

**BY ORDER OF THE COMMANDER  
SPACE LAUNCH DELTA 45**

**SPACE LAUNCH DELTA 45  
INSTRUCTION 99-101**



**15 SEPTEMBER 2023**

***Test and Evaluation***

**SPACE LAUNCH DELTA 45  
MISSION PROGRAM DOCUMENTS**

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This instruction implements DAFI 99-103, *Capabilities-Based Test and Evaluation*; DAFPD 99-1, *Test and Evaluation*; and Air Force Space Command Instruction (AFSPCI) 13-610, *Launch & Range Operations*. It documents the policies, procedures, and instructions for preparing, submitting, and processing documents in the Universal Documentation System (UDS), and related organizational roles. This instruction applies to Space Launch Delta 45 (SLD 45), Range contractors (as a compliance document), Space Systems Command (SSC) and its contractors supporting Range and Range customer requirements (as a compliance document), and to Range customers through current Memorandums of Understanding, Inter-service Support Agreements, or Commercial Space Operations Support Agreement (CSOSA) Annex Agreements between the customers and SLD 45. Users of this instruction should familiarize themselves with the contents to ensure they meet the established suspense requirements for submitting and processing documents. Specifics for each of the documents are included in the individual chapters. Other SLD 45 Instructions, as well as internal agreements, address support for unit bed down/deployment, tenant organizations, and management of Range resources. The potential for overlapping processes, functional responsibilities, and categorization/status of an organization seeking SLD 45 support (Delta customer) necessitates early coordination between the SLD 45 Plans and Programs office (SLD 45/XP) and the 45th Comptroller Squadron (45 CPTS) to determine the basis, process, and overall Office of Primary Responsibility (OPR) for support to that organization. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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. This publication may not be supplemented or further implemented/extended. Submit requests for waivers through the chain of command to the Publication OPR.

### ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include updates to SLD 45 organizations and their roles and responsibilities.

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## 1. General.

1.1. **Purpose.** The documentation system and procedures described in this instruction are prescribed for use at SLD 45 and comply with all Universal Documentation System (UDS) standards specified by the applicable version of the Range Commander's Council (RCC) UDS Document. The structure for format and text is compatible with documentation in use at all major ranges and test facilities. The UDS provides a common language and format for stating requirements and preparing support responses. The UDS is based on a common structure to enable customers to employ one basic format when presenting requirements to support agencies. However, SLD 45 requires certain modifications or adaptations to the UDS, and these are described within this instruction. An automated UDS, if implemented, may also require additional modifications and adaptations. These will be identified to all customers when available and are expected to require more structure and specifically defined subordinate paragraph formats for communication of detailed requirements and solutions. The 1st Range Operations Squadron's Program Management Flight (1 ROPS/DOF) should be contacted by SLD 45 internal and external customers prior to their preparation of any requirements/UDS documents, including "electronic media" communication of the document.

### 1.2. Responsibilities.

1.2.1. SLD 45 operates the Eastern Range (ER). The ER consists of Cape Canaveral Space Force Station (CCSFS), DoD owned and leased facilities at Port Canaveral, Patrick Space Force Base (PSFB), other sites within the Continental United States with instrumentation and equipment to support the SLD 45 mission, DoD down range instrumentation stations, and Launch Complex 41 on NASA KSC, as outlined in Webb McNamara Agreement, DoDD 3200.11 and DoDD 3200.11-D. As an AF Range and part of the Department of Defense (DoD) Major Range and Test Facility Base (MRTFB) enterprise, the mission of the ER is to provide launch and tracking facilities, safety of flight, and data to a wide variety of customers. The customers include the Air Force, Navy, Missile Defense Agency (MDA), National Aeronautics and Space Administration (NASA), Space Force and various other civil and commercial organizations. Delta organizations and non-Delta organizations such as NASA, other DoD, civil, and commercial enterprises may be required to provide input to UDS and related documents/processes to establish support for an ER customer.

1.2.2. The Plans and Programs office (SLD 45/XP) serves as the OPR and single point of contact for all inquiries regarding SLD 45 ER services and new work until it is conditionally accepted as a new SLD 45 Range workload, and the Statement of Support (SoS) or letter SoS is signed and distributed (referred to as a Statement of Capability (SC) in UDS). After the SoS, SLD 45/XP remains a point of contact for the customer's convenience, as required. SLD 45/XP's responsibilities include:

1.2.2.1. Appoints a Delta Planning Manager (DPM) to act as the customers' initial primary interface.

1.2.2.2. Accepts new workloads or significant changes to existing workloads IAW 45 SWI 10-601, *Acceptance of New Workloads*, staffs requirements, and prepares the Range's SoS or letter SoS to be returned to the customer.

- 1.2.2.3. Determines, after consultation with the 1st Range Operations Squadron (1 ROPS) and other SLD 45 organizations as needed, what type of program requirements documentation will be required from a new range customer. This documentation may take the form of a formal PI, PRD, or letter PI, as explained in [paragraph 4.1](#).
- 1.2.2.4. Provides the customer with all necessary information to use the Range including available resources, documentation, base support policies, initial cost estimates, and a step-by-step process of working with the Delta.
- 1.2.2.5. Analyzes future customer requirements and coordinates and formulates plans for support by SLD 45 resources. Maintains familiarity with potential customers' programs, aids potential customers in obtaining information on ER capabilities to facilitate potential customers' program planning and the Delta's long-range planning and educates the customer on Delta processes.
- 1.2.2.6. Acts as the Delta focal point for new Government customers, determining if additional support documentation, such as a new Support Agreement, Memorandum of Agreement, Memorandum of Understanding or Joint Operating Procedure, is required to support the new program.
- 1.2.2.7. Acts as the Delta focal point for new commercial customers, executing Initial Support Agreements (ISAs) and Delta annexes to the CSOSA. Also, acts as the focal point for evaluating customer satisfaction through personal contact, written surveys, and other means as appropriate.
- 1.2.3. The SLD 45 Safety Office (SLD 45/SE) establishes, directs, and manages programs for occupational safety, explosive safety, aviation safety, launch safety, and system safety analysis. They prepare Range Safety inputs to Statements of Support (SoSs), Program Support Plans (PSPs) and Operations Directives (ODs) within the timelines provided in this instruction in response to customer requirements. They provide cost estimates and revisions for all safety support as required by this instruction.
- 1.2.4. The SLD 45 Program Management Division (SLD 45/PMD) centrally manages all SLD 45 programs greater than \$100M lifecycle, or when assigned by SLD 45/CC due to technical risk, required technical expertise, and where requirements are dynamic/complex. The PMD assigns dedicated Program Managers providing quality management, requirements and funds management, invoicing, risk/issue resolution, budgeting, and performance management. The PMD also manages SLD 45 requirements performed through NASA service contracts.
- 1.2.5. The 45th Civil Engineering Squadron (45 CES) operates and maintains facilities, provides space allocation, utilities, housing, environmental, fire protection, base operability, and Explosive Ordnance Disposal (EOD) support for SLD 45 and other assigned units in support of DoD and commercial space launch or other assigned programs.
- 1.2.5.1. The 45 CES Fire and Emergency Services Flight (45 CES/CEF) provides operational control and oversight of the Fire, Emergency Management and Emergency Medical Services contract for CCSFS. Oversight is supplemented by the Readiness and Emergency Management Flight (45 CES/CEX) and the 45th Medical Group (45 MDG).

