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SECRETARY OF THE AIR FORCE**

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Maintenance

MISSILE MAINTENANCE MANAGEMENT

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This instruction implements Air Force Policy Directive (AFPD) 21-2, Munitions and is consistent with AFPD 13-5, Air Force Nuclear Enterprise Policy Directive. This Air Force Instruction (AFI) establishes procedures for maintaining land-based intercontinental ballistic missiles (ICBM). It applies to Headquarters Air Force (HAF), Air Force Global Strike Command (AFGSC), Air Force Materiel Command (AFMC) and subordinate ICBM units. This publication does not apply to Air National Guard, Air Force Reserve or Civil Air Patrol units. Requirements of this publication must be implemented immediately unless otherwise noted within specific paragraphs. Units will contact the applicable MAJCOM for interpretations of the guidance contained in this AFI. MAJCOM direct supplements to this publication must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Recommend improvements to missile maintenance management policies and procedures through AF/A4LW IAW AFI 33-360. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the

OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

Changes to this document include tiering of Wing level/DRU/FOA and below requirements, deleting attachment 3 (PMC cause codes) and attachment 5 (inspection system), referencing AFI 21-200 for maximum duty periods and minimum rest periods, deleting outdated sections and references

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Chapter 1

MISSILE MAINTENANCE MANAGEMENT PHILOSOPHY AND GUIDANCE

1.1. Air Force Instruction (AFI) 21-200, *Munitions and Missile Maintenance*. AFI 21-200 contains general information to support Air Force munitions and missile maintenance and provides broad responsibilities for these organizations. This AFI is the capstone document that defines munitions organizational structure and related roles and responsibilities and is supported by a family of 21-2XX series instructions, which includes AFI 21-202.

1.2. Introduction. This instruction prescribes specific missile maintenance guidance and procedures and provides senior leadership and management direction for the accomplishment of this mission. This AFI refers to the ICBM maintenance.

1.3. Supervision of Maintenance. All levels of supervision must place emphasis on safety, security, quality and timeliness in the performance of maintenance.

1.4. Missile and Equipment Readiness. Missile and equipment readiness is the maintenance mission. Maintenance ensures assigned missile and support equipment are safe, serviceable and properly configured to meet mission needs. Maintenance actions include, but are not limited to, certification, inspection, repair, overhaul, modification, preservation, refurbishment, testing and analyzing condition and performance.

1.4.1. Manage nuclear-certified equipment, software, vehicles, and end items identified in USAF Master Nuclear Certification List (<https://wwwmil.nwc.kirtland.af.mil/MNCL/index.cfm>) per AFI 63-125, Nuclear Certification Program.

1.5. Preventive Maintenance. The purpose of the entire maintenance process is to sustain a capability to support operational mission requirements. To accomplish this objective, the primary focus of the maintenance effort should be on preventive rather than corrective maintenance. Preventive (or scheduled) maintenance ensures equipment is ready and available at the time of need. A conscientious and disciplined approach to preventive maintenance will be the method used to meet that goal safely and effectively. Preventive maintenance concepts are described in Technical Order (TO) 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies and Procedures*.

1.6. Use of TOs and Supplements. Use of the prescribed technical data to maintain missile systems and associated equipment is mandatory.

1.6.1. Supervisors will:

1.6.1.1. Strictly enforce adherence to and compliance with TOs and supplements.

1.6.1.2. Ensure availability of required TOs and supplements.

1.6.2. All personnel will:

1.6.2.1. Recommend improvements or corrections for TO deficiencies IAW TO 00-5-1, *AF Technical Order System*. Official TO updates are the only valid authority for correcting a technical deficiency and implementing change.

1.6.2.2. Continually assess the currency, adequacy, availability and condition of TOs and supplements.

1.7. Publications. Air Force Missile Systems Maintenance is defined by this instruction. MAJCOMs may supplement this AFI or publish a separate instruction IAW AFI 33-360, *Publications and Forms Management*. Units must tailor procedures to the unique aspects of their own maintenance operation and publish directives, instructions, supplements and, for functional areas, operating instructions according to AFI 33-360 areas where more detailed guidance or specific procedures will ensure a smooth and efficient operation. Adhere to the following procedures:

1.7.1. Do not publish unit instructions or Operating Instructions (OI) to change or supplement TOs. Use the authorized procedures in TO 00-5-1.

1.7.2. Coordinate directives with all appropriate unit agencies.

Chapter 2

ICBM MAINTENANCE MANAGEMENT SUPERVISORY RESPONSIBILITIES

2.1. ICBM Maintenance Management. ICBM and equipment readiness is the maintenance mission. All maintenance actions and management efforts must be directed towards the support of the United States Strategic Command (USSTRATCOM) requirements. The maintenance function ensures assigned ICBMs and equipment are safe, serviceable and properly configured to meet mission needs. Maintenance actions include, but are not limited to, inspection, repair, overhaul, modification, preservation, refurbishment, testing, analyzing condition and performance. All levels of supervision must place emphasis on safety, quality and timeliness in the performance of maintenance. All maintenance supervisors are mandated to use all resources in the most effective and efficient way with emphasis on the safety and welfare of technicians. To the maximum extent possible, maintenance is to be accomplished on a preplanned, scheduled basis. This planning provides the most effective and efficient use of people, facilities and equipment, reduces unscheduled maintenance, and allows for progressive actions toward maintaining and returning ICBMs and equipment to safe operating condition. Maintenance activities will ensure complete, quality maintenance and absolute compliance with technical data, safety and security standards.

2.1.1. Weapon System:

2.1.1.1. Remove missiles from alert status to perform maintenance actions that prevent progressive degradation of missile systems or to perform tests prescribed in TOs and higher headquarters' directives and instructions. When practical, a scheduled off alert will be planned to align with other maintenance requiring the sortie to be scheduled off alert. Technicians must correct detected discrepancies on-the-spot if within their capability and available time (T-3) and document uncorrected discrepancies (T-2).

2.1.1.2. Configuration management of facilities and equipment will be emphasized at all levels of management.

2.1.2. Safety:

2.1.2.1. Use unit plans/supplements to clearly establish specific roles and responsibilities of maintenance personnel during missile or nuclear mishaps (Missile Potential Hazard (MPH), Propulsion System Rocket Engine (PSRE)/Post Boost Control System (PBCS) response, Nuclear Weapon Accident/Incident response, etc.) and disaster control situations. Coordinate plans/supplements through unit safety, 20 AF/SE/A4 and applicable MAJCOM logistics division. (T-2)

2.1.2.2. The Missile Combat Crew (MCC) is in command of the launch facility (LF) at all times regardless of its status. The MCC has full authority to prohibit commencement and direct termination of any task. The maintenance Team Chief is responsible for the safe operation of the missile system in the LF once the LF is penetrated and lock pin assembly is installed in the safety control switch. The team chief has full authority to prohibit commencement and direct termination of any task.

2.1.2.3. Comply with the maximum duty periods and minimum rest periods for all personnel assigned to a maintenance activity IAW AFI 21-200

2.1.2.4. When a critical safety deficiency is discovered and it can be reasonably assumed this condition may exist on other equipment of the same type and model, the reporting activity will submit a deficiency report IAW TO 00-35D-54. The reporting activity will inspect like equipment for the same deficiency as soon as possible and submit a follow-on deficiency report.

2.1.3. Workload Requirements:

2.1.3.1. Plans and Scheduling Section will utilize teams provided to build schedules which maximize maintenance effectiveness. Squadron Maintenance Operations Officer (MOO)/Superintendent (MX SUPT) will ensure the most efficient use of maintenance resources. Once schedules are finalized (daily schedule must be final the day prior and the weekly schedule must be final by Friday the week prior), any schedule changes lower than a priority 1 require approval by Maintenance Group (MXG)/CC or designee (T-3). Any changes to posted schedules from Base Civil Engineer (BCE) must be coordinated with Missile Maintenance Operations Center (MMOC) (T-3).

2.1.3.2. Long-term hardware condition depends on regular periodic maintenance and a viable program to clear discrepancies.

2.1.3.3. The periodic maintenance program must ensure the performance of all Dash 6 Requirements as well as the full spectrum of facilities maintenance (T-2). The intent is to integrate all periodic maintenance efforts. This window of opportunity should capitalize on clearing as many Work-Order Requirements File (WRF) discrepancies as possible. If periodic maintenance is not accomplished during other site penetrations (i.e. 3-year periodic maintenance cycle) annual and biennial periodic maintenance requirements will be completed, to the maximum extent possible, during annual code change (T-3).

2.1.3.4. Enter all missile-related BCE discrepancies into Integrated Maintenance Data System (IMDS) (T-2). In addition, communication-related discrepancies will be entered into IMDS to requisition supplies, schedule maintenance actions, document maintenance actions and maintenance training (T-2). Refer to maintenance Technical Order 00-20 series publications for maintenance documentation procedures.

2.1.4. The maintenance goal is to perform weapon system maintenance during a scheduled 12-hour daylight shift following the rules established in **Table 2.1**. Ideally, teams should be scheduled for 12 dispatches per month.

2.1.5. Management:

2.1.5.1. Limit documentation requirements to those essential for maintenance management effectiveness.

2.1.5.2. MCCs may perform locally specified maintenance tasks in the Launch Control Centers (LCCs). MXG/CC and OG/CC must approve the specified maintenance tasks (T-3).

2.1.5.3. Security Forces may perform critical emergency maintenance tasks as directed by the MMOC (T-3). Emergency maintenance tasks are defined as environmental control system resets and standby power system resets that would result in damage to equipment if not accomplished in minimum time. MMOC will request Security Response Team (SRT) support through the MCC at the parent Missile Alert Facility

(MAF) (T-3). These tasks must be specifically authorized and under direct control of the MMOC (T-3).

2.1.6. Emergency War Order (EWO) Program. At all ICBM bases, other than Vandenberg AFB, the normal day-to-day maintenance activities that contribute to achieving, maintaining, or enhancing alert posture are, in fact EWO activities. Thus, all Non-Mission Capable (NMC) and Partially Mission Capable (PMC) maintenance at operational bases is EWO maintenance. Advanced DEFCON maintenance is merely an acceleration of day-to-day EWO maintenance. EWO Essential Maintenance is repair actions required to generate or enhance the alert posture of missiles and enhance the launch capability of LCCs. For Priority 1-4 maintenance during advanced DEFCONs, the MXG/CC must consider the tradeoffs of temporary degrades in hardness/capability caused by performing Priority 1-4 maintenance as opposed to not performing the maintenance (T-3). In-shop EWO essential maintenance encompasses those repair actions required to support the generation effort during advanced DEFCONs. Maintenance personnel must know their responsibilities in the unit's EWO role.

