserve Command (AFRC). All tasking for non-ACC CAF units will be to appropriate MAJCOM headquarters (HQ).

4.2. General Guidance. ACC TRSS/TSF establishes ACC ATD QA policy and guidance. The USAF AWFC's 29 TSS, unit project officers (POs) and QARs implement QA guidance for all assigned ATD and TSSC equipment.

4.3. Quality Assurance (QA) Responsibilities:

4.3.1. ACC TRSS/TSF will perform the following:

4.3.1.1. Establish ACC QA policy and guidance.

4.3.1.2. Serve as a member of the Award Fee Performance Evaluation Board.

4.3.1.3. Review administrative contracting officer (ACO) letters of delegation to POs, QARs, and SSEs.

4.3.1.4. Coordinate on all ACC PO, QAR, and SSE taskings by other MAJCOMs and agencies, unless otherwise specified by a previously coordinated letter of delegation, required by contract, or authorized in this instruction.

4.3.1.5. Coordinate on and approve all recommended contract changes.

4.3.2. The 29 TSS will perform the following:

4.3.2.1. Select TSSC POs and SSEs.

4.3.2.2. Performs Award Fee evaluations and/or forwards reports.

4.3.2.3. Participates as a member of the Award Fee Performance Evaluation Board.

4.3.2.4. Develop a standardized Quality Evaluation Plan (QUEP) for each ATD support contract.

4.3.2.5. Facilitate resolution of unit problems with the POs/QARs as directed by ACC TRSS/TSF.

4.3.2.6. Provide guidance and direction to the Point of Contact (POC) or the System Administrator (SYS AD) at those squadrons with unit level training devices (such as those with UTDs or FMTs) which do not have a PO/QAR.

4.3.3. ATD PO duties include, among others, the following:

4.3.3.1. Perform as the on-site single point of contact between government agencies and the support contractor.

4.3.3.2. Provide oversight of the operations, maintenance, and support contract. Perform all government administrative, logistic, and security requirements as required by the contract.

4.3.3.3. Supervise QARs and establishes their work requirements and priorities.

- 4.3.3.4. Perform Award Fee evaluations and/or forwards reports as required.
 - 4.3.3.5. Interface with contractor and operations personnel on a daily basis.
 - 4.3.3.6. Interface with contractor representatives concerning contractor quality assurance plan (QAP).
 - 4.3.3.7. Interface with the 29 TSS to resolve unit problems as directed by ACC TRSS/TSF.
 - 4.3.3.8. Coordinate security clearances and simulator facility visit requests.
 - 4.3.3.9. Coordinate and distribute ATD training schedules and schedule changes with contractor and user personnel.
 - 4.3.3.10. Coordinate on-site activities of outside agencies for all matters relating to ATD utilization.
 - 4.3.3.11. With MAJCOM approval, provide information related to ATDs and facilities to requesting agencies.
 - 4.3.3.12. Manage allocated funding expenditures.
 - 4.3.3.13. Monitor ordering and use of government furnished equipment.
 - 4.3.3.14. Budget for stock funding of depot level repairables and for other requirements.
 - 4.3.3.15. Serve as the unit authority for determining ATD availability rate.
 - 4.3.3.16. Ensure government compliance with contract requirements.
 - 4.3.3.17. Prepare and process all applicable reports as required.
 - 4.3.3.18. Perform, coordinate, and report on all actions required for on-call maintenance contracts IAW instructions provided. Simulators such as UTDs typically utilize this type of on-call maintenance support.
 - 4.3.3.19. Perform QAR duties in the absence of the QAR.
 - 4.3.3.20. Assist in writing of support contract requirements documents.
 - 4.3.3.21. Receive, review, and validate contractor service reports.
 - 4.3.3.22. Accept delegation of duties from ACO. Include appropriate MAJCOM HQ concurrence for non-ACC CAF units. The PO should communicate directly with the ACO on QA and contract administration duties as specified in the letter of delegation.
 - 4.3.3.23. Interface with ACO on routine contractual matters relating to day-to-day operations of assigned devices.
 - 4.3.3.24. Resolve contractual disputes or elevate to ACC TRSS/TSF and the ACO for resolution. Send recommended contract changes to appropriate CAF MAJCOM and ACC TRSS/TSF for coordination and approval.
 - 4.3.3.25. Provide other information to ACC TRSS/TSF, ACO, AFMC, and other CAF MAJCOMs as appropriate.
- 4.3.4. ATD QAR duties include, among others, the following:

