

**BY ORDER OF THE COMMANDER
30TH SPACE WING**

**30TH SPACE WING INSTRUCTION
63-102**



25 JULY 2018

Acquisition

**30TH SPACE WING PRIME MISSION
EQUIPMENT (PME) REQUIREMENTS
AND DEFICIENCIES PROCESS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 63-101/20-101, Integrated Life Cycle Management, 9 May 2017. This instruction establishes a policy to control processes effecting Western Range (WR) Prime Mission Equipment (PME) Systems performance requirements and deficiencies. These requirements are derived from limitations with PME and enhancements to PME due to changes in Range or Customer needs. The Deficiency Identification and Reporting process described in this instruction is IAW TO 00-35D-54, USAF Deficiency Reporting, Investigation, and Resolution. This instruction applies to personnel and agencies supporting the 30th Space Wing (30 SW) involved in the acquisition, installation, integration, test and evaluation, logistics support, operation, and maintenance of new or modified systems on the WR. Send proposed or recommended changes to this instruction to Range Systems Flight 30th Range Management Squadron (30 RMS/RMR), 806 13th Street, Room 161, Vandenberg AFB, CA 93437 on Air Force (AF) Form 847, Recommendation for Change of Publication. Maintain and dispose of records created as a result of the processes described in this instruction in accordance with Air Force Manual (AFMAN) 37-123, Management of Records, and AFRIMS Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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Chapter 1

OVERVIEW

1.1. The principal objective of this instruction is to provide a uniform process to identify, approve/validate, prioritize, and manage Prime Mission Equipment (PME) requirements and deficiencies.

1.1.1. The Requirement Statement (RS) is the form for documenting requirements derived from limitations or enhancements to PME due to changes in Range or Customer needs. An RS is also used to document sustainment actions necessary to resolve critical Diminishing Manufacturing Sources and Material Shortages (DMSMS) issues for systems that do not exhibit operational deficiencies.

1.1.2. The Deficiency Report (DR) is the method for documenting deficiencies against PME and defined by T.O. 00-35D-54, Deficiency Reporting, Investigation, and Resolution (DRI&R).

1.1.3. RSs and DRs are managed by different systems and processes.

1.1.3.1. The Visual Record Viewer (VRV), also known as VisualRV, is a web-based Business Process Management Application that contains all active and archived RSs. It is a tool used to document and manage RSs across the Air Force Space Command (AFSPC) enterprise. It can be accessed at the following address: <https://imis.rc.patrick.af.mil>.

1.1.3.2. The Joint Deficiency Report System (JDRS) Database is a comprehensive and standardized software tool to create, process, and manage DRs. This centrally funded system is required by T.O. 00-35D-54. It can be accessed from the following address: <https://jdrs.mil>.

Chapter 2

APPLICABILITY

2.1. This instruction applies to PME as defined in the Launch and Test Range System (LTRS) baseline. It may also include infrastructure and facilities necessary to support PME modifications. Exceptions to include requirements for supporting systems that fall outside the LTRS baseline may be authorized upon agreement between 30 OG and SMC/RN.

2.2. This instruction applies to personnel and agencies of the Wing involved in the acquisition , installation, integration, test, evaluation, logistics support, operation, and maintenance of new or modified systems on the Western Range (WR).

2.3. This instruction excludes modifications to:

- 2.3.1. Administrative communications requirements.
- 2.3.2. WR infrastructure and facilities not directly in support of PME.
- 2.3.3. Test equipment or logistical support equipment.

Chapter 3

ORGANIZATIONAL RESPONSIBILITIES

3.1. The 30th Operations Group Commander (30 OG/CC)

3.1.1. The 30 SW authority for implementation of this publication and enforcement of all policies and procedures defined herein.

3.1.2. Shall delegate and assign process specific roles.

3.2. Wing Requirements Validator (WRV)

3.2.1. The WRV validates Wing requirements. Validation is an official action by which the Wing certifies an RS as a valid requirement. Once the RS is validated at the Wing level, it is then submitted to the HQ Requirements Validation Board (RVB) for AFSPC validation.

