

CCC Desk Instruction	CCC Console Training and Certification Process			Number: CCC-I-0004	
Complex Control Center	Approved by: SIC	Initial Issue Date: 06/12/12	Page: 1 of 5	Revision: 4 Eff Date: 01/10/24	

PURPOSE:

This desk instruction is provided to define the responsibilities and expectations of console operations personnel in the Complex Control Center (CCC) at Kennedy Space Center (KSC). This desk instruction is to be used exclusively by console operations personnel in the Complex Control Center as a desk instruction to work the requirements that are identified in MSO-P-0004, "Complex Control Center Operations".

INSTRUCTIONS:

The following instructions shall be adhered to by all console operations personnel when training, certifying and or recertifying on any console in the Complex Control Center. For the purposes of this desk instruction, the Certification and/or Re-certification documents to be used for console operations personnel in the Complex Control Center are as follows:

OJT Number	Title
BOS222HOJT	JBAC HVAC Console Operator OJT Initial
BOS222HROJT	JBAC HVAC Console Operator OJT Refresher
BOS222LOJT	JBEP Low Voltage Console Operator OJT Initial
BOS222LROJT	JBEP Low Voltage Console Operator OJT Refresher
BOS222WOJT	JBFX/JBWC Water Console Operator OJT Initial
BOS222WROJT	JBFX/JBWC Water Console Operator OJT Refresher
BOS222POJT	JBPN Pneumatics Console Operator OJT Initial
BOS222PROJT	JBPN Pneumatics Console Operator OJT Refresher
BOS222BOJT	JOCC CCC Basic Console Operator OJT Initial
BOS222BROJT	JOCC CCC Basic Console Operator OJT Refresher
BOS222NOJT	JSEP Med/High Voltage Console Operator OJT Initial
BOS222NROJT	JSEP Med/High Voltage Console Operator OJT Refresher

I. CCC Manager Shall:

- a. Develop and implement console operator certification and re-certification training in accordance with SMA-TCP, Training and Certification Plan.
- b. Assign On-The-Job Certification or Re-certification Training Packages as required.
- c. Ensure On-The-Job Certification or Re-certification training is performed under the direct supervision of designated co-workers who are certified on the console the training is being provided for.
- d. Review completion of On-The-Job Certification or Re-certification Training Packages and sign-off the completed forms.
- e. Verify all training courses listed in the On-The-Job Certification or Re-certification Training Packages have been completed.
- f. Administer the CCC On-line Certification or Re-certification test for the applicable certification. Verify documentation of passing test score is provided.
- g. Complete TCP-F-0001, Certification Criteria for the applicable Certification or Re-certification and sign off approval. (This is required per the SMA-TCP, Training and Certification Plan.)
- h. Make copies of the completed On-The-Job Certification or Re-certification Training Packages, Test score documentation, and Certification Criteria forms. File copies of all training documentation in employee's training files in the CCC.
- i. Submit all original copies of On-The-Job Certification or Re-certification Training Packages, Test score documentation, and Certification Criteria form to the appropriate training coordinator for signature and processing.
- j. Ensure employee's training information gets input to the Training and Certification Record System (TCRS).
- k. Monitor the status of each console operations employee's certification and/or re-certification status and ensure re-certifications are completed before existing certifications expire.
- l. Update and revise on-line study guides, on-line test questions and On-the-job training packages as required to ensure that all document references contained in the package are valid, current, and relevant.

II. CCC Console Operations Personnel Shall:

- a. Obtain and maintain a minimum of 3 console certifications selected from the following list of console certifications: JOCC (required for ALL console operators), JBEP, JSEP, JBFX/JBWC, JBPN and JBAC.
- b. Utilize the Complex Control Center on-line console certification / re-certification training and testing database for training, study guide access, taking practice tests and for taking official console certifications or re-certification tests.
- c. Reference MSO-REF-0004, CCC On-Line Console Certification/Recertification Training and Testing Database User's Guide, to navigate through the on-line training and testing database.
- d. Complete all assigned On-the-job training certification or re-certification packages and ensure that both employee and trainer initials are annotated on each item listed in the training package, along with the date the training task was completed.
- e. Obtain all required signatures on completed On-the-job training certification or re-certification packages.
- f. Provide documentation of completion of any courses listed on the On-the-job training certification or re-certification packages.
- g. Provide documentation of a passing test score for any on-line certification or re-certification tests that are completed.
- h. Complete required training in a timely and efficient manner.
- i. If console operations employee presently maintains a console certification that another console operations employee is "in-training" for, certified console operator shall assist in providing training and signing-off of the employee in training's On-the-job certification or re-certification package for that particular certification or re-certification.

RECORDS

The following records are retained by the organizations listed below:

Record	Responsible Organization
Completed OJT Packages and Certification Tests	BOSS Training Department and CCC Training Database

ROLES AND RESPONSIBILITIES

Department Manager: Ensures compliance within the Department to the requirements stated in this procedure.

Spaceport Integration Center Manager: Ensures compliance at the Spaceport Integration Center level to the requirements stated in this procedure.

Complex Control Center Staff: Ensures performance of console operations duties in accordance with this desk instruction.

REFERENCE DOCUMENTS

The following documents are referenced in this procedure:

Document Number	Title
MSO-P-0002	Outage Coordination Procedure
MSO-P-0004	Complex Control Center Operations
MSO-REF-0004	CCC On-Line Console Certification/Recertification Training and Testing Database User's Guide.
SMA-TCP	Training and Certification Plan
TCP-F-0001	Certification Criteria

ACRONYMS

BOSS – Base Operations and Spaceport Services Contract

CCC – Complex Control Center

KSC – Kennedy Space Center

HVAC – Heating, Ventilation and Air Conditioning

JBAC – HVAC Console Operator

JBEP – Low Voltage Power Console Operator

JBFX/JBWC – Water Console Operator

JBPN – Pneumatics Console Operator

JOCC – Basic Console Operator Certification

JSEP – Medium/High Voltage Power Console Operator

JSTC – BOSS Test Conductor

OJT – On-the-job Training

SETI – Systems Electronic Tie-In Log

SIC – Spaceport Integration Center

SR – Support Request

TCRS – Training and Certification Record System

DEFINITIONS

N/A

REVISION RECORD

The following revisions have been applied to this document:

Revision Number	Change Description	Date
0	Initial Release	06/12/12
1	Updated Subject Section. Updated Records Section.	06/03/14
2	Added OJT-213NRISC To Table In "Instructions" Section	02/27/15
3	Converted Document From ISC To BOSS Format	06/28/19
4	Updated New BOSS Logo & Updated Signatures	01/10/24

DOCUMENT APPROVALS

1/10/2024



Supervisor, Complex Control Center
Signed by: cards