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Personnel

**OPERATION AND MANAGEMENT OF SPACE
TRAINING DEVICES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD36-22, Military Training and AFPAM36-2211, Guide for Management of Air Force Training Systems, and applies to HQ Air Force Space Command (AFSPC), 14th and 20th AF, and all subordinate units that possess and maintain (under contractor support) Space Training Devices (STD). It does not apply to Air Force Reserve nor Air National Guard units. Requests for waivers or deviations from this instruction must be addressed, in writing, to HQ AFSPC/DOT, 150 Vandenberg Street Suite 1105, Peterson AFB CO 80914-4240. This instruction contains information previously found in ACCR55-67, 3 May 93, which will no longer be used for AFSPC guidance. The reporting requirement in this instruction is exempt from licensing in accordance with AFI37-124, The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections, paragraph 2.11.10.

SUMMARY OF REVISIONS

The revision of this publication is to meet the format standards required by Air Force. No content material has changed. Some required format changes have been made to allow for the conversion process.

1. Scope:

1.1. This instruction establishes the procedures for the acquisition, testing, modification, operation, support and certification of training devices used to train operations crews on operational tasks.

2. Objectives:

2.1. Ensure STDs for new or existing weapon systems support formal and operational training.

2.2. Ensure the operational requirements for STDs are established concurrently with the acquisition or modification to weapon/defense systems.

3. Procedures:

3.1. Facilities. Facilities containing STDs should be considered for controlled area protection and protected IAW DoD directives. The facilities house equipment which may contain classified data. All equipment which contains classified data is considered classified at the level of that data, so long as the data is present. In all cases the data must be removed to declassify the equipment. When the data cannot be removed, the equipment remains classified and must be safeguarded accordingly.

3.2. Site Visit. Government personnel within Air Force Space Command (AFSPC) wishing to visit an AFSPC space training device (STD) facility must gain approval from the appropriate wing Operations Group Commander (OG/CC) prior to arrival at the facility. Requests must be received not less than 10 working days prior to requested date of visit. Requests may be done through message, letter, or fax (info HQ AFSPC/DOT) and will include the following: date, organization, person visiting, point of contact, and purpose of visit. It will further include name, security clearance, and DSN of the visitor or visiting agency.

3.2.1. Any non-AFSPC personnel, such as government contractors, wishing to visit an AFSPC STD facility will forward requests (message/letter/fax) to HQ AFSPC/DOT, with an informational copy forwarded to wing OG/CC. Requests must be received not less than 10 working days prior to the planned date of visit.

3.3. Hardware Additions. Nonconfigured additions (equipment not identified in any trainer Technical Orders/Technical Manuals (TO/TM)) may be made to STDs only where absolutely essential for mission accomplishment. They must not be electrically integrated with trainer circuitry nor in any way alter form, fit or function of a configured item. When placed in the trainer, they must represent a like item in the weapon/defense system. Organizations installing nonconfigured additions will notify HQ AFSPC/DOT, in writing, prior to installation and upon removal of nonconfigured additions.

3.4. Software. Only software within the currently approved training baseline, as approved by HQ AFSPC/DOT, will be used in operational training/evaluation environments.

4. Responsibilities:

4.1. HQ AFSPC/DR:

4.1.1. Serves as the AFSPC focal point for the acquisition of new STDs and major modifications/upgrades to existing STDs. This does not include normal/annual software maintenance or minor modifications to the weapon system/STD funded with 3400 funds. Ensures required STD modifications/upgrades, as a result of a new weapon system or a major modification/upgrade to the existing weapon system, are an integral part of the acquisition program.

4.1.2. Provides technical and operational assistance to Air Force Materiel Command during program development.

4.1.3. Coordinates with AETC on training systems acquisitions to ensure that procurement of STDs for Initial Qualification Training (IQT) and UQT are combined, where possible, to achieve economies in procurement and commonality of IQT and UQT STDs.

4.2. HQ AFSPC/DO:

4.2.1. Establishes and manages Intercommand Memoranda Of Agreement (MOA) for STDs. These MOAs will define intercommand relationships with respect to STD acquisition, support and

modification programming, planning, and budgeting policies and responsibilities to include AFSPC use of STDs that are managed/supported outside AFSPC.

4.3. HQ AFSPC/DOT:

4.3.1. Serves as HQ AFSPC functional manager for operational training systems. Serves as OPR for policy and guidance for AFSPC's STDs.