3.2.2. Shall serve as the Chair of the 30 SW RVB. This board is referred to as the Requirements Operation Group Executive Review (ROGER). The ROGER is where the OG reviews an RS to ensure it is complete, identifies a legitimate need and requirement source, has a clear scope, accurately describes operational impacts and is consistent with the long range vision of the 30 SW.

3.2.3. Is the primary 30 SW representative at all HQ AFSPC RVBs. The WRV is authorized to delegate this role to OG personnel as deemed necessary and appropriate.

3.3. Originating Point

3.3.1. The Originating Point validates Wing DRs and serves as the 30 SW representative on the Deficiency Review Board (DRB). Validation of a DR is an official action which inputs a deficiency record into the JDRS system for adjudication.

3.4. Wing Requirements and Deficiency Coordinator (WRDC)

3.4.1. Is the 30 SW representative for the Requirements Process Working Group (RPWG).

3.4.2. Is responsible for overall RS and DR process management and administration. This includes developing and conducting training for Wing Engineers and leadership.

3.4.3. Is authorized to perform any and all actions, in support of RS generation, review, modification, approval, cancellation, closure, and validation and take validation actions in VRV on behalf of WRV.

3.4.4. Is responsible for DRB scheduling and agenda preparation.

3.4.5. The WRDC will review all open DRs and RSs periodically at WRV or Originating Point direction and verify that all OPRs are aware of any actions needed to continue processing the DRs/RSs in a timely manner.

3.5. The 30th Range Management Squadron (30 RMS)

3.5.1. Is responsible to define equipment and resources as PME, and to further define the demarcation points for all major segments of the PME.

3.5.2. Is responsible for Range sustainment and modernization prioritization process management.

3.5.2.1. At a minimum this process will provide an annual update of Range sustainment and modernization priorities for 30 SW/CC approval.

3.6. The 2nd Range Operations Squadron (2 ROPS)

3.6.1. Serves as OPR for the UDS process and UDS documentation management except for Program Introductions and Statements of Capability.

3.6.2. Provides Range Customer interfaces for PME needs.

3.6.3. Assists Range Customers external to the Wing by representing Range Customers in the RS process for modifications of PME that support customer requirements.

3.7. The 30 OG Wing Engineers

3.7.1. Wing Engineers are the 30 SW representatives assigned responsibility for the operations, maintenance and sustainment of PME. Assignments are based on the PME segment for which their respective squadrons are designated as the Office of Primary Responsibility.

3.7.1.1. The Wing Engineer shall be an employee of the Government and may not be a contractor.

3.7.2. Wing Engineers are the only WR personnel authorized to submit Engineering Investigation Deficiency Reports within the JDRS system. They are authorized to input any other type of DR.

3.7.3. Wing Engineers are the only WR personnel authorized to submit Requirement Statements in the VRV system for WR PME. Under no circumstance shall any RS be drafted, authored, or submitted by a contractor.

3.7.4. Wing Engineers are responsible to ensure that RS and DR records are complete and accurate prior to submission following guidance supplied by the Wing Requirements and Deficiency Coordinator.

3.7.5. Wing Engineers shall maintain an internal prioritized list of RSs and DRs for their assigned subsystem(s).

Chapter 4

REQUIREMENTS PROCESS

4.1. The 30 SW Requirements Process shall be defined and implemented using VRV. RSs approved by the 30 SW and HQ AFSPC are defined as “Validated”. Validated RSs are sent to SMC, who then develops and implements the required sustainment or modernization actions.

4.2. Execution of sustainment and modernization actions is prioritized in part by the annually updated priority list provide by the 30 SW to SMC/RN and the subsystem Integrated product Team (IPT) priority lists maintained by the individual Wing Engineers.

4.3. The overarching requirements process is defined in VRV and may be viewed at any time by any person with authorized access to the system by referring to the “State Diagram.”

