

**BY ORDER OF THE COMMANDER
AIR FORCE GLOBAL STRIKE COMMAND**



**AIR FORCE GLOBAL STRIKE
COMMAND INSTRUCTION 13-5203
VOLUME 1**

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***Nuclear, Space, Missile, Command and
Control***

***INTERCONTINENTAL BALLISTIC
MISSILE (ICBM) AND WEAPON
SYSTEM TESTING PERSONNEL
TRAINING***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 13-5, *Nuclear Operations* and is consistent with Air Force Instruction (AFI) 13-520, *Aircraft and ICBM Nuclear Operations*. This instruction defines roles, responsibilities, and minimum requirements for ICBM and associated weapon system Operational Test and Evaluation (OT&E) mission certification training programs and applies to 13N and 21M personnel assigned to Air Force Global Strike Command (AFGSC), Twentieth Air Force (20 AF) and the 576th Flight Test Squadron (576 FLTS). This instruction does not apply to Air Force Reserve and Air National Guard units. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See DAFMAN 90-161, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items, unless explicitly restricted in the publication. When a commander approves a waiver, the

commander is communicating to superiors and subordinates that the commander accepts the risk of non-compliance. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using DAF Form 847, *Recommendation for Change of Publication*; route DAF Form 847s from the field through the appropriate functional's chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

SUMMARY OF CHANGES

This document has been substantially revised to standardize ICBM test training with Air Force Missile Operations training. The document must be reviewed in its entirety

Chapter 1

OVERVIEW

1.1. Training Program. Effective training is the key foundational element of test operations personnel knowledge and currency. Unit level training supports these activities with formal standardized training. Training must challenge personnel to ensure all concepts are understood to correctly respond to all tasks. It goes beyond training required for qualification and is intended to increase a person's knowledge of job-related tasks, other duty positions, and the work environment.

1.1.1. The 576 FLTS will design and implement a structured training program to ensure procedures contained in technical orders, checklists, Tactics, Techniques, and Procedures (TTPs), and operations manuals are standardized, accurate, and effective to fulfill mission accomplishment.

1.1.2. The required skills and knowledge necessary for Operational Test and Evaluation (OT&E) mission certification are measured by the 576 FLTS evaluation program to assess the effectiveness of training and personnel currency.

1.2. Changes or Clarifications. HQ AFGSC/A3T has overall responsibility for administration of this instruction. Suggestions for improving this instruction or requests for clarification are encouraged.

1.2.1. Submit recommended changes for this publication to the OPR, HQ AFGSC/A3T, 245 Davis Avenue East, Barksdale AFB, LA 71110 or AFGSC.A3T.Workflow.1@us.af.mil with 20AF.DO@us.af.mil CC'd using the AF Form 847, *Recommendation for Change of Publication*, and the HQ AFGSC AF Forms 847 and Flight Manuals SharePoint Site located <https://usaf.dps.mil/sites/AFGSC-HQ/hq/A3-6/a3t/a3ta/arms/AAG%20Information/Forms/AllItems.aspx?RootFolder=%2Fsites%2FAFGSC%2DHO%2Fhq%2FA3%2D6%2Fa3t%2Fa3ta%2Farms%2FAAG%20Information%2FAF%20FORM%20847%20Submissions&FolderCTID=0x012000E9A3086B8B3E9F41985911CD3E9E265C>. (T-2)

1.2.2. **Clarification of Guidance (COG).** Submit requests through HQ AFGSC/A3T for clarification via memorandum or message for training and evaluation clarification. Clarification requests generated from 576 FLTS will describe the issue with sufficient detail. The intent of COG is to clarify guidance established in this volume. It is not meant to address "what if" scenarios. Within 15 working days, the MAJCOM will provide a complete answer or provide a projected timeline. AFGSC/A3T will provide a copy of the COG to the operational unit. (T-2)

1.2.2.1. If a clarification request was initiated by telephone, units will follow up all requests in writing within one duty day.

1.3. Waivers. HQ AFGSC/A3/6 is the waiver authority for Tier 1 and Tier 2 waivers within this instruction unless specifically stated otherwise. Waiver authority may not be delegated. In complying with SecAF and CSAF direction, this instruction was reviewed and waiver authority pushed down where appropriate. Waivers will be granted on an individual and controlled basis. (T-2)

1.3.1. Forward all waivers via e-mail to HQ AFGSC/A3T describing the specific requirement creating the problem and explaining why a waiver is needed. HQ AFGSC/A3T will present a recommendation to HQ AFGSC/A3/6 for a final determination.

