



## DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE SPACE COMMAND

AFSPCGM2015-13-01

14 July 2015

MEMORANDUM FOR SEE DISTRIBUTION

8 August 2016

FROM: HQ AFSPC/A2/3/6  
150 Vandenberg St Ste 1105  
Peterson AFB CO 80914-4170

SUBJECT: AFSPC Guidance Memorandum (GM) 2015-13-01, *Space Operations Crew Force Management, Training, Standardization and Evaluation*

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1. By order of the Commander, Air Force Space Command, this GM immediately implements Air Force Policy Directive (AFPD) 13-6, *Nuclear, Space, Missile, Command and Control*. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other AFSPC publications, the information herein prevails in accordance with (IAW) AFI 33-360, *Publications and Forms Management*.

2. The attachment to this memorandum provides AFSPC guidance that is effective immediately. Major changes to AFSPC space training have been directed but are still in development, such as Space Training Transformation (STT) and Space Mission Force/Ready Force Program (SMF/RFP). This GM will allow current policy to continue until the training strategy and governing policy for these initiatives is complete.

3. Ensure all records created as a result of processes prescribed in this Memorandum are maintained IAW AF Manual 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

4. This Memorandum becomes void after one year has elapsed from the date of this Memorandum, or upon publishing of an AFSPC publication permanently establishing this guidance whichever is earlier.

STEPHEN N. WHITING  
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Director of Integrated Air, Space,  
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## Attachment

### SPACE OPERATIONS CREW FORCE MANAGEMENT, TRAINING, STANDARDIZATION AND EVALUATION POLICY

This instruction implements Air Force Policy Directive (AFPD) 10-12, *Space*, Air Force Instruction (AFI) 10-1201, *Space Operations*, AFPD 10-2, *Readiness*, AFPD 36-26, *Total Force Development*, AFI 36-2616, *Trained Personnel Requirements*, and AFI 36-2201, *Air Force Training Program*. Air Force Manual (AFMAN) 36-2234, *Instructional System Development*, Air Force Handbook (AFH) 36-2235 Vol 1 through 12, *Information for Designers of Instructional Systems*, and AFMAN 36-2236, *Guidebook for Air Force Instructors*, are used to develop training and evaluation programs for space operations duties. This directive defines roles, responsibilities, and minimum requirements for establishing and sustaining 14th Air Force (14 AF) space operations crew force readiness. It establishes policies that apply to the day-to-day management of space operations, to include operations training, standardization and evaluation programs. It applies to applicable 13SXX, 1C6XX, 1NXX, Department of Defense (DoD) civilian personnel, civilian contractors (as applicable per contract documentation), foreign nationals (as applicable per international agreement), and other selected personnel assigned to Air Force Space Command operations duties. This instruction also applies to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units performing AFSPC operations missions. This instruction does not apply to the 614th Air and Space Operations Center (AOC), or the alternate or geographically separated organizations conducting Space AOC missions. These organizations will instead follow AFI 13-1AOC volumes. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate chain of command. Organizations at any level may supplement this instruction. All supplements will be coordinated through HQ AFSPC/A3T prior to publication. Process supplements as shown in AFI 33-360, *Publications and Forms Management*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

#### **SUMMARY OF CHANGES**

This publication is substantially revised and must be completely reviewed. It modifies and combines information previously contained in AFSPCI 10-1202, *Crew Operations* and AFSPCI 36-2202V1, *14 AF Mission Ready Training, Evaluation and Standardization Programs*.

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## Chapter 1

### OVERVIEW AND RESPONSIBILITIES

**1.1. Overview.** Mission success depends upon our readiness to perform assigned tasks satisfying Combatant Commander's (CCDR) requested capabilities. This directive defines roles, responsibilities and minimum requirements for establishing and sustaining space operations crew force readiness in support of CCDR requirements. It establishes policies that apply to the day-to-day management of space operations, to include crew force management, operations training, standardization and evaluation programs. The goal of this revised instruction is to reduce replication found in prior AFSPC guidance, as well as limit unit compliance requirements consistent with AF-level requirements and those deemed necessary to ensure mission success.

#### 1.2. Scope.

1.2.1. Tactical Level Competencies. The intent of this directive is to establish individual and unit training programs that build tactical level competencies in order to meet the mission requirements for which the unit was organized and designed. Airmen at this level master their core duty skills, develop experiences in applying those skills and begin to acquire the knowledge and experience that will produce the qualities essential to effective leadership. Individuals and teams at the tactical level perform specific tasks that, in the aggregate, contribute to the execution of operations at the operational level. See AFDD1-1, *Leadership and Force Development*, for further information on training and education at the tactical, operational and strategic levels.

1.2.2. Operations and Support Functions. Guidance in this directive pertains to personnel who conduct space operations. According to AFI 10-1201, *Space Operations*, space operations include tactical warning and attack assessment, space surveillance, spacelift and range operations, satellite control, space control and space-based combat support operations. Operations are those functions that employ military capabilities. Operations personnel are identified by the Air Force personnel classification system. This classification system is used to identify valid manpower requirements, to identify and describe each Air Force occupational specialty, to ensure minimum prerequisite standards are set for each specialty and to ensure qualified individuals are placed into each specialty. The Operations Career Area encompasses utilization fields that "directly employ weapon and supporting systems to accomplish the primary operational mission of the Air Force" (AF Officer Classification Directory). For space operations, these include 13SXX, 1C6XX, 1NXXX and other personnel approved by HQ AFSPC/A3 who are responsible for completing the unit's real-time operational mission. Combat Support is the essential capabilities, functions, activities and tasks necessary to create and sustain air and space forces. Combat support and operations together create combat capability. Personnel assigned to various support functions should refer to other AF and AFSPC publications associated with their functional areas, for example, 13-series (Nuclear, Space, Missile, Command and Control), 14-series (Intelligence), 20-series (Logistics), 21-series (Maintenance), 33-series (Communications and Information) and 36-series (Personnel).

**1.3. Responsibilities.** Commanders at every level are responsible for ensuring the personnel and organizations under their command are qualified and certified to perform their mission essential tasks (METs) to established competency and proficiency standards. METs are derived by commanders from mission analysis. Unit METs and training programs are developed to support lesson-learned feedback on CDR operational requirements, priorities and Joint Mission Essential Task Lists (JMETs). See CJCSI 3500.01, *Joint Training Policy*, for additional Service Component Commander Responsibilities.

1.3.1. HQ AFSPC:

1.3.1.1. The Directorate of Air, Space and Cyberspace Operations (HQ AFSPC/A3):

1.3.1.1.1. Develops policy and guidance for space operations and provides assistance on issues that pertain to interpretation and compliance when resolution is beyond the scope or resources of the Numbered Air Force (NAF).

1.3.1.1.2. Ensures Trained Personnel Requirements are established and adjusted to meet crew force requirements. Forwards requirements to HQ USAF Career Field Managers (CFMs) for incorporation in planning processes.

1.3.1.1.3. Establishes and manages education and training requirements for Undergraduate Space Training (UST), Space 200, Space 300, as well as other advance training and education requirements IAW AFSPCI 36-221, *Space Advanced Training and Education*, and AFI 36-3701, *Space Professional Development Program*.

1.3.1.1.4. Appoints 13SXX Major Command (MAJCOM) Functional Manager (MFM) and ensures MFM duties are conducted IAW AFI 36-2201, *Air Force Training Program*.

1.3.1.1.5. Appoints 1C6XX MFM and ensures MFM duties are conducted IAW AFI 36-2201, *Air Force Training Program*.

1.3.1.1.6. Authorizes and/or revokes MR/CMR positions, as necessary.

1.3.1.1.7. Approves Assignment Availability Code (AAC) 55 waivers for periods greater than 12 months. See para. 3.7. for further information.

1.3.1.1.8. Oversees management of MAJCOM operations training, evaluation and standardization programs.

1.3.1.1.9. HQ AFSPC/A3T approves waiver requests for attendance at applicable Initial Qualification Training (IQT) courses. See chapter 8 for further information.

1.3.1.1.10. Approves requests for major changes to formal Air Education and Training Command (AETC) courses affecting operations. Forwards change requests

to applicable HQ USAF Functional Managers IAW AFI 36-2251, *Management of Air Force Training Systems* and AFI 36-2201, *Air Force Training Program*. See AFSPCI 36-283, *Space Training System Management*, for additional information.

1.3.1.1.11. Monitors AETC training and evaluation programs that support AFSPC operations.

1.3.1.1.12. Participates in Staff Assistance Visits (SAV) as requested by 14 AF/CC or subordinate units.

1.3.1.1.13. Coordinates with NGB/A3 and HQ AFRC/A3 on issues affecting training, evaluation, operations (i.e. Mobilization, Force Development, etc.) for missions supported by NGB and AFRC.

1.3.1.1.14. Collaborates with AFSPC IG to develop inspection criteria and scenario development to inspect unit readiness.

1.3.1.2. HQ AFSPC Directorate of Safety (SE). Coordinates on waiver requests to this instruction which affect mission flight control operations. Participates in Staff Assistance Visits (SAV) as requested by subordinate units.

1.3.1.3. HQ AFSPC Directorate of Manpower, Personnel and Services (A1):

1.3.1.3.1. Establishes operations training and standardization/evaluation organization structure and manpower requirements IAW AFI 38-101, *Air Force Organization*, AFI 38-201, *Management of Manpower Requirements and Authorizations*, applicable Air Force Manpower Standards and their supplements.

1.3.1.3.2. Coordinates with NGB/A1 and HQ AFRC/A1 on manpower and personnel issues affecting missions supported by NGB and AFRC.

1.3.2. 14 AF (note: when a unit is a Direct Reporting Unit to the MAJCOM, the unit assumes responsibilities of the NAF, Wing and Group):

1.3.2.1. Implements policies and requirements established by applicable DoD, AF and AFSPC directives and instructions. Supplements for local procedures as required.

1.3.2.2. Oversees subordinate unit operational activities and provide assistance on compliance issues when resolution is beyond subordinate units' scope or resources.

1.3.2.3. Provides training requirements in response to data calls when requested by HQ AFSPC. This includes data required by MFMs to establish Trained Personnel Requirements IAW AFI 36-2616, *Trained Personnel Requirements*.

1.3.2.4. Coordinates and sends major formal course change requests to HQ AFSPC/A3T for processing. See AFSPCI 36-283, *Space Training System Management*, for additional information.

1.3.2.5. Approves and publishes MR/CMR TEPS for all subordinate units. Provides MR/CMR TEPS changes to HQ AFSPC/A3T prior to implementation. See attachment 2 for TEPS guidance.

1.3.2.6. Monitors and assesses unit mission readiness.

1.3.2.7. Approves AAC 55 waivers for periods of 7-12 months. See para. 3.7. for further information.

1.3.2.8. Crew Force Management Reports. The management goal is to maximize crew force experience while sustaining staff manning at an adequate level for unit programs. The following crew force management reports are required for AFSPC to provide adequate managerial oversight of MR/CMR crew force utilization. 14 AF will:

1.3.2.8.1. Submit a consolidated semi-annual report to HQ AFSPC/A3TT (due 45 days after the end of the 1st and 3rd quarters) reflecting all crew members granted AAC 55 waivers and instances where AFPC has broken AAC 55 for an Air Force-level PCS requirement. See attachment 5 for report format.

1.3.2.8.2. Submit a consolidated semi-annual MR/CMR report to HQ AFSPC/A3TT (due 45 days after the end of the 1st and 3rd quarters) reflecting current MR/CMR personnel occupying designated MR/CMR positions as well as all MR/CMR certified personnel currently filling non-MR/CMR designated positions. See attachment 5 for report format. MR/CMR positions are identified in attachment 4.

1.3.2.9. Participates in SAVs as directed by NAF/CC. 14 AF/A3V may participate in unit requested SAVs as schedule allows. Units requesting a SAV will fund all expenses.

1.3.2.10. Publishes and maintain operational-level training objectives to support training events IAW AFSPCI 10-415, *Weapons and Tactics Program*.

1.3.2.11. Establishes advanced training requirements for its operational and tactical level units and communicate those requirements to the USAF Warfare Center (USAFWC). Work closely with USAFWC in the planning and execution of advanced training events.

