

**BY ORDER OF THE COMMANDER  
AIR FORCE SPACE COMMAND**

**AIR FORCE SPACE COMMAND  
INSPECTION CHECKLIST 10-16**

**1 MARCH 2004**



**Operations**

**MISSION READY TRAINING PROGRAMS  
(MAJCOM/WING)**

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This checklist reflects Command requirements for Mission Ready Training Programs for AFSPC Space Operators at all levels to prepare for and conduct internal reviews.

### **SUMMARY OF REVISIONS**

This checklist has been revised to update changes made during the revision of AFSPCI36-2202, **Mission Ready Training, Evaluation and Standardization Programs**. This checklist is substantially revised and must be completely reviewed. A asterisk (\*) indicates a revision from the previous edition.

1. References have been provided for each critical item. Critical items have been kept to a minimum, and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. Critical items identified by a pound sign (#), if present, are those items that if not accomplished in support of primary mission could result in an overall MAJCOM/NAF/Wing assessment rating of less than satisfactory. While compliance with non-critical items is not rated, these items help gauge the effectiveness and /efficiency of the function.
2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the attached checklist as a guide only. AFSPC Checklists will not be supplemented. Units produce their own standalone checklists as needed to ensure an effective and thorough review of the unit OJT program. Units are encouraged to contact the Command Functional OPR for this Checklist to recommend additions and changes deemed necessary. See Attachment 1.

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Director of Air and Space Operations

## ATTACHMENT 1

## MISSION READY TRAINING PROGRAMS (MAJCOM/WING)

Table A1.1. Checklist.

<b>SECTION 1 - HQ AFSPC</b>			
<b>MISSION STATEMENT:</b> Provide necessary training resources and guidance to maintain the highest standards of crew member proficiency.			
<b>NOTE:</b> All references are from AFSPCI36-2202, <i>Mission Ready Training, Evaluation and Standardization Programs</i> unless otherwise noted.			
<b>1.1. POLICY AND GUIDANCE (CRITICAL ITEMS):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
*1.1.1. Are training policy, basic requirements and guidance established and implemented across all command mission areas? (para 1.2.1.3)			
*1.1.2. Does HQ AFSPC/XO determine equipment, manning and facilities required to support operations training? (para 1.2.1.8)			
<b>1.2. POLICY AND GUIDANCE (NON-CRITICAL ITEMS):</b>			
<b>1.2. POLICY AND GUIDANCE (NON-CRITICAL ITEMS):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
*1.2.1. Does HQ AFSPC/XO provide training inputs to requirements documents for all acquisition programs and major system modifications? (para 1.2.1.6)			
*1.2.2. Does HQ AFSPC/XO participate in Utilization and Training Workshops to establish and maintain training requirements with Air Education and Training Command (AETC)? (para 1.2.1.10)			
*1.2.3. Does HQ AFSPC/XO review, under Air Staff guidance, a Career Field Education and Training Plan (CFETP) for space and missile operations Air Force Specialty Codes (AFSCs)? (para 1.2.1.11)			
*1.2.4. Does HQ AFSPC/DR ensure that procedures to maintain training system concurrence are included in the planning process for new systems or major modifications? (para 1.2.2.3)			
*1.2.5. Does HQ AFSPC/DR act as the liaison with the system program office (SPO) to ensure training requirements are adequately addressed? (para 1.2.2.4)			

<b>1.3. RESOURCES ALLOCATION (CRITICAL ITEMS):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
*1.3.1. Does HQ AFSPC/XO determine fiscal year (FY) trained personnel requirements for formal AETC training courses and submit requirements to HQ USAF/XOSO? (para 1.2.1.12)			
*1.3.2. Does HQ AFSPC/DR ensure operations training, training systems and training funding requirements incorporated into planning for and acquisition of new systems or major modifications? (para 1.2.2.1)			
<b>1.4. RESOURCES ALLOCATION (NON-CRITICAL ITEMS):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
*1.4.1. Does HQ AFSPC/XO ensure operations training requirements are provided to the Training Planning Team for inclusion in the applicable System Training Plan? (para 1.2.1.4)			
*1.4.2. Does HQ AFSPC/XO ensure training systems are maintained concurrently with the system they support? (para 1.2.1.9)			
<b>SECTION 2 - WING/GROUP/SQUADRON/DETACHMENT</b>			
<b>MISSION STATEMENT:</b> Manage training programs and conduct necessary training to maintain the highest standards of crew member proficiency.			
<b>2.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
*2.1.1. Do units conduct all training required by AFSPCI36-2202 and as directed by the NAF, SW, OG, SG, SOPG, or OSS? (para 1.2.11.2)			
2.1.2. Are training programs designed and implemented using performance standards to:			
2.1.2.1. Provide and maintain the essential skills, knowledge and motivation required for mission accomplishment? (para 3.1.1.1.1)			
2.1.2.2. Instruct personnel on new or revised procedures and equipment? (para 3.1.1.1.2)			
2.1.2.3. Correct identified deficiencies? (para 3.1.1.1.4)			
*2.1.2.4. Train, using Recurring Training, all BMR or CMR proficiency and knowledge level tasks/subtasks annually, to include knowledge-only and train-only tasks/subtasks? (para 3.4.1.1)			

