



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE SPACE COMMAND

AFSPCGM2016-13-01

25 February 2016

MEMORANDUM FOR SEE DISTRIBUTION

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

SUBJECT: HQ AFSPC Guidance Memorandum (GM) AFSPCGM2016-13-01, *Ready Spacecrew Program*

RELEASABILITY: There are no releasability restrictions on this publication.

1. This Air Force Space Command (AFSPC) Guidance Memorandum (GM) immediately implements the Ready Spacecrew Program (RSP) policy for AFSPC units transitioning to Space Mission Force (SMF). This GM is consistent with Air Force Policy Directive (AFPD) 13-6, *Space Policy* and implements Air Force Instruction (AFI) 10-1201, *Space Operations*. Compliance with this memorandum is mandatory. It establishes the AFSPC spacecrew training program that supports Air Force objectives and is applicable to all units assigned to or gained by AFSPC and applies to AFSPC commanders, operations supervisors, and spacecrew assigned or attached to any AFSPC space operation. For a formal definition of "spacecrew", see the *Terms* section of this publication. To the extent its direction is inconsistent with other AFSPC/A2/3/6 approved publications; the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

2. The attachments to this memorandum provide AFSPC guidance that supersedes AFSPCGM2015-13-01, *Space Operations Crew Force Management, Training, Standardization and Evaluation*, and is effective immediately for the 50th Space Wing and 21st Space Wing offensive space control (4th Space Control Squadron). The 30th and 45th Space Wings will review this GM and inform HQ AFSPC/A2/3/6 of their ability to develop a Ready Spacecrew Program and anticipated transition date. As other AFSPC units transition to SMF, they are relieved from the requirements of AFSPCGM2015-13-01 and will adhere to this GM six months prior to their SMF implementation date as specified in the AFSPC/CC's SMF and RFP Implementation Guidance dated 29 May 2015. AFSPC Units will continue to follow policy prescribed by AFSPCGM2015-13-01 until their transition. AFI 13-6MDS volumes are not yet published. All requirements that reference back to AFI 13-6MDS volumes are delegated to Operations Group commanders to determine and document locally until such time the AFI 13-6MDS volumes are published. AFSPC commanders and managers at all levels must ensure the personnel and organizations under their cognizance are qualified and certified to perform their assigned missions.

GUARDIANS OF THE HIGH FRONTIER

3. AFI 13-6 Mission Design Series (MDS)-Specific, Volume 1 instructions will contain specific training requirements unique to individual spacecrew positions. The Privacy Act of 1974 affects this instruction. This GM applies to individuals at all levels who perform or direct AFSPC space operation missions. AFSPC DRUs and field operating agencies (FOA) may supplement this GM. AFSPC DRUs and FOAs will coordinate their supplement to this instruction with AFSPC/A2/3/6T before publication and forward one copy to AFSPC/A2/3/6T after publication. Process supplements as shown in AFI 33-360, *Publications and Forms Management*. Ensure all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Distribution Schedule (RDS). (T-1).
4. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. 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. The waiver authorities for this publication are as listed in **paragraph 1.1.1.3**.
5. The guidance in this Memorandum becomes void after one year from the date of this Memorandum, or upon release of an Air Force publication incorporating the guidance, whichever is earlier.

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Attachment:
Guidance Changes

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Chapter 1

SPACECREW TRAINING

1.1. Roles and Responsibilities.

1.1.1. General. This Guidance Memorandum (GM) prescribes basic AFSPC guidance for spacecrew training and publications. This document uses the descriptor “Mission Design Series” (MDS) to differentiate between the various space operations platforms. Unique, customized, and/or specialized training programs are defined in AFI 13-6MDS Vol 1 instructions.

1.1.1.1. Program Goals. The objective of the space training program is to develop and maintain a high state of mission readiness for immediate and effective employment across the range of military space operations. AFSPC Wings should structure each training mission to achieve optimum training experience. The Ready Spacecrew Program (RSP) is the vehicle by which this occurs by fulfilling currency and advanced training requirements.

1.1.1.2. Scope. This document applies to AFSPC space operations training for 13SXX, 1C6XX, 14NXX, 1NXXX, 17DXX, 3DXXX, and 6XXX, 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 Mission Ready (MR) and Combat Mission Ready (CMR) positions performing space operations duties. **(T-1)**. This instruction also applies to Air Force Reserve Command (AFRC) and Air National Guard (ANG) personnel attached to AFSPC units performing space operations missions. **(T-0)**.

1.1.1.2.1. 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. **(T-2)**.

1.1.1.3. Waiver Authority.

1.1.1.3.1. Unless otherwise specified, AFSPC/A2/3/6 is the waiver authority for the provisions of this GM. **(T-1)**.

1.1.1.3.2. Waiver authority for supplemental guidance is as specified in the supplement and must be coordinated with AFSPC/A2/3/6T. **(T-2)**.

1.1.1.4. Roles and Responsibilities.

1.1.1.4.1. HQ AFSPC/A2/3/6:

1.1.1.4.1.1. Develop and manage, in coordination with user commands, the appropriate AFI 13-6MDS Vol 1, to establish AFSPC spacecrew training requirements. See AFD 13-6, *Space Policy* and AFI 33-360, *Publication and Forms Management*. **(T-1)**.

1.1.1.4.1.2. Host a Training Planning Team biennially or more frequently, if required. **(T-2)**.

1.1.1.4.1.2.1. The training conference will review all training programs for currency, applicability, compliance, and effectiveness, and address issues in AFI 13-6MDS Vol 1 as appropriate. **(T-2)**.

1.1.1.4.1.2.2. Attendees should include training representatives from user commands, formal schools, Numbered Air Force (NAF) training and stan/eval offices (if applicable), selected unit representatives, and spacecrew training system personnel. **(T-2)**.

1.1.1.4.1.2.3. The results of this conference are provided to the AFSPC/A2/3/6. **(T-2)**.

1.1.1.4.1.3. Coordinate total force weapon system training requirements across the Future Years Defense Program (FYDP). Forward requirements annually to HQ USAF/A2/3/6ST, via the Program Requirements Document (PRD), for validation and inclusion in the Program Guidance Letter. **(T-1)**.

1.1.1.4.1.4. Coordinate with AFSPC/A1 to ensure Trained Personnel Requirements are established and adjusted to meet crew force requirements. Forward requirements to HQ USAF Career Field Managers (CFMs) for incorporation in planning processes. **(T-1)**.

1.1.1.4.1.5. Develop policy and guidance for space operations and provide assistance on issues pertaining to interpretation and compliance when resolution is beyond the scope or resources of the NAF. **(T-1)**.

1.1.1.4.1.6. Establish and manage education and training requirements for advanced training and education requirements. **(T-1)**.

1.1.1.4.1.7. Approve requests for major changes to formal Air Education and Training Command (AETC) courses affecting space operations. **(T-1)**. 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*. **(T-1)**. See AFSPCI 36-283, *Space Training System Management*, for additional information.

1.1.1.4.1.8. Coordinate with National Guard Bureau (NGB)/A3 and HQ AFRC/A3 on issues affecting training (i.e. Mobilization, Force Development, etc.) for missions supported by NGB and AFRC. **(T-1)**.

1.1.1.4.1.9. Maintain quota allocation and management responsibilities. **(T-1)**.

1.1.1.4.1.10. Approve formal school courses and syllabi in coordination with lead commands and program managers. **(T-1)**.

1.1.1.4.1.11. Provide service training for individuals and units. **(T-1)**. Service training is based on both joint and service policy and doctrine. Unit personnel will build their training prescribed in each AFI 13-6MDS Vol 1. **(T-1)**.

1.1.1.4.1.12. Appoint AFSPC/A2/3/6T as the approval authority to waive Initial Qualification Training (IQT) attendance. **(T-1)**.

1.1.1.4.1.13. Establish a training office responsible within AFSPC A2/3/6T for the overall management of the command's spacecrew training program. **(T-1)**. NGB is considered a MAJCOM for purposes of this instruction.

1.1.1.4.1.14. Notify other training command headquarters and training units prior to recalling a student from a formal school course IAW AETCI 36-2642. **(T-1)**.

1.1.1.4.1.14.1. Students will not be recalled to prevent initiation of any actions associated with unsatisfactory performance. **(T-2)**.

1.1.1.4.1.14.2. Recalling a student may be done only for reasons other than performance (e.g., emergencies, unforeseen delays in training, etc.). **(T-2)**.

1.1.1.4.1.14.3. Send proposals for amending existing formal school course prerequisites and syllabi or deleting obsolete courses to the training command for approval. **(T-2)**.

1.1.1.4.2. 14 AF:

1.1.1.4.2.1. 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, *Technical Training Requirements Programs (Officer and Enlisted)*. **(T-2)**.

1.1.1.4.2.2. Coordinates and sends major formal course change requests to HQ AFSPC/A2/3/6T for processing. See AFSPCI 36-283 for additional information. **(T-2)**.

1.1.1.4.2.3. Establishes advanced training requirements for assigned operational and tactical level units. **(T-2)**. As appropriate, communicates those requirements to the USAF Warfare Center (USAFWC). **(T-2)**. Coordinates with the USAFWC in the planning and execution of advanced training events as required. **(T-2)**.

1.1.1.4.3. AFSPC Wings, Groups, Squadrons/Detachments.

1.1.1.4.3.1. Develop and administer instructor/evaluator training and certification programs. **(T-2)**.

1.1.1.4.3.2. Develop and administer training activities and products IAW this instruction. **(T-1)**.

1.1.1.4.3.3. Group commander serves as the waiver authority to allow a Basic Mission Capable (BMC) spacecrew member to perform duties in a MR or CMR coded position. **(T-2)**.

1.1.1.4.3.4. The squadron commander (SQ/CC) ensures individuals and crews receive training to successfully attain/maintain required qualifications, complete unit missions, maintain proficiency and prepare for wartime missions. **(T-3)**.

1.1.1.4.3.5. The squadron commander or operations officer certifies spacecrew members in duty positions following successful completion of MQT, requalification training or upgrade training. **(T-3)**.

1.1.1.4.3.6. The squadron commander or operations officer appoints subject matter experts (SMEs) as necessary for significant changes in systems or procedures (e.g., block upgrades). **(T-3)**.

1.1.1.4.3.7. Develop and maintain a list of training events and topics not supported by current part task trainers and simulators to be included in MDS-specific training working groups for possible future resources allocation and acquisition. **(T-2)**.

1.1.1.4.4. Individuals:

1.1.1.4.4.1. Submit recommended changes to ensure space operations procedures and training materials are current and accurate. **(T-3)**.

1.1.1.4.4.2. Acknowledge and document completion of training. Documentation serves as an official certification of accountability for task performance IAW the governing instructions and technical references. **(T-3)**.

1.1.1.4.4.3. Individual spacecrew members are responsible for completion of training requirements and maintaining currencies within the guidelines of this volume, MDS specific volumes, and applicable RSP Tasking Memorandum (RTM). **(T-3)**.

1.1.1.5. Requirements. AFSPC spacecrew are expected to train on a recurring and routine basis to enhance proficiency, develop skills, refine tactics, techniques and procedures (TTP), and to meet currency requirements. Training on the operational system is authorized when offline or simulator devices are not adequate and provided it does not interfere with the tasked mission (at the discretion of the responsible on-duty commander). **(T-2)**. A current MR/CMR certified operator will be present and responsible at all times if training is being administered to non-qualified personnel on operational equipment. **(T-2)**. All training to meet MR/CMR certification and upgrade requirements, administration of written and performance tests and documentation will be conducted under the supervision of a certified instructor. **(T-3)**.

1.1.1.6. Training via Operational or Simulator Systems. Training is accomplished on either operational or simulated systems. Tasks which specifically require training via operational or simulated systems are defined in AFI 13-6MDS Vol 1. **(T-2)**.

1.1.1.6.1. 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, net-centric, interoperable standard (DoD 1322.18, *Military Training*). To facilitate this requirement and in order to enhance standardization and safety, as well as maximize investment in simulation capability, units should conduct MR/CMR training and evaluation performance tests on simulators to the maximum extent practical. **(T-2)**.

1.1.1.6.2. Part task trainers and other training devices may also be used in an off-line environment when simulators do not sufficiently meet all training needs. **(T-3)**.

1.1.1.6.3. Off-line training environment. Students must have environments to safely allow for mistakes to occur in order to facilitate learning. Units will make every effort to maximize use of off-line training/simulation devices for training activities to minimize the impact of training upon the real-world operational environment. **(T-2)**. Off-line training/simulation devices are those physically and electronically separated from operational systems. All processing for the simulation is conducted on computers/equipment separate from the operational system, except for systems specifically certified to support both real-world and simulated events simultaneously. **(T-1)**. The simulator/training device may connect to a dedicated training network to support AF distributed training requirements. **(T-2)**.

1.1.1.6.4. This guidance does not preclude the use of operational systems for real-world task observation necessary for training, evaluation or exercise events, where appropriate. **(T-3)**. 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. **(T-2)**.

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

1.2. Qualification Training.

1.2.1. General. This section specifies minimum training requirements for initial qualification training, mission qualification training, requalification training, difference training and transition training.

1.2.1.1. Initial Qualification Training (IQT). Training needed to qualify for basic spacecrew duties in an assigned crew position for a specific space MDS.

1.2.1.1.1. General Requirements. Unless specified in applicable AFI 13-6MDS Vol 1, the primary method of IQT is to attend and complete the appropriate formal training course listed in the Education and Training Course Announcements (ETCA). Completing the appropriate formal course satisfies all IQT requirements. When attendance is not practical, or quotas are not available, units will request waivers from the AFSPC/A2/3/6T to conduct in-unit IQT. **(T-2)**.