1.2.6. The 45th Contracting Squadron (45 CONS) provides contracting services to meet all SLD 45 and tenant requirements. They award and administer contracts for supplies, services, construction, research, and development. They also provide contract administration for contracts awarded by other DoD and NASA offices for space launch systems and payload programs.

1.2.7. The 45th Logistics Readiness Squadron (45 LRS) manages transportation and traffic services for efficient movement of personnel and material to include support to DoD space launches, and coordinates airlift and sealift to the downrange stations and other worldwide destinations. They operate an air terminal in support of the Air Mobility Command (AMC) peacetime exercises or contingency operations, provide planning and organization for air transportation activities, and process passengers and cargo for movement by military air. The 45 LRS provides traffic management services for personnel, personal property, and commercial surface freight movement, to include freight operations at Port Canaveral, and manages and operates preservation and packaging activities. Additionally, 45 LRS manages inter-service support agreements and provides functional oversight of the Explosive Ordnance Services portion of the Cape Launch Operations and Infrastructure Support (CLOIS) contract.

1.2.8. The 45th Security Forces Squadron (45 SFS) establishes, directs, and manages the overall security program for Space Launch Systems and PSFB, including CCSFS annexes. They prepare Range security input to SoSs, PSPs, and ODs within timelines provided in this instruction in response to customer requirements. They identify security requirements and provide necessary controls in support of secure launch operations.

1.2.9. The SLD 45 Spaceport Integration Office (SLD 45/SI) at CCSFS is responsible for a full range of customer support and liaison responsibilities on behalf of the SLD 45/CC and SLD 45 Installation Support with all tenant units, mission partners, DoD, Federal, State and Local agencies, non-governmental agencies, and commercial customers/entities who are conducting or seek to conduct business or operations at CCSFS, assuring space lift mission support readiness for CCSFS, providing DoD, NASA and commercial launch users critical resources to conduct national space activities, managing 16,238 acres of environmentally sensitive land, 1,710 facilities and a work force of over 3,700 people while ensuring safety and protection for over 40,000 annual visitors.

1.2.10. The 1st Range Operations Squadron (1 ROPS) is responsible for planning, operational control, and allocation and scheduling of resources in support of Range operations. They are the SLD 45 support OPR, after SoS turnover, to provide the assigned programs with planning, documentation support, resources, funding management, Range operations control and execution, and data accuracy. 1 ROPS plans and directs instrumentation platform deployments and is responsible for SLD 45 airspace and sea space as a range resource. Additionally, 1 ROPS provides comprehensive spacelift operations support to fulfill national requirements. These support functions include assisting in flight hardware processing and launch operations and overseeing the establishment of Delta operations training programs and policy. All other SLD 45 organizations coordinate with and may obtain assistance from 1 ROPS in order to conduct support planning and execution for the customers.

- 1.2.10.1. The 1 ROPS Program Management Flight (1 ROPS/DOF) provides the wing's Program Support Managers (PSMs) as the customer's primary point of contact for Range support following SLD 45/XP publication of the SoS. The PSMs are responsible for the application of and adherence to the UDS system by both the customer and Range organizations within the confines of the applicable RCC UDS Document and this instruction. Program Analysts (PAs) within the flight are provided to ensure support required from the SLD 45, their contracts, NASA contracts and other outside agencies is properly obtained and available as requested by customers. Launch Integration Managers (LIMs) within the flight provide SLD 45 range launch infrastructure integration of customers' launch support requirements by identifying, planning, coordinating, and integrating launch infrastructure, security, safety, and other support efforts of military organizations, government agencies and launch support contractors on CCSFS, PSFB, and KSC in support of scheduled tests/operational activities.
- 1.2.10.2. The 1 ROPS Scheduling Flight (1 ROPS/DOS) is the primary point of contact and single scheduling authority for all launch operations, launch associated tests and internal range activities requiring ER and SLD 45 support resources excluding base support and SLD 45 Safety Office functions. Their objective is to ensure that all launches, operations, and associated tests are fully supported on the dates and times requested by the range customer, or as close to the requested date and time as possible. 1 ROPS/DOS will consider mission priorities, range capabilities, economy of operations, funding availability and established safety and security criteria when processing and prioritizing authorized schedule requests.
- 1.2.10.3. The 1 ROPS Electromagnetic Spectrum Flight (1 ROPS/EMS) is the primary focal point for spectrum management direction and support.
- 1.2.11. The SLD 45 Communication & Information Flight (SLD 45/SC) operates and maintains the communications-computer systems and enterprise network to support space launch readiness. They also conduct SLD 45 infrastructure planning/management, systems integration, and architecture. These functions support DoD, civil, and commercial customers for PSFB, CCSFS, and the ER.
- 1.2.12. The 45th Weather Squadron (45 WS) provides operational staff support to SLD 45 and all tenant units, including climatology reports, review of plans and programs of current and new range users, and recommendations to help satisfy all requirements dependent on meteorological support. The squadron provides resource protection for all SLD 45 personnel and locations through 24/7 monitoring and issuance of Watches, Warnings or Advisories (WWAs) for numerous and varied meteorological conditions as specified in the Weather Support Plan for Patrick SFB and Cape Canaveral SFS. Launch weather support is provided for pre, post, and day of launch activities and operations. Weather briefings are delivered through an array of platforms dependent on the operation.

1.2.13. The 5th Space Launch Squadron (5 SLS) is the government interface at Cape Canaveral Space Force Station (CCSFS) for processing and launch operations of Atlas V, Delta IV, Falcon 9 and government satellites on the ER in support of AF, other DoD, and non-DoD U.S. government programs. The 5 SLS provides mission assurance to the Mission Director, System Program Offices and other payload customers as assigned through management of launch vehicle and government spacecraft processing from receipt at CCSFS through launch. Their role mitigates risks to booster and satellite processing, integrated operations pre-launch, launch, and post-launch by providing the government insight or oversight of contractor activities throughout launch vehicle and satellite processing flow. The 5 SLS also delivers mission support, new entrant certification, and project management expertise to enable next generation launch operations and assured access to space. Finally, they are responsible for oversight, surveillance, and mission assurance for all NSSL launch facilities, booster processing facilities, and other specific or associated facilities required for launch operations.

