

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

**AIR FORCE SPACE COMMAND
INSTRUCTION 36-2202**



**30TH SPACE WING
Supplement 1**

15 MARCH 2004

Personnel

**MISSION READY TRAINING, EVALUATION
AND STANDARDIZATION PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The Office of Primary Responsibility (OPR) for this supplement is 30 OG/OGV. This document supplements AFSPCI36-2202, *Mission Ready Training, Evaluation and Standardization Programs*, dated 3 February 2003. The AFSPCI contains further guidance on Policy and Responsibilities. Both documents apply to all 30th Space Wing (30 SW) units with Mission Ready personnel. Waivers and requests for clarification and guidance for this supplement should be forwarded to 30 OG/OGV, 816 13th Street, Suite 222, Vandenberg AFB CA 93437-6282. Public Law 104-13, *Paperwork Reduction Act of 1995*, and AFI 33-360, Volume 2, *Content Management Program-Information Management Tool (CMP-IMT)* affect this publication. Please reference AFSPCI 36-2202/14 AFSup1, 31 Oct 03 as needed for additional guidance.

1.1.4.3. (Added) 30 OG, 30 OG/OGV and 30 OSS/OSOT use the Operations Standardization Team (OST) program to standardize spacelift Mission Ready (MR) and maintenance programs throughout the 30th Operations Group. The 30th Operations Group Commander approves the OST schedule, directs OST Special Interest Items (SII) for review, concurs or nonconcur with OST recommendations, and signs the final OST report. 30 OG/CC may direct an OST at any time. OST visits will be conducted at least annually.

1.1.4.3.1. (Added) 30 OG/OGV coordinates the OST schedule with 14 AF/OV, 30 OG/CC, 30 OSS/OSOT and the applicable squadron, ensures 14 AF and OG SIIs are assessed, prepares and maintains all OST materials and administers the OST member training program. 30 OG/OGV conducts unit in-briefs and out-briefs and approve the draft report.

1.1.4.3.2. (Added) Unit Commanders will be provided a draft report for review and to track open OST action items. Unit Commanders may request an OST and SIIs for their unit.

1.2.10.1.1. (Added) 30 OSS/OSOT develops and conducts the initial and recurring Mission Ready training program for Spacelift Commander (SCMDR) and Operations Director (OD) positions. Additional

support may be required from other units and these request will be supported by the unit to provide the most knowledgeable instruction available.

1.2.10.4.1. (Added) 30 OSS/OSOT chairs training cross-talks for the purpose of training standardization and process improvements.

1.2.10.8. 30 OSS/OSOT develops and maintains the Instructor Handbook used to standardize 30 OG and 30 LCG Mission Ready training procedures. The Instructor Handbook will be reviewed and coordinated annually to ensure format and content guidelines conform to current regulations. If documents require revision, it will be done following the annual review.

1.2.11.2.1. (Added) 30 OG training responsibilities for CMR positions have been delegated to 2 SLS and 2 ROPS for their respective CMR positions.

1.2.11.2.1.1. (Added) 2 SLS develops and conducts the initial and recurring Mission Ready training program for Air Force Launch Director (AFLD) and Air Force Launch Controller (AFLC).

1.2.11.2.1.2. (Added) 2 ROPS develops and conducts the initial and recurring Mission Ready training program for Range Operations Commander (ROC), Range Control Officer (RCO), Aerospace Control Officer (ACO), Mission Flight Control Officer (MFCO) and Senior Mission Flight Control Officer (SMFCO).

1.2.11.2.1.3. (Added) 30 SW/SEO and/or 2 ROPS will develop evaluation materials for MFCO/SMFCO CMR programs based on the many limitations within the 30 OG. 30 OSS/OSOT and 30 OG/OGV now share one MFCO instructor/evaluator.

2.1.1. (Added) IQFs will be maintained by the unit having certification authority. 30 OSS/OSOT will maintain IQFs for all SCMDR and OD personnel. 2 ROPS will maintain IQFs for ROC, RCO, ACO, MFCO and SMFCO personnel. 2 SLS will maintain IQFs for AFLC and AFLD personnel. In the event personnel are both OD/SCMDR and RCO or ROC certified, OSOT will update OD/SCMDR status and notify 2 ROPS/DOUT, Chief of Training when changes are made.