1.2.1.1.2. IQT Prerequisites. Successful completion of UST, or AFSC-specific or allied equivalent, is required as a prerequisite to IQT. **(T-2)**.

1.2.1.2. Mission Qualification Training (MQT). The purpose of MQT is to qualify spacecrew members in assigned spacecrew positions to perform the command or unit mission. AFI 13-

6MDS Vol 1 prescribes minimum training requirements to qualify individuals in unit missions. **(T-2)**.

1.2.1.2.1. MQT Prerequisites. Successful completion of IQT is a prerequisite to MQT. **(T-2)**.
Note: MDSs without an associated IQT program only require successful completion of UST as a prerequisite to MQT. **(T-2)**.

1.2.1.2.2. Units are authorized to combine the curriculum presented in IQT and MQT in one course using the MQT designation. **(T-2)**.

1.2.1.3. Requalification Training. Requalification training is administered to qualify individuals previously BMC or MR/CMR in the same or similar weapon system, or at the discretion of the SQ/CC or DO, following a major weapon system modification for which a complete IQT/MQT is not appropriate. Requalification training should be tailored from the IQT/MQT syllabus to meet the training needs of the individual. **(T-3)**. A spacecrew member's past experience, qualifications, and experience level will be considered when prescribing requalification training. **(T-3)**.

1.2.1.3.1. Instructor Requalification Training. Conducted IAW AFI 13-6MDS Vol 1 and evaluated/certified IAW **Attachment 2** and 13-6MDS Vol 2. **(T-3)**.

1.2.1.4. Difference Training. Difference training teaches new or changed procedures, hardware, or software when requalification training is not warranted. The squadron commander or operations officer may direct difference training. **(T-3)**.

1.2.1.4.1. Difference training should be tailored based on the operational impact(s) of the new or changed procedure(s), hardware, or software. **(T-3)**.

1.2.1.4.2. For changes directly affecting mission accomplishment or safety, administer difference training to all personnel before they perform crew duty (e.g., new task, upgraded proficiency level, etc.). **(T-2)**.

1.2.1.5. Transition Training. Transition training will be used for spacecrew members cross-flowing from another operational space system to allow credit for previously-acquired space operations proficiency. A spacecrew member's past experience, qualifications, and experience level will be considered when prescribing transition training. Transition training should be tailored from the IQT/MQT syllabus to meet the training needs of the individual. **(T-3)**. SQ/CC or DO will approve spacecrew members' transition training plan. **(T-3)**.

1.3. Spacecrew Status. For purposes of status tracking of spacecrew assigned to a unit, operational AFSPC space units will be considered either "combat mission ready" (CMR) or "mission ready" (MR) based on their assigned mission. CMR will be used for units with a combatant commander (e.g., USSTRATCOM) tasked mission. MR will be used for units not assigned to a combatant commander mission. Units not assigned an operational mission (e.g., Operations Support Squadron, OGV) are considered non-MR units. **(T-2)**.

1.3.1. Basic Mission Capable (BMC). This term applies to CMR, MR and non-MR units. A spacecrew member who satisfactorily completed IQT/MQT, or upgrade training as required, but is not fully MR/CMR. Standards and currencies for BMC will be set to ensure BMC spacecrew can achieve full MR/CMR status within 30 days, if directed. **(T-2)**.

1.3.2. Mission Ready. This term only applies to non-CMR units. Spacecrew who have satisfactorily completed IQT/MQT, or upgrade training as required, and maintain qualification and currency in the unit's mission. MR is the baseline status required to perform unsupervised operations duties in non-CMR units. **(T-2)**.

1.3.3. Combat Mission Ready. Spacecrew who have satisfactorily completed IQT/MQT, or upgrade training as required, and maintain qualification and currency in the unit's mission and assigned position. CMR is the baseline status required to perform unsupervised operations duties. **(T-2)**.

1.3.4. AFI 13-6MDS Volumes 1 for each weapon system will specify which spacecrew duty positions are expected to be BMC, MR or CMR. **(T-2)**. For example, spacecrew assigned to OSS and OGV may only require BMC or may not be BMC/MR/CMR based on geographic separation from the MDS.

1.3.5. Subject Matter Expert. For significant changes in systems or procedures requiring new MR/CMR certification or Requalification Training a limited number of SMEs may be appointed to build procedures and administer training and evaluations to spacecrew. **(T-3)**.

1.3.5.1. SMEs will be appointed in writing, and any changes in SME status will be documented. **(T-3)**.

1.3.5.2. SMEs will receive appropriate initial training, as available and required (e.g. contractor-provided Type 1 training). This training is called special training. **(T-2)**.

1.3.5.3. No currency program is mandated for SMEs, but SMEs will maintain appropriate proficiency as determined by the squadron commander. **(T-3)**.

1.3.5.4. When the training and evaluation program requiring designation of SMEs is complete or the SME designation is no longer required, SMEs will either be decertified as SMEs or complete required portions of the MR/CMR certification program as directed by the squadron commander or director of operations. **(T-3)**.

1.4. Ready Spacecrew Program (RSP). RSP is the overarching operations training program designed to enhance the knowledge and warfighting capability of AFSPC spacecrew members after MQT and throughout a spacecrew member's tour(s) in a given MDS. It includes continuation training (CT) and advanced training (AT) as described in AFI 13-6MDS Vol 1 and may include difference training as required. **(T-2)**. RSP tasking is executed IAW the RTM. **(T-2)**.

1.4.1. RSP Tasking Memorandum (RTM). AFSPC/A2/3/6 publishes the RTM for each AFI 13-

6MDS Vol 1 covering AFSPC systems. The RTM is informed by the Realistic Training Review Board (RTRB). **(T-2)**.

1.4.1.1. The RTM takes precedence over the corresponding AFI 13-6MDS Vol 1, and may contain updated training requirements or missions/events. **(T-2)**.

1.4.1.2. Items from RTM will be added to CT and/or AT currency requirements as necessary. **(T-2)**.

1.5. Continuation Training (CT). The CT program provides AFSPC crew members with the volume, frequency, and mix of training necessary to maintain proficiency in their assigned position and level of experience.

1.5.1. Spacecrew are individually responsible for understanding CT currency requirements and maintaining currency on CT tasks. **(T-3)**.

1.5.2. CT tasks may be completed via training and evaluation events as required. **(T-3)**. CT tasks also may be accomplished in the normal course of operations duties while spacecrew members are in the Space Mission Task Force (SMTF) providing there is not a negative effect on the operational mission. **(T-3)**. The items accomplished must be logged and tracked IAW AFI 13-6MDS Vol 1. **(T-3)**.

1.5.2.1. Units will develop and maintain a list of minimum actions/acceptable events/acceptable methods assigned spacecrew will reference to ensure proper completion before logging a task for currency purposes. This list may be maintained in the AFI 13-6MDS Vol 1 or other supplemental documentation as necessary. **(T-3)**.

1.5.2.2. Current and qualified spacecrew do not require instructor supervision to count a task toward currency unless otherwise specified by the AFI 13-6MDS Vol 1. **(T-3)**.

1.6. Advanced Training (AT). Advanced Training is the set of formal training requirements, beyond weapon system qualification and CT to advance the skills required to ensure mission accomplishment in a Contested, Degraded, and Operationally-limited (CDO) environment. Advanced Training is the most important part of the RSP for AFSPC CMR units. Mission Planning, Execution, and Debriefing are critical to successful AT. Non-CMR units will adapt AT as necessary to meet mission needs. **(T-3)**.

1.6.1. AT Period. An AT period is defined as the time between operational mission deployments for CMR units. Non-CMR units will specify a timeframe for their advanced training cycle, if required. **(T-3)**.

1.6.2. AT Prerequisites. The AFI13-6MDS Vol 1 will detail the requisite knowledge required for success in AT. Requisite knowledge will address the following objectives. **(T-2)**:

1.6.2.1. Weapon System Technical Knowledge. Develop in-depth, technical knowledge and skills, to the sub-system level, on individual weapon systems and their associated support infrastructure (e.g. system architecture, capabilities, limitations, vulnerabilities, etc.).

1.6.2.2. CDO Challenges to Mission Success. Develop comprehensive knowledge of CDO challenges threatening mission success. Training should cover the following topics at a minimum: adversary threats and systems, adversary doctrine, adversary tactics, environmental impacts, and system degradation.

1.6.3. AT Objectives. The AFI 13-6MDS Vol 1 will detail the means by which each squadron will ensure spacecrew members receive the training necessary to develop the combat skills necessary to satisfy the following advanced training objectives. **(T-2)**:

1.6.3.1. Weapon System Employment TTPs. Create in-depth knowledge and skills necessary to develop and employ weapon system capabilities to achieve current and emerging tactical and operational objectives under a wide range of operating environments and threat conditions. Training should allow and encourage the identification and initial development of new employment TTP.

1.6.3.2. Defensive TTPs. Demonstrate ability to overcome adversary attempts to undermine mission success (e.g., defensive capabilities, etc.) to the extent possible for the system. Training should allow and encourage the identification and initial development of new defensive TTP.

1.6.3.3. System and Operational Integration. Demonstrate ability to effectively and rapidly integrate operations with external organizations (Joint Space Operations Center, Air and Space Operations Center (AOC), Space Operations Squadrons, etc.). Develop comprehensive understanding of the broad impacts of CDO events to current and future supported missions (e.g. Command and Control relationships, Operation Orders, crisis action planning, theater commander and/or end-user requirements, AOC integration, etc.).

1.6.4. RSP Advanced Training Missions (RAMs). RSP advanced training missions are designed to improve a spacecrew's ability to operate the weapon system under challenging CDO conditions. RAMs will focus on overall mission effectiveness in a CDO environment rather than individual task performance. RAMs are conducted throughout the AT period and are the primary means of achieving AT objectives and currencies.

1.6.4.1. Focus. Unlike evaluations, RAMs are intended to push the crews' abilities to, or beyond, their limits under conditions in a challenging CDO environment based on current, emerging or anticipated threats. By doing so, spacecrew members will improve their operational proficiency while expanding their overall warfighting ability.

1.6.4.2. RAM Administration.

1.6.4.2.1. RAMs should reflect the type and difficulty of tasks necessary to demonstrate the crew can execute both MET and comprehensive task list (CTL) tasks in a CDO environment. **(T-3)**.

1.6.4.2.2. RAMs will be designed to meet missions and advanced training priorities specified in the current RTM. **(T-3)**.

1.6.4.2.3. RAMs may leverage existing training/exercises (e.g. Flag Exercise) to meet AT objectives.

1.6.4.2.4. Instructors observing RAMs will report sub-standard performance outside allowable parameters or deviations from prescribed procedures and tolerances adversely affecting mission accomplishment or compromising safety. **(T-3)**. Based on a recommendation from the instructor observing the RAM, the SQ/CC will determine corrective action, training, follow-on evaluation requirements, and necessary crew force management actions. **(T-3)**. Spacecrew mission failure in a stressing offline training environment is expected in the course of training and is not, in itself, reason for corrective action. Instructors may recommend re-accomplishment of a RAM scenario to build upon lessons learned and improve spacecrew skill. **(T-3)**.

1.6.4.2.5. RAMs will include mission planning and a formal de-brief, led by the spacecrew, with root cause analysis leading to lessons learned. **(T-3)**. Documented lessons learned may require changes to Technical Orders, procedures, TTPs, Continuation Training and Advanced Training curriculum, as needed.

1.6.5. Spacecrew should be exposed to different missions and AT scenarios each AT period to ensure proper breadth, depth, mix and focus of AT events to satisfy AT objectives and meet RTM requirements.

1.6.6. Squadrons will develop and maintain a list of minimum actions, acceptable events and acceptable methods assigned spacecrew will reference to ensure AT objectives are met before counting an event for AT purposes. **(T-3)**. This list may be maintained in the AFI 13-6MDS Vol 1. Squadron-specific lists will be approved by the squadron commander or operations officer. **(T-3)**.

1.6.7. Enablers. AT programs utilize a variety of tools and expertise to achieve objectives. These include, but are not limited to, the Advanced Space Operations School (ASOpS), USAFWC resources including Aggressors, ranges and the USAF Weapons School, Tier 1 thru 4 exercises, table-top exercises, wing-level exercises, simulators/emulators, Live, Virtual, and Constructive (LVC) capabilities, war games, and contractor SMEs. Reference AFI 13-6MDS Vol 1 for specific enablers for each AT program.

1.7. Currency. Currency is defined as a measure of how frequently, in terms of timing and/or number, a task should be accomplished to maintain proficiency in a given task. Currency is based on a look back at tasks accomplished within a specified period.

1.7.1. Currency Tasks. The AFI 13-6MDS Vol 1 will specify all tasks requiring currency. These tasks will be a subset of the MDS' CTL, but not all tasks require currency. **(T-2)**.

1.7.2. Tasks requiring currency will be identified as either CT tasks or AT tasks. **(T-2)**.

1.7.3. Currency requirements may vary based on the individual spacecrew member's experience level.

1.7.4. Separate currency requirements will be specified for BMC spacecrew, if necessary. **(T-3)**. These currencies will be less than MR/CMR currencies and will be designed to ensure BMC spacecrew can achieve MR/CMR status within 30 days, if required. **(T-3)**.

1.7.5. Currency Period. The currency period is the time period within which a spacecrew member must meet all specified currency tasks.