CRITICAL ITEMS cont:	YES	NO	N/A
*2.1.2.5. Train all required tasks as identified in the appropriate volume of AFSPCI36-2203, <i>Training and Evaluation Performance Standards</i> , and METER-- <i>Missile Emergency War Order (EWO) Training and Evaluation Requirements</i> . (para 1.1.3.1)			
*2.1.3. Is operations training conducted by certified instructors or instructor trainees under direct supervision of a certified instructor? (para 3.1.2)			
2.1.4. Are all instructors trained, evaluated and current in the task(s) they instruct? (para 3.1.3)			
2.1.5. For BMR or CMR crew positions not supported with an IQT course, does UQT provide full training on all TEPS/METER tasks? (para 3.3.2.6)			
*2.1.6. Is supplemental training administered to all personnel before they perform crew duty following changes which directly affects mission accomplishment or safety? (para 3.4.3.3)			
*2.1.7. Are instructors prohibited from administering instruction when placed on CMR restricted status for proficiency? (para 3.5.4.1.1.1)			
2.1.8. Are instructors restricted when required? (para 3.5.4.1)			
2.1.9. Are instructors decertified when they no longer possess the degree of proficiency or professionalism to be an effective instructor? (para 3.5.5.1.2)			
2.1.10. Are scripts designed so they do not create actual conditions that could jeopardize personnel safety or cause damage to equipment? (para 3.8.3)			
2.1.11. Do instructors ensure safety and real world operational requirements take priority over simulated activity? (para 3.9.1)			
*2.1.12. Does the unit training office develop programs as described in AFH36-2235, Vol. 11, <i>Information for Designers of Instructional Systems</i> , AFSPCI10-1202, <i>Crew Force Management</i> , and AFSPCI36-2202 for non-existent or upgraded space and missile systems? (para 5.1)			
<b>2.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
*2.2.1. Does the wing, group and OSS ensure training programs are standardized, wherever feasible, among subordinate units? (para 1.2.8.1)			
*2.2.2. Does the wing, group and OSS ensure all new or changed publications are reviewed for impact on training programs? (para 1.2.8.2)			

NON-CRITICAL ITEMS cont:	YES	NO	N/A
*2.2.3. Does the wing, group and OSS ensure there is documentation delegating training responsibilities to subordinate units in a supplement to AFSPCI36-2202? (para 1.2.8.1)			
*2.2.4. Does the wing, group and OSS ensure training materials comply with Instructional System Development (ISD) requirements and higher headquarters directives? (para 1.2.8.6)			
*2.2.5. Does the OSS develop/ensure development of training materials for BMR and CMR programs? (para 1.2.10.1)			
*2.2.6. Does the OSS (or Unit Training at GSUs) administer initial and recurring instructor training and certification programs? (para 1.2.10.2)			
*2.2.7. Does the OSS conduct visits to operational squadrons and detachments for the purpose of training program standardization? (para 1.2.10.3)			
*2.2.8. Does the OSS ensure standardization of training practices among group/squadron CMR instructors? (para 1.2.10.4)			
*2.2.9. Does the OSS ensure standardization of training wherever practical, among group units? (para 1.2.10.6)			
*2.2.10. Does the OSOT review all new or changed publications for impacts on operations training programs? (para 1.2.10.7)			
*2.2.11. Do units implement standardization of operations procedures and evaluation/training programs where practical? (para 1.2.11.1)			
*2.2.12. Do units maintain training records on all BMR and CMR personnel? (para 2.1)			
2.2.13. Are the proper deficiency codes used to describe why a trainee committed a deviation? (para 2.2)			
2.2.14. Do instructors conduct pre-briefs to ensure that scenario support personnel and trainees clearly understand the rules of engagement? (para 2.3.2. and 3.9.2)			
2.2.15. Are units properly documenting appropriate items on the AFSPC Form 91, <b>Individual's Record of Duties and Qualification</b> ? (para 2.4)			
2.2.16. For units without approved T.O.s, is a stimuli list maintained to document entering arguments for each task/subtask? (para 2.5)			
2.2.17. Are training programs designed and implemented to provide feedback for improvement? (para 3.1.1.1.3)			
2.2.18. Does the unit have a POI to guide training? (para 3.2)			

NON-CRITICAL ITEMS cont:	YES	NO	N/A
2.2.19. Does the Chief of Training notify the individual's supervisor if a trainee is not making satisfactory progress to qualify within the maximum training time? (para 3.3.2.1)			
2.2.20. Does the Commander or Operations Officer ensure additional duties assigned to an individual do not interfere with UQT? (para 3.3.2.4)			
2.2.21. Is a process developed to verify AETC's training? (para 3.3.2.9)			
2.2.22. Do instructors receive recurring instructor training at least quarterly? (para 3.5.2.1)			
2.2.23. Does the Chief of Training or delegate observe each instructor conducting a training scenario at least annually? (para 3.5.2.2)			
*2.2.24. Does the OSS Commander certify all instructors in writing? (Squadron Commander for GSUs) (para 3.5.3)			
*2.2.25. Are individuals who fail a knowledge test re-tested on the same material using a different version of the test? (para 3.6.2)			
2.2.26. Are scenarios terminated early when required? (para 3.10.1)			
*2.2.27. Are all deficiencies documented on NAF developed/approved forms IAW para 2.2 of AFSPCI36-2202? (para 3.12.2)			
*2.2.28. Is individual training between evaluation phases limited to training the tasks in which errors were committed? (para 4.1.9.3.2)			
2.2.29. Are all change requests concerning AETC course curricula routed through the appropriate OSS or OG, and then to HQ AFSPC/XOTT for coordination? (para 6.1.1)			