## 2. Security.

2.1. **Purpose.** These security instructions are provided for personnel who prepare and control SLD 45 Operations Documents IAW DoD Manual (DoDM) 5200.01 V2, *Marking of Classified Information* and the applicable RCC UDS Document. The originating agency of the UDS document is responsible for identifying the information to be protected, including application of the proper security classification designators and any other special security markings.

### 2.2. Classification Markings.

2.2.1. Each classified document will show on its face the overall classification, source of classification, date or event for declassification, office of origin, and date of origination. The overall classification of a document will be conspicuously marked permanently at the top and bottom on the outside of the front cover, the first page of the interior pages, and on the outside of the back cover. All other pages, except those that are blank, will be marked at the top and bottom according to content to include "unclassified" when no classified information is contained on such a page. These instructions are IAW DoDM 5200.01 V2.

2.2.2. When the classified sections of large documents are few in number, it may be expedient to provide unclassified basic documents with the classified portions provided in a separate classified document extract or annex. Classified extracts will have limited distribution and should be cross-referenced in the basic unclassified document.

2.2.3. **Proprietary Information.** Range customers requesting ER support and organizations providing off-range support to the ER should identify proprietary information in documents provided to SLD 45.

2.3. **Operations Security (OPSEC).** When applicable, authors of documents will consider AFI 10-701, *Operations Security (OPSEC)* and, if required, will include an OPSEC annex or incorporate specific OPSEC procedures within the document.

### 3. Documentation System.

3.1. **Purpose.** The SLD 45 official documentation system to request and deliver Range support is the UDS approved and adopted by the RCC. All UDS documentation should be submitted IAW lead times shown in [Attachment 2, Tables A2.2 thru A2.5](#). Modifications to lead times for all UDS are open to negotiation and mutual agreement between SLD 45 and the Range customer. Details of the system are shown in the RCC UDS Document as well as supplemental guidance provided by SLD 45/XP and 1 ROPS. The UDS is based on a common numbering system that serves as the framework for all documents within the UDS. The document system addresses all support (including leased/licensed real property, facilities, base support, Range instrumentation, airspace, aerospace, and construction engineering) that a Range customer requires for their mission/operations execution.

3.1.1. The advent of support to “purely commercial” Range customers IAW the Commercial Space Launch Act (CSLA), and the resultant changes to base support available to these customers, does not alter the need for UDS to consolidate documentation of all support requirements and solutions. The Program Introduction (PI), Program Requirements Document (PRD), and Operations Requirements (OR) must identify the customer’s requirements even if the base support policy precludes the SLD 45 (or other US Government organizations) as a source of the service/commodity.

3.1.2. The identification in UDS of a customer’s overall support requirements best ensures delivery of authorized SLD 45 support, avoidance of conflicts/delays in Range operations, and identification of derivative Range requirements, including public safety, that can exist irrespective of the source of the support. All organizations and commercial entities providing support are subject to these requirements (badging, materiel authorization/access to PSFB/CCSFS/KSC, environmental and safety compliance, resource preservation/protection, i.e., “dig permits”, among others). At the time of UDS document submission to the Range, the customer will at minimum, enter the notation “commercial source” in the appropriate UDS section to indicate resolution of a requirement. When known, the service/commodity provider must be identified by company name and address (which, if so indicated, will be treated by SLD 45 as “proprietary information”). This information is necessary in order for the customer’s document to be accepted by the SLD 45 ER and for Range documents to be issued. Reference [Attachment 2](#) for the lead time associated with this information.

3.1.3. The SoS, PSP, and OD must document the solution and source of all customer support requirements, regardless of source, for the same reasons that the minimum information is identified in the customer’s UDS documents. Additional information from the Range customer may be required as appropriate to identify criticality/impact of the support. Coordination of “commercially available” service providers, their compliance with KSC/SLD 45 requirements, and their coordination with KSC/SLD 45 is the responsibility of the Range customer.

3.2. **Document Organization.** The UDS provides for three levels of customer and support agency documentation (reference [Attachment 2, Table A2.1](#)). They are as follows:

3.2.1. The level 1 documents are used to initiate program support planning between customers and support agencies.

3.2.2. The level 2 documents are for additional or more detailed program information, especially for the more complex programs.

3.2.3. The level 3 documents are used to plan separate operations within a program.

3.3. **Flexibility.** The UDS can be used in situations involving a single customer and a single support agency or for operations involving multiple customers with multiple support agencies. For multiple customers and multiple support agencies, the recommended approach is to use a lead range agency to coordinate all the customer and support agency documents. Depending on the size and complexity of the program, one or two levels may be combined. For example, the PRD/OR or PSP/OD may be combined if this is a more expedient approach. For all UDS documents, only those applicable pages and sections of Range UDS formats from the UDS Document need to be used in these combined documents. For programs/customers requiring minimal overall or narrow functional support, the UDS documents can be further tailored for simplicity and efficiency and will not affect purpose and suitability.

#### 4. Program Introduction and Statement of Support.

4.1. **Program Introduction (PI).** The PI is the UDS initial statement of program support requirements and is the official document prepared by the customer to introduce a new Range workload. The PI phase leads to SLD 45 conditional approvals of new programs. Customers should submit the PI IAW lead times shown in [Attachment 2, Table 2.2](#). Customers prepare the PI using procedures in the applicable RCC UDS Document and SLD 45 UDS documentation guidance. This document is prepared by the customer to inform the Range of the customer's initial understanding of support requirements including test and evaluation of specific systems, sub-systems, and equipment. For programs requiring limited support, a simple letter PI may serve as the initial statement of support requirements. In some cases, for payloads or minor support requirement change, a PRD may be appropriate, and a PI may not be required. Additionally, new non-Range workloads will not typically require a PI, but instead require a request letter. Any customer request that requires a significant or unique re-evaluation of Range resources will be processed by SLD 45/XP IAW 45 SWI 10-601. Prior to submitting the PI, the customer shall establish an SLD 45 Job Order Number (JON) account and deposit initial funding in an amount specified by SLD 45/XP.