1.7.5.1. Currency periods will be specified in the AFI 13-6MDS Vol 1. **(T-2)**. Currency periods are set as required, but recommended intervals are 60-, 120-, 240- and 365-days. Currency requirements may specify a task be accomplished multiple times. For example, a task with an indicated currency of 3/240 means the task must be accomplished 3 times within a 240-day look back for the spacecrew member to remain current.

1.7.5.2. While currency intervals are based on days, currency will be tracked by month. **(T-3)**. Spacecrew who are current on the first day of a given month based on the 60-, 120-, 240- and 365-day look back will remain current until the first day of the following month. For example, if a spacecrew member accomplished a 1/60-day currency task on 10 April, they would remain current until 1 July.

1.7.6. Minimum Currencies. The AFI 13-6MDS Vol 1 will specify minimum currency requirements by task, position, MR/CMR/BMC status and experience level. **(T-2)**. Currency for a given task may require multiple exposures to the task for a given period (e.g. 3 satellite contacts in a 120-day period).

1.7.6.1. Air Reserve Component (ARC) Currencies. AFI 13-6MDS Vol 1 may specify different currency requirements for attached ANG and AFRC personnel to account for different SMTF/dwell ratios and training schedules. If different, ARC currencies will be coordinated through AFRC/A3 and/or NGB/A3 as required. **(T-2)**.

1.7.7. Currency Tracking. Currency will be tracked for both CT tasks and AT tasks while spacecrew are in dwell and while conducting operations. **(T-3)**.

1.7.7.1. AFSPC units will review currency for all assigned and attached spacecrew members no less than monthly to ensure non-current spacecrew do not perform unsupervised mission operations. **(T-2)**.

1.7.7.2. Tasks completed in IQT/MQT, Upgrade Training or Requalification Training may be counted toward currency provided they meet CT/AT standards.

1.7.7.3. For spacecrew qualified in more than one operational position, currency will be tracked independently for each position, and they may be considered current in one position and non-current in another. **(T-2)**.

1.7.7.3.1. For currency tasks common to both positions, spacecrew may satisfy currency for both positions with a single event provided it meets the higher standard if the standards are different for both positions. **(T-2)**.

1.7.8. Failure to Complete Currency Requirements. Spacecrew who do not meet all currency requirements (either CT and AT or both) specified in the AFI 13-6MDS Vol 1 will be either BMC or “non-current” for that position. **(T-2)**.

1.7.8.1. Spacecrew who were previously MR or CMR and fail to meet MR/CMR currencies but still meet BMC currency requirements are considered BMC for readiness reporting and operations. **(T-2)**.

1.7.8.2. Spacecrew who do not meet MR/CMR or BMC requirements are considered non-mission ready (N-MR), non-combat mission ready (N-CMR) or non-basic mission capable (N-BMC), respectively for readiness reporting and operations. **(T-2)**.

1.7.8.3. BMC, N-MR and N-CMR spacecrew will not perform unsupervised mission operations unless waived as follows. **(T-2)**.

1.7.8.3.1. To account for emergencies and unforeseen circumstances, the group commander may authorize in writing BMC or N-MR/N-CMR spacecrew to perform unsupervised duties in a MR/CMR position for which they are qualified. **(T-2)**.

1.7.8.4. Re-establishing Currency. To re-establish currency and return a member to BMC or MR/CMR status, non-current spacecrew will be observed by a qualified and current instructor to verify proficiency while performing tasks in which they are non-current. **(T-2)**. An instructor of a different position may be used provided they are certified on the task to at least the same level as the non-current spacecrew. The instructor will document satisfactory completion of these tasks before a member is returned to BMC or MR/CMR status. **(T-2)**.

1.7.8.4.1. BMC, N-MR or N-CMR spacecrew who re-establish currency may be returned to MR/CMR status immediately (i.e., spacecrew will only go “non-current” on the first day of the month but may be returned to current status on any day of the month).

1.7.9. Currency while in the SMTF. Spacecrew assigned or attached to AFSPC will be current before performing operations duties in the SMTF. **(T-2)**. Currency requirements are suspended for the duration of the SMTF, and MR/CMR spacecrew will not be placed in BMC, N-MR or N-CMR status solely for failing to meet currency requirements while in the SMTF. **(T-3)**.

1.7.9.1. Upon return from the SMTF, currency will be reassessed and spacecrew will be placed in BMC or N-MR/N-CMR status the first day of the next month, if appropriate. **(T-2)**.

1.8. Upgrade Training. Upgrade training is used to qualify AFSPC spacecrew in new mission positions or qualifications where training and certification beyond CT and AT are required. Upgrade training requirements may be completed during operational missions under the

supervision of an MR/CMR instructor in the upgrading position. Prerequisites to include qualifications, certifications and/or experience levels will be listed in the AFI 13-6MDS Vol 1. **(T-2)**.

1.8.1. Positional.

1.8.1.1. Approval. The squadron commander or operations officer will approve individuals for upgrade from their current crew position to a new or additional position within the unit. **(T-2)**. Prerequisites and portions of upgrade training that do not interfere with operations, CT or AT may be accomplished prior to approval for upgrade.

1.8.1.2. Task Coverage. Tasks common to both positions are not retrained if the knowledge and skills are equivalent for both positions.

1.8.2. Instructor.

1.8.2.1. Approval and Requirements. Selection for instructor upgrade is at the discretion of the squadron commander or operations officer. **(T-3)**.

1.8.2.1.1. Instructors will be selected from Experienced (EXP) or Highly Experienced (HIEXP) spacecrew who have demonstrated technical expertise, operational excellence and strong leadership. **(T-3)**.

1.8.2.1.2. Instructors responsible for MR/CMR training will complete an instructor certification program and be designated in writing by the squadron commander before giving unsupervised instruction. **(T-3)**.

1.8.2.1.3. Complete appropriate instructor qualification program. **(T-3)**. A certified spacecrew instructor will observe and supervise instructor trainees. **(T-3)**. At a minimum the training consists of. **(T-3)**:

1.8.2.1.3.1. An instructor certification course, either locally developed or administered by an outside agency that covers instructional methods, tips and techniques, platform presence, and advanced training topics.

1.8.2.1.3.2. Applicable equipment configuration and scheduling procedures (e.g., simulator and on-line equipment configuration).

1.8.2.1.3.3. Developing, conducting, and administering the mission planning phase of training.

1.8.2.1.3.4. Developing, conducting, and administering the mission execution phase of training.

1.8.2.1.3.5. Developing, conducting, and administering the debrief phase of training.

1.8.2.1.3.6. Conduct training out-brief of student or trainee performance in all three phases of training.

1.8.2.1.3.7. The instructor trainee must observe a certified spacecrew instructor teaching a trainee on an operational system or simulator and a classroom presentation at least once.

1.8.2.1.3.8. The instructor trainee must provide instruction to a student or trainee on an operational system or simulator and in the classroom presentation under the supervision of a certified spacecrew instructor at least once.

1.8.2.1.4. Maintain qualification in each position they instruct. **(T-3)**.

1.8.2.1.5. Instructors may be either BMC or MR/CMR. **(T-3)**.

1.9. Experience Levels. To capture individual spacecrew levels of skill, identify readiness for upgrades and ensure an appropriate balance of individual skills within crews, individual AFSPC spacecrew members will be identified and tracked by experience level. **(T-3)**. Experience levels differentiate individuals through demonstrated competency and enable tailored training to advance mission-specific skillsets.

1.9.1. Spacecrew members may progress through three experience levels beginning with Inexperienced (INEXP) and culminating in Highly Experienced (HIEXP). **(T-3)**. Level advancement should be accomplished in a sequential fashion. Squadron commanders or operations officers are the approval authority for determining and documenting a spacecrew member's progression and current experience level. Squadron commanders or operations officers may move a spacecrew member from a higher experience level to a lower experience level if the spacecrew member fails to maintain the skill required of the higher experience level. **(T-2)**. Specific skill requirements and experience level progression will be listed in the AFI 13-6MDS Vol 1. **(T-2)**.

1.9.2. INEXP Spacecrew. Basic spacecrew who have completed IQT/MQT but have limited proficiency in their respective system. Unless certified in a higher experience level by the squadron commander or director of operations, spacecrew members will be considered INEXP. **(T-3)**.

1.9.2.1. CT may specify additional task coverage and currency standards for INEXP spacecrew to build proficiency in foundational tasks. **(T-3)**.

1.9.2.2. During AT and in operations, INEXP spacecrew should focus on building knowledge in the AT objectives and integrating foundational skills into a crew construct in a CDO environment. **(T-3)**.

1.9.2.3. INEXP spacecrew are not eligible for any upgrade training. **(T-3)**.

1.9.3. EXP Spacecrew. Advanced spacecrew who have demonstrated the skills required in the AFI 13-6MDS Vol 1 and been certified by the squadron commander or director of operations. **(T-2)**.

1.9.3.1. CT currency requirements may be reduced for foundational tasks for EXP spacecrew.

1.9.3.2. During AT and in operations, EXP spacecrew should focus on leading aspects of the mission and planning, learning and applying advanced TTP and honing skills required in a CDO environment. **(T-3)**.

1.9.3.3. EXP will be the minimal skill level required for positional and instructor upgrades. **(T-3)**.

1.9.4. HIEXP Spacecrew. Expert spacecrew who have demonstrated the skills required in the AFI 13-6MDS Vol 1 and been certified by the squadron commander or director of operations. **(T-3)**.

1.9.4.1. CT currency requirements may be reduced for foundational tasks for HIEXP spacecrew, but in most cases will follow currency requirements for EXP spacecrew as specified in the AFI 13-6MDS Vol 1. **(T-2)**.

1.9.4.2. During AT and in operations, HIEXP spacecrew should focus on leadership and teaching new skills to INEXP and EXP personnel, developing more effective training and developing or refining TTPs required in a CDO environment. **(T-3)**.

1.9.5. Experience level progression and certification may be incorporated into existing upgrade programs (e.g., positional upgrade or instructor) where appropriate. Experience level progression will be documented by crew position and experience level achieved in individual spacecrew records and made available to commanders in future assignments. **(T-3)**.

1.9.6. Positional upgrades may reset experience level. Reference AFI 13-6MDS Vol 1 for further guidance.

1.10. Additional Spacecrew Status.

1.10.1. Non-Qualified. AFSPC spacecrew members assigned to a crew position who have not achieved BMC or MR/CMR are considered non-qualified. **(T-2)**.

1.10.2. Decertified. AFSPC spacecrew members previously BMC or MR/CMR who are no longer qualified in a crew position are considered decertified in that position. **(T-2)**.

1.10.2.1. Spacecrew may be decertified for a variety of reasons including the following:

1.10.2.1.1. Non-current in a crew position for a period of 24 consecutive months, unless further restricted by the AFI 13-6MDS Vol 1. **(T-2)**.

1.10.2.1.2. Member is no longer required for the position. For example, member has departed the unit and will not be certified in a similar system or member has upgraded to a different position and will not maintain certification in the previous position.

1.10.2.1.3. Member no longer meets standards required for the position as determined by the squadron commander or director of operations.

1.10.2.2. For re-certification, member must engage with the appropriate training office and squadron commander or operations officer to determine the appropriate course of action to include Requalification Training or IQT/MQT. **(T-2)**.

1.10.3. Commander-Directed N-MR/N-CMR. Squadron commanders or operations officer may direct a spacecrew member be placed into N-MR/N-CMR status, even if the individual meets currency requirements, to account for a wide variety of circumstances where the member should not be performing unsupervised operations and decertification is not appropriate. **(T-3)**.

1.10.3.1. At the discretion of the on-duty commander, a spacecrew member assigned to the same crew who is unfit to perform their assigned duties, may be relieved of their operational responsibilities for the duration of the shift. **(T-3)**. At the conclusion of the shift, the on-duty commander will notify the squadron commander or operations officer of the circumstances. **(T-3)**.

1.10.3.2. Based on the circumstances, the squadron commander or operations officer will determine corrective actions and either return the spacecrew member to duty or place into an N-MR/N-CMR status after appropriate corrective actions are complete. **(T-3)**.

1.10.4. Additional Certification. Specialized Technical Certification has less stringent requirements than MR/CMR, but more stringent than AF On-the-Job Training (OJT) requirements prescribed by AFI 36-2201. Air Force OJT Certification has the least stringent requirements. Space operations units may use one or more of these certifications IAW unit mission requirements and this instruction. Specific positions directly supporting space operations using these certifications will be identified in the AFI 13-6MDS Vol 1 as necessary. **(T-2)**.

1.10.4.1. Special 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 to determine necessary actions, 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 Career Field Education and Training Plans (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 include Spacecraft Engineer, Orbital Analyst or Mission Planner assigned to a satellite command and control unit, or Launch Weather Officer assigned to a space lift unit. Officer, enlisted and civilian trainees must acknowledge and

document task qualification upon completion of training. **(T-2)**. Documenting task qualification serves as an official certification of proficiency, certifying the individual is accountable for task performance.

1.10.4.2. AF On-the-Job Training Certification. This certification applies to AFSPC officer, enlisted and civilian personnel assigned to work center duty positions not requiring 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 Air Force Training Course (AFTC). Officer, enlisted and civilian trainees must acknowledge and document task qualification upon completion of training. **(T-2)**. Documenting task qualification serves as an official certification of proficiency, certifying the individual is accountable for task performance IAW the governing instructions.

1.11. Documentation. Administration of the AFSPC spacecrew training program requires accurate and standardized documentation.