1.3.2.12. Coordinates with applicable NAFs and subordinate units at AFRC and NGB, as needed.

### 1.3.3. Wings, Groups, Squadrons/Detachments.

1.3.3.1. Certifying Official. The first operational commander in the member's chain of command acts as the MR/CMR certifying official and is responsible for determining

corrective action or training, any follow-on evaluation requirements and any crew force management actions for each evaluation and for substandard performance while not under evaluation. This is typically the Operations Group Commander, the Operational Support Squadron Commander, the Operations Squadron Commander, or the Detachment Commander. The Commander may delegate this authority to his/her Deputy Commander or Operations Officer. No further delegation is authorized.

1.3.3.2. Wing commanders approve AAC 55 waivers for periods of 1-6 months. See para. 3.7. for further information.

1.3.3.3. Collect and submit AAC 55 and MR/CMR data needed for NAF reporting.

1.3.3.4. For units with MR/CMR personnel, ensure Operations Officers, Operations Flight Commanders, personnel assigned to Weapons and Tactics Shops, Chief(s) of Stan/Eval, Chief(s) of Training and MR/CMR Instructors/Evaluators maintain MR/CMR certification (note: this does not apply to units without MR/CMR personnel; OSS chiefs of training and OG Chiefs of Stan/Eval are optional unless also certified as MR/CMR instructors or evaluators).

1.3.3.5. Develop guidance, at the appropriate level, that covers the following areas: Standardization, Operationalization and Normalization; Plans, Certifications and Crew Force Management; Mission Ready/Combat Mission Ready Training Requirements; MR/CMR Evaluation Requirements; Documentation Requirements; Deployed/Mobile Unit Requirements (as applicable).

1.3.3.6. Develop and administer instructor/evaluator training and certification programs, with consideration given to recurring training requirements. At a minimum, instructors and evaluators responsible for MR/CMR training/evaluation must be initially trained in AF Instructional System Development (ISD) processes and the requirements of this instruction. Trainers/certifiers administering AF on-the-job training (OJT) and specialized technical certification programs (see para 3.3) must comply with requirements of AFI 36-2201, *Air Force Training Program*, to include completion of the AF Training Course (AFTC).

1.3.3.7. Develop and implement a debrief process and ensure incorporation of Weapons and Tactics Programs into unit training and evaluation programs IAW AFSPCI 10-415, *Weapons and Tactics Program*.

1.3.3.8. Review all new or modified systems, publications, procedures and processes for impacts on operations. Ensure proper documentation is accurate and approved prior to implementation. Ensure applicable training and evaluation products/materials are accurate and approved prior to implementation. Ensure applicable training, evaluation activities and certifications are complete and documented prior to implementation. See AFSPCI 10-604, *Space Operations Weapon System Management*, for further information.

1.3.3.9. Ensure training and evaluation activities and products are developed and administered IAW this instruction and the AF ISD process as described in AFMAN 36-2234, *Instructional System Development*, applicable volumes of AFH 36-2235, *Information for Designers of Instructional Systems* and AFMAN 35-2236, *Guidebook for Air Force Instructors*.

1.3.3.10. Maintain training, evaluation and certification documentation IAW chapter 6 of this instruction.

1.3.3.11. Crew/Duty Scheduling. Units will develop crew/duty schedules to effectively manage personnel resources. Units will maintain current schedules necessary to manage future activities. In order to reduce duplicative documentation requirements, schedules need not be updated or maintained to reflect events that have already occurred. Unless directed by Group, Squadron or Detachment Commanders, schedules will not be updated or maintained as a record of past activities. Operational logs will be maintained to document past operational activities IAW para 3.4.

#### 1.3.4. Individuals:

1.3.4.1. Maintain required qualification and proficiency and adhere to system operations technical data or operating procedures.

1.3.4.2. Notify supervisors when they or other crew members may be experiencing an adverse reaction or a physical, medical or mental condition that may prevent mission accomplishment, cause mission degradation or endanger personnel safety.

1.3.4.3. Take necessary actions to ensure space operations procedures, training or evaluation materials are current and accurate. Submit recommended changes, as needed.

1.3.4.4. Acknowledge and document qualifications for each applicable duty position and task upon completion of training. Documentation serves as an official certification of proficiency, certifying the individual is accountable for task performance IAW the governing instructions and technical references.

## Chapter 2

### STANDARDIZATION, OPERATIONALIZATION, AND NORMALIZATION

**2.1. Standardization.** The goal of the AF standardization program is to obtain “the highest practical level of standardization” (AFPD 60-1) commensurate with the AF missions. Standardization is the process by which the DoD achieves the closest practicable cooperation among the Services and Defense agencies for the most efficient use of research, development and production resources and agrees to adopt on the broadest possible basis the use of: common or compatible operational, administrative and logistic procedures; common or compatible technical procedures and criteria; common, compatible, or interchangeable supplies, components, weapons, or equipment; and common or compatible tactical doctrine with corresponding organizational compatibility (CJCSI 2700.01).

2.2. In order to gain efficiencies and reduce operations and training costs, units will standardize operational concepts, processes, procedures, training and evaluation programs to the extent practical. Requirements and standards must be limited to that required to efficiently and effectively enable mission success. Units will ensure the following standardization requirements are met:

2.2.1. Commanders and managers at all levels must ensure the personnel and organizations under their cognizance are qualified and certified to perform to established competency and proficiency standards. Training objectives must be developed and defined in terms of conditions, required behavior and standards of acceptable performance. See attachment 2 for additional TEPS guidance.

2.2.2. Units will use ISD to develop training systems, by following guidance found in AFMAN 36-2234, *Instructional System Development*, AFMAN 36-2236, *Guidebook for Air Force Instructors* and applicable volumes of AFH 36-2235, *Information for Designers of Instructional Systems*. Plans of instruction, plans of evaluation, performance tests and written tests are necessary ISD products for use in training. While the AF allows flexibility regarding specific formats and designs for these products, units will use the above manuals and handbooks to develop the necessary training/evaluation products. Units will ensure plans are developed and used to guide training and evaluation activities. Moreover, units will ensure performance and written tests are designed such that they measure what is intended each time they are administered.

2.2.3. It is DoD policy that training is timely, effective and conducted in a safe manner to the maximum extent possible. It is also DoD policy that training capabilities be based on a DoD training architecture and an open, netcentric, interoperable standard (DoDD 1322.18). To facilitate this requirement the Standard Space Trainer (SST) was developed as a common training platform directed by AFSPC Commander for all MR/CMR space training systems. In order to enhance standardization and safety, as well as maximize investment in simulation capability, units with a fielded SST simulation capability shall conduct MR/CMR training and evaluation performance tests on the SST-based simulation capability to the maximum extent possible.

2.2.3.1. Non-SST simulation capability, part task trainers and other training devices may also be used in an off-line environment when SST-based capability is not fielded or does not sufficiently meet all training needs.

2.2.3.2. Off-line training/evaluation environment. Students and evaluatees must have training and evaluation environments that safely allow mistakes to occur in order to facilitate learning. Units will make every effort to maximize use of off-line training/simulation devices for training and evaluation activities to minimize the impact of training and evaluation upon the real-world operational environment. Off-line training/simulation devices are those that are physically and electronically separated from operational systems. All processing for the simulation is conducted on computers/equipment separate from the operational system. The simulator/training device may connect to a dedicated training network to support AF distributed training requirements.

2.2.3.3. This policy does not preclude the use of operational systems for real-world task observation necessary for OJT, evaluation or exercise events, where appropriate. Prior to using operational systems for training, evaluation or exercise events, units will ensure processes and procedures are developed to preclude simulated data/events from impacting the operational environment or being erroneously confused with or considered real-world data/events.

2.2.3.4. Units are encouraged to blend live activity with virtual and constructive simulations using the Distributed Mission Operations-Space (DMO-S) and/or Space Test and Training Range (STTR) capability, as needed, to efficiently achieve unit training and exercise objectives.

**2.3. Operationalization and Normalization.** The AF “is focused on operationalizing space, which requires integration and normalization” (AFDD 3-14). This involves the transfer of maturing space capabilities from the realm of research and development to operations, with capability requirements being shaped by operators. It includes integrating space capabilities into all phases of military planning and operations. In doing so, units must seek “to integrate space capabilities and normalize space operations with traditional processes” (AFDD 3-14). Personnel responsible for organize, train and equip functions will continue to operationalize and normalize space capabilities to ensure the same level of rigor which has served the Air Force well in the domain of air operations. This includes integration and normalization of space training simulation capabilities and training system management congruent with well-defined AF processes and policies, such as:

2.3.1. Coincident development and concurrency of the training system throughout the life of the prime mission system.

2.3.2. Ensure the training system has the same visibility, funding and documentation priority as the prime mission system it supports.

2.3.3. Support for simulators and training devices and Distributed Mission Operations (DMO) capabilities as integral parts of an overall training system.

2.3.4. Ensure training systems for prime mission systems or equipment are available and DMO capable (when applicable) prior to the fielding of the parent system.

2.3.5. Fund training system modifications and DMO capabilities (when applicable) as prime mission systems are modified or updated, to ensure training systems remain concurrent with systems in the field.

**2.4. Technical Data.** Operational systems and weapon systems will not be operated without validated and verified technical data or operations procedures. Once technical data or operational checklists are published, operators will use these technical data/checklists at all times (or as specified in the technical data) when operating the systems. Use of Temporary Procedures (TPs) described in para. 2.6. will not be used for defense systems with formally published technical orders (TOs). TOs will be adhered to until revised IAW T.O. 00-5-1, *Air Force Technical Order System* and all other applicable technical order directives.

**2.5. Operations Manuals.** The NAFs will specify procedures for proper marking and annotations on hardcopy technical data consistent with the provisions of T.O. 00-5-1 and all other applicable technical order directives.

**2.6. Space Operations Procedures.** This section outlines the basic process for development, validation and approval of procedures based on new or changed operations requirements for units/defense systems without formally published technical data. These procedures can be permanent or temporary. Contractor-developed procedures are produced and delivered according to the specifications in the governing contract. The implementing unit must review these contractor documents for impact to unit procedures.

#### 2.6.1. Procedures Development and Validation:

2.6.1.1. Validation. The organization(s) required to implement the procedure first validates it through trial use. Run the procedures, noting the expected outcome for each step or task. If the outcome is not as expected, then an analysis must be accomplished to determine any required modifications to the procedures or expected results. Provide recommendations to the developer for consideration or approval. If the trial run of a new procedure may impact operations or operational equipment, it must be conducted on an off-line simulator/system (if available) with sufficient fidelity to ensure no mission impact/equipment damage to the operational system.

2.6.1.2. Permanent Procedures. These are necessary to ensure successful mission accomplishment. Although they are usually required for an indefinite period of time, they may be periodically modified to keep pace with changes to system or mission requirements. Permanent procedures are documented in positional checklists or operations manuals. Locally prepared checklists are formatted IAW T.O. 00-5-1, MILPRF-38314, Manuals, Technical: Operation and Associated Checklist (Space

Systems), Preparation of and MIL-STD-38784, Standard Practice for Manuals, Technical, General Style and Format Requirements.

2.6.1.3. Changes. Changes to permanent procedures are categorized according to the urgency for their implementation. Modifications usually are effected through the replacement of whole pages. The three categories of changes are emergency, urgent and routine.

2.6.1.3.1. Emergency. These require immediate action on a deficiency that, if not corrected, would result in a fatality or serious injury to personnel, extensive damage or destruction of equipment or property, or inability to achieve or maintain the mission.

2.6.1.3.2. Urgent. These require action on a deficiency which, if not corrected, could cause one or more of the following: personnel injury; damage to equipment or property; reduce operational efficiency; or could jeopardize the safety or success of mission accomplishment.

2.6.1.3.3. Routine. These require action on deficiencies that do not fall into the emergency or urgent categories. These are modifications to existing procedures that do not affect the overall process for completion, such as administrative changes.

2.6.1.4. Wings develop procedures regarding the coordination, approval and review processes for permanent procedures contained in positional checklists and operations manuals. Wings may delegate this to the Group or Unit level.

2.6.1.4.1. The coordination process must address procedure technical accuracy assurance, standardization of procedures and training requirements.

2.6.1.4.2. The approval process must identify the final approval authority for new or changed procedures. The final approval authority ensures the procedure satisfies the operational requirement, is technically accurate, is in compliance with DoD and Air Force directives or instructions and is formatted appropriately.

2.6.1.4.3. The review process must include a review of permanent procedures at least once per calendar year to ensure accuracy, currency and mission applicability. Wings will maintain on file for two years a document or electronic file of the procedures reviewed, date reviewed and reviewers Rank/Full Name. Wings may delegate this to the Group or Unit level. Individuals have the responsibility to take actions necessary to ensure the procedure in use is accurate.