2.1.6.1. One-Time/Annual EWO Familiarization Training requirements are found in Attachment 3: A3.18 EWO Familiarization Training.

2.1.7. Technical Data. Use of the prescribed technical data to maintain the ICBM weapon system and support equipment is mandatory IAW AFI 63-101/20-101, *Integrated Life Cycle Management* (T-1). Use is defined as available and in-use, in the immediate work area.

2.1.7.1. When performing nuclear weapons handling tasks, teams will verify and check-off steps as they are performed IAW AFI 21-204, *Nuclear Weapons Maintenance Management* (T-1). For ICBM RS mate/demate and handling tasks, the tasks that are to be checked off by the Team are as follows (T-1):

2.1.7.1.1. Transfer RS tasks: 2.1.7.1.1.1. Load

2.1.7.1.1.1.1. Loading Forward Shroud

2.1.7.1.1.1.2. Loading RS Aft Element from Maintenance Facility (MF) Pit

2.1.7.1.1.2. Unload

2.1.7.1.1.2.1. Unloading RS Aft Element into MF Pit

2.1.7.1.1.2.2. Unloading Forward Shroud

2.1.7.1.2. RS Handle

2.1.7.1.2.1. Removing Forward Shroud and Securing RS in PT

2.1.7.1.2.2. Transferring RS Aft Element from One Pallet to Another

2.1.7.1.2.3. Preparing RS Aft Element for Installation

2.1.7.1.2.4. Installing Forward Shroud on RS Aft Element

2.1.7.1.2.5. Removing R/S forward shroud with stripped or broken nut plate.

2.1.7.1.3. START RV On Site Inspection

2.1.7.1.4. Alternate Load/Unload

2.1.7.1.4.1. Loading RS Aft Element through Rear Doors of PT.

- 2.1.7.1.4.2. Alternate procedures for RS Lowering into the MF Pit using PT if MF Pit Hoist is not operational
- 2.1.7.1.4.3. Alternate procedures for RS Raising from MF Pit using PT if MF Pit Hoist is not operational
- 2.1.7.1.5. Unloading RS Aft Element through Rear Doors of PT Transport RS
 - 2.1.7.1.5.1. Securing PT after Loading or Unloading
 - 2.1.7.1.5.2. Transporting RS to and from LF
- 2.1.7.1.6. Mate/Demate RS
 - 2.1.7.1.6.1. Install
 - 2.1.7.1.6.1.1. Installing RS in Launch Tube
 - 2.1.7.1.6.1.2. Prepare RS for Installation
 - 2.1.7.1.6.1.3. Positioning RS on Missile Guidance Set (MGS)
 - 2.1.7.1.6.1.4. Electrically Mating RS to MGS
 - 2.1.7.1.6.1.5. Resistance Check from LF to RS.
 - 2.1.7.1.6.2. Remove
 - 2.1.7.1.6.2.1. Electrically Disconnecting RS
 - 2.1.7.1.6.2.2. Mechanically Disconnecting RS and Hoisting RS from Launch Tube.
 - 2.1.7.1.6.2.3. Checkout electrical system (TO 21M-LGM30G-2-33, *Operations for Aerospace Vehicle Equipment, VAFB, Wing I, III, and V USAF Series G Missiles using Payload Transporter Semitrailer, A/M32A-- 47D*).
 - 2.1.7.1.6.2.4. Electrical Checkout of RS.
- 2.1.7.1.7. Additional Paragraphs
 - 2.1.7.1.7.1. Install RS on SELM Spacer.
 - 2.1.7.1.7.2. Remove RS from SELM Spacer.

2.2. Testing Procedural Improvements. Use the following procedures for field testing new ideas:

2.2.1. Forward a copy of the test proposal to include all necessary supporting information to appropriate MAJCOM logistics and safety divisions for approval (T-2). Forward a copy of test proposals affecting real property (RP) and real property installed equipment (RPIE) to appropriate MAJCOM missile engineering division in accordance with (IAW) MAJCOM guidance, with an information copy to applicable MAJCOM logistics division (T-2). Limit proposals to management or procedural areas governed by this instruction. Include the following information:

- 2.2.1.1. New procedure or concept. (T-2)
- 2.2.1.2. Anticipated management improvement. (T-2)

- 2.2.1.3. Impact outside of this instruction. (T-2)
- 2.2.1.4. Time required to fully test. (T-2)
- 2.2.1.5. Unit point of contact and telephone number. (T-2)
- 2.2.1.6. Specific test objectives. (T-2)

2.2.2. If field-testing is approved, the applicable MAJCOM logistics or missile engineering division will provide appropriate notification and implementing authority.

2.2.3. Coordinate any decision to stop, suspend or resume testing with applicable MAJCOM logistics and safety divisions (T-2).

2.2.4. Forward progress reports and field test results to applicable MAJCOM logistics division for final evaluation. Address each specific objective and assess attainment of that objective in quantifiable terms. (T-2)

2.3. Weapon System Waivers:

2.3.1. Weapon system waiver requests:

- 2.3.1.1. Technical order waivers for TO policy issues will be submitted to AFGSC/A4MX IAW TO 00-5-1 and 00-5-3 (T-2). All technical issues will be resolved using the AFGSC Electronic Technical Assistance Request (ETAR) system (T-2).

Maintenance Group Commander

2.4. General. Provide maximum warfighting capability to the Wing/CC. In addition to responsibilities outlined in AFI 21-101 and AFI 21-200, the MXG/CC will:

- 2.4.1. Establish production control functions to plan, schedule, direct and control maintenance resources (T-3). Approve plans and schedules.
- 2.4.2. Develop procedures for the entry of Priority 5-9 work orders. (T-3)
- 2.4.3. Be responsible for weapon system maintenance performed at LFs, MAFs and on-base facilities by individuals assigned to missile maintenance staff and production agencies.
- 2.4.4. Ensure development of quality assurance (QA) and training programs. (T-2)
- 2.4.5. Ensure development of a PSRE/PBCS emergency response plan. (T-2)
- 2.4.6. Ensure development of an environmental program which complies with all federal, state, local and Air Force plans (T-2). Serve as a representative on the wing/base Environmental, Safety and Occupational Health Council. (T-3)
- 2.4.7. Establish a certification program for Transporter Erector (TE) and Payload Transporter drivers IAW MAJCOM guidance. (T-2)
- 2.4.8. Act as the unit MPH Team Chief. (T-3)
- 2.4.9. Ensure effectiveness of Maintenance Resource Management (MRM) program. Identify and appoint personnel to serve as the MRM course instructor(s). (T-3)
- 2.4.10. Chair Reentry System (RS) and downstage convoy meetings IAW MAJCOM guidance. (T-2)
- 2.4.11. Chair unsatisfactory/fail boards. (T-3)

2.4.12. Certify ICBM downstage convoy commanders IAW MAJCOM guidance. (T-2)

2.5. Emergency War Order Management. The MXG/CC is the senior maintenance representative on the Battle Staff and designates individuals to participate as alternates. (T-3)

2.6. Workload Management:

2.6.1. Ensure inclusion of maintenance mission support requirements in appropriate plans, programs and support agreements. (T-3)

2.6.2. Ensure availability of training, equipment, manpower and facilities to support forecasted workloads. (T-3)

2.6.3. Coordinate with appropriate agencies to:

2.6.3.1. Ensure functional areas provide maximum support in meeting security enhancement requirements. (T-3)

2.6.3.2. Place particular emphasis on vehicle maintenance, security forces support, supply support activities and food service support. (T-3)

2.6.4. Designate Vehicle Control Officer(s) (VCOs) for the maintenance group. (T-3)

2.6.5. Ensure accomplishment of non-destructive inspection (NDI) requirements (T-1). Maintain agreements guaranteeing NDI support by authorized agencies (T-1). Notify applicable MAJCOM logistics division when NDI support is lost (T-2).

2.6.6. Provide assistance to the BCE in forecasting proposed alteration and construction affecting ICBM RP and RPIE. (T-3)

2.6.7. Ensure the effective use of maintenance automated data systems, e.g. IMDS. (T-3)

2.6.8. Develop methods and procedures to ensure all maintenance activities are properly briefed and debriefed. (T-3)

2.6.9. Ensure development and implementation of a corrosion control prevention, detection and treatment program for all assigned equipment and facilities. (T-2)

2.6.10. Ensure proper management of assets IAW TO 00-20-3, *Maintenance Processing of Repairable Property and the Repair Cycle Asset Control System* (T-1). Ensure proper management of Centralized Repair Activities (CRA), IAW Attachment 5, as necessary (T-1).

2.6.11. Ensure scheduling meetings and convoy (RS and downstage) are held (T-1).

2.6.12. Ensure all ETARs submitted are routed through the applicable MAJCOM logistics division for approval prior to submission to the engineering authority (T-1).

2.7. Reliability and Maintainability (R&M):

2.7.1. Appoint a Point of Contact (POC) within the group to serve as unit R&M focal point (T-3) and establish an ICBM R&M panel IAW AFI 21-118, *Improving Aerospace Equipment Reliability and Maintainability* (T-1).

2.7.2. Approve all minutes from R&M panel meetings along with all Product Improvement Working Group (PIWG) inputs and forward them to applicable MAJCOM logistics division. (T-2)

2.8. Chemical Protective Masks. (N/A 576 Flight Test Squadron - FLTS) Ensure technicians qualified to penetrate an LF/Launcher Equipment Room (LER):

2.8.1. Wear/test gas masks IAW AFMAN 32-1007, *Readiness and Emergency Management (R&EM) Flight Operations*. (T-1)

2.8.2. Maintain gas masks IAW TOs 14P4-15-1, *Operation and Maintenance Instructions with Illustrated Parts Breakdown Chemical-Biological Mask Type Mcu-2a/P and Mcu-2/P* and 14P4-1-151, *Chemical-Biological Canisters and Filter Element Procedures*. (T-1)

2.8.3. Have gas masks readily available in the LER. (T-1)

2.9. Intermediate Repair Enhancement Program (IREP). Serve as the OPR for the IREP program (T-3).

2.9.1. AFI 23-101 and AFMAN 23-122, *Materiel Management Procedures*, direct that formal meetings take place between maintenance and supply. These meetings will be open forums that allow both functions to identify problems and solutions. Recommended topics include Mission Capable (MICAP), repair cycle management, systems changes, applicable statistics, etc.