1.11.1. Spacecrew training and currency events will be documented. **(T-2)**. Electronic means, such as Patriot Excalibur (PEX), may be used.

1.11.2. Requirements. Supervisors must ensure all documentation is accurate and comprehensive. **(T-2)**. Units must document:

1.11.2.1. Documentation for currency events will include, at a minimum, the task, date completed, and the method used (e.g. simulator, offline system, or online system). **(T-2)**.

1.11.2.2. Documentation for training and evaluation events in IQT/MQT, Requalification Training or Upgrade Training and other training as specified in the AFI 13-6MDS Vol 1 will include trainee/evaluatee strengths, weaknesses, attitude and corrective action (if required). **(T-2)**.

1.11.2.3. Units will also document the following for each spacecrew member. **(T-2)**:

1.11.2.3.1. Explanation of delays in training requirements and/or completion, as well as any problems encountered with certification.

1.11.2.3.2. Any waivers to training requirements.

1.11.2.3.3. All positional qualifications, certifications, and experience level changes.

1.11.2.3.4. SME designation, instructor certifications, and evaluator certifications. Include reference to applicable duty position(s).

1.11.2.3.5. All special (e.g. Type 1 or 5), difference and requalification training and evaluation activities. See **paragraph 3.4.2**.

1.11.2.3.6. Decertification status, to include steps taken to recertify or remove restrictions (as applicable).

Chapter 2

SPACECREW STANDARDIZATION AND EVALUATION PROGRAM

2.1. Purpose.

2.1.1. General.

2.1.1.1. The purpose of the AFSPC spacecrew Standardization and Evaluation (Stan/Eval) program is to provide commanders with a tool to validate spacecrew readiness and the effectiveness of unit crew operations, including the documentation of individual spacecrew member qualifications and capabilities.

2.1.2. Objectives.

2.1.2.1. Provide a system to assess and document individual crewmember proficiency and capability to accomplish assigned operational duties.

2.1.2.2. Develop and ensure standardization of operational procedures for MDS employment.

2.1.2.3. Ensure compliance with appropriate operational, training, and administrative directives.

2.1.2.4. Evaluate and revise operational directives, procedures, and techniques as required.

2.1.2.5. Recognize trends and recommend/initiate changes to training programs and directives.

2.1.3. Waiver Authority.

2.1.3.1. Unless otherwise specified, AFSPC/A2/3/6 is the waiver authority for policy guidance in this GM. **(T-1)**. Except as provided in this GM, or by direction of the AFSPC/CC, the AFSPC/A2/3/6T is the waiver authority for individual spacecrew member requirements on a case-by-case basis. **(T-1)**.

2.1.3.2. Request waivers through applicable Stan/Eval channels to AFSPC/A2/3/6. AFSPC/A2/3/6 will coordinate requests with HAF/A3ST, with an info copy to HAF/A3. **(T-1)**.

2.2. Stan/Eval Functions and Organizations.

2.2.1. Scope. For the purposes of this instruction, HHQ includes both AFSPC and 14 AF Stan/Eval functions. **(T-2)**.

2.2.2. AFSPC/A2/3/6.

2.2.2.1. Sets policy and guides the conduct and execution of the Stan/Eval Program. **(T-1)**.

2.2.2.2. Assigns AFSPC/A2/3/6T as the Office of Primary Responsibility (OPR) for this GM. **(T-1)**.

2.2.2.3. Oversees development and management of all AFSPC space operations policy documents. **(T-1)**.

2.2.2.4. Reviews and maintains this GM. **(T-1)**.

2.2.2.5. Reviews supplements to this GM to ensure compliance with basic policy guidance in this instruction. **(T-1)**.

2.2.2.6. Maintains liaison with HAF organizations, MAJCOMs, and space operations career field functional managers on matters pertaining to spacecrew Stan/Eval impacts to career field. **(T-1)**.

2.2.2.7. Coordinates with HAF organizations and other MAJCOM Stan/Eval functions to ensure AFSPC-developed guidance conforms to, and complies with, basic AF policy guidance contained in this GM. **(T-1)**.

2.2.2.8. Oversees development and management of all AFSPC-developed guidance documents. **(T-1)**.

2.2.2.9. For each AFSPC space MDS develops and manages applicable guidance. AFSPC weapon system functional managers determine space MDS-specific operational guidance. **(T-1)**.

2.2.2.10. Convene conferences and working groups, as necessary, to review and improve command Stan/Eval policies and procedures. **(T-1)**.

2.2.2.11. Coordinate on and process applicable AF Forms 847 through Stan/Eval channels; Ops Group (OG) Stan/Eval (OGV), 14 AF (if applicable), and AFSPC. **(T-1)**.

2.2.2.12. Augmentation. AFSPC may use augmentees from other MAJCOMs to support or conduct cross-command Stan/Eval program reviews and evaluations with concurrence of all the MAJCOM Stan/Eval organizations involved. Augmentees will use the criteria of the MAJCOM they augment based on the concurrence of the sending MAJCOM. **(T-1)**.

2.2.3. 14 AF.

2.2.3.1. General. 14 AF Stan/Eval maintains a tactical focus and performs the operational role in evaluating unit Stan/Eval functions within its chain of command. **(T-2)**.

2.2.3.2. Functions.

2.2.3.2.1. Provide oversight and guidance for Stan/Eval functions in lower echelon units, in gained units. **(T-2)**.

- 2.2.3.2.2. Coordinate on and process applicable AF Forms 847 through Stan/Eval. **(T-2)**.
- 2.2.3.2.3. Observe execution of 14 AF unit missions and provide feedback when feasible. **(T-2)**.
- 2.2.3.2.4. Review and approve evaluation criteria. **(T-2)**.
- 2.2.3.2.5. Review and coordinate on applicable AFSPC guidance. **(T-2)**.
- 2.2.3.3. Organization.
- 2.2.3.3.1. 14 AF/CC will designate the 14 AF/A3 (or equivalent) responsible for the 14 AF Stan/Eval program. **(T-2)**.
- 2.2.3.3.2. 14 AF Stan/Eval staff should be selected from personnel with Space Operations Stan/Eval experience when practical.
- 2.2.3.3.3. Augmentation. 14 AF may use qualified augmentees to support or conduct reviews, evaluations, and inspections.

2.3. Unit Stan/Eval Functions and Organization.

- 2.3.1. Scope. For purposes of this instruction, "unit" includes levels of organization under AFSPC and 14 AF required establishing a Stan/Eval function. **(T-2)**. Most units are composed of an operations group (OG) and operations squadrons/detachments (henceforth in this GM, "squadron" is used synonymously with "detachment"). Where there is no parent OG, squadrons assume duties listed for OGs. **(T-2)**.
- 2.3.2. Operations Group (OG). When circumstances prohibit the operations group commander (OG/CC) from executing these responsibilities, the AFSPC/A2/3/6 may grant a written waiver allowing a squadron/detachment commander (Sq/Det/CC) to assume them. **(T-2)**.
- 2.3.2.1. OG/CC Responsibilities.
- 2.3.2.1.1. Direct the conduct of the unit Stan/Eval program. **(T-2)**.
- 2.3.2.1.2. Provide manpower to the unit Stan/Eval function to execute the duties directed by this AFI. **(T-2)**.
- 2.3.2.1.3. Designate Operations Group Stan/Eval (OGV) evaluators. **(T-2)**.
- 2.3.2.1.4. Establish procedures to implement MAJCOM-mandated Stan/Eval software, when necessary. **(T-2)**.
- 2.3.2.1.5. Provide waiver authority for evaluators to evaluate mission/skill sets in which they are not certified, when necessary. **(T-2)**.

2.3.2.2. OGV Functions.

2.3.2.2.1. At the OGV level, emphasis is on overall unit standardization. Under direction of the Chief of OGV, crew evaluators ensure standardization among squadron Stan/Eval functions and squadron-assigned crew evaluators. **(T-2)**. It may be necessary to delegate responsibility for the following functions to line STAN/EVAL functions at the unit level (e.g., GSUs).

2.3.2.2.2. Establish procedures to maintain and review unit Individual Qualification Folders (IQFs) and applicable forms (e.g., AF Form 4418). **(T-2)**.

2.3.2.2.3. Establish and maintain a trend program for evaluations following IQT/MQT and positional upgrade training. **(T-2)**.

2.3.2.2.3.1. Scope will include trend analysis of all evaluations. **(T-2)**.

2.3.2.2.3.2. For units with more than one type of MDS and/or crew position, combine discrepancies common to all MDSs/crew positions to determine trends (e.g., satellite contact procedures). **(T-3)**.

2.3.2.2.3.3. When negative trends are noted, recommend corrective action and assign an OPR/Office of Collateral Responsibility (OCR). **(T-3)**.

2.3.2.2.3.4. Report negative trends and corrective action status to the OG/CC. **(T-3)**.

2.3.2.2.4. Design evaluation criteria and submit to 14 AF for review and approval. Evaluation criteria require 14 AF approval prior to implementation. **(T-2)**.

2.3.2.2.5. Develop and document the evaluator training program, designed to instruct and certify evaluators on the proper manner to correctly assess crew proficiency. **(T-2)**.

2.3.2.2.6. Establish procedures for the Crew Information File (CIF) program. **(T-2)**.

2.3.2.2.7. Establish procedures to manage the spacecrew technical orders program IAW T.O. 00-5-1. **(T-2)**.

2.3.2.2.8. Conduct evaluator qualification program for all newly-assigned unit evaluators. **(T-2)**.

2.3.2.2.9. Conduct Initial (INIT) Qualification (QUAL) evaluation to certify personnel as Basic Mission Capable (BMC) after Mission Qualification Training (MQT) completion. May be conducted by squadron evaluators at GSUs. **(T-2)**.

2.3.2.3. OGV Organization.

2.3.2.3.1. The Chief of Stan/Eval will report directly to, and be rated by, the OG/CC. **(T-3)**. For units not collocated with the parent wing/group, the Chief of Stan/Eval will report directly to,

and be rated by, the unit commander, or as specified by guidance from AFSPC/A2/3/6T. **(T-3)**. The Chief of Stan/Eval will normally be a certified evaluator in a unit MDS. **(T-3)**. For units undergoing conversion, the Chief of Stan/Eval may be qualified in the space MDS to which the unit is converting, even if none are yet assigned.

2.3.2.3.2. The OG/CC will designate additional evaluators not assigned to OGV when necessary to meet unit requirements. **(T-3)**. These evaluators will represent OGV at the squadron level as line evaluators and are intended to assist OGV with all evaluations **(T-3)**.

2.3.3. Squadron. Any or all of the following responsibilities may be assumed at a higher level in situations where a squadron Stan/Eval function does not exist, as directed or approved by AFSPC/A2/3/6. **(T-3)**.

2.3.3.1. Squadron Commander Responsibilities.

2.3.3.1.1. Recommend evaluator candidates to the OG/CC. **(T-3)**.

2.3.3.1.2. Maintain a sufficient number of line evaluators to meet requirements specified in AFI 13-6MDS Vol 2. **(T-3)**.

2.3.3.1.3. Appoint one line evaluator as chief squadron evaluator. **(T-3)**.

2.3.3.1.4. Direct supplemental evaluations IAW published guidance. **(T-3)**.

2.3.3.1.5. Assist OGV in implementing the spacecrew publications program IAW T.O. 00-5-1 and ensure compliance with the OG CIF program. **(T-3)**.

2.3.3.1.6. Assist OGV by providing line evaluators for IQT/MQT evaluations. **(T-3)**.

2.3.3.2. Chief Squadron Evaluator.

2.3.3.2.1. Act as liaison with OGV. **(T-3)**.

2.3.3.2.2. Maintain MR/CMR status. **(T-2)**.

2.3.3.2.3. Maintain instructor and evaluator qualifications. **(T-2)**.

2.3.3.2.4. Manage and conduct supplemental evaluations IAW published guidance. **(T-2)**.

2.4. Spacecrew Evaluations.

2.4.1. General. The evaluation portion of the AFSPC Spacecrew Stan/Eval Program is administered by spacecrew evaluators at both the group and squadron levels. **(T-2)**. An evaluator may evaluate in any system in which they are certified. **(T-2)**.

2.4.2. Spacecrew Evaluator Selection.

2.4.2.1. Spacecrew evaluators will be chosen from the instructor pool of spacecrew members, thus being certified and selected from the most highly qualified and highly experienced spacecrew members. **(T-2)**. Training, certification, and decertification requirements for MR/CMR evaluators will be determined by OG/CCs. **(T-2)**.

2.4.2.2. The OG/CC will select, and designate in writing, all OGV spacecrew evaluators. **(T-3)**. The OG/CC may designate additional OGV spacecrew evaluators not assigned to OGV when necessary to meet unique unit requirements. **(T-3)**. Selection and designation as a spacecrew evaluator is annotated in the member's IQF and the squadron's list of individual spacecrew member qualifications. **(T-2)**.

2.4.2.3. Complete appropriate OGV evaluator qualification program. **(T-2)**. A spacecrew evaluator certified in the MDS will supervise evaluator trainees conducting evaluation activities. **(T-2)**. At a minimum the training consists of:

2.4.2.3.1. Applicable equipment configuration and scheduling procedures (e.g., simulator and on-line equipment configuration, test and evaluation scenario control procedures). **(T-2)**.

2.4.2.3.2. Constructing, conducting, and administering of the performance phase of an evaluation. **(T-2)**.

2.4.2.3.3. Constructing, conducting, and administering of the debrief phase of an evaluation. **(T-2)**.

2.4.2.3.4. Observing, at a minimum, one certified spacecrew evaluator conducting an evaluation, and conduct at least one evaluation under the supervision of a certified evaluator. **(T-2)**.