2.6.1.5. All permanent procedures are maintained in the appropriate work center or issued to all personnel performing duties in the work center. No new or changed procedures will be used for operations until properly coordinated, approved and trained (as required) to crew members. A unit may recommend to the approving authority that the procedure be

categorized as a TP pending final approval. In this case, the procedure must meet all TP requirements before implementation.

2.6.1.6. Individuals have the responsibility to take actions necessary to ensure the procedure in use is accurate. OPR will review procedures at least annually to ensure accuracy, currency and mission applicability.

2.6.1.7. Forward a copy of all approved permanent procedures and related training material to the unit providing system initial qualification training, as applicable.

2.6.2. Temporary Procedures. TPs are used to temporarily alter existing permanent procedures for defense systems without formally published TOs. Posted directly opposite the affected procedure, they are usually required to be implemented because of a unique mission requirement (e.g., to support system testing or to support a system engineering analysis requirement). They are seldom modified; instead, they are regenerated as a new TP and the previous version rescinded. TPs may be used to affect partial changes to permanent procedures until the procedure or page may be replaced in its entirety IAW paragraph 2.6.1.3.

2.6.2.1. A locally produced document or electronic file titled Temporary Procedure Request (TPR) is the method used to implement a TP. Initially attached to the TP during the coordination process and prior to TP posting, the TPR includes the following information (at a minimum): posting and removal instructions, effective dates, issuing agency and coordinating/approval agencies and signatures.

2.6.2.2. There are three categories of TPs: emergency, urgent and routine.

2.6.2.2.1. Emergency. These require immediate action that, if not implemented, would result in a fatality or serious injury to personnel, extensive damage or destruction of equipment or property, or inability to achieve or maintain the mission.

2.6.2.2.2. Urgent. These require action which, if not corrected, could cause one or more of the following: personnel injury; damage to equipment or property; reduce operational efficiency; or could jeopardize the safety or success of mission accomplishment.

2.6.2.2.3. Routine. These require action that does not fall into the emergency or urgent categories. These are modifications to existing procedures that do not affect the overall process for completion, such as administrative changes.

2.6.2.3. Wings develop procedures regarding the coordination, approval and review processes for temporary procedures. Wings may delegate this to the Group or Unit level.

2.6.2.3.1. The coordination process must address procedure technical accuracy assurance, standardization of procedures and training requirements.”

2.6.2.3.2. All affected duty positions must be knowledgeable of and have access to a copy of the TPR and associated TP prior to performing duty in the weapon system or receipt of weapon system training. The approval process must identify the final approval authority, revocation authority, and extension authority for temporary procedures and will not be delegated below the Deputy Commander or Operations Officer level. The final approval authority ensures the procedure is technically accurate, satisfies operational requirements, complies with DoD and Air Force directives or instructions and is formatted appropriately.

2.6.2.3.3. The review process must include a review of temporary procedures at least once per month to ensure accuracy, currency and mission applicability. Wings will maintain on file for two years a document or electronic file of the procedures reviewed, date reviewed and reviewers Rank/Full Name. Wings may delegate this to the Group or Unit level. Individuals have the responsibility to take actions necessary to ensure the procedure in use is accurate.

2.6.2.4. Units review open TPs for possible integration into permanent procedures. Wings develop requirements for reviewing TPs, to include schedule, responsible agency and revocation and extension authorities.

2.6.3. Supplemental Procedures. Supplemental procedures are used to amplify/augment existing permanent procedures without altering them. Wings develop procedures regarding the coordination and approval process for supplemental procedures.

## Chapter 3

### PLANS, CERTIFICATIONS AND CREW FORCE MANAGEMENT

**3.1. Education and Training Plans.** AFSPC is responsible for service training for AFSPC individuals and units. Service training is based on both joint and service policy and doctrine. The AF ISD process must be used to develop all AF training. In order to maximize efficiency, training must be guided by approved training plans to efficiently and effectively meet unit training needs. AF policy prescribes planning and management of training (1) by career field, (2) by defense system and (3) by unit. Unit personnel must build their training, evaluation and certification programs according to guidance prescribed in each of the following plans:

3.1.1. Career Field Education and Training Plan (CFETP). Developed and maintained by AF Career Field Managers (AFCFMs) for each enlisted AF Specialty (AFS) in coordination with applicable AFS MFM. CFETPs are optional for officer AFSCs. The CFETP is the primary document used to identify life-cycle education and training requirements. It serves as a road map for career progression and outlines requirements that must be satisfied at appropriate points throughout the career path. The CFETP also specifies the mandatory task qualification requirements for award and maintenance of an AFSC. CFETPs (when available) must be used to manage work center and individual training. See AFI 36-2201, *Air Force Training Program*, for further information regarding CFETPs.

3.1.2. System Training Plan (STP). Developed and maintained by the Lead Command for each prime mission system. The STP is an iterative planning document that defines the justification, design, development, funding, resources, support, modification, operation and management of a training system. Once approved, the STP provides the developmental steps, responsibilities and guidance for the training system fielded to one or more units involving various AF specialties. See AFSPCI 36-283, *Space Training System Management*, and AFI 36-2251, *Management of Air Force Training Systems*, for further information regarding STPs.

3.1.3. Master Training Plan (MTP). Supervisors, assisted by the Unit Training Manager, develop MTPs for each work center. Unit work centers utilize one or more defense systems and AF specialties to accomplish mission requirements. MTPs, congruent with applicable CFETPs and STPs, identify all required work center tasks as well as milestones for task completion. See AFI 36-2201, *Air Force Training Program*, for additional information regarding MTP development.

**3.2. Ancillary Training.** AFI 36-2201, Air Force Training Program, defines ancillary training as, “Universal training, guidance or instruction, regardless of AFSC, that contributes to mission accomplishment. It does not include functional, occupational or additional duty training.” When developing training programs, units should consider whether certain tasks are more appropriately and efficiently trained as part of ancillary training instead of part of functional training programs such as mission ready training programs. For example, “Respond to Bomb Threat” or “Operate Secure Telephone” may be tasks that more properly belong to ancillary training if frequently required by unit personnel apart from AFSC, occupation or function. Functional/occupational

training ought to be narrowed to the knowledge and skills specific to duties associated with function or occupation such as operation of a particular defense system (e.g. Respond to system overheat condition, Handover/activate backup operations location). This is not intended to diminish the necessity of ancillary training nor its contribution to mission accomplishment. “Information Assurance Certification,” for example, is a necessary prerequisite to secure operation of many defense systems, but that does not necessarily mean it belongs to mission ready training programs, but is best trained as ancillary training. Ancillary training requirements can be accomplished through a variety of methods including formal courses, mass briefings, advanced distributed learning, credit for civilian equivalent experience, and one-on-one instruction. When developing MTPs, units should consider identifying tasks/subjects that are part of ancillary training so as to distinguish them from tasks/subject which may have more frequent or more stringent requirements, such as functional or occupational training.

**3.3. Certifications.** AFSPC has distinguished three categories of functional training certification for space operations. MR/CMR Certification has the most stringent training and evaluation standards. Specialized Technical Certification has less stringent requirements, but more stringent than AF OJT requirements prescribed by AFI 36-2201. Air Force OJT Certification has the least stringent requirements. These three categories recognize that not all space operations require the same rigorous standards to meet mission needs. Space operations units will use one or more of these certifications IAW unit mission requirements and this instruction.

3.3.1. Mission Ready (MR)/Combat Mission Ready (CMR) Certification. MR/CMR certified personnel are those responsible for completing a unit’s real-time operational mission. Not all duty positions require the more stringent MR/CMR standards prescribed by this instruction. MR/CMR duty positions typically engage in operational tasks characterized by: (1) time-critical decision-making, (2) use of tactics, techniques and procedures (TTPs) to employ military capability and (3) rigorous standards that if not met, may result in loss of life, injury, or mission failure/degradation. Examples of MR/CMR personnel are those who command satellites, control space launch countdown processing, conduct space control operations, and physically control warning and surveillance systems. Training, evaluation and certification standards for MR/CMR positions are prescribed by this instruction and, as applicable, supplements to this instruction. HQ AFSPC/A3 is the sole authority for revoking and establishing new MR/CMR positions based upon NAF recommendations. Units should submit recommendations with the appropriate justification through HQ AFSPC/A3T. Upon approval, HQ AFSPC/A3 division(s) will update applicable guidance and Designed Operational Capability (DOC) Statements.

3.3.1.1. Certifying Official. See para. 1.3.3.1.

3.3.1.2. MR and CMR are defined below, derived from terms having long-standing usage in aircrew operations. See attachment 4 for the list of MR/CMR positions within 14 AF.

3.3.1.2.1. MR – space operations personnel who have satisfactorily completed mission qualification training and maintain qualification and proficiency in the unit operational mission.

3.3.1.2.2. CMR – space operations personnel who have satisfactorily completed mission qualification training and maintain qualification and proficiency in the unit combat mission.

3.3.1.3. To maintain qualification and proficiency standards, MR/CMR personnel must satisfy the following:

3.3.1.3.1. Initial and recurring training requirements IAW chapter 4.

3.3.1.3.2. Initial and periodic evaluation requirements IAW chapter 5.2

3.3.1.3.3. Monthly Shift Requirements (not applicable to spacelift or deployable/mobile units). Since job experience contributes to the sustainment of job proficiency, it is incumbent upon individuals to notify their supervisor, certifying official and unit scheduler when they fail to meet monthly shift requirements. Certified personnel must perform one duty shift per calendar month for each position certified. Personnel certified in more than one position must perform a separate duty shift for each certified position. A 15-day grace period is authorized for Guard personnel.

3.3.2. Specialized Technical Certification. This certification constitutes “specialized training standardization and certification requirements” IAW AFI 36-2201. These individuals provide mission critical support functions involving special technical skills and knowledge, but do not require MR/CMR training, evaluation and certification requirements identified in this instruction. The procedures for these duty positions are often highly technical in nature and are typically less checklist driven or time-critical than MR/CMR procedures. Specialized Technical duty positions often rely upon job aids, schematics, block diagrams, software/hardware system knowledge and technical judgment for determination of actions to be taken, with co-workers or supervisors typically available to check work for accuracy. Most of the knowledge and tasks of these duty positions often extend beyond the core knowledge and tasks identified by CFETPs. The task/knowledge requirements for these duty positions may also have greater complexity as compared to common AFSC-wide training requirements and warrant additional specialized training, evaluation and certification beyond the minimum standard of AF OJT. Examples may include Spacecraft Engineer (62EXX), Orbital Analyst or Mission Planner assigned to a satellite command and control unit, or Launch Weather Officer (15WXX) assigned to a spacelift unit. Identify Specialized Technical positions within 14 AF/Unit-level operating instructions or supplements to this instruction.

3.3.2.1. For those duty positions designated as requiring Specialized Technical Certification, group commanders will document qualification requirements in Group-level operating instructions or supplements to this instruction, ensuring compliance with AF ISD, AFI 36-2201, AFI 36-2251 and applicable CFETPs. At a minimum, training program requirements must include a master training plan identifying applicable task knowledge and performance requirements. Supervisors, trainers and certifiers (as applicable) must complete the Air Force Training Course (AFTC) IAW AFI 36-2201.

Officer, enlisted and civilian trainees must acknowledge and document task qualification and third-party certification (if required) upon completion of training. This documentation certifies the individual is accountable for task performance IAW the governing instructions. Based on mission needs, additional consideration for inclusion into training programs should be given to recurring training requirements, procedures for placement on/removal from restricted status, procedures for decertification and recertification and procedures to identify any health or medical condition that could impair ability to perform mission duties. The first operational commander in the member's chain of command acts as the certifying official. The Commander may delegate this authority to his/her Deputy Commander or Operations Officer. No further delegation is authorized.

3.3.3. AF On-the-Job Training (OJT) Certification. This certification applies to officer, enlisted and civilian personnel assigned to work center duty positions that do not require MR/CMR certification or Specialized Technical Certification. These duty positions are trained and certified by supervisors, trainers and certifiers (as applicable) IAW MTPs, CFETPs and AF OJT requirements prescribed by AFI 36-2201. Supervisors, trainers and certifiers (as applicable) must complete the AFTC. Officer, enlisted and civilian trainees must acknowledge and document task qualification upon completion of training. Documenting task qualification serves as an official certification of proficiency, certifying the individual is accountable for task performance IAW the governing instructions.

**3.4. Operations Log.** Units will log operational activities in a crew or duty log. This log will at a minimum include identification of on-duty personnel, major operational activities, significant communications, major system degradations and other abnormal system responses.