1.3.2. Tier 3 waivers, if approved, will remain in effect for 30 days following the approving commander's change of command unless the new commander renews the waiver or HQ AFGSC/A3/6 states a specific period of time, cancels the waiver in writing, or issues a change that alters the basis for the waiver. Rationale will be provided within the waiver response.

1.4. Operating Instructions. This publication may be supplemented by the 576 FLTS through a Local Operating Instruction (LOI). The purpose of the LOI is to document the process by which units implement the requirements of this instruction. The LOI will not be less restrictive than the provisions of this or any other publication.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. HQ AFGSC Directorate of Operations and Communications (A3/6):

2.1.1. Establishes a Major Command (MAJCOM) office of primary responsibility (HQ AFGSC/A3T, Training, Test, and Standardization/Evaluation Division) to implement the training programs outlined in this publication.

2.1.2. Establishes and implements policy, basic requirements, and guidance for OT&E training programs.

2.1.3. Conducts Staff Assistance Visits (SAVs) to assess 576 FLTS ability to meet mission requirements. The 576 FLTS/CC will determine the programs and scope of review.

2.2. 576 FLTS:

2.2.1. Develop and maintain the 576 FLTS Task Listing.

2.2.2. Ensures mission readiness of 576 FLTS personnel.

2.2.3. Recommends policy changes to HQ AFGSC/A3T.

2.2.4. Defines specific roles and responsibilities for the 576 FLTS to implement the requirements of this instruction.

2.2.5. Establishes and implements the OT&E training program.

2.2.6. Coordinates and reviews all new or changed publications for impacts on training programs.

2.2.7. Oversees management of equipment, manning and facilities required to support OT&E training.

2.2.8. Establishes currency requirements.

2.2.9. Ensures training is conducted to meet currency requirements.

2.2.10. Conducts semi-annual reviews of the 576 FLTS Task listing for changes.

Chapter 3

MISSION CERTIFICATION

3.1. General.

3.1.1. Test operations personnel will be certified prior to accomplishing ICBM or weapon system OT&E operations.

3.1.2. HQ AFGSC/A3/6 establishes test operations position requirements based on recommendations from the 576 FLTS. The 576 FLTS will submit recommendations for changes with the appropriate justification to HQ AFGSC/A3T. Upon approval, HQ AFGSC/A3/6 division(s) will update applicable guidance.

3.1.2.1. Current test operations positions that require mission certification include:

3.1.2.1.1. Operational Test Launch (OTL) Certification.

3.1.2.1.1.1. Mission Director (MD)

3.1.2.1.1.2. Launch Director (LD)

3.1.2.1.1.3. Test Conductor (TC)

3.1.2.1.1.4. Countdown Control Officer (CCO)

3.1.2.1.1.5. Launcher Environmental Protection System (LEPS) Control and Monitor Operator (LCMO)

3.1.2.1.2. Simulated Electronic Launch-Minuteman (SELM) Certification.

3.1.2.1.2.1. Test Manager (TM)

3.1.2.1.2.2. Test Conductor (TC)

3.1.2.1.3. Software Operational Test (SOT) Certification.

3.1.2.1.3.1. Test Conductor (TC)

3.1.2.1.3.2. Senior Test Evaluator (STE)

3.1.2.1.3.3. Test Evaluator (TE)

3.1.2.1.4. Other Operational Test (OOT) Certification.

3.1.2.1.4.1. Test Positions as deemed necessary by the 576 FLTS/CC

3.1.2.1.5. Missile Alert Facility (MAF) Operations

3.2. Mission Certification. Mission certification (MC) processes must be developed and employed to identify and mitigate risks associated with ICBM OT&E and to certify readiness prior to test execution. MC processes will be applied to all operational testing.

3.2.1. Certification Requirements.

3.2.1.1. Individuals must complete the appropriate certification training program.

3.2.1.2. Individuals must receive a Qualification Level 1 or 2 (Q1/Q2) rating on an evaluation or a passing score on a written examination in accordance with AFGSCI 13-

5203v2, *Intercontinental Ballistic Missile (ICBM) and Weapon System Testing Personnel Standardization and Evaluation*.

