

**BY ORDER OF THE COMMANDER TWENTIETH AIR FORCE INSTRUCTION 24-301
TWENTIETH AIR FORCE**

1 SEPTEMBER 2009



Transportation

**TRANSPORTATION CONTROL CENTER (TCC)
OPERATIONS AND VEHICLE OPERATIONS
WITHIN AND OUTSIDE THE MISSILE FIELD
COMPLEX**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication is available for downloading on the e-Publishing website at www.e-publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 20 AF/A4RL

Certified by: 20 AF/A4
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Pages: 7

This instruction establishes Transportation Control Center (TCC) guidance; Government owned, leased and rented vehicle operations within and outside the missile field complex for Twentieth Air Force Intercontinental Ballistic Missile (ICBM) units. It outlines 20 AF and unit responsibilities. Units may supplement this instruction as needed. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*. Comply with AFI 33-332, *Air Force Privacy Act Program*, for documents containing Privacy Act information. Comply with DoD Regulation 5400.7/Air Force Supplement/AFSPCSUP1, *DoD Freedom of Information Act Program*, Chapter 4, for documents containing For Official Use Only information.

1. Terms Explained.

- 1.1. Qualification. The process of qualifying controller tasks will be annotated in the controller's training records.
- 1.2. Missile complex. Area encompassing all missile squadrons at a unit.
- 1.3. Military vehicle. Includes owned, leased and rented vehicles assigned to or used by the unit.
- 1.4. Government vehicle operator. Anyone driving a government owned, leased or rented vehicle.

2. TCC Activities. TCC serves as the unit commander's single agency for tracking military vehicle movement in the missile complex. The TCC works closely with group/squadron commanders, Missile Security Control (MSC) and Missile Maintenance Operations Center (MMOC) to ensure all dispatching teams comply with established dispatch/travel policies during all road conditions, in order to maximize safety/security.

2.1. The TCC will:

2.1.1. Operate 24 hours a day, 7 days a week.

2.1.2. Monitor and track all military vehicle movements within the missile complex.

2.1.3. Monitor vehicle incidents impacting unit personnel or the unit's ability to conduct operations.

2.1.4. Track and record missile complex road conditions.

2.1.5. Set Travel Conditions (TC) IAW Attachment 1 based on the weather and vehicle crew reports.

2.1.6. Coordinate changes to TC with the wing commander (TC RED) or SFG, OG, MXG and MSG commanders (TC YELLOW).

2.1.6.1. Upgrading TC (YELLOW to GREEN, RED to YELLOW or GREEN) requires verification and approval.

2.1.6.1.1. TCC will consult the group commander of the agency requesting upgrade of TC from YELLOW to GREEN but all group commanders will be notified of change, if approved.

2.1.6.1.2. TCC will consult the wing commander to upgrade TC from RED to YELLOW or GREEN. This may be delegated to no lower than group commander.

3. Vehicle Operator Responsibilities Within the Missile Field Complex.

3.1. In vehicles with limited visibility (e.g., tractor trailer type vehicles, HUMVEEs, M-vans, S-vans, etc.), operators will use spotters when backing or negotiating tight turns. When a non limited visibility vehicle has a lone operator and no spotter is available, the vehicle operator will perform a vehicle walk around to identify hazards prior to backing.

3.2. All Payload Transporter, Transporter Erector, Missile Transporter or Periodic Maintenance Team vans will be parked in approved parking areas or on pads. Pads/approved parking areas will allow a separation of 10 feet from edge to edge between any portion of the parked vehicles, except during booster roll transfer procedures. Secured (i.e. fenced-in) parking is the primary option and should only be deviated from in limited instances.

3.3. All 2M0XX tractor/trailer operators will use approved Twentieth Air Force checklists to prepare and operate a tractor trailer.

3.4. All trips traveling to/from/within the missile complex must contact TCC prior to their departure and upon arrival at their destination. Conduct trips in support of Treaty Compliance Inspections IAW appropriate Treaty Annexes.

3.5. Pass trip information to TCC via landline, cell phone, radio, fax or e-mail prior to departure from the support base, MAF or LF.