- 4.3.4.1. Monitor and document contractor performance utilizing QUEP, contractor Quality Assurance Plan (QAP), or other plan as appropriate.
 - 4.3.4.2. Monitor the operational readiness of the ATD and communicate findings to operations and contractor personnel.
 - 4.3.4.3. Process quality deficiency reports as required.
 - 4.3.4.4. Ensure correction of discrepancies takes place in a manner consistent with parts availability and seriousness of problems. Report all discrepancies delayed over 30 days to appropriate CAF MAJCOM in the monthly evaluation of the contractor's performance. Identify repeat discrepancies from previous monthly evaluation.
 - 4.3.4.5. Evaluate the contractor's performance and provide inputs to the PO for award fee reports, if applicable.
 - 4.3.4.6. Review AFTO Forms 781 daily or IAW QUEP.
 - 4.3.4.7. Calculate and log availability rate.
 - 4.3.4.8. Compute availability rate at the end of the month for verification of contractor service report.
 - 4.3.4.9. Assess and document the adequacy of technical data used to support trainers.
 - 4.3.4.10. Monitor contractor control and maintenance of the government owned support package.
 - 4.3.4.11. Assess and document the performance of the support contractor technicians and console operators.
 - 4.3.4.12. Assess and document the quality and responsiveness of depot support.
 - 4.3.4.13. Document the review of the contractor QAP.
 - 4.3.4.14. Evaluate contractor's implementation of their quality control program.
 - 4.3.4.15. Assist SIMCERT and SIMVAL personnel, as required.
 - 4.3.4.16. Provide PO an evaluation report of contractor performance as an attachment to the PO monthly summary report. Review and comment on delayed maintenance actions.
 - 4.3.4.17. Evaluate and report on contractor's performance in meeting the contract requirements for instruction, if applicable.
 - 4.3.4.18. Evaluate and report on contractor's performance at meeting contract requirements for courseware development and maintenance, if applicable.
- 4.3.5. TSSC PO/Director duties include, among others, the following:
- 4.3.5.1. Be the on-site single point of contact between government agencies and the TSSC support contractor.
 - 4.3.5.2. Compile the prioritized TSSC tasks list and submit to the TSSC contractor.
 - 4.3.5.3. Supervise SSEs, establish work schedules, and prioritize tasks.
 - 4.3.5.4. Command certify AF Forms 1067, **Modification Proposal**, as delegated by the TRSS/SCCSB chairperson.

