***BY ORDER OF THE COMMANDER OF THE 51ST FIGHTER WING***

***51ST FIGHTER WING INSTRUCTION 90-103***

***25 APRIL 2013***

***Special Management***

***OSAN PATRIOT EXCALIBUR (PEX)***

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This instruction implements Air Force Policy Directive (AFPD) 90-1, *Policy Formulation*. The purpose of this instruction is to provide specific responsibilities for all personnel involved with Patriot Excalibur (PEX) at Osan AB, Korea. This instruction facilitates coordination between the users and managers of the program, and applies to all PEX users at Osan AB, Korea. It applies to all units assigned to 51st Fighter Wing (51 FW) Osan Air Base (AB), Korea. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force

## 1. General:

1.1. This instruction outlines the responsibilities, Operations (Ops), Training and Communication support of the PEX unit management software tool.

1.2. PEX is the general term applied to an enterprise management system comprised of a database server, a web server, numerous client machines, network infrastructure, and the appropriate software. WinPex is the name of the software that is installed on individual desktop (client) computers to access the PEX database. The PEX database is hosted on a server configured with Microsoft Structured Query Language (SQL) ePex is the name of the

web application which accesses the same PEX database, but via Internet Explorer. The PEX Database Manager is the application used to manage the PEX database at the Server.

1.3. PEX is an Air Force owned software application it is a software suite of applications used by the combined and joint air operations community to manage wing level and below scheduling, and Training and Stan/Eval tasks. It is designed for military flying units and associated organizations such as Intelligence, Air Operation Centers, Aero Medical, Pare-Rescue, Air Control; Squadrons and Tactical Air Control units

**2. Responsibilities.**

2.1. 51 FW/CV will establish and chair or designate a chair for a PEX Working Group. The PEX Working Group will be comprised of representatives from each unit that uses PEX.

2.2. 51 OSS responsibilities:

2.2.1. 51 OSS/OSCTS is responsible***, through the assigned contracted PEX managers***, for overall management of PEX to include hardware and software installation, management and upkeep, software update installation, software baseline change requests, implementation, administration policy, account administration, and system user training. The contracted PEX managers are responsible for server reboots and replacement in case of failure. However the USAF is responsible to acquire replacement hardware. The software is USAF owned and provided.

2.2.2. 51 OSS/OSCTS will ensure smooth operation and training of PEX on Osan AB and coordinates the efforts of wing leadership, SAIC contractors, and 51 CS. 51 OSS/OSCTS ensures wing leadership is fully briefed on all capabilities of PEX and serves as the Quality Assurance Evaluator (QAE) for the two contracted Senior Staff Analysts.

2.2.3. 51 OSS/OSCTS PEX Managers will review and validate the installation, testing, and operational use of new versions of PEX software and recommend to 51 OG/CC when to install the new version.

2.2.4. 51 OSS/OSCTS with the assistance of the 51 FW PEX Managers will identify PEX program objectives and requirements; and will develop and implement standards and guidelines for PEX program activities; and plan for integration, upgrade, and employment.

2.3. 51 CS will provide connectivity for PEX to the appropriate domain (NIPR/SIPR), and assist in obtaining PEX NIPR and SIPR server rack space for the PEX administrators if they are unable to find appropriate space for Primary SQL server, Primary IIS server, and Backup SQL server.

2.4. Squadron Commanders of units that use PEX will:

2.4.1. When utilizing PEX, appoint two or more representatives to the PEX Working Group. Representatives will ensure system content accuracy and provide feedback on system performance and ability to meet individual unit needs. Additionally, they will identify problems and desired changes in the configuration of PEX, or its associated data, to 51 OSS/OSCTS for resolution.

2.4.2. Ensure that newly assigned personnel requiring PEX user accounts contact the PEX Help Desk to schedule training.

2.4.3. Ensure that PEX Weekly Schedule function is utilized IAW 51FWI 21-165, *Aircraft Flying and Maintenance Scheduling Procedures,* for all flying scheduling activities.

**3. PEX Operations and Training**

3.1. PEX Operations:

3.1.1. To use PEX you must first log in. To log in, you must either be at a desktop computer which has "WinPEX" client installed (double click the desktop launch icon) or use a web browser and navigate to the server which hosts the "ePEX" web application (link). Both WinPEX and ePEX take you to the same database. PEX uses Windows Authentication to identify and authenticate you into the database. You need two pieces of information to log in: server name (OSPEX01) and database name is either (PEX, 51 FW) or (DGS 694th). Having successfully logged in once, subsequent attempts will retain the server and database selected.

3.1.2. WinPEX should only be installed on Scheduling, Tower (SOF), Training, Top-3 & Squadron Aviation Resource Managers (SARM), 51 OGV and Stan Eval computers. All other PEX users will utilize ePEX to perform PEX activities. Exceptions to this policy will be coordinated through the PEX administrators.