3.5.1. At a minimum, trips will provide TCC with trip number/call sign, registration number, number of personnel, destination, travel route, estimated arrival time, and any authorized stops.

3.6. Primary and secondary routes are the authorized routes of travel for government motor vehicles.

3.6.1. All trips will use only approved routes of travel to their destination unless the appropriate authority validates a deviation. Obtain authorization prior to trip departure, when possible. Any additional deviations require approval from the appropriate authority.

3.6.2. Security Force response teams responding to a real world Covered Wagon, Helping Hand, In-Field Response, Back-up Force or emergency situation involving possible loss of life or limb may use other routes of travel. In these cases, security force response teams are authorized to use any maintained township, county, state or federal roadway. Security Forces units will conduct familiarization training for these seldom-used routes upon squadron commander approval.

3.6.3. Missile field maintenance personnel will inform TCC when vehicles must travel on other than primary and/or secondary routes to accomplish repairs and inspections on their equipment.

3.7. Each wing will develop and maintain a missile complex folder for each missile complex vehicle.

3.7.1. The folder will identify directions to each LF and MAF from home base. The directions will clearly indicate primary routes (route certified and paid for by Defense Access Roads funds...vehicles over 20,000 pounds GVWR) and secondary/alternate routes (all other routes approved for use within the missile complexes), as well as road surfaces (paved, gravel, unpaved).

3.7.2. Roads other than primary and secondary routes, which may be used by SF response teams, will have road hazards (blind corners, sharp bends, railroad crossings, etc.) clearly indicated.

3.8. Private motor vehicle (PMV) travel is limited to approved tours and for extreme emergencies with approval. Individuals will not conduct PMV travel to the missile complex for mission-related reasons without appropriate group commander approval. Follow all pre-dispatch requirements when PMV travel in the missile complex is necessary to fulfill mission needs.

3.9. Short, periodic non-duty related rest stops are authorized as determined locally, when not prohibited by instructions or threat conditions. Notify TCC prior to stopping and upon travel continuation, for stops exceeding 10 minutes.

4. Travel Conditions (TC).

4.1. Road probes are used when road conditions for safe travel are questionable. After verifying current road conditions through TCC, weather services and individual state road

condition reports, it may be necessary to probe a road to determine if it meets the parameters for safe travel. Road probes will be conducted by highly experienced, supervisory personnel and only after proper risk assessment has been accomplished and is authorized.

4.2. Consult and adhere to the TC in Attachment 1. The chart defines TC and the criteria used to classify travel conditions as GREEN, YELLOW, or RED. (Vehicle operators should only report observed conditions, not designate a specific TC.)

4.3. IAW appropriate security guidance, security forces must provide immediate response to all alarm situations. Security forces must exhaust all attempts to respond prior to declaring all or parts of a site(s) as not accessible.

4.3.1. TCC permission is not required for security forces response to alarm situations regardless of road/weather conditions. However, the Flight Security Controller (FSC) or Missile Security Control (MSC) will contact TCC as soon as possible to obtain road condition information and departure information.

4.3.2. Each unit will ensure a process is in place so that SF flight leadership and TCC are notified of responses to alarm conditions. All other movements will be IAW this instruction.

4.4. For visiting teams, the team chief/senior individual is dispatch authority for team members for missile complex travel in TC GREEN/YELLOW. For TC RED, dispatch authority, is provided in conjunction with the wing commander.

5. Vehicle Operator's Responsibilities Outside the Missile Field Complex. 5.1 Government vehicle operators, to include but not limited to, government owned, rented and leased vehicles will practice Operational Risk Management (ORM) IAW 20 AFI 91-1, Para 3.

5.1.1. If government vehicle operators are outside of 150 miles of their 20 AF home station, it is the supervisor's responsibility to counsel the operator on the below items before operating the vehicle. Keep in mind this is not a comprehensive list and supervisors can add applicable information.