- 4.3.5.5. Perform Award Fee evaluations and forward results to the Award Fee Board.
 - 4.3.5.6. In the absence of the SSE, perform SSE functions.
 - 4.3.5.7. Ensure timely completion of all applicable TSSC tasks IAW with contract requirements. Tasks include, among others, hardware, software, and courseware maintenance, updates, and configuration management. TSSC tasks could also include maintenance and updates of databases, technical data maintenance, inventory control of the government owned support package, and configuration management.
 - 4.3.5.8. Coordinate on main operating base management of mission software.
 - 4.3.5.9. Brief, as required, status of TSSC operations and accomplishments.
 - 4.3.5.10. Accept delegation of duties from ACO with 29 TSS concurrence. (Include appropriate MAJCOM HQ concurrence for non-ACC CAF units) The PO/Director should communicate directly with the ACO on QA or contract administration issues, as specified in the letter of delegation.
 - 4.3.5.11. Recommend and coordinate contract changes with ACO, 29 TSS, ACC TRSS/TSF, and applicable MAJCOM.
 - 4.3.5.12. Receive, review, and validate contractor engineering accomplishment report.
- 4.3.6. TSSC SSE duties include, among others, the following:
- 4.3.6.1. Implement a software QUEP to include day-to-day operations, modification development, and integration of contractor and subcontractor modifications.
 - 4.3.6.2. Review usage of contractor acquired property, personnel, and material consumption.
 - 4.3.6.3. Develop and implement a configuration management plan for mission software.
 - 4.3.6.4. Provide Award Fee evaluations to the PO as appropriate.
 - 4.3.6.5. Support acceptance testing, simulator certification (SIMCERT), and SIMVAL as necessary to validate the software, hardware, and courseware performance capabilities of the TSSC.
 - 4.3.6.6. Evaluate contractor's performance to ensure software, hardware, and applicable courseware related work is properly accomplished, inspected, tested, and documented.
 - 4.3.6.7. Assess the adequacy of TSSC technical data used for software development, configuration management, and TSSC operation.
 - 4.3.6.8. Assess and document the performance of contractor TSSC personnel.
 - 4.3.6.9. Accept delegation of duties from ACO with 29 TSS concurrence. The SSE should communicate directly with the ACO for QA and contract administration issues, as specified in the letter of delegation.

Chapter 5

SIMULATOR CERTIFICATION

5.1. Scope. This chapter outlines the Combat Air Forces (CAF) Simulator Certification (SIMCERT) program. The CAF SIMCERT consolidates major command (MAJCOM) programs into a central program executed by the USAF AWFC's 29 TSS. SIMCERT is conducted IAW this chapter and MAJCOM approved master SIMCERT plans. Training or training time procured from commercial sources by ACC agencies is exempt from this requirement.

5.1.1. Purpose. SIMCERT is designed to ensure training devices are maintained to their design configuration and provide accurate and credible aircrew training consistent with MAJCOM 11- series instructions.

5.2. General Guidance:

5.2.1. ACC TRSS establishes ACC SIMCERT policy and guidance. The 29 TSS implements ACC policy and guidance and manages the SIMCERT program.

5.2.2. The 29 TSS compiles a master SIMCERT schedule annually for MAJCOM review. MAJCOMs will review and identify which TSSs will not be subject to certification during the next calendar year.

5.3. CAF SIMCERT Objectives. The objectives of the CAF SIMCERT program are as follows:

5.3.1. Evaluate ATDs and TSSs to determine at what level specific flight training events are creditable towards MAJCOM 11-series training requirements.

5.3.2. Evaluate ATDs and TSSs to ensure they are physically and functionally maintained to their designed configuration.

5.3.3. Compare the training device with the weapon system to provide key feedback to the MAJCOM and training planning team (TPT) on capabilities and limitations.

5.3.4. Identify operational suitability and supportability issues.

5.4. Program Responsibilities:

5.4.1. ACC TRSS/TSF will:

5.4.1.1. Develop ACC SIMCERT policy and serve as the lead command agency on CAF SIMCERT policy and guidance.

5.4.1.2. Approve Master SIMCERT plans.

5.4.2. The Responsible TRSS Organization will:

5.4.2.1. Conduct aircraft task analyses at least annually or whenever there is a modification to the aircraft.

5.4.2.2. Prepare revised TTLs at least annually or more often if needed.

5.4.2.3. Provide updated TTLs to the 29 TSS or others as required. The 29 TSS uses the TTLs to conduct simulator certifications (SIMCERT) on the respective simulators.