4.2. **Statement of Support (SoS).** The SoS (referred to as the SC in UDS) is the response to the PI and is the SLD 45's conditional acceptance of a new Range workload subject to working through future requirement approvals. Prior to acceptance, all requests for support of new Range workloads will be staffed by SLD 45/XP, reviewed by applicable SLD 45 offices, and evaluated by the affected Delta organizations for their ability to support before signature by the SLD 45 Commander or the Director of Plans and Programs, as appropriate. SLD 45/XP should submit the SoS IAW lead times shown in [Attachment 2, Table A2.4](#). The SoS may also provide the User with a Rough Order of Magnitude (ROM) cost estimate, identify additional documentation that must be provided, and lay out conditions that further Delta support is contingent upon. In cases where requirements are not well defined, cost estimates may be delayed until the second and third levels of the UDS. For programs that submitted a letter PI, a letter SoS will document the acceptance rather than the usual UDS templated SoS. Requirements that cannot be satisfied with available resources will be identified and recommendations made on resolving the deficiency. SLD 45 also has the option of responding to the PI with a letter stating the Delta cannot support the request.

## 5. Program Requirements Document and Program Support Plan.

5.1. **Program Requirements Document (PRD).** The PRD is the customer's request to the Range describing in detail the customer's requirements for support of the program. It will list operation or test parameters, reports, data reduction, analyses, and evaluation requirements. The document should be prepared using the applicable UDS formats as outlined in the applicable RCC UDS Document and submitted IAW times shown in [Attachment 2, Table A2.2](#). 1ROPS will forward the PRD to the Range contractor following 45 CPTS confirmation of program funding. Information, even though not complete, should be submitted as early as possible, especially when support of certain items requires long lead times. As new or revised requirements develop, the original pages are revised and submitted as a PRD Revision (PRDR) or with an Expedite OR (EOR) as applicable ([paragraph 7.8.6](#)). The implementation of new Range capabilities is accomplished through the Requirements Statement (RS) process (For information, go to <https://imis.rc.patrick.af.mil/> or contact 1 ROPS/DOF).

5.1.1. A PRD is not mandatory for programs that do not require Range development or for programs of short duration or minimal support. However, submission of a PRD will help to ensure that existing equipment will be available during the time period required by the customer. A PRD is highly desirable when off-range support is required. The Range will initiate a critical analysis of the PRD to identify requirements which cannot be met and respond with a Response to Requirements Tasking (RRT) or a PSP IAW lead times in [Attachment 2, Table A2.4](#).

5.1.2. PRD drafts will be prepared and coordinated through 1 ROPS for new programs when considered advantageous to the Range customer. The draft document provides the opportunity for early coordination and clarification of requirements and an assessment of support questions that may arise concerning support from organizations external to the Delta. A PRD Extract (PRDE) is used when requirements placed on the ER necessitate support from other organizations external to the Delta, commonly other ranges or sensor operators. These derivative requirements occur when it is not appropriate to levy the original PRD on these other agencies. The derivative requirements are prepared using PRD formats IAW the standard UDS outline. The PRD Extract will be prepared by 1 ROPS/DOF. When the response is received, the ER will ensure the input is incorporated into the consolidated PSP along with appropriate cost estimates provided by the supporting Range. SLD 45 responds to PRD Extracts from other Ranges or organizations as well.

5.2. **Program Support Plan (PSP).** The PSP is the official Delta response to the PRD. It is an assessment of the Range capability to meet requirements identified in the PRD. The document should be submitted IAW lead times shown in [Attachment 2, Table A2.4](#). The Range contractor prepares a schedule outlining the preparation of the PSP and sends it to agencies responsible for review. After the review, negative or positive responses for all items are sent directly to the Range contractor. The Range contractor prepares and forwards an RRT to 1 ROPS, which contains a preliminary list of PRD requirements which cannot be met. 1 ROPS will coordinate submission of Requirement Statements or negotiate a waiver of the requirements until a Range capability has been developed that can satisfy the requirement. The PSP is then prepared and will be ready for SLD 45 review and coordination after receipt of the

PRD. Requirements which cannot be met by existing capabilities may be met by SSC engineering solutions identified using the RS Process. Cost estimates for developing new Range capabilities to meet requirements identified as NOWILCO in the PSP are developed and provided under the RS process and are delivered separately from the PSP.

5.2.1. The following disclaimers should be added to all PSPs generated by the ER in Section 1010-Approval Authority and under Remarks: “The Implementation of this PSP and the cost/schedule estimates are not automatic. The PSP must be approved by the requesting agency and notification given to proceed, taking into consideration the identified lead times.” “This PSP does not represent final commitment by the United States Government to support this program. This PSP is based on requirements as defined in the Requesting Agency PRD. Further refinements specified in the OR may result in the identification of requirements, which the government may be unable to support. Furthermore, manpower and scheduling priorities may preclude support as outlined in this PSP.” If the PSP is for a commercial program, the following sentence should be added to the above statement: “The United States Government reserves its right to priority access IAW with Article III of the Commercial Space Operations Support Agreement (CSOSA), dated 27 October 1998, or the latest revision of the subject agreement.”

5.2.2. When it is determined that changes to Range capabilities will impact customer requirements, the Range contractor will notify 1 ROPS by letter. 1 ROPS will coordinate with the customer to determine if a PSP revision is appropriate or the customer desires further resolution.

## **6. Operations Requirements Document and Operations Directive.**

6.1. **Operations Requirements (OR).** The OR identifies the specific Range support requested from the SLD 45/Range to conduct an operation or a test. Missile and spacelift vehicle launches, research and development activities (sensor development testing), internal Range operations, Range engineering tests, and special projects (data collection/studies) must have a PRD/OR, an OR, or an Expedite OR for each operation or series of operations for which SLD 45 support is required. The PRD/OR may be used in lieu of the OR only if requirements in the PRD are sufficient in detail. If the PRD is deficient in describing all the Range support needed, a separate detailed OR must be written to cover each operation or series of operations. The OR will be prepared IAW the UDS formats in the applicable RCC UDS Document and submitted IAW lead times shown in [Attachment 2, Table A2.3](#). The OR describes in detail an individual operation and specific requirements for a portion of the overall program. When there is a published PRD, the OR is not intended to reflect new requirements or workload not previously stated in the PRD. The OR may be used instead of a PRD for programs of short duration requiring minimal use of Range resources. A critical analysis to identify new requirements not previously covered in the PRD will be made, and any item in this category will be returned to the customer for appropriate action.

6.1.1. **Draft OR.** Customers with new programs or complex operations/tests which may require additional information before the OD is prepared should present a draft OR in advance of the normal OR timeline. 1 ROPS will be able to review the requirements and set up a conference between the customer and SLD 45 organizations to resolve the problem areas/issues. If a draft OR conference is not needed, 1 ROPS will advise the customer to proceed in preparing the Operations Requirements (OR).