2.9.2. Meetings should be conducted at least quarterly. (T-3)

Maintenance Group Superintendent

2.10. General. The MXG SUPT ensures consistent maintenance practices according to technical data, ICBM weapon system safety rules and management procedures throughout the group. The MXG SUPT ensures QA and maintenance training programs meet the needs of the group and the intent of higher headquarters instructions. The MXG SUPT oversees maintenance facilities, support equipment procurement and maintenance, resolves conflicting maintenance requirements between units, and in coordination with unit leadership, rotates personnel, as necessary, to enhance mission accomplishment and develop individual experience and knowledge. The MXG SUPT is directly responsible to the MXG/CC. In addition to responsibilities outlined in AFI 21-101, the MXG/SUPT will:

2.10.1. Serve as the technical advisor to the MXG/CC. (T-3)

2.10.2. Serve as the unit's senior enlisted technical consultant to the MXG/CC on the Missile Potential Hazard Network. (T-3)

2.10.3. Advise the MXG/CC on personnel, morale and welfare issues. (T-3)

2.10.4. Provide liaison between the staff and production supervisors. (T-3)

2.10.5. Advise the MXG/CC on weapons system and management problems not identified through maintenance information systems or QA inspection reports. (T-3)

2.10.6. Monitor group plans and schedules to ensure execution of modification programs are integrated, and periodic maintenance requirements are accomplished concurrently to minimize weapon system exposure and maximize maintenance efficiency. (T-3)

2.10.7. Serve as the group's focal point for enlisted manning. (T-3)

2.10.8. Participate in MXG unsatisfactory/fail boards to aid in identification of underlying causes and determining corrective actions. (T-3)

*Common Management and Supervisory Responsibilities***2.11. Work Center Management:**

- 2.11.1. Limit team substitutions. Complete team integrity may not be possible; but consider it a management goal. (T-3)
- 2.11.2. Ensure Maintenance Programs knows of manpower studies within a supervised function. (T-3)
- 2.11.3. Brief personnel on all TO and Civil Engineering Manual (CEM) publication changes affecting them. Ensure they know the requirements for submitting change requests for TOs and CEMs. (T-3)
- 2.11.4. Determine duty and rest times for personnel assigned to non-maintenance duties and for personnel who do not dispatch to off-base facilities. (T-3)
- 2.11.5. Review reports and analyses to identify deficient areas and take corrective action. (T-3)
- 2.11.6. Maintain work center and individual equipment items. (T-3)
- 2.11.7. Properly control, secure, maintain, inspect and service assigned parts, equipment and tools IAW AFI 21-200. (T-1)
- 2.11.8. Provide EWO planning team members who can:
 - 2.11.8.1. Provide accurate resource availability status. (T-3)
 - 2.11.8.2. Assist in developing generation plans. (T-3)
 - 2.11.8.3. Commit resources. (T-3)
- 2.11.9. Provide availability inputs for planning and scheduling. (T-3)
- 2.11.10. Participate in maintenance and training planning, forecasting and scheduling. (T-3)
- 2.11.11. Notify MOO/MA and MMOC of changes to availability of personnel/resources scheduled in the daily plan. (T-3)
- 2.11.12. Ensure proper operator care, use of applicable forms and coordination of vehicle maintenance requirements with the VCO. (T-3)
- 2.11.13. Report suspected product deficiencies to QA. (T-3)
- 2.11.14. Ensure maintenance technicians know and follow correct procedures when technical data is inadequate or unworkable. (T-3)
- 2.11.15. Ensure management of the WRF. Refer to Attachment 2. (T-3)
- 2.11.16. Ensure compliance with briefing/debriefing requirements. (T-3)
 - 2.11.16.1. Work center will provide face-to-face pre-dispatch/pre-task briefings that include:
 - 2.11.16.1.1. A work package review to ensure inclusion of all workable discrepancies. (T-3)
 - 2.11.16.1.2. Confirmation that technicians have all required parts. (T-3)

2.11.16.1.3. Current status of LF/MAF equipment and assets. (T-3)

2.11.16.1.4. Documentation requirements. (T-3)

2.11.16.1.5. Task qualifications, Personnel Reliability Program (PRP) status and security requirements. Ensure each technician is qualified to perform the task and has no new circumstances the supervisor is unaware of that would affect PRP status. (T-1)

2.11.16.1.6. Compliance with the Two-Person Concept, location of all no-lone zones, location of critical components within the no-lone zone and emergency procedures. (T-1)

2.11.16.1.7. Proper TO usage and pertinent TO changes. (T-3)

2.11.16.1.8. Currency of all required ancillary training requirements. (T-3)

2.11.16.2. Debriefings will include:

2.11.16.2.1. An accounting for all scheduled/unscheduled work orders. (T-3)

2.11.16.2.2. Documentation of new discrepancies. (T-3)

2.11.16.2.3. Parts requirements/disposition. (T-3)

2.11.16.2.4. Any additional maintenance data collection information turn in. (T-3)

2.12. Production Management will:

2.12.1. Ensure two technicians are task certified prior to performing any task on critical components listed in <https://wwwmil.nwd.kirtland.af.mil/mncl/index.cfm>, *USAF Nuclear Certified Equipment and Software*, TO 21M-LGM30F-12-1, *Minuteman Nuclear Surety Procedures For The WS133AM/B Weapon System*. (T-0)

NOTE: Ensure a minimum of two designated technicians support/supervise contractors performing maintenance tasks on critical components. (T-1)

2.12.2. Properly identify work order residue and serviceable XB3 coded items for storage or turn-in to Supply (Materiel Control). (T-3)

2.12.3. Initiate part requests through Supply (Materiel Control). Nuclear certified parts must be used on nuclear certified weapon systems and support equipment. Order only those parts listed in the equipment TO or parts approved by the applicable System Program Office (SPO). (T-2)

2.12.4. Ensure proper disposition of condemned, excess and repairable property through Supply (Materiel Control). (T-3)

2.12.5. Process repair cycle assets through Supply (Materiel Control) IAW repair cycle procedures in this instruction and AFI 23-101 and AFMAN 23-122. (T-2)

2.12.5.1. Manage NWRM IAW AFI 20-110, *Nuclear Weapons-Related Materiel Management*. (T-1)

2.12.6. Process other reclaimable property, including XB3 coded parts and broken tools, through the DLA Disposition Services (DLADS). Process items directly to the unit single collection point or directly to DLADS IAW AFI 23-101. (T-2)

2.12.7. For LER and Launcher Support Building (LSB) penetration, there must be a minimum of two technicians qualified on emergency procedures on site when maintenance is being performed. (T-1)

2.12.8. Ensure all lower priority discrepancies for a site are included in a maintenance team's work package when it is within the team's capability to complete the work. (T-3)

2.13. Miscellaneous. Ensure adherence to housekeeping, safety, security and environmental compliance in the work place. (T-3)

Maintenance Production Management

2.14. Squadron MOO/MX SUPT. The Operations Officer and Superintendent manage maintenance production and assigned resources to achieve maximum war fighting capability. In addition to responsibilities outlined in AFI 21-101 and AFI 21-200, the MOO/MX SUPT will:

2.14.1. Perform periodic reviews of the Squadron's production indicators to include incomplete work orders, late dispatches, size of WRF and technicians in training status. (T-3)

2.14.2. Ensure team integrity by minimizing team member substitutions. (T-3)

2.14.3. Certify (interview and approve) all newly assigned ICBM maintenance team chiefs. Interviews will emphasize team chief supervisory responsibilities to include compliance and enforcement of technical data, safety, security and nuclear surety requirements. (T-3)

2.14.4. Ensure flights have all required tools and equipment. (T-3)

2.14.5. Ensure sufficient number of technicians are qualified and designated as production inspectors. (T-3)

2.14.6. **(Maintenance Operations Squadron - MOS)** Chair the DIT and work order reconciliation meetings. (T-3)

2.14.7. Review and coordinate cannibalization requests through MMOC. (T-3)

2.14.8. Coordinate with Maintenance Operations Flight to establish a Minimum Essential Equipment List (MEEL) levels. (T-3)

2.14.9. Participate in MXG unsatisfactory/fail boards to aid in identifying root-causes and determining corrective actions. (T-3)

2.15. Flight Commander/Chief. Responsible to the Squadron Commander for the overall management and supervision of personnel assigned to the flight. Directs and manages flight maintenance production, expends assigned resources and is responsible to the Maintenance Operations Officer/Superintendent for management of personnel and resources used in maintenance production. In addition to responsibilities outlined in AFI 21-101 and AFI 21-200, the Flt/ CC/Chief will:

2.15.1. Manage the overall planning and execution of daily maintenance for the flight. Commit flight resources via the daily maintenance schedule. (T-3)

2.15.2. Coordinate commitment of flight resources and job assignments with MMOC. Notify MMOC and MOO/MA of any change to availability of resources committed to the daily maintenance schedule. (T-3)

2.15.3. Assist the Maintenance Operations Flight CC/Supt with the management of the WRF. (T-3)

2.15.3.1. Review new discrepancy maintenance priorities IAW Attachment 2 daily and make corrections in conjunction with Maintenance Operations Flight CC/Supt. (T-3)

2.15.4. Recommend cannibalization to the MOO/MX SUPT. (T-3)

2.15.5. Ensure accurate tracking of spare MGS by serial and part number, as applicable. (T-3)

2.15.6. Monitor flight maintenance production indicators. (T-3)

2.15.7. Ensure availability of production inspectors. (T-3)

2.15.8. Establish a field/in-shop supervisory visit program that stresses safety, security, technical data usage and nuclear surety. (T-3)

2.15.9. Effectively manage assigned personnel and resources to accomplish assigned maintenance production. (T-3)

2.15.10. Emphasize team integrity by minimizing team member substitutions. (T-3)

2.15.11. Interview, approve and certify Payload Transporter (PT) and Transporter Erector (TE) field dispatching drivers. Conduct annual recertification of certified drivers. (T-3)