5.4.3. Pacific Air Forces (PACAF), United States Air Forces in Europe (USAFE), Air National Guard (ANG), the Air Force Reserve Command (AFRC), and the Air Education and Training Command (AETC) operations support agencies are responsible for the SIMCERT program within their respective commands. They will:

5.4.3.1. Designate a MAJCOM SIMCERT manager.

5.4.3.2. Coordinate 29 TSS developed SIMCERT procedures, master plans, and schedules for their respective units.

5.4.3.3. Request waivers for specific areas of this directive as required.

5.4.3.4. Provide project officer and quality assurance representative support of SIMCERT as required.

5.4.3.5. Provide inputs to SIMCERT master plans and schedules as requested by the 29 TSS.

5.4.3.6. Develop TTLs for ATDs not common to ACC.

5.4.3.7. Decertify ATD for specific training events based on SIMCERT report recommendations as necessary.

5.4.4. The AFRC, ANG, and AETC, in addition to the above responsibilities, will provide travel funds to support AFRC/ANG/AETC specific SIMCERT evaluations as coordinated and outlined in the annual SIMCERT schedule message. The 29 TSS will fund for SIMCERTs required as a result of CAF wide modifications.

5.4.5. The 29 TSS will:

5.4.5.1. Manage the CAF SIMCERT program.

5.4.5.2. Develop an annual SIMCERT schedule.

5.4.5.3. Develop and annually update system performance evaluation (SPE) checklists.

5.4.5.4. Develop and annually review SIMCERT master plans for all ATDs and TSs in the SIMCERT program. Send a copy to ACC TRSS/TSF and appropriate CAF MAJCOM agencies, and to ATD locations that must comply with SIMCERT requirements.

5.4.5.5. Conduct and report SIMCERT results IAW this instruction and ACC approved SIMCERT master plans.

5.4.5.6. Provide a SIMCERT director and appropriate team members as required.

5.4.5.7. Report changes in the status of any decertified tasks to ACC TRSS/TSF and appropriate CAF agencies as listed in the appropriate SIMCERT Master Plan.

5.4.5.8. Identify all ATD deficiencies (concurrency, design, and training) reported during SIMCERT and recommend corrective actions to ACC TRSS/TSF, appropriate CAF agencies, and the TPI.

5.4.5.9. Fund all SIMCERT activities except for the AFRC, AETC, and ANG. The 29 TSS will fund SIMCERTs required due to CAF wide modifications.

5.4.5.10. Determine which modifications require initial certification.

5.4.6. CAF unit operations group commanders will:

- 5.4.6.1. Identify a unit SIMCERT focal point to direct, conduct, and assist with SIMCERT requirements IAW this regulation and the appropriate master plan.
- 5.4.6.2. Augment SIMCERT evaluations as requested by 29 TSS and approved by appropriate CAF MAJCOM.
- 5.4.6.3. Report results of unit conducted recertification IAW the appropriate master plan.
- 5.4.6.4. Evaluate and prioritize SIMCERT deficiencies and discrepancies as requested by the 29 TSS.

5.5. SIMCERT Certification, Decertification, Recertification, and Reporting:

5.5.1. Initial Certification. New as well as existing ATDs undergoing hardware or software modifications require initial certification. Initial certification verifies and documents a Training Value Code (TVC) for each training event that the new or modified device meets. Additionally, if the ATD is to be used for MAJCOM 11-series flying training events, each event must receive a Training Value Code (TVC) 1 to be creditable. Software block updates and hardware modifications will normally be initially certified on the first representative ATD installation after Air Force acceptance testing is complete. Certification of subsequent devices receiving the exact same modification may be conducted by the units or by the 29 TSS, depending on the complexity of the modification and the previous certification results, as approved by the 29 TSS. All other initial SIMCERTs will be conducted by the 29 TSS SIMCERT team or 29 TSS designated augmentees.

5.5.2. Recurring Certification. Recurring certification ensures the training device continues to perform to the initial certification standards. Annual recurring certification is on a calendar year cycle IAW the MAJCOM approved master schedule and the appropriate master plan.

