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Test and Evaluation

DEFICIENCY VALIDATION MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes a uniformed procedure to identify and validate 30th Space Wing (30 SW) range-related deficiencies. It covers all 30 SW Major Range and Test Facility Base (MRTFB) instrumentation, network, control and display, other technical facility systems, and equipment requirements. This instruction is a basis for all corrective actions and new capabilities initiated by the 30 SW. This instruction applies to 30 SW personnel and assets that input to the MRTFB process. The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 37-160, Volume 8, *The Air Force Publications and Forms Management—Developing and Processing Forms*, affects this publication.

SUMMARY OF REVISIONS

The revision of this publication is to meet the format standards required by the Air Force. No content material has changed. Some required format changes have been made to allow for the conversion process.

1. Responsibilities for Deficiency Validation Management.

- 1.1. The 30th Operations Group Commander (30 OG/CC) is responsible for:
 - 1.1.1. Preparation and dissemination of the Deficiency Statement Quarterly Report.
 - 1.1.2. Prioritization of requirements by fiscal year.
- 1.2. The 30th Operations Group Technical Director (30 OG/TD) is responsible for:
 - 1.2.1. Deficiency validation management.
 - 1.2.2. Chairs the Deficiency Validation Board (DVB).
 - 1.2.3. Approves DVB meeting minutes.

1.3. The 30th Range Squadron Chief, Systems Support (30 RANS/SF) chairs the Deficiency Validation Board in the absence of the 30 OG/TD.

2. Command Policy: Deficiency Statements (DS) may be prepared by any 30 SW organization. Statements are reviewed by the DVB and either validated, closed, canceled, replaced (replacement should be clearly shown as a continuation of an earlier deficiency and not a new stand-alone validation), or deferred, on the basis of technical adequacy.

3. Deficiency Statement. A validated DS used for budget and project planning actions, but is not a funding authorization. All deficiency actions will be determined by the DVB. The DSs will be used in formulating the operational requirements for inclusion in the MRTFB, and will therefore be categorized by segment in the same manner as the projects which are designed to address these deficiencies: (1) Instrumentation, (2) Network, and (3) Control and Display.

4. Processing Deficiency Statements.

4.1. Units prepare deficiencies using 30 SW Form 5715, Deficiency Statement (figure 1). Statements must be submitted at least ten working days prior to the DVB meeting. A DS not meeting this criteria will be deferred until a later DVB meeting to ensure adequate review.

4.2. The initiator sends the statement via transmittal letter the Technical Services Flight (30 RANS/SFS), 816 13th Street, Suite C, Vandenberg AFB CA 93437-5231.

4.3. A DS received by 30 RANS/SFS which is incomplete or otherwise inadequate will be returned for resubmittal within ten working days of receipt. DSs which are acceptable are included in a prepared agenda which is provided to the DVB members.

4.4. A DS can be withdrawn by the implementing organization by notifying 30 RANS/SFS in writing. A letter to 30 RANS/SFS should be submitted for DVB action for cancellation or closure of deficiencies when relevant projects are completed.

5. Deficiency Validation Board (DVB).

5.1. The DVB membership is represented by organizations designated by the 30th Operations Group Technical Director (30 OG/TD) and approved by the 30 OG Commander.

5.2. DVB meetings will be conducted on the fourth Wednesday of each month at 1400. Operational commitments that require a change to this schedule will require notification to the members by the secretariat.

5.3. DSs are reviewed by the DVB and a disposition is established. The disposition will be to accept as technically valid, reject, cancel, close, or defer until a future meeting.

5.4. Minutes of the DVB meeting are coordinated and submitted with the DSs to the 30 OG/TD for signature. The minutes are then distributed to the DVB membership.

5.4.1. The minutes identify as a minimum: disposition of DSs, date of meeting, implementors, and appropriate priority. Priority criteria are identified in the 30 SW Form 5715.

6. Deficiency Statement Flow: The initiating office submits the DS to 30 RANS/SFS who in turn distributes the DS to the DVB members along with the meeting agenda. After the DS is validated by the DVB, it is forwarded to the appropriate office of primary responsibility (OPR) for implementation.

6.1. Type of funding and funding status (funded/unfunded) should be identified by the submitting office as one of the following:

- 6.1.1. Improvement and Modernization (3080).
- 6.1.2. Operations and Maintenance (3400).
- 6.1.3. User-Funded Direct Cost Reimbursement (DCR).

6.2. Deficiency Statements are to be categorized as one of the following:

- 6.2.1. Instrumentation.
- 6.2.2. Network.
- 6.2.3. Control and display.

7. Organizational Responsibilities.

7.1. The DS originating office must:

- 7.1.1. Prepare the 30 SW Form 5715 and transmittal letter, and send both to 30 RANS/SFS. Utilization of the mandatory date block will be limited to those deficiencies that will postpone the mission if not accomplished by that date.
- 7.1.2. Attend the DVB meeting and represent the deficiency when it appears on the agenda.
- 7.1.3. Notify 30 RANS/SFS of all changes in program requirements which affect validated deficiency statements.
- 7.1.4. Identify funding if known.

7.2. The Technical Services Flight must:

- 7.2.1. Process each DS received.
- 7.2.2. Assemble each DS received and prepare an agenda for distribution to the members.
- 7.2.3. Return each unacceptable DS to the originating office.
- 7.2.4. Provide recorder and secretariat services for the DVB.
- 7.2.5. Prepare and coordinate DVB minutes.
- 7.2.6. Draft quarterly reports indicating the status of all active DSs and coordinated with the DVB membership for review and comment prior to final submittal to the 30 OG/CC.
- 7.2.7. Prepare and distribute quarterly status reports listing each active DS and administratively delete all DSs which exceed five years with no project action having been taken.

7.3. The DVB must:

- 7.3.1. Review each proposed DS.

7.3.2. Assign the appropriate priority, establish the implementing command, include funding source and year desired, and verify segment assignment (instrumentation, network, or control and display) for planning purposes.

7.3.3. Review or red-line the quarterly reports and provide comments as required.

7.4. The implementing command must:

7.4.1. Review each validated DS.

7.4.2. Prepare a corrective action plan.

7.4.3. Send the corrective action plan to the originating office, with an information copy to 30 RANS/SFS, 816 13th Street, Suite C, Vandenberg AFB CA 93437-5231 within 30 days after validation and distribution.

7.4.4. Provide changes and updates for submission in each quarterly report.

7.4.5. Request a representative from the originating office to serve on the project team.

7.4.6. Notify the DS originating office and the DVB when correction is complete.

8. Forms Prescribed: 30 SW Form 5715.

PAUL W. CURTIS, Colonel, USAF
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