3.2.1.3. Individuals must have test team certification status briefed during test readiness reviews.

3.2.2. Certifying Official.

3.2.2.1. The certifying official documents mission certification, ensuring successful completion of all required training and evaluation requirements.

3.2.2.1.1. MDs are certified by HQ AFGSC/A3T or designated representative.

3.2.2.1.2. All test team members will be certified by the squadron commander (576 FLTS/CC) or operations officer (576 FLTS/DO).

3.2.2.1.3. All instructors and evaluators will be certified by the 576 FLTS/CC or 576 FLTS/DO.

3.2.2.2. Certifying officials will sign a certification document allowing certified personnel to conduct a specific test operation.

3.2.2.3. Certification evaluation results and mission certifications will be documented on the 576 FLTS Test Team Certification Tracker (TTCT).

3.2.3. Restriction.

3.2.3.1. Failure to maintain currency between tests.

3.2.3.2. In accordance with AFGSCI 13-5203v2 requirements. **(T-2)**

3.2.3.3. As deemed necessary by the certifying official.

3.2.3.4. Units will document restricted status via Memorandum for Record (MFR). **(T-2)**

3.2.3.5. The 576 FLTS/CC, or designated representative, will determine the requirements to remove restricted status. Chief of Test Operations Training may remove the individual from restricted status after the requirements are met.

3.2.3.6. Units will document removal of restricted status via MFR.

3.2.4. Decertification.

3.2.4.1. Certification is persistent and does not expire upon a test completion or cancellation.

3.2.4.2. Decertified personnel will not perform duties in the applicable duty position(s). Units will document decertification. A test team member will be decertified for any of the following:

3.2.4.2.1. Failure to demonstrate the degree of professionalism required to justify certification status or an unwillingness to meet Air Force standards.

3.2.4.2.2. Failure to maintain the appropriate security clearance.

3.2.4.2.3. Permanent Change of Assignment (PCA) or PCS to a non-test position (e.g., PCA to the 532 Training Squadron).

3.2.4.2.4. As deemed necessary by the certifying official.

3.2.4.3. Decertified personnel will not perform duties in the applicable duty position(s). Reasons for decertification are described in [paragraphs 2.2.3.3.1](#) through [paragraph 2.2.3.3.3](#) on the TTCT.

3.2.5. Recertification.

3.2.5.1. Decertified test operations personnel must complete mission certification requirements in accordance with [paragraph 2.2.1](#) prior to recertification.

3.2.5.1.1. The 576 FLTS/CC or 576 FLTS/DO may modify training requirements on a case-by-case basis.

Chapter 4

CERTIFICATION AND CURRENCY TRAINING

4.1. Training Processes. The 576 FLTS will develop processes to conduct training of test operations personnel and provide feedback to the individual and 576 FLTS/CC on test operations personnel's demonstrated performance in order to fulfill training program requirements outlined in this instruction. Reference Air Force Handbook (AFH) 36-2235v11, *Information for Designers of Instructional Systems Application to Unit Training*, for all instructional material development.

4.1.1. Only certified instructors, or personnel under the supervision of a certified instructor, will administer training.

4.1.2. Training programs must be designed and implemented using performance standards to provide and maintain the essential skills, knowledge, and motivation required for mission accomplishment. Identified deficiencies will also be corrected through the training programs.

4.1.3. The 576 FLTS will develop a Plan of Instruction (POI) to ensure the appropriate training is taught on an annual basis.

4.1.3.1. Task Identifications (ID) will be trained to the currency level indicated in the 576 FLTS Task Listing.

4.1.3.2. The 576 FLTS POI will guide training to and implement training program requirements outlined in this instruction.

4.2. Training Methods.

4.2.1. The Countdown Procedures Trainer (CPT) or Missile Procedures Trainer provide a controlled off-line environment to emphasize team interaction, dynamics and prioritization in a realistic environment.

4.2.1.1. Prior to conducting a training session in the operational environment units must gauge impact to operations. Units may develop an operational risk management (ORM) assessment tool to ensure decisions mitigate any adverse operational impact.

4.2.2. Classroom Training. Classroom training sessions are designed to facilitate discussion of weapon system concepts, operations, and problems.

