

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



**AIR FORCE SPACE COMMAND  
INSTRUCTION 10-1202**

**30TH SPACE WING  
Supplement 1  
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**CREW FORCE MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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The Office of Primary Responsibility (OPR) for this supplement is 30OG/OGVE. This supplement implements and extends the guidance of Air Force Space Command Instruction (AFSPCI) 10-1202, 1 Aug 2001. Please reference AFSPCI 10-1202/14AF1, 1 Dec 02 as needed for additional guidance. Maintain and dispose of all records created as a result of the process described herein according to

AFMAN 37-139, *Records Disposition Schedule*. Public Law 104-13, *Paperwork Reduction Act of 1995*, affect this publication.

**SUMMARY OF REVISIONS**

This publication has been substantially revised and must be reviewed in its entirety. Paragraph numbers have been updated to match HHQ instructions. References to Temporary Procedures have been deleted. An Operations Review Process (ORP) numbering system has been added. References to Mission Flight Control in 30SW/SEO have been deleted. References to “personnel” in this supplement means both military and civilian. The Training/Evaluation Material Coordination (TEMAC) process has been incorporated into the ORP paragraphs. Due to substantial changes incorporated into this revision, this instruction requires a review in its entirety.

4.1. (Added) **Operations Review Board (ORB) Guidance.** Standardization and Evaluation (30OG/OGV) will be the POC for 30SW ORBs.

4.1.1. (Added) The unit will notify Commander, 30th Operations Group (30OG/CC), 30th Operations Group Standardization and Evaluation (30OG/OGV) and 30th Operations Support Squadron Training Flight (30OSS/OSOT) of the intent to convene an ORB, including a brief summary of the problem and any actions taken. 30OG/CC will determine additional notification requirements. Initial verbal notification will be made as soon as the situation permits, followed by written notification. Amplifying data will be reported through normal daily reporting channels. If corrective actions are identified and approved

prior to the ORB, they will be implemented without delay. Any corrective actions taken prior to the ORB will be documented in the minutes. 30OG/OGV will act as board president for group/wing-level ORBs. For squadron-level ORBs, the unit Operations Officer (or equivalent), or designated representative, will act as the board president and determine final membership requirements. A representative from the unit will act as the board secretary. 30OG/OGV will support squadron level ORBs if requested. ORB membership will include personnel involved in, or having knowledge of, the launch or incident.

4.1.2. (Added) 30OG/OGV, the Board President, or an appointed office of primary responsibility (OPR) will track all actions generated by a group-level ORB through the 30OG Operations Review Panel. 30OG/OGV will brief action item status at least quarterly to 30OG/CC. Offices of primary responsibility for open action items will submit monthly status updates to the Board President and 30OG/OGV. Coordinate action items involving contractors, or requiring contractual support, with appropriate agencies according to established procedure. Ensure action items are closed by the Approval Authority after the recommended corrective actions are fully implemented and documented. The Board President recommends action item closure to the Approval Authority through the ORP.

4.1.3. (Added) If procedural errors caused an unusual/abnormal event, notify the appropriate agency, recommend possible solutions (if known), and document the actions taken in the ORB minutes. Affected units will ensure personnel are trained on all changes prior to any subsequent accomplishment of the procedure to prevent adverse impact to operations. If changes to contractor procedures are required, direct the contractor to make the appropriate changes according to existing contractual agreements.

4.1.4. (Added) If hardware or software errors caused an unusual/abnormal event, notify the appropriate agency to accomplish corrective actions. Document changes to a procedure as a result of hardware or software modification and incorporate them as soon as possible. Affected units will ensure personnel are trained on all changes prior to any subsequent accomplishment of the procedure to prevent adverse impact to operations. If changes to contractor procedures are required, conduct any additional contractor training according to contractual agreements.

8.1.5. Units will include in their certification briefings (as a minimum) unit mission, system knowledge, roles, and responsibilities for their respective Crew Mission Ready (CMR) position during generation, execution, and recovery phases (if applicable).

