UNIVERSAL DOCUMENTATION SYSTEM HANDBOOK

A BRIEF INTRODUCTION TO
THE UNIVERSAL DOCUMENTATION SYSTEM

DOCUMENTATION GROUP
RANGE COMMANDERS COUNCIL

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A Brief Introduction to the Universal Documentation System

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Range Commanders Council
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The illustrations in this introduction have been prepared to familiarize potential range users with the UDS which has been published as RCC documents in the 501-90 series. An overview of the system, including descriptions of the documentation levels, options with the system, and guidelines for the user have been included.
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THE UNIVERSAL DOCUMENTATION SYSTEM

AUGUST 1991

Prepared by
Documentation Group
Range Commanders Council

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U.S. Army White Sands Missile Range
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WELCOME TO THE UNIVERSAL DOCUMENTATION SYSTEM

The Range Commanders Conference (RCC) was founded in August 1961 upon the recommendation of the Commander, Naval Air Missile Test Center, Point Mugu, California, to the Commanding General, White Sands Proving Ground, New Mexico, and the Commander, Patrick Air Force Base, Florida. The name of the organization was changed to Range Commanders Council in October 1963. The RCC is comprised of the Range Commanders, an Executive Committee, the Technical Representatives, the Secretariat, and such standing and ad hoc groups as may be established by the RCC. Today, the RCC membership includes White Sands Missile Range, Pacific Missile Test Center, Eastern Space and Missile Center, Air Force Development Test Center, Air Force Flight Test Center, Kwajalein Missile Range, Naval Weapons Center, Western Space and Missile Center, Consolidated Space Test Center, Atlantic Fleet Weapons Training Facility, Tactical Fighter Weapons Center, Yuma Proving Ground, Electronic Proving Ground, Naval Air Test Center, Naval Underwater Systems Center, and Dugway Proving Ground. In addition, some 126 facilities and agencies like National Aeronautics and Space Administration, Defense Nuclear Agency, and Federal Aviation Administration participate as RCC associate members.

The RCC Documentation Group has developed a Universal Documentation System (UDS) to create better communications among interacting agencies. The UDS endeavors to standardize the efforts of all agencies who seek support in conducting operations on the various ranges.

The illustrations in this introduction have been prepared to familiarize potential range users with the UDS which has been published as RCC documents in the 501-90 series. An overview of the system including descriptions of the documentation levels, options with the system, and guidelines for the user have been included.
ALL PROGRAMS, MISSIONS, OR TASKS HAVE SUPPORT REQUIREMENTS
HOW TO DESCRIBE SUPPORT REQUIREMENTS TO THE RANGE?

CONTACT THE RANGE FOR ASSISTANCE
REQUIREMENTS AND RESOURCE COMMITMENTS MUST BE DOCUMENTED

THE UDS BRIDGES THE GAP BETWEEN USER REQUIREMENTS AND RANGE COMMITMENTS BY USING A SYSTEMATIC, STANDARDIZED FORMAT AND A COMMON LANGUAGE.
LEVELS OF DOCUMENTATION

1. PROGRAM INTRODUCTION

THE PI IS THE INITIAL PLANNING DOCUMENT SUBMITTED BY A POTENTIAL USER TO THE SUPPORT RANGE IMMEDIATELY UPON IDENTIFICATION OF GENERAL PROGRAM REQUIREMENTS AND SCHEDULES.

THE SC IS THE RANGE'S RESPONSE TO THE PI AND PROVIDES THE USER WITH A PRELIMINARY COST ESTIMATE, ACCEPTANCE OF THE PROGRAM AND/OR PREREQUISITES FOR SUPPORT.

2. PROGRAM REQUIREMENTS DOCUMENT (PRD)

THE PRD, NORMALLY USED FOR COMPLEX OR LONG LEAD-TIME PROGRAMS, CONTAINS DETAILED PROGRAM SUPPORT REQUIREMENTS IDENTIFIED BY THE USER.

THE PSP IS THE RANGE'S RESPONSE TO THE PRD AND CONTAINS INFORMATION RELATING TO SUPPORT COMMITMENTS, INCLUDING ANY ALTERNATIVES.

3. OPERATIONS REQUIREMENTS (OR)

THE OR IS A MISSION-ORIENTED DOCUMENT THAT DESCRIBES THE SPECIFIC REQUIREMENTS FOR EACH MISSION, SPECIAL TEST, OR SERIES OF TEST IN DETAIL. IT IS PREPARED BY THE USER.