2.15.12. Ensure maintenance teams do not exceed established timelines. (T-3)

2.15.13. Emphasize safety, security, TO usage and nuclear surety. (T-3)

2.15.14. Establish a tool control program IAW AFI 21-200 that prevents fraud, waste, abuse and loss. (T-1)

2.15.15. Ensure compliance with all applicable Environmental Protection requirements. (T-3)

2.15.16. (**Gen Flight only**) Ensure 100% task supervision of Reentry System (RS) mate/demate and handling tasks performed. (T-3)

2.15.17. Participate in MXG unsatisfactory/fail boards to aid in identification of underlying causes and determining corrective actions. (T-3)

2.16. /NCOIC. Responsible to the FLT CC/Supt for the effective management, supervision and training of assigned maintenance technicians. In addition to responsibilities outlined in AFI 21-101 and AFI 21-200, the Section OIC/NCOIC will:

2.16.1. Ensure 100 percent task coverage. (T-3)

2.16.2. Provide equipment load lists to the Equipment Section for all maintenance dispatches. (T-3)

2.16.2.1. Load lists will be submitted to Vehicle and Equipment Section (VES) before the unit's maintenance scheduling meeting at least one day prior to a scheduled dispatch. (T-3)

2.16.2.2. Validate load lists on file in VES for accuracy at least annually. (T-3)

- 2.16.3. Notify Flight CC/Supt of any change to availability of resources committed to the maintenance schedule. (T-3)
- 2.16.4. Ensure team chiefs and task supervisors keep MMOC informed of job status. (T-3)
- 2.16.5. Ensure team chiefs or task supervisors accomplish the following prior to starting in shop work or dispatching:
 - 2.16.5.1. Review sequence of tasks and fault flow, if applicable. (T-3)
 - 2.16.5.2. Ensure the team knows simultaneous task actions and communications requirements and coordinates with supporting work centers. (T-3)
 - 2.16.5.3. Obtain appropriate technical data. (T-3)
 - 2.16.5.4. Obtain all necessary parts and tools. (T-3)
 - 2.16.5.5. Review task qualifications and PRP status. (T-1)
 - 2.16.5.6. Review work package to ensure inclusion of all workable discrepancies. (T-3)
 - 2.16.5.7. Current status of LF/MAF equipment and assets. (T-3)
 - 2.16.5.8. Documentation requirements. (T-3)
 - 2.16.5.9. Compliance with the Two-Person Concept, location of all no-lone zones, location of critical components within the no-lone zone, and emergency procedures. (T-3)
 - 2.16.5.10. Proper TO usage and pertinent TO changes. (T-3)
 - 2.16.5.11. Currency of Gas Mask, Shotgun, Nuclear Surety, Explosive Safety, Codes and Missile Safety training. (T-3)
 - 2.16.5.12. Verify the AFGSC Form 246. (T-3)
 - 2.16.5.13. Review technicians' AF Information Management Tool (IMT) 2435, *Load Training and Certification Document*, to ensure technicians performing nuclear weapons mate/demate and handling tasks maintain current certifications under the Nuclear Weapons Certification Program. (T-3)
 - 2.16.5.14. Review approved routes of travel. (T-3)
- 2.16.6. Ensure management of AWM conditions within repair capability of the section (T-3). Review AWP conditions and ensure parts are ordered. (T-3)
- 2.16.7. Ensure a crosscheck of work packages against technician qualifications and parts availability prior to the maintenance-scheduling meeting. (T-3)
- 2.16.8. Establish Operations Stock, Shop Stock and/or Work Order Residue program IAW AFI 21-101, *Aircraft and Equipment Maintenance Management*, and AFI 21-200. (T-1)
- 2.16.9. Ensure accomplishment of owner/user maintenance on Test Measurement Diagnostic Equipment (TMDE). (T-3)
- 2.16.10. Ensure personnel are current in applicable ground, missile, explosive and nuclear safety requirements, Air Force Two-Person Concept, no-lone zone requirements, security requirements, PRP, MPH procedures and code handling procedures. (T-1)

- 2.16.11. Ensure TE and PT field dispatching drivers are certified (initial and annual), and that their certifications are current, IAW MAJCOM guidance. (T-2)
- 2.16.12. Ensure PT drivers certified for Reentry System transport comply with all Nuclear Weapons Certification Program requirements IAW AFI 21-204. (T-1)
- 2.16.13. Ensure accomplishment of required prior-to-use functional checks, calibrations and inspections. (T-3)
- 2.16.14. If applicable, ensure bench stock storage areas are managed IAW AFI 21-101, AFI 23-101 and AFMAN 23-122. (T-1)
- 2.16.15. Initiate all weapon system and support equipment parts requests through Supply (Materiel Control). (T-3)
- 2.16.16. Determine tools required for work center. (T-3)
- 2.16.17. Implement a tool control program IAW AFI 21-200. (T-1)
- 2.16.18. Notify QA, Flight CC/Chief and MOO/MA monthly of team structure. Additionally, notify QA, Flight CC/Chief and MOO/MA in advance when work center uses individuals to perform maintenance that are not identified on the current team structure letter. (T-3)
- 2.16.19. Maintain a method to quickly identify technician qualifications. (T-3)
- 2.16.20. Forward to Supply (Materiel Control) a list of items requiring functional check, calibration and build-up prior to use and tear-down prior to turn-in. (T-3)
- 2.16.21. Ensure authorized Mission Support Equipment (MSE) is either available or on firm due out. (T-3)
- 2.16.22. Screen WRF for tasks applicable to the section. (T-3)
- 2.16.23. For Non-Team Training Flight (TTF) Work Center Training, ensure the following:
 - 2.16.23.1. Instructors develop unit lesson plans for all technical Career Field Education & Training Plan (CFETP) tasks that are not incorporated into HQ centrally managed lesson plans. (T-3)
 - 2.16.23.2. All lesson plans, to include those centrally managed, are reviewed by the appropriate instructor, production work center supervisor, and QA annually for adequacy and technical accuracy (ensure the Weapon System Manager (WSM) reviews all lesson plans that affect nuclear surety). Annual reviews of lesson plans become overdue on the last day of the month in which they are due. (T-3)
 - 2.16.23.3. Keep a daily record of activities for each trainee or team. (T-3)
 - 2.16.23.4. Instructors are qualified on the task being trained. (T-3)
- 2.16.24. Modify team structures as required to match task requirements. (T-3)
- 2.16.25. Coordinate with Training Management (TM) to initiate a CFETP/AF IMT 797, *Job Qualification Standard Continuation/Command JQS*, review annually. (T-3)
- 2.16.26. Develop a Recurring Technical Training (RTT) program with assistance from TM/TMS, to satisfy individual work center needs. (T-3)

2.16.27. Conduct an initial evaluation/interview on newly assigned personnel within 60 days after their assignment. Submit initial evaluation/interview date to TM and QA. (T-3)

2.16.28. Participate in MXG unsatisfactory/fail boards to aid in identification of underlying causes and determining corrective actions. (T-3)

Maintenance Technicians

2.16.29. Appoint Data Integrity Team (DIT) monitors (primary and alternate) in writing. Forward appointment letters to the Data Analysis section. (T-3)

2.16.30. Ensure initial missile maintenance academic training is completed before the start of any task qualification training. (T-3)

2.17. Team Chiefs/Task Supervisors. Team Chiefs/Task Supervisors are responsible for work accomplished by technicians they supervise on site/in-shop or tasks designated by the team chief. All team chiefs must possess a minimum of a five-skill level; however, the MXG/CC may waive this requirement if warranted. Team chiefs/task supervisors will:

2.17.1. Ensure checkout, inspection, safe operation and care of vehicles. (T-3)

2.17.2. Comply with briefing/debriefing requirements. (T-3)

2.17.2.1. Ensure IMDS Team Track accurately reflects all team members prior to departing base or beginning work for in-shop tasks. Contact MMOC prior to departing base or beginning work for in-shop tasks. MMOC will annotate departure/start times in IMDS Team Track. (T-3)

2.17.2.2. Team chiefs are responsible for completing all debriefing actions in IMDS (T-3). Section supervision may complete debriefing for team chiefs over their timeline prior to debriefing. (T-3)

2.17.2.2.1. Debrief in-shop work using IMDS/POMx terminals before completion of each duty shift. Immediately debrief items that are below the unit's MEEL upon task completion. (T-3)

2.17.2.2.2. Debrief dispatch work using IMDS/POMx terminals before dispatch completion. If timeline does not permit, debrief upon completion of crew rest unless shop supervision has previously accomplished debriefing.(T-3)

2.17.2.3. Debriefing will include:

2.17.2.3.1. An accounting for all scheduled/unscheduled work orders. (T-3)

2.17.2.3.2. Documentation of new discrepancies (Priority 5-9). (T-3)

2.17.2.3.3. Verification of priority 1-4 discrepancies inputted by MMOC. (T-3)

2.17.2.3.4. Parts requirements/disposition. (T-3)

2.17.2.3.5. Maintenance data form turn in. (T-3)

2.17.3. Ensure vehicles for field dispatch have all necessary equipment, to include emergency kits and survival kits as applicable. (T-3)

2.17.4. Coordinate actions, update status, delays and problems with MMOC. Additionally, notify MMOC of arrival/departure information. (T-3)