9.3. **Crew Scheduling.** Units identify personnel projected to work upcoming operations and provide a copy of the schedule to the unit operations training flight, 30OSS/OSOT, and 30OG/OGV to ensure training and evaluation requirements are met. This schedule will be provided no less than three duty days prior to a scheduled operation.

9.6. **Duties Not Including Flying/Alert.** The flight surgeon in the 30th Medical Group Office of Aerospace Medicine (30ADOS/SGGF) assesses the readiness of individuals receiving medication or treatment, or having existing conditions that could cause sudden incapacitation, affect state of mind, physical abilities, etc.

9.6.3. (Added) **Conditions.** The flight surgeon considers Duties Not Including Flying (DNIF) status for personnel with any mental or physical condition which may jeopardize personnel safety or mission success while performing spacelift CMR duties. These include, but are not limited to existing conditions, medication or treatment (to include dental) which could affect their state of consciousness, judgment, mental alertness, equilibrium, physical coordination, vision, speech, or could lead to sudden incapacitation.

9.6.4. (Added) 30ADOS/SGGF administers the DNIF program to all 30SW personnel in the 13SXX and 1C6XX career fields that are currently in, or in training for, a CMR position.

9.6.4.1. (Added) Entry into DNIF status is automatic for any conditions specified in AFI48-123, *Medical Examination and Standards*, attachments 2 or 5, or the use of any medication not specifically allowed in AFI48-123, attachment 5, paragraph A5.5.

9.6.4.2. (Added) The flight surgeon recommends DNIF status when a condition is diagnosed during an annual physical or self-initiated consultation.

9.6.5. (Added) Waivers and Return to Operations (RTO) Requests. A waiver is required for all 13SXX and 1C6XX personnel who are covered by AFI48-123, who cannot meet the specified medical requirements, but wish to RTO.

9.6.5.1. (Added) Send waiver requests for all 13SXX and 1C6XX personnel to 30ADOS/SGGF. 30ADOS/SGGF will process and forward waiver requests to Office of the Command Surgeon (AFSPC/SG). According to AFI48-123, attachment 10, the waiver authority for all 13SXX and 1C6XX personnel is AFSPC/SG.

9.6.6. (Added) 30SW offices and 30OG squadrons will:

9.6.6.1. (Added) Ensure effective management and implementation of requirements and procedures established in AFI48-123, AFSPCI10-1202, and applicable supplements.

9.6.6.2. (Added) Document unit specific procedures in support of the DNIF program.

9.6.6.3. (Added) Appoint a unit DNIF monitor to administer the DNIF program at the unit level.

9.6.6.4. (Added) Ensure the squadron DNIF monitor documents DNIF status of affected personnel.

9.6.6.5. (Added) Request 30ADOS/SGGF evaluate waivers to the DNIF policy, as necessary, for any personnel with 13SXX or 1C6XX Air Force Specialty Codes (AFSC).

9.6.6.6. (Added) Coordinate changes to DNIF program administration and medical requirements for space operations duty personnel with the 30ADOS/SGGF.

9.6.7. (Added) 30ADOS/SGGF will:

9.6.7.1. (Added) Maintain medical records for all 13SXX and 1C6XX personnel. When CMR spacelift personnel are DNIF, an AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty**, is completed including the DNIF estimated duration. At the end of the DNIF period, the individual must return to the Flight Surgeon to be re-evaluated and removed from DNIF status. If DNIF for an indeterminate period, the estimated duration is left blank. **NOTE:** The individual must return to the flight surgeon prior to resuming mission ready duties. If the individual recovers prior to the estimated date, and wishes to resume CMR duties, the individual must return to the Flight Surgeon. If not recovered, the individual must return to the Flight Surgeon after the estimated period for a consultation.

9.6.7.2. (Added) Assist 30SW, 30OG, and squadron DNIF monitors with medical requirements and DNIF status for all spacelift operations duty personnel.