4.2.2.1. Training and tasks that are presented to the students will be in a standard lesson plan format.

4.2.3. Operational Environment Training. The Missile Alert Facility and Launch Control Center (test or operational) or the Strategic Missile Integration Complex provide operationally representative locations for training and allow instruction in the most realistic environment

4.2.4. Individual training. Position specific training provided by individuals previously holding team position (e.g. on-the-job training). This training is informal in nature, but is critical to mission success.

4.3. Currency Training.

4.3.1. Mission Qualification Training (MQT). MQT provides system specific and positional specific training as a precursor to mission certification training (MCT).

4.3.1.1. Required Task ID coverage for MQT is outlined in the 576 FLTS Task Listing.

4.3.1.2. The 576 FLTS will develop and maintain a formal training program for MQT.

4.3.2. Recurring Training (RT). RT emphasizes knowledge and skills not used on a routine basis and knowledge and skill deficiencies identified through feedback. RT provides the medium for knowledge enhancement training. The training increases a person's knowledge of job-related tasks, other duty positions, and the work environment.

4.3.2.1. Task ID coverage will be conducted in accordance with the POI.

4.3.2.2. The 576 FLTS will develop and maintain a structured training program for RT.

4.3.2.3. Evaluations will not be used in lieu of training to satisfy annual training requirements.

4.3.3. Supplemental Training (ST). ST trains test operations personnel on new or changed procedures as well as updates to hardware and software when MCT is not warranted.

4.3.3.1. Tailor training for operational tests based on the operational impact(s) of the new or changed procedure(s), hardware, or software.

4.3.3.2. When developing or changing training materials, any changes will be added to all training programs.

4.3.3.3. Changes directly affecting mission accomplishment or safety will be administered to all personnel before they perform applicable tasks or duty.

4.3.3.4. Supplemental training will be documented, but does not count as recurring training.

4.4. Mission Certification Training.

4.4.1. Team Certification Training. Team certification training provides formal training for designated test operations positions and responsibilities.

4.4.1.1. Test team training will be accomplished for all operational testing.

4.4.1.2. Required Task ID coverage for OTL, SELM and SOT certification is outlined in the Task List.

4.4.1.3. Requirements for OOT certification will be determined jointly by the training and evaluation chiefs.

4.4.1.4. The 576 FLTS will develop and maintain a formal training program for each specific certification training.

4.4.2. OTL MD Certification Training. OTL MD certification training provides formal training for the 576 FLTS/CC and 576 FLTS/DO to prepare them for OTL leadership roles.

4.4.2.1. The 576 FLTS will develop and maintain a formal training program for OTL MD certification training.

4.4.2.2. Training requirements will be tailored to individual needs and mission requirements.

Chapter 5

TRAINING SCENARIOS AND SCRIPTS

5.1. Training Scenarios. The purpose of training scenarios is to reinforce classroom training, guide individual self-study, allow students to demonstrate currency in performance level tasks and to maintain an individual's or team's currency. Training scenarios will test the ability to multi-task and force personnel to react to situations ranging from fundamental to complex in a controlled environment. Scenarios will emphasize knowledge and skills necessary to execute the mission.

5.1.1. Team members must receive proper configuration and status for operational realism.

5.1.2. Scenarios administered to an individual or team may consist of a single task, a group of tasks strung together or multiple tasks occurring simultaneously.

5.1.3. Training scenario results are based on individual or team member performance on each task or subtask with respect to the applicable performance standard.

5.1.4. Training in the operational environment may be used for mission dress rehearsals (MDRs) or facility checkout.

5.2. Training Scripts. The 576 FLTS will design and use scripts to conduct training in support of OTL, SELM, and SOT processes and procedures. Scripts will include instructions for instructors, simulated inputs, and status card inputs as applicable.

5.2.1. All simulation materials will be marked "For Training Use Only".

5.2.2. Scripts will contain valid test stimuli. Stimuli will be identified by Task ID, task description, scenario support personnel initiation, response agencies and notes or expected responses.

5.2.2.1. Estimated scenario run times, if included, are for scenario presentation only and do not establish a time standard for completing actions.

5.2.2.2. Applicable time standards must be annotated within the script.

5.2.3. Do not create actual conditions that could jeopardize personnel safety, cause equipment damage or result in mission degradation.

5.2.4. Scripts must be fully coordinated with scenario support personnel and all other participating or approval agencies prior to being used for documented training.

5.3. Briefings. It is the responsibility of the instructors to conduct appropriate briefings throughout the course of the training session.