- 2.17.5. Ensure all necessary tools, parts, equipment and technical data are available and used to complete tasks. (T-3)
- 2.17.6. Conduct pre-task briefings for all personnel. (T-3)
- 2.17.7. Ensure review of WRF and correction of all discrepancies within capability. (T-3)
- 2.17.8. Comply with Environmental Protection Agency (EPA) requirements. Notify MMOC of environmental compliance discrepancies. (T-2)
- 2.17.9. Comply with applicable ground, missile, explosive and nuclear safety requirements, Air Force Two-Person Concept, no-lone zone requirements, security requirements, PRP, MPH procedures and code handling procedures. (T-1)
- 2.17.10. Initiate parts requests for identified discrepancies. (T-3)
- 2.17.11. Document and turn in faulty equipment. (T-3)
- 2.17.12. Coordinate all site and in-shop maintenance activities between teams/specialists. (T-3)
- 2.17.13. Comply with find and fix philosophy. (T-3)
- 2.17.14. Ensure all vehicles and equipment items taken onto MAF/LF are properly searched for unauthorized personnel and material prior to entry. (T-3)
- 2.17.15. The maintenance team chief is responsible for the safe operation of the missile system on the LF once the LF is penetrated and lock pin assembly is installed in the safety control switch. The team chief has full authority to prohibit commencement and direct termination of any task. (T-3)
- 2.17.16. Prior to departing base, call Flight Security Controller(s) of the flight(s) the team will be dispatching to and verify dispatch information accuracy and coordinate an estimated time of arrival. (T-3)
- 2.17.17. Conduct TO and task review prior to beginning maintenance. As a minimum this will include a review of the task, applicable safety precautions and emergency procedures. (T-3)
- 2.17.18. Notify MMOC as soon as possible upon discovery of red X or red W conditions affecting LFs or MAFs. (T-3)
- 2.17.19. Team chiefs will coordinate site configuration and work order completion status with MMOC, MCC and codes section (if coding actions were performed) prior to site backout. MMOC will record applicable information on the Site Backout Checklist on the unit's NMC2 web page. (T-3)
- 2.17.20. Immediately notify MMOC of any P1-P4 discrepancies noted during maintenance. Team Chief will verify MMOC properly documented the discrepancies during debriefing. (T-3)

2.18. Technicians. Responsible to Team Chief/Task Supervisor for designated tasks. Technicians will:

- 2.18.1. Maintain, control, properly use and care for assigned tools and equipment. (T-3)
- 2.18.2. Use technical data to accomplish assigned tasks. (T-1)

2.18.3. Comply with applicable ground, missile, explosive and nuclear safety requirements, Air Force Two-Person Concept, no-lone zone requirements, security requirements, PRP, MPH procedures and code handling procedures. (T-1)

2.18.4. Comply with find and fix philosophy.

2.18.4.1. Dispatching technicians inspect the site and fix or properly document discrepancies found. (T-2)

2.18.4.2. Document discrepancies discovered on support equipment. (T-2)

2.18.4.3. In-shop technicians inspect equipment worked on and fix or properly document discrepancies found. (T-2)

2.18.5. Ensure all items required to perform tasks are available. Resolve any deficiencies with Team Chief/Task Supervisor before dispatching or beginning work. (T-3)

2.18.6. Perform checkout, inspection, safe operation and care of vehicles. (T-2)

2.18.7. Notify Team Chief/Task Supervisor of environmental compliance discrepancies. (T-2)

2.19. Non-Team Training (TT) Work center instructor(s):

2.19.1. Provide initial qualification, recurring technical and if requested, remedial training. (T-3)

2.19.2. Training may be conducted on serviceable pieces of equipment to meet work center training needs. (T-3)

2.19.2.1. Ensure training requiring support beyond work center resources (such as equipment and vehicles) is published in the maintenance plan, coordinated at the daily planning meeting and included in the daily plan. (T-3)

2.19.2.2. Faults may be inserted in designated equipment provided proper configuration can be verified at completion of training. Coordinate configuration changes with appropriate agencies (T-3).

2.19.2.3. Ensure equipment is in serviceable condition prior to returning it to the ready line. (T-2)

2.19.2.4. Ensure WRF reflects current configuration. (T-2)

2.19.3. Create a visible Master Training Plan for each trainee and team assigned to work center for initial technical training. Training Plan must establish a projected completion date. Program trainees/ teams based on trainee qualification and tasks required. (T-3)

2.19.3.1. Advise shop leadership on progress of trainee training plan. Notify Flight CC/Chief whenever it is determined that projected completion date will be exceeded. (T-3)

2.19.4. Keep a daily record of all training activities for each trainee or team. Include the following:

2.19.4.1. Material covered. (T-3)

2.19.4.2. Date accomplished. (T-3)

2.19.4.3. Training Plan deviations. (T-3)

2.19.4.4. Comments concerning trainee’s progress. (T-3)

2.19.5. Ensure training dispatches familiarize trainees with workforce procedures.

2.19.5.1. Coordinate dispatches to operational facilities and off-base training LFs with Plans and Scheduling. (T-3)

2.19.5.2. Ensure students process maintenance forms through normal maintenance channels. (T-3)

2.19.6. Notify QA when personnel are ready for initial Maintenance Standardization and Evaluation Program (MSEP) evaluations and when initial training is complete. (T-3)

2.19.7. Ensure periodic review of master training plans.(T-3)

2.19.8. Prior to performing unsupervised instructor duties, personnel selected as instructors must comply with paragraph 3.3.1.12.1.1 through 3.3.1.12.1.3 and be certified by the Training Flight OIC/Superintendent. (T-2)

2.20. Production Inspectors. Perform supervisory inspections/tests of materiel and workmanship to ensure compliance with technical data requirements. Production Inspectors will:

2.20.1. Inspect maintenance actions IAW TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies and Procedures*.

2.20.2. Advise MMOC when red X or red W conditions are cleared. (T-2)

2.21. General. Table 2.1 establishes time-related maintenance restrictions. ICBM On-Site Maintenance, Time Related Maintenance Restrictions.

Table 2.1. ICBM On-Site Maintenance, Time Related Maintenance Restrictions.

Rule	Time Period	Types Of Maintenance Permitted
1	Weekday (non-holiday, daylight hours)	All
2	Holiday and weekend daylight hours	All maintenance priorities (major maintenance with approval of Group Commander {See <i>NOTES</i> 1, and 2})
3	Hours of darkness—Priority facilities (RS Installed) (see <i>NOTE</i> 3 &4)	All priority 1 discrepancies; those priority 2 – 3 discrepancies based on mission requirements; maintenance required to clear a security discrepancy (CAMPERED SITE ONLY). Maintenance requiring site penetration after official sunset or before official sunrise must be approved. (See <i>NOTE</i> 1)
	Non-Priority facilities (No RS Installed)	Major maintenance is not permitted (See <i>NOTE</i> 1). All priorities, to include the off base training LF.

4	All Penetrated Priority (RS Installed) LFs	<p>An LF may only be penetrated when a functional Thermal Fog Generator (TFG) and Personnel Alarm System (PAS) are present and shotguns are installed (See <i>NOTE 5</i>).</p> <p>If TFG or PAS becomes inoperable while on-site, maintenance will not be delayed while waiting for replacement.</p>
<p>NOTES:</p> <ol style="list-style-type: none"> 1. See paragraph 2.21.1. for authorized exceptions. 2. Approve weekend major maintenance on a case-by-case basis. (T-3) 3. Darkness is the period of time 30 minutes after local area official sunset until 30 minutes before local area official sunrise. 4. Priority 3 periodic maintenance requiring LER penetration should only be initiated during normal daylight hours at Priority (RS installed) facilities. (T-3) 5. Thermal Fog Generator is not required to penetrate LFs modified with the Fast-Rising Secondary Door. (T-3) 		

2.21.1. Exceptions. For exceptions to the scheduled, single daylight shift, Monday-Friday concept, security enhancement and major maintenance, see below:

2.21.1.1. Nighttime major maintenance may be accomplished during advanced states of readiness. (T-3)

2.21.1.2. To complete major maintenance in progress that runs over into hours of darkness. (T-3)

2.21.2. When generating the off-base training LF to simulated alert, use a training RS. For training RS convoy requirements, refer to MAJCOM guidance. Do not remove safing pins from an off-base trainer unless the Command Signals Decoder (Missile) has operational codes installed or the MGS remains shutdown at the off-base TLF during/after safing pin removal. (T-1)

2.22. Command Alert Force Management. USSTRATCOM uses the Command Alert Force Management Program to monitor the ICBM fleet. As a result of increased world tensions or individual unit circumstances, USSTRATCOM may direct Commander Task Force 214 to intensify efforts to return missiles to alert or to delay scheduled maintenance that would take missiles from alert.

2.23. Major Maintenance Procedures. Major maintenance is any activity that requires an open launcher closure door on an operational LF (includes off-base TLF).

2.23.1. Do not perform major maintenance at night or during holiday/weekend daylight hours (except as noted in paragraph 2.24.1 and Table 2.1) because of a reduced number of on-duty, first-line supervisors in the unit and a similar reduction of immediately available applicable MAJCOM logistics division, depot and contractor support personnel (T-2). Supervision of necessary weekend and holiday major maintenance is mandatory. (T-2)

2.23.2. The MXG/CC may extend major maintenance activities in order to complete an in-progress task. (T-3)

2.24. Standby Procedures. Ensure availability of standby teams to respond to Priority 1 maintenance 24 hours per day, 7 days per week. (T-2)

2.24.1. Determine use of standby teams for any priority work. (T-3)

2.24.2. Establish a minimum standby of two teams per day capable of responding to Priority 1 maintenance for each weapon system (T-2). These teams are at the disposal of the MMOC for dispatching on all Priority 1 maintenance requirements. Establish procedures for teams to work lower priority maintenance requirements (i.e. tasks that can be easily stopped if Priority 1 maintenance is required) (T-3).

Contracted Maintenance Functions

2.25. Technical Order Distribution Office (TODO). The TODO function is administered through a command managed contract.

2.25.1. The contractor will operate within the confines of the approved contract and IAW TO 00-5-1. Accounts and sub accounts will be established and maintained by the providing contractor at the request of supervision. (T-2)

2.25.2. (**Minot only**) The munitions function will serve as the TODO for special weapons TOs and may serve as the TODO for other munitions TOs. (T-3)

2.25.3. A separate TODO may be established for the Precision Measurement Equipment Laboratory (PMEL). (T-3)

2.26. Maintenance Data. The Maintenance Data function is administered through a command-managed contract. The information following will serve as guidelines and used to establish performance work statements.

2.26.1. Develop procedures for managing, operating and maintaining all Maintenance Information Systems (MISs) used within the maintenance complex IAW AFI 33-112, *Information Technology Hardware Asset Management*.