9.6.7.3. (Added) Publish changes to DNIF program administration and medical requirements.

9.6.7.4. (Added) Coordinate and document changes to DNIF program administration and medical requirements for spacelift operations duty personnel with 30OG/OGV and 30SW/SEO.

9.6.7.5. (Added) Send copies of all AF Forms 1042 to unit DNIF monitor.

9.6.7.6. (Added) Process DNIF waiver requests for all 13SXX and 1C6XX AFSCs.

9.6.7.7. (Added) Schedule annual Preventative Health Assessments (PHAs) for all CMR personnel within the 3 months preceding the last day of the birth month.

9.6.8. (Added) All 13SXX and 1C6XX personnel in CMR duty positions must:

9.6.8.1. (Added) Report to 30ADOS/SGGF any physical condition which may jeopardize personnel safety or mission success while performing spacelift CMR duties. Report as soon as possible to the Flight Surgeon following any visit or referral to a non-flight surgeon medical provider, for a records review and determination of duty status. These requirements are mandatory for the treatment of any physical condition requiring medication (topical or ingested) other than those medications listed in AFI48-123, attachment 5, paragraph A5.5.

9.6.8.2. (Added) Report any treatment received outside the 30AMDS/SGP office and any conditions listed in **paragraph 4.6** of this instruction or AFI48-123, attachments 2 or 5.

9.6.8.3. (Added) Return DNIF recommendations to the unit DNIF monitor.

9.6.8.4. (Added) Schedule a follow-up appointment to be re-evaluated by the flight surgeon within the time period specified on the AF Form 1042.

9.6.8.5. (Added) Deliver medical records to 30ADOS/SGGF as part of unit in-processing.

9.6.8.6. (Added) All 13SXX and 1C6XX personnel will ensure their annual Preventive Health Assessments are scheduled by 30AMDS/SGGF within 3 months preceding the last day of the individual's birth month.

9.6.9. (Added) The Unit DNIF monitor:

9.6.9.1. (Added) Ensures the date and affected duty positions of all individuals entered into or removed from DNIF status are documented.

9.6.9.2. (Added) Maintains waiver letters and responses on unit personnel.

9.6.9.3. (Added) Ensure 13SXX and 1C6XX personnel were scheduled for annual PHAs by 30ADOS/SGGF within 3 months of their birth month but no later than the last day of their birth month.

9.6.9.4. (Added) Ensures a list of all 13SXX/1C6XX personnel, in training for, or certified in, a spacelift CMR duty position, is provided to 30ADOS/SGGF at least monthly.

9.6.9.5. (Added) Notify 30ADOS/SGGF when personnel are removed from the DNIF program due to decertification, permanent change of station (PCS), etc.

10.3.2. Unit permanent procedures, to include operating instructions (OIs), checklists, maintenance and training, are approved through the unit ORP process. Units forward all OIs and checklists to 30OG/OGV and 30OSS/OSOT for review prior to final approval by the unit operations officer or commander. 30OG/OGV and 30OSS/OSOT standardize procedures for tasks and ensures procedures are accurate and effective. The unit commander is the final authority and has responsibility for technical accuracy. Group permanent procedures are reviewed by 30OG/OGV and 30OSS/OSOT and approved through the Group ORP process.

10.3.2.1. Changes or additions to permanent procedures affecting multiple agencies are not used for operations until coordinated with all affected agencies. 30OG/OGV notifies all applicable 30SW agencies of changed/additional procedures. Affected contractors and non-wing agencies are notified by the associated

unit OPRs. Additional training and evaluation, if necessary, will be accomplished by affected operations units prior to implementation. OPRs for procedures must review procedures at least annually to ensure accuracy, currency, and mission applicability. Document results in ORP minutes.

11. **Changes.** Submit requests for changes to AFSPCI 10-1202, AFSCPI 10-1202/14AF1, and this supplement to 30OG/OGV. 30OG/OGV will coordinate with all appropriate agencies and, if justified, pursue appropriate change actions.