4.3.2. Establishes training requirements for associated STD acquisitions and modifications, establishes AFSPC STDs logistics support management and QA policy and guidance. Identifies and approves STD prototype and kit proofing sites.

4.3.3. Gathers and compiles monthly simulator utilization data, prepares and distributes utilization data and provides summaries and recommendations on usage of STDs to NAFs and wings.

4.3.4. Evaluates/monitors TOs/TMs for accuracy and corrective action.

4.3.5. Advises all affected units at least quarterly of the current status of open Trainer Deficiency Reports.

4.3.6. Advocates HQ AFSPC requirements during the acquisition, modification and support of STDs. Serves as the HQ AFSPC/DO focal point for supporting all Air Force Materiel Command managed acceptance tests, Air Force Operational Test and Evaluation Center conducted Operational Test and Evaluation (OT&E), Computer Resources Life Cycle Management Plan (CRL-CMP) and any other special project testing for STDs.

4.3.7. Serves as a member of the Training Planning Team (TPT).

4.3.8. Establishes and maintains a configuration management program.

4.3.8.1. Ensures configuration control status records on each fielded STD are maintained.

4.3.8.2. Evaluates Materiel Deficiency Reports (MDR), Product Quality Deficiency Reports (PQDR), functional evaluation program reports and SIMCERT deficiencies for STD impact.

4.3.8.3. Reviews, prioritizes and submits deficiency reports to the appropriate Air Logistics Center (ALC) agency for corrections.

4.3.8.4. Reviews and evaluates STD modification proposals and engineering feasibility studies and prioritizes all approved modification proposals and studies.

4.3.8.5. Maintains a master listing of all simulation/operational programs and supplemental software changes approved for use or testing in the trainers.

4.3.9. Establishes and maintains a quality assurance program.

4.3.9.1. Develops a standardized STD Government Quality Assurance Plan (GQAP) for each weapon/defense system, ensures the program is implemented and approves unit changes to the GQAPs.

4.3.9.2. Develops, in conjunction with other applicable MAJCOMs and AFSPC unit Quality Assurance Representatives (QAR), a Quality Evaluation Plan for each applicable STD support contract IAW AFI63-501, Air Force Acquisition Quality Program, and AFPAM63-503, Quality Assurance of Training Systems Contracts.

4.3.9.3. Screens, collects and evaluates PQDRs and quality deficiency reports (QDR).

Advises units on PQDR/QDR status and disposition at least semi-annually.

4.3.10. Develops and maintains the AFSPC SIMCERT program.

4.3.10.1. Provides STD SIMCERT policy, program development and implementation. Approves waivers and deviations affecting training systems in AFSPC and other MAJCOMs.

4.3.10.2. Ensures STDs provide accurate, credible training IAW AFSPC instructions and the applicable Master Training Task List (MTTL).

4.3.10.3. Develops and maintains the MTTL and/or Terminal Objectives List (TOL).

4.3.10.4. Develops the SIMCERT master schedule to identify which STDs are subject to certification during the next calendar year and the type of certification each training device requires. Approves waivers or deviations to the SIMCERT Master Plan.

4.3.10.5. Develops and annually reviews SIMCERT Master Plans (which include updated device/system System Performance Evaluations (SPE) and MTTL Evaluations) for all STDs in the SIMCERT program. Provides a copy to all STD locations.

4.3.11. Hosts an annual Training Devices QA Workshop to discuss training equipment issues and STD operations among Project Officers (PO)/QAR.

4.3.12. Assists unit POs and QARs in resolving weapon system supply difficulties for those weapon system parts utilized in the trainer. Assists units in resolving Contractor Logistics Support/Contractor Support (CLS/CS) difficulties.

4.3.13. Provides command authorization, distribution, monitoring and disposition of STDs.

4.3.14. Reviews Administrative Contracting Officer (ACO) letters of delegation to POs and QARs.

4.4. 14th and 20th Air Force:

4.4.1. Provides staff assistance for operational concerns, as requested by HQ AFSPC/DOT, and monitors the use of trainers in support of training/evaluation programs.

4.5. Each Operations Group:

4.5.1. Submits unit requested STD changes, modifications, updates or enhancements through their respective NAFs to HQ AFSPC/DOT for processing.