6.1.2. Operations Requirements Extracts (ORE). The official means for any Range to levy requirements for operational support on another Range or support agency is with an ORE. The ORE contains requirements extracted by the Range from the customer's OR with supplementary requirements added and forwarded to one or more Ranges or other organizations to request their support. 1 ROPS advises the Range contractor to review the OR and the PRD Extract and prepare the ORE as well as the OD. The ORE is prepared using the prescribed UDS formats and produced within the timelines of **Attachment 2, Table A2.4**. An ORE will have the same number as the customer's OR and will always have an OD input in response. The ORE is required to be forwarded to 1 ROPS for approval and is then returned to the Range contractor for publication and distribution.

6.2. **Operations Directive (OD)**. The OD is a complete and detailed operations plan used to schedule Range resources through coordination of equipment operation and services needed to support a specific operation or series of operations or tests. The OD fulfills three basic purposes: It provides detailed instructions to operating personnel; it serves as the SLD 45 implementation of customer and internal Range requirements; and it becomes the instrument for operation or test scheduling. Additional requirements from the Range Safety Operations Requirement (RSOR) will be addressed in the OD. It is written in sufficient detail to furnish complete instructions for Range execution of a specific activity. ODs will be prepared using the UDS format and produced within the timelines of **Attachment 2, Table A2.4**. Scheduled Range support/resource utilization may also be executed through an Operations Control Instruction (OCI) when necessary for expediency due to time constraints or other factors (see **paragraph 7.8.7.2**). Alternatively, in the case of minor Range support, the OD may be substituted by an OCI when the PRD contains all necessary requirements.

6.2.1. OD Disclaimer. The following disclaimer should be inserted in all ODs in Section 1010-Approval Authority under Remarks: "This OD is based on requirements as defined in the Requesting Agency OR. Further requirements or refinements arising after the date of this directive may result in increased cost and/or the identification of requirements which the government is unable to support. Furthermore, manpower and scheduling priorities may preclude support as outlined in this OD."

6.2.2. If the OD is for a commercial program, the following statement should be added: "The United States Government reserves its right to priority access IAW Article III of the Commercial Space Operations Support Agreement (CSOSA), dated 27 October 1998, or the latest revision of the subject agreement."

## 7. Documentation Process.

7.1. **Purpose**. SLD 45 has a set procedure and process for submitting and evaluating documents. To facilitate mission/program execution, the customer and the Delta will follow these procedures as closely as possible. However, SLD 45 is flexible, and this process is negotiable to meet customer needs. The earlier in the process that customer concerns are identified and resolved, the smoother the documentation process will flow and the more likely that the mission/program will succeed without delays.

## 7.2. Procedures:

7.2.1. The SLD 45/XP is the initial OPR for new programs or new mission workloads. When required, a PI shall be submitted by the prospective Range customer to SLD 45/XP. In response, SLD 45/XP will prepare an SoS, which will include a ROM cost estimate, if possible, and return it to the prospective customer once it is signed by the SLD 45 Commander or Director of Plans and Programs, as specified in 45 SWI 10-601. The ability to provide a cost estimate is dependent on the completeness of the PI. The point of contact for all other UDS documents concerning accepted programs is 1 ROPS.

7.2.2. The Range customer signature on the PI, PRD, and OR signifies that the document represents valid and necessary program information and support requirements, and that the customer is requesting SLD 45/Range response to the document.

7.2.3. The SLD 45 representative's signature on the PI, PRD, and OR signifies that the document has been accepted to facilitate preparation of a response document. This is not intended to certify requirements or that SLD 45 will provide support as requested. The requirements will be confirmed, and support determined during upcoming planning conferences.

7.2.4. The SLD 45 representative's signature on the SoS, PSP, and OD signifies that support will be provided as stated.

7.3. **Categories of Objectives and Requirements Classes.** Support agency resources and development plans are based on valid support requirements submitted by the Range customers. The requirements are those needed to meet customer program, mission, or operations objectives. To ensure that requirements will be met, the Range customer must determine the category of objectives and the class (accuracy) of requirements and relate these to their basic needs. For a full description of categories, requirements, and requirement prioritization refer to the applicable RCC UDS Document.

7.4. **Lead Times.** Lead times will vary considerably from program to program and are negotiable depending on the scope of support, customer needs, and determinations of priority. 1 ROPS must obtain coordination from all affected Delta organizations/contractors prior to committing to a customer that modified lead times can be met.

7.4.1. The PI lead times will be established by negotiation between the customer and SLD 45/XP. Nominal lead times for PIs are shown in [Attachment 2, Table A2.2](#).

7.4.2. A PRD should be submitted immediately when support requirements are identified. The customer should not delay submittal of the PRD because of incomplete knowledge of support requirements. If extensive programming effort is required, a complete PRD with exact telemetry format must be in place prior to mission execution. [Attachment 2, Table A2.2](#) shows required lead times for PRDs.

7.4.3. For final ORs, the minimum lead times shown in **Attachment 2, Table A2.3** reflect the number of calendar days required from time of receipt of an OR by the Range until Range support of the first scheduled launch, countdown rehearsal, launch simulation, or mission execution. Failure to meet these lead times could result in support delays due to insufficient planning time. The minimum lead times in **Attachment 2, Table A2.3** are required for acceptance, publication, and distribution of the OR and the preparation, review, approval, publication, and distribution of the OD.

7.4.4. A combined PRD/OR may be acceptable if sufficient detail is known early. The PRD/OR must have requirements detailed at the OR level.

**7.5. Assignment and Numbering of SLD 45 Programs.** The Range contractor manages assignment of UDS numbers for SLD 45 programs. A list of assigned UDS program numbers will be maintained by the Range contractor and published quarterly in the Operations Documentation Index. Program titles will not be used when it results in an unclassified document becoming classified. In such cases, the words "Title Classified" will be used in lieu of the program title. Annexes will be used to describe subsystems or special operations related to the major operation in the basic document. Annexes will be numerically identified.

**7.6. Distribution of Documents.** The Distribution List Section (UDS Section 1020) in each support agency document shows the initial distribution which is monitored by 1 ROPS. The Range contractor maintains a current Supplementary Distribution List for the following documents: ORs, PRDs, PRD/ORs, PRD/OR/RDs, and RSORs. The Range contractor extracts and prepares for distribution the needed documents required by all support agencies. Access to electronic media libraries changes the process by which documents are "Distributed." A notification of document availability may substitute for "Distribution." All initial and subsequent changes to the distribution list will be approved by 1 ROPS.