5.1.1.1. Is the operator familiar with the roads he or she will be traveling?

5.1.1.2. Is the operator familiar with the weather in the area he or she will be traveling?

5.1.1.3. Is the operator familiar with the vehicle he or she will be operating?

5.1.1.4. Brief the operator on safe vehicle driving habits.

6. Twentieth Air Force Responsibilities.

6.1. Develop TCC inspection checklists.

6.2. Maintain this instruction.

7. Unit Responsibilities.

7.1. Wing commander or designated representative will:

7.1.1. Provide, maintain and equip a TCC facility.

7.1.2. Assign a TCC OIC and/or NCOIC.

- 7.1.3. Authorize travel in TC RED.
- 7.1.4. Implement, as required, ORM driver risk assessment procedures and take steps to mitigate moderate to high-risk situations.
- 7.2. Group commanders, or designated representative (no lower than squadron commander), will:
 - 7.2.1. Authorize travel in TC YELLOW.
 - 7.2.2. Implement, as required, wing-approved ORM driver risk assessment procedures and take steps to mitigate moderate to high-risk situations.
- 7.3. TCC OIC and/or NCOIC will:
 - 7.3.1. Ensure TCC controller training program is implemented.
 - 7.3.1.1. Appoint a TCC instructor
 - 7.3.1.2. Certify tasks in controllers' training records.
 - 7.3.1.3. Establish qualification requirements for personnel assigned to TCC
 - 7.3.2. Ensure TCC has direct communication links with Missile Security Control (MSC), Missile Maintenance Operations Center (MMOC) and Wing Command Post.
 - 7.3.3. Develop and maintain local OIs, emergency action checklists or quick reaction checklists as required.
 - 7.3.4. Develop procedures to support battle staff operations.
 - 7.3.5. Establish procedures to track all military vehicles operating in the missile complex.
 - 7.3.6. Ensure all TCC personnel have a valid security clearance.
 - 7.3.7. Implement procedures to ensure immediate relay of emergency information to lateral, subordinate and, if necessary, civilian agencies.
 - 7.3.8. Establish vehicle tracking priorities. Protection Level 1 movements will receive priority over all other vehicle movements.
- 7.4. TCC Controller(s) will:
 - 7.4.1. Track all military vehicles operating in the missile complex and follow established tracking priorities.
 - 7.4.2. Track team departure and arrival times.
 - 7.4.3. Continuously track all Protection Level 1 movements in conjunction with MSC.
 - 7.4.4. Not delay Security Forces personnel responding to alarm situations regardless of road/weather conditions per paragraph 4.3.1.
 - 7.4.5. Obtain periodic road and weather conditions from missile alert facilities and trips travelling within the missile complex, and provide this information to teams departing or travelling within the missile complex as well as unit/wing leadership.

7.4.6. Promptly notify Wing Safety office of military vehicle related mishaps and accident scene location information.

7.5. TCC Instructor(s) will:

- 7.5.1. Implement a TCC controller training program.
- 7.5.2. Conduct and document initial controller training.
- 7.5.3. Conduct and document recurring and remedial controller training, as necessary.
- 7.5.4. Develop and maintain lesson plans for all TCC tasks.
- 7.5.5. Review lesson plans annually and document review.

GARY W. POND, Colonel, USAF
Vice Commander

Attachment 1
TRAVEL CONDITIONS

Table A1.1. Travel Conditions.

Condition	GREEN	YELLOW ²	RED
Winds	<35 Knots ¹	35-45 Knots Sustained ¹	>45 Knots Sustained ¹
Visibility	>0.5 Mile	0.1 to 0.5 Mile	<0.1 Mile
Snow	None	0.5" To 6"	>6"
Drifting Snow/Packed Snow/Ice	None	Patchy	Mostly Covered
Standing Water/Rain	Dry	<0.5"	>0.5"
Hail/Freezing Rain/Sleet	None	Scattered/Early Accumulation	Road Glazed/Covered
Mud	None	Passable	Impassable or Significant Loss of Traction
<p>¹Special Purpose Vehicles will use wind limits in Technical Orders. Wind speed detection equipment at MAFs may be used to determine wind speeds in Flight.</p> <p>²Wing commander permission is required for any lone member dispatching during TC YELLOW. SFG, OG, MXG and MSG leadership and representatives designated (in writing), may travel alone provided permission is obtained from owning group commander during TC YELLOW. These individuals MUST travel in a 4-wheel drive radio-equipped vehicle.</p>			