2.26.2. Develop procedures IAW approved contracts and performance work statements to automate routine documentation tasks. (T-2)

2.26.3. Establish procedures IAW approved contracts and performance work statements to ensure required data products are available to users. (T-2)

2.26.4. Coordinate with applicable agencies as required for Air Force standard data systems. (T-3)

2.26.5. Ensure users are trained and qualified on use of MIS. (T-3)

2.26.6. Ensure that correct maintenance data system documentation procedures are followed. (T-3)

2.26.7. Ensure accuracy of information and correction of errors in the MIS IAW approved contracts and performance work statements. (T-2)

2.26.8. Establish serial controlled item location/inventory in MIS for asterisked items in the work unit code manuals. (T-3)

2.26.9. Interpret, analyze and study weapon system performance and logistics indicators to support maintenance production IAW approved contracts and performance work statements. (T-2)

2.26.10. Analyze maintenance dispatch data and coordinate findings IAW approved contracts and performance work statements. (T-2)

2.26.11. Ensure data automation equipment is properly placed, configured and maintained. (T-3)

2.26.12. Ensure MIS operations receive the highest priority support to resolve identified problems. (T-3)

2.26.13. Verify compliance with security procedures. (T-3)

2.26.14. Manage the unit software change request process. (T-3)

2.26.15. Establish a program to assign and control master identification numbers. (T-3)

2.27. Precision Measurement Equipment Laboratory: The PMEL function is administered through a MAJCOM managed ACC/AMIC contract. PMEL provides maintenance, calibration and certification of specified test equipment IAW local contracts/performance work statements.

Chapter 3

MAINTENANCE OPERATIONS SQUADRON (MOS)

3.1. Maintenance Operations Squadron. The mission of the MOS is to plan, coordinate and monitor the maintenance production effort on assigned LFs, MAFs and MSE; administer initial, recurring, ancillary and on-the job-training programs for the missile maintenance personnel; provide off-equipment maintenance and limited on-equipment repair; and to provide centralized manpower, financial and support equipment management for the missile maintenance complex.

3.1.1. Squadron Commander. Provides maximum ICBM and equipment readiness to the MXG/CC; responsible for squadron management and mission accomplishment; ensures development of and monitors squadron metrics; attends or provides designated representative to attend IREP forum meetings. In addition to overall responsibilities in this chapter, MOS/CC has responsibilities outlined in AFI 21-101 and AFI 21-200.

3.1.2. Maintenance Operations Officer/Maintenance Superintendent. The Operations Officer and Superintendent manage maintenance production and assigned resources used in achieving maximum ICBM and equipment readiness. See Chapter 2, AFI 21-200 and AFI 21-101 for responsibilities.

Maintenance Operations Squadron Flights

3.2. Maintenance Operations Flight. The mission of the Maintenance Operations Flight is to maintain the status of all LFs and MAFs; provide the MXG/CC and Missile Maintenance Squadron (MMXS)/MOS supervision with key information to assist in determining maintenance requirements and priorities; maintain the expertise to solve unique weapon system problems that are beyond the scope of normal technical data; act as the centralized manager of manpower, supply, MSE, facilities and long-range plans for all areas of maintenance; and function as resource advisor for appropriate responsibility center manager. The flight Consists of the Briefing and Debriefing Section, Missile Maintenance Operations Center, Plans and Scheduling, Maintenance Programs, Materiel Control and Helicopter Sections.

3.2.1. Maintenance Operations Flight Commander/Superintendent Responsibilities:

3.2.1.1. In coordination with Base Supply and owning Flight Commander/Superintendent, determine location of supply points within Maintenance Group. (T-3)

3.2.1.2. Develop procedures to account for supply point assets, special purpose vehicles, PSREs, MGSs and other unit designated items. (T-3)

3.2.1.3. Develop EWO checklists and provide guidance during EWO planning. (T-3)

3.2.1.4. Manage the WRF in conjunction with applicable Flight CC/Supt. Place special emphasis on Awaiting Parts, NMC and PMC discrepancies. (T-3)

3.2.1.5. Ensure check of an approved missile stage movement route prior to missile movement. The route survey will be conducted together as one team and consist of the following personnel: Convoy Commander, Civil Engineering and the transport driver assigned to the scheduled movement. (T-3)

- 3.2.1.6. Establish frequencies for maintenance forecasts and schedules. (T-3)
- 3.2.1.7. Establish MEEL and forward a copy to MAJCOM logistics division. (T-2)
 - 3.2.1.7.1. Develop and use, in conjunction with MMXS/MOS MOO/MX SUPTs, a MEEL to establish critical levels (minimum essential) of mission critical vehicles and equipment for day-to-day activities and EWO requirements. The MEEL or changes to MEELs don't require submission to or approval by higher headquarters. (T-3)
 - 3.2.1.7.2. Ensure, in conjunction with applicable MOO/MX SUPT and contracted supply functions, Single Point Failure (SPF) spare levels established on the applicable MAJCOM logistics division SPF listing are maintained. Items to include on the SPF list are items that would prevent mission accomplishment. Forward desired changes to the SPF listing to applicable MAJCOM logistics division with a detailed description of proposed change(s) and justification(s) for each change requested. (T-2)
- 3.2.1.8. Authorize deferral of weapon system discrepancies. (T-3)
- 3.2.1.9. Ensure maintenance data is entered and updated in IMDS, as required. (T-2)
 - 3.2.1.9.1. MMOC enters all Priority 1-4 discrepancies, including BCE priority 1-4 discrepancies. (T-3)
 - 3.2.1.9.2. Plans and Scheduling enters periodic inspections, code change requirements, Time Compliance TO (TCTOs), Master Change Logs (MCLs), time changes and modifications. (T-3)
 - 3.2.1.9.3. Supply data is entered, updated and deleted by Materiel Control. (T-3)
 - 3.2.1.9.4. Do not delete discrepancies in IMDS. If entered in error, sign them off and indicate discrepancy was entered in error. (T-2)
- 3.2.1.10. Ensure PMC documentation of environmental compliance discrepancies that impact the LF/MAF. (T-3)
- 3.2.1.11. Ensure MMOC enters priority 1-4 discrepancies when contacted by BCE Missile Support Function (T-3). Verify BCE discrepancy priorities IAW Attachment 2, Table A2.1. (T-3)
- 3.2.1.12. Develop a process for the cannibalization of parts and ensure proper documentation of cannibalization actions IAW TO 00-20-2, *Maintenance Data Documentation*, and AFI 21-200. (T-3)
- 3.2.2. Plans and Scheduling Section. Responsibilities:
 - 3.2.2.1. Serve as the focal point for the planning and scheduling of the expenditure of resources for known maintenance requirements. (T-3)
 - 3.2.2.2. Maintain programmed depot maintenance (PDM) and other depot-level program schedules. (T-3)
 - 3.2.2.3. Monitor and review all AWP and PMC conditions. (T-3)
 - 3.2.2.4. Assist with development of war support and contingency plans. (T-3)

3.2.2.5. Adjust commitment of resources and job assignments with coordination of applicable OIC/NCOIC and MMOC. (T-3)

3.2.2.6. Planning functions:

3.2.2.6.1. Develop, coordinate and publish maintenance forecasts. (T-3)

3.2.2.6.2. Perform Aerospace Vehicle Distribution Office (AVDO) responsibilities. (T-2)

3.2.2.6.3. Develop and manage the unit TCTO, MCL, modification and time change programs IAW TO 00-5-15, *Time Compliance Technical Order Process*. (T-2)

3.2.2.6.3.1. Forward all TCTOs, MCLs and modifications to QA for review. (T-3)

3.2.2.6.3.2. Forward all MCLs to BCE Missile Engineering for review. (T-3)

3.2.2.6.3.3. Forecast time change requirements IAW TO 00-20-1, and TO 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items*. (T-2)

3.2.2.6.3.4. Ensure requisition of supplies, schedule and document completion of all time change requirements. (T-3)

3.2.2.6.4. Provide monthly TCTO/MCL status reports to applicable MAJCOM logistics and missile engineering divisions, ICBM program office engineering division and BCE Missile Engineer and unit Operations Standardization and Evaluation. (T-2)

3.2.2.6.5. Ensure periodic maintenance schedules include all Dash 6 requirements. Refer to 00-20-1 and/or 00-20-2. (T-2)

3.2.2.6.5.1. Once a due month for an LF/MAF inspection requirement is established, it should not change. (T-3)

3.2.2.6.5.2. Units shall not deviate from a scheduled due date by more than 60 days. (T-2)

3.2.2.6.5.3. The only exception to both rules is during annual code change where units are authorized to complete periodic maintenance inspections outside the 60 day window, subsequently changing inspection due dates (ref par 2.1.3.3). (T-3)

3.2.2.7. Scheduling functions:

3.2.2.7.1. Develop, coordinate and publish maintenance schedules. (T-2)

3.2.2.7.1.1. Hold daily scheduling meetings and coordination meetings prior to any RS or missile downstage convoys IAW MAJCOM guidance. (T-2)

3.2.2.7.1.2. The meetings must be attended by each agency involved in the process (T-2). The meetings should cover, as a minimum, site, times and teams involved. (T-3)

3.2.2.7.2. Interface with BCE Missile Engineer for RPIE depot assistance. (T-3)

- 3.2.2.7.3. Schedule maintenance on trainers when requirements exceed the capability of Team Training Section. (T-3)
 - 3.2.2.7.4. For Information Control requirements see DoD S-5210.41M AFMAN 31-108 V3.
 - 3.2.2.7.5. Coordinate the commitment of wing/group resources via the daily maintenance plan. The plan is directive in nature. (T-3)
- 3.2.3. Missile Maintenance Operations Center.
- 3.2.3.1. Serve as the focal point for discrepancy reporting. (T-3)
 - 3.2.3.2. Establish procedures for assigning Job Control Numbers. (T-3)
 - 3.2.3.3. Coordinate with appropriate agencies to ensure mission accomplishment. (T-3)
 - 3.2.3.4. Assign maintenance priorities IAW Attachment 2, Table A2.1. (T-2)
 - 3.2.3.5. Ensure accuracy of all Priority 1-4 work orders entered into IMDS, as required. (T-3)
 - 3.2.3.6. Complete red X and red W from IMDS based upon reports from production inspectors. (T-2)
 - 3.2.3.7. Operate 24 hours per day, 7 days per week. (T-2)
 - 3.2.3.8. Monitor status of each LF/MAF, spare missile(s), designated MSE and vehicles. (T-2)
 - 3.2.3.9. Direct all maintenance efforts performed by missile maintenance personnel to execute the daily maintenance schedule. (T-2)
 - 3.2.3.10. Advise the applicable workcenter prior to diverting technicians and verify team is task qualified (T-3). Brief the team on the new task and safety/security requirements. (T-2)
 - 3.2.3.11. Implement the daily maintenance plan and coordinate requirements for unscheduled maintenance actions. (T-3)
 - 3.2.3.12. Monitor and keep MOOs/Supt/OICs/NCOICs informed of established technician timelines to ensure timelines are not exceeded. (T-3)
 - 3.2.3.13. Respond to disaster situations IAW local procedures and support agreements. (T-2)
 - 3.2.3.14. Notify Command Post (CP) of situations that impact alert posture, Airborne Launch Control Center (ALCC) systems tests or any other anomalies. (T-2)
 - 3.2.3.15. Develop a Ground Maintenance Reply (GMR)/Missile Operational Status Reply (MOSR) cross-check process to reconcile discrepancies documented in IMDS with current weapon system indicators. GMR/MOSR cross-check procedures will include the MCC and will be conducted daily. (T-2)
 - 3.2.3.16. Develop and maintain quick reference checklists for EWO related actions, mishaps, severe weather warnings, disasters and evacuations. Coordinate checklists with