12. **Waiver Authority.** 30OG/CC is the waiver authority for this supplement unless specifically stated otherwise. Waivers will be granted on an individual and controlled basis. Waiver authority may not be delegated.

12.1. **Waiver Procedures.** Submit fully justified waiver requests for AFSPCI10-1202 and AFSCPI10-1202/14AF1 through 30OG/OGV to 30OG/CC. Submit fully justified waiver requests for this supplement through the respective unit commander to 30OG/OGV for action.

12.2. (Added) **Waiver Review.** 30OG/CC reviews waiver requests and recommends approval or disapproval through 14AF to HQ AFSPC/DOT.

13. **Clarifications.** Submit requests for clarification and guidance to this instruction in writing to 30OG/OGV. 30OG/OGV coordinates with all appropriate wing agencies and if required, formally requests higher headquarters clarification or guidance that is beyond the scope of the wing.

14. (Added) **Operations Review Panel.** Establish an Operations Review Panel (ORP) to ensure aggressive leadership, effective training, and sound procedures are employed to accomplish operational missions in the most efficient manner.

14.1. (Added) The formal coordination process for evaluation and training requirements and products in 30OG is the TEMAC process. Conundrum will be used for the TEMAC process.

14.2. (Added) **ORP Process.** The ORP is responsible for reviewing processes, resolving issues, assigning action items, and tracking the status of activities pertaining to operations, training, standardization, and evaluation. It ensures required coordination among the appropriate unit, group, wing, Numbered Air Force (NAF), or headquarters agencies. The ORP should not be used as a working group. It should be employed as an effective management tool to identify improvements and remedies to operations, and for tracking corrective actions.

14.2.1. (Added) **ORP Action Item Numbering.** All ORP items will be assigned a unique tracking number. This number will designate the group (or squadron for squadron level ORPs) to which the item was assigned, the year, the month, and day in which the item was assigned, and the number in order of precedence that the item was assigned during that particular month. For example, the tracking number for the fourth item assigned to the Operations Group on 21 February 2003 would be OG030221-04. The first item on 05 March 2003 would then be OG030305-01. For squadrons within 30OG, replace the 'OG' within the number with 'RANS', 'SLS', 'OSS', 'WS', or 'HF'.

14.2.2. (Added) **ORP Membership.** The 30OG/CC is the panel president for Group ORPs and ensures a Group ORP is convened to resolve and track operations, training, and standardization and evaluation issues at the group level. The squadron commander (or equivalent) ensures the unit ORP is convened. The unit operations officer is the panel president.

14.2.2.1. (Added) 30OG and its units will convene an ORP at least quarterly with the 30OG ORP typically convened monthly, at the OG/CC's discretion. Convene additional ORPs as needed to resolve specific mission or training problem requiring immediate attention.

14.2.2.2. (Added) Approve, or recommend for approval, the addition or deletion of mission requirements, operations support requirements, operations procedures, training and evaluation requirements.

14.2.2.3. (Added) Identify actions required to resolve operations, operations support, training, and evaluation issues.

14.2.2.4. (Added) Review CMR real-world deficiencies adversely impacting the mission (if any) and determine actions necessary to prevent recurrence.

14.2.2.5. (Added) Standardize CMR training, operations support, and operations management programs where appropriate.

14.2.2.6. (Added) Review of training, standardization and evaluation, operations support, and operations management programs for current and efficient oversight.

14.3. (Added) **ORP Minutes.** 30OG/OGV will publish the Group ORP agenda and meeting minutes. The unit Operations Officer will appoint an OPR for publishing the unit ORP agenda and minutes. Number Action Items (AI) according to paragraph 14.1.5 (30SW). Units forward ORP minutes to 30OG/OGV and 30OSS/OSOT.

14.4. (Added) **Operations Procedure Changes.** 30OG/OGV and 30OSS/OSOT will review changes or additions to 30OG unit operations procedures and documentation. If the materials are disapproved, justification and recommended changes will accompany the disapproval notification.

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