**7.7. Document Cancellation.** The Range customer or originator will notify 1 ROPS in writing when a PRD or OR is to be canceled, including the number, title, and date of the document. Cancellation of the requirements document automatically cancels the support document. Official cancellation is published in the Quarterly Operations Documentation Index.

**7.8. Revisions.** A revision is any information or pages replaced, added to, or deleted from an existing document through the official, established UDS process. Revisions may be made either by preparing a completely new document or by submitting the revised information. The UDS documents will reflect the revision number and date of the revision. Revisions shall be numbered consecutively (for example: 1, 2, etc.). When the basic document becomes unmanageable due to an excessive number of revisions, the basic document should be reissued, incorporating the revisions. The Revision Control and Classification Section (UDS Section 1030) will be used to identify the scope of the revision and shall be transmitted with any revised pages. Section 1030 also provides a historical record of revisions made to the document. The use of the symbol "R" in the margin identifies revised lines in an automated format and should be used whenever practical.

7.8.1. When a PRD item is referenced in an OR and the PRD is revised, the customer will simultaneously submit a revision to the applicable OR. A PRD revision with significant changes may require revisions to supporting documentation. Examples are additions or deletions of requirements which affect needed resources, variations in data processing or data products, and changes in funding responsibilities. 1 ROPS, in conjunction with the Range Contractor, will evaluate such PRD changes. Support documents will be revised accordingly when requirements documents are revised, changed, or modified.

7.8.2. Expedite PRD Revision. An Expedite PRD Revision is a tool to facilitate new requirements of changes and requires immediate staffing and reply to the customer. Timelines for an Expedite PRD Revision must be met as soon as possible if delays are to be avoided.

7.8.3. When changes in Range instrumentation capabilities occur, 1 ROPS, in conjunction with Range contractor support, is responsible for revising the Range response documents for their identified assigned programs, as applicable.

7.8.4. 1 ROPS maintains current knowledge of all SLD 45 instrumentation capabilities, range configuration, and operating policies as applicable to their assigned programs. When changes in these areas occur, as in the "Support Requirements Which Cannot be Met" Section (UDS Section 2060), 1 ROPS will initiate actions to revise the PSP when/where applicable.

7.8.5. OR Revision. This is a program OR change prepared when operations support required by the customer needs to be redefined or refined. This change is followed by publication of an OD Revision or a new OD, depending on the extent of the revision.

7.8.6. Expedite OR (EOR). An EOR may be prepared when required for immediate support or one-time changes to support a specific mission when there is not enough time to update documents prior to a scheduled operation, or when processing and publication of revisions to these documents would negatively impact program objectives. These requirements are implemented using supplemental documents such as OCIs to augment customer support. EORs shall be chronological and numbered consecutively starting with "1". If the EOR becomes a permanent change to the OR, then an OR revision must be submitted.

7.8.7. The ODs are supplemented using the following documents:

7.8.7.1. Range Operating Instructions (ROIs). ROIs may contain procedures for operation and management of Range resources and equipment. The appropriate section in the OD may reference the applicable ROI, thereby permitting the OD to limit content to a brief statement identifying the type of equipment or procedures to be used. ROIs are Range contractor documents/processes that are also Contract Data Requirements Lists (CDRLs).

7.8.7.2. Operations Control Instructions (OCIs). OCIs are detailed procedures addressing last minute requirements, usually provided in an EOR. OCIs are developed by the Range contractor and delivered as CDRL items via the Range contractor portal, LIMES.

7.8.8. Revision Approval. UDS Section 1010 (Approval Authority) shows approval of the revision by the customer and acceptance by the Range. This is used as a cover sheet for transmission, revised, or added pages and summarizes the major changes in support requirements included in the revision. In the case of an OD EOR, a separate sheet is used to transmit the revised or added pages, but it is not filed in section 1010 of the document.

#### 7.9. Other Documents and Processes Supporting UDS Execution.

7.9.1. RSOR. An RSOR shall be published for each major program. The RSOR documents exceptions to the standard safety requirements IAW Eastern/Western Range (EWR) 127-1, *Range Safety Requirements*, Air Force Space Command Manual (AFSPCMAN) or Space Systems Command Manual (SSCMAN) 91-7xx, *Launch and Range Safety Publication Series*, to levy requirements peculiar to a launch vehicle series. The RSOR should be submitted IAW lead times shown in [Attachment 2, Table A2.4](#). The draft RSOR will be prepared by SLD 45/SEAE, approved by the SLD 45 Chief of Safety, and forwarded to 1 ROPS. Following resolution of any changes, the final RSOR will be prepared, approved, and forwarded in the same manner to 1 ROPS for the safety requirements levied. 1 ROPS is responsible for printing and distributing the RSOR. SLD 45/SE will provide the Range customer, through 1 ROPS, all required safety documentation, checks, and timelines. The timelines will include Safety's response turnaround times back to the customer through 1 ROPS. The requirements from the RSOR will be included in the PSP for the safety functional area requirements.

7.9.2. RSOR Operations Supplement (OPSUP). The RSOR OPSUP contains additional information or requirements peculiar to an operation, but not contained in the RSOR. This document is produced by SLD 45/SEA, coordinated through 1 ROPS and approved by SLD 45/SE. A copy will be provided to the Range customer through 1 ROPS.

7.9.3. Range safety data is required and will include such items as a Flight Analysis Data Package, telemetry information including calibration and sensing data, and analysis of propellants used and their radio frequency propagation effects. Specific program requirements will be provided by SLD 45/SE to 1 ROPS.

7.9.4. If the range customer supplements basic information in the PRD and OR in separate correspondence or on other appropriate forms (e.g. RS 1320, EOR, PRDR), a comprehensive list of these requirements with appropriate time lines will be provided with the next UDS document revision or update IAW lead times listed in [Attachment 2](#).

7.9.4.1. Customers must ensure that any electromagnetic spectrum dependent (ESD) equipment utilized in support of their operation obtains equipment certification and a Radio Frequency Authorization (RFA) prior to deployment and transmissions. Submitting a PI or a PRD is not a request by the Range customer for either certification or an RFA. The SLD 45 Spectrum Management Office (SMO) will validate frequency allocation, equipment certification and RFA for use by or in support of a Range customer. Federal users must submit a DD Form 1494, Application for Equipment Frequency Allocation, to the Military Communications-Electronics Board (MCEB) for

all non-certified equipment. DD Form 1494 equipment certification is a lengthy process and requires lead time for processing, sometimes exceeding 1 year. Therefore, submission of the DD Form 1494 must be made as early as possible to avoid unnecessary program delays. Reference [Attachment 2](#) for the lead time associated with this document.