2.1.1.1. (Added) 30 OG and 30 LCG will document training and evaluation events using the Conundrum tool to facilitate IQF management. 30 OSS/OSOT is responsible for maintaining the Conundrum program and ensuring the database is compliant with AFSPCI 36-2202, AFSPCI 10-1202 and the corresponding supplements.

2.1.1.2. (Added) 30 OG and 30 LCG units will perform Conundrum database input and update records for all applicable CMR positions under their responsibility. The instructor/evaluator conducting a training/evaluation event is responsible to also notify the appropriate DOUT Chief so changes can be posted to the members IQF.

2.1.1.3. (Added) Instructors will document all performance training in Section 2 using 14 AF Form 14, **Training Report**. 14 AF Form 14s will be placed on top of the old 30 SW Form 61(s), **Operations Crew Training Analysis**. 14 AF Form 14s dated after 01 May 03 will be placed on top of the old 30 SW Form(s) 62, **Individual's Record of Proficiency Training**. Do not remove the 30 SW Form 61 or 30 SW Form 62. Though the 30 SW Forms 61 and 62 are no longer used they serve as the historical record of MRT completion.

2.4.3.1. (Added) AFSPC Form 91A, **Record Of Signatures**, signatures are required for entries to the AFSPC Form 91 for release from CMR training as well as those listed in AFSPCI 36-2202. The com-

mander whose unit maintains the training for CMR, Instructor, and Evaluator positions will sign the AFSPC Form 91A as the certifying and decertifying official.

3.1.4. (Added) All 30 OG and 2 SLS operations training materials will conform to the format and content guidelines contained within the 30 OG Instructor Handbook.

3.3.2.3. Maximum training time is defined as one and one-half times the established training time as determined by the Initial Plan of Instruction (IPOI). IPOIs will contain both an estimated training time and a maximum training time.

3.4.1.2. At a minimum, monthly RT for AFLC, AFLD, ACO, RCO, ROC, MFCO and SMFCO positions will be presented via classroom instruction and knowledge testing format. SCMDR and OD certified personnel receive monthly self-study guides and tests.

3.4.1.2.3. (Added) Training/Evaluation Material Coordination (TEMAC) coordinated and approved Launch Rehearsal scenarios will be documented as RT for CMR personnel. However, Launch Rehearsals do not fulfill quarterly training scenario requirements established in AFSPCI 36-2202 or RT as stated in paragraph 3.4.1.2. of this supplement.

3.4.1.3.1. 30 SW CMR personnel are exempt from RT scenario requirements for the quarter in which initial and upgrade evaluations occurred but must adhere to the 120-day requirements.

3.4.1.4.1. (Added) 30 OG units and the 2 SLS will develop and maintain an Annual Plan of Instruction (APOI) for their respective Mission Ready crew positions. APOIs will be reviewed by 30 OSS/OSOT and 30 OG/OGV, certified by 30 OSS/DO and approved by the unit DO.

3.4.1.6. Knowledge tests are required monthly for all 30 SW CMR personnel.

3.4.1.7. (Added) Personnel certified in both RCO/ROC and AFLC/AFLD positions are considered multi-position certified and are required to receive RT in both duty positions.

3.5. Instructor Training and Certification Program. Squadron Commanders or Operations Officers will notify, in writing, the OSOT Chief of Training of individuals they desire to be instructor certified. These individuals may be entered into the 30 OSS/OSOT Instructor Training and Certification Program at the discretion of the 30 OSS/CC.

3.5.2.2.2.3. (Added) 30 OSS/OSOT will forward the original instructor observation form to the respective DOUT Chief of Training upon completion of the observation and after entering the information into Conundrum. The DOUT Chief of Training will file the observation in the member IQF.

3.5.3. After successful completion of Instructor Certification Training (ICT), the Group Chief of Training or NCOIC of training will recommend instructor trainees for certification to the 30 OSS Commander for appointment.

3.5.4.1.4. (Added) 30 OSS/OSOT Chief of Training or the training NCOIC will notify unit DO and DOUT of instructor restriction. Unit DOUTs will notify 30 OSS/OSOT when their instructor certified personnel are CMR restricted. All 30 OG Units will document restriction using a standardized restriction status worksheet. DOUTs will post the worksheet in the individual's IQF and document the AFSPC Form 91.

3.5.6. Instructor candidates with previous instructor experience may be excused from portions of the 30 OSS/OSOT ICT after passing an assessment test. Units will submit written justification supporting a waiver request to 30 OSS/OSOT who will review individual's experience and, if appropriate, issue a

waiver. Training documentation will be posted in the individual's IQF. The ICT IPOI will reflect N/A for applicable lessons that have been waived.