5.3.1. Instructors will conduct a pre-brief to set the environment of the training and to ensure the trainee clearly understands expectations, responsibilities, limitations and other rules of engagement before being administered training scenarios.

5.3.2. Safety and operational requirements take priority over simulated activities.

5.3.2.1. Instructors will intervene to prevent a safety hazard or damage to equipment. Additionally, for training conducted in the operational environment, instructors will intervene to prevent mission failure or degradation.

5.3.3. Instructors may use briefings as necessary for scenario transitions, scenario presentation in accordance with the script, and to emphasize concepts presented in the lesson plan.

5.3.4. Instructors will not lead or prompt trainees into taking a correct action. To ensure effective use of training resources and prevent improper procedures from being reinforced, they may step in to redirect trainees once they are satisfied the crew is accomplishing incorrect actions or failing to accomplish required actions.

5.3.4.1. Provide training to correct deficiencies and reinforce the proper actions for task accomplishment as soon as practical after a trainee takes an incorrect action.

5.4. Scenario Termination. Once a training session is started, all efforts will be made by the instructor to complete the session.

5.4.1. Situations may arise in which early termination would be required. Training scenarios terminated early may be re-initiated from the point activity was originally stopped, or it may be completely re-accomplished.

5.5. Debriefing and Outbriefing the Trainee. The trainee debrief and instructor outbrief provides feedback to the trainee and the training program.

5.5.1. Debrief is intended to provide trainees the opportunity to conduct critical self-assessment of their performance, identify deficiencies and develop mitigation strategies for continual improvement. Data gathered in debrief will be used in the instructor outbrief.

5.5.2. The outbrief is intended to provide instructors the opportunity to discuss positive performance, strengths, trainee goals, any noted deficiencies, probable causes, areas for improvement, deficiency mitigation, and direct or indirect impacts to the mission, personnel, and other organizations.

Chapter 6

INSTRUCTOR TRAINING AND CERTIFICATION

6.1. Instructor Training and Certification Program. The training and certification program is developed and administered to ensure certified instructors can conduct standardized, objective training.

6.1.1. Instructors will complete the appropriate training program before certification.

6.2. Tailored Instructor Training. Once an individual has been qualified as an instructor within AFGSC, they will not be required to re-accomplish an entire training program at their new assignment. The Chief of Test Operations Training must assess the individual's previous instructor experience to determine whether an individual requires further training to meet the unit's needs. At a minimum, provide training on local procedures and equipment.

6.2.1. Prior to certification, instructor trainees must accomplish the following actions:

6.2.1.1. Observe a certified instructor conduct a training session.

6.2.1.2. When applicable, observe simulator operations to include pre- and post-training scenario activities.

6.2.1.3. The 576 FLTS will develop and maintain a formal training program for instructor training:

6.2.1.3.1. Training topics will be outlined the POI.

6.2.1.4. If previously instructor qualified in accordance with the AFGSCI13-5201V1, the instructor trainee is not required to perform instruction under observation prior to certification unless directed by the Chief of Test Operations Training. For personnel who were not previously qualified as an instructor, instructor trainees must administer a training session or lesson plan applicable to the test operations mission while under observation by the Chief of Test Operations Training or designated certified instructor.

6.3. Instructor Certification. Certified instructors are responsible to conduct and document operations training. Instructors will be trained, observed, recommended and appointed for certification in accordance with requirements and exceptions provided in this document.

6.3.1. Instructors should only administer training for test positions in which they have been previously trained and certified.

6.3.1.1. There is no limit to the number of attempts it might take for an instructor to become certified. If an instructor fails to certify retraining must be accomplished in the deficient area before the next attempt at certification.

6.3.2. After the instructor trainee has been trained and observed administering applicable training, the Chief of Test Operations Training will provide certification recommendations to the 576 FLTS/CC or 576 FLTS/DO.

6.3.3. The 576 FLTS/CC or 576 FLTS/DO will certify instructors in writing.

6.3.3.1. Certification paperwork must also include the signature of the individual recommending certification.

6.3.4. Instructor observations and certifications will be documented on the TTCT.

6.3.5. If the instructor trainee is not recommended for certification during their certification training session in either environment, the Chief of Test Operations Training or designated instructor observer will become the instructor of record.