4.4. This process may be adjusted as needed in order to maximize efficiency. The 30 SW is custodian of all internal processes of the RS review/validation/implementation process and is authorized by HQ AFSPC to adjust this process as desired by the Wing. The WRDC is authorized to make any and all changes in the VRV process not otherwise directed in the HQ RVB Management Guide.

4.5. The RS submission web application is accessed via the following link: <https://imis.rc.patrick.af.mil/vrvhome/> by clicking on the “add new” button under “RS-1320 Requirement Statement” heading.

4.5.1. If applicable, the Program Support Manager (PSM) will be assigned as the Customer for user initiated requirements. Otherwise this assignment shall be given to the Wing Engineer with the most vested interest in delivery of the subject RS.

4.5.2. The Wing Engineer shall coordinate and lead discussions of the RS with the Subsystem IPT and prioritize the requirement.

4.5.3. The Wing Engineer’s Section Chief will be assigned as the Advocate.

4.5.4. The Wing Engineer will then submit the RS to the Advocate for approval.

4.5.5. The Advocate’s approval will notify the WRDC that the RS is ready for Wing validation.

4.6. Wing Validation

4.6.1. The WRDC may propose a review of requirements that are ready for validation; this proposal may be made directly to the 30 OG, under advisement of all concerned OG Responsible Squadrons.

4.6.2. The 30 SW RVB occurs via the ROGER. This meeting is chaired by the WRV. The ROGER may be required on a periodic or emergency basis.

4.6.3. Validated RSs follow the steps below for either local validation or submission to HQ RVB. Chair will update the RS content and priority, as applicable.

4.6.3.1. A local validation is done when there is no requirement for HQ AFSPC validation. Local validations are made only if the modification meets all the following criteria: (a) no impact to form, fit, or function; (b) Government estimate is less than \$500K and (c) has no Performance Specification level impact.

4.6.3.2. RSs that do not meet the local validation requirements are sent to HQ AFSPC for validation.

4.7. HQ AFSPC validates RSs , IAW HQ RVB Management Guide, or returns RS to the 30 SW for update or cancellation.

4.8. Implementation

4.8.1. SMC/RNSV and/or SMC/RNS, in coordination with 30 SW and other stakeholders, develops and implements a solution in accordance with established guidance including the Systems Engineering Plan.

4.8.2. After SMC delivers a tested, documented, and logistically supportable solution, SMC/RNSV and/or SMC/RNS recommends RS closure via the Readiness Review Board (RRB) and sends it to the Wing. The Wing will ensure operational acceptance of the modification before closure of the RS.

4.9. Closure authority resides with the Wing Engineer identified in the RS and generally requires complete satisfaction of all elements.

Chapter 5

WING DEFICIENCY REPORTING PROCESS

5.1. This section defines the 30 SW implementation of the deficiency reporting process in accordance with Technical Order (T.O.) 00-35D-54, USAF Deficiency Reporting (DR) and Investigating System, 1 Sep 2015.

5.2. Wing Engineers and authorized contractors (see restrictions below) shall be authorized to draft and submit a DR (i.e. the Originator) using the JDRS.

5.2.1. Wing Engineers are authorized to input all DR types.

5.2.2. Contractors are only authorized to input Product Quality DRs (PQDR). They may not input any other type of DR.

5.3. Once submitted, a DR will go to the Originating Point for review.

5.4. The Originating Point will review DRs for accuracy, completeness and then coordinate with the WRDC to schedule a DRB when appropriate.

5.5. The purpose of a DRB is to review all open DRs for applicability , accurate impact statements, proper categorization and priority. The DRB shall include representatives from SMC, 30 OG, Range Safety and (as applicable) 17th Test Squadron (17 TS).

5.5.1. The DRB Charter shall be drafted and maintained by WRDC and detailing business rules and formal protest procedures.

