BY ORDER OF THE COMMANDER

21ST SPACE WING INSPECTION
CHECKLIST 10-16

1 AUGUST 2000

Operations

MISSION READY TRAINING PROGRAMS (WING/GROUP/UNIT)

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This checklist reflects 21st Space Wing requirements for Training Programs for AFSPC Space Operations at wing, group and unit levels to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

None. This checklist is a 1st edition new publication.

1. References have been provided for each inspection item. Critical items have been kept to a minimum, and are related to public law, safety, security, fiscal responsibility, mission accomplishment, and/or HHQ requirements. Asterisked critical items (if present) are those items that if not accomplished in support of primary mission could result in an overall Wing/Group/Unit assessment rating of less than satisfactory.

2. This publication establishes a baseline checklist. The checklist will also be used by the Wing/Group Operations Standardization Teams (OST) during applicable assessments. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area as needed to ensure an effective and thorough review of a unit's Operations Training Programs.

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Chief of Operations

Attachment 1

OPERATIONS TRAINING PROGRAMS (WING/GROUP/UNIT)

Table A1.1. Checklist.

SECTION 1: WING/GROUP			
MISSION STATEMENT: Establish policy, basic requirements and provide guidance for unit operations training programs.			
NOTE: All references are from AFSPCI36-2202S21SW, unless otherwise noted.			
1.1. GENERAL (NON-CRITICAL ITEMS)	**YES**	**NO**	**N/A**
1.1.1. Does OSS and/or OGV provide an assessment of changes and potential impacts to subordinate units for new or changed publications? (para 1.2.9.2.)			
1.1.2. Does Wing Chief of Operations review unit requests for waivers to HHQ instructions and forward requests with recommendations to 14 AF/OV and HQ AFSPC/DOT? (para 1.2.9.10.1.)			
1.1.3. Does OSOT provide guidance to units in developing, controlling, and administering training programs? (para 1.2.11.12.)			
1.1.4. Does OSOT ensure unit training programs for new/upgraded systems are in compliance with HHQ instructions and supplements no later than the end of trial period and/or approximately no later than 15 days prior to Initial Operations Capability (IOC)? (para 1.2.11.15.)			
1.1.5. Does OSOT provide the wing ICP to units? (para 3.5.)			
1.1.6. Does the OST conduct an annual observation of unit Chiefs of Training during OST visits? (para 3.5.2.3.)			
SECTION 2: UNIT			
MISSION STATEMENT: Implement MAJCOM, NAF and Wing operations training program.			
NOTE: All references are from AFSPCI36-2202S21SW, unless otherwise noted.			
2.1. INSTRUCTOR CERTIFICATION (NON-CRITICAL ITEMS)	**YES**	**NO**	**N/A**
2.1.1. Has an annual observation of the Chief of Training been conducted by the OST, or, if annual observation "delinquency" expired prior to a subsequent OST visit, has the Operations Officer/Det Chief determined observation requirements and documented the annual observation date on the AFSPC Form 91 for the Chief of Training? (para 3.5.2.3.)			

2.1.2. Has Training created an IRT program to emphasize necessary instructor concepts throughout each year, with program requirements addressed in an APOI? And is at least one of the following types of training included in IRT each quarter:
 	
  - A classroom or cross-feed session, which may include training techniques, ISD concepts, new HHQ/local instruction requirements, documentation, recent OST visit results and similar areas? (para 3.5.2.1.1.2.)
 	
And/or
 	
  - Practical instructor training, which may include training scenario conduct, script/knowledge test development, classroom lesson plan presentation and similar items? (para 3.5.2.1.1.3.)			

2.1.3. Has the unit supplemented the wing ICP to address all local instructor requirements and procedures, to include a POI to show the flow of training, and a local instructor handbook to describe specific procedures for PT and KT construction, script/LP presentation, simulator procedures and similar items? (para 3.5)			
2.1.4. Does the unit document instructor initial training, and certification on the 21 SW Form 53? (paras 1.2.12.4.4.1., 1.2.12.9.6., 2.6.3, 3.5.)			
2.2. PROGRAM MATERIALS (NON-CRITICAL ITEMS)	**YES**	**NO**	**N/A**
2.2.1. Does the unit use the approved IPOIs for each position? (para 3.2.1)			

2.2.2. Does the IPOI:
  - Document screening task/subtask checkouts and knowledge tests? (para 3.2.1.1)
  - List date entered into UQT, correctly calculated MTT, and total training days in UQT? (paras 3.2.1.3 & 3.3.2.1.)
  - Document initial and final interviews? (para 3.2.1.4)
  - Define a training day? (para 3.3.2.2.1)			