Codes Section (OSB) and CP. Additionally, coordinate all explosive/mishap checklists with the weapons safety office (SEW). (T-2)

3.2.3.17. Coordinate MICAP conditions with Supply (Materiel Control). (T-2)

3.2.3.17.1. Evaluate condition as reportable NMC/PMC. Report conditions to CP for inclusion in the Strategic Force Accounting Module and/or ICBM Condition Status Report IAW AFI 21-103, *Equipment Inventory Status, and Utilization Reporting* (T-2). **NOTE:** Some GMR or Missile Status Reply reports are automatically a PMC condition. Others may signify a PMC condition, but do not report as PMC until confirmed.

3.2.3.17.2. Notify Supply (Materiel Control), to initiate MICAP/NMC/PMC parts requests. (T-3)

3.2.3.17.3. Assist Supply (Materiel Control) in verification of MICAP conditions and urgency justification codes (UJCs). (T-3)

3.2.3.18. Direct the remote start of single stand-by power systems for maintenance. (T-2)

3.2.3.19. Obtain Missile Maintenance Operations Center OIC/NCOIC approval for mass remote starting of stand-by power systems. (T-3)

3.2.3.20. Assist the CP in determining the status of responses to ALCC systems tests. (T-3)

3.2.3.21. Monitor availability of spare MGSs by serial number and part number. (T-2)

3.2.3.22. Track team depart and arrive times and monitor in-shop maintenance. (T-3)

3.2.3.23. Document maintenance and cannibalization actions IAW TO 00-20-2. MMOC will initiate cannibalization requests through the applicable squadron (T-3).

3.2.3.24. Maintain the capability to observe/track every RS convoy by using a Global Positioning System (GPS) unless waived by the Wing Commander. During every RS convoy the GPS monitoring system must be on/available to assist unit leadership in identifying the PT location, as required. (T-3)

3.2.3.25. Manage required access to the web based GPS tracking system. (T-3)

3.2.3.25.1. The OIC and NCOIC will be provided administrative rights to allow unit personnel access for applicable convoys. Every effort will be made to limit the amount of individuals having access to the web base viewer. (T-3)

3.2.3.26. Maintain logs of significant events related to on-site/back shop maintenance. (T-2)

3.2.3.26.1. NMC2 Senior Controller Logs will be used to collect MMOC specific information. (T-2)

3.2.3.26.2. NMC2 Site Logs will be used to capture maintenance related actions, technical engineering inputs and any other relevant actions MMOC personnel coordinate during the course of daily maintenance. (T-2)

- 3.2.3.26.3. NMC2 Site Backout Checklists will be used to document site configuration prior to backout and site departure any time a team enters the LSB, LER, LCSB or LCC. MMOC will conference call with the on-site team chief, MCC, and codes section (if coding actions were performed) and record the applicable information on the Site Backout Checklist on the unit's NMC2 web page. (T-2)
- 3.2.3.26.4. Senior Controller Logs, Site Logs and Site Backout Checklists will be reviewed as part of shift change to ensure all controllers are aware of pertinent maintenance actions and requirements. (T-2)
- 3.2.4. Maintenance Programs Section. Responsibilities:
- 3.2.4.1. Establish a manpower and personnel management program for the maintenance complex. (T-3)
 - 3.2.4.2. Function as the central manager for all maintenance facilities. (T-3)
 - 3.2.4.3. Prepare weapon system budgets and provide financial management for the maintenance organizations. (T-3)
 - 3.2.4.4. Establish an MSE management program. (T-3)
 - 3.2.4.5. Act as the maintenance single point of contact for overall guidance on mission support plans and support agreements. (T-3)
- 3.2.5. Helicopter Section. Command helicopter units execute wartime mission by providing rapid/flexible response to high priority Missile Wing security requirements. Unit flight personnel are responsible for compliance with management procedures IAW AFI 21-101. (T-1)
- 3.2.5.1. Functional Commander duties are the responsibility of the SQ Maintenance Operations Officer and will be managed IAW AFI 21-101 (T-1). The SQ MOO may delegate these responsibilities in writing (T-3).
- 3.2.6. Data Analysis Section. The Data Analysis section provides central oversight of all IMDS related functions within the maintenance group. The section consists of a combination of military personnel and contracted maintenance data functions. Responsibilities include:
- 3.2.6.1. The Data Analysis Section NCOIC will coordinate with COR to ensure compliance with all contracted maintenance data functions IAW paragraph 2.26 (T-3)
 - 3.2.6.2. Establish and lead the DIT. The DIT is established to evaluate, isolate and eliminate documentation errors in IMDS. (T-3)
 - 3.2.6.2.1. DIT Purpose. The DIT is critical for maintaining accurate weapon system data. Purposes of the DIT include:
 - 3.2.6.2.1.1. Ensuring the unit has complete and accurate data in the MIS and maintenance forms (to include all inputs made by staff agencies, i.e. MMOC). (T-3)
 - 3.2.6.2.1.2. Identifying and quantifying problems within the unit preventing complete and accurate documentation. (T-3)

- 3.2.6.2.1.3. Identifying and correcting the root causes for poor data integrity. (T-3)
- 3.2.6.2.1.4. Educating the unit on the critical need for data integrity and the maintenance data documentation process as stated in TO 00-20-2. (T-3)
- 3.2.6.2.2. DIT Membership. The DIT will include at least one representative from each MXG work center that repairs ICBMs and related support equipment. It will also include participation from Plans and Scheduling, MMOC, CE, Data Analysis, Training and QA. (T-3)
 - 3.2.6.2.2.1. Work center NCOICs will appoint primary and alternate DIT monitors in writing. (T-3)
 - 3.2.6.2.2.2. Appointment letters will be submitted to Data Analysis and will be updated annually and when work center DIT monitors change. (T-3)
 - 3.2.6.2.2.3. DIT monitors will be at least a 5-skill level familiar with the work center's specific roles and responsibilities. (T-3)
- 3.2.6.2.3. DIT Meeting. A DIT meeting will be held at least once a month to identify trends, provide training to correct common errors, and identify root causes for data collection issues. (T-3)
 - 3.2.6.2.3.1. The MOS MOO/Supt will chair the DIT meeting. (T-3)
 - 3.2.6.2.3.2. Data Analysis will develop the meeting agenda in coordination with the MOS MOO/Supt. (T-3)
 - 3.2.6.2.3.3. Data Analysis will develop the DIT Brief using the template provided on NMC2 (T-3). Data will be tracked and briefed for each individual work center (completed work orders only) and for the MXG as a whole (T-3). Minimum briefing items:
 - 3.2.6.2.3.3.1. Initial error rates for new and completed work orders. (T-3)
 - 3.2.6.2.3.3.2. Corrected error rates for new and completed work orders. (T-3)
 - 3.2.6.2.3.3.3. 12 month error rates for new and completed work orders. (T-3)
 - 3.2.6.2.3.3.4. Breakdown of error categories for new and completed work orders. (T-3)
 - 3.2.6.2.3.3.5. Common errors for the Maintenance Group and Mission Support Group. (T-3)
 - 3.2.6.2.3.3.6. Corrective actions taken to resolve any common errors. (T-3)
- 3.2.6.2.4. Data Analysis will publish meeting minutes and distribute to work center, flight and squadron leadership within 10 duty days of the meeting to capture issues identified and training conducted. As a minimum, meeting minutes will include: open action items, closed action items, attendees, work centers not represented, trends identified and any training conducted. (T-3)
- 3.2.6.2.5. Data Analysis will brief error rates and causes to the MXG/CC and MSG/CC monthly. (T-3)

3.2.6.3. Review all new work orders for accuracy daily. Forward work orders with errors to work center DIT monitors for corrections. (T-3)

3.2.6.3.1. Track errors using the New Work Order Error function on NMC2. Only one error will be charged per new work order; however, all errors will be recorded and broken down by category for trend analysis (T-3). Work order data recorded will include:

3.2.6.3.1.1. Number of new work orders checked. (T-3)

3.2.6.3.1.2. Number of new work orders with errors. (T-3)

3.2.6.3.1.3. Number of new work orders corrected. (T-3)

3.2.6.3.1.4. Number of errors by category (i.e. PWC assigned, discrepancy narrative, work unit code, etc.). (T-3)

3.2.6.3.2. Work center DIT monitors will:

3.2.6.3.2.1. Review the new work order report to validate errors. Each work order will be reviewed to identify any errors not flagged by Data Analysis. (T-3)

3.2.6.3.2.2. Forward validated errors to the appropriate team chief for correction. Any errors the DIT monitor considers invalid will be resolved with Data Analysis. (T-3)

3.2.6.3.2.3. Ensure corrections have been made in IMDS and forward corrective actions to Data Analysis within 3 duty days. (T-3)

3.2.6.3.3. Battery forms. (T-3)

3.2.6.4. Provide work center DIT monitors a report on completed work orders daily. Flag suspected errors for work center correction. Reports will be broken down by DDR and will include all work orders debriefed the prior day. (Reports will include multiple days following weekends and holidays). (T-3)

3.2.6.4.1. Data Analysis will track errors using the DIT Error function on NMC2 (T-3). Count the documentation errors by DDR and enter number of errors by DDR in the DIT Error tracker. Only one error will be charged for each DDR; however, all DDR errors will be recorded and broken down by category for trend analysis (T-3). DIT DDR data recorded will include:

3.2.6.4.1.1. Number of DDRs checked. (T-3)

3.2.6.4.1.2. Number of DDRs with errors. (T-3)

3.2.6.4.1.3. Number of DDRs corrected. (T-3)

3.2.6.4.1.4. Number of errors by category (i.e. discrepancy narrative, action taken code, when discovered code, etc.). (T-3)

3.2.6.4.2. Work center DIT monitors will:

3.2.6.4.2.1. Review the work order report to validate errors that require correction. Each DDR will be reviewed to identify any errors not flagged by Data Analysis. Any errors the DIT monitor considers invalid will be resolved with Data Analysis. (T-3)

3.2.6.4.2.2. Forward validated errors to the appropriate team chief for correction. (T-3)

3.2.6.4.2.3. Ensure corrections have been made in IMDS and forward corrective actions to Data Analysis within 3 duty days. (T-3)

3.2.6.5. Manage the WRF reconciliation process. MXG Unit workload requirements documented in IMDS require 100% reconciliation at least once a quarter to ensure IMDS records are accurate and support effective planning and scheduling efforts. (T-3)

3.2.6.5.1. The MOS MOO/MA will chair a WRF reconciliation meeting to ensure all MXG IMDS work orders have been reviewed for accuracy. Units may break the reconciliation process into portions following a locally developed scheme (e.g. review by flight, squadron, work center, etc.) as long as all workload requirements are reconciled quarterly. (T-2)

3.2.6.5.1.1. The MOS MOO/MA will determine appropriate participation for each reconciliation meeting based on the WRF under review. (T-3)

3.2.6.5.1.2. Meeting participants must be at least a 5-level, qualified in the work center they are representing. If circumstances prohibit a work center from meeting these requirements, the meeting will be rescheduled. (T-2)

3.2.6.5.2. All MXG IMDS discrepancies will be reviewed for accuracy (T-3). The WRF process will review the following items at a minimum:

3.2.6.5.2.1. Ensure consistent priorities for like discrepancies. (T-3)

3.2.6.5.2.2. Ensure no duplicate entries. (T-3)

3.2.6.5.2.3. Ensure identification, ordering and binning of parts (T-3).

3.2.6.5.2.3.1. MXG Supply personnel will validate all binned parts have a valid work order in IMDS. Any parts without a valid work order will be discussed during the reconciliation meeting. (T-3)

3.2.6.5.2.3.2. Parts availability will be updated in IMDS by MXG Supply personnel as parts are received and binned. MXG Supply personnel will change IMDS "WCE STATUS" from AWP to AWM when parts are binned. (T-3)

3.2.6.5.2.3.3. The primary work center will physically verify all parts prior to the reconciliation meeting. (T-3)

3.2.6.5.2.3.4. Parts for work orders with a primary work center "ANY" will be verified as directed by the MOS MOO/MA. (T-3)

3.2.6.5.2.4. Ensure currency of shelf-life items. Binned shelf-life items will have the shelf-life expiration date clearly marked on the associated paperwork (e.g. AF Form 2005) and will be briefed by MXG supply personnel during the reconciliation meeting. (T-3)

3.2.6.5.3. Meeting participants from production MXG work centers will review the WRF for their own work center and all discrepancies with a primary work center of "ANY" prior to the meeting. This review will focus on the accuracy of the work

- order narrative, proper priority/symbol for each work order, and the proper identification of required parts (e.g. document numbers loaded for parts ordered through the supply system or clear identification of parts available through work order residue or bench stock). (T-3)
- 3.2.6.5.4. Data Analysis personnel will keep a master record of all changes identified during the meeting. (T-3)
- 3.2.6.5.5. Work centers will make changes to the WRF within 3 duty days and report completion to Data Analysis. (T-3)
- 3.2.6.5.6. Data Analysis will verify changes have been made and notify MOS MOO/MA of completion status within 5 duty days. (T-3)
- 3.2.6.6. Maintain a site file for each Launch Facility and Missile Alert Facility which as a minimum includes:
- 3.2.6.6.1. Air Force Technical Order (AFTO) 95 Significant Historical Data. Maintain all AFTO 95 forms IAW TO 00-20-1 for equipment installed on site (T-2). As a minimum, maintain an AFTO 95 for each item listed in Table 3.1. AFTO 95 Minimum Item Listing (T-2). Retain all AFTO 95's with aerospace equipment or component until installed on a LF/MAF (T-2). Following installation, collect AFTO 95 and file in applicable site file. Upon aerospace equipment or component removal from a LF/MAF the AFTO 95 must be reattached to the equipment item (T-2).
- 3.2.6.6.2. Physical inventory sheet. (T-2)
- 3.2.6.6.3. Battery forms. (T-2)
- 3.2.6.7. Provide a central collection point for maintenance data forms (T-3). Forward documents as directed by MAJCOM. (T-2)

Table 3.1. AFTO 95 Minimum Item Listing.

Part Number	National Stock Number	Nomenclature
TD102666-01	N/A	Booster Assembly, Missile, LGM30G
85000-102-643	1420-00-003-7274AH	Propulsion System, Guided Missile (Propulsion System Rocket Engine)
20100-101-X	1420-01-454-4922AH	Guidance Set
NOTE: X denotes any extension of part number.		

- 3.2.7. Materiel Control Section. Provides central oversight of all supply/support related functions within the maintenance group. The section consists of DoD civilian personnel. Responsibilities include:
- 3.2.7.1. Requisition weapon system parts and supplies, except TMDE, munitions and established bench stocks. (T-2)
- 3.2.7.2. Monitor expenses for weapon system parts and supplies. (T-2)

- 3.2.7.2.1. Notify Maintenance Programs when funds shortages are projected or detected. (T-3)
- 3.2.7.2.2. Ensure squadron cost centers do not requisition or expend weapon system parts and supplies (except as noted in paragraph 3.2.7.1.). (T-3)
- 3.2.7.2.3. Notify Plans and Scheduling and MMOC upon receipt of items requiring functional check, calibration, certification, strapping or bench check. (T-3)
- 3.2.7.3. Perform maintenance supply liaison (MSL) functions (T-2):
 - 3.2.7.3.1. Requisition weapon system parts and supplies from Contract/Base Supply function, Contractor/Government Operated Civil Engineering Supply Stores (COCESS/GOCESS) and Government Purchase Card (GPC). Equipment specialists will approve GPC transactions for weapon system parts for configuration management. (T-2)
 - 3.2.7.3.2. Process issue requests. (T-3)
 - 3.2.7.3.3. Load supply document information against work orders in IMDS. (T-3)
 - 3.2.7.3.4. Support the TCTO program and time change items. (T-3)
 - 3.2.7.3.5. Monitor back-order requirements and work with contract/base supply function to remedy unsatisfactory supply conditions. When depot supply status is unacceptable and normal base lateral support won't satisfy requirements, consider transfer of assets from a deactivating wing. All requests for removal of an item from a system or equipment involving a unit undergoing deactivation must be submitted directly to base supply to ensure proper accountability through the supply system. MAJCOM will develop these procedures. (T-2)
 - 3.2.7.3.6. Ensure use of proper UJC. (T-3)
 - 3.2.7.3.7. Manage stock levels. (T-3)
 - 3.2.7.3.8. Provide MICAP support IAW AFI 23-101 and AFMAN 23-122.
- 3.2.7.4. Assist technicians with identifying parts, preparing requisitions and researching replacement/substitute parts and supplies. (T-3)
- 3.2.7.5. Perform supply point functions (T-3):
 - 3.2.7.5.1. Serve as the primary delivery destination, storage location and due-out release point for all items ordered in support of weapon system and support equipment. (T-3)
 - 3.2.7.5.2. Show availability of bench stock, supply point and shop residue assets. (T-3)
 - 3.2.7.5.3. Update work orders to reflect supply status, item availability, part number and serial number (if applicable). (T-3)
 - 3.2.7.5.4. Operate a central supply point and consolidated bench stock. (T-3)
 - 3.2.7.5.5. Develop procedures to accept, store and turn in residual expendable supply items. (T-3)

3.2.7.6. Perform maintenance processing functions (T-3):

- 3.2.7.6.1. Serve as the central point for processing all repairable property within the ICBM maintenance complex. (T-3)
- 3.2.7.6.2. Receive and process Not Repairable This Station (NRTS) assets. (T-3)
- 3.2.7.6.3. Manage due-in-from-maintenance (DIFM) assets. (T-3)
- 3.2.7.6.4. Manage maintenance turn-around (TRN) assets. (T-3)
- 3.2.7.6.5. Ensure accuracy of IMDS database for all serviceable/awaiting maintenance/awaiting parts items under maintenance processing control. (T-3)
- 3.2.7.6.6. Provide DIFM status and repair cycle data as required to the host supply repairable processing center. (T-3)
- 3.2.7.7. Attend IREP forum meetings. (T-3)
- 3.2.7.8. Identify operational readiness parts (ORP) to base supply. (T-3)

3.3. Training Flight. The mission of the Training Flight is to manage ICBM maintenance training for all maintenance personnel assigned to the MXG (to include Rivet MILE when requested); provide ancillary training to maintenance technicians and supervisors; provide centralized training for selected maintenance teams; and maintain assigned weapon system trainers. Use this instruction and applicable AF 36-series instructions for guidance. The Training Flight is divided into two sections: Training Management (TM) and Team Training (TT).

3.3.1. Training Flight Commander/Superintendent. Responsibilities:

- 3.3.1.1. Manage assigned missile maintenance/ancillary training programs. (T-2)
- 3.3.1.2. Promptly identify and initiate corrective actions for training deficiencies. (T-3)
 - 3.3.1.2.1. Convene Training Review Boards (TRB) when projected Individual Maintenance Training (IMT)/Team Training (TT) graduation dates are exceeded. Establish attendance as required to determine cause(s) for exceeding projected training completion dates. (T-3)
- 3.3.1.3. Provide non-technical information, (i.e., safety, security and management) applicable to duty performance. See Attachment 3 for course requirements levied by this instruction. (T-2) **NOTE:** Use of locally developed Computer Based Instruction (CBI) is highly encouraged.
- 3.3.1.4. Conduct and monitor the upgrade training program in coordination with the trainee's supervisor. (T-3)
- 3.3.1.5. Coordinate with