3.2. Operational Support.

3.2.1. Contractor employees, working with technical guidance from 51 OSS/OSCTS will provide PEX training support at Osan AB. The contact information is on My Page of both WinPEX and ePEX. Direct or by email at support of the contract will include:

3.2.1.1. Maintaining a library of directives, resources and training materials.

3.2.1.2. Developing, publishing, and maintaining a PEX training plan for the 51 FW.

3.2.1.3. Developing and maintaining lesson plans for training.

3.2.1.4. Evaluating and documenting training accomplished.

3.2.1.5. See the Engineering and Technical Services (ETS) contract Statement of Work for a complete list of contractor responsibilities.

3.3. PEX Interfaces: Patriot Excalibur imports U.S. DoD data with interfaces to the following Programs: Aviation Resource Management System (ARMS), Air Tasking Order (ATO), TaskView, Horseblanket, Core Automated Maintenance System (CAMS), Portable Flight Planning System (PFPS), and Unit-Level/Unit Command and Control (UL/UC2).

3.3.1. The ARMS Interface *.dis browsers, provided in the CD installation files (See ARMS Help for instructions on installing these files to the proper system.), will create browser output data files for PEX to update the personnel, currency, and flying hours portions of its database.

3.3.2. The ATO Interface reads a US Message Text Format (USMTF) ATO 2000, 2004, and/or North Atlantic Treaty Organization (NATO) ATO to create PEX missions.

3.3.3. The TaskView Interface reads an Airspace Control Order (*.aco) file and imports Air Combat Order (ACO) locations into the PEX database.

3.3.4. The Horseblanket Interface reads the HQ AMC (TACC) Horseblanket (*.xls) file and creates mission shells.

3.3.5. The Computer Automated Management System (CAMS) Interface reads a CAMS data (*.txt) file and imports squadron aircraft data into the PEX database.

3.3.6. PEX and PFPS can be connected through the Mission Board, Mission Builder tab whereby a PFPS flight-planned sortie will create the shell of a PEX sortie.

3.3.7. The PEX Single Scheduler Interface (SSI) provides an adaptor with notifications to share data with Unit Level/Command and Control. See the Scheduling>UC2(SSI) Help Topic for a complete list of data shared by the interface.

3.4. PEX can operate on NIPR and SIPR classification levels.

3.5. Training Support.

3.5.1. Individual units will identify and coordinate PEX training for unit members with the 51OSS/OSC PEX coordinators. No person shall be allowed to utilize PEX without first obtaining training.

3.5.2. Training Courses. 51 OSS/OSCTS will develop courses tailored to 51 FW users. The following paragraphs list courses that are offered; other courses will be developed as needed.

3.5.2.1. PEX Basic User Course: This course is designed for personnel who require basic/read-only permissions. Attendees will learn how to use the **Displays, Scheduling, Training, and Ops** viewing functions utilizing WinPEX or ePEX. Course length will be one hour.

3.5.2.2. PEX Flying Operations Utilization Course: This course is designed for aviation resource managers and aircrew members working in an operational flying squadron, and includes detailed instruction in duty desk operations when utilizing Windows PEX or ePEX. Attendees will learn how to use the **Displays, Ops, Scheduling, Training Reports, and Security Identifier** functions. Course length will be one – two hours.

3.5.2.3. PEX Flight Scheduler & Flying Hours Course: This course is designed for Wing and Flight Schedulers working in a support or operational flying squadron, and includes how to perform daily flying scheduling and flying hours functions when utilizing Windows PEX. Attendees will learn how to utilize the **Setup, Displays, Ops, Scheduling,** and **Maintenance** functions. Course length will be two - four hours.

3.5.2.4. PEX Basic Scheduler and Flight Following Course: This course is designed for Wing and Flight Schedulers working during exercise/contingency support performing daily flying scheduling functions when utilizing Windows PEX. Attendees will learn how to utilize the **Setup, Displays, Ops, and Scheduling (**ATO import) functions. Course length will be two - four hours.

3.5.2.5. PEX Ground Scheduler Course: This course is designed for ground schedulers in support or operational squadron who perform ground scheduling duties when utilizing Windows PEX. Attendees will learn how to use the **Displays, Scheduling, Personnel/Availability, Training,** and **Reports** functions. Course length will be one - two hours.

3.5.2.6. PEX Plans and Scheduling: This course is designed for maintenance schedulers performing daily scheduling and flying hours working in maintenance operations utilizing Windows PEX and ePEX. Attendees will learn how to use the D**isplays, Ops, Scheduling and Maintenance** functions. Course length will be one - two hours.

3.5.2.7. PEX Maintenance Operations Center Course: This course is designed for Maintenance Operations Center personnel who perform maintenance operations duties utilizing Windows PEX and ePEX. Attendees will learn how to use the D**isplays, Scheduling, and Maintenance** functions. Course length will be one - two hours.

3.5.2.8. PEX Training Manager/Officer Course – (Includes Intel Trainers): This course is designed for Flying or Ground Training Managers performing training functions utilizing WinPEX and ePEX. Attendees will learn how to use the **Displays and Training** functions. Course length will be one – two hours.