5.5.3. Decertification. Assignment of a TVC of 4 decertifies that event for aircrew training until correction of the discrepancy. SIMCERT personnel will then recertify that event. Decertification consists of deleting training tasks from the list of tasks for which the training device has been certified.

5.5.4. Recertification. Recertification consists of testing of the decertified tasks and any other affected tasks. The 29 TSS or the local unit, per directions provided by the 29 TSS, will reinstate the decertified events.

5.5.5. SIMCERT Reports. Reports should follow the format contained in the appropriate SIMCERT Master Plan.

5.6. Form Prescribed. AF Form 4026, **Aircrew Training Devices Utilization** (replaces MC Form 80).

PATRICK K. GAMBLE, Lt General, USAF
DCS, Air and Space Operations

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

AFPD 10-6, *Mission Needs and Operational Requirements*

AFPD 10-9, *Lead Operating Command Weapon Systems Management*

AFI 21-103, *Equipment Inventory, Maintenance Status, and Utilization Reporting System*

AFPAM 36-2211, *Guide for Management of Air Force Training Systems*

AFR 50-5, *USAF Formal Schools* (policy, responsibilities, general procedures, and course announcements)

AFPAM 63-503, *Quality Assurance of Training Systems Contracts*

AFOOSH 91-118, *Training Systems Fire Protection*

MAJCOM 11-series, *Flying Training Publications* or CAF supplements thereto (to be converted to AFI 11-2 MDS Specific series instructions)

Abbreviations and Acronyms

ACC—Air Combat Command

ACO—Administrative Contracting Officer

AETC—Air Education and Training Command

ANG—Air National Guard

ATS—Aircrew Training System

AFMC—Air Force Material Command

AFRC—Air Force Reserve Command

ATD—Aircrew Training Device

CAF—Combat Air Forces

CAFROC—CAF Requirements Oversight Council

CLS—Contractor Logistics Support

CS—Contractor Support

DET—Detachment

DRLMS—Digital Radar Land Mass System

EO/IR—ELECTRO-OPTICAL/INFRARED

FMT—Full Mission Trainer

GFE—Government Furnished Equipment

IAW—In Accordance With

MAJCOM—Major Command
MNS—Mission Need Statement
NIMA—National Imagery and Mapping Agency
OG/CC—Operations Group Commander
OL—Operating Location
OPR—Office of Prime Responsibility
PACAF—Pacific Air Forces
PO—Project Officer
POC—Point of Contact
QA—Quality Assurance
QAP—Quality Assurance Plan
QAR—Quality Assurance Representative
QUEP—Quality Evaluation Program
SCCSB—Software Configuration Control Subboard
SCWG—Simulator Configuration Working Group
SIMCERT—Simulator Certification
SSC—Software Support Center
SSE—Software System Evaluator
STP—System Training Plan
SYS AD—System Administrator
TDY—Temporary Duty
TPT—Training Planning Team
TSS—Training Systems Squadron
TRSS—Training Support Squadron
TSSC—Training System Support Center
TTL—Training Task List
TVC—Training Value Code
USAFE—United States Air Forces in Europe
UTD—Unit Training Device

Terms

Administrative Contract Officer (ACO)—The person who is responsible for overall administration of the contract.

Aircrew Training Device (ATD)—A training device used to prepare aircrew members for the actual performance of flight duties. The official categories for ATDs are Flight Simulators, Flight Training Devices, Aircraft System Trainers, and Other (for those that do not fall into the first three categories). ATDs are cockpit familiarization trainer, cockpit procedures trainer, operational flight trainer, part task trainer, and weapon system trainer to name a few. (AFPAM 36-2211)

Aircrew Training System (ATS)—The instructional system used to train aircrew members. It includes training equipment, software, firmware, hardware, devices, courseware, training system support, logistics support, ground-based instruction, media, and facilities. Typically, flight training or aircraft support is not included if contractor produced. (AFPAM 36-2211)

Command Certification—The final step in the ACC approval process for configuration changes.

