



**SUPPORT TO COMMERCIAL SPACE LAUNCH  
ACTIVITIES**

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This supplement implements and extends the guidance of Air Force Space Command Instruction 10-1215, *Support to Commercial Space Launch Activities*. Information that supplements paragraphs existing in AFSPCI10-1215 is identified by paragraph number. New paragraphs are identified by the word added in parenthesis: **(Added)**. This supplement describes 30 SW procedures for use in conjunction with the basic AFSPCI. 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. This supplement applies to the 30th Space Wing and all subordinate units. Waivers and requests for clarification should be forwarded to 30 OG/CC, 816 13th Street, Suite 200, Vandenberg AFB CA 93437-6282.

2.1. (Added) This supplement clarifies 30 SW support to commercial space activities. Commercial programs, as used here, include activities or programs involving FAA Launch/Site Operators Licenses, Real Property Agreements, Commercial Space Operations Support Agreements (CSOSAs), Space Operations Support Agreements (SOSAs) or commercial launch services contracts. Other program support will be governed by other instructions and/or 30 SW policies.

11.1.1.2. (Added) The Customer Support Office is not intended to supplant functional relationships (for example, between the customer and 30 OG units for operations-related issues). Strong functional relationships between the customer and 30 SW units contribute to effective customer support and enhance mission effectiveness.

11.1.2. (Added) The 30th Space Wing Customer Support Office will:

11.1.2.1. (Added) Report directly to the Commander, 30 SW.

11.1.2.2. (Added) Receive administrative support from 30 SW/XP.

11.1.2.3. (Added) Develop comprehensive internal processes and consistent interpretation and implementation of Air Force and national policy to effectively satisfy customer support requirements.

11.1.2.4. (Added) Establish and maintain contacts with potential customers and promote 30 SW mission and Major Range and Test Facility Base (MRTFB) capabilities.

11.1.2.5. (Added) Perform program requirement analyses, site surveys, and support trade-off analyses for potential customers before accepting the program. Perform reviews, trends, and workload forecasts.

11.2.1.6. (Added) Manage development of wing plans and commitments for DoD, NASA, commercial, and other government space launch, ballistic, missile defense, aeronautical, and other customer programs or exercises.

11.1.2.7. (Added) Involve the appropriate Wing agencies in the program support process for each new program.

11.1.2.8. (Added) Manage, implement, and track the 30 SW Customer Survey program.

11.1.2.9. (Added) Advise the Commander, 30 SW, on all on-going planning and programming activities for commercial launch programs.

11.1.2.10. (Added) Coordinate and manage bi-monthly customer forums for the 30 SW Commander. The forums include the Customer Steering Board and Commercial Space Advocacy Committee.

11.1.2.11. (Added) Initiate security support including base access and foreign visitor clearances.

11.1.2.12. (Added) Provide 30 SW/CCT and 30 SW/XPT information on potential new programs to ensure full compliance with international arms control agreements.

11.1.2.13. (Added) Provide a Customer Support Manager (CSM) for each new program/project authorized to receive 30 SW support.

11.1.3. (Added) The Customer Support Manager (CSM) will:

11.1.3.1. (Added) Be designated the 30 SW POC for requirements for all assigned programs and is the focal point for the two-way information flow between the customer and wing agencies for the mutual identification of changes or new developments in requirements, planning, schedules or support costs. This role does not prevent one-on-one interaction between the customer and wing functional representatives; however, those representatives have an obligation to keep the CSM apprised of significant new developments.

11.1.3.2. (Added) Establish and facilitate the Wing Support Working Group (WSWG) throughout the evolution of the program. The WSWG will meet on a regular basis and will be made up of representatives from each appropriate Wing agency and associate units. The WSWG will be the Vandenberg entity charged with developing support for the program. The Wing Customer Support Office, with the appropriate agencies will work issues that are unresolvable through the WSWG. Issues that cannot be resolved to the WSWG's satisfaction will be presented at the bi-monthly Customer Steering Board for resolution.

11.1.3.3. (Added) Coordinate with the 30 RANS Program Support Manager (PSM) and the 2 SLS Mission Planner (MP) to monitor development of Universal Documentation System (UDS) Level II Program Requirements Document/Program Support Plan (PRD/PSP) and Level III Operations Requirements/Operations Directive (OR/OD) documentation.

11.1.3.4. (Added) Coordinate with Staff Judge Advocate (30 SW/JA) on all space policy issues and commitments.

11.1.3.5. (Added) Coordinate all reimbursable Job Order Number (JON) cost estimates with the appropriate cost center managers (CCMs) and forwards data to FM for pricing.

11.1.3.5.1. (Added) Initiate estimate or estimate revision process by customer or FM direction for current year validation or Financial Plan.

11.1.3.5.2. (Added) Coordinate with customers, HQ AFSPC, and FM to ensure an Initial Support Agreement is signed and a planning JON is funded prior to performing any initial planning. Likewise, coordinate to ensure a CSOSA/SOSA is signed and an operational JON is funded before providing any support beyond initial planning.

11.1.3.5.3. (Added) Direct and review the Cost Variance Analysis for cost centers that are within +/- 10% of the estimate when the task or mission is complete and submit analysis to FM.

12.8. (Added) Ensure CCMs accurately estimate resource consumption costs in support of commercial activities based on historical data for similar tasks and experience. CCMs must complete and forward a Cost Variance Analysis to the CSM if actual costs exceed +/- 10% of the estimated cost.

13.3. (Added) Ensure CCMs accurately estimate resource consumption costs in support of commercial activities based on historical data for similar tasks and experience. CCMs must complete and forward a Cost Variance Analysis to the CSM if actual costs exceed +/- 10% of the estimated cost.