7.9.4.2. Radio Frequency Environment Working Group (RFEWG). The RFEWG is chaired by the 1 ROPS/EMS Flight Chief or his/her designated representative. Its purpose is payload Radio Frequency (RF) sensitivity and protection and all related issues pertaining to the RF environment. In addition, SLD 45 routinely limits the RF field intensity to 1 V/m at the payload for launch complexes and processing facilities which have requested this protection. This limit increases significantly during launch operations. Any Range customer requirement for limitation should be coordinated early in the planning cycle. NOTE: This is only applicable to emitters under SLD 45 control.

7.9.4.3. DAFMAN 40-201\_45SWSUP, *Radioactive Materials (RAM) Management*, incorporates other radiation programs in addition to managing radioactive materials and describes local policies that implement radiation program requirements directed by DAFMAN 40-201, *Radioactive Materials Management*, AFI 48-109, *Electromagnetic Field Radiation (EMFR) Occupational and Environmental Health Program*, AFI 48-139, *Laser and Optical Radiation Protection Program*, and AFMAN 48-148, *Ionizing Radiation Protection*.

7.9.4.4. A theoretical trajectory package must be furnished in addition to the PRD, if applicable. The package should be submitted IAW lead times shown in [Attachment 2, Table A2.5](#). The package must provide coverage from lift-off through the end of SLD 45 support requirements and should include the complete mission requirements. The trajectory data must be formatted per latest version of AFSPCMAN or SSCMAN 91-710, Volume 2, Attachment 5, as applicable.

7.9.4.5. Information concerning missile antennas must be provided. The data must be forwarded on a CD IAW pre-defined lead times to 1 ROPS prior to the first launch of any program. The data must be re-submitted IAW pre-defined lead times prior to the first use of an antenna that is different, or in a new configuration, or relocated on the launch vehicle per Inter-Range Instrumentation Group (IRIG) Standard 253-93, *Missile Antenna Pattern Coordinate System and Data Formats*. Reference [Attachment 2, Table A2.3](#) for the lead times associated with this information.

7.9.4.6. The Customer Countdown lists the sequence of specific actions and events which occur or are to be performed to execute a particular operation. It is considered a hazardous procedure by SLD 45 Wing Safety and must be written IAW either EWR 127-1, AFSPCMAN or SSCMAN 91-710 series publications as applicable, and submitted to SLD 45/SE for approval IAW lead times listed in [Attachment 2, Table A2.3](#).

7.9.4.7. The SLD 45 Form 2091, *Range Scheduling/Cape Support Request*; SLD 45 Form 2050, *Launch Operation Schedule Request*; and SLD 45 Form 2010, *Launch Forecast*, indicate date and range use time for scheduling the OD. The forms are submitted to 1 ROPS/DOS for scheduling purposes. Procedures are provided in SLD 45I 13-613, *Eastern Range Scheduling*.

7.9.5. Any aircraft supporting ER operations or any aircraft operations with their own ODs (therefore an associated operation) must provide 1 ROPS with written notification of the intended support IAW lead times in **Attachment 2**. The Intended Support Plan (ISP) gives Mission Support Positions (MSPs) as well as alternate MSPs, for weather or other constraints. The ISPs and MSPs are approved by SLD 45/SELF and forwarded to 1 ROPS and SLD 45/SE. Associated operations approval and ISP/MSP approval requirements are general provisions for all such activities in the air, on land or water that require SLD 45 or ER support, are in ER controlled areas, which may present a safety hazard, or which may affect Range/other customer missions.

7.10. **Guidelines for Preparing UDS Documents.** Instructions for preparing UDS formatted documents are found in the applicable RCC UDS Document which is available from SLD 45/XP and 1 ROPS. SLD 45/XP and 1 ROPS will provide assistance necessary for the customer to utilize the UDS. The RCC UDS Document describes the total UDS structure, the individual documents within the system, and the use and control of the system. It includes sample formats and describes procedures for preparation of the PI, PRD, and OR. It also includes sample formats and describes procedures for preparation of the SoS, PSP, and OD. The UDS can be implemented using either the automated or manual methods as described. SLD 45/XP and 1 ROPS will assist and act in a team effort to support the customer.

KRISTIN L. PANZENHAGEN  
Brigadier General, USSF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

45 SWI 10-601, *Acceptance of New Workloads*, 8 September 2020

45 SWI 25-203, *45th Space Wing Support Agreements Program*, 18 September 2019

45 SWI 25-204, *45th Space Wing Mission Agreements Program*, 16 March 2021

AFI 10-701, *Operations Security (OPSEC)*, 24 July 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 40-201\_45SW SUP, *Radioactive Materials (RAM) Management*, 14 November 2017

AFI 48-109, *Electromagnetic Field Radiation (EMFR) Occupational and Environmental Health Program*, 1 August 2014

AFI 48-139, *Laser and Optical Radiation Protection Program*, 30 September 2014

AFMAN 48-148, *Ionizing Radiation Protection*, 20 July 2020

AFSPCI 10-1215, *Support to FAA-Licensed Space Launch Activities*, 15 June 2007

AFSPCI 13-610, *Launch & Range Operations*, 14 May 2018

AFSPCMAN 91-7xx, *Range Safety Publications Series*

DAFI 99-103, *Capabilities-Based Test and Evaluation*, 9 December 2021

DAFMAN 40-201, *Radioactive Materials (RAM) Management*, 21 February 2023

DAFPD 99-1, *Test and Evaluation Process*, 21 May 2021

DoDM 5200.01 V2, *Marking of Classified Information*, 7 January 2021

EWR 127-1, *Range Safety Requirements*, 31 October 1997

IRIG Standard 253-93, *Missile Antenna Pattern Coordinate System and Data Formats*, August 1993

RCC Document 501-12, *Universal Documentation System (UDS)*, July 2012

SLD45I13-613, *Eastern Range Scheduling*, 22 March 2023

SSCMAN91-7xx, *Range Safety Publications Series*

***Prescribed Forms***

SLD 45 Form 2010, *Launch Forecast*

SLD 45 Form 2050, *Launch Operation Schedule Request*

SLD 45 Form 2091, *Range Scheduling/Cape Support Request*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

DD Form 1494, *Application for Equipment Frequency Allocation*, 1 April 2015

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFSPCI**—Air Force Space Command Instruction