**3.5. Operations Review Boards (ORB).** Units will establish an ORB process to conduct an investigation to determine the cause of any abnormal system response. This also applies to operational units that do not have MR/CMR personnel. Examples of circumstances requiring an ORB include: major system degradation, indications of erroneous system response/procedures with significant mission impact, and significant events where the cause cannot be determined by initial assessment, significant trends of operator errors or when corrective action is beyond minimal retraining/minor procedural changes. System is defined as hardware, software, ground segment, space segment and operators.

3.5.1. The ORB convening authority is the 14 AF/A3 (in coordination with 10 AF/A3, as applicable) or the wing/group/squadron CC at their respective organizational levels. ORB team composition is at the discretion of the convening authority. Inform the respective NAF, HQ AFSPC/A3T, HQ AFSPC/SE and the A3 division with system responsibility via message when an ORB is convened (electronic versions are acceptable).

3.5.2. ORB minutes/reports will be approved at the next organizational level above the convening authority. Send a copy of ORB minutes/report to the NAF/A3V, with information copies to HQ AFSPC/A3T, HQ AFSPC/SE and the HQ AFSPC/A3 division responsible for the mission (electronic versions are acceptable). ORB minutes/reports, will not be released

outside of AFSPC without prior approval from the HQ AFSPC/A3 or AFSPC/CC/CV, as appropriate. HQ AFSPC/A3 will determine AFSPC release level.

3.5.3. The ORB team will fully protect against the release of any information pertaining to the ORB and its outcomes. Treat all information pertaining to ORBs with the same rigor as safety investigations. Information will be considered preliminary until the approval of the ORB report by the appropriate convening authority. Unless the ORB is convened by a Joint Commander, members of the investigative team will not convey preliminary information, conclusions or assessments to USSSTRATCOM, USCYBERCOM, NRO, NGA, other joint organizations, or other personnel beyond the AFSPC command chain audience without approval by the ORB minutes/report release authority. Should there be a request to gain access to an ORB report or to gain insight of the incident that led to the need of an ORB, such requests will go to the Wing/CCs, NAF/CC and AFSPC/A3. If appropriate, the AFSPC/A3, as the release authority, will adjudicate such requests.

3.5.4. In the process of an ORB investigation, if the investigation leads to discovery of reportable criteria (e.g. discovery of an OPREP-3 reportable event that was never reported), the command chain will immediately be notified of such discovery and the applicable wing commander(s) will manage such issues using appropriate reporting guidance. Such issues will not remain only within the investigative process, and may fall outside the scope of the ORB.

**3.6. Initial Operations for New or Upgraded Systems.** Prior to system operational test activities and/or initial operations, the wing/group ensures operations, training, standardization, evaluation and crew force management programs are developed and managed to provide adequate support to the new or upgraded system operations. The unit commander will report this status using Status of Resources and Training System (SORTS) criteria (see AFI 10-201, *Status of Resources and Training System*). See AFSPCI 10-604 and AFSPCI 36-283 for additional requirements.

3.6.1. When significant hardware, software or procedural changes impact unit mission requirements, the certifying official who owns the mission will determine whether supplemental training or requalification is warranted. If supplemental training is needed, units will develop and conduct training prior to implementing changes. If requalification training is deemed necessary, units will train, evaluate and certify affected personnel prior to implementing changes.

3.6.2. To prepare for significant equipment or procedural changes, a limited number of subject matter experts (SMEs) in the unit may be designated certified (i.e. MR/CMR, Specialized, or AF OJT) by the certifying official who owns the mission. The primary duties of the SME is to develop technical documentation, training and evaluation materials and to conduct training and evaluations. SMEs appointed for new or upgraded systems are not required to accomplish the training they develop; however, they must accomplish contractor provided Type 1 training, if available and any training directed by the OG/CC.

3.6.2.1. SME designation will be documented in individual training records.

3.6.2.2. SMEs must accomplish the appropriate training for the duty position, such as contractor-provided Type 1 training, if available. If deemed more appropriate and cost effective, SME training may be accomplished by other training types defined in AFI 36-2201. Document completion of SME training in individual training records.

3.6.2.3. SMEs will validate training/evaluation programs through formative and summative evaluation methods IAW ISD processes. This will include delivery of training and evaluation to non-SME personnel to validate program effectiveness and to ensure sufficient numbers of personnel are certified to support system test activities and initial operations.

**3.7. Officer Crew Tour Commitment Dates.** (Except Air Reserve Component (ARC)) Officer crew members in MR/CMR positions (operations officers and above excluded, where applicable) at CONUS nonisolated bases are placed on an AAC 55. The AAC 55 is intended to provide a stabilized crew force, a Trained Personnel Requirements validation tool and to ensure payback for AETC training. The code is controlled by the Air Force Personnel Center (AFPC) and may be terminated for a higher-level Air Force priority. Personnel with an AAC 55 must perform duty in a MR/CMR position until an appropriate authority waives the MR/CMR requirement, waives the AAC 55 or the AAC 55 expires. Individuals whose primary duties do not require CMR certification (e.g., plans, executives, protocol) should not remain CMR certified. Ideally, officers selected for these positions should be near or at the end of their crew tours. An AAC 55 starts from the month the member arrives at the organization or function in accordance with AFI 36-2110, *Assignments*, paragraph 2.15 and the AFPC Stabilized Tour Guide. The individual becomes available for reassignment during the assignment cycle when the AAC expires. For example, an individual arrives at his organization on 15 Aug 13 and receives a 3-year AAC 55. The AAC 55 begins on 15 Aug 13 and expires 1 Aug 16. The individual is available for reassignment during the summer assignment cycle, Jun-Sep 16. The local Military Personnel Flight (MPF) administers the AAC 55.

3.7.1. Permanent Change of Assignment (PCA) to a non-MR/CMR position. M/CMR decertification before receipt of an approved AF Form 2096, *Classification/On-the-Job Training Action*, is authorized if:

3.7.1.1. The individual has completed the crew tour, unless appropriate waiver authority has approved a waiver. The waiver must be approved prior to PCA and decertification.

3.7.1.2. The unit has coordinated the assignment with HQ AFSPC/A1FC and HQ AFPC/DPAOO1 and these agencies concur.

3.7.2. Unit inactivation. Follow-on assignments for officers at inactivating units will be determined through the AFPC assignment process.

3.7.3. Officers applying for schools or special programs do not require an AAC 55 waiver prior to the selection board. This includes boards for flying training, AF Institute of

Technology (AFIT) programs and the AF Weapons Program. Officers should contact HQ AFSPC/A3T for boards not listed above. If the officer is selected, the unit must process a waiver to accurately account for AAC 55 commitments.

3.7.4. A waiver is required prior to removal of officers from duty in a MR/CMR position if the AAC 55 has not expired. HQ AFSPC/A3 is the AAC 55 waiver authority; however, this authority is delegated to 14 AF commander for waivers of 7-12 months and wing commanders for waivers of 6 months or less. Documentation of waivers will be IAW local unit procedures and will include a roster of all crew members granted AAC 55 waivers, the purpose for the waiver and the original and new AAC 55 expiration dates. Units will send semi-annual copies of the roster to 14 AF, who will consolidate the inputs and forward to HQ AFSPC/A3TT via hardcopy or e-mail, IAW paragraph 1.3.2.8.1. Since Trained Personnel Requirements are based on AAC 55 expiration dates, units should not expect replacements for officers with AAC 55 waivers until the original AAC 55 expires. HQ AFSPC/A1FC will coordinate with HQ AFSPC/A3TT on assignment actions of crew personnel with an AAC 55, as required. Waivers are not required when removal from MR/CMR duty is required because AFPC has broken the AAC 55 to meet an Air Force-level PCS requirement. Units will also reflect these instances in their semi-annual rosters.

3.7.5. Unit manning is complicated by varied crew-to-staff ratios and large staff requirements. Positions for crew-experienced staff officers exceed crew positions in many squadrons, driving a high rate of crew-to-staff rotations. Unit commanders should minimize crew force turbulence to the maximum extent and seek AAC 55 waivers only as required to maintain staff capabilities. Crew members with the highest time on crew should be primary candidates for staff positions.

**3.8. Enlisted Crew Tour Commitment Dates.** (Except ARC) Enlisted assignment tours are managed IAW AFI 36-2110, *Assignments*. AAC are used on a case-by-case basis to manage enlisted assignments and/or to ensure mission continuity at the unit. HQ AFSPC/A1F is the approving authority for enlisted AAC requests. Submit requests through HQ AFSPC/A1FX, 150 Vandenberg St., Suite 1105, Peterson AFB CO 80914-4020. Units with missions requiring all enlisted members assigned in a duty to hold TS/SCI or higher clearances and are not selectively manned will apply to be added to the AF Stabilized Tour Guide IAW AFI 36-2110, para. 2.15.6.

**3.9. Adjusting Crew Tour Commitment Dates.** AAC 55 dates are established as outlined in the above paragraphs and will not be adjusted by local MPFs. For instances such as security clearance issues and extended DNIC/DNIA status, units are encouraged to request extensions for members via the AFPC reclama process as appropriate.

## Chapter 4

### MR/CMR TRAINING REQUIREMENTS

**4.1. General.** Space forces conduct space related combat, combat support operations and peacetime activities that are critical for the joint force. Continual training is crucial to maintain proficiency because space assets and their tactics, techniques and procedures continually evolve. Stringent standards of performance should be established to ensure space operators attain and maintain the high degree of proficiency required for mission success.

#### **4.2. Requirements:**

4.2.1. Only MR/CMR certified instructors or instructor trainees under direct supervision of a certified instructor will conduct training on operational equipment, document training, or administer written or performance tests to meet MR/CMR training requirements. Training may be conducted by non-MR/CMR certified personnel in classroom or off-line simulator if validated and documented by certified MR/CMR instructors.

4.2.1.1. Training, certification, restriction and decertification requirements for MR/CMR instructors will be determined by OG/CCs and documented in group-level instructions or supplements to this instruction. At a minimum, training will include ISD procedures and processes. The certifying official will select and designate squadron/Geographically Separated Unit (GSU) instructors as required. Selection and designation will be documented IAW chapter 6.

4.2.2. Instructors must maintain MR/CMR certification. Instructors need not be certified in the same MR/CMR duty positions that they instruct. Instructors may teach tasks/subjects of different duty positions so long as they are certified to the same or greater proficiency level in the same tasks/subjects they instruct.

4.2.3. Training programs, practices and operations procedures will be standardized with evaluation programs as much as practical, to include standard stimuli. A stimuli list to document entering arguments for each performance task/subtask may be developed and used, as needed.

4.2.4. Performance tests conducted during qualification or proficiency training should be administered using off-line simulation capability in a crew environment to the maximum extent possible. However, the observation of tasks in a real-world environment, when correctly performed and when observed and documented by an instructor certified in the tasks may also satisfy training requirements.

4.2.4.1. Scenario Support Personnel. In addition to instructors, those who participate in presenting a training scenario as part of a performance test are considered scenario support personnel. These may include, but are not limited to, the following: sim switch, trainer operator, trusted agents and other personnel necessary to ensure proper scenario

presentation. Use support personnel to simulate external and internal agencies, and receive and pass event responses, as required.

4.2.5. Prerequisites for Mission Qualification Training (MQT). MQT is position-specific training conducted by operational squadrons/detachments or Operation Support Squadrons as a prerequisite to MR/CMR certification. IQT refers to one or more Formal Training Unit (FTU) courses that provide system and/or position-specific training as a prerequisite to MQT. Successful completion of UST is required as a prerequisite to IQT and MQT. FTU courses will be planned, developed and/or modified IAW AFSPCI 36-283.

4.2.6. To maximize FTU investment and minimize training burden on the operational unit, IQT (if available) is required prior to entry into MQT (see exception in para. 4.2.8.). Waivers are permitted with sufficient justification. HQ AFSPC/A3T is the IQT waiver authority. Units may submit IQT waiver request IAW chapter 8.

4.2.7. To the maximum extent possible, personnel will attend UST and IQT (if available) while permanent change of station (PCS) en route to their unit assignment.

4.2.8. In the judgment of the certifying official, if an individual has been previously MR/CMR certified in the unit's mission or like weapon system, tailored MQT at the unit is appropriate in lieu of IQT with no waiver required.

4.2.9. Training required for AFSC award is determined by the AFCFMs. Send inquiries or waiver requests for AFSC-award requirements through the appropriate MFM to the AFCFM for resolution.