Configuration Management (CM)—A method of attaining and maintaining uniformity of selected configuration items by exercising the system management principles of identification, control, auditing, and status accounting.

Contract Logistics Support (CLS)—A preplanned method used to provide all or part of the logistics support for a system, subsystem, modification, or equipment throughout its entire life cycle. CLS covers depot maintenance and, as negotiated with the operating command, necessary organizational and intermediate level maintenance, software support, and other operation and maintenance tasks. (AFPAM 36-2211)

Contractor Support (CS)—A generic term that describes a support method of supplementing Air Force logistics resources either for a temporary period or for the life of a system or equipment. (AFPAM 36-2211)

Major Command (MAJCOM)—A major subdivision of the Air Force that is assigned a major part of the Air Force mission. MAJCOMs report directly to Headquarters US Air Force. (AFPAM 36-2211)

Mission Need Statement (MNS)—A document prepared for all operational requirements expected to result in a major acquisition program or Air Force designated acquisition program.

Operating Command—The command that is the primary user and operator of a system, subsystem, or item of equipment. Generally applies to those operational commands or organizations designated by Headquarters US Air Force to conduct or participate in operations or operational testing. (AFPAM 36-2211)

Participating Command—A command or agency designated by the Air Force Acquisition Executive to advise the program manager and to take an active part in developing a weapon system. The supporting command is also a participating command. (AFI 10-601, *Mission Needs and Operational Requirements Guidance and Procedures*)

Performance Work Statement/Statement of Work (PWS/SOW)—The description of the tasks or services to be performed by the contractor and the support to be provided by the government.

Procuring Contract Officer (PCO)—The person authorized to enter into or amend contracts on behalf of the government.

Project Officer (PO)—The operating command coordinator at a site assigned to make sure Air Force activities and the contractor have a central point of contact for contract administration, logistic support, and security support as determined from the contract. PO duties can be assigned to personnel within the organization or to the Quality Assurance Representative. (AFPAM 36-2211)

Quality Assurance (QA)—Those actions taken by the government to assure that services meet the requirements in the statement of work.

Quality Assurance Representative (QAR)—The person responsible for checking and evaluating contractor performance. (AFPAM 36-2211)

Quality Evaluation Plan (QUEP)—A plan written by the 29 TSS, the QAR, or SSE used for evaluating the contractor's performance.

Quality Assurance Plan (QAP)—A contractor generated plan specifying their process for implementing, managing, and administering quality control over all applicable training system program performance areas.

Queen Bee Unit—A unit possessing a training device and host to another unit for ATD training.

Queen Bee Supported Unit—The unit which travels to the Queen Bee Unit to meet ATD training requirements.

Safety-of-Flight—Those normal, emergency, instrument, and basic operational procedures determined by the operating command to safely conduct flying operations. (AFPAM 36-2211)

Simulation—A method for implementing a model over time. Also, a technique for testing, analysis, or training in which real-world systems are used, or where real-world and conceptual systems are prepared by a model. (DODD 5000.59)

Simulator—A training device that permits development and practice of the necessary skills for accomplishing flight operational tasks, to a prescribed standard of airman competency, in a specific aircraft and duty position. (AFPAM 36-2211)

Simulator Certification (SIMCERT)—The process of ensuring through validation of hardware and software baselines that a training system and its components provide the capability to train personnel to do specific tasks. The process also makes sure the device continues to perform to the delivered specifications, performance criteria, and configuration levels. It will also set up an audit trail regarding specification and baseline data for compliance and subsequent contract solicitation or device modification. (AFPAM 36-2211)

Simulator Validation (SIMVAL)—The process for determining the extent to which a simulator represents the current intelligence assessment of the system. This process includes generation and deployment of an intelligence data baseline of the system, comparison of simulator characteristics and performance, support for the modification and upgrade of the simulator, a comparison of simulator and threat operating procedures, and correction of any significant deficiencies. Uncorrected deficiencies are identified and published in validation reports. The process continues throughout the life cycle of the simulator. (AFPAM 36-2211)

Simulator Configuration Working Group (SCWG) or Configuration—Working Group (CWG)--An advisory group convened to consider configuration change requests, database updates, mission generation, courseware updates if applicable, and other pertinent matters concerning management of TSs. The SCWG also prioritizes taskings for the TSSC. The TSSC PO has command certification authority for all TSSC in-scope changes and modifications (hardware/software/courseware).