14.1.1. (Added) The Financial Management Office (FMO) will maintain cost history to support estimate rationale.

14.3.1. (Added) The Comptroller Financial Information System (CFIS) is the standard report generating system used at 30 SW.

15.4. (Added) Ensure CCMs accurately estimate resource consumption costs in support of commercial activities based on historical data for similar tasks and experience. CCMs must complete and forward a Cost Variance Analysis to the CSM if actual costs exceed +/- 10% of the estimated cost.

16.1.2. (Added) The PSM is the single point of contact for all Western Range activities (radar, telemetry, data processing, data transfer and other range instrumentation) documented in the UDS. The PSM directly interfaces with the customer to define range support requirements and capabilities. The PSM provides Range support throughout the life of the program.

16.1.3. (Added) Ensure CCMs accurately estimate resource consumption costs in support of commercial activities based on historical data for similar tasks and experience. CCMs must complete and forward a Cost Variance Analysis to the CSM if actual costs exceed +/- 10% of the estimated cost.

17. (Added) Space Launch Squadron (SLS) Responsibilities (heritage programs only; responsibilities for Evolved Expendable Launch Vehicle (EELV) Combined Task Force (CTF) personnel will be determined by the transition planning team):

17.1. (Added) Provide a Mission Planner (MP) and alternate for each booster type. MPs will focus on the overall long-term status of the booster program and are the primary point of contact for commercial and non-federal launch operations issues, procedures and support. Above all, they will act as an information clearinghouse and facilitator. MPs will:

17.1.1. (Added) Attend the Wing Support Working Group (WSWG) meetings. Brief the customers on the SLS role in commercial launches during the first WSWG meeting.

17.1.2. (Added) Provide launch campaign(s) support throughout the evolution of the program. This includes assisting the Customer Support Manager in a biannual customer satisfaction survey and attending bimonthly customer forums (Customer Steering board and Commercial Space Advocacy Committee).

17.1.3. (Added) Assist booster and spacecraft customers with integration issues.

17.1.4. (Added) Organize and run the Squadron, Group, and Wing Launch Readiness Reviews prior to launch (see AFSPCI10-1211, *Readiness Review of Space and Missile Systems* and associated supplements).

17.1.5. (Added) Ensure that all information regarding the status of the booster and spacecraft is cross-flowed to the Customer Support Manager. Provides the Wing Commander with launch campaign(s) status.

17.2. (Added) Provide a Mission Coordinator (MC) for each commercial mission from the Operations Flights. MCs will focus on the success of his or her assigned launch. MCs will:

17.2.1. (Added) Provide customer support to the booster contractor for a given launch campaign. This will involve attending meetings, preparing documentation, resolving host-base interface issues, and performing other duties as required.

17.2.2. (Added) If the Launch Operations Control Center (LOCC) is generated for launch, serve as the LOCC Center Supervisor during activities such as launch countdown.

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

**Commercial or Non-Federal Space Launch**—A launch involving a booster purchased by a commercial or non-federal user. A launch requiring an FAA launch license and corresponding liability coverage. A launch procured through a commercial launch services contract.

**Customer Support Manager**—Assigned by the CSO as the single point of contact for programs overseen by the CSO.

**Customer Support Office**—Central point of contact for DoD, AF, NASA, commercial or non-federal agency requests for base support. Ensures financial, civil engineering, safety, environmental, and contracting functions support of commercial or non-federal space launch. Advises the customer of the Wing's mission, roles, and capabilities. Provides initial support planning for commercial or non-federal users. Ensures development, execution, and maintenance of CSOSA and SOSA Annexes and related Appendices. Develops a standard process for the identification of launch property/service and/or reentry property/services within the control of the Air Force that can be made available to meet the user's needs. Develop and maintain a Wing Capabilities Handbook.

**Facility Manager**—Government appointed individual responsible for monitoring the building modifications, and facility upgrades for a specific building on Vandenberg AFB. Coordinates with the resident agency in the building for items such as work requests, civil engineering services, and utilities. Responsible for building security during duty and after duty hours.

**Operations Directive (OD)**—Level III UDS document. The OD is a detailed operating document prepared in response to the OR. It defines the support provided and serves as the basis for scheduling the test.

**Operations Requirements (OR)**—Level III UDS document. The OR is a mission-oriented document prepared by the user that describes in detail, the requirements of each part of the program.

**Operations Support**—Support provided to a campaign from declaration to end-of-mission. It includes guiding the designated campaign owner/lead through all operations and maintenance preparations requested under the UDS. Includes technical assessment of a campaign to determine, through Operations Risk Management, the campaign's potential for success and/or potential impacts to the wing's mission.

**Program Requirements Document (PRD)**—Level II UDS document. The PRD contains detailed support requirements identified by the user. In this document the user expands on the requirements stated in the PI so that the Range can develop the detailed planning necessary for overall program support.

**Program Support Plan (PSP)**—Level II UDS document. The PSP is the Range's response to the PRD.

**Western Range (WR) Customer**—An agency, organization, office, element, or entity requiring and authorized the use of 30 SW resources. This term typically includes program offices of the United States Air Force (USAF), United States Navy (USN), United States Army (USA), National Aeronautic and Space Administration (NASA), Ballistic Missile Defense Organization (BMDO), Air Force Materiel Command (AFMC), or any of their specified commands or centers, as well as AFSPC launch squadrons (i.e., Titan, Atlas, Peacekeeper, Minuteman) and commercial launch operators.

**Wing Support Working Group (WSWG)**—The management support team formed to support the

customer and responsible to formulate, coordinate, and track the status of all elements of the program support process. The Customer Support Manger chairs the WSWG.