4.2.10. IQT Graduate Training Verification Process. The purpose of this process is to verify AETC training and the graduate's knowledge and skill through a combination of interviews, knowledge and performance tests.

4.2.10.1. The goals are to reduce and/or eliminate the duplication of training between IQT and MQT, to provide feedback to AETC, to determine if a graduate needs additional training on any IQT-taught task(s)/subtask(s) and to assist the unit in estimating the time required to bring the trainee to MR/CMR status. Individuals who did not attend IQT or Familiarization Course are exempt from IQT verification process.

4.2.10.2. Units will conduct the same verification process for each graduate. Standardization of the process will identify AETC trends and assist in unit training requirements. The only exception to this is if a graduate arrives with an AETC deficiency notification. The verification process is adjusted to account for the deficiency. Units with like weapon systems will standardize the verification scenario to the greatest extent possible.

4.2.10.3. Operational units will conduct the verification process prior to personnel entry into MQT. Provide feedback to AETC upon MQT completion for IQT and Familiarization Courses. Based on the results of this feedback, units may consider

recommending changes to AETC courses. Recommend AETC course changes through appropriate Group/NAF training and stan/eval offices to HQ AFSPC/A3TT. Changes will be submitted to the appropriate Training Planning Team (TPT) and processed according to AFI 36-2251 and AFI 36-2201.

#### 4.2.11. Qualification Training (QT) Requirements. QT includes IQT, MQT, Upgrade Training (UT) and Requalification Training (RQT).

4.2.11.1. MQT requirements. MQT focuses on filling training requirements not met at IQT and increasing proficiency, as needed. It also focuses on local procedures and orientation to ensure a smooth transition from IQT to MR/CMR. Units will conduct MQT according to a unit-developed Initial Plan of Instruction (IPOI) and NAF-approved TEPS. The IPOI will include all subjects, tasks, subtasks and required proficiency levels of the MR/CMR duty position. The IPOI will also include estimated total training days and milestones expected for training completion. Units may document task completion and training feedback directly on the IPOI, if desired. If so, the IPOI will become part of the individual training record. Otherwise, units will document training upon completion using any AF, AFSPC, or 14 AF approved training form. See chapter 6 for further documentation guidance.

4.2.11.2. For personnel assigned to a unit, but who did not attend IQT for the present assignment, units will assess the individual's knowledge and proficiency on the required MR/CMR subjects/tasks. MQT will be adjusted to reflect the necessary training.

4.2.11.3. Upgrade Training (UT). UT is given to personnel upgrading from their current crew position to a new or additional position within the unit. Units may use MQT material to train an individual in another duty position. Ensure all subjects/tasks are trained IAW NAF-approved TEPS. Tasks common to both positions do not need to be retrained if the knowledge and skills are duplicated. Individuals are not eligible to complete upgrade training unless they have completed MQT and are certified mission-ready in another crew position.

4.2.11.4. Requalification Training (RQT). RQT is given to qualify individuals who have been MR/CMR decertified, who have previous experience in a similar weapon system, or at the discretion of the certifying official following a major weapon system modification. Tailor RQT to meet the training needs of the individual and adequately cover the reason the individual was decertified.

#### 4.2.12. Proficiency Training (PT). PT includes recurring training (RT), individual training (IT) and supplemental training (ST). Proficiency training applies to all MR/CMR personnel.

4.2.12.1. Recurring Training (RT). RT emphasizes knowledge and skills not used on a routine basis, knowledge and skill deficiencies identified through feedback and provides the medium for knowledge enhancement training. RT goes beyond training required for qualification. It increases a person's knowledge of job related tasks, other positions and the operational environment. Units will develop an Annual POI (APOI) to guide RT. The

intention is the APOI remain flexible and easily modified at the unit level. The RT program may adapt to changing mission needs, as required. Units must, however, meet the minimum annual and quarterly requirements described below.

4.2.12.1.1. Annual RT Requirements. Train all MR/CMR critical and essential tasks IAW NAF-approved TEPS at least once every calendar year, per individual. Only one subtask needs to be trained to satisfy the task requirement.

4.2.12.1.2. Quarterly RT Requirements. RT may include self-study guides, individual task presentation, classroom presentations, computer based training and/or training scenarios/on-duty crew observations. Scripts are not required to guide real-world observations or for OJT. However, if real-world observations or OJT is combined with simulated voice or written inputs or with other stimuli intended to augment real-world activities, this constitutes a scenario or operational mock-up which must be guided by a script.

4.2.12.1.2.1. At a minimum, a written test and performance test will be administered at least once every calendar quarter, per individual. Each performance test will include an operationally realistic scenario guided by a script (as applicable, see exception above) and based upon NAF-approved TEPS. The content and format of the scenario script is left for units to determine using guidance found in AFH 36-2235 Vol. 12, standardizing to the extent practical. At a minimum, each performance test should include inputs to measure crew coordination and prioritization. Review and approval of training materials will be determined by Group or Unit Training Offices.

4.2.12.1.2.2. Crew members will begin receiving RT in the calendar quarter following successful completion of their positional certification.

4.2.12.1.2.3. Personnel are not exempt from taking the performance test which they authored.

4.2.12.1.2.4. Personnel who develop the RT written test are exempt from taking the RT written test for that period. If tests are constructed via test generation software/tools which permit test construction without knowledge of the actual questions contained in the test, personnel who develop the test are not exempt from the test.

4.2.12.1.2.5. Retrain and retest deficiencies noted by the instructor during performance tests until corrected or the instructor terminates the session.

4.2.12.1.2.6. Personnel certified in more than one position must accomplish the RT for each position.

4.2.12.1.2.7. Document completion of RT including task coverage IAW chapter 6.

4.2.12.2. Individual Training (IT). Use IT when an individual is placed in restricted status as a result of evaluation deficiencies/recommendation or non-completion or failure of RT. The certifying official may direct IT for substandard mission performance or other situations (e.g., upon return from extended temporary duty (TDY) or to correct deficiencies identified during a successful evaluation). Tailor IT to meet the needs of the individual.

4.2.12.3. Supplemental Training (ST). ST trains new or changed procedures, hardware, or software when RQT is not warranted. The certifying official may direct ST.

4.2.12.3.1. Tailor ST based on the operational impact(s) of the new or changed procedure(s), hardware, or software.

4.2.12.3.2. For changes directly affecting mission accomplishment or safety, administer ST to all personnel before they perform crew duty (e.g., new task, upgraded proficiency level, etc.).

4.2.12.3.3. The need for SME designation to develop ST is at the discretion of the certifying official.

4.2.13. Written tests are used to ensure the effectiveness of the training conducted. Written tests must comply with AFMAN 36-2236 Chapter 22.

4.2.14. Develop performance tests IAW guidelines found in AFH 36-2235 Vol 12. Design and use scripts (as applicable) to present simulated inputs/scenarios. Ensure standardization of presentation and proper application of performance standards to the extent possible. Include instructions for instructors, scenario support personnel, simulated inputs and status card inputs. All simulation materials will be marked as such.

4.2.15. Pre-brief for Trainee. Instructors will provide a pre-brief to ensure the trainee clearly understands the rules of engagement before the performance test. The pre-brief sets the environment of the performance test scenario. Ensure the pre-brief includes instructions regarding starting status and Risk Management (RM) considerations.

4.2.16. Once a performance test scenario is started, all efforts will be made to complete the scenario. However, if a scenario is terminated before the designated end, it may be completed from the point activity was stopped or completely re-accomplished.

4.2.17. Prior to training in the operational environment, utilize a RM assessment to ensure unnecessary operational risks are addressed.

4.2.17.1. When creating performance tests, do not create actual conditions that could jeopardize personnel safety or cause equipment damage.

4.2.17.2. Safety and real-world operational requirements take priority over simulated activities.

4.2.17.3. Immediately correct breaches of safety during training (this applies to all crew members). If this situation occurs, the instructor will also debrief unit supervision and if appropriate, document the deviation.

4.2.18. After the performance test is complete, conduct a debrief IAW AFSPCI 10-415 and document results including task coverage according to chapter 6.

## Chapter 5

### MR/CMR EVALUATION REQUIREMENTS

**5.1. General.** In concert with training, evaluation is key to identifying shortfalls and is a critical measure of training program effectiveness. Performance and written tests conducted as part of MR/CMR evaluation activities provide an important measure of training effectiveness. The evaluation requirements prescribed by this chapter are developed and administered by Group-, Squadron-, or Detachment-level Standardization and Evaluation (Stan/Eval) personnel. In order to provide unbiased feedback to the training program, personnel are not generally certified as instructors and evaluators simultaneously. However, due to mission limitations, there will be instances when unit commanders must use an individual in both capacities. Evaluators who are also instructor certified may not evaluate an individual on tasks for which they conducted the training. If circumstances prevent using a different evaluator, certifying officials may waive this requirement on a case-by-case basis. Waivers must be documented in writing as part of the evaluation documentation, to include the specific circumstance(s) that led to the waiver being granted.

#### **5.2. Requirements:**

5.2.1. Only certified evaluators or evaluator trainees under direct supervision of a certified evaluator will conduct evaluations on operational equipment or off-line simulators/training devices, document evaluations, or administer knowledge or performance tests to meet MR/CMR evaluation requirements.

5.2.1.1. Training, certification, restriction and decertification requirements for MR/CMR evaluators will be determined by OG/CCs and documented in group-level instructions or supplements to this instruction. At a minimum, training will include ISD procedures and processes. The certifying official will select and designate OGV, squadron, or GSU evaluators as required. Selection and designation will be annotated in the individual training records.

5.2.2. Evaluators need not be certified in the same MR/CMR duty positions that they evaluate. Evaluators must, however, maintain MR/CMR certification and be trained, evaluated and maintain currency in the subject(s)/task(s)/subtasks(s) they evaluate.

5.2.3. Performance tests conducted to satisfy evaluation requirements should be administered using off-line simulation capability in a crew environment to the maximum extent possible. However, the observation of tasks in a real-world environment, when observed and documented by an evaluator certified in the tasks may also satisfy evaluation requirements.

5.2.3.1. Scenario Support Personnel. In addition to evaluators, those who participate in presenting an evaluation scenario as part of a performance test are considered scenario support personnel. These may include, but are not limited to, the following: sim switch, trainer operator, trusted agents and other personnel necessary to ensure proper scenario

presentation. Use support personnel to simulate external and internal agencies and receive and pass event responses, as required.

5.2.4. Written tests may also be included as part of evaluations at the discretion of the OG/CC. Performance tests and written tests (if included) will be developed and administered IAW AFH 36-2235 Vol 12.

5.2.5. Document evaluation activities in individual training records IAW chapter 6.

5.2.6. Evaluation programs, practices and operations procedures will be standardized with training programs as much as practical, to include standard stimuli. A stimuli list to document entering arguments for each performance task/subtask may be developed and used, as needed. The evaluation program will not introduce stimuli that have not been presented by the training program.

5.2.7. Evaluators will conduct a thorough pre-mission briefing and post-mission outbrief for the evaluatee and applicable crew members on all aspects of the evaluation.

5.2.8. Prior to evaluating in the operational environment, utilize an RM assessment to ensure unnecessary operational risks are addressed.

5.2.8.1. When creating performance tests, do not create actual conditions that could jeopardize personnel safety or cause equipment damage.

5.2.8.2. Safety and real-world operational requirements take priority over simulated activities.

5.2.8.3. Immediately correct breaches of safety during an evaluation (this applies to all crew members). If this situation occurs, the evaluator will also debrief unit supervision and if appropriate, document the deviation.

5.2.9. Qualification (QUAL) Evaluations. Initial QUAL evaluations are administered upon completion of MQT. At a minimum, periodic QUAL evaluations are given to each MR/CMR crew member to meet annual evaluation requirements described below. QUAL evaluations will consist of a performance test developed to support unit-developed Plan of Evaluation (POE) requirements. The POE may be modified at the discretion of the unit to meet emerging operational needs, so long as annual evaluation requirements are met. In order to simplify unit evaluation program documentation, no other evaluation types are prescribed. QUAL evaluations are tailored and used to meet any special, spot, requalification or no-notice requirements as deemed necessary. Evaluation scripts must be used to guide presentation of performance tests conducted in a simulated environment. Scripts are not required for real-world task observations if no simulated inputs/stimuli are presented. If simulated inputs/stimuli are presented during real-world task observations, scripts must be used to guide the simulated portion of the evaluator presentation.