6.3.6. The following individuals are automatically certified as instructors based on their position:

6.3.6.1. 576 FLTS/CC

6.3.6.2. 576 FLTS/DO

6.3.6.3. 576 FLTS/ADOs

6.3.6.4. Flight Commander, Test Operations

6.3.6.5. Chief of Stan/Eval

6.3.6.6. Chief of Test Operations Training

6.3.6.7. Chief of Weapons and Tactics

6.3.6.8. Weapons Officers assigned to the 576 FLTS

6.4. Recurring Training and Certification Requirements. Instructors must be trained and maintain currency in the task(s) they train.

6.4.1. Instructors must receive recurring instructor training to ensure standardization and maintain instructor proficiency.

6.4.1.1. Recurring instructor training will be conducted IAW the POI.

6.4.1.2. The Chief of Test Operations Training will develop and administer the instructor training program.

6.5. Instructor Decertification. The 576 FLTS/CC or 576 FLTS/DO will decertify and recertify instructors when needed.

6.5.1. Decertified instructors will not perform instructor duties for any test operations.

6.5.2. Instructors will be decertified in writing for the following reasons:

6.5.2.1. Individual is no longer needed as an instructor due to a Permanent Change of Assignment or Station (PCS/PCA).

6.5.2.2. Failure to maintain job proficiency.

6.5.2.3. Failure to maintain the appropriate security clearance.

6.5.2.4. Individual no longer possesses the degree of proficiency or professionalism deemed necessary by the qualifying official.

6.6. Instructor Restricted Status. An individual may be prohibited from performing instructor duties without being decertified.

6.6.1. Instructors will be prohibited from providing training if: (T-3)

6.6.1.1. The instructor received an unqualified rating on any phase of an evaluation. The instructor must successfully complete corrective training and received a qualified rating on an evaluation prior to administering training.

6.6.1.2. Failure to receive recurring instructor training IAW the POI.

6.6.2. Instructors are restricted from providing training for test positions for which they have not maintained currency IAW the Task Listing. (T-3)

6.6.3. Units will document restricted status via Memorandum for Record (MFR). (T-2)

6.6.4. The 576 FLTS/CC or designated representative will determine the requirements to remove restricted status. Chief of Test Operations Training may remove the individual from restricted status after the requirements are met.

6.6.5. Units will document removal of restricted status via MFR.

6.7. Instructor Recertification. An instructor may be recertified following completion of instructor training in accordance with [paragraph 5.2.1.3](#), and any corrective actions as directed by the certifying official.

Chapter 7

TRAINING AND CERTIFICATION DOCUMENTATION

7.1. Training Documentation. Upon completion of each training session, instructors will document the training administered to provide a means to track individual performance or progression and to contribute to internal and external feedback on training program effectiveness.

7.1.1. Document all training and Task IDs accomplished on electronic or paper forms.

7.1.2. All training documentation will be retained for the previous calendar year, and up to the current month of the current year.

7.2. Training Reports. A standardized training report will be used for currency and mission certification training sessions for each individual to document details of the administered training.

7.2.1. Test team members will receive credit for a Task ID once they demonstrate proficiency on the task. This can be accomplished by performing any portion of a task within the checklist is used or if all actions are contained within another checklist.

7.2.1.1. The instructor awarding Task ID credit is documenting the individual has been adequately trained on the task.

7.3. Individual Qualification Folders. The 576 FLTS will maintain individual training and evaluation documentation in an Individual Qualification Folder (IQF) for all test operations personnel as well as MD certified personnel. Electronic formatted IQFs are authorized provided proper security measures, backup capability, and sustainment plans are in place.

7.3.1. Use of the TTCT is mandatory. The form will be used to document the individual's entire duty and qualification history while assigned to the 576 FLTS.

7.3.1.1. Software applications capturing the same information obtained by the TTCT are authorized provided the unit gains AFGSC/A3T approval prior to use. Reference DAFMAN 90-161 for guidance on gaining approval.

7.3.1.2. If electronic forms are used, the 576 FLTS will develop a plan to ensure adequate security procedures are in place to prevent tampering by unauthorized personnel and to document timely back-up and recovery procedures. Regardless of format (hardcopy/electronic), the unit is ultimately responsible for the information contained on these forms.