4.5.2. Establishes a screening point to collect and evaluate PQDRs and Quality Deficiency Reports (QDR).

4.5.3. Appoints and directs unit POs and QARs. The PO/QAR serves as the on-site government, single points of contact to work with the support contractor. The PO and QAR ensure assigned systems are operated and maintained IAW the CLS or CS contract and that the government fulfills its contract responsibility. Specific PO/QAR responsibilities are outlined in AFPAM63-503, Quality Assurance for Training System Contracts.

4.6. Each Operations Support Squadron/Geographically Separated Unit:

4.6.1. Identifies a unit SIMCERT focal point to assist with SIMCERT requirements.

4.6.2. Provides operations crew members to support STD testing as requested by HQ AFSPC/DOT.

- 4.6.3. Identifies and recommends STD modifications through their respective NAFs to HQ AFSPC/DOT for processing.
- 4.6.4. Provides training schedules to the contractor IAW the STD support contract.
- 4.6.5. Reports training system gains and losses IAW AFI21-103.
- 4.6.6. Ensures STDs are configured as nearly as practical to operational equipment and recommends changes of equipment/software when essential to mission accomplishment or safety.
- 4.6.7. Notifies HQ AFSPC/DOT, through their respective NAFs, within 5 working days with an AF Form 1067 when program errors are detected. Coordinates TDRs with the Contractor Logistics Support (CLS) contractor to ensure that the reported deficiency is not a system malfunction.

ROBERT C. HINSON, Brig Gen, USAF
Director of Operations

Attachment 1

GLOSSARY OF REFERENCES AND TERMS

References

AFPD10-6, Mission Needs and Operational Requirements Use Agreements.

AFPD16-5, Planning, Programming, and Budgeting System.

AFI16-501, Control and Documentation of Air Force Programs.

AFPD21-3, Technical Orders.

AFI21-102, Depot Maintenance Management.

AFI21-103, Equipment Inventory, Status, and Utilization Reporting.

AFPD36-22, Military Training.

AFPAM36-2211, Guide for the Management of Air Force Training Systems (supersedes AFR50-11, Management of Training Systems).

AFI63-501, Air Force Acquisition Quality Program.

AFPAM63-503, Quality Assurance of Training Systems Contracts.

AFPD65-6, Budget.

TO 00-5-15, Air Force Time Compliance Technical Order System.

TO 00-35D-54, USAF Materiel Deficiency Reporting and Investigating System.

MIL-STD-973, Configuration Management.

AF Supplement 1 to DoDI000.2, Acquisition Management Policies and Procedures.

Terms

Administrative Contract Officer (ACO).—The person responsible for overall administration of the contract. The agency responsible is the contract administration office to which the ACO is assigned.

Airborne Procedures Trainer (APT).—A training device which reproduces the environment and command and control functions of an ICBM airborne launch control center. It provides individual or crew training in all aspects of the operational mission.

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

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

Government Quality Assurance Plan (GQAP).—This plan describes the government surveillance of a contractor's performance on a program, contract or in a facility to determine whether a contractor fulfills contract obligations pertaining to quality and quantity.

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

Missile Procedures Trainer (MPT).—A training device which reproduces the environment and command and control functions of an ICBM launch control center. It provides individual or crew training in all aspects of the operational mission. For the purposes of this instruction, this device is an STD. It is mentioned separately here because of it being referenced as an MPT in other operating instructions and maintenance contracts.

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

Project Officer (PO).—The senior individual responsible for contract administration and other duties not assigned to the quality assurance representative. On some contracts, the PO may also be the QAR.

Quality Assurance (QA).—A planned and systematic pattern of actions necessary to provide confidence that adequate technical requirements are established, products conform to established technical requirements and satisfactory performance is achieved.

Quality Assurance Representative (QAR).—The senior individual responsible for the government contract quality assurance function at the training site. On some contracts, the QAR also may be the project officer.

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 specific tasks in order to take credit in the training program. The process also ensures that the device continues to perform to the delivered specifications/performance criteria and configuration levels. It will also establish an audit trail regarding specification/baseline data for compliance and subsequent contract solicitation or device modification.

Space Training Devices (STD).—Any dedicated training device provided by HQ AFSPC used to train personnel on either space or missile operational tasks. The device may or may not be used to certify student capability to perform an operational task. The training device includes any software, firmware, hardware or devices directly associated with it.

System Performance Evaluation (SPE).—A physical/visual inspection of trainer assemblies and a review of software to determine correct configuration and performance according to specifications .