5.2.10. Performance Tests. Performance tests include real-world observations and/or operationally realistic scenarios presented in a simulated environment. Evaluation scripts must be used to guide presentation of performance tests conducted in a simulated environment. Scripts are not required for real-world task observations if no simulated inputs/stimuli are presented. If simulated inputs/stimuli are presented during real-world task observations, scripts must be used to guide the simulated portion of the performance test. The combination of observations and/or scenarios will be selected to provide a sufficient sample of critical and mission essential tasks to assess evaluatee knowledge/proficiency. The performance test will be based upon NAF-approved TEPS. The content and format of the script is to be determined by the Group or Unit Stan/Eval office using performance test guidance detailed in AFH 36-2235 Vol. 12. At a minimum, each performance test should include inputs/observations that measure crew coordination and prioritization. Review and approval of performance tests will be determined by Group or Unit Stan/Eval offices, however, must comply with guidance IAW AFSPCI 10-415. Unless deemed necessary by the Group, Squadron or Detachment Commander, units need not maintain multiple scripts on file to cover the entire annual period, nor are units required to keep scripts which are no longer intended for use. The intent of this policy is to reduce the documentation requirements of the operational units. A POE will be maintained to describe how annual evaluation requirements will be met. Scripts must be developed and approved prior to use.

#### 5.2.11. Annual Evaluation Requirements.

5.2.11.1. Each MR/CMR crew member must successfully pass an initial or periodic QUAL evaluation every calendar year.

5.2.11.2. All critical and mission-essential tasks and subtasks (IAW NAF-approved TEPS) will be evaluated across the crew force every calendar year. This will not be interpreted to mean that every crew member will receive every task and subtask, but tasks/subtasks will be annually presented and assessed across the crew force. The combination of periodic QUAL evaluations given during the calendar year will be used to fulfill this requirement.

**5.3. Error Categories.** Deviations from proper procedures fall into one of three error categories: critical, major or minor. Units may optionally use the following error categories when providing feedback to evaluatees.

5.3.1. Critical Error. Assess a critical error when evaluatee actions result or would reasonably be expected to result, in operational mission failure, endangerment of human life, serious injury or death.

5.3.2. Major Error. Assess a major error when evaluatee actions result, or would reasonably be expected to result, in degradation to the operational mission or personnel injury.

5.3.3. Minor Error. All other incorrect actions fall into this category.

**5.4. Grading System.** A two-tiered grading system will be used to evaluate and document operator performance. On one level, tasks/subtasks of operator performance are individually graded against established evaluation criteria. Performance less than fully qualified is documented. On the second level, an overall qualification level is determined from the compilation of these individual scores/grades.

5.4.1. Task/Subtask Grades. Weapon System-Specific Volumes may be used to establish tasks/subtasks to be evaluated during evaluations - to include the appropriate grading criteria for those tasks/subtasks. Tasks will have a two-level (Qualified (Q) or Unqualified (U)) or three-level (Q/Qualified-minus (Q-)/U) grading system. Discrepancies will be documented against the listed tasks/subtasks.

5.4.1.1. Q is the desired level of performance. The examinee demonstrated a satisfactory knowledge of all required information, performed duties within the prescribed tolerances and accomplished the assigned mission.

5.4.1.2. Q- indicates the examinee is qualified to perform the assigned task/subtask, but requires debriefing or individual training as recommended to the Certifying Official by the evaluator. Deviations from established standards must not exceed the prescribed Q tolerances or jeopardize safety.

5.4.1.3. U indicates a performance outside allowable parameters or deviations from prescribed procedures/tolerances that adversely affected mission accomplishment or compromised safety. An examinee receiving a task/subtask grade of U normally requires additional training.

5.4.2. Critical Task/Subtask. Will be defined by the weapon system as areas that, upon failure, would most adversely affect the qualification of a crew member. Critical tasks/subtasks include, but are not limited to when evaluatee actions result, or would reasonably be expected to result, in operational mission failure, endangerment of human life, serious injury, or death. Grade all critical tasks/sub-tasks as either Q or U.

5.4.3. Qualification Levels. Evaluation performance is graded by qualification levels as follows:

5.4.3.1. Qualification Level 1 (Q1). The operator demonstrated desired performance and knowledge of procedures, equipment and directives within tolerances specified in the grading criteria. This will be awarded when no discrepancies were noted and may be awarded when discrepancies are noted if:

5.4.3.1.1. The discrepancies resulted in no U grades being given in any task/subtask.

5.4.3.1.2. All discrepancies noted during the evaluation do not require individual training as recommended by the evaluator.

5.4.3.2. Qualification Level 2 (Q2). The operator demonstrated the ability to perform duties safely, but:

5.4.3.2.1. There were one or more tasks/subtasks where additional training was recommended by the evaluator.

5.4.3.2.2. A non-critical tasks/subtask grade of U was awarded.

5.4.3.2.3. In the judgment of the evaluator, there is justification for the Q2 rating based on performance in one or several tasks/subtasks.

5.4.3.3. Qualification Level 3 (Q3). The operator demonstrated an unacceptable level of performance, knowledge or safety.

5.4.3.3.1. An area grade of U awarded in a critical task requires an overall Q3 for the evaluation.

5.4.3.3.2. An overall Q3 can be awarded if, in the judgment of the evaluator, there is justification based on performance in one or several tasks/subtasks.

## **5.5. Grading Policies.**

5.5.1. Written Tests. If used, the evaluator will consider written test results in assigning the overall qualification level.

5.5.2. Performance Areas/Sub-Areas. Use the two-level (Q/U) or three-level (Q/Q-/U) grading system when applying the grading criteria definitions specified by the 14 AF.

5.5.2.1. The evaluator will grade any tasks/subtasks observed during an evaluation if performance in the tasks/subtasks impacts the specific evaluation accomplished or safety.

5.5.2.2. Minor momentary deviations from grading criteria tolerances are acceptable, provided the evaluatee applies prompt corrective action and such deviations do not jeopardize mission or safety. Consider cumulative deviations when determining the overall task/subtask grade.

5.5.2.3. The evaluator may further identify tasks/subtasks as “Commendable” if, in the evaluator’s determination, the operator has demonstrated exceptional skill and knowledge in that particular task/subtask. Document commendable areas IAW chapter 6.

5.5.3. Overall Qualification Levels.

5.5.3.1. The overall qualification level awarded on an evaluation is based on performance during both the simulator/observation and written test (if used). An overall grade of Q1 or Q2 will be awarded only after all evaluation requirements have been completed and given due consideration. An overall grade of Q3 may be awarded at any time.

5.5.3.2. To receive a qualified grade on an evaluation, the operator must satisfy the criteria set forth for the tasks/subtasks and demonstrate ability effectively during all portions of an evaluation.

5.5.3.3. Overall qualification grades will be a cumulative process. Evaluator judgment will always be the determining factor in deciding the overall qualification level.

5.5.4. Exceptionally Qualified Designation (Q1-E). An exceptionally qualified designation may be awarded by the evaluator. The designation can only be applied to the total evaluation - not to separate parts. The designation may be awarded when:

5.5.4.1. The operator has demonstrated exceptional skill and knowledge in all portions of the evaluation;

5.5.4.2. The operator has not failed any part and;

5.5.4.3. The operator received a qualified grade with no downgrades (remedial action required) on all tasks/subtasks.

**5.6. Remedial Action.** All grades of Q- or less require action to remedy the discrepancy and/or deficiency in performance. Remedial action includes outbriefing discrepancies and/or assignment of additional training.

5.6.1. Outbriefed Discrepancy. Remedial action accomplished during outbrief of the evaluation wherein the evaluator provides briefing concerning the discrepancy and determines that the evaluatee has gained the necessary knowledge or proficiency to remedy the discrepancy. The discrepancy task/subtask description is annotated with "Outbriefed" on appropriate form.

5.6.2. Individual Training. Any training recommended by an evaluator and directed by the certifying official to remedy deficiencies identified during an evaluation.

5.6.2.1. Individual training may include self-study, instruction, use of a simulator or observation. To complete individual training, the evaluatee must demonstrate attainment of satisfactory knowledge or proficiency.

5.6.2.2. Individual training is documented IAW chapter 6. Description of assigned individual training will include how satisfactory knowledge or proficiency will be demonstrated. (example: complete self study and take alternate version of test with passing score, or complete special evaluation of designated tasks)

5.6.2.3. Due dates and dates on which individual training is completed will be documented in the appropriate areas of the form.

5.6.2.4. The instructor and student who completed the individual training will sign the form. The certifying official will sign the form.

5.6.2.5. Certifying officials will ensure required individual training is completed prior to the crew member accomplishing MR/CMR duties.

**5.7. Evaluation Recheck.** If an operator fails an evaluation, a successful recheck must be completed prior to performing MR/CMR duties. A recheck is successfully completed when the operator performs to Q criteria (Q or Q- outbriefed) for each task/subtask graded U. Document this action on the appropriate form. Every reasonable effort must be made to requalify the individual. The evaluator that administered the original evaluation should not administer the recheck, unless there is only one evaluator available. Document such exceptions in writing on the evaluation form.

**5.8. Restrictions.** When called for by this instruction or deemed necessary in the judgment of the evaluator, restrictions will be recommended by the evaluator and may be imposed by the certifying official, on the evaluatee until successful completion of assigned additional training and/or a recheck.

5.8.1. Restrictions should address the specific areas of operations (tasks/subtasks) that require supervision and the criteria for removal of the restrictions.

5.8.1.1. Substandard performance in any task/subtask may require restrictions to ensure operational safety or mission accomplishment.

5.8.2. Specific restrictions and the criteria for the removal of the restrictions will be documented IAW chapter 6.

**5.9. Failure to Complete an Evaluation within the Required Period.** If an operator fails to complete an evaluation within the calendar year, the operator loses the qualification covered by the evaluation and must be restricted from duty. Qualification may be re-established by administering a QUAL evaluation.

**5.10. Failure to Pass an Evaluation.** A restriction resulting from a Q3 in any evaluation applies only to the weapon system position for which the evaluation was administered, unless, in the opinion of the evaluator, the discrepancy is applicable to additional weapon system positions.

## Chapter 6

### DOCUMENTATION REQUIREMENTS

**6.1. General.** Documentation is important to personnel at all levels because it validates the status of task qualification/certification as well as duty position certification/restricted status. Documentation also helps management assess mission capability and readiness, provides feedback to trainees/evaluatees, as well as helps define requirements for individual career progression. At a minimum, units must follow the documentation requirements identified below which are common requirements across the AF. The intent is to provide top-level documentation direction and leave to the OG Commanders to determine what further documentation requirements are necessary to meet their particular mission needs.

**6.2. Requirements.** Supervisors must ensure all documentation is accurate and comprehensive. Units may choose to use one or more AF, AFSPC or 14 AF approved forms listed in this chapter to fulfill training/evaluation and certification documentation requirements. Other forms must be approved by HQ AFSPC/A3T prior to use. Units must document:

6.2.1. Training and evaluation performance standards. See attachment 2 for further information.

6.2.2. All positional certifications, as well as qualifications by subject, task/subtask, proficiency level and duty position. Include technical references for each task/subtask. This serves as official record of proficiency, certifying the individual is accountable for task performance IAW standards, applicable governing instructions and technical references. Documentation must include signature (electronic or hardcopy) or initials indicating concurrence by instructor/evaluator and student/evaluatee and certifying official, as applicable. (Note: documentation of positional certification with reference to TEPS fulfills the requirement to provide linkage to subject, task/subtask, proficiency level documentation requirements, so long as this is unambiguous within the TEPS).

6.2.3. SME, instructor and evaluator certifications, decertifications and restrictions. Include reference to applicable duty position(s).

6.2.4. All recurring, special (e.g. Type 1 or 5), supplemental and requalification training and evaluation activities, to include task coverage.

6.2.5. Restricted and decertification status, to include steps taken to recertify or unrestrict (as applicable).

6.2.6. Trainee/evaluatee strengths, weaknesses, attitude and corrective action (if required).

6.2.7. Explanation of delays in training requirements and/or completion, as well as problems encountered with task certification (if any).

**6.3. Primary Documentation.** Not all documentation should be interpreted as having the same level of importance. It is of utmost importance that units document the personnel conducting operations are trained, evaluated and certified to a defined standard. This requires accurate and comprehensive documentation of current qualifications/certifications as well as an accurate accounting of personnel conducting MR/CMR duties.

6.3.1. Documenting qualification, certification and restricted status. When used in combination with NAF-approved TEPS, the AFSPC Form 91/91A (or other approved form(s) listed below) serves as the official record from the certifying official that the individual has met all requirements and is accountable for task performance in assigned MR/CMR position(s). The AFSPC Form 91/91A (or other approved form(s) listed below) will also be used to document training and evaluation activities and other items identified in para. 6.2.