2.4.2.4. Maintain qualification in each position they will evaluate.

2.4.2.5. Evaluators will maintain instructor certification and currency.

2.4.3. Spacecrew Evaluator Responsibilities.

2.4.3.1. Conduct evaluations IAW paragraph 2.5 and 2.6; document IAW **paragraph 2.7**. **(T-2)**.

2.4.3.2. Conduct a thorough pre-evaluation briefing and post-evaluation debriefing for the evaluatee and applicable spacecrew members on all aspects of the evaluation. **(T-2)**.

2.4.3.3. Immediately correct breaches of safety during an evaluation (applies to both the evaluatee as well as any spacecrew support) that may lead to injury or damage to equipment. **(T-2)**.

2.4.3.4. Only certified evaluators, or evaluator trainees under direct supervision of a certified evaluator, will conduct evaluations on operational equipment or off-line simulators or training

devices, document evaluations, or administer knowledge or performance tests to meet MR/CMR evaluation requirements. **(T-2)**.

2.5. Space Operations Qualification Evaluations.

2.5.1. General. The AFSPC Spacecrew Stan/Eval Program utilizes space operation evaluations to ensure qualification of space operators and standardization of operations. In concert with training, evaluation is key to identifying shortfalls and is a critical measure of training program effectiveness and readiness. Evaluators should not evaluate an individual on tasks for which they were the primary instructor in the student's 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 granting of the waiver. **(T-2)**.

2.5.1.1. To promote efficient use of resources, accomplish space operation individual qualification evaluations concurrently as a crew, whenever practical. **(T-2)**.

2.5.1.2. Evaluations will be conducted by a certified evaluator who is current and qualified in the tasks being validated. **(T-2)**. An evaluator may observe more than one spacecrew member provided they are in a position to clearly assess actions and identify deficiencies on all spacecrew being evaluated.

2.5.1.3. Individual spacecrew members will be informed whenever they are under evaluation. **(T-2)**.

2.5.2. Categories. Space evaluations are divided into three categories; Qualification (QUAL) Evaluations, Proficiency Validations and Supplemental Evaluations. Each evaluation will consist of a performance phase and may consist of a written exam, as outlined IAW AFI13-6MDS Vol 2. **(T-2)**.

2.5.2.1. QUAL Evaluation.

2.5.2.1.1. Purpose. QUAL evaluations are administered upon completion of MQT, positional upgrade training, and requalification training to ensure qualification in a space operations crew position to become Basic Mission Capable (BMC). **(T-2)**. Spacecrew members do not necessarily require an additional QUAL evaluation to become MR/CMR. Rather, to become MR/CMR spacecrew members must comply with CT and AT currency requirements. **(T-2)**.

2.5.2.1.2. Execution. Evaluations should be conducted using operationally realistic scenarios. Evaluations will provide a sufficient sample of critical and non-critical tasks to assess the evaluatee's knowledge and proficiency. **(T-2)**. The evaluation scenario is based on MAJCOM and AFI 13-6MDS Vol 2 guidance as well as critical tasks specified in AFI 13-6MDS Vol 1.

2.5.2.1.2.1. QUAL evals will observe the spacecrew conducting at least 75% of critical Continuation Training (CT) tasks from the consolidated task list for the individual's position. **(T-2)**.

2.5.2.1.2.2. Evaluations will include a mission debrief led by the senior spacecrew member under evaluation. **(T-2)**. The debrief will include an assessment of the quality of mission planning, mission execution, as well as identification of mission deficiencies IAW AFI13-6MDS Vol 2. **(T-2)**. Spacecrew will identify the root cause of identified deficiencies and also determine lessons learned. **(T-2)**. An unsatisfactory debrief may result in downgraded evaluation rating.

2.5.2.2. Proficiency Validations.

2.5.2.2.1. Purpose. Proficiency Validations (ProVals) are used as a periodic check of individual spacecrew proficiency and compliance with established procedures and standards for a given spacecrew position.

2.5.2.2.2. Execution. ProVals will be conducted to meet periodic evaluation requirements. **(T-2)**. ProVals may be conducted using offline simulators, real-world systems or any combination necessary to ensure sufficient coverage.

2.5.2.2.2.1. ProVals will observe the spacecrew conducting at least 60% of critical Continuation Training (CT) tasks from the consolidated task list for the individual's position. **(T-2)**.

2.5.2.3. Supplemental Evaluations.

2.5.2.3.1. Purpose. Supplemental evaluations are administrative tools used by a commander to ensure standardization of operations and to identify and evaluate implemented solutions to operational problems (e.g., new systems, negative evaluation trends, negative operational trends). The form and content of a supplementary evaluation is at the discretion of the directing commander.

2.5.2.3.2. Supplemental evaluations are not crewmember qualification evaluations.

2.5.2.3.3. The commander directing the supplemental evaluation determines the areas for evaluation. **(T-2)**. The Stan/Eval function reporting to the commander directing the supplemental evaluation will: determine the method of evaluation, is responsible for administrative management of data collection, and will report results as directed by the commander. **(T-3)**.

2.5.2.3.4. Individuals other than evaluators, as determined by the commander directing the supplemental evaluation, may participate in its conduct.

2.5.3. Grading System. The evaluation grading system comprises two parts, grades on individual tasks/subtasks and the overall qualification level. **(T-2)**. AFI 13-6MDS Vol 2 may be used to establish tasks and subtasks to be presented and graded during evaluations, to include the appropriate grading criteria for those tasks and subtasks.

2.5.3.1. Grading for Tasks/Subtasks. Tasks will have either a two-level [Qualified (Q) or

Unqualified (U)] or three-level [Q, Qualified-minus (Q-), or U] grading system. (T-2). Discrepancies are documented against the listed tasks and subtasks. (T-2).

2.5.3.1.1. “Q” is the desired level of performance. The evaluatee has demonstrated a satisfactory knowledge of all required information, performed duties within the prescribed tolerances, and accomplished the assigned mission.

2.5.3.1.2. “Q-” indicates the evaluatee is qualified to perform the assigned task or subtask, but requires debriefing or individual training as recommended by the evaluator to the certifying official. Deviations from established standards must not exceed the prescribed Q tolerances or jeopardize safety. (T-2).

2.5.3.1.3. “U” indicates a performance outside allowable parameters or deviations from prescribed procedures and tolerances adversely affecting mission accomplishment or compromising safety. An evaluatee receiving a task or subtask grade of U normally requires additional training. (T-2).

2.5.4. Qualification Levels.

2.5.4.1. Individual spacecrew member qualification level is awarded based on performance and grading during both the simulator or observation and written test (if used). An overall grade of Q1 or Q2 is awarded only after all evaluation requirements are completed and reviewed. An overall grade of Q3 may be awarded at any time.

2.5.4.2. Overall qualification grades are a cumulative process. Evaluator judgment is always the determining factor in deciding the overall qualification level.

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

2.5.4.3.1. The discrepancies resulted in no unsatisfactory (U) grades being given in any task(s) or subtask(s).

2.5.4.3.2. All discrepancies noted during the evaluation were resolved during the debriefing.

2.5.4.3.3. Q1 requirements levied in AFI 13-6MDS Vol 2 are satisfactorily completed.

2.5.4.4. Qualification Level 2 (Q2). The member generally demonstrated desired performance and knowledge of safety, procedures, equipment and directives within standards but:

2.5.4.4.1. There were one or more task(s)/subtask(s) where additional training was assigned.

2.5.4.4.2. A non-critical task/subtask grade of U was awarded.

2.5.4.4.3. Q2 requirements levied in AFI 13-6MDS Vol 2 are satisfactorily completed.

2.5.4.5. Qualification Level 3 (Q3). The member demonstrated an unacceptable level of safety, performance or knowledge. The member is not qualified to perform space operation duties.

2.5.4.5.1. A task grade of U awarded in a critical task results in an overall Q3 for the evaluation.

2.5.4.5.2. A failed written exam with a score as defined in the appropriate AFI 13-6MDS Vol 2 results in an overall Q3.

2.5.4.6. Exceptionally Qualified Designation (Q1-E). A designation of Q1-E may be awarded by the evaluator when:

2.5.4.6.1. The evaluatee has demonstrated exceptional skill and knowledge in all portions of the evaluation to include the debrief.

2.5.4.6.2. The evaluatee has not failed any portion of the evaluation and:

2.5.4.6.2.1. The evaluatee received a Q1 grade with no discrepancies on all tasks/subtasks.

2.5.4.6.2.2. The evaluatee passed required written exams with a minimum score of 95%.

2.5.5. Remedial Action. All grades of Q- or less require action to remedy the discrepancy and/or deficiency in performance. **(T-2)**. Remedial action includes out-briefing discrepancies and/or assignment of additional training.

2.5.5.1. Out-briefed Discrepancy. At the discretion of the evaluator, minor remedial re-training may be accomplished during the out-brief portion of the evaluation.

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

2.5.5.3. The instructor/evaluator and evaluatee who completed the training will document the results. **(T-2)**.

2.5.6. Failure to Pass a Positional Upgrade Evaluation.

2.5.6.1. For spacecrew receiving a Q3 on a positional upgrade evaluation, squadron commander will determine whether the spacecrew member retains qualification to perform duties in previous MDS position(s). **(T-2)**.

2.5.7. Commander-Directed Downgrade. All commanders (squadron or above) may direct a downgrade (Q-/U) in a specific task/subtask without driving an overall qualification of Q2 or Q3. SQ/CC may direct a downgrade of qualification level independent of an evaluation. Downgrades may include positional, removal of instructor or evaluator qualifications, or experience level.

2.5.7.1. For performance-related cases only (e.g., breach of MDS discipline, safety, etc.), incidents do not require direct observation by an evaluator, but may be recommended by certified crew members.

2.5.7.2. For non-performance-related cases involving lapses of judgment significant enough to cause a commander to lose confidence in the member's ability to safely operate the equipment, do not use a downgrade or disqualification as a substitute for appropriate disciplinary measures [e.g., Verbal Counseling, Letter of Counseling (LOC), Letter of Reprimand (LOR), Article 15, etc.]. Consult with the supporting Staff Judge Advocate for legal advice in these cases. A downgrade is used in cases which directly affect the commander's confidence in the member's ability to safely operate equipment (e.g., lapse in judgment significant enough to cast doubt on the member's decision-making abilities on the system).

2.5.7.3. For downgrades which result in a Q3 or remove qualifications the affected member will not perform unsupervised duties in that capacity. **(T-2)**.

2.6. Proficiency Validation Requirements.

2.6.1. Purpose. AFSPC spacecrew will receive ProVals to ensure individual proficiency and compliance with established procedures and standards. **(T-2)**.

2.6.1.1. Each spacecrew member will receive a ProVal within 18 months of their last ProVal or evaluation in the position(s) for which they are qualified. **(T-2)**. Spacecrew will be considered "non-current" and N-BMC/N-MR/N-CMR in that position per Attachment 1 on the first day of the 19th month following the previous ProVal/evaluation. **(T-2)**.

2.6.1.2. QUAL evaluations will normally set the initial date from which the ProVal requirement is calculated. **(T-2)**.

2.6.1.3. QUAL evals or supplemental evals may reset ProVal currency provided they meet or exceed ProVal requirements.

2.6.1.4. Spacecrew qualified in more than one position will receive a ProVal in each position for which they are qualified. **(T-2)**. These ProVals may be combined into a single event.

2.7. Readiness Certifications.

2.7.1. Purpose. Spacecrew validations are not evaluations but contribute to the verification of crew readiness, proficiency and adherence to standards.

2.7.2. Crew Readiness Certification (CRC). AFSPC units with Combatant Command (CCMD) assigned missions will conduct a CRC prior to entering their combat/deployment cycle. **(T-2)**.

2.7.2.1. The CRC will incorporate all spacecrew functions (e.g., crew, mission planning). **(T-2)**.

2.7.2.2. Units may leverage existing exercises (e.g., Flag Exercises) in which they are participating to fulfill their CRC provided CRC requirements are met.

2.7.2.3. The CRC will incorporate all spacecrew UTCs entering combat/deployment. **(T-2)**.

2.7.2.4. The CRC will focus on expected operations and threats for the upcoming combat/deployment cycle. **(T-2)**.

2.7.2.5. CRC Administration.

2.7.2.5.1. Sufficient instructors or other knowledgeable individuals must observe spacecrews participating in the CRC. **(T-2)**. Observation must be sufficient to assess the crew/function's ability to perform their combat mission. **(T-2)**.

2.7.2.5.2. The Chief of Weapons & Tactics is responsible for ensuring the CRC is relevant, realistic, representative of the current threat, and mission-focused.

2.7.2.5.3. The Chief of Weapons & Tactics will outbrief the SQ/CC on the unit's readiness to enter the combat rotation and recommend necessary actions to improve readiness. **(T-2)**. The SQ/CC will direct additional training or supplemental evaluations as required to correct deficiencies. **(T-2)**.

2.7.2.5.4. The SQ/CC will present an assessment of the unit's readiness to enter their next combat rotation to the OG/CC. **(T-2)**. At a minimum, the SQ/CC will make the recommendation of "Ready" or "Not-Ready." **(T-2)**. SQ/CC will report "Not Ready" if fewer than the minimum required number of crews/functions, as defined in AFI 13-6MDS Vol 3, successfully complete the CRC. **(T-2)**. SQ/CCs making a recommendation other than "Ready" will specify mitigation actions. **(T-2)**.

