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ORGANIZATION AND FUNCTIONS CHART BOOK

July 1968

RCS: I-SYS-03

AF SATELLITE CONTROL FACILITY

D-291

**SPACE AND MISSILE SYSTEMS ORGANIZATION
AIR FORCE SYSTEMS COMMAND**

AIR FORCE SATELLITE CONTROL FACILITY
(DEP FOR SAT CONT OPNS)
Air Force Systems Command
Los Angeles Air Force Station
Air Force Unit Post Office
Los Angeles, California, 90045
1 July 1968

FOREWORD

This chart book reflects the official statement of the organization and functions of the Air Force Satellite Control Facility (AFSCF). It reflects the approved assignment of functions within the organization and supersedes previous editions.

Requests for changes or revisions in the organizational structure or functions will be forwarded with justification to the Manpower and Organization Branch, AFSC/MET/DET 27 (SCOM-27), through the Technical Training and Manning Requirements Office (SMOPT), Directorate for Plans and Programs, AFSCF. Revisions will be prepared by the organizational element concerned upon the addition and/or deletion of functions which significantly change the functional statement.

The Manpower and Organization Branch will approve all changes to the organizational structure and/or functions and will maintain the Organization and Functions Chart Book in a current status.


JESSUP D. LOWE, Colonel, USAF
Commander
Air Force Satellite Control Facility

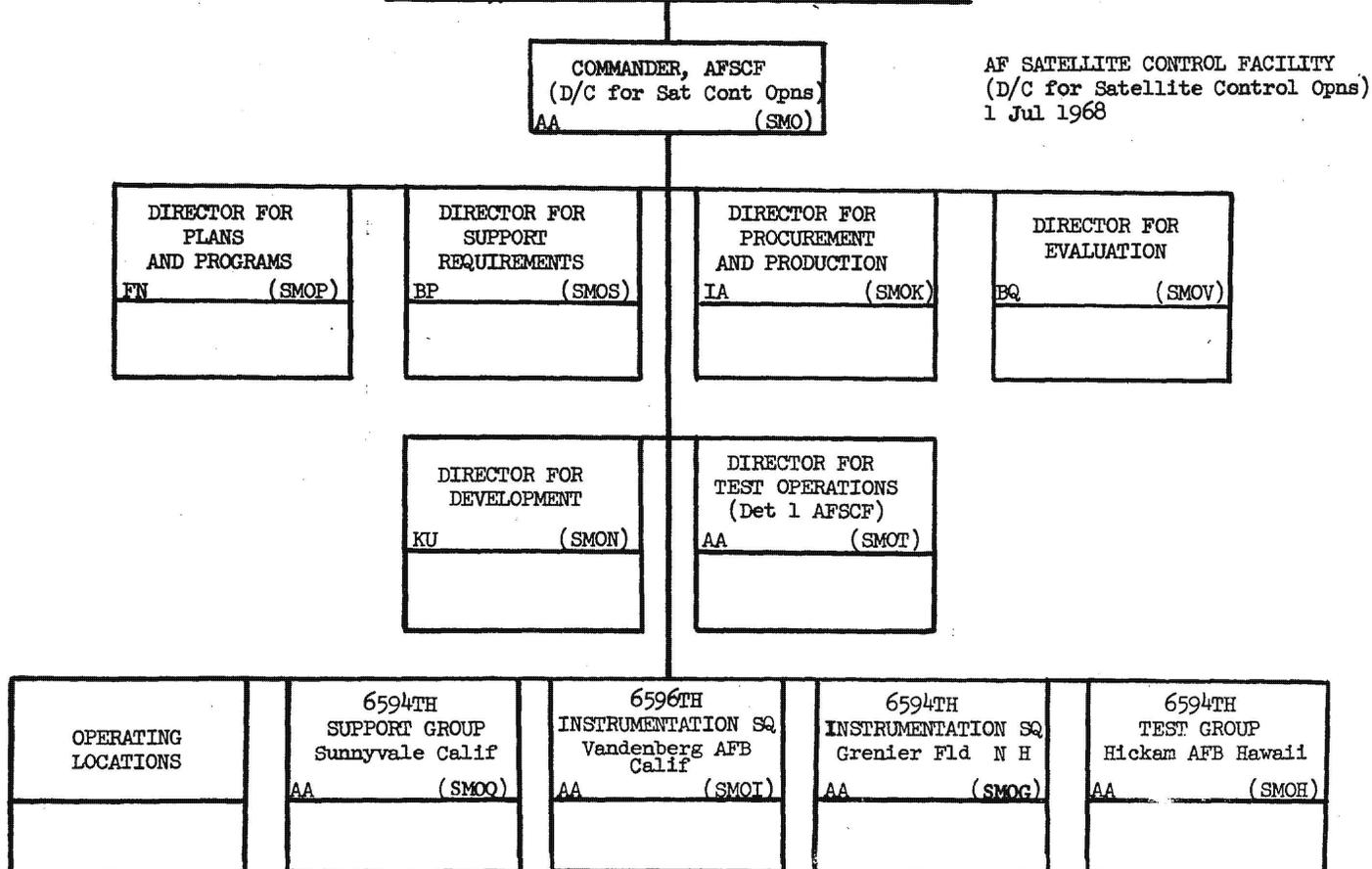
STATEMENT OF MISSION

AIR FORCE SATELLITE CONTROL FACILITY
(Deputy Commander for Satellite Control Operations)

To conduct systems tests by real-time on-orbit telemetry, tracking, command and control -- and recovery when required -- of DOD space vehicles, and to provide post-pass and post-flight evaluation.

To plan, design, develop, procure, install and check out systems, equipments, computer programs, and facilities to support R&D tests of DOD space programs.

COMMANDER, SPACE AND MISSILE SYSTEMS ORGANIZATION



Non-standard organization approved by:

- a. Hq AFSC (SC00) Ltr, 10 Jun 65, AF Satellite Control Facility
- b. Hq AFSC (SC00) Ltr, 2 Feb 66, AFSCF Organizational Changes
- c. Hq AFSC (SCOMR) Ltr, 9 Apr 68, AFSCF Manning Plan Implementation

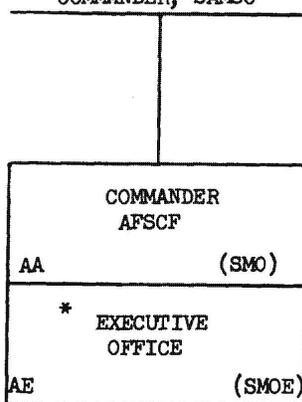
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Advanced Planning Office	FND	SMOPA	2-2	2-4	1 Jul 68
Technical Training & Manning Requirements Office	FNE	SMOPT	2-2	2-4,2-5	1 Jul 68
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<u>Director for Procurement and Production</u>	IA	SMOK	1-1	3-5	1 Jul 68
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	<u>OSC</u>	<u>OFFICE SYMBOL</u>	<u>CHART</u>	<u>PAGE FUNCTIONS</u>	<u>AS OF DATE</u>
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Technical Services Branch	BUB	SMOTR-2	5-10	5-11	1 Jul 68
Operations Readiness Branch	BUC	SMOTR-3	5-10	5-11	1 Jul 68
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Configuration Management Branch	BL	SMOHI-2	12-14	12-17	1 Jul 68
Test Planning Branch	BT	SMOHI-3	12-14	12-18	1 Jul 68
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Commander, AFSCF
1 Jul 68

* Organization Deviation: Approved by Hq AFSC (SC00) ltr, 2 Feb 66,
Subj: AFSCF Organizational Changes

COMMANDER

Responsible to the Commander, SAMSO, for the management, planning, design, development, procurement, operation, maintenance, and evaluation of an Air Force Satellite Control Facility to support on-orbit multi-satellite operations and recovery.

Exercises command over the Air Force Satellite Control Facility (AFSCF).

Manages system engineering and technical direction activities of the Aerospace Corporation Satellite Control Office.

Provides for coordination with system program offices and other agencies, as necessary, to insure timely and adequate satellite control capability for current and future assigned space projects.

EXECUTIVE OFFICE

Promulgates decisions, plans, policies, and directives of the Commander, AFSCF, and maintains constant follow-up on their implementation.

Monitors organizational compliance with administrative practices and policies.

Supervises the assignment of organizational personnel and processes all personnel actions.

Implements and supervises security and safety policies. Acts as central point of contact and liaison with other SAMSO staff agencies for dissemination of information and/or assignment of tasks.

Maintains up-to-date AFSCF policy files and provides copies of all applicable policies to subordinate activities.

Coordinates visitor control requests.

Manages office space allocations and plans for all changes (personnel and organization) in space allocation.

Maintains file of important briefings.

Manages, maintains, and schedules "Pert Room."

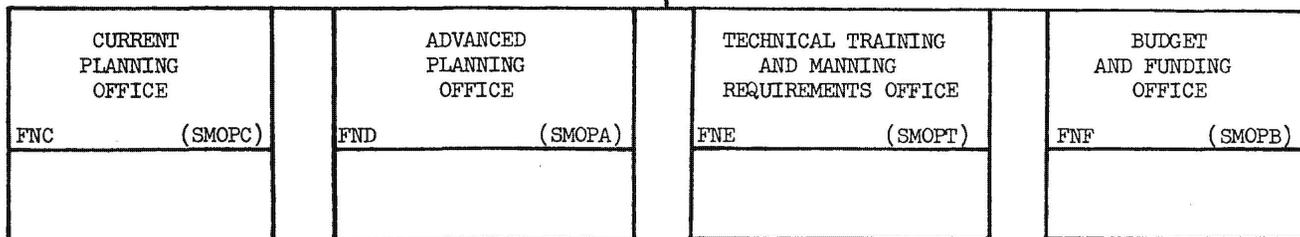
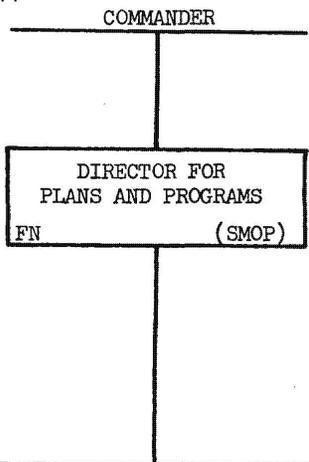
Manages and supervises the operation of the Headquarters drafting and illustrating functions and produces briefings (blue lines, vu-graphs) and reproduction of booklets, etc.

Supervises the airman on-the-job training program.

Supervises and monitors the General Military Training Program.

2-2

DIRECTOR FOR PLANS & PROGRAMS
1 July 1968



Non-standard organization approved by Hq AFSC (SC00)
Ltr, 2 Feb 1966, AFSCF Organizational Changes

DIRECTOR FOR PLANS AND PROGRAMS

Directs the development of broad policies, procedures, and guidance documentation for planning and management of the Air Force Satellite Control Facility.

Provides initial liaison with Satellite Control Facility staff elements, SAFSP, and DOD agencies. Provides close liaison and coordination with the National Range Division and acts as focal point for responsibilities and relationships provided for in letter (AFSC), 4 Feb 65, "Organization of Satellite Control Resources of the NRD and the SSD."

Directs the programming and integration of AFSCF and SAMSO plans and requirements into a consolidated AFSCF program. Directs the management of the PCP documentation.

Directs contractor and Air Training Command instructor resources in support of the AFSCF and validates military/contractor manning requirements for the AFSCF.

Directs advanced technical planning required for the AFSCF support of future satellite programs.

Directs the administration and execution of budget authorizations, allocations, and allotments as provided through the Comptroller, SAMSO.

Current Planning Office: Responsible for providing facilities necessary to support the AFSCF through O&M and MCP programming procedures.

Functions as focal point and provides close liaison and coordination with higher headquarters in the areas of facility expansion and foreign agreements for SCF stations.

Develops, prepares, and maintains contingency plans in coordination with other appropriate SAMSO staff offices. Performs special technical and nontechnical studies on short-range (0-18 months) problems confronting the AFSCF.

Acts as focal point for management matters for all elements of the Satellite Control Facility. Provides a single point of contact for AFSCF Site Commanders and Field Test Force Directors for resolving management and/or program implementation problems beyond their local capability.

2-4

Reviews work statements, RFP's, ECP's, FCR's, and contractor proposals for compatibility with approved AFSCF programs and objectives.

Conducts analyses of administrative management and develops proposals for increased management effectiveness.

Advanced Planning Office: Responsible for broad programming and integration of separate AFSCF and SAMSO development plans and requirements into a coherent AFSCF program through direct management of AFSCF "PCR" documentation and the Five-Year Plan.

Responsible for initiation of new and/or advanced research and development projects.

Performs advanced technical planning relating the Satellite Control Facility to future space programs.

Formulates concepts which relate the Satellite Control Facility to other national or military command and control systems, ranges, and other space control facilities. Functions as focal point and provides close liaison and coordination with higher headquarters in the areas of mission support requirements, improvements and growth, and instrumentation acquisition.

Participates in space projects, task groups, technical advisory groups, and panels for national and military control satellites.

With the assistance of Director for Development, prepares studies, briefings, and reports on advanced engineering aspects of the Satellite Control Facility for presentation to external agencies.

Technical Training and Manning Requirements Office: Responsible for the establishment of policies and procedures and development of plans to insure technical personnel assigned to all Satellite Control Facility sites are qualified to accomplish the mission.

Identifies formal Satellite Control Facility-oriented technical training requirements and insures they are met on a timely basis.

Manages contractor and Air Training Command instructor resources assigned in direct support of the Satellite Control Facility.

Consolidates all AFR 50-9 special training requirements and submits them to the SAMSO Personnel Office for processing.

Maintains up-to-date technical training publications and personnel proficiency status reports.

Establishes and reviews military/contractor manning requirements to support the Satellite Control Facility and insures they are adequately met.

Budget and Funding Office: Serves as staff advisor for all satellite control budget and fiscal matters.

Integrates and compiles all budget estimates from subordinate elements of the Satellite Control Facility.

Administers and executes budget authorizations, allocations, and allotments as provided through Comptroller, SAMSO.

Prepares purchase requests and controls the funds for obligation on contracts. Insures that appropriate and adequate funds are allotted to each contract.