6.3.2. Operations Log. The Operations Log will be the primary means to document the names of MR/CMR personnel conducting crew shift duties as well as other activities described in para. 3.4.

6.3.3. Master Training Plan (MTP). Units must maintain a MTP for each work center. See AFI 36-2201, *Air Force Training Program*, for additional information regarding MTP development.

**6.4. Secondary Documentation.** In comparison to the primary documentation described above, other documentation is of secondary importance in definitively determining qualifications, restriction and certification status of operations personnel conducting MR/CMR duties. Examples of secondary documents include crew schedules, plans of instruction and evaluation, performance tests, written tests and corrective action reports.

6.4.1. The ISD process is intended to be flexible. Plans of instruction and evaluation are to be used to guide instructors and evaluators. These plans may be modified by the unit to meet changing mission needs. Instructors/evaluators use ISD to develop plans, instructional materials and performance/written tests prior to the conduct of instruction/evaluation. These plans and materials are developed by the unit and can be modified at any time before implementation to meet the needs of the unit.

6.4.2. In the event that primary and secondary documentation appear contradictory regarding the restricted and/or certification status of operations personnel, primary documentation (e.g. Form 91/91A, TEPS and Operations Logs) will take precedence. At all times, however, units must be able to clearly demonstrate that those conducting MR/CMR operations are qualified to do so to the subject, task and subtask levels.

**6.5. Approved Forms.** The following AF, AFSPC and 14 AF training forms are approved for use by 14 AF units. Electronic equivalent means, such as Patriot Excalibur (PEX), Training Business Area (TBA) or Air Force Training Record (AFTR) are authorized so long as they record the same minimum information as the approved forms.

- 6.5.1. AF Form 623, *Individual Training Record Folder*
- 6.5.2. AF IMT 623A, *On-the-Job Training Record Continuation Sheet*
- 6.5.3. AF Form 623B, *Individual Training Record Label*
- 6.5.4. AF IMT 797, *Job Qualification Standard Continuation/Command JQS*
- 6.5.5. AF IMT 803, *Report of Task Evaluations*
- 6.5.6. AF IMT 1098, *Special Task Certification and Recurring Training*
- 6.5.7. AF Form 1256, *Certificate of Training*
- 6.5.8. AFSPC Form 91, *Individual's Record of Duties and Qualification*
- 6.5.9. AFSPC Form 91A, *Record of Signatures*
- 6.5.10. 14 AF IMT 14, *14 AF Training Report*
- 6.5.11. 14 AF IMT 6, *14 AF Corrective Action Worksheet*

## Chapter 7

### MOBILE/DEPLOYABLE UNIT MR/CMR REQUIREMENTS

**7.1. Requirements for training/evaluations in the deployed environment** will apply to crew members who deploy from their main operating base in their certified MR/CMR positions for periods in excess of 30 days.

**7.2. Pre-Deployment Requirements.** Prior to deployment, the certifying official will ensure all operators, instructors and evaluators are current on training and evaluation requirements.

**7.3. Deployment Requirements.** While operating in the deployed environment the following training/evaluation requirements will apply:

7.3.1. The deployment commander is responsible to ensure all training/evaluation requirements are met.

7.3.2. Supplemental Training. For changes directly affecting mission accomplishment, deployed operators may receive the training while on crew. ST may be documented in the crew log by the deployment commander.

7.3.3. Recurring Training. The deployment commander will determine recurring training requirements for deployed operators. Instructors are encouraged to utilize real-world task observations to meet training requirements. Instructors will document actual task coverage while deployed so that tasks not covered while deployed can be accounted for and trained upon return from deployment. Tasks unable to be observed in the deployed environment will be documented and trained on return to the home unit.

7.3.4. Individual Training. For significant deficiencies noted during deployed operations IT will be required, as directed by the deployment commander. Document the deficiency, the recommended corrective action and successful completion of IT. IT may be documented in the crew log by the deployment commander.

7.3.5. Deployed Evaluations. Evaluations need not be conducted at the deployed location. Any overdue evaluations will be conducted on return to the home unit.

**7.4. Post-Deployment Requirements.** Following return from deployment, operators, instructors and evaluators will be placed in restricted status until all missed training/evaluation requirements are satisfied. Additionally, any training/evaluation conducted while deployed will be annotated in the individual's training record.

## Chapter 8

### CHANGES, WAIVERS AND CLARIFICATIONS

**8.1. Changes.** Forward recommended changes to this instruction via memorandum or AF Form 847, Recommendation for Change of Publication, through 14 AF/A3V to HQ AFSPC/A3TT, 150 Vandenberg Street Ste 1105, Peterson AFB CO 80914-4240, or a3tt.wf@us.af.mil. Provide information copies to HQ AFSPC/IGIO, igio.wf@us.af.mil.

**8.2. Waivers.** Due to unique local situations, units may request a waiver to the requirements of this instruction. HQ AFSPC/A3T is the waiver authority for this instruction unless specifically stated otherwise. Waivers will be granted on an individual and controlled basis. Waiver authority may not be delegated.

8.2.1. Forward all waiver request memorandums via email through the applicable OG/CC and 14 AF/A3 to HQ AFSPC/A3T. Describe the specific requirement and state the reason a waiver is required. Include risk management steps, as needed. Indicate when the waiver will no longer be required. Intermediate command levels will recommend approval or disapproval of the waiver request.

8.2.2. If approved, waivers stay in effect for the life of the publication, unless HQ AFSPC/A3T specifies a shorter period of time, cancels in writing, or issues a change that alters the basis for the waiver.

8.2.3. AF Reserve units. HQ AFRC/A3T is the waiver authority for this instruction for reserve units. AFSPC gained units will process waivers IAW paragraph 8.2 through their appropriate reserve group commander. The appropriate reserve group commander will submit waiver requests through 10 AF/A3 to HQ AFRC/A3T. HQ AFRC/A3T will provide a copy of the waiver request and HQ AFRC/A3T waiver decision to HQ AFSPC/A3T.

8.2.4. ANG units. ANG space units will process all waiver requests through NGB/A3C IAW the NGB/A1 Plain Talk on Waivers Guide. NGB/A3C will be the final approval authority for enlisted waiver packages. AF/A3Z-ST will be the final approval authority for officer waivers after NGB/A3C has reviewed and provided their recommendation. NGB/A3C will provide a copy of approved/disapproved waivers to HQ AFSPC/A3TT.

**8.3. Clarifications.** Process requests for clarification via memorandum through OG/CCs and 14 AF/A3V to HQ AFSPC/A3T. Referencing the applicable paragraph(s), describe in sufficient detail the issue requiring clarification. The NAF will provide a 14 AF position prior to forwarding to HQ AFSPC/A3T.

JACK WEINSTEIN, Maj Gen, USAF  
Director of Air, Space and Cyberspace Operations

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

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AFI 38-201, *Management of Manpower Requirements and Authorizations*, 26 September 2011  
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AFSPCI 36-283, *Space Training System Management*, 2 August 2004  
AETCI 36-2203, *Technical and Basic Military Training Development*, 12 August 2009  
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AFH 36-2235, Vol 11, *Information for Designers of Instructional Systems Application to Unit Training*, 1 November 2002

#### *Abbreviations and Acronyms*

**AAC**—Assignment Availability Code  
**AETC**—Air Education and Training Command  
**AETCI**—Air Education and Training Command Instruction  
**AFH**—Air Force Handbook  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**AFRC**—Air Force Reserve Command  
**AFSPCI**—Air Force Space Command Instruction  
**ANG**—Air National Guard  
**ARC**—Air Reserve Component  
**CCDR**—Combatant Commander  
**CFETP**—Career Field Education and Training Plan  
**CFM**—Career Field Manager  
**CMR**—Combat Mission Ready  
**CMDR**—Commander

**GSU**—Geographically Separated Unit  
**HHQ**—Higher Headquarters  
**HQ**—Headquarters  
**IAW**—In accordance with  
**IQT**—Initial Qualification Training  
**ISD**—Instructional Systems Development  
**IT**— Individual Training  
**JMET**—Joint Mission Essential Task  
**MAJCOM**—Major Command  
**MET**—Mission Essential Task  
**MFM**—MAJCOM Functional Manager  
**MQT**—Mission Qualification Training  
**MR**—Mission Ready  
**NAF**—Numbered Air Force  
**NCOIC**—Non-commissioned Officer in Charge  
**OG**— Operations Group  
**OGV**—Group Standardization and Evaluation Office  
**OJT**—On the Job Training  
**OPSEC**—Operations Security  
**OSS**— Operations Support Squadron  
**PCS**—Permanent Change of Station  
**POE**—Plan of Evaluation  
**POI**—Plan of Instruction  
**PT**—Proficiency Training  
**Q1**—Qualification Level 1  
**Q1—E**—Exceptionally Qualified  
**Q2**—Qualification Level 2  
**Q3**— Qualification Level 3  
**QT**— Qualification Training  
**RM**—Risk Management  
**RQT**—Requalification Training  
**RT**—Recurring Training  
**SAV**—Staff Assistance Visit  
**SCO**— pace Console Operator  
**SME**—Subject Matter Expert  
**ST**—Supplemental Training  
**SW**—Space Wing  
**TDY**—Temporary Duty  
**TEPS**—Training and Evaluation Performance Standards  
**TM**—Training Manager  
**TO**—Technical Order  
**TP**—Temporary Procedure  
**TRG**—Training Group  
**TTP**—Tactics, Techniques and Procedures  
**U**—Unqualified  
**USAFWC**—United States Air Force Warfare Center

**UST**—Undergraduate Space Training  
**UT**— Upgrade Training

### *Terms*

**Chief of Training**— Refers to Commander of Operations Support Squadron, or Unit Chief of Training. 14 AF and/or wings will determine association and application of this term for their respective units.

**Combat Mission Ready (CMR)**—Space operations personnel who have satisfactorily completed mission qualification training and maintain qualification and proficiency in the unit combat mission.

**Comprehensive Task/Sub-task List** - A list of tasks that identifies specific system tasks and the proficiency levels required for mission ready status.

**Currency**— Currency requirements ensure the average crew member maintains a minimum level of proficiency. To maintain currency a crew member must have received an evaluation, receive RT, and be trained on all proficiency and knowledge level tasks/subtasks IAW HQ AFSPC guidance.

**Deficiency**— Inability of a trainee to meet the standard associated with a particular task/subtask.

**Evaluator Certification**— The process by which individuals become trained and certified to evaluate a MR/CMR crewmember or student perform operational tasks.

**Evaluator Decertification**— The status of an evaluator when his or her evaluator certification is withdrawn. Decertified evaluators may not perform evaluator duties.

**Evaluator Recertification**— The process by which evaluators regain their evaluator certification. After recertification, a recertified evaluator may once again perform evaluator duties.

**Evaluator Restriction**— The status of an evaluator who may not perform evaluator duties but is not decertified as an evaluator. Once the restricted status is removed the individual may once again perform evaluator duties.

**Initial Qualification Training (IQT)**— Formal courses conducted by AETC as listed in the Education and Training Course Announcements (ETCA) found at <https://etca.randolph.af.mil>, *USAF Formal Schools*. These courses provide system specific and positional specific training as a prerequisite to Mission Qualification Training. IQT is also known as Initial Skills Training (IST) by 2 AF.

**Instructor Certification**— The process by which individuals become trained and certified to instruct a MR/CMR crewmember or student to perform operational tasks.

**Instructor Decertification**— The status of an instructor when his or her instructor certification is withdrawn. Decertified instructors may not perform instructor duties.

**Instructor Recertification**— The process by which instructors regain their instructor certification. After recertification, the instructor may once again perform instructor duties.

**Instructor Restriction**— The status of an instructor who may not perform instructor duties but is not decertified as an instructor. Once the restricted status is removed the individual may once again perform instructor duties.

**Like Weapon Systems**— Multiple systems with similar tasks and equipment used to perform operations.

**Mission Essential Task (MET)**— Tasks based on mission analysis that are absolutely necessary, indispensable, or critical to the success of a mission.

**Mission Ready (MR)** — Space operations personnel who have satisfactorily completed mission qualification training and maintain qualification and proficiency in the unit operational mission.

**Multiple Input**— The presentation of unrelated stimuli/tasks requiring determining priorities among overlapping actions by the trainee or evaluatee. The presentation may be simultaneous or staggered.