2.2.3. Does the IPOI document all training sessions conducted during qualification training including self-study, classroom, positional instruction and KTs (and if used phase tests [PT/KT])? (para 3.2.1.2)			
2.2.4. If ST is administrated during UQT, is it documented to include lesson title in the IPOI? (ST may be documented on Form 91.) (para 3.2.1.2)			
2.2.5. Do instructors and trainees document task/subtask completion by initialing and dating the appropriate columns on the IPOI? (para 3.2.1.5)			

2.2.6. Does Training conduct the final interview within 10 workdays of certification and is the final interview documented to include the date and initials of both the instructor and the trainee in the IPOI? (para 3.3.2.11)			
2.2.7. Does the APOI indicate whether a task/subtask will be knowledge and/or performance trained? (para 3.4.1.4.1)			
2.2.8. If a waiver is granted, does Training adjust the APOI task exposure as necessary to ensure AFSPC annual tasks/subtasks coverage requirements are fulfilled? (para 3.4.1.7)			
2.2.9. Does Training use the APOI to determine which tasks/subtasks will be exposed in training each month? (para 3.4.1.4.1)			
2.2.10. Are primary and alternate scripts maintained for all EOPs (if used) and pre-evaluations? (para 3.8.8)			
2.2.11. Are pre-evaluation scenarios and initial/upgrade evaluation scenarios comparable to one another in like-stimuli, presentation methods, length and number of multiple inputs? (para 3.8.10)			
2.2.12. For alternate versions, do they contain at least 30% different stimuli from the primary version? Are the changed tasks/subtasks indicated on the cover page? (para 3.8.8.2)			

2.2.13. Do the training scenario script cover pages contain the following: (para 3.8.7.1.)
  - Title?
  - Applicable position(s)?
  - Approval date?
  - Date annual review was conducted (if needed)?
  - Listing of all tasks/subtasks that appear in the script, including "inherent" tasks/subtasks?			

2.2.14. Do scripts include starting status information and information given during normal changeover? (para 3.8.7.2)			
2.2.15. Do script events used for retraining/re-testing contain the subtask in which deficiencies were identified, plus the tasks/subtasks needed to recreate the situation? (para 3.11.3)			
2.2.16. Are all KTs considered controlled materials and safeguarded against compromise? (para 3.6.6.7)			

2.2.17. Do KT cover pages contain the following: (para 3.6.6.1)
  - Test title?
  - Applicable positions?
  - Approval date?
  - Instructions?			

	YES	NO	N/A
2.2.18. Do KT instructions identify time limits and/or other restrictions? (para 3.6.6.1)			
2.2.19. For open book questions, does Training identify what reference materials the trainees are permitted to use? (para 3.6.6.2)			
2.2.20. Do all alternate KT versions have at least 30% different questions form the primary versions? (para 3.6.6.4.2)			

2.2.21. Do the answer keys identify for each question: (para 3.6.6.5)
   - Test question number?
   - Correct answer?
   - Applicable task/subtask and specific reference?
   - If an alternate KT is the different questions annotated/identified?			

2.2.22. Are KTs developed using the ISD method? (para 3.6.6)			
2.2.23. Are KTs not used as study material, unless they are designed as study material? (para 3.6.7.1)			
2.2.24. Are there a primary and alternate KT versions developed for all UQT EOP (if used) and pre-evaluations? (para 3.6.6.4)			
2.3. PROGRAM DEVELOPMENT (NON-CRITICAL ITEMS)	**YES**	**NO**	**N/A**
2.3.1. Does the Chief of Training develop and document coordination and validation process for all training materials, and is the process followed to ensure all training materials and documentation are current, technically/procedurally accurate and standardized? (para 1.2.12.9.3)			
2.3.2. Does Training coordinate in the development of DOV program materials? (para 1.2.12.9.4)			
2.3.3. Does Training maintain a MCF of all required training program materials? Do they maintain currency of the MCF by updating documentation due to training program or operational changes? (para 1.2.12.9.9)			
2.4. QUALIFICATION TRAINING (CRITICAL ITEMS)	**YES**	**NO**	**N/A**
2.4.1. Are all tasks/subtasks trained to the proficiency level identified in the JPRL? (para 3.3.2.14)			
2.4.2. If a person is in RQT, are all required tasks/subtasks administered for each position in which they were decertified? (para 3.3.3.1)			
2.5. QUALIFICATION TRAINING (NON-CRITICAL ITEMS)	**YES**	**NO**	**N/A**
2.5.1. When all pre-evaluation script versions are combined (by position) are all tasks/ subtasks covered? (para 3.3.2.14)			
2.5.2. Does Training ensure that the primary instructor during UQT does not give the Pre-evaluation? (para 3.3.2.13)			