5.6. The role of DRB chair is dependent upon the status of the system at the time a DR is submitted. In all cases, it is the DRB chair that has final say over the content and categorization of a DR.

5.6.1. SMC/RNSV will chair the DRB for all SMC managed projects under development or DT&E.

5.6.2. The 17 TS will chair the DRB for projects under OT&E.

5.6.3. The 30 RMS will chair the DRB for all operational systems.

5.7. At the conclusion of the DRB , the DR is updated per the direction of the DRB chair and submitted by the Originating Point to JDRS.

5.8. Once submitted, the DR goes to the SMC/RN Screening Point where the DR is put on the agenda for the next Material Improvement Project Review Board (MIPRB).

5.9. The MIPRB is responsible for determining how to adjudicate validated DRs.

5.10. A Section Chief and/or system subject matter expert , as delegated by OG leadership, will represent the 30 SW at the MIPRB affecting Western Range PME.

5.11. SMC directs implementation of corrective action to address the DR.

5.12. When SMC notifies the Wing corrective action is implemented , the DRB will review the DR for closure.

MICHAEL S. HOUGH, Colonel, USAF
Commander

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

AFSPCI63-101/20-101, *Integrated Life Cycle Management*, 9 May 2017

TO 00-35D-54, *Technical Manual USAF Deficiency Reporting, Investigation, and Resolution*, 01 September 2015

Adopted Forms

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

Abbreviations and Acronyms

2 ROPS—2d Range Operations Squadron

30 OG—30th Operations Group

30 RMS—30th Range Management Squadron

30 SCS—30th Space Communication Squadron

30 SW—30th Space Wing

DMSMS—Diminishing Manufacturing Sources and Material Shortages

DR—Deficiency Report

DRB—Deficiency Review Board

F3I—Form, Fit, Function, Interface

HQ AFSPC—Headquarters Air Force Space Command

IPT—Integrated Product Team

JDRS—Joint Deficiency Reporting System

LTRS—Launch Test Range System

MIPRB—Material Improvement Project Review Board

OPR—Office of Primary Responsibility

OT&E—Operational Test & Evaluation

PME—Prime Mission Equipment

PQDR—Product Quality Deficiency Report

PSM—Program Support Manager

ROGER—Requirements OG Executive Review

RS—Requirements Statement

RNS—Range and Network Systems Division

RNSV—Range and Network Systems Division, Vandenberg Office

RVB—Requirements Validation Board

SMC—Space and Missile Systems Center

SWI—Space Wing Instruction

UDS—Universal Documentation System

VRV—Visual Requirements View

WRDC—Wing Requirements & Deficiency Coordinator

WRV—Wing Requirements Validator

Terms

Form, Fit Function Interface (F3I)—A configuration change to the form, fit, function, or interface (F3I) of an in-service, configuration-managed or produced Configuration Item (CI). Modifications are defined primarily by their purpose. A capability modification alters the F3I of an asset in a manner that requires a change to the existing system, performance, or technical specification of the asset. Such modifications generally are accomplished to add a new capability or function to a system or component, or to enhance the existing technical performance or operational effectiveness of the asset. A sustainment modification alters the F3I of an asset in a manner that does not change the existing system, performance, or technical specification of the asset. Such modifications generally are accomplished to correct product quality deficiencies, or to bring the asset in compliance with, or to maintain the established technical or performance specification(s) associated with the asset. Sustainment modifications may also include efforts that are accomplished for the primary purpose of improving the reliability, availability, maintainability, or supportability of an asset, or to reduce its ownership costs.

Prime Mission Equipment (PME)—Range instrumentation systems are the combination of software, firmware, and hardware required to perform the WR mission. This includes, but is not limited to, radar, telemetry, optics, Global Positioning System (GPS), weather, data processing, telecommunications, command and control, display, closed circuit television, monitoring and surveillance, and simulation in implementation with automated information systems to acquire, display, and analyze data collected as an instrumentation network in support of ballistic missiles, space launch systems, aircraft fly-bys, and orbital satellites.