2.7.2.6. Tasks and missions accomplished during the CRC may be counted toward individual currencies and readiness, but the CRC will be tracked as a unit requirement, not an individual requirement. **(T-2)**.

2.7.2.7. The SQ/CC is the waiver authority to allow an individual who has not satisfactorily completed the CRC to enter their combat/deployment cycle. **(T-3)**.

2.7.2.8. The OG/CC is the waiver authority to allow crews/functions which has not satisfactorily completed the CRC to enter their combat/deployment cycle. **(T-3)**.

2.7.2.9. The wing commander (WG/CC) is the waiver authority to allow units with a readiness recommendation other than "Ready" to enter their next combat/deployment rotation. **(T-3)**.

2.7.2.10. Units without a CCMD-assigned mission may adapt the CRC to their unique mission as specified in the AFI 13-6MDS Vol 2.

2.8. Documentation.

2.8.1. Scope. Administration of the AFSPC Spacecrew Stan/Eval Program requires accurate and standardized documentation. The qualifications on which a spacecrew member is evaluated are determined from the unit certification document.

2.8.1.1. The results of spacecrew evaluations are recorded on the AF Form 4418, *Certificate of Cyberspace/Spacecrew Qualification* or equivalent form. **(T-2)**. The chronological history of evaluations for a spacecrew member is recorded on AF Form 4420, *Individual's Record of Duties and Qualification* or equivalent form. **(T-2)**. These AF Forms are maintained in the members IQF and are transferred with the spacecrew member when they PCA or PCS. **(T-2)**.

2.8.1.1.1. Electronic equivalent records, such as Patriot Excalibur (PEX) are authorized as long as it records the same minimum information as approved forms.

2.8.2. AF Form 4418, *Certificate of Crewmember/Spacecrew Qualification*.

2.8.2.1. Purpose. Use the AF Form 4418 as the source document to record and verify the qualification of a spacecrew member. **(T-3)**.

2.8.2.2. Completion of an AF Form 4418 is accomplished by three individuals: the evaluator, the SQ/CC, and the evaluatee. Exception: for an AF Form 4418 which documents a commander-directed downgrade, only the commander and the individual affected will sign the form. **(T-3)**.

2.8.3. AF Form 4420, *Individual's Record of Duties and Qualification*.

2.8.3.1. The AF Form 4420 is an index providing pertinent information extracted from all the AF Forms 4418 accomplished for the member. A computer generated AF Form 4420 may be used as long as cumulative entries are retained.

2.8.4. Individual Qualification Folder (IQF). The IQF contains the source documents and Memorandums for Record (MFRs) constituting the history and certification for each member. The AF Form 4418 is the source document used to record certification of a member. A complete history of the AF Forms 4418 in an IQF is maintained on an accompanying AF Form 4420.

2.8.4.1. Electronic IQFs are authorized provided proper security measures, backup capability, and sustainment plans are in place.

2.8.4.2. Maintaining IQF. Commanders ensure each member who is in a MR/CMR position has an IQF, which includes all AF Forms 4418 and 4420. **(T-2)**.

Chapter 3

SPACECREW OPERATIONS

3.1. Roles and Responsibilities.

3.1.1. General.

3.1.1.1. The on-duty mission commander/crew commander, regardless of rank, is responsible for and is the final authority for the operation of the system.

3.1.1.2. This GM provides broad guidance and cannot address every situation. Spacecrew will use best judgment to conduct operations in a safe and effective manner.

3.1.2. Waivers.

3.1.2.1. Unless otherwise specified, AFSPC/A2/3/6 is the waiver authority for policy guidance in this GM. **(T-1)**. Except as provided in this GM or by direction of AFSPC/CC, the AFSPC/A2/3/6T is the waiver authority for individual space operations crew requirements on a case-by-case basis. **(T-1)**.

3.1.2.2. Request waivers through applicable channels to AFSPC/A2/3/6. **(T-1)**. As applicable, AFSPC/A2/3/6 will coordinate requests with AF/A3ST. **(T-1)**. AFSPC/A2/3/6 is the approval authority for AFSPC supplements to this GM and for the appropriate Mission Design Series (MDS)-specific Volume 3 (AFI 13-6MDS Vol 3). **(T-1)**.

3.1.3. Compliance. The mission commander/crew commander will ensure compliance with this AFI and the following. **(T-1)**:

3.1.3.1. Air Force, AFSPC, and MDS-specific instructions.

3.1.3.2. Crew Information Files (CIFs) and Temporary Procedures (TPs), Permanent Procedures (PPs), Technical Orders (T.O.s).

3.1.3.3. Combatant commander's instructions and other associated directives IAW the Joint Functional Component Commander – Space's (JFCC-Space) objectives.

3.1.4. Roles and Responsibilities.

3.1.4.1. AFSPC/A2/3/6.

3.1.4.1.1. In coordination with Wings, develop appropriate MDS volumes (AFI 13-6MDS Vols 1, 2 and 3) covering the following areas (as applicable): Mission Ready (MR)/Combat Mission Ready (CMR) Training Requirements; Standardization and Evaluation Requirements; Plans, Certifications and Crew Force Management, Documentation Requirements, and Requirements for Deployed/Mobile Units. **(T-2)**.

3.1.4.1.2. In coordination with Wings and Air Staff, develop and posture Unit Type Codes (UTCs) for forces assigned to combatant commanders IAW AFI 10-401, *Air Force Operations Planning and Execution*. (T-2).

3.1.4.1.2.1. Coordinate with HQ AFRC and NGB staff to assess new Unit Type Code (UTC) constructs and match associated unit's force presentation across components. (T-1).

3.1.4.1.3. Coordinate with HQ AFSPC/A1, National Guard Bureau (NGB) and Headquarters, Air Force Reserve Command (HQ AFRC) on manpower and personnel issues affecting missions supported by NGB and AFRC. (T-1).

3.1.4.1.4. Assist HQ AFSPC/A5/8/9, AFRC and NGB staff in assessing current and future alignment of ARC forces across the command and make timely adjustments, when required. (T-1).

3.1.4.1.5. Supplements to this GM shall not be less restrictive than this instruction and will comply with AFI 33-360, *Publications and Forms Management*. (T-1). Submit supplements to HQ AFSPC/A2/3/6 for coordination prior to publishing. (T-1).

3.1.4.1.6. Act as the approval authority for Assignment Availability Code (AAC) 55 waivers for periods greater than 12 months. (T-1).

3.1.4.2. AFSPC Wings, Groups, Squadrons/Detachments:

3.1.4.2.1. 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*. (T-2).

3.1.4.2.2. Review all new or modified systems, publications, procedures, and processes for impacts on operations. (T-2). Ensure documentation is accurate and approved prior to implementation. (T-2). Ensure applicable training and evaluation products and materials are accurate and approved prior to implementation. (T-2).

3.1.4.2.3. Define and refine robust intelligence requirements [i.e., Priority Intelligence Requirements (PIRs) and Essential Elements of Information (EIs)] in order to meet operational and training needs in the face of a contested, degraded, and operationally-limited (CDO) environment for space operations. (T-2). Submit requests for information (RFIs) to ensure crews have current intelligence for operations. (T-2).

3.1.4.3. Individual.

3.1.4.3.1. Maintain required qualification and proficiency in accordance with **Attachments 1 & Attachment 2** and MDS-specific volumes, and adhere to system operations technical data and standard operating procedures unless adherence would lead to mission failure in a CDO environment. (T-2). Where existing guidance is inadequate, individuals will use their best

judgment to make sound decisions to balance the safety and viability of their system and crew with tasked mission objectives and priorities, and seek guidance from Higher Headquarters (HHQ) afterwards. **(T-2)**.

3.1.4.3.2. Notify supervisors when they or other crew members are experiencing a physical, medical or mental condition which impairs judgment or may prevent mission accomplishment, cause mission degradation or endanger personnel safety. **(T-2)**.

3.2. Space Mission Force.

3.2.1. Space Mission Force (SMF) Structure. The SMF consists of all space forces assigned or attached to AFSPC and available for assignment to Commander, US Strategic Command (CDRUSSTRATCOM) for operational space missions. The SMF includes operations personnel, operational systems and base operations and support forces and equipment necessary to accomplish the operational mission.

3.2.1.1. The SMF will be further divided to place forces in a combat-to-dwell rotation to ensure adequate forces to perform operational missions (combat) and the necessary force development, administration, training and preparation for those operational missions (dwell). **(T-1)**.

3.2.1.2. The portion of the SMF performing the operational mission and available for immediate CDRUSSTRATCOM tasking is the Space Mission Task Force (SMTF). **(T-1)**.

3.2.1.3. Space forces assigned to other Combatant Commands (CCMDs) will adhere to Air Expeditionary Force (AEF)/theater COMAFFOR guidance. **(T-1)**.

3.2.2. Space Mission Task Force (SMTF).

3.2.2.1. The SMTF is akin to the Air and Space Expeditionary Task Force (AETF) for operational space forces assigned to CDRUSSTRATCOM and available for immediate tasking.

3.2.2.1.1. AFSPC Forces will be assigned to the SMTF based on the Global Force Management Implementation Guidance (GFMIG). **(T-1)**.

3.2.2.1.2. ARC space forces activated/mobilized and attached to AFSPC units for CDRUSSTRATCOM missions or operational AFSPC duties are considered part of the SMTF. **(T-1)**.

3.2.2.1.3. AFSPC Forces retained by the Air Force or not assigned to a Combatant Commander (CCDR) in the GFMIG are not part of the SMTF (e.g., Spacelift Wings, AFSPC operations personnel conducting training and service duties while in dwell). **(T-1)**.

3.2.2.2. 14 AF space wings and aligned ARC forces are presented into the SMTF as provisional Space Mission Wings (SMW) for CCDR use to ensure the necessary support, leadership and command and control are in place for comprehensive mission success. **(T-1)**.

3.2.2.2.1. Space WG/CCs may be dual-hatted as SMW/CCs with an Air Expeditionary Wing (AEW)-like role.

3.2.2.2.2. Operations group commanders may be dual-hatted as space mission group/CCs (SMG/CCs).

3.2.2.2.3. Space operations squadron commanders may be dual-hatted as space mission squadron commanders (SMS/CCs) and will be designated by the SMG/CC or SMW/CC. For purposes of this instruction, these squadrons will be called space mission squadrons (SMSs), though this nomenclature may be adapted based on the unit's mission (e.g., Space Mission Operations Squadron, Space Mission Warning Squadron).

3.2.2.3. Unit Type Codes. AFSPC space units with CCMD tasked missions will be postured into Unit Type Codes (UTCs) to codify capabilities needed to perform operational missions and to facilitate force management, readiness reporting and ARC employment. **(T-1)**.

3.2.2.3.1. Squadron commanders will align MR/CMR operators into UTCs ensuring the optimal mix of expertise and qualifications (operators, instructors, evaluators, tacticians, and leadership) to achieve the best possible effectiveness for the operational mission. **(T-1)**.

3.2.2.3.2. SMF-aligned Space units will minimize the number of personnel not assigned to SMF UTC positions. **(T-2)**.

3.2.2.3.3. SMF-aligned Space units may retain a small cadre of personnel to maintain oversight of unit training and weapons and tactics, but instruction and evaluation will be conducted primarily by line instructors/evaluators assigned to SMF UTCs and participating in the SMF combat-to-dwell cycle to ensure expertise is resident and utilized for operations within the SMTF.

3.2.2.3.4. Space squadrons with SMTF taskings may still be tasked to support deployments outside the SMTF.

3.2.2.3.5. SMF Space squadrons will separate Air Force service activities conducted in dwell from combat operations to the maximum extent practical. **(T-2)**.

3.2.3. Combat-to-Dwell Rotations.

3.2.3.1. The intent of the rotational construct is to accommodate the presentation of AFSPC space forces to CCMDs with its underlying command and control structure while ensuring adequate time to train forces before presentation to CCMDs. The dwell cycle allows space forces dedicated time to focus on increasing expertise and proficiency through continuation and advanced training to prepare for operations in a CDO environment.

3.2.3.1.1. When required, AFSPC group commanders will define the rotational period based on mission and personnel requirements and will notify 14 AF/A3 of rotations through the WG/CC. **(T-3)**. 1:1 combat:dwell is the intended minimum dwell. Commanders should make every effort

to stabilize the combat cycle at four months and ensure at least four months of dwell. Units with predominantly mobile/deployable missions will also incorporate a reconstitution period into spacecrew rotational schedules, and a 1:2 deployed:dwell is the intended minimum dwell. **(T-2)**.

3.2.3.1.2. The WG/CC is the waiver authority for individual spacecrew dwell periods. **(T-3)**.

3.2.4. Crew Force Posturing.

3.2.4.1. Squadron commanders will ensure spacecrew members complete all required training before assignment to the SMTF. **(T-2)**. Squadron commanders will notify the group commander (and SMG/CC as necessary) if a crew member assigned to the SMTF does not meet this requirement. **(T-2)**.

3.2.4.1.1. The SMG/CC is the waiver authority to allow a spacecrew member who has not met all requirements to perform operational duties. **(T-2)**.

3.2.4.2. Commanders will minimize the impact of inspections and unit administration on spacecrew assigned to the SMTF. **(T-2)**.

3.2.5. Scheduling. Crew and Duty Scheduling. Units will develop crew and duty schedules for SMTF crews to effectively manage personnel resources in compliance with AFIs and other guidance. **(T-2)**. The schedule is a planning document and is not intended to be a record of actual spacecrew participation in the SMTF.