3.5.2.9. PEX Stan Eval Course: This course is designed for personnel performing duties in a Stan/Eval capacity utilizing ePEX. Attendees will learn how to use the **Displays, Stan Eval, and Ops** functions. Course length will be two - three hours.

PATRICK T. McKENZIE, Colonel, USAF
Commander

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

***References***

AFPD 90-1, *Policy Formulation,* 6 October 2010

AFMAN 33-363, *Management of Records,* 1 March 2008

51FWI 21-165, *Aircraft Flying and Maintenance Scheduling Procedures,* 7 April 2010

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**ACO**—Air Combat Order

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**ARMS**—Aviation Resource Management System

**ATO**—Air Tasking Order

**CAMS**—Computer Automated Management System

**NATO**—North Atlantic Treaty Organization

**OPR**—Office of Primary Responsibility

**Ops**——Operations

**PEX**—Patriot Excalibur

**PFPS**—Portable Flight Planning System

**QAE**—Quality Assurance Evaluator

**RDS**—Records Disposition Schedule

**SAIC**—Science Application International Corporation

**SARM**—Squadron Aviation Resource Management

**SQL**—Structured Query Language

**SSI**—Single Scheduler Interface

**UL/UC2**—Unit-Level/Unit Command and Control

**USMTF**—US Message Text Format

## Attachment 2

## PATRIOT EXCALIBUR STATEMENT OF WORK

**Figure A2.1. Patriot Excalibur Statement of Work**

Patriot Excalibur Statement of Work: Osan Korea.

The contractor shall perform system administration, database management, operational training and program requirements management for all versions of the designated UL/UC2 Unit Scheduler; Patriot Excalibur (PEX) software.

System Administration support will include the following tasks; software installation, applications server configuration, and system performance monitoring/ troubleshooting. Support for MS SQL Server 2005 or 2008 will include database backups, recovery, installing new databases, migrating databases upon new software version releases, performance monitoring, storage allocation, and database/server distribution monitoring. Database administration will include maintaining database configurations, parameters, tables, perform queries using SQL (Structured Query Language), generating forms, reports and related scripts. System Administrator will report and resolve database problems using methods consistent with site Configuration Management restrictions.

The contractor shall communicate and coordinate PEX user requirements with HQ PACAF and implement direction/guidance there from. Shall coordinate all PEX activities with the base user community and brief the program status to the Vice Wing Commander and Deputies regularly. When directed by HQ PACAF, shall perform surveys, studies, and analyses of PEX requirements/operational policies, and prepare/submit appropriate technical reports detailing the results (CDRL # D0004)

The shall design, organize, develop, coordinate, and conduct training for operational users of PEX. Trainees include newly assigned Wing and Squadron level personnel, those requiring difference or refresher training on a continual basis. Training shall be conducted to maintain the highest level of user proficiency. Shall modify training curriculum and materials to incorporate Wing specific training requirements, using existing government workstations to conduct hands-on training. May develop and administer written or practical student examinations/evaluations as part of a trainee progress and proficiency monitoring program. Copies of all training materials shall be submitted to the on-site COR. (CDRL #00005)

When tasked, shall provide technical support during military exercises to ensure continuity of operations. The level of effort, location, and time of the requested support shall be provided to the contractor at least 30 days prior to the requirement.

Maintenance services include performing remedial maintenance, preventive maintenance inspections, repairs of critical system components within 2 hours after notification when spares are available, repairs of non-critical system components within 7 calendar days after receipt of spares; conducting acceptance tests of repaired items in accordance with the Acceptance Test Procedures established by the Original Equipment Manufacturer or in accordance with a site

developed validation and verification process approved by the on-site COR; performing technical maintenance support during military exercises to ensure continuity of operations; performing fault isolation (trouble shooting); removing faulty equipment and parts; and relocating equipment components to support facility reconfigurations. On equipment repairs, Science Application International Corporation (SAIC) shall repair equipment and components only if the repair cost does not exceed 75% of the cost of the replacement component. If repair cost exceeds 75%, then the component part shall be replaced. The decision to repair or replace shall be coordinated with the on-site COR.

Repair of critical and non-critical malfunctioning equipment (break/fix maintenance) shall take precedence over all other maintenance tasking in order to comply with the 2-hour or 7-day restoration requirement. Shall perform cost trade-offs prior to repairing any repairable item. If a serviceable replacement part can be procured for less than $500, then the malfunctioning part shall be replaced rather than repaired. If the cost of a serviceable replacement part exceeds $500, then the contractor shall repair the part only if the repair cost does not exceed 75% of the cost of the replacement component. If repair cost exceeds 75%, then the component part shall be replaced. The decision to repair or replace shall be coordinated with the on-site COR. Condemned or excess equipment shall be reported to the task order funding manager for disposition instructions. SAIC shall ensure that equipment requiring vendor or third party repair is processed immediately and the status of repair by the vendor is monitored to ensure the repaired item is returned within a reasonable time period.

The Contractor shall note and enforce vendor/manufacturer warranties on all equipment malfunctioning or failing within the warranty period.