**AFSPCMAN**—Air Force Space Command Manual

**CCSFS**—Cape Canaveral Space Force Station

**CCTV**—Closed Circuit Television

**CDRL**—Contract Data Requirements List

**CLOIS**—Cape Launch Operations and Infrastructure Support

**CSLA**—Commercial Space Launch Act

**CSOSA**—Commercial Space Operations Support Agreement

**DoD**—Department of Defense

**DoDM**—Department of Defense Manual

**DPM**—Delta Planning Manager

**EOD**—Explosive Ordnance Disposal

**EOR**—Expedite Operations Requirement

**ERS**—Eastern Range System

**EWR**—Eastern/Western Range

**IAW**—In Accordance With

**IRIG**—Inter-Range Instrumentation Group

**ISA**—Initial Support Agreement

**ISP**—Intended Support Plan

**JON**—Job Order Number

**KSC**—Kennedy Space Center

**LRA**—Lead Range Agency

**LOA**—Letter of Assignment

**LOD**—Letter of Delegation

**LRA**—Lead Range Agency

**MCEB**—Military Communications-Electronics Board

**MDA**—Missile Defense Agency

**MOC**—Morrell Operations Center

**MRTFB**—Major Range Test Facility Base

**MSP**—Mission Support Position  
**NASA**—National Aeronautics and Space Administration  
**NSSL**—National Security Space Launch  
**OCI**—Operations Control Instruction  
**OD**—Operations Directive  
**OPR**—Office of Primary Responsibility  
**OPSEC**—Operations Security  
**OPSUP**—RSOR Operations Supplement  
**OR**—Operations Requirements  
**ORE**—Operations Requirements Extract  
**PA**—Program Analyst  
**PI**—Program Introduction  
**PRD**—Program Requirements Document  
**PRDE**—Program Requirements Document Extract  
**PSFB**—Patrick Space Force Base  
**PSP**—Program Support Plan  
**RCC**—Range Commanders' Council  
**RF**—Radio Frequency  
**RFEWG**—Radio Frequency Environment Working Group  
**RFR**—Radio Frequency Radiation  
**ROI**—Range Operating Instructions  
**ROM**—Rough Order of Magnitude  
**RS**—Requirements Statement  
**RSOR**—Range Safety Operations Requirement  
**SA**—Support Agency  
**SC**—Statement of Capability  
**SoS**—Statement of Support  
**SLD 45**—Space Launch Delta 45  
**SSC**—Space Systems Command  
**SMM**—Space Mission Manager  
**UDS**—Universal Documentation System

*Terms*

**Lead Range Agency (LRA)** — The Range that is responsible for coordination of total support planning and operations for a particular program, mission, or test. After initial program acceptance by SLD 45, the customer submits detailed needs to the lead range. The lead Range identifies the support required from other agencies and coordinates the total support effort.

**Mission**— An operation, research and development project, launch, or other activity requiring SLD 45 support and use of Range resources.

**New Workload**— Any new activity not previously accepted by SLD 45 which requires Delta support and commitment or expenditure of SLD 45 resources, or any activity changing a previously accepted workload to require a \$500,000 or more increase in resources or a significant reevaluation of the SLD 45 support effort (reference 45 SWI 10-601).

**Range Customer or Requesting Agency**— Any DoD organization, other U.S. Government agency, state or local government, civic, private, or commercial organization, or foreign government with authority to use Range resources.

**Support Agency (SA)**— An agency that commits its resources in support of LRA program, mission or test requirements. Goddard Space Flight Center and White Sands Missile Range can be agencies in support of lead range requirements when the ER is lead Range for an operation.

**Support Range Agency**— MRTFB or operational facility that provides support services to qualified customers as determined by current directives. KSC is considered a Support Range for the Lead Range Agency, SLD 45.

## Attachment 2

## UDS ORGANIZATION AND NOMINAL LEAD TIMES

Table A2.1. Document Organization.

LEVEL	CUSTOMER REQUIREMENTS DOCUMENTS	SUPPORT AGENCY RESPONSE DOCUMENTS
1	Program Introduction (PI)	Statement of Support (SoS)
2	Program Requirements Document (PRD)	Program Support Plan (PSP)
3	Operations Requirements (OR)	Operations Directive (OD)

Table A2.2. PI/PRD Lead Times prior to Mission Execution.

NEEDED	PI	PRD
New Construction of Facilities	42 months	36 months
Extensive Additions	36 months	30 months
Extensive Programming and/or Siting	24 months	18 months
Instrumentation Additions	24 months	18 months
Minor Improvements	12 months	6 months

Table A2.3. Documentation Lead Times (In Calendar Days).

DOCUMENT (See Notes 1 thru 5)	ER	REMARKS
PI		See Table 2
PRD		See Table 2
Missile Antenna Data	365	Prior to Mission Execution (Note 4)
Telemetry Format Changes	310	Prior to Mission Execution
OR	90 60	Prior to Mission Execution for new programs. Prior to Mission Execution for established programs.
Customer Countdown	30	Prior to Mission Execution
Mandatory Hold Letter	20	Prior to Mission Execution
Expedite OR	5	Prior to Mission Execution

**Table A2.4. Documentation Production Lead Times (In Calendar Days).**

<b>DOCUMENT</b>	<b>ER</b>	<b>REMARKS</b>
SoS	60-90	After receipt of PI based on complexity of program.
PRDE		After receipt of PRD
PSP Preparation Notice	7	After receipt of PRD
RRT	30	After receipt of PRD
PSP	60-90	After receipt of PRD based on complexity of program. (Note 6)
OD/ORE	30	Prior to Mission Execution
Draft RSOR	30	After receipt of PRD
Final RSOR	90	Prior to Mission Execution
OPSUP	35	Prior to Mission Execution

**Table A2.5. Lead Time for Theoretical Trajectories for Ballistic Missile Flights and Space Missions (In Calendar Days).**

	<b>New System</b>	<b>Operational System</b>
Initial Submission	550	260
Final Submission	120	65
<b><u>NOTES:</u></b>		
1. The Range will attempt to assist with any draft reviews.		

**A2.1.** If the Range customer permanently supplements basic information in the PRD or OR in separate correspondence (i.e., RS 1320, EOR), these requirements modifications will be included in a UDS document revision or update within 180 days.

**A2.2.** Application for Equipment Frequency Allocation (DD Form 1494) normally requires 180 days lead time for processing. Submission must be made as early as possible to prevent unnecessary program delays.

**A2.3.** Missile antenna data must be re-submitted 105 days prior to the first use of an antenna that is different, or in a new configuration, or relocated on the launch vehicle.

**A2.4.** Service/commodity provider information for organizations/commercial entities providing support for customer requirements must be identified not later than 14 days prior to first use.

**A2.5.** For PSP production lead times, 20 days are included for SLD 45 review, signature, printing, and distribution.

**A2.6.** Any aircraft supporting ER operations or any aircraft operations with their own ODs (therefore an associated operation) must provide 1 ROPS with written notification of the intended support at least 30 days prior to mission execution.