7.3.2. As a minimum, the following information will be documented on the TTCT:

7.3.2.1. Arrival and Departure from unit.

7.3.2.2. Completion of initial training.

7.3.2.3. Certification(s) and decertification(s). The 576 FLTS will ensure a reason for decertification is included and all decertification paperwork is maintained in the IQF.

7.3.2.4. Missions or test operations accomplished.

7.3.2.5. Evaluation or observation results.

7.3.3. The 576 FLTS will record all required certification and decertification signatures.

7.3.4. If hardcopy records are maintained, the IQF will have six sections and be maintained according to the following guidance. Digital data systems will maintain this same information, and will be organized in a similar format.

7.3.4.1. Section 1- TTCT, all applicable Memorandums for Record (MFR) and other supporting documentation. The TTCT will be placed on top. Post all MFRs and supporting documentation beneath the forms in reverse chronological order (with the most recent on top).

7.3.4.2. Section 2 – Certifications/Decertifications with associated paperwork.

7.3.4.3. Section 3 – Mission and Recurring Training Records. Include Training Reports and documentation for all recurring training and/or mission certification training sessions that were accomplished. Post documents in reverse chronological order.

7.3.4.4. Section 4 – Evaluation Paperwork. Include all evaluation documentation, IAW AFGSCI 13-5203v2. Post documents in reverse chronological order.

7.3.4.5. Section 5 – Instructor/Evaluator Certifications and Decertification. Instructor and/or evaluator certifications and decertifications with associated paperwork will be maintained in this section until the individual departs the 576 FLTS. Post documents in reverse chronological order.

7.3.4.6. Section 6 – Initial Training Program Documentation, and MAF Dispatch and Associated Procedures Certification.

7.3.4.6.1. All other training records for an individual will be maintained in a separate folder.

Chapter 8

MISCELLANEOUS

8.1. Operational Observations. Certified instructors may conduct observations in the operational environment to identify trends, assess currency, compliance with standards and provide training program feedback.

8.1.1. Observations will not be assessed a rating and are not required to be documented.

8.1.2. If formal documentation is desired for currency checks or for individual feedback, an operational evaluation will be used in accordance with AFGSCI 13-5203v2.

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

AFPD 13-5, *Air Force Nuclear Operations*, 16 Jul 2018

AFI 13-520, *Aircraft and Intercontinental Ballistic Missile (ICBM) Nuclear Operations*, 26 Jun 2021

AFGSCI 13-5303v2, *Intercontinental Ballistic Missile (ICBM) and Weapon System Testing Personnel Standardization and Evaluation* 9 Oct 2012

AFGSCI 13-5303v3, *Intercontinental Ballistic Missile (ICBM) Operational Test And Evaluation Task Force Operations* 8 Oct 2012

AFI 33-322, *Records Management And Information Governance Program* 21 July 2021

AFH 36-2235 Vol 11, *Information for Designers of Instructional Systems Application to Unit Training*

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

Prescribed Forms

None.

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFGSC—Air Force Global Strike Command

AFGSCI—Air Force Global Strike Command Instruction

AFH—Air Force Handbook

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

CC—Commander

CCO—Countdown Control Officer

COG—Clarification of Guidance

CPT—Countdown Procedures Trainer

FLTS—Flight Test Squadron

HQ—Headquarters
ICBM—Intercontinental Ballistic Missile
IQF—Individual Qualification Folder
IT—Individual Training
LCMO—LEPS Control and Monitor Operator
LD—Launch Director
LEPS—Launcher Environmental Protection System
LOI—Local Operating Instruction
MAF—Missile Alert Facility
MAJCOM—Major Command
MC—Mission Certification
MCT—Mission Certification Training
MD—Mission Director
MDR—Mission Dress Rehearsal
MFR—Memorandum for Record
OPR—Office of Primary Responsibility
OOT—Other Operational Test
ORM—Operational Risk Management
OTL—Operational Test Launch
OT&E—Operational Test and Evaluation
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
POI—Plan of Instruction
Q1—Qualification Level 1
Q2—Qualification Level 2
RDS—Records Disposition Schedule
RT—Recurring Training
SAV—Staff Assistance Visit
SELM—Simulated Electronic Launch—Minuteman
SOT—Software Operational Test
ST—Supplemental Training
STE—Senior Test Evaluator

TC—Test Conductor

TE—Test Evaluator

TM—Test Manager

TTCT—Test Team Certification Tracker

TTP—Tactics, Techniques, and Procedure