THE OD IS THE RANGE'S RESPONSE TO THE OR AND IS A DETAILED PLAN FOR IMPLEMENTATION OF SUPPORT FUNCTIONS FOR A SPECIFIC TEST OR SERIES OF TESTS.

NOTE: IT IS NOT NECESSARY TO USE ALL THREE LEVELS OF DOCUMENTATION. WITH SIMPLE, SHORT-TERM TESTS, LEVELS ONE AND THREE MAY BE SUFFICIENT. HOWEVER, FOR COMPLEX, LONG LEAD-TIME PROGRAMS, ALL THREE LEVELS MAY BE REQUIRED. DISCUSS THIS WITH THE RANGE.
THE UDS PROVIDES A STANDARDIZED APPROACH TO BOTH SIMPLE AND COMPLEX PROGRAMS USING A MANUAL OR AN ELECTRONICALLY TRANSMITTABLE FORMAT.
UDS FLEXIBILITY

SINGLE USER / SINGLE SUPPORT RANGE

USER RANGE

MULTIPLE USERS / MULTIPLE RANGES

AIR FORCE REQUIREMENTS

NASA REQUIREMENTS

NAVY REQUIREMENTS

PRIMARY USER (MULTIPLE REQUIREMENTS)

LEAD RANGE (MULTIPLE SUPPORT)

KMR SUPPORT

ESMC SUPPORT

CSTC SUPPORT
DOCUMENTATION FLEXIBILITY

INDIVIDUAL DOCUMENTS

PI

SC

COMBINED DOCUMENTS

PI/SC

PRD

PSP

PRD/PSP

OR

OD

OR/OD

NOTE: COMBINED DOCUMENTS ARE EXAMPLES AND ARE NOT ALL INCLUSIVE.
PROCESSING FLEXIBILITY

MANUALLY PROCESSED DOCUMENTS

FILL IN THE BLANKS BY TYPEWRITER

ELECTRONICALLY PROCESSED DOCUMENTS

FILL IN THE BLANK FORMATS BY WORD PROCESSOR

ELECTRONICALLY PROCESSED/TRANSMITTED DOCUMENTS

MODEM FILE TRANSFER OF ENTIRE DOCUMENT
REQUIREMENTS CHECKLIST

WITH ITS TWO MAJOR SECTIONS OF INFORMATION

1) Program, Administrative, & Technical Information
   (Formats 1000-1999)

2) Test/Mission Operational Requirements
   (Formats 2000-6999)

THE UDS PROVIDES A CHECKLIST TO ASSURE THAT ALL SUPPORT AREAS ARE ADDRESSED.
The Documentation Group of the Range Commanders Council has prepared the documents shown below. They describe in detail the three levels of the Universal Documentation System and are identified as RCC Document 501 series. They may be obtained from any Range or from

Secretariat, Range Commanders Council
ATTN: STEWS-SA-R
White Sands Missile Range, NM 88002

In addition, 5 1/4 inch, MS/PC DOS-formatted disks containing ASCII files of the UDS volumes are available from the Council Secretariat or any Range.

VOLUME 1
System Description
- Organization and Structure
- Document Preparation Procedures
- Examples
- List of Subscribing Ranges

VOLUME 2
Requirement Formats and Instructions
- Program Introduction
- Program Requirements Document
- Operations Requirements

VOLUME 3
Response Formats and Instructions
- Statement of Capability
- Program Support Plan
- Operations Directive
UDS SUPPLEMENTS

IN ADDITION, THE FOLLOWING DOCUMENTS SUPPLEMENT THE THREE-VOLUME UDS AND PROVIDE FURTHER UNIFORM PROCEDURES AND SPECIFIC RANGE-ORIENTED INFORMATION.

RCC DOCUMENT 501-79
Supplement 1:
"Uniform Test Data and Data Product Nomenclature"

RCC DOCUMENT 502-81
"A Glossary of Range Terminology"
UDS IS A KEY FACTOR FOR PROGRAM SUCCESS.

1. PROVIDES A PLANNING CHECKLIST
2. PROVIDES DATA FOR ESTIMATING COSTS
3. IDENTIFIES ALL REQUIREMENTS
4. FORMALIZES USER AND RANGE COMMITMENTS