2.5.3. Is a screening process conducted prior to entry into UQT? (para 3.3.2.8.1)			
2.5.4. Is IQT Graduate Training Verification Process conducted prior to entry into UQT? (para 3.3.2.9)			
2.6. PROFICIENCY TRAINING (CRITICAL ITEMS)	**YES**	**NO**	**N/A**
2.6.1. If RT is not completed by the last day of the calendar month, is the individual placed in restricted status IAW AFSPCI10-1202 and applicable supplements? (para 3.4.1.2)			
2.6.2. Are all tasks/subtasks trained during RT at least annually, by position? (para 3.4.1.1)			
2.7. PROFICIENCY TRAINING (NON-CRITICAL ITEMS)	**YES**	**NO**	**N/A**
2.7.1. If a person is multi position certified, do they receive RT for both positions? (para 3.4.1.2.1)			
2.7.2. If a person is dual position certified, do they receive RT in the task-inclusive position? (para 3.4.1.2.2)			
2.7.3. Does each MRT consist of a training scenario and knowledge test for all CMR personnel each calendar month? (para 3.4.1.2)			
2.7.4. Are all tasks/subtasks trained during RT to the proficiency level identified in the JPRL? (para 3.4.1.1)			
2.7.5. Does Training ensure that administrative notifications are not considered ST? (para 2.7.2 and 3.4.3.4)			
2.7.6. Are instructors that provide ST either: a designated SME or have received ST by the SME? (para 3.4.3.1)			
2.7.7. Are ST training materials forwarded to 533 TRS? (para 3.4.3.2)			
2.7.8. For all ST requirements, does Training develop the required training materials, ensure training is conducted, and track changes properly? (para 3.4.3)			
2.7.9. If non-routine ST methods are used (contractor-provided Type I training), have the designated SMEs received the training? (para 3.4.3.3)			
2.7.10. Does the DO designate a sufficient number of SMEs to ensure the training requirements can be met? (para 3.4.3.1)			
2.7.11. If a multi or dual certified CMR person receives an UNSAT during RT scenario, was IT given in the position(s) in which the deficiencies exist? Did successful completion of training apply to both positions? (para 3.4.2.5)			

2.8. DOCUMENTATION (NON-CRITICAL ITEMS)	YES	NO	N/A
2.8.1. As a minimum, do locally developed Training Performance Forms contain entry places for: (para 3.12.3.) - Script Title? - Deficiencies (task/subtask, incorrect procedure, and root cause)? - Results of retraining and re-testing? - Other comments? - Instructor/trainee signature blocks?			
2.8.2. Are all UQT/RQT training scenarios and CMR training scenarios documented on a locally developed training performance form? (para 3.12.1/2 and 3.12.3)			
2.8.3. Are all items specified in Attachment 10 of ASPCI 36-2202 documented on the AFSPC Form 91? (paras 2.4. and 4.1.2.4.4.) - Unit Arrival/Departure Dates - Entry into UQT/RQT (date, position) - Instructor Cert/Decert (date) - Instructor Annual Observations (date, observed by) - BMR/CMR RT (date, title, position, exemption, results) - Instructor RT (date, title, exemptions, results) - BMR/CMR IT (if not documented on CAW) (date, task/subtask, position, results) - BMR/CMR ST (date, ST#, subject, tasks/subtasks, position, exemption, results) - SME appointment/removal (date, position, reason) - DO/Det Chief directed corrective actions for ST validation special evaluations			
2.8.4. Are training program changes documented and maintained for future program decisions to include: (para 3.14.1.) - When a major change to the training program occurred? - The reason for the change? - Positions affected? - How the training program was affected? - Related remarks (how training improved)? - Notes to help inform successors?			
2.8.5. For individuals who PCS to another AFSPC unit, does Training forward the IQF to the gaining unit? (para 2.1.5)			

2.9. TEMAP (NON-CRITICAL ITEMS)	YES	NO	N/A
2.9.1. Does Training compile training results and other applicable data to support TEMAP? (para 1.2.12.9.7)			
2.9.2. Does the unit trend recurring training data on a monthly basis only, using the process in Attachment 8 to conduct the unit TEMAP? (para 7.1.1.)			
2.9.3. Does the unit calculate deficiencies and exposures monthly for each individual receiving a recurring training scenario, and exclude any deficiency or exposure data from ST, IT, IQT, UQT or RQT, or for supporting crew members (individuals participating but not receiving credit for the scenario)? (para 7.1.1.1.1.1.)			
2.9.4. Does the unit determine training RAFRs solely by analysis of training AFR data and report these errors and deficiencies using the format specified in Attachment 9? (para 7.1.1.1.1.2.)			
2.9.5. Does the unit use the TEMAP process to conduct internal trend analysis for RT knowledge testing? (para 7.1.1.1.1.3.)			