Software Configuration Control Sub-board (SCCSB)—The HQ ACC configuration sub-board that approves software/hardware modifications outside the scope of the TSSC.

Software Support Center (SSC)—Resources dedicated to training system changes, software configuration management, database updates, and mission generation for a designated group of training devices.

Software System Evaluator (SSE)—The on site person designated by the 29 TSS to exercise surveillance over the quality of a contractor's software development, modification, and support at the Training System Support Center (TSSC) to ensure the contractor has performed IAW contract requirements. The SSE will receive a formal delegation from the ACO for contractual matters and will support the 29 TSS for operational matters.

System Performance Evaluation (SPE)—A physical/visual inspection of trainer assemblies and a review of software and hardware functional tests to determine if they are in the correct configuration and perform according to specifications.

System Training Plan (STP)—Is an iterative planning document that defines the justification, design, development, funding, resources, support, modification, operation, and management of a training system. The STP is designed to provide for planning and implementation of training and to make sure all resources and supporting actions required for establishment and support are considered. (AFPAM 36-2211)

TEMPEST—An unclassified term referring to technical investigations for compromising emanations for electrically operated information processing equipment; these investigations are conducted in support of emanations and emissions security.

Training—Instruction and applied exercises for the acquisition and retention of skills, knowledge, and attitudes required to accomplish military tasks. (DoDD 1322.18)

Training Planning Team (TPT)—An action group composed of representatives from all pertinent functional areas, disciplines, and interests involved in the life cycle design, development, acquisition, support, modification, funding, and management of a specific weapon system training system. The TPT uses the systems training plan to ensure training considerations are adequately addressed in the defense system acquisition and modification processes. (AFPAM 36-2211)

Training System (TS)—A systematically developed curriculum including, but not necessarily limited to, courseware, classroom aids, training simulators and devices, operational equipment, embedded training capability, and personnel to operate, maintain, or employ a system. The training system includes all necessary elements of logistic support. (AFPAM 36-2211)

Training System Support Center (TSSC)—A consolidated function that contains the personnel, equipment, facilities, tools, and data necessary to provide all or part of life-cycle courseware, hardware, and software support for a training system. (AFPAM 36-2211)

Training Task List (TTL)—Documentation of total training tasks developed for a defense system and its respective mission. It includes the entire spectrum of tasks in each functional area (operations, maintenance, and support) requiring training. The TTL provides the training task baseline for all acquisition, modification, support, management, and funding actions through comparison with predecessor or future weapon systems. (AFPAM 36-2211)

Training Value Code (TVC)—A term used in the SIMCERET evaluation process to grade an ATD's ability to replicate aircraft training. The TVC determines the ATD's suitability to train specific events. The applicable SIMCERT master plan defines the specific TVC evaluation criteria.

Unit Training Device (UTD)/Full Mission Trainer (FMT) or Other Squadron-Level Training Devices--A squadron level trainer designed for pilot refresher and continuation training in the areas of emergency procedures, flight instrument approaches, and mission employment.

Utilization Rates—The rate of actual resource use versus planned resource use. (AFPAM 36-2211)

Attachment 2

AIRCREW TRAINING DEVICE (ATD) CHANGE PROCESS

A2.1. ATD Modification Process. The following flow chart is submitted IAW paragraph 2.9.3.3. of this volume.

Figure A2.1. ATD Change Process.