3.5.6.1. (Added) As a minimum, all instructor trainees, regardless of previous instructor experience, will receive training on local procedures and equipment, construct a training script and be observed administering a performance scenario.

3.6.4. (Added) There will be at least two versions of a test unless the unit has tests constructed via test generation software/tools, which permit test construction without knowledge of the actual questions contained in the test. Different versions of a test will have, as a minimum, a 30 percent difference in questions.

3.8.8. (Added) Training scripts must comply with the format and content guidelines contained within the 30 OG Instructor Handbook. Scripts will be coordinated through 30 OSS/OSOT and 30 OG/OGV, certified by 30 OSS/DO and approved by the unit DO.

3.12.1.1. (Added) Quality feedback and accurate assessment of trainee performance is necessary to promote a positive learning environment and to improve performance. 30 SW instructors are required to annotate trainee performance feedback on training forms.

3.13. (Added) **30 OG TEMAC Process.** The TEMAC process ensures accuracy and currency of information being presented to 30 OG CMR personnel. The following training materials are considered "course controlled" and will be maintained as long as the subject program is in use or until superseded by new/revised material: performance scenarios, lesson plans, study guides (if utilized), written tests or databases, Initial Plan(s) of Instruction (IPOI), and Annual Plan(s) of Instruction (APOI). The Office of Primary Responsibility (OPR) for training materials must review materials at least annually (365 calendar days) to ensure accuracy, currency, and mission applicability.

3.13.1. (Added) Training material listed in paragraph **3.13. (Added)** must be coordinated using the 30 OG TEMAC process. Materials must be coordinated with the unit training section or DOUT, 30 OG/OGV, and 30 OSS/OSOT, as a minimum. Additional coordination with other unit training flights and other affected agencies, as determined by the unit's chief of training, or at the Group Chief of Training's discretion may be required. 30 OSS/DO, or designated official, will certify all training products; unit DOs approve products produced by their respective training shop. A copy of the final coordination sheet will serve as the cover page and will be included with every copy.

3.13.2. (Added) Substantive Changes. Changes to previously approved course controlled material require coordination through the TEMAC process. Coordinate changes using a memorandum for record identifying the change to be made, page(s) to be removed and replaced, etc.

3.13.3. (Added) Administrative Changes. Administrative changes to training materials do not involve changing procedures or actions and therefore do not require formal coordination. Changes may be as simple as a telephone number change, an approved deletion of training or operational material or procedures, format changes, or clarification of procedures already in place.

4.1.3. Squadron Commanders or Operations Officers will notify, in writing, the Chief of OGV of individuals they desire to be evaluator certified. These individuals may be entered into the 30 OG/OGV Evaluator Training and Certification Program at the discretion of the Chief of OGV.

4.1.3.3.1. (Added) In addition to AFSPC Form 91, document completion of the 30 OG Evaluator Training and Certification Program on the 30 SW Evaluator IPOI. The evaluator instructing the trainee, and the evaluator trainee, initial all training completed.

4.1.3.3.2. (Added) OGV Senior Crew and the Chief, Standardization and Evaluation, certify that the evaluator trainee has completed evaluator training and is proficient and recommend the individual for appointment. The Operations Group Commander certifies the evaluator by signing the individuals AFSPC Form 91A.

4.1.7.4. (Added) Sim support for evaluations will be utilized in this order of priority: OGV personnel, line evaluators, OSOT, DOUT, line instructors.

4.1.12.2.3.4. (Added) Faulty prioritization that does not lead to an error in para 4.1.12.2.1 or 4.1.12.2.2, as prioritized below:

4.1.12.2.3.4.1. (Added) Protection of life - events that require operators to take actions to save lives or prevent instances which could cause death or serious bodily harm.

4.1.12.2.3.4.2. (Added) Level A emergency response actions - actions which require operators to react to situations where personnel safety could be jeopardized.

4.1.12.2.3.4.3. (Added) Mission accomplishment actions - actions requiring range or launch agency interaction with the vehicle or support range processes should be accomplished without delay. This includes countdown net actions.

4.1.12.2.3.4.4. (Added) Problem resolution actions - actions requiring problem resolution should be accomplished without delay. Prioritize problem resolution actions for safety impacts above mission/user impacts.