3.2.6. Formal Readiness Reporting. Formal force readiness reporting mechanisms will accurately assess unit readiness to perform tasked Combatant Command (CCMD) missions as specified by the unit's Desired Operational Capability (DOC) statement. **(T-2)**. Where existing mechanisms do not accurately capture unit readiness, commanders will inform their chain-of-command on true readiness, limitations and resources needed. **(T-2)**.

3.3. Mission Planning and Debriefing.

3.3.1. Mission Planning and Debriefing. Units will determine appropriate mission planning and debriefing needs to effectively meet mission requirements, proactively plan operations to the maximum extent possible and ensure issues are effectively analyzed to determine root cause, appropriate lessons documented, and recommended corrective actions. Incorporate system-specific guidance in the AFI 13-6MDS Vol 3 as applicable.

3.3.1.1. Mission Planning. Mission planning should take place before each operational shift to develop a plan-of-action that takes into account mission tasking, current system status, communications status, status of supporting systems/units, expected events, situation of supported friendly forces, intel on adversary actions and threats, terrestrial and space weather with potential operational impact, and potential branches and sequels to the anticipated plan. Mission planning will be influenced by tasking orders, special instructions, technical orders, AFI 13-6MDS Vol 3, AFI 14-2SPACE Vol 3, applicable MAJCOM/COCOM guidance, AFTTP 3-1.MDS, AFTTP 3-1.GP, operational objectives, and debriefing guidance. **(T-2)**.

3.3.1.2. Debriefing. Spacecrew will debrief after each operational shift or event. **(T-2)**. The debrief will be designed to capture lessons learned from mission planning and execution. **(T-2)**. Units should make every effort to include all personnel involved in the shift/event in the debrief. Units will incorporate applicable lessons learned into training, tactics development and procedures development to ensure continuous improvement of the mission. **(T-2)**.

3.3.2. Mission Reports (MISREPs). Spacecrew will submit MISREPs through assigned/ attached unit intelligence personnel after every shift/event during combat operations. **(T-2)**. AFI 13-6MDS Vol 3 will define mission-specific items to be included in the MISREP. **(T-2)**. MISREP reporting will be exercised on a recurring basis to refine reporting and identify new requirements. **(T-2)**.

3.4. Safety of Operations.

3.4.1. Spacecrew Proficiency. AFSPC commanders at every level will ensure spacecrew performing operational missions are capable of safely and effectively operating the weapon system. **(T-2)**. Mission commanders/crew commanders are responsible for their crews' proficiency and will make every effort to identify and correct substandard proficiency within their crew utilizing all resources available including directed study and additional training. **(T-2)**. If necessary, mission commanders/crew commanders will make recommendations to the SQ/CC for supplemental evaluations, downgrades to Q ratings, or changes to experience levels. **(T-2)**.

3.4.2. Crew Rest Requirements. To ensure mission success and personnel safety, operators are required to have the opportunity for 8 hours of uninterrupted rest prior to assuming an operational shift. **(T-1)**.

3.4.3. Orbital Safety. Units will conduct a Space Safety and Mishap Prevention Program IAW AFI 91-217, *Space Safety and Mishap Prevention Program*. **(T-1)**

3.4.4. Operations Review Boards. Units will conduct an Operations Review Board (ORB) to determine the cause of any abnormal system response. **(T-2)**. Abnormal system responses requiring an ORB include, but are not limited to: adversary action negatively impacting a system, 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 or when corrective action is beyond minimal retraining or minor procedural changes.

3.4.4.1. The ORB convening authority is the responsible unit commander. Inform the next higher organizational level when convening an ORB. In addition if the abnormal system response potentially impacts operations outside the unit where the abnormal response occurred, the convening authority will also provide a memorandum to 14 AF/A3 and HQ AFSPC/A2/3/6T, HQ AFSPC/SE and the HQ AFSPC/A2/3/6 division with system responsibility. **(T-1)**.

3.4.4.2. ORB composition is at the discretion of the convening authority. A safety representative, as defined in AFI 91-202, *U.S. Air Force Mishap Prevention Program*, is a mandatory participant for all ORBs. (T-2). The safety representative may determine their participation is not required after the initial convening of the ORB.

3.4.4.3. The report will contain the following information in official memorandum format. (T-2):

3.4.4.3.1. Date the ORB convened and topic. (T-2).

3.4.4.3.2. Personnel participating in the ORB. (T-2). Include rank, name, duty title, and telephone number. If the safety representative determines their involvement is unnecessary, document the name and other required information of the individual making the determination and in parentheses state “determined safety involvement not necessary.” (T-2).

3.4.4.3.3. Sequence of events (time, locations, etc.). Use crew/duty positions instead of names. (T-2).

3.4.4.3.4. Mission impact. Include a brief description of event impact on the primary or secondary mission. (T-2).

3.4.4.3.5. Findings. Explain the cause(s) of the incident. (T-2).

3.4.4.3.6. Recommendations/Action Items. (T-2).

3.4.4.3.7. Conclusion. Include a broad summary of the cause(s) of the incident. (T-2).

3.4.4.3.8. Provide status updates on all action items to the ORB convening authority every 30 days after submission of initial report until closed. (T-2). Units may combine multiple updates into one report and forward by the end of each month until closed.

3.5.1. Technical Data. AFSPC operational space systems will be operated IAW published technical data and operations procedures. (T-1).

3.5.1.1. General. Technical Orders, Space Operations Procedures and Tactics, Techniques and Procedures (TTP) should be designed to work in concert with one another to achieve mission success while ensuring safety and proper operation of the system. Technical Orders and Space Operations Procedures will capture necessary steps to ensure proper operation of the system within acceptable safety and system limits. (T-2). Tactics, Techniques and Procedures (TTP) will capture non-prescriptive guidance to identify best practices and recommended actions to employ the system in a wide range of situations and adversary actions. (T-2). TTP will not violate T.O.s or published system limitations (unless the TTP is identified and trained as a last-ditch effort) but may recommend the use of specific procedures or procedure combinations. (T-2). TTP may also supplement steps within procedures with situation-specific recommendations.

3.5.1.2. Technical Orders. Systems will be operated IAW published Technical Orders (T.O.s), where available. **(T-2)**. Changes to T.O.s will be accomplished IAW T.O. 00-5-1 and other applicable technical orders. **(T-2)**.

3.5.1.2.1. Units may develop operations manuals and local procedures to supplement T.O.s as necessary. Locally developed guidance will not conflict with or violate the T.O. **(T-1)**. These procedures will be developed as Space Operations Procedures as specified below. **(T-2)**.

3.5.1.3. Space Operations Procedures. AFSPC unit's operating systems without formally published technical data will develop operations procedures to ensure proper weapon system employment. **(T-2)**. Contractor-developed procedures are produced and delivered according to the specifications in the governing contract. The implementing wing will review these contractor documents to assess any procedural impacts. **(T-2)**.

3.5.1.3.1. If only one AFSPC unit is responsible for the operations of a system, that unit will be the lead unit for procedure development and validation. **(T-2)**. For TFI associated units, the host unit will be the lead unit. **(T-2)**. For procedures affecting more than one unit, HQ AFSPC/A2/3/6T will specify a lead unit. **(T-2)**.

3.5.1.3.2. The lead unit will validate space operations procedures using off-line systems/simulators and Subject Matter Experts (SMEs) to the maximum extent possible prior to operational use. **(T-2)**.

3.5.1.3.3. Space operations procedures will be approved by the lead unit commander prior to operational use. **(T-2)**. For procedures affecting more than one unit, each AFSPC unit commander retains the responsibility of ensuring procedures are sound before operational use within their unit.

3.5.1.3.4. The responsible SMS/CC will determine the appropriate level of validation and training required before a new or changed procedure is implemented for SMTF use. **(T-2)**.

3.5.1.3.5. Space operations procedures will be identified as permanent or temporary. **(T-2)**. Temporary procedures will be rescinded once they are no longer required. **(T-2)**.

3.5.1.3.6. 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*. **(T-2)**.

3.5.1.3.7. Procedure Changes. Procedures will be updated as needed to keep pace with changes to the system and operational employment. **(T-2)**. The coordination and implementation process for new/updated procedures will ensure technical accuracy, adherence to established standards, and training requirements. **(T-2)**. Changes to procedures (both new procedures and updates) are categorized according to the urgency for their implementation. The three categories of changes are emergency, urgent, and routine.

3.5.1.3.7.1. Emergency. Emergency changes require immediate action on a deficiency which, 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. Emergency procedure changes will be approved and implemented by the AFSPC unit CC (or SMS/CC for SMTF assigned units) as soon as possible, and coordination will occur after-the-fact. **(T-2)**.

3.5.1.3.7.2. Urgent. Urgent changes 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. Urgent procedure changes will be approved by the squadron commander (or SMS/CC for SMTF assigned units) as soon as practical while ensuring unit training has the opportunity to identify and implement any supplemental training necessary for implementation. **(T-2)**. Additional coordination will occur after-the-fact. **(T-2)**.

3.5.1.3.7.3. Routine. Routine changes address any required change not falling into the emergency or urgent categories. Routine procedures will be fully coordinated as necessary prior to implementation. **(T-2)**.

3.5.1.3.8. AFSPC units will review space operations procedures at least annually to ensure accuracy, currency and applicability. **(T-2)**. This review will be documented and maintained for two years. **(T-2)**. Approved procedure changes will count as a review for that procedure. **(T-2)**.

3.5.1.3.9. 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 approved, coordinated (according to category) and spacecrew trained as required. **(T-2)**.

3.5.1.3.10. Forward a copy of all approved permanent procedures and related training material to the unit providing system initial qualification training, as applicable. **(T-2)**.

3.5.1.4. Supplemental Procedures. Supplemental procedures are used to amplify/augment existing permanent procedures or T.O.s without altering them. Units using supplemental procedures will develop and implement a process for coordination, approval and periodic review prior to use. **(T-2)**.

3.5.2. Tactics, Techniques, & Procedures (TTP). IAW AFSPCI 10-260, *Tactics Development Program*, operations personnel will incorporate and apply TTP while conducting mission operations to effectively posture and defend the weapon system and employ it to maximum effectiveness based on current situation, tasking, priorities, limitations and constraints. Spacecrew should maintain vigilance and an appropriate state of readiness to respond to threats and unforeseen events.

3.5.2.1. New TTP. Spacecrew are expected to develop new and improved TTP in the course of training and operations. When conditions permit, these TTP will be documented, submitted as Tactics Improvement Proposals and reviewed by system experts prior to operational use; however, the nature of combat may require spacecrew to implement new tactics prior to full

coordination or testing to keep a system safe or to accomplish the mission in the face of adversary action or unanticipated scenarios. **(T-2)**. Spacecrew taking action using untested or undocumented TTP will at all times adhere to sound risk management principles, known system limitations and established Rules of Engagement. **(T-2)**.

3.5.2.2. HQ AFSPC, 14 AF and Wings will execute the complete Weapons and Tactics model. **(T-2)**. This includes Threat Assessments, Realistic Training Review Boards, threat-based exercises and training events, WEPTAC conferences, Tactics Review Boards, a Tactics Improvement Process and operational testing; all for the purpose of improving combat capability in a CDO environment.

3.5.3. Operations Logs. AFSPC units will maintain a log of operational spacecrew activities. **(T-2)**. At a minimum, the log will annotate the names and positions of MR/CMR personnel conducting operations duties, significant communications to include changes in tasking, major system actions, adversary actions and results, and any system degradation or anomaly. **(T-2)**. Operations logs may be electronic or hard copy and will be maintained for a minimum of two years.

3.5.4. Initial Operations for New or Upgraded Systems. Prior to system operational test activities and/or initial operations, the responsible AFSPC unit commander will ensure operations, training, standardization, evaluation and crew force management programs are developed and managed to provide adequate support to the new or upgraded system operations. **(T-2)**.

3.5.4.1. Subject Matter Experts (SMEs) may be used to conduct operations on new or upgraded systems prior to operational use in the SMTF. SMEs will be identified, documented and trained as specified in **Chapter 1**. **(T-2)**.