**No Go**—Trainee has not gained enough skill, knowledge, and experience to perform task without supervision.

**Plan of Instruction (POI)**— A training guide outlining how training programs are applied and administered. It is used to outline annual training requirements, identify minimum training task/subtask coverage during training sessions, and to schedule, conduct, document MQT for each crew member.

**Plan of Evaluation (POE)**— A guide used to ensure task coverage for the evaluation program. It will identify the evaluations conducted for the entire crew force during an 18-month period and provide sufficient sampling of crewmember performance to assess overall crew force proficiency.

**Position**— A grouping of tasks/subtasks assigned to MR/CMR personnel.

**Position Certification**— The organization's CC/DO signature of approval stating that all required positional tasks/subtasks are —qualified and the certified person can perform mission operations and are deemed MR/CMR.

**Proficiency**— Demonstrated ability to perform a task to the Training and Evaluation Performance Standard.

**Proficiency Level**— As described by AFMAN 36-2236, figure 3.1, required for mission ready status.

**Related Tasks**— Events attributed to the same root cause and occurring simultaneously where one task logically leads to another.

**Required Tasks**— Tasks required to be performed by the human component of the system, the conditions under which these tasks may be performed, and the quality standards for acceptable performance.

**Risk Management (RM)**— RM is a logic-based common sense approach to making calculated decisions on human, material, and environmental factors before, during and after activities and operations. It is a tool to help you minimize the risks taken while at the same time maximizing effectiveness.

**Scenario**— Consists of a specific set of tasks presented in a coherent manner to simulate real-world conditions and used to train and/or evaluate crew members in a crew environment to the maximum extent possible. Scenarios are presented in an off-line simulator; however, scenarios may be presented in a real-world environment.

**Sim Switch**— A support function comprised of personnel with mission or system expertise, who interact in a realistic manner with trainees or evaluatees during a performance test. Sim Switch is used to simulate internal and external agencies and pass and receive event responses, as required.

**Subject Matter Expert (SME)**— A person who has thorough knowledge of the material being analyzed. He or she acts as an advisor and critic concerning subject matter during the production and validation of training and evaluation material. A SME will be mission ready in the respective position or another closely related position, or for newly established units, appropriate training such as contractor-provided Type 1 training must be accomplished, if available.

**Space Operations**— The mission area encompassing space control, space surveillance, missile warning, satellite operations and spacelift.

**Standardization**— Interrelated efforts conducted at the MAJCOM, NAF, Wing, Group and unit levels to develop, adopt, use and maintain policy, procedures, or equipment that are similar in philosophy and/or specifics where possible. The central goal is to streamline training, evaluating and operating procedures to maximize mission effectiveness.

**Subtask**— A subordinate unit of work called upon from a parent task that supports the accomplishment of a single mission or multiple mission area. Subtasks are reusable and are called upon (as needed) from a parent task to perform work. Subtasks generally (but not always) focus on technology capabilities or reporting requirements that are utilized in one or more mission areas.

**Task**— An independent unit of work carefully selected to reflect mission needs. Tasks are parent to subtasks.

**Task Qualification**— The successful completion of a training observation and/or evaluation signed by an instructor/evaluator and trainee.

**Task Standard Level**— Indicates the training and evaluation performance level category for each task/subtask. Two Task Standard Levels exist: A and B

**Trainee**— An individual who is not certified IAW this instruction.

**Weapon System**— A combination of one or more weapons with all related equipment, materials, services, personnel, training and means of delivery and deployment (if applicable) required for self-sufficiency. For the purpose of this directive, a weapon system is that portion of the system that conducts the mission to ensure Space Superiority; Space Global Information Services; Global Surveillance, Tracking And Targeting; Space Force Application; Assured Access to and Operations In Space; and C2 of Space Forces.

## Attachment 2

### TRAINING AND EVALUATION PERFORMANCE STANDARDS (TEPS)

A.2.1. Groups or Units will develop and 14 AF will publish MR/CMR TEPS in their respective mission areas. All TEPS will be approved by the 14 AF and will be courtesy copied to HQ AFSPC/A3T prior to archival. At a minimum, the TEPS will contain all the tasks/sub-tasks associated with mission accomplishment excluding those deemed ancillary training as defined in AFI 36-2201, *Air Force Training Program*. Ensure the TEPS contain all the specific performance proficiency standards and evaluation constraints (or givens) for each task. Additionally, assign Air Force proficiency codes, as described in AFMAN 36-2236, to each mission ready task.

A.2.2. Task Standard Level Descriptions. 14 AF will use three task standard levels: A, B and C. All tasks/subtasks will be documented in a comprehensive task/sub-task list developed by the units, approved by 14 AF and coordinated through HQ AFSPC/A3T. Additionally, ensure the TEPS contain detailed givens/constraints, performance and standards for all critical tasks/subtasks.

A.2.2.1. Level A/Critical task/sub-task. Critical tasks are tasks that could result in mission failure, endangerment of human life, serious injury or death. Critical tasks have the greatest potential for extreme mission or personnel impacts and drive the most stringent training and evaluation program requirements. Critical tasks apply to time-sensitive tasks or tasks that must be accomplished as expeditiously as possible without any intervening lower priority actions that would, in the normal sequence of events, adversely affect task performance/outcome.

A2.2.1.2. Level B/Essential task/sub-task. Essential tasks are tasks deemed integral to the performance of other tasks and required to sustain acceptable weapon system operations and mission execution. Essential tasks drive significant training and evaluation requirements. Operators must accomplish Level B tasks properly without taking any intervening lower priority actions that would, in the normal sequence of events, adversely affect task performance/outcome.

A2.2.1.3. Level C/Non-Essential task/sub-task. Non-Essential tasks are rudimentary or simple tasks related to weapons system operations that by themselves have little or no impact on mission execution. Non-Essential tasks require the least stringent training and evaluation requirements. Applies to tasks where no specific time standard is identified. The standard is to accomplish the task proficiently IAW technical orders and governing directives.

A.2.3. TEPS Use Guidelines. The TEPS will detail task performance, standards (to include any applicable timing requirements) and constraints for the express purpose of standardizing training and evaluation that supports operational mission ready certification requirements. They are intended for the preparation of training and evaluation materials in a controlled environment and

will not supplement technical data or instructions. They will not be used as guidance to accomplish a task during evaluation, training, or actual weapon system operation.

A.2.3.1. TEPS Environment. TEPS will be designed for problem presentation in the controlled training (i.e., simulator, part task trainer) environment, however, they will apply to training and evaluation conducted in the operational environment. Due to the uncontrolled nature of the real world operational environment, instructors and evaluators must be prudent in the application of TEPS during training and evaluation in these environments.

A.2.3.2. TEPS Responses. TEPS may not describe the only correct crew member response. Correct responses are determined from technical data and command instructions/directives.

A.2.4. The below information provides assistance in developing TEPS:

A2.4.1. Identify tasks/subtasks (TASKs) critical and essential for mission accomplishment.

A2.4.2. Define the task standard level (A or B) for each task/subtask.

A2.4.3. Group like tasks/subtasks and consolidate in a comprehensive task/subtask list.

A2.4.4. For Level A tasks/subtasks (optional for Level B), identify the requirements for the task by using a set of givens/constraints, task performance requirements and the standard (usually a timing requirement) for task accomplishment.

A2.5. Use the sample Comprehensive Task/Subtask List and task requirements tables on the next pages as examples only.

**Table A2.1. (Sample) Comprehensive Task/Subtask List.**

<b>Area &amp; Task/ Subtask</b>	<b>Description</b>	<b>L V L</b>	<b>C M D R</b>	<b>C C H</b>	<b>S C O</b>
	<b>Mission Support Operations</b>				
<b>A01</b>	<b>Perform Crew Actions</b>				
A01A	Perform Crew Changeover/Shift Actions	B	3c	3c	3c
A01B	<b>NOT USED</b>				
A01C	Log Operational Activities	B	3c	3c	3c
<b>A02</b>	<b>Operate Mission Equipment</b>				
A02A	Use Operational Mission Consoles	B	3c	3c	3c
A02B	Use Voice Communications	B	3c	3c	3c
	<b>Status Monitoring</b>				
B01	Perform EMI Procedures	A	3c	3c	3c

**Table A2.2. (Sample) Level A/Critical and Essential Task Requirements.**

<b>C01A: Valid Site Report Actions</b>	
<b>GIVENS/CONSTRAINTS</b>	
1. Primary voice communications available.	
<b>PERFORMANCE</b>	<b>STANDARD</b>
1. Pass site report to MCC.	1.1. Within 60 seconds of valid L&PI generation.
2. Select site report.	2.1. Within 60 seconds of L&PI generation when voice communication is unavailable with the MCC and datalines are available.

**Table A2.3. (Sample) Level B/Non-essential Task Requirements.**

<b>C03H: Perform Manual TOES Computation</b>
<b>GIVENS/CONSTRAINTS</b>
1. Voice contact is available.

**Attachment 3**

**AIR FORCE PROFICIENCY CODES**

**Figure A.3.1. Air Force Proficiency Codes.**

<b>PROFICIENCY CODE KEY</b>		
	<b>SCALE VALUE</b>	<b>DEFINITION: The Individual</b>
<b>TASK PERFORMANCE LEVELS</b>	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)
	2	Can do most parts of the task. Needs help only on hardest part. (PARTIALLY PROFICIENT)
	3	Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT)
	4	Can do the complete task quickly and accurately. Can tell or show how to do the task. (HIGHLY PROFICIENT)
<b>*TASK KNOWLEDGE LEVELS</b>	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can determine step-by-step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)
	d	Can predict, isolate, and resolve problems about the task. (COMPLETE THEORY)
<b>**SUBJECT KNOWLEDGE LEVELS</b>	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)
<b>EXPLANATIONS</b>		
*	A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Examples: b and 1b)	
**	A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.	
^	This mark is used alone instead of a scale value to show that no proficiency training is provided in the course.	
X	This mark is used alone in course columns to show that training is required but not given due to limitations in resources.	

## Attachment 4

### MR/CMR DUTY POSITIONS (BY UNIT)

\* Indicates Combat Mission Ready (CMR) Positions. All others are Mission Ready.

#### 1 ROPS / 2 ROPS

Launch Decision Authority (LDA)  
Senior/Mission Flight Control Officer (S/MFCO)  
Range Operations Commander (ROC)  
Range Control Officer (RCO)  
Aerospace Control Officer (ACO)  
Operations Director (OD)

#### 2 SOPS / 19 SOPS

Commander (CMDR)  
Mission Crew Chiefs (CCH)  
Payload System Operator (PSO)  
Space Vehicle Operator (SVO)  
Space System Operator (SSO)

#### 3 SOPS

Commander (CMDR)  
Mission Crew Chiefs (CCH)  
Space Vehicle Operator (SVO)  
Space System Operator (SSO)

#### 4 SOPS / 148 SOPS

Commander (CMDR)  
Space Vehicle Operator (SVO)  
Space Ground Link System (SGLS)  
Space Ground Link System/Space System Operator (SGLS/SSO)  
Extremely High Frequency/Space System Operator (EHF/SSO)

#### 7 SOPS

Mission Commander (MCMDR)  
Mission Chief (MCH)  
Payload Systems Operator (PSO)  
Satellite Systems Operator (SSO)  
Ground Systems Operator (GSO)

#### 6 SWS / 7 SWS / 10 SWS / 12 SWS / 13 SWS / 213 SWS / 137 SWS / 20 SPCS

Crew Commander (CMDR)  
Crew Chief (CCH)

#### 76 SPCS / 4 SPCS

Mission Commander (CMDR)\*  
Mission Crew Chief (CCH)\*  
Space Console Operator (SCO)\*

16 SPCS / 380 SPCS

Mission Commander (CMDR)  
Mission Crew Chief (CCH)  
Space Console Operator (SCO)

2 SWS / 8 SWS / 460 OG Det 1

Crew Commander (CMDR)  
Mission Crew Chief (MCCH)  
Data System Operator (DSO)  
System Crew Chief (SCCH)  
Ground System Operator (GSO)  
Satellite System Operator (SSO)

8 SWS, Det 1

Crew Commander (CMDR)  
Mission Crew Chief (MCCH)  
System Crew Chief (SCCH)  
Ground System Operator (GSO)  
Satellite System Operator (SSO)  
Mission Management Operator (MMO)

11 SWS

Crew Commander (CMDR)  
Mission Crew Chief (MCCH)  
System Crew Chief (SCCH)  
Mission Management Operator (MMO)