4.1.12.2.3.4.5. (Added) Coordinating actions - actions requiring coordination should be accomplished in a timely manner. Coordination between interfaces should be considered routine unless coordinating activities will impact personnel safety, mission accomplishment, or delay launching at the scheduled T-0. Assess a minor error if actions that would normally occur in sequence are omitted or done in such a way as to be meaningless, such as coordinating a new T-0 after launch.

4.1.13.3. (Added) Copies of the CAW will be provided to the owning DOUT and 30 OG/OGV.

4.1.13.4. (Added) 30 OG TEMAC process. The TEMAC process ensures accuracy and currency of information being presented to 30 OG CMR personnel. The following evaluation materials are considered "controlled material" and will be maintained as long as the subject program is in use or superseded by new/revised material: performance scenarios, lesson plans, written tests or databases, Initial Plan(s) of Evaluation (IPOE), and Annual Plan(s) of Evaluation (APOE). The Office of Primary Responsibility (OPR) for evaluation materials must review materials at least annually (365 days) to ensure accuracy, currency, and mission applicability. The Chief, OGV approves all Mission Ready evaluation materials. The only non-OGV personnel to review evaluation scripts are the Unit Chiefs of Training with responsibility over the position being evaluated (i.e., 2 SLS/DOUT for an AFLD script) and OSOT.

Chapter 8 (Added)

TRAINING EVALUATION METRICS ANALYSIS PROGRAM (TEMAP)

8.1. (Added) 30 OG units and the 2 SLS will provide TEMAP reports to 30 OG/OGV NLT 30 June and 30 December.

8.2. (Added) Area For Review Matrix (AFR Matrix). **Table 8.1. (Added)** will be used to determine AFRs. Cross-reference the deficiency rate (for a given task) with the number of exposures using the AFR Matrix. If the deficiency rate for the number of exposures is greater than or equal to the percentage in the AFR Matrix, the subtask is an AFR.

Table 8.1. (Added) AFR Matrix

An AFR is identified if the number of combined exposures is:	And the deficiency rate is greater than or equal to:
16 or more	20%
11 to 15	30%
6 to 10	40%
5 or less	Never equates to an AFR

8.3. (Added) Reports include a cover memorandum or endorsement letter from the Squadron CC or DO stating Trends noted, concerns regarding AFRs or Trends, and request for assistance, if necessary. At a minimum, the report must include all data specified in **Attachment 2 (Added)**.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

2SLS—2^d Space Launch Squadron
30OSS—30th Operations Support Squadron
2ROPS—2^d Range Operations Squadron
ACO—Aerospace Control Officer
AFLC—Air Force Launch Controller
AFLD—Air Force Launch Director
APOI—Annual Plan of Instruction
CAW—Corrective Action Worksheet
CMR—Combat Mission Ready (in basic)
DOUT—Squadron Operations Training
ICT—Certification Training
IPOI—Initial Plan of Instruction
IQF—Individual Qualification Folder (in basic)
MFCO—Mission Flight Control Officer
MR—Mission Ready
OD—Operations Director
OPR—Office of Primary Responsibility
OSOT—Operations Support Squadron Operations Training
OST—Operations Standardization Team
RCO—Range Control Officer
ROC—Range Operations Commander
RT—Recurring Training (in basic)
SCMDR—Spacelift Commander
SEO—Security Office
SII—Special Interest Item
SMFCO—Senior Mission Flight Control Officer
TEMAC—Training/Evaluation Material Coordination

Attachment 2 (Added)
TEMAP REPORT (EXAMPLE)

MEMORANDUM FOR 30 OG/OGV

FROM: UNIT/CC or UNIT/DO

Unit mailing address

SUBJECT: TEMAP Report for 1st Semiannual 03

1. Based on the UNIT performance results for the quarter, units have two Areas for Review (AFRs), and one Trend. The UNIT has one Trend due to similar errors occurring at two sections/positions and one unit/positions Trend. Additionally there was one real-world deficiency. We have analyzed stimuli and responses for each AFR and Trends, and concur with the assessments and corrective actions. HHQ assistance is not required.

2. If you have any questions, please contact my TEMAP POC, MSgt Joe David, 21 OG/OGV, at DSN 999-9999.

MICHAEL E. MICHAEL, Colonel, USAF
Commander

Attachment:

UNIT 1st Semiannual 2003 TEMAP Report

cc:

Unit Squadron CCs

STEPHEN M. TANOUS, Colonel, USAF
Commander, 30th Operations Group