3.5.4.2. SMEs will only conduct operations within the SMTF if specifically approved by the SMTF commander. **(T-2)**.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-401, *Operations Planning and Execution*, 7 December 2006
AFI 33-360, *Publications and Forms Management*, 1 December 2015
AFI 36-2201, *Air Force Training Program*, 15 September 2010
AFI 36-2251, *Management of Air Force Training Systems*, 5 June 2009
AFI 36-2616, *Technical Training Requirements Programs (Officer and Enlisted)*, 24 April 2013
AFI 91-202, *The US Air Force Mishap Prevention Program*, 24 June 2015
AFI 91-217, *Space Safety and Mishap Prevention Program*, 11 April 2014
AFMAN 33-363, *Management of Records*, 1 March 2008
AFPD 13-6, *Space Policy*, 13 August 2013
AFSPCI 36-283, *Space Training System Management*, 2 August 2004
AFSPCI 10-260, *Tactics Development Program*, 29 November 2011
AFSPCI 10-415, *Weapons and Tactics Program*, 14 June 2013
DoD 1322.18, *Military Training References*, 13 June 2009
T.O. 00-5-1, *AF Technical Order System*, 1 April 2014

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*
AF Form 4418, *Certification of Cybercrew/Spacecrew Qualification*
AF Form 4419, *Record of Training*
AF Form 4420, *Individual's Record of Duties and Qualifications*

Abbreviations and Acronyms

AETC—Air Education and Training Command
AETCA—Air Force Education and Training Course Announcement
AF—Air Force
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFSC—Air Force Specialty Code
AFSPC—Air Force Space Command
AFTC—AF Training Course
ANG—Air National Guard
ARC—Air Reserve Component
AT—Advanced Training
BMC—Basic Mission Capable
CC—Commander
CDO—Contested, Degraded, Operationally-limited

CIF—Crew Information File
CFETP—Career Field Education and Training Plan
CFM—Career Field Managers
CMR—Combat Mission Ready
CRC—Combat Readiness Certification
CT—Continuation Training
CTL—Comprehensive Task List
DRU—Direct Reporting Unit
ETCA—Education and Training Course Announcements
EVAL—Evaluations
EXP—Experienced
FOA—Field Operating Agency
FTU—Formal Training Unit
FYDP—Future Years Defense Program
HAF—Headquarters Air Force
HIEXP—Highly Experienced
HHQ—Higher Headquarters
HQ—Headquarters
IAW—In Accordance With
IC—Interim Change
INEXP—Inexperienced
INIT—Initial
IQF—Individual Qualification Folder
IQT—Initial Qualification Training
LOC—Letter of Counseling
LOR—Letter of Reprimand
LVC—Live, Virtual, and Constructive
MAJCOM—Major Command (for purposes of this AFI, includes NGB)
MDS—Mission Design Series
MFM—MAJCOM Functional Manager
MFR—Memorandum for Record
MISREP—Mission Reports
MQT—Mission Qualification Training
MR—Mission Ready
MTP—Master Training Plan
NAF—Numbered Air Force
N-CMR—Non-Combat Mission Ready
NGB—National Guard Bureau
N-MR—Non-Mission Ready
OCR—Office of Collateral Responsibility
OG—Operations Group
OG/CC—Operations Group Commander
OGV—Operations Group Standardization/Evaluation
OJT—On the Job Training
OPR—Office of Primary Responsibility
PCS—Permanent Change of Station

PEX—Patriot Excalibur
PRD—Program Requirements Document
ProVal—Proficiency Validation
Q—Qualified
QUAL—Qualification
RAM—Ready Spacecrew Program Advanced Training Mission
RDS—Records Disposition Schedule
RSP—Ready Spacecrew Program
RTM—RSP Tasking Memorandum
RTRB—Realistic Training Review Board
SME—Subject Matter Expert
SMF—Space Mission Force
SMTF—Space Mission Task Force
SST—Standard Space Trainer
STAN/EVAL—Standardization and Evaluation
SQ—Squadron
SQ/CC—Squadron Commander
TIP—Tactics Improvement Proposal
TTP—Tactics, Techniques, and Procedures
U—Unqualified
USAF—United States Air Force
USAFWC—USAF Warfare Center
UST—Undergraduate Space Training
WG/CC—Wing Commander

Terms

Advanced Training (AT)—The set of formal training requirements, beyond weapon system qualification and CT, designed to advance the skills, knowledge, and competencies required to ensure mission accomplishment through a contested, degraded, and operationally limited environment. AT is focused on responding to and defeating current and future threats.

Advanced Training Period—An AT period is defined as the time between operational mission deployments for CMR units. Non-CMR units will specify a timeframe for their advanced training cycle, if required.

Basic Mission Capable (BMC)—Applies to CMR, MR and non-MR units. A spacecrew member who satisfactorily completed IQT/MQT, or upgrade training as required, but is not fully MR/CMR. Standards and currencies for BMC will be set to ensure BMC spacecrew can achieve full MR/CMR status within 30 days, if directed.

Combat Mission Ready (CMR)—Space operations personnel who have satisfactorily completed IQT/MQT and maintain qualification and currency in CT and AT in the unit's mission and assigned position.

Continuation Training (CT)—Provides crew members with the volume, frequency, and mix of training necessary to maintain proficiency in their assigned position and experience level.

Critical Tasks—Critical tasks are those tasks which are core to the unit's primary assigned mission and would lead directly to mission failure if not performed correctly. Units will limit

the number of tasks identified as critical. Tasks of a safety nature will be trained as needed but will normally NOT be identified as critical unless the unit's primary mission is safety.

Currency—A measure of how frequently a task should be accomplished to maintain proficiency in a given task.

Difference Training—Teaches new or changed procedures, hardware, or software when requalification training is not warranted.

Downgrade—The downgrading of an individual in position, title, or from qualified to unqualified status, due to failure of any evaluation, failure to complete continuation training/evaluation, or the unit commander determines the individual to be non-proficient.

Dwell—The time between operational SMTF periods supporting the CCDR missions.

Evaluation—This includes positional and written examinations used to determine proficiency as prescribed by governing directives.

Evaluator—An individual who has completed an objectivity evaluation and is designated to perform evaluation duties as specified by this instruction and is current and qualified in the positions they are evaluating

Evaluator Certification—The process by which individuals become trained and certified to evaluate spacecrew or students to perform operational tasks.

Formal Course—A course of instruction listed in the Air Force Education and Training Course Announcement (AETCA).

Individual Qualification Folder (IQF)—The IQF contains the basic documents that show the history of an individual's positional qualification. Only one IQF will be developed/maintained for an individual.

Initial Qualification Training (IQT)—Training needed to qualify for basic spacecrew duties in an assigned crew position for a specific space MDS conducted by a Formal Training Unit (FTU).

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

Mission Design Series—The official designation for aerospace vehicles used to represent a specific category of aerospace vehicles for operations, support, and documentation purposes.

Mission Ready (MR)—This term only applies to non-CMR units. Spacecrew who have satisfactorily completed IQT/MQT and maintain qualification and currency in the unit's mission.

Mission Qualification Training (MQT)—Training to qualify spacecrew members in assigned spacecrew positions to perform the command or unit mission.

Non-Qualified—Spacecrew members who are not BMC or MR/CMR.

Office of Primary Responsibility (OPR)—Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program, or problem.

Position—A specific job/duty set within a crew with its own qualification standards.

Proficiency—Proficiency is the measure of how well a task is completed. A spacecrew member is considered proficient when they can perform tasks at the minimum acceptable levels of speed, accuracy, and safety.

Qualification Evaluation—Qualifies a spacecrew member to perform the duties of a particular crew position in the specified weapon system. Requires AF Form 4418, documentation.

Ready Spacecrew Program (RSP)—Akin to the Ready Aircrew Program, the RSP is the program to continually improve the skill of space mission forces as spacecrew operating in a CDO environment. The RSP includes Continuation Training (CT) and Advanced Training (AT) and leverages the Weapons and Tactics process to continuously develop, test and train innovative warfighting TTPs. In complementary fashion, the Ready Intelligence Program (RIP) prepares our intelligence operators and analysts to support a broad range of intelligence functions needed for space operations in a CDO environment.

Ready Spacecrew Program Advanced Training Mission (RAM)—Advanced Training event consisting of mission planning, mission execution and debriefing of a realistic mission in a CDO environment.

RSP Tasking Memorandum (RTM)—AFSPC directed training that provides the baseline training requirements for use in developing a realistic training program tailored to operational space squadron requirements.

Requalification Training—Administered to qualify individuals previously MR/CMR in the same/similar weapon system, or at the discretion of the certifying official following a major weapon system modification.

Scenario—A training event, typically on a simulated or live system, designed to achieve specific training objectives and presented to a crew in a manner that simulates real-world conditions.

Subject Matter Expert (SME)—Spacecrew member designated to build procedures and administer training/evaluations for significant changes in systems or procedures requiring new MR/CMR certification or Requalification Training.

Spacecrew—The total complement of MR/CMR personnel responsible for the safe operation of ground and on-orbit space systems and associated infrastructure. Members that are qualified to perform duties in the space environment are spacecrew. While spacecrew are also actively participating in the SMTF, this is a general term used to encompass the entire body of qualified space professionals, similar to aircrew.

Space Mission Force (SMF)—Akin to the Air Expeditionary Force, the SMF is a long-term overarching initiative to prepare and present space forces, primarily those operating from garrison, as a ready force capable of operating in a CDO environment.

Space Mission Task Force (SMTF)—The Air Force's space mission force presented to CDRUSSTRATCOM for operational use. It is based on the Air Expeditionary Task Force (AETF) concept, but acknowledges most space forces perform operations from CONUS. The SMTF uses Unit Type Codes as building blocks to aggregate the force. This force includes space operators, mission planning personnel, intelligence professionals, space weapon systems and other necessary equipment.

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 similar in design or operational use philosophy and/or specifics. The goal is to streamline training, evaluating and operating procedures to ensure the spacecrew force maximizes mission effectiveness using standardized TTPs.

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.

Trainee—An individual going through the process of upgrade training.

Unqualified—Spacecrew member who has not yet received a qualification evaluation or has lost qualification due to being downgraded.

Upgrade Training—Used to qualify spacecrew in a new mission position or capacity where training and certification beyond CT and AT are required.

Weapon System—A combination of one or more systems 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 AFI, a weapon system is that portion of the system that conducts the mission to ensure Space Superiority, within the specified Space Situational Awareness, Space Control, Global Space Mission Operations, and Space Support mission areas.

Attachment 2

TASKS AND CURRENCIES

A2.1. The AFI 13-6MDS Vol 1 will identify all tasks and spacecrew need to perform to conduct operations in any environment in a Comprehensive Task List (CTL).

A2.1.1. The CTL will specify what tasks are to be performed by each crew position and to what level the task should be understood or performed. The CTL may specify different levels by experience level as required.

A2.1.2. The CTL will identify “critical tasks” with an asterisk. Critical tasks are those tasks which are core to the unit’s primary assigned mission and would lead directly to mission failure if not performed correctly. Units will limit the number of tasks identified as critical. Tasks of a safety nature will be trained as needed but will normally NOT be identified as critical unless the unit’s primary mission is safety.

A2.1.3. The CTL will identify each task as “train only” (TO), “continuation training” (CT), or “advanced training” (AT).

A2.1.3.1. Train Only Tasks. These tasks will be covered in IQT/MQT, Requalification Training or Upgrade Training as required but do not require additional exposure in CT or AT (e.g. “perform crew changeover/shift actions,” “use voice communications” and “log operational activities”). Once trained, spacecrew members are responsible for maintaining proficiency on these tasks.

A2.1.3.2. Continuation Training Tasks. These tasks will be covered in IQT/MQT, Requalification Training or Upgrade Training as required and require periodic exposure to maintain proficiency (e.g. “determine satellite state-of-health,” “respond to theater missile launch” or “respond to spacecraft pointing anomaly”). Each CT task will be assigned a currency period (e.g. 60-, 120- or 365-day) in the 13-6MDS Vol 1 for each experience level for use in currency tracking.

A2.1.3.3. Advanced Training Tasks. These tasks and missions will be covered in a unit’s AT program and may require periodic exposure to maintain proficiency.

A2.1.3.3.1. AT tasks will generally be of a holistic or mission-oriented nature and may encompass other tasks (e.g. “respond to ASAT launch,” “respond to mass raid,” “conduct satellite commanding in comm-degraded environment,” “conduct multi-site contingency space object identification” or “lead debrief for multi-unit exercise”).

A2.1.3.3.2. AT subtasks will be grouped by AT Objectives as listed in section 6.2.

A2.1.3.3.3. At a minimum, each overarching AT Objective will be assigned a currency period in the AFI 13-6MDS Vol 1, generally commensurate with one full Space Mission Force (SMF) cycle (dwell + SMTF). Completion of the prescribed number/percentage of advanced subtasks within the overarching AT task will satisfy the AT currency for that objective.

A2.1.3.3.4. Individual AT subtasks may also be assigned a currency period as necessary in the AFI 13-6MDS Vol 1 or RTM to ensure exposure to the most critical or relevant missions and tasks.

Table A2.2. Air Force Proficiency Code.

PROFICIENCY CODE KEY		
	SCALE VALUE	DEFINITION: The Individual
TASK PERFORMANCE LEVELS	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)
*TASK KNOWLEDGE LEVELS	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)
**SUBJECT KNOWLEDGE LEVELS	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)
EXPLANATIONS		
*	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.	

Table A2.3. Sample Currency Requirements.

Area & Task/ Subtask	Task Type	Description	MC	CCH	MC CCH	SCO EXP	SCO INEXP	SCO
			CMR	CMR	BMC	CMR EXP	CMR INEXP	BMC
		Operate Mission Equipment						
A02C	CT	Establish Satellite Contact	1/60	1/60	1/90	2/60	3/60	1/60
A02D	CT	Determine Satellite State-of-Health	1/60	1/60	1/90	2/60	3/60	1/60
B01		Anomaly Resolution Procedures						
B01A*	CT	Respond to Satellite Pointing Anomaly	1/360	1/360	1/360	1/240	1/120	1/240
B01B*	CT	Respond to Satellite Power Anomaly	1/360	1/360	1/360	1/240	1/120	1/240
P02		Weapon System Employment TTP	1/240	1/240	1/360	1/240	1/240	1/360
P02A	AT	Rapidly Reconfigure Payload						
P02B	AT	Optimize Payload after Partial Capability Loss						
Q02		Defensive TTPs						
Q02B	AT	Respond to ASAT Threat	2/240	2/240	1/360	2/240	2/240	1/360
Q02B	AT	Conduct Satellite Commanding in Comm-Degraded Env	2/240	2/240	1/360	2/240	2/240	1/360
R01		System and Operational Integration			1/360			1/360
R01A	AT	Optimize Constellation in Response to Satellite Loss	1/240	1/240		-	-	
R01B	AT	Optimize Constellation in Response to Theater Retasking	1/240	1/240		1/240	1/240	