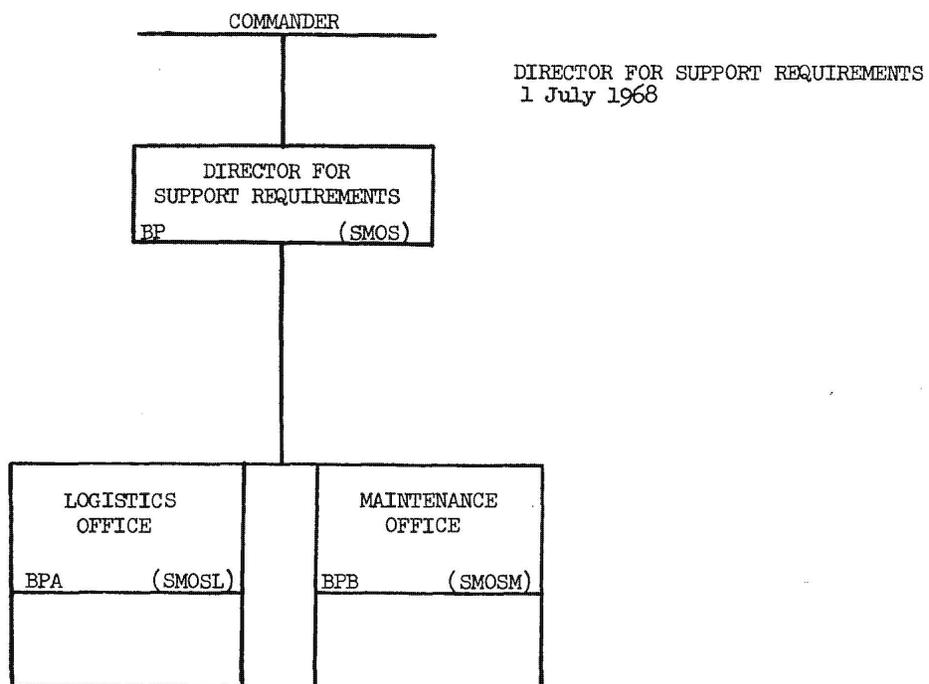
Reviews appropriateness of proposed expenditures and prepares analysis of funds status.

Coordinates financial activities to insure adherence to guidelines provided by the Comptroller, SAMSO, and/or other directives.

Administers DOD Cost Reduction Program as applicable to the Satellite Control Facility.

Works with Current Planning Office in the analyses of administrative management and development of proposals for increased management effectiveness.

3-2



Non-standard organization approved by Hq AFSC (SC00)
Ltr, 2 Feb 1966, AF Satellite Control Facility Organizational Changes

DIRECTOR FOR SUPPORT REQUIREMENTS

Responsible to the Commander for all AFSCF maintenance and logistic matters.

Plans and establishes AFSCF maintenance and logistic programs, policies and procedures.

Advises the Commander of the status and ability of AFSCF maintenance and logistic programs to meet current and projected mission requirements.

Provides AFSCF interface with SAMSO Materiel Staff.

Determines budget requirements of AFSCF maintenance and logistic activities.

Manages the support equipment program.

Negotiates host-tenancy agreements for AFSCF elements.

Logistics Office. Directs overall logistics program for the AFSCF.

Develops and maintains an AFSCF Logistic Support Program.

Determines and monitors contract logistic requirements.

Provides interface with government supply agencies.

Develops and implements logistic policies, practices and procedures for AFSCF elements.

Manages the AFSCF support equipment program.

Manages and coordinates all AFSCF host/base agreements (AFR 11-4).

Validates requirements and provides staff support for AFSCF transportation.

Controls magnetic tape inventory and acquisition program.

Determines budget requirements to support logistic program.

3-4

Maintenance Office. Develops and maintains a maintenance concept and plan.

Develops and implements maintenance policies, practices and procedures.

Defines and reviews equipment, personnel and documentation requirements for effective AFSCF maintenance.

Provides analysis of AFSCF 66-1 maintenance data.

Directs the overall maintenance program for the AFSCF.

Determines and monitors contract maintenance requirements.

Determines budget requirements to support an AFSCF maintenance program.

DIRECTOR FOR PROCUREMENT AND PRODUCTION

Manages procurement and production activities in support of the Satellite Control Facility mission.

Prepares and maintains Advanced Program Planning. Establishes procurement and production goals for the AFSCF.

Coordinates AFSCF procurement and production activities with other Directorates, Department of Defense organizations, and Industry.

Initiates, develops and monitors policies and procedures required to establish and implement efficient contract and financial management.

Monitors implementation of Procurement Management Systems, Contractor Performance Evaluation Reports, Cost Reduction Programs and Procurement-Production reports required by SAMSO and higher headquarters.

PROCUREMENT

Reviews and implements Procurement Action Requests.

Provides information for use in Advanced Program Planning.

Prepares requests for proposals.

Evaluates and negotiates contractor proposals.

Prepares, processes and executes contractual documents.

Receives and analyzes financial data from contractors and maintains contract records.

Coordinates procurement activities with the Director and contractors.

Acts as liaison agent between SCF and other Directorates on procurement problems.

Analyzes contractor's Make-or-Buy proposals.

Provides procurement support for or participates on source selection boards on new procurements.

Accomplishes cost effective financial management to the individual contract level, including funding, financial analyses, preparation for budgets, special reports and studies in assigned areas to support program objectives.

Develops contract work statements for effort to be procured and assists in the integration of various technical and non-technical work statement provisions that are sufficiently definitive to enable the most effective procurement.

Evaluates contractor's requests for Government furnished special tooling and special test equipment.

Evaluates contractor requests for authority to ship short (equipment shortages and nonconformance equipment) approval/disapproval action.

Coordinates on the approval of contractor furnished specifications, drawings and documentation.

Initiates priorities and allocation action as necessary.

Provides Procurement representation on Configuration Control Board for Engineering Change Proposals (ECPs).

Furnishes procurement support in formal engineering inspections, i.e., Preliminary Engineering Inspection (PEI), Development Engineering Inspection (DEI), First Article Configuration Inspection (FACI), and Technical Approval Demonstration (TAD).

Accomplishes all management and status reporting incident to complete performance of above functions.

PRODUCTION

Provides information for use in Advanced Program Planning.

Participates in preparation of contract statements of work.

Analyzes overall compliance with definitized contractual requirements.

Coordinates production activities with the Director and contractors.

Provides production status information and furnishes impact of work stoppages and strikes.

Acts as liaison agent between AFSCF and other Directorates on production problems.

Furnishes support as required for source selection board on new procurements.

Acts as AFSCF monitor for Contractor Performance Evaluation Reports (DOD and AFSC).

Accomplishes funding analyses and special reports and studies in assigned areas to support program objectives.

Determines the hardware delivery schedules to be performed by contractors in order to support program requirements.

Accomplishes close-out actions for physically completed contracts.

Evaluates contractor's capabilities to perform the manufacturing tasks involved in the fabrication and delivery of hardware.

In conjunction with DCAS and AFPRO personnel, monitors and evaluates contractor's manufacturing planning, scheduling, subcontracting, progress and deliveries through the performance period.

Evaluates the effect upon manufacturing effort of design changes, engineering changes, facility changes, etc., and advises the Configuration Control Board (CCB) regarding these effects.

Provides production support to the procurement office in determining items to be procured competitively.

Provides Production representation on Configuration Control Board for Engineering Change Proposals.

Furnishes production support in formal engineering inspections, i.e., Preliminary Engineering Inspection (PEI), Development Engineering Inspection (DEI), First Article Configuration Inspection (FACI), and Technical Approval Demonstration (TAD).

Accomplishes all management status reporting incident to complete performance of above functions.

3-8

DIRECTOR FOR EVALUATION
(Sunnyvale, California)

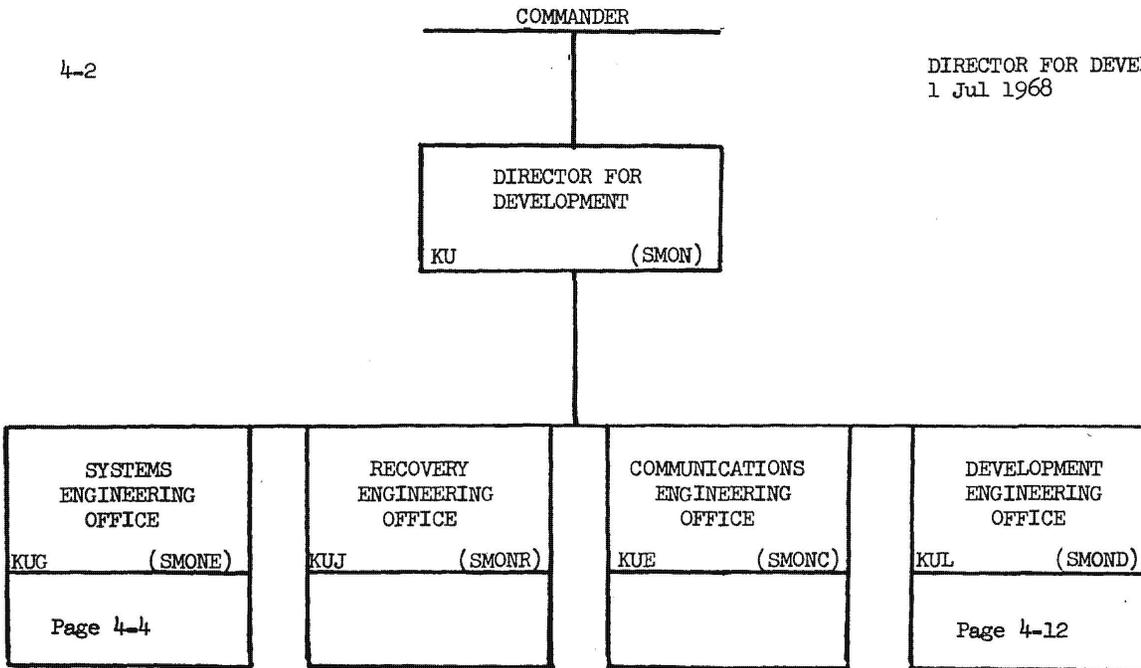
Develops AFSCF performance standards and measuring and scoring techniques to provide the Commander and his staff with data that reflects network capabilities.

Conducts on-site evaluations and performs analyses of selected test operations and other special problem areas.

Recommends to the Commander and his staff, improvements necessary to assure a high level of operational effectiveness throughout the AFSCF.

4-2

DIRECTOR FOR DEVELOPMENT
1 Jul 1968



Non-standard organization approved by Hq AFSC (SCOMR)
Ltr, 9 Apr 1968, AFSCF Manning Plan Implementation

DIRECTOR FOR DEVELOPMENT

Directs the technical development of the AFSCF including all aspects of system design, development, installation, checkout and integration in support of all orbital and other AFSCF requirements.

Directs the efforts of AFSCF contractors engaged in hardware and software development and installation activities. Authorizes and authenticates the commitment of Air Force resources and moneys through appropriate contractual channels to provide suitable hardware and software for use within the AFSCF in support of using agencies.

Directs the establishment and maintenance of AFSCF Configuration Control consistent with applicable Air Force directives.

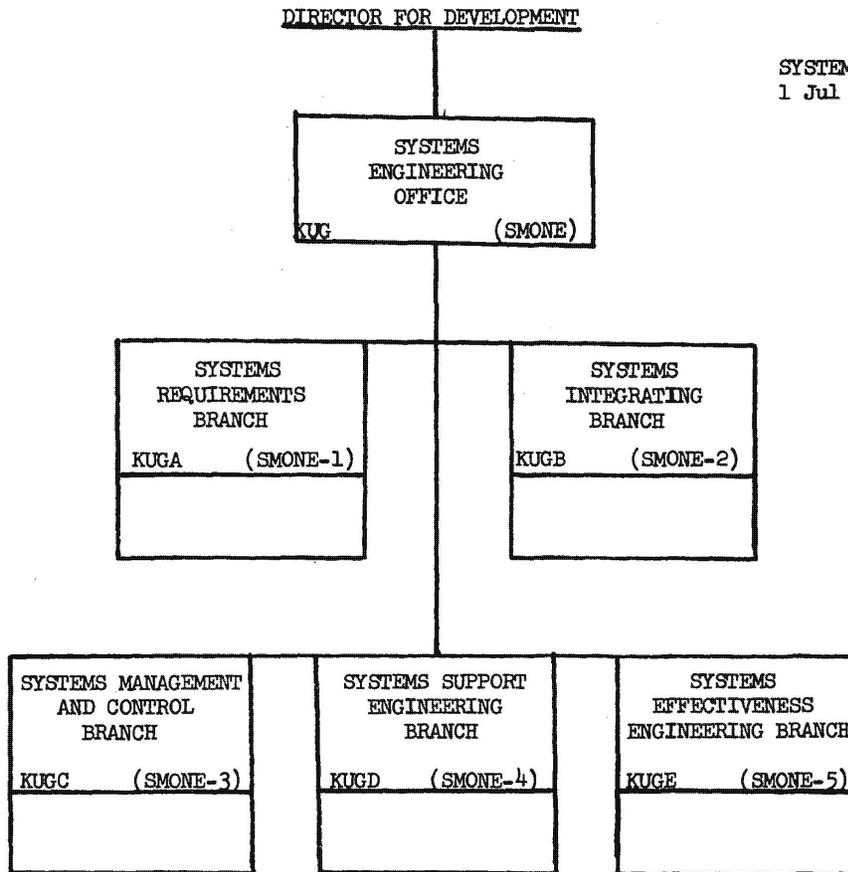
Directs the System Engineering and Technical Direction efforts of the Aerospace Corporation in the development of ground and spaceborne command, control, and telemetry equipments and associated software.

Directs the technical development of recovery forces and associated recovery equipment. Manages recovery technical resource planning and mission definition to assure appropriate support is rendered to using agencies.

Directs the development and installation of all communications relating to AFSCF mission.

4-4

SYSTEMS ENGINEERING OFFICE
1 Jul 1968



Non-standard organization approved by Hq AFSC (SCOMR)
Ltr, 9 Apr 1968, AFSCF Manning Plan Implementation

SYSTEMS ENGINEERING OFFICE

Determines orbit support requirement for current and future space programs. Initiates support plans and development concepts to achieve required support for DOD space programs.

Manages the preparation of design criteria, system specifications, and Cat II testing to achieve systems integration of equipments, computer programs, and facilities.

Reviews development project status and advises the development engineering office of actions necessary to achieve system effectiveness and compatibility.

Directs the general systems engineering, detailed systems engineering, system interface design assurance programs and the technical direction of the integrating contractors.

Establishes composite implementation schedules and manages the site integrating contractor activities, activation plans and schedules.

Manages configuration and data control programs for the AFSCF.

Manages the system effectiveness programs of Human Factors/Reliability/Maintainability Engineering. Provides guidance in the application of these disciplines to development projects managed by the Development Engineering Office. Conducts and manages an integrated personnel subsystem program in coordination with the manpower and training, maintenance and logistics, documentation and technical manuals, and operations procedures offices and agencies of the AFSCF.

Provides program control services to the Director for Development to include administration of budget authorizations, analysis of funding status and integration of budget estimates. Maintains appropriate program management progress reports, and status displays for the effective management of resources.

Manages system test, acceptance, and demonstration of hardware/software acquired and integrated into the AFSCF network. Provides engineering in support of operations.

Systems Requirements Branch. Assists in the generation and analysis of requirements levied on the AFSCF by SAMSO/SAFSP program offices and other AFSCF users.

Analyzes and projects system engineering requirements based upon long range plans and programs developed by the Director for Plans and Programs.

Performs and manages engineering analysis to determine exact orbit support for space test operations to include design and/or approval of ground and satellite-borne communications and control configurations.

Initiates actions to modify the AFSCF to satisfy program requirements.

Participates with the other Branches of the System Engineering Office in the preparation and approval of design criteria, system specifications and acceptance tests.

Reviews equipment development office project status for compatibility with program user requirements.

Performs as single point of contact within the AFSCF for space program offices requiring telemetry tracking, command and control engineering support from the AFSCF.

Manages the preparation of and authenticates formal orbital support plans for satellite programs using the AFSCF.

Systems Integrating Branch. Manages the site activation activities of the Integrating Contractor.

Responsible for system interface engineering, capability of system segments and integration engineering to satisfy system design criteria.

Establishes and manages composite equipment, software, and facilities implementation schedules in consonance with program need dates and multi-operations requirements to assure the timely integration of projects managed by the Development Engineering Office.

Participates in acceptance and demonstration efforts.

Systems Management and Control Branch. Directs and manages the acquisition of data for the AFSCF and supervises documentation maintenance procedures in accordance with AFM 310-1.

Controls the AFSCF configuration baseline, provides AFSCF configuration status, and conducts configuration and data reviews of contractor efforts in accordance with AFM 375-1.

Directs and provides requests for contractual actions to implement ECPs, directs ECP reviews and FACIs.

Administrates statement of work preparation, proposal evaluation, technical assistance to negotiations, and contract evaluation procedures.

Provides program control services to include administration of budget authorizations. Performs analysis of fund status and integration of budget estimates.

Establishes and maintains master planning schedules, program milestones, manpower and financial charts. Prepares management briefings and presentations.

Establishes periodic program reviews and maintains project status reports.

Systems Support Engineering Branch. Provides software and hardware engineering support to the Director for Test Operations to insure technical readiness of the system and its optimum performance during on-orbit operations.

Provides quick reaction to hardware and computer program problems encountered during real-time satellite operations.

Evaluates operator/engineering interface and recommends improvements required to support system growth.

Reviews the status of development projects and advises the development engineering office of actions necessary to achieve required system performance.

Manages the Final Acceptance and Test activities for AFSCF equipment and computer programs.

Systems Effectiveness Engineering Branch. Manages the Human/Safety Engineering, Maintainability Engineering, Reliability Engineering elements of the system design and integration of equipments, software, and facilities into the AFSCF.

Manages the general/detailed systems engineering preparation and maintenance of systems effectiveness models, system and segment availability models required for systems engineering design decisions.

Conducts an integrated personnel subsystem development program in conjunction with the Development Engineering Branches and the Manpower/Training, Logistics/Maintenance, Documentation/Tech Manuals, and Ops Procedures Offices of the AFSCF, to insure optimum man/machine interfaces, control and display compatibility, and man/software relationships to achieve network readings of the Personnel Subsystem concurrent with the completion of network integration.

Reviews Development Engineering Office activities and status and provides guidance in the application of the systems effectiveness disciplines to projects under its management.

Manages the test, acceptance, and evaluation of man/machine/software interfaces and personnel subsystem products developed; provides O&M manpower requirement forecasts to the Technical Training and Manning Requirements Office.

Conducts reliability and maintainability evaluations by analysis or demonstration to establish the satisfaction of design effectiveness.

Reviews Safety/Human/Reliability/Maintainability problems and recommends corrective actions to sustain or improve AFSCF operational capability.

RECOVERY ENGINEERING OFFICE

Responsible for the development, testing, evaluation, and integration of recovery systems for Space and Missile Systems Organization programs and for recovery support of other government agencies as directed.

Responsible for evaluation of program requirements for recovery mission planning, and for the preparation of the Recovery Support Plan to accomplish the recovery operations phase of research and development test programs.

Responsible for resource planning of recovery forces. Determines adequacy of resources against requirements and initiates action to justify and acquire new resources. This includes but is not limited to surface recovery units, aircraft, aircraft equipment, components, and subsets of equipment.

Responsible for the improvement and development of new systems, equipment, techniques, and operational concepts which can be applied to future space programs.

Participates in program and budget planning and monitors the expenditure of recovery funds.

4-10

COMMUNICATIONS ENGINEERING OFFICE

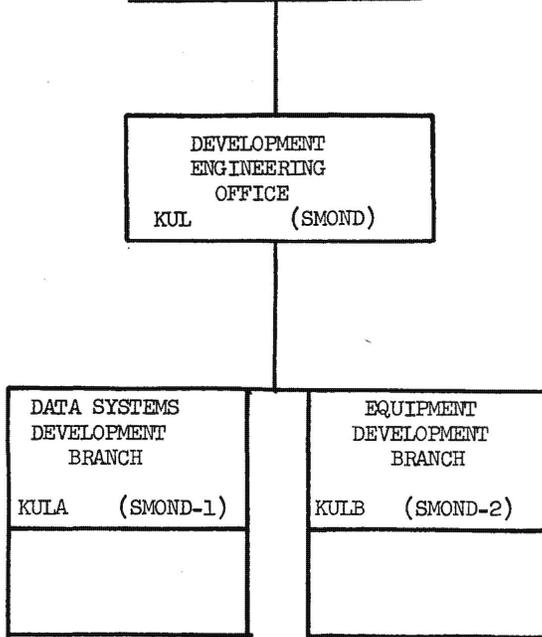
Directs the activation, expansion, and/or retrofit of ground communications facilities for all AFSCF tracking, readout, control, and recovery stations.

Manages staff communications efforts to include P Series C-E programming, budget estimates, financial plans, leased communications facilities, and command systems.

Provides for communications security, monitoring and inspection of subordinate unit's crypto accounts and programming for cryptographic equipment.

Coordinates with Budget and Funding Office on budget and financial matters and Development Engineering Office on requirements and schedules.

DEVELOPMENT ENGINEERING OFFICE
1 Jul 1968



Non-standard organization approved by Hq AFSC (SCOMR)
Letter, 9 Apr 1968, AFSCF Manning Plan Implementation

DEVELOPMENT ENGINEERING OFFICE

Manages design, fabrication, modification, assembly, delivery, installation and Cat I testing of contract end item equipments, computer programs for satellite tracking, telemetry, command and control.

Directs the development project engineering necessary to meet system requirements, design criteria, and satellite program support schedules established by the systems engineering office.

Prepares statements of work, participates in contract negotiations, evaluates proposals, and manages the technical efforts of contractors performing as Associate Contractor for development projects.

Reviews system engineering plans, design criteria, system specifications, interface engineering and proposed engineering changes and furnishes recommendations as required to the systems engineering office.

Participates as necessary in design reviews, FACIs, and acceptance tests and demonstrations.

Data Systems Development Branch: Manages end item model development, acquisition and integration of computer programs (software).

Reviews software system specifications (Milestone I) provided by the Systems Engineering Office and furnishes recommendations as required.

Directs the development of the Implementation and Test Plan (Milestone 2).

Prepares the Computer Program Design and Acceptance Specification (Milestone 4) and detailed Software Interface Specification (Milestone 3).

Directs the engineering necessary to insure acquisition, delivery, and Category I testing of software, subprograms, and associated supporting documentation (Milestone 5).

Manages the acquisition/lease of computer equipment and leased maintenance.

Manages Flight Support Tape development and maintenance.

Reviews other proposed software and computer equipment design changes, analyzes the impact of system or hardware change proposals upon software, and furnishes recommendation as required to the Systems Engineering Office.

Directs all contractor and Air Force action to acquire, install, and check out through Category I testing of the Advanced Data System (ADS) and participates in the Category II System Tests and supports in Category III Tests.

Maintains funding, schedules, technical status and initiates contractual actions as necessary for effective management of the data system project to meet system requirement, design criteria, and integration schedules established by the Systems Engineering Office.

Equipment Development Branch: Manages the design fabrication, modification, assembly, acquisition, installation, and Category I testing of contract end item equipment projects.

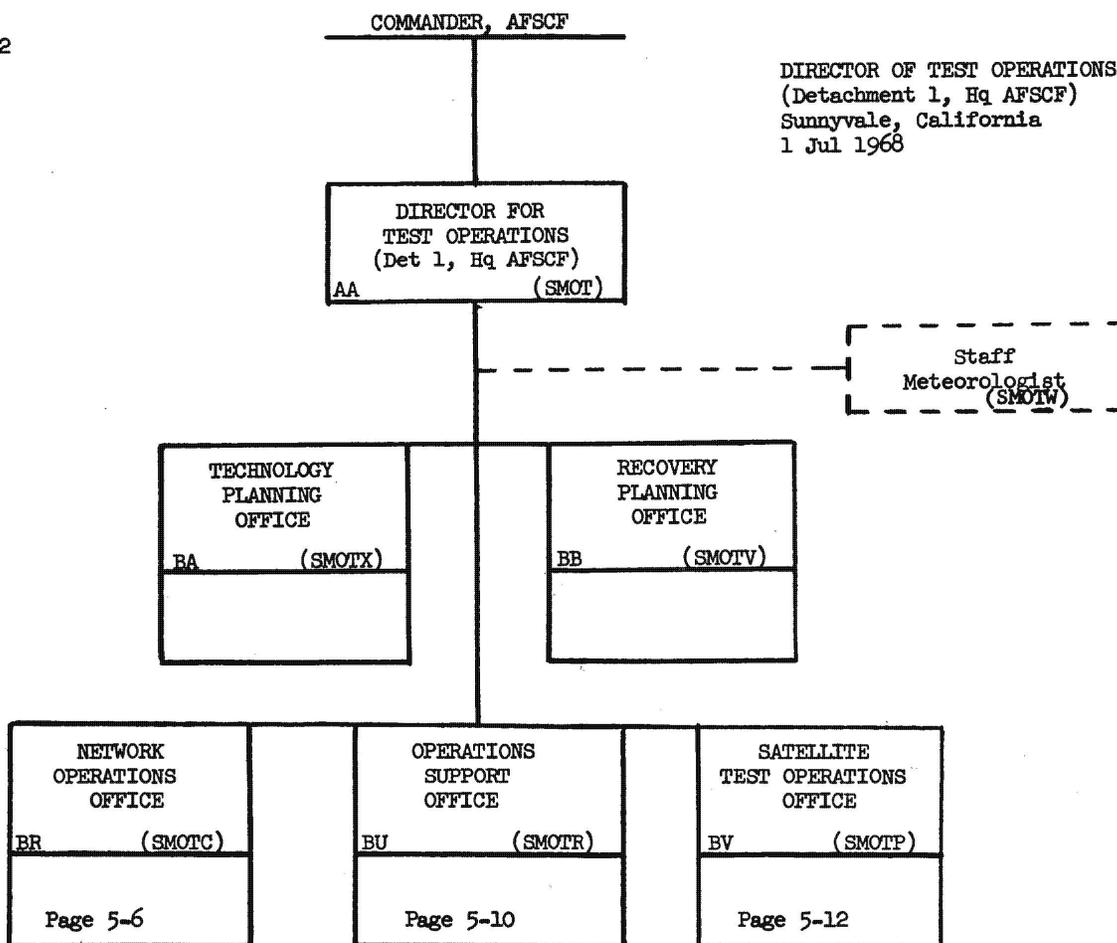
Directs the development project engineering required to achieve requirements, criteria and support schedules established by the Systems Engineering Office.

Develops statements of work, evaluates proposals, assists in contract negotiations, and directs the technical efforts of Associate Contractors.

Participates as necessary in design reviews, FACIs, and acceptance tests and demonstrations.

Maintains funding, schedules, and technical status for equipment development projects.

5-2



Non-standard organization approved by Hq AFSC (SCOMR)
Ltr, 9 Apr 1968, AFSCF Manning Plan Implementation

DIRECTOR FOR TEST OPERATIONS

(Detachment 1, AF Satellite Control Facility)

Responsible for management and operation of the Test Operations Directorate (Detachment 1).

Manages all operational aspects and exercises operational control of the Satellite Control Facility in the conduct of all operations.

Prepares, coordinates, and issues operational policies, plans, and procedures to insure adequate support for aerospace flight programs.

Insures readiness of available facilities, manpower, operational techniques, procedures, and monitors SCF contractors' performance, as required, to successfully support test operations.

Schedules all operational SCF resources necessary for the conduct of ground and flight operations within a multi-satellite environment.

Based on operational needs, identifies resource requirements and procedures recommended for satisfaction of these requirements in support of space programs.

Staff Meteorologist: Provides meteorological and associated geostrophysical services to all elements of the Satellite Control Facility. (Manning of this organizational element is provided by the Commander, Air Weather Service (AWS-MAC). The manpower from MAC does not appear on the AFSCF manning document.)

5-4

TECHNOLOGY PLANNING OFFICE

Provides technical support to the Directorate of Special Projects (OSAF), and coordinates this support with the Field Test Force Direction Branch in the fields of computer programming, plotting, engineering counsel, data systems management, data processing equipment, and allied functions; all pertaining to research and development in highly specialized and highly classified activities.

RECOVERY PLANNING OFFICE

Responsible for the field test force direction and management of all recovery-only programs or missions assigned to the AFSCF. Coordinates all planning involving recovery resources assigned or allocated for AFSCF operational use. Responsible for all long range planning involving recovery resources to be utilized in satisfaction of operational requirements.

Acts as Field Test Force Director for assigned special programs requiring support only by aerial/surface recovery resources assigned or allocated to the AFSCF. (i. e., programs not requiring on-orbit tracking station support).

Develops, implements, and updates plans for the effective utilization of AFSCF recovery resources to accomplish aerial or surface recovery of reentering space vehicles.

Participates in recovery planning meetings to plan, prepare, review and report on operational recovery readiness of the SCF.

Participates as required in recoverable program working group meetings from program assignment through final launch and recovery.

Participates in recovery ship/aircraft position planning meetings whenever such meetings are required during actual or potential multi-operations situations.

Acts as the primary point of contact with the 6594th Test Group on matters pertaining to assigned or allocated resource utilization.

Is the single point of interface between the Director for Test Operations and external agencies on matters involving recovery operations.

In accordance with the USAF Foreign Clearance Guide and AFSCF Manual 60-1, processes requests for flights by aircraft assigned to the 6594th Test Group or OL #1 into areas outside the Continental limits of the U. S.

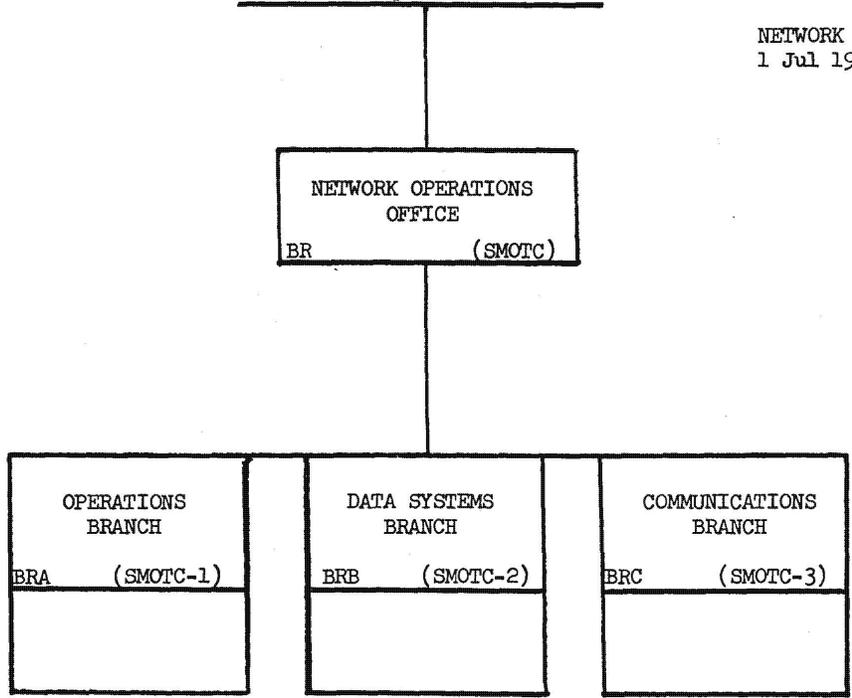
Mandatory point of coordination on all documentation pertaining to recovery operations.

Maintains current knowledge of AFSCF recovery capability and readiness including coordination with the Recovery Development Office (SMONR) in matters of development, testing, evaluation and integration of recovery systems, and coordination with the 6594th Test Group and OL #1 in matters of aircraft and crew status, recovery training, procedures, techniques and mission readiness.

5-5

DIRECTOR FOR TEST OPERATIONS

NETWORK OPERATIONS OFFICE
1 Jul 1968



Non-standard organization approved by Hq AFSC (SCOMR)
Ltr, 9 Apr 1968, AFSCF Manning Plan Implementation

NETWORK OPERATIONS OFFICE

Responsible for the operational control and assignment of all AFSCF operational resources.

Operations Branch. Provides centralized management of all operational resources of the AFSCF.

Allocates and schedules AFSCF resources to accomplish satellite program support and network maintenance and modification activities.

Schedules range surface recovery forces and down-range data pickups.

Obtains resolutions of multiple satellite conflicts.

Maintains operational supervision of the AFSCF data system to insure optimum support and utilization of data system resources.

Monitors network resource and equipment status. Provides common network status displays for all network users. Insures corrective action has been initiated to return all equipments to operational status.

Chairs recovery ship/aircraft position planning meetings whenever such meetings are required during actual or potential multi-operations situations.

Provides liaison between Satellite Test Center and Eastern Test Range, Western Test Range, Space Defense Center (ADC), spacetrack, AFSCF recovery forces, and network users.

Reviews and coordinates orbital requirements documents, orbital support plans, and technical operating orders to determine network support capabilities.

Establishes and promulgates procedures for operating the AFSCF as an integrated network in accordance with established network configuration policy.

Provides staff and administrative support required by the Network Operations Office.

5-8

Data Systems Branch. Operates and maintains the data processing facility of the Satellite Test Center.

Analyzes and evaluates operational performance in conjunction with integrated data flow requirements to effect continuous improvement in technique and competence.

Operates and maintains the telemetry ground station required to support satellite test operations.

Responsible for configuration control and materiel control.

Promulgates and implements maintenance directives and policies applicable to all operating elements of the Satellite Test Center.

Provides centralized maintenance management and reporting of all maintenance activities in accordance with AFM 66-1.

Communications Branch. Acts as network control station for the Satellite Test Center and advises the Commander and principal staff officers on communications matters.

Supervises operation and maintenance of the teletype center, communications control center, and cryptographic center.

Establishes and promulgates communications operations procedures and policy in support of AFSCF operations.

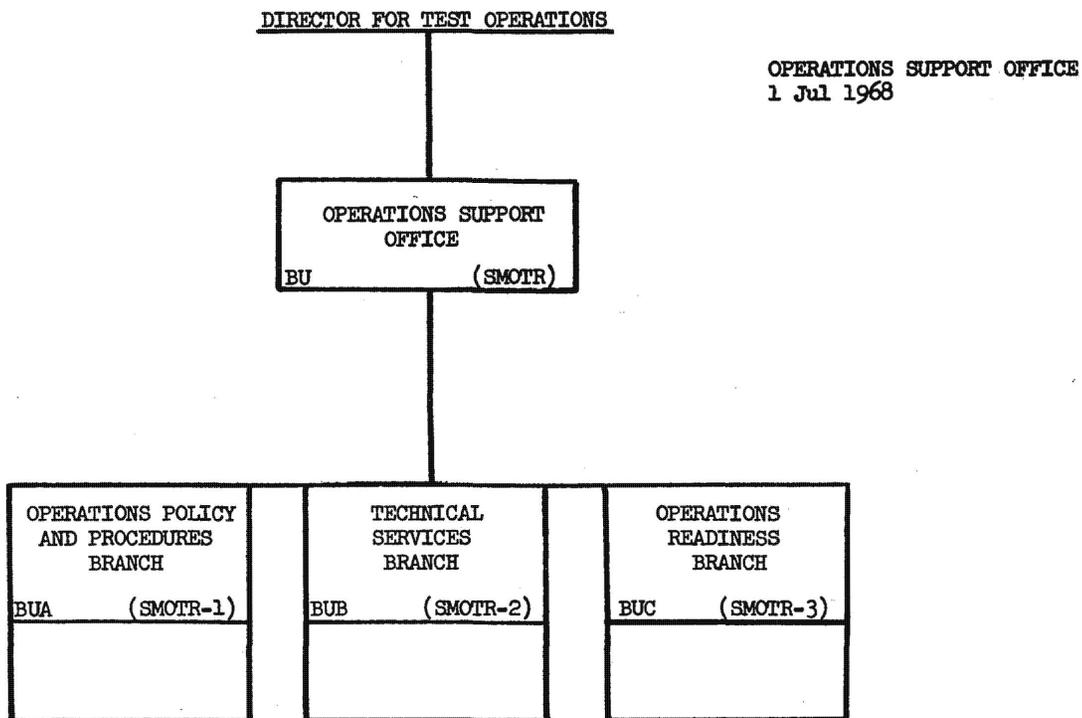
Assures that continuity and security are maintained in all telecommunications facilities, specifically the voice, teletype, data, and facsimile systems.

Provides technical control functions for all AFSCF communications facilities and acts as the single point of contact with commercial carriers and the Defense Communications Agency for operational communications configurations and restorations.

Provides administrative and message center services; manages the telephone switchboard operation, maintains and issues telephone directories, and operates the required cryptographic account.

Coordinates maintenance of all leased communications facilities furnished the Satellite Test Center from commercial sources.

5-10



Non-standard organization approved by Hq AFSC (SCOMR)
Ltr, 9 Apr 1968, AFSCF Manning Plan Implementation

OPERATIONS SUPPORT OFFICE

Responsible for the completeness and suitability of operations policies, procedures, and directives.

Operations Policy and Procedures Branch. Develops operations policies and directives, operating methodology, and standard practices for network-wide application.

Develops and maintains a system for the management of AFSCF operations documentation.

Advises on the completeness and suitability of operating policies, procedures, and directives.

Develops and manages a system of documenting and standardizing test operations procedures and practices within the Satellite Test Center and remote tracking stations.

Edits and prepares operations documentation for publication.

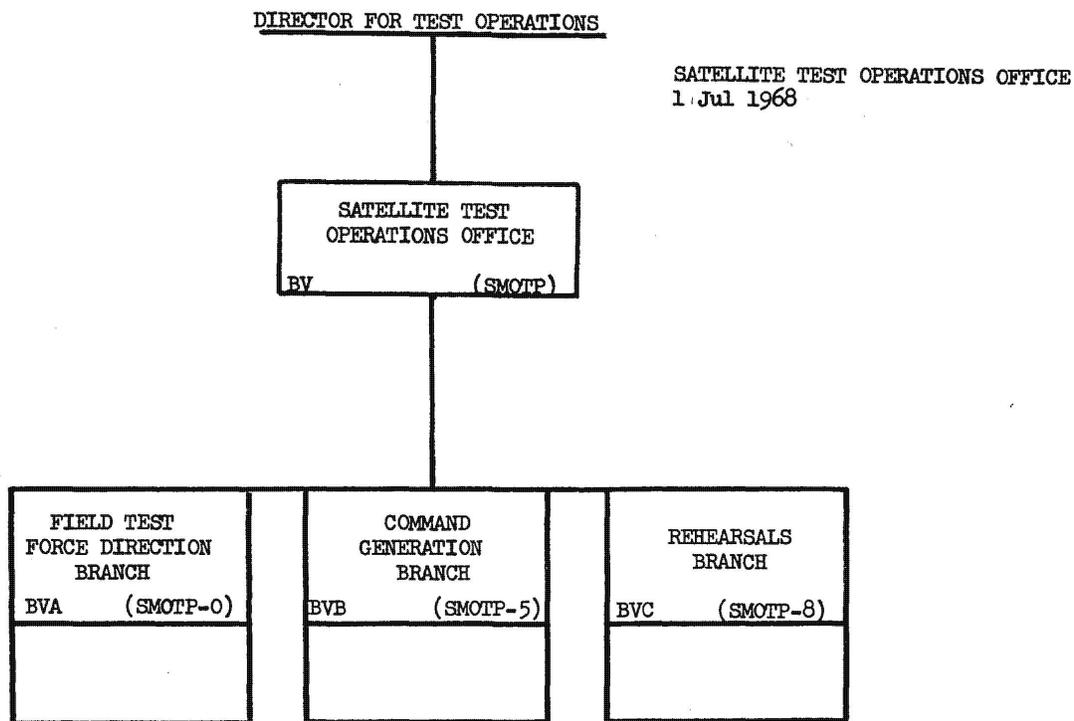
Technical Services Branch. Provides management and staff elements special administrative and technical support in areas such as performing facilities scheduling; education and training; illustrating and publication of technical documents; graphic and photographic services; and motion picture projection.

Identifies technical training requirements for the Satellite Test Center and insures that all requirements are adequately met. Develops and implements training plans. Submits requests for formal technical training to the Technical Training and Manning Requirements Office.

Operations Readiness Branch. Provides technical support to ensure that new or modified equipments and specified software entering the AFSCF inventory are operationally ready.

Through the use of simulation data, tests equipment and software, analyzes data, makes policy and procedure recommendations, keeps abreast of problems and their operational impact, and provides technical expertise in matters related to readiness.

5-12



Non-standard organization approved by Hq AFSC (SCOMR)
Ltr, 9 Apr 1968, AFSCF Manning Plan Implementation

SATELLITE TEST OPERATIONS OFFICE

Manages the application of field test force resources to assigned programs.

Coordinates and is responsible for all planning, readiness, operational, and evaluation activities required to support assigned programs.

Assists in the formulation of orbital and recovery mission support plans.

Reviews methods of integrating program support into a technically workable system in consonance with other programs in a multi-operations environment, and reports adequacy, or lack thereof, of this support to the Director for Test Operations and Hq AFSCF.

Field Test Force Direction Branch. A Field Test Force Director (FTFD) is the AFSCF-appointed field director for a specific satellite program. As representative of the Deputy for Test Operations, the FTFD is responsible for overall AFSCF support of the assigned program. The FTFD accepts flight requirements from the program office, plans utilization of AFSCF resources for their accomplishment, and, upon completion of the tests, reports on results.

Manages the Field Test Force in the overall planning, integration, implementation, and execution of all matters pertaining to rehearsals, orbital test operations and recovery of his assigned program to assure that program objectives are accomplished.

Directs the activities of the Test Control Team in the accomplishment of the functions of test control, orbit plans, vehicle analysis, data display, and data control.

Chairs the Program Planning & Evaluation Group and Orbital Test Working Group to prepare and assure the operational readiness of the AFSCF.

Produces the test operations order, operations evaluation report, and related Satellite Test Center generated documentation.

Acts as the official point of interface with program offices, contractors, and other outside agencies on program peculiar operational matters. Resolves conflicts with other programs consistent with established priorities.

Command Generation Branch. Responsible for generation of payload and vehicle commands to be transmitted to orbiting satellites.

Formulates operation plans and coordinates with Air Force and contractor agencies to insure compatibility of hardware and computer programs with the operational environment and commanding philosophies.

During orbit operation, writes, checks, approves the release of real-time and stored program commands to be loaded into the satellite.

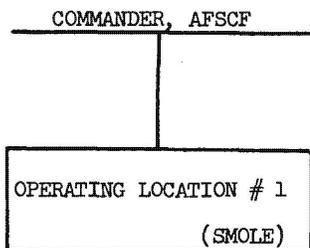
Monitors vehicle and payload operations.

Rehearsals Branch. Responsible for planning and controlling the simulated operational environment during program preparation and demonstration rehearsals.

Responsible for a continuing analysis of AFSCF operations to ensure the effectiveness of program readiness activities.

Responsible for identifying problem areas requiring emphasis in future readiness periods.

6-2



OPERATING LOCATION #1
Edwards AFB, Calif
1 July 1968

Non-standard organization approved by Hq AFSC (SCOO)
Ltr, 10 Jun 1965, AF Satellite Control Facility

OPERATING LOCATION #1

Assists development agencies in planning, completes tests and development phases, and evaluates tests of aerial, water and ground recovery systems for space capsules.

Performs downrange data capsule pickups from surface tracking vessels.

Augments the Hawaiian Recovery Force on operational missions.

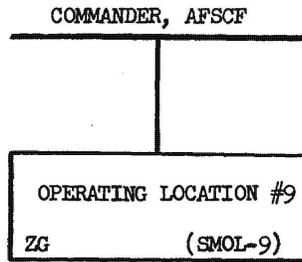
Operates with and supports civilian and military units on operations requiring an aerial recovery capability.

Prepares test plans, conducts critiques, and documents test results.

Coordinates support requirements with host base.

Completes planning and staff functions for parent organization as pertains to maintenance, finance, personnel, administration, communications, and supply.

7-2



OPERATING LOCATION # 9
Mahe Island, Seychelles
(Indian Ocean)
1 Jul 1968

Non-standard organization approved by Hq AFSC (SCOO)
Ltr, 10 Jun 1965, AF Satellite Control Facility

OPERATING LOCATION #9

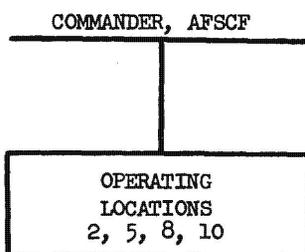
Manages, operates and maintains the Station to insure operational readiness in support of test operations directed by the Satellite Control Facility.

Conducts liaison and coordination between the designated on-station contractors and the local Governmental Agencies.

Performs SSD field responsibilities.

Refers major conflicts that may arise to the Commander, Satellite Control Facility, for decision and/or contract changes with suggested resolutions as may be required.

8-2



OPERATING LOCATIONS 2, 5, 8, 10
1 Jul 1968

These Operating Locations are designated and located at:

<u>OSC</u>	<u>OL No.</u>	<u>Location</u>	<u>Symbol</u>
ZD	OL #2	Kodiak, Alaska	SMOL-2
ZE	OL #5	Classified	SMOL-5
ZF	OL #8	Fort Greely, Alaska	SMOL-8
ZH	OL #10	Guam	SMOL-10

Non-standard organization approved by Hq AFSC (SCOO)
Ltr, 10 Jun 1965, AF Satellite Control Facility

OPERATING LOCATIONS 2, 5, 8, 10

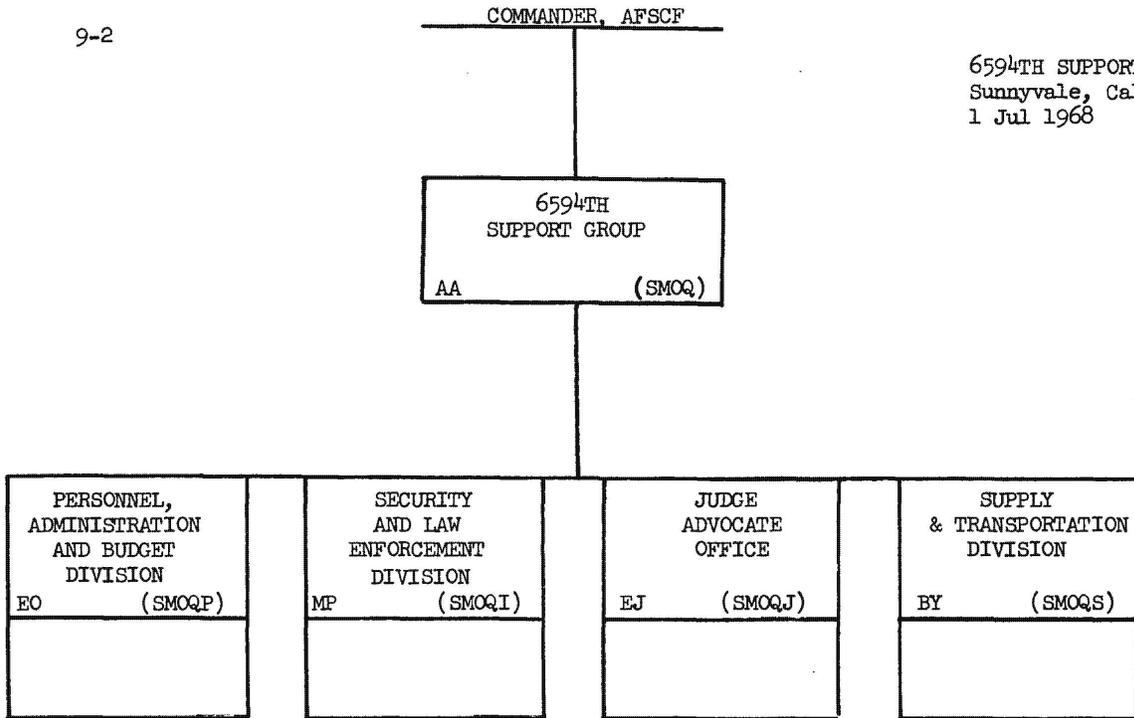
Manage, operate, and maintain the Site to insure operational readiness in support of test operations directed by the Satellite Control Facility.

Conduct liaison/coordination between the designated on-site contractors and local military authority.

Refer major conflicts that may arise to the Commander, Satellite Control Facility, for decision and/or contract changes as may be required.

9-2

6594TH SUPPORT GROUP
Sunnyvale, Calif
1 Jul 1968



Non-standard organization approved by:

- a. Hq AFSC (SCOO) Ltr, 2 Feb 66, AF Satellite Control Facility Organizational Changes.
- b. Hq AFSC (SCMR) Ltr, 9 Apr 68, AFSCF Manning Plan Implementation.

6594th SUPPORT GROUP, SUNNYVALE, CALIFORNIA

Provides administrative, personnel, transportation, supply, fiscal, and legal assistance to the organizational elements and personnel of Detachment 1, AF Satellite Control Facility (Director for Test Operations), and other AFSCF personnel stationed at Sunnyvale, California.

Conducts the Space Technical Information Control program, including industrial security for the Satellite Control Facility.

Administers discipline under Article 15, UCMJ 1951.

9-4

PERSONNEL, ADMINISTRATION AND BUDGET DIVISION

Advises and represents Commander on civilian personnel matters and administers military personnel program in accordance with higher headquarters directives. Provides service to tenant units as outlined in Joint tenancy agreements or memorandums of understanding.

Manages Administrative Services program. Supervises the publications management and printing and duplicating management and mail, message and records management functions. Provides orders authentication and top secret control officer.

Provides necessary information to Director for Plans and Programs, Satellite Control Facility, for consolidation into financial plans, budget estimates, and revisions thereto.

Maintains obligation authority for travel, printing, and vehicles; maintains liaison with host accounting and finance offices; and assures funds are available for local requirements.

SECURITY AND LAW ENFORCEMENT DIVISION

Assures maximum effectiveness of security system against acts of sabotage, espionage, and subversion by dissemination and execution of security plans and policies.

Conducts periodic inspections to evaluate the effectiveness of the security system.

Maintains estimate of security situation and recommends courses of action.

Determines and conducts security education program.

Monitors storage, disposition, and handling of classified information; investigates alleged security violations.

Supervises Office Security Advisor and Space Technical Information Control Programs.

Represents Department of Defense in all matters dealing with safeguarding classified information under the Armed Forces Industrial Security regulation.

Processes requests for security clearance.

Advises on conduct of military personnel.

Refers complaint reports, reports of crimes, and requests for investigation to the Air Police or recommends referral to the Office of Special Investigations.

Reviews Office of Special Investigations reports and refers them to proper action agency.

Controls motor vehicle traffic.

Maintains active liaison with local civilian and other military law enforcement agencies.

Represents Commander in local safety and security investigations, reports, and awards.

9-6

JUDGE ADVOCATE OFFICE

Serves as legal advisor to the Commander, 6594th Support Group and attached units.

Directs administration of military justice and discipline.

Reviews and renders opinions on proposed disciplinary actions, reports of investigation, board proceedings, and industrial security matters.

Renders legal assistance pursuant to paragraph 3a, AFR 110-4 only to active duty military personnel and their dependents.

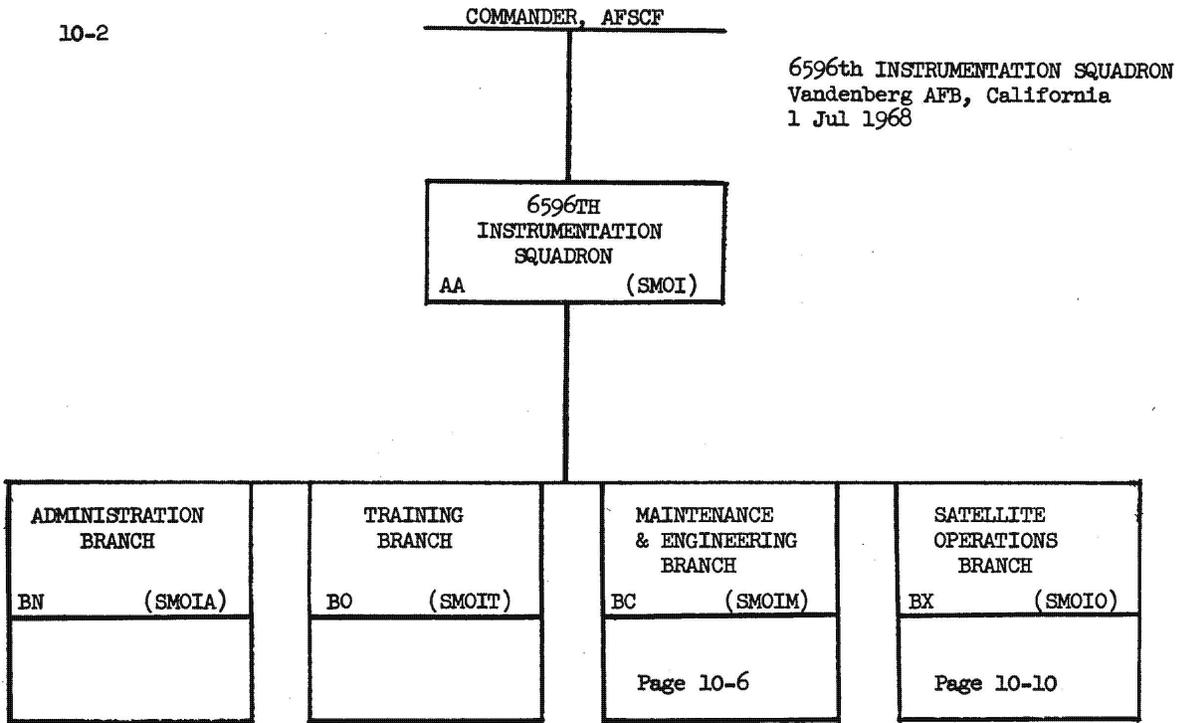
Investigates and processes claims under AFM 112-1.

SUPPLY AND TRANSPORTATION DIVISION

Responsible for budgeting, receipt, warehousing and issuance of accountable supplies and equipment. Maintains clothing and equipment records. Maintains, controls and purchases from petty cash. Budgets, researches special orders, maintains records, receives, warehouses and issues expendable supplies. Provides material handling and monitors contract maintenance of office machines.

Provides transportation services for personnel of this installation to include travel requests and local travel by GSA vehicles. Operates a motor pool of General Services Administration vehicles. Provides household and personal baggage service for incoming and outgoing PCS personnel.

10-2



Non-standard organization approved by Hq AFSC (SCOMR)
Ltr, 9 Apr 68, AFSCF Manning Plan Implementation

COMMANDER

Responsible to the Commander, Air Force Satellite Control Facility, for accomplishment of the Vandenberg Tracking Station mission and to other space agencies as directed.

Responsible for the administration, operation, manning, maintenance, training, supply, and welfare of the organization.

Establishes and maintains effective squadron/contractor/host-tenant relationships to insure operation and maintenance of the Vandenberg Tracking Station (VTS) in support of space satellites in the Air Force research and development program.

10-4

ADMINISTRATION BRANCH

Manages, organizes, directs, coordinates, and controls administrative services.

Establishes administrative policies and procedures.

Responsible for publications and forms management; message functions and distribution; classified document control; and printing, reproduction, and electronic data processing.

Coordinates administrative support with host base to accomplish unit mission.

Performs administrative supply, security, budget, historical, Top Secret control, and ground safety functions.

Provides required transportation services.

Monitors personnel actions.

TRAINING BRANCH

Responsible for establishment, implementation, and supervision of training activities for the Vandenberg Tracking Station.

Monitors, evaluates, coordinates, and ensures effectiveness of on-the-job, general military, and SCF training for assigned personnel.

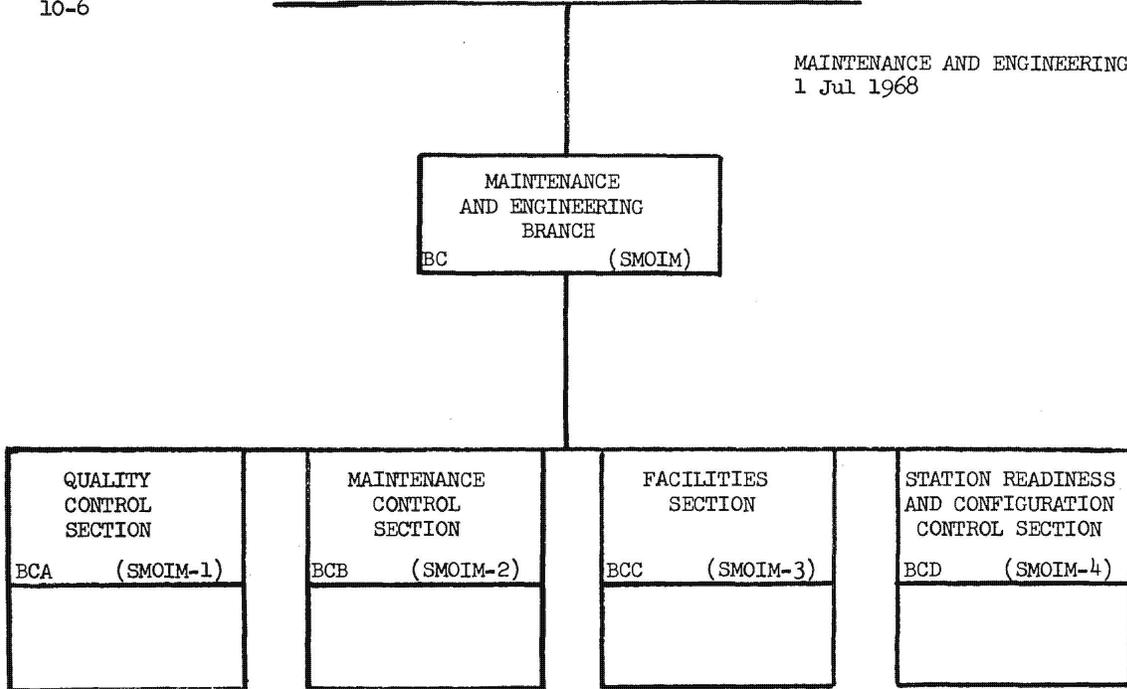
Provides materials, assistance, and advice to supervisors and training coordinators.

Conducts periodic reviews of SCF and on-the-job training records.

10-6

COMMANDER, 6596TH INSTRUMENTATION SQUADRON

MAINTENANCE AND ENGINEERING BRANCH
1 Jul 1968



Non-standard organization approved by Hq AFSC (SCOMR)
Ltr, 9 Apr 68, AFSCF Manning Plan Implementation

MAINTENANCE AND ENGINEERING BRANCH

Represents the Commander in all matters relative to engineering, maintenance, and facilities.

Prepares and implements policies and procedures which control the engineering, logistic, maintenance, and facility support functions.

Conducts an engineering and maintenance system which insures maximum equipment support availability with least expenditure of time and resources.

Coordinates and monitors all contractor activity involving engineering, maintenance, and facility functions; and insures that all such on-site operational support activity is carried out with a minimum of interference with the operational mission.

Quality Control Section: Responsible for the quality of engineering and maintenance accomplishments.

Insures compliance with policies, concepts, and direction of AFSCF 375/80- series regulations, AFSCFM 66-1, and the Station Commander.

Performs inspections relative to modification/installation activity, completed maintenance actions, the Program Management Instruction (PMI) system, maintenance training, depot maintenance, safety, engineering and maintenance management, logistics, facilities, documentation, and technical manuals.

Maintains the Technical Library.

Manages and controls activities associated with PMI and Air Force Technical Order 22 systems.

Maintenance Control Section: Establishes and supervises workload control, field maintenance, maintenance analysis, and materiel control functional areas to plan, schedule, and control any activity directed toward repairing, restoring to required operating specifications, improving reliability, and insuring operational readiness/effectiveness of mission equipment.

Controls all engineering, maintenance, and facility support activities to insure availability of accurate equipment status at all times.

Conducts a maintenance management system in accordance with AFSCFM 66-1 and station regulations.

Works closely with station Logistic Support Manager Representative to insure effective logistics support and depot maintenance service.

Facilities Section. Develops budget and programming information for annual and long-range facility financial plans.

Develops engineering plans, design criteria, and cost analysis of site operations and maintenance facility projects.

Evaluates engineering studies of commercial, industrial, and military construction programs.

Provides engineering and consulting services to the Base Civil Engineer, Army Corps of Engineers, Air Force Regional Civil Engineer, and Space and Missile Systems Organization.

Monitors new construction and/or facility modifications, and contractor performance, to insure compliance with contract specifications and acceptable trade practices.

Supports the Squadron Maintenance Officer by providing qualified personnel to perform unique preventive maintenance routines on mechanical and electrical equipment.

Performs repair, minor installation, construction, and modifications as required to support the site.

Provides Base Civil Engineer personnel with back-up assistance, as required, with portable air conditioning equipment and other emergency services.

Station Readiness and Configuration Control Section. Maintains configuration control records of all equipment modifications; maintains current master file on configuration documentation.

Provides engineering support to insure quality equipment modifications and installations; controls all modification/installation activity.

Monitors system operation to detect system problems; engages in engineering tests, analyses, and research; makes preliminary engineering change proposal recommendations for system improvement.

Approved for Release: 2019/05/02 C05108470

Governs the activity of the Modification Control Board.

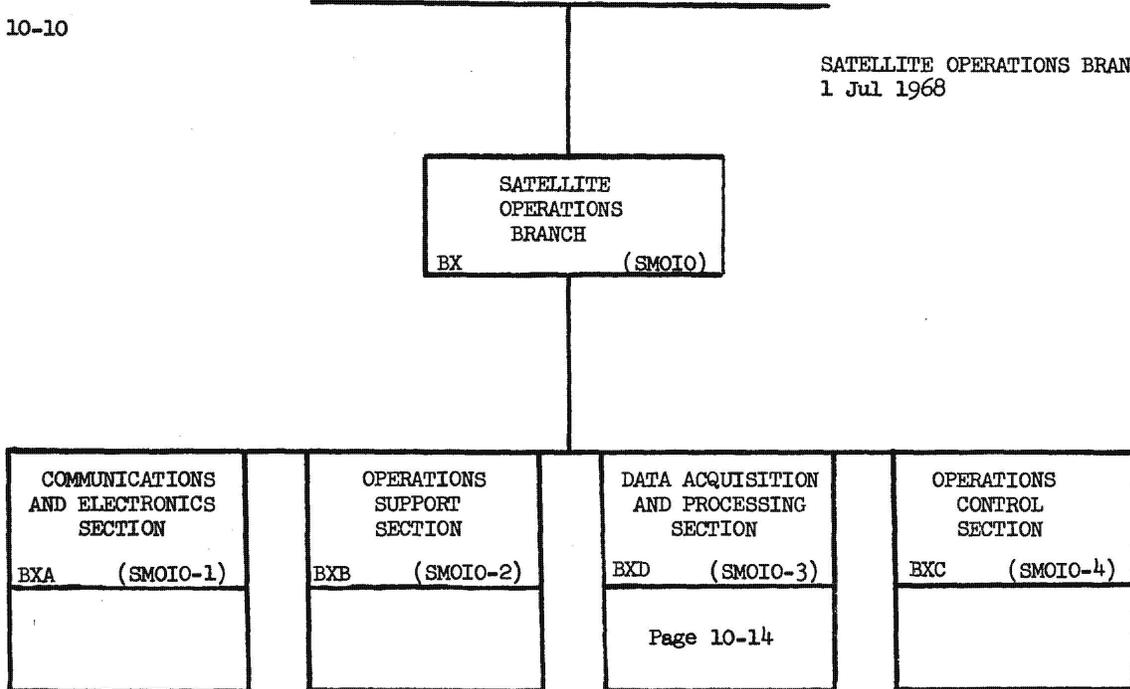
Provides systems-oriented engineering support to the station; coordinates with, and assists, the agencies under the purview of the AFSCF Director for Development on matters relating to new or modified equipment.

10-9

Approved for Release: 2019/05/02 C05108470

10-10

SATELLITE OPERATIONS BRANCH
1 Jul 1968



Non-standard organization approved by Hq AFSC (SCOMR)
Ltr, 9 Apr 68, AFSCF Manning Plan Implementation

SATELLITE OPERATIONS BRANCH

Formulates operations policies and programs.

Coordinates operations, manpower, training, maintenance, engineering, and installations matters with appropriate staff agencies.

Maintains the operational capability of the tracking station to include all major subsystems and related activities.

Advises on status of operational programs and effectiveness of operations.

Supervises activities of the Communications and Electronics, Operations Support, Data Acquisition and Processing, and Operations Control Sections.

Responsible for tracking station support for satellite vehicle data handling and checkout at the missile assembly building, as well as launch pad support and orbital operation.

Communications and Electronics Section. Manages station communications activities, including installation, operation and maintenance of all commercially-leased facilities such as telephone, teletype, intercom, and public address systems.

Administers station cryptographic account.

Operates and maintains Modems, KW-26/KG-13, and other crypto equipment.

Responsible for submission of communications requirements to higher headquarters.

Operations Support Section. Responsible for the data library and software management; and procedures management, standardization, and evaluation.

Operations Control Section. Supervises all station operations prior to, during, and after each actual orbit pass, rehearsal or validation.

10-12

Integrates activities of pre-acquisition checkout of the tracking station.

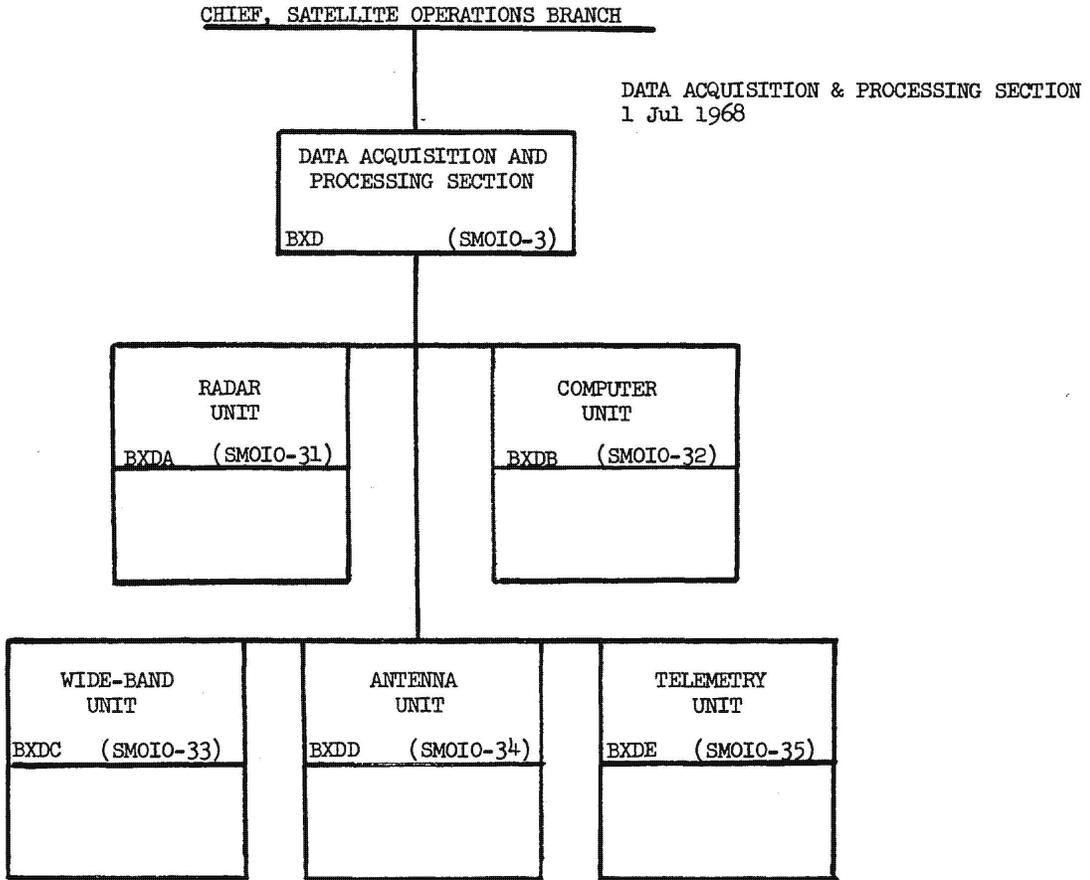
Coordinates control configuration with the Satellite Test Center to insure the ability to command, control, and track during pass.

Directs postpass data handling and distribution.

Decides on operational methods at the systems operations console for all active satellites.

Insures proper functioning of entire tracking station during prelaunch, flyby, and satellite orbital operations.

10-14



Non-standard organization approved by Hq AFSC (SCOMR)
Ltr, 9 Apr 68, AFSCF Manning Plan Implementation

Data Acquisition and Processing Section. Responsible to the Chief, Satellite Operations Branch, for the administrative control as well as the operation of the Satellite Tracking Radar, Computer, and Wide Band Units; Satellite Telemetry Ground Stations; and two 60 foot automatic tracking telemetry antennas.

Insures all five subordinate units maintain equipment in an operational configuration and provide high quality support for both launch and orbital passes of satellites.

Assists Chief, Satellite Operations Branch, with developing and implementing plans for new equipment and/or program requirements.

Radar Unit. Responsible for the operation and maintenance of the preloft Radar and VHF and UHF command transmitting systems. Functions include satellite tracking and commanding, acquisition of orbital tracking data, preparation of standards and procedures, training of equipment operators and enforcing adequate security and safety practices.

Responsible for all satellite orbital operations (pre-pass, post-pass checks, orbital support, pre-launch checks and flybys).

Computer Unit. Operates the computer equipment and the timing system.

Responsible for operation and maintenance of the input/output buffer, telemetry data processor command logic equipment, and other computer peripheral equipment.

Performs fault isolation diagnostic checks on computer equipment and monitors the performance by the computer maintenance contractor.

Participates in prelaunch checks, flybys, and satellite orbital operations.

Wide-Band Unit. Operates and maintains wide-band recording equipment. Participates in prelaunch checks, flybys, and satellite orbital operations.

Antenna Unit. Responsible for operation and maintenance of the telemetry receivers, Doppler receiver/transmitter, and the antenna system. Participates in prelaunch checks, flybys and satellite orbital operations.

10-16

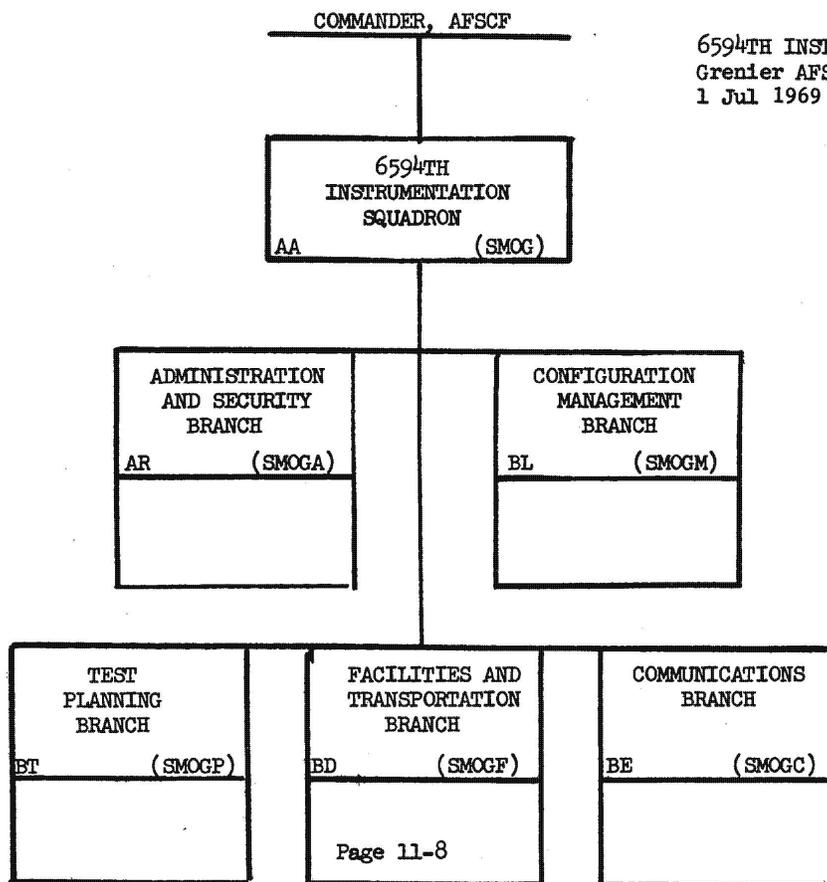
Telemetry Unit. Responsible for the operation and maintenance of the telemetry ground stations.

Performs checks of associated systems such as instrumentation equipment, magnetic tape recorders, and documentation equipment.

Participates in prelaunch checks and flybys and performs receiver and recorder telemetry functions during satellite orbital operations.

11-2

659⁴TH INSTRUMENTATION SQUADRON
Grenier AFS, New Hampshire
1 Jul 1969



Non-standard organization approved by Hq AFSC (SCOMR)
Ltr, 9 Apr 1968, AFSCF Manning Plan Implementation

COMMANDER

Responsible to the Commander, Air Force Satellite Control Facility, for accomplishment of the mission and to other space agencies as directed.

Establishes and maintains effective squadron/contractor/host-tenant relationships to insure operation and maintenance of the New Hampshire Tracking Station (NHS) in support of space satellites in the Air Force research and development program.

11-4

ADMINISTRATION AND SECURITY BRANCH

Manages, organizes, directs, coordinates, and controls administrative services.

Controls classified documents, including initiation of control procedures.

Manages forms and records disposition requirements.

Prepares unit history.

Distributes mail and messages.

Controls publication of special orders; maintains master publication files.

Responsible for overall circulation control at the New Boston facility, including gate sentry duty, control and issuance of access identification credentials, protection of restricted areas, and roving patrols for overall site security.

Processes military and dependent identification cards.

Controls registration of vehicles and enforces station regulations.

Performs investigations requested by the Commander.

CONFIGURATION MANAGEMENT BRANCH

Maintains configuration control records of all equipment modifications; maintains current master file on configuration documentation.

Provides engineering support to insure quality equipment modifications and installations; controls all modification/installation activity.

Monitors system operation to detect system problems; engages in engineering tests, analyses, and research; makes preliminary engineering change proposal recommendations for system improvement.

Monitors the quality adequacy of the operations and maintenance and associate contractors.

11-6

TEST PLANNING BRANCH

Receives all test documentation from the Satellite Test Center, translates it into orbit support requirements, and forwards requirements to the contractor for implementation.

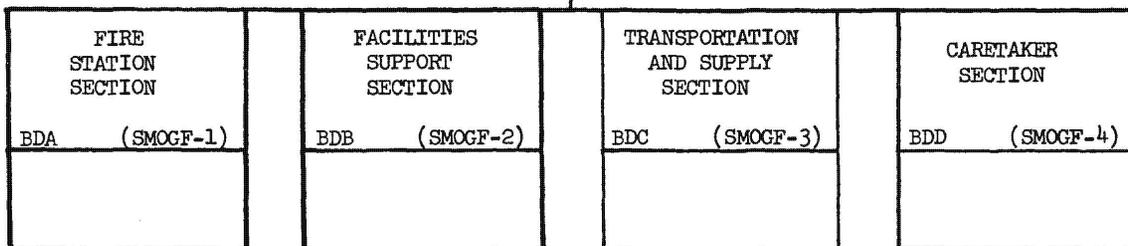
Identifies station operations and maintenance scheduling requirements to the Satellite Test Center for assistance in fulfilling requirements and accomplishing the mission.

11-8

COMMANDER, 6594TH INSTRUMENTATION SQUADRON

FACILITIES & TRANSPORTATION BRANCH
1 Jul 1968

FACILITIES AND TRANSPORTATION BRANCH BD (SMOGF)
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Non-standard organization approved by Hq AFSC (SCOMR)
Ltr, 9 Apr 1968, AFSCF Manning Plan Implementation

FACILITIES AND TRANSPORTATION BRANCH

Responsible for the construction, installation, maintenance, modification, and improvement of buildings, utilities, roads and grounds, and equipment.

Responsible for transportation, supply, and fire protection.

Coordinates required host tenant support agreements for the Squadron.

Fire Station Section. Responsible for all activities relating to fire prevention, protection, and rescue.

Includes all phases of fire protection planning and engineering, fire prevention, fire fighting, and related rescue services.

Includes administration involved in maintenance of fire incident and operation records and reports.

Facilities Support Section. Operates plants and systems producing utility services such as electricity, water, sewage, industrial waste, refrigeration, and air conditioning.

Performs miscellaneous services to include custodial, pest control, incinerators, and sanitary fills.

Performs maintenance, repair, and associated civil engineer work on real property as outlined in AFR 85-5 and AFM 85-2.

Organizes squadron shops to accomplish the work typical of trades such as plumbing, electrical, carpentry, refrigeration and air conditioning, pavements and grounds.

Transportation and Supply Section. Provides transportation services for personnel of the installation to include travel requests.

Provides household and personal baggage service for incoming and outgoing PCS personnel.

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Responsible for budgeting, receipt, warehousing and issuance of accountable supplies and equipment.

Caretaker Section (Grenier AF Station, New Hampshire, only)

Provides fire protection, transportation, normal base facilities support such as plumbing, electrical, carpentry, refrigeration and air-conditioning, pavement and grounds.

11-10

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COMMUNICATIONS BRANCH

Manages station communications activities, including installation, operation, and maintenance of all commercially-leased facilities such as telephone, teletype, intercom, and public address systems.

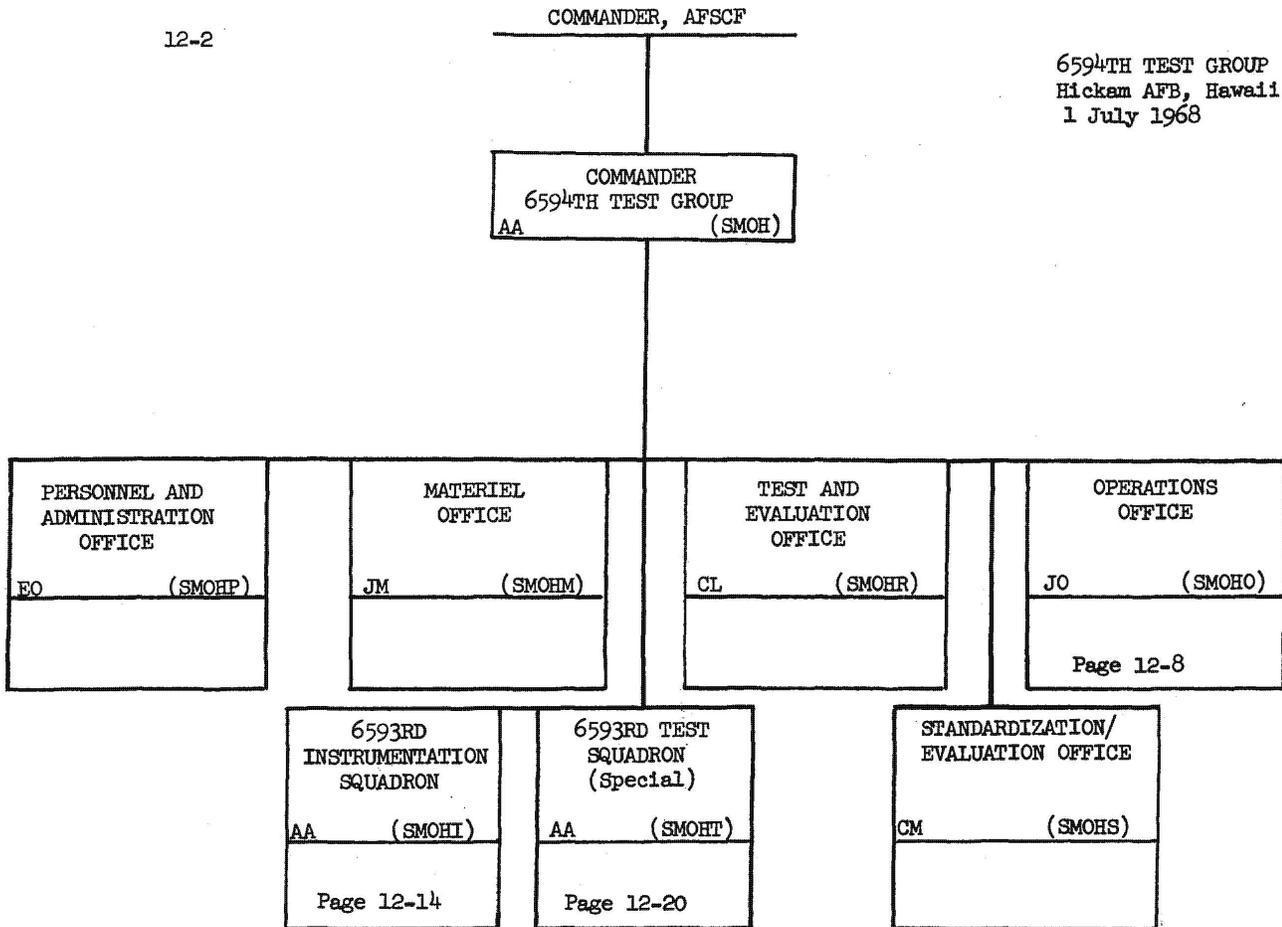
Administers station cryptographic account.

Operates and maintains Modems, KW-26/KG-13 equipment.

Responsible for the switchboard operation, budgeting, and submitting requirements to higher headquarters.

12-2

6594TH TEST GROUP
Hickam AFB, Hawaii
1 July 1968



COMMANDER

Directs the accomplishment of mission for recovery of capsules ejected from space orbiting satellites.

Directs the development of capabilities for a military organization to accomplish tracking of space satellites.

Exercises command control over the 6593rd Test Squadron (Special) and the 6593rd Instrumentation Squadron, and assists them in accomplishing their mission.

Insures that all personnel actions, i.e., reassignment, promotion, classification, APR/OER, pertaining to Officer, Airmen and Civilians of the Headquarters and subordinate units are completed as required.

Provides career guidance and assistance to all military personnel assigned.

Maintains liaison with PACAF Base Command on military personnel matters.

Develops and implements policies and procedures.

Provides staff guidance and supervision to subordinate units in administrative matters.

Evaluates activities within areas of functional responsibility to insure conformance with the Commander's policies and directives from higher headquarters.

Maintains records control of classified documents.

Processes all correspondence dispatched from Group Headquarters.

Maintains adequate supply and distribution of publications and blank forms.

Provides and directs publication and distribution of administrative orders, publications, directives, and communications.

MATERIEL OFFICE

Insures the accomplishment of all materiel functions, including supply, maintenance, transportation, procurement, logistics plans, comptroller; facilities planning, construction, alteration, and work order review.

Develops, reviews, and implements policies, plans, procedures, and programs for assigned functional areas.

Prepares logistics annexes to Group Operations Plans.

Implements and coordinates all host/tenant and interservice agreements.

Monitors critical supply and procurement actions, and initiates corrective measures as necessary.

Monitors contractual maintenance matters, and coordinates all support contracts with appropriate agencies.

Prepares and coordinates facility construction and modification projects and/or work orders for the 6594th Test Group facility.

Coordinates Recovery Control Center standby power requirements.

Provides a logistics coordinator on deployments as required.

Manages the local aircraft IRAN program.

Prepares financial plan and monitors disbursements.

Acts as liaison with SMAMA for all logistics actions on the aerial recovery system.

Reviews all requests for modifications/prototyping/fit testing (non-TCTO, TO actions) for determination of proper authority.

12-5

TEST AND EVALUATION OFFICE

Responsible to the Commander for staff planning and recommendation for implementation of proposed and accepted procedural and engineering changes resulting from engineering analyses, field testing, and aircrew performance evaluation.

Interprets and implements directives from higher commands as related to the functions of the office.

Provides Test Director, prepares test directives and conducts field test and engineering evaluation and analysis of all existing, modified and new recovery and support equipment.

Responsible for conduct of Category II and Category III testing directed by higher headquarters.

Compiles test data and prepares test reports for newly developed or modified equipment as directed by a test directive, and makes recommendations for operational use.

Identifies operational capabilities and limits for safe operation of recovery equipment.

Develops criteria for determining aircrew effectiveness in conjunction with the Requirements and Training Branch.

Examines and evaluates equipment failures, procedural methods, and aircrew performance and comments to determine recovery system deficiencies, and recommends appropriate changes and redesign.

Prepares correspondence and documentation for the initiation of engineering studies by in-service or contractor agencies.

Monitors progress of all programs and projects in development from inception to delivery and installation of equipment or modification kits.

Provides technical and staff assistance to Operations and Materiel as required.

STANDARDIZATION EVALUATION OFFICE

Implements and conducts the Standardization and Evaluation (S/E) program required by AFM 60-1 and AFSCM 60-2.

Conducts aircraft refresher courses, pilot, aircrew safety, Standardization/Evaluation panel meetings, and Standardization/Evaluation Flight Checks.

Appoints, supervises flight examiners for all aircrew position; monitors and schedules pilots annual instrument training program; monitors and schedules aircrew personnel for physiological training.

Maintains training records, Standardization/Evaluation Status cards, and navigation logs and records.

Operates flight manual control system; maintains flight manuals for JC-130B/H and CH-3B aircraft.

Administers Standardization/Evaluation written examinations.

Assists the Group Commander in developing, executing, administering and documenting the overall Aerospace Mishap Prevention Program in accordance with AFRs 127-1, 127-2, 127-3, 127-4 and supplements thereto.

Submits a consolidated monthly ground safety report to the SAMSO Safety Office.

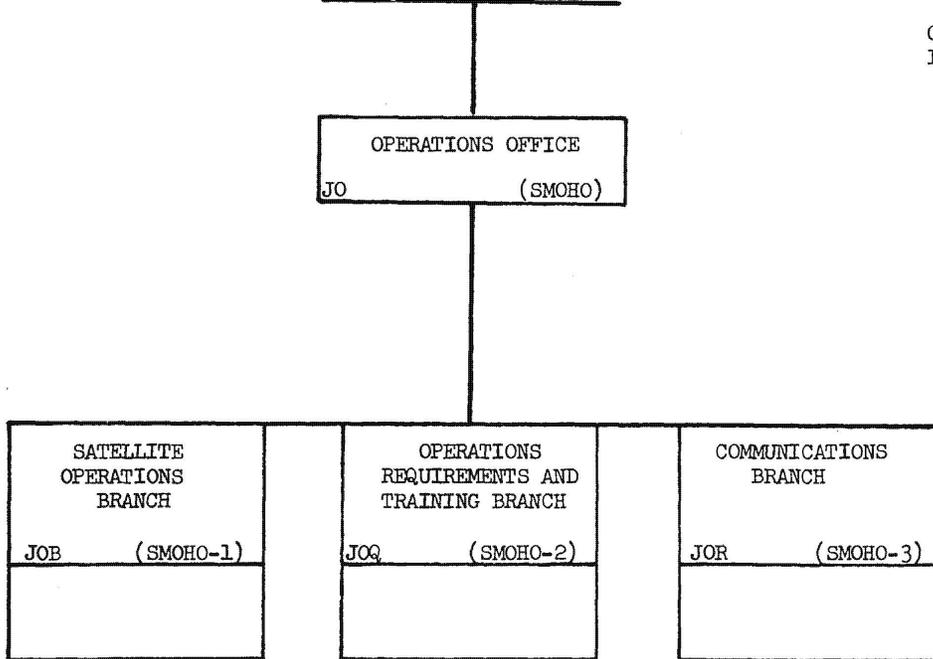
Represents the 6594th Test Group as a member of the SAMSO Safety Council.

Processes operational hazard reports as outlined in AFR 127-301, "Reporting Operational Hazards."

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COMMANDER, 659TH TEST GROUP

OPERATIONS OFFICE
1 Jul 1968



OPERATIONS OFFICE

Manages operational requirements, operational training, and command guidance required for insuring the successful completion of assigned mission/acquisition, tracking, read-out and command of satellites and aerial or surface recovery of capsules ejected from orbiting satellites.

Provides direction on operational matters to Headquarters Staff and subordinate units.

Insures directives concerning new or revised operational requirements and operating procedures are prepared, distributed and implemented in a timely manner by all elements of the Recovery Task Organization.

Coordinates necessary staff and subordinate organizations' operational participating to insure successful completion of the Group mission.

Reviews all information as submitted by the Group staff, contractors, and support agencies to ascertain compatibility with future mission planning and accomplishment of operational training and mission requirements.

Participates in mission briefings, critiques, reports, and analyses.

Satellite Operations Branch. Responsible for development of detailed plans to insure aerial or surface recovery of space capsules ejected from orbiting satellites.

Drafts, coordinates and publishes detailed operations plans and orders that are compatible with program directives, current force structure, and operational procedures.

Organizes and conducts mission briefings on a daily basis for elements of the Recovery Force while in an operational mode.

Insures a completely operational and functionally suitable Recovery Control Center in readiness for each recovery mission and provides duty officers to man the Recovery Control Center during launch and on-orbit operations through recovery.

Provides personnel for the Recovery Task Force Controller, Mission Coordinator, Plotter, and other Recovery Control Center positions as required for mission execution.

Performs debriefings of 6593rd Test Squadron (Special), Coast Guard, 76th Air Rescue Squadron, and

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12-10

Pacific Missile Range Facility, Hawaii, recovery forces and other special forces as may be employed.

Organizes and conducts critiques of each mission to ascertain possible improvement areas.

Prepares and coordinates 6594th Test Group Recovery Test Report for each mission.

Formulates and develops improved Recovery Control Center systems and facilities and devises new operational methods as required.

Prepares and keeps current contingency plans for dispersed operations from other island bases.

Serves as focal point for receipt, dissemination, and utilization of intelligence data affecting the mission accomplishment.

Provides program security officer to insure program security.

Directs preparation of historical inputs from Headquarters' staff elements and from subordinate units and compiles organizational history for submission to higher headquarters.

Analyzes plans of the Satellite Control Facility, Atlantic Missile Range, Pacific Missile Range, Hawaiian Sea Frontier, NASA, Pacific Air Forces, and other agencies to determine their effect on an inter-relation with the 6594th Test Group.

Operations Requirements and Training Branch. Acts as the responsible office for staff management over all flying operations to insure the most effective utilization of resources and successful mission accomplishment.

Maintains surveillance over and prepares directives for the flight management of the 6593rd Test Squadron.

Coordinates flying and operational requirements with appropriate agencies such as the local Base Operations, ARTCC, FAA, and CARF.

Initiates directives for and monitors all aircraft movement required for both direct and indirect support of the mission.

Coordinates and monitors the aircraft flying hour allocation program.

Studies current operation capabilities versus planned mission requirement.

Plans and substantiates quantitative and qualitative aircraft and other major resource requirements.

Coordinates tracking equipment flyby checks for the 6593rd Instrumentation Squadron.

Coordinates with the Surface Recovery Units for data pick-up procedures checks and training.

Establishes aircrew and individual technical training requirements, and obtains quotas for such training to meet operation requirements.

Monitors the overall 6594th Test Group Flying Training Program for adequacy and effectiveness.

Maintains training records on all Recovery Qualified Aircraft Commanders as pertains to aerial recovery success rates.

Participates with the Test and Evaluation Office and the Stan/Eval Office in developing criteria for determining aircrew effectiveness and standardization.

Responsible for the preparation, review, and publication of disaster and other emergency plans.

Conducts standard briefings as required for official group visitors and supporting agencies.

Provides officers, as required, to assist in the operation of the RCC.

Performs special studies as directed by the Commander.

Identifies and accomplishes staff action for training requirements as pertains to new equipment.

Conducts and monitors the General Military Training Program for assigned personnel in accordance with 6594 Test Group Regulation 50-3.

Responsible for continuous staff supervision of on-the-job training in accordance with 6594 Test Group Regulation 50-2.

Coordinates helicopter and SRU training requirements with 6593 Test Squadron, AFWTR, local MSTTS offices and local U. S. Navy surface training area offices.

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Communications Branch. Insures complete operational and functionally suitable communications capability for each mission, to include a radio and teletype capability.

Determines communications equipment requirements to support each program and insures timely availability, installation and checkout.

Coordinates mission requirements and scheduling with the 1957th Communications Group at Hickam AFB, Wheeler AFB, and Bellows AFS.

Conducts mission training for assigned branch personnel to support each program and provides training, as required, for personnel who man Recovery Control Center positions during recovery operations.

Maintains communications log, passes information to interested agencies, maintains current documents, and makes required communications reports to the Satellite Test Annex.

Performs organizational maintenance on radio equipment in the Recovery Control Center and operates radio and TTY room on a 24-hour basis during missions.

Maintains COMSEC Account #05011 for Headquarters, 6594th Test Group; and conducts inspections of the 6593rd Instrumentation Squadron COMSEC Account as directed by higher headquarters.

Maintains, in conjunction with the Materiel Office, the Mobile Command Post in readiness for possible search and recovery missions in remote areas and provides required communications operating personnel for MCP manning.

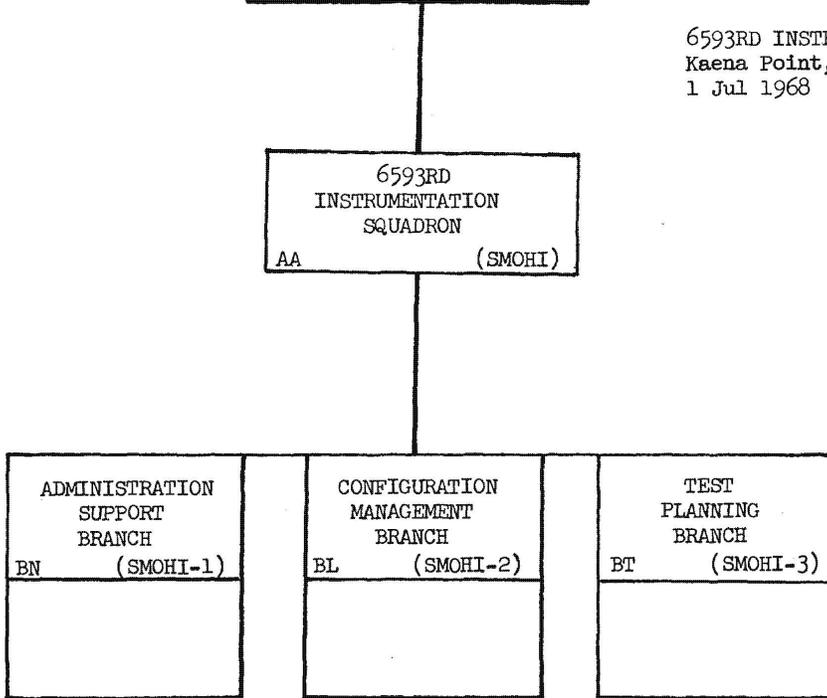
Formulates communications plans for recovery force operations and prepares communications annexes to RCG operations plans and frag orders.

Provides staff communications assistance to subordinate units and to Headquarters staff officers.

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COMMANDER, 6594TH TEST GROUP

6593RD INSTRUMENTATION SQUADRON
Kaena Point, Hawaii
1 Jul 1968



Non-standard organization approved by Hq AFSC (SCOMR)
Ltr, 9 Apr 68, AFSCF Manning Plan Implementation

Approved for Release: 2019/05/02 C05108470

COMMANDER

Responsible to the Commander, 6594th Test Group, for accomplishment of the mission and to other space agencies as directed.

Establishes and maintains effective squadron/contractor/host-tenant relationships to insure operation and maintenance of the Hawaiian Tracking Station (HTS) in support of space satellites in the Air Force research and development program.

12-15

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ADMINISTRATION SUPPORT BRANCH

Implements effective administrative procedures.

Controls classified documents, including initiation of control procedures.

Manages forms and record disposition requirements.

Prepares unit history.

Distributes mail and messages.

Maintains master publications files.

Performs necessary photographic support including accident and investigation photos, official photos for officer portraits, passports, information services, construction, Corps of Engineer reference, and historical reports.

Operates the administrative supply function.

Insures vehicle transportation support for the Squadron.

Responsible for physical site security, access clearances, passes, and identification.

Provides on-station emergency and minor medical support.

CONFIGURATION MANAGEMENT BRANCH

Represents the Commander in all matters relative to engineering, maintenance, and facilities.

Serves as the focal point through which configuration control records and engineering change proposals are documented and maintained.

Monitors the quality adequacy of the operations and maintenance and associate contractors.

Coordinates all contractor activity involving engineering, maintenance, and facility functions; and insures that all such on-site operational support activity is carried out with a minimum of interference with the operational mission.

Conducts liaison and coordination with host base agencies and Hq AFSCF to insure necessary support, including base support, is provided.

12-18

TEST PLANNING BRANCH

Receives all test documentation from the Satellite Test Center, translates it into orbit support requirements, and forwards requirements to the contractor for implementation.

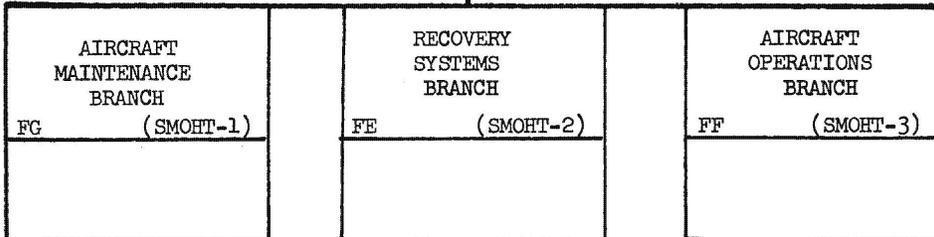
Identifies station operations and maintenance scheduling requirements to the Satellite Test Center for assistance in fulfilling requirements and accomplishing the mission.

12-20

COMMANDER, 659⁴TH TEST GROUP

6593RD TEST SQUADRON (SPECIAL)
Hickam AFB, Hawaii
1 Jul 1968

COMMANDER, 6593RD TEST
SQUADRON (SPECIAL)
AA (SMOHT)



COMMANDER

Commands the 6593rd Test Squadron (Special) in performance of its mission.

Manages and directs administrative activities of the Squadron, including establishment of policies and procedures, publication and distribution of orders, directives, and communications, and maintenance of reports.

Insures an adequate training program is in effect to assure complete accomplishment of the mission.

Advises Commander of activities which affect the health, welfare and morale of Squadron personnel.

Performs administrative and personnel functions such as maintaining manning flow charts, operation of Unit Mail Room, answering queries concerning pay, leave, and promotion.

Insures coordination through Group Headquarters on administrative matters and personnel actions for which the host base is responsible.

12-22

AIRCRAFT MAINTENANCE BRANCH

Performs organizational maintenance on assigned aircraft to include pre-flight and unscheduled maintenance.

Schedules aircraft for fueling, de-fueling, post-flight and periodic inspections; and assists the host base in performing these functions.

Accomplishes all recovery systems maintenance and inspections.

Assigns aircraft to flight schedules.

Maintains applicable regulations, operating procedures, and technical order files.

RECOVERY SYSTEMS BRANCH

Provides air/surface recovery capability of space capsules in support of classified mission.

Trains and maintains proficiency of recovery-qualified helicopter crews.

Performs maintenance and inspection of assigned rotary-wing aircraft.

Provides fully qualified aerial recovery technicians, aerial recovery specialist, and electronic direction-finding operators required in support of Squadron mission.

Conducts appropriate training, standardization, and upgrading for assigned personnel.

Maintains aerial recovery poles and components in a state of readiness for operational and training missions.

Performs build-up and fabrication of aerial recovery gear as required.

Supervises or assists in conducting tests of new equipment and techniques as required.

Performs organizational, field, and depot level maintenance and inspection of the electronic direction-finding equipment and sub-systems.

Stores and performs associated maintenance of electronic marker buoys and marking devices.

Coordinates, as necessary, with other Squadron activities, higher Headquarters, and designated civilian personnel on equipment modifications and new development.

Acts as project office on special equipment tests and evaluations.

Maintains development and refinement of airborne recovery gear components and in-flight techniques.

Integrates and schedules mission requirements with appropriate military agencies.

12-24

AIRCRAFT OPERATIONS BRANCH

Directs operations and training programs of a special test squadron.

Schedules operational and training missions to qualify and maintain proficiency of aircrews.

Maintains aircrew qualification records, including training folders and flying records.

Schedules aircrews and aircraft to accomplish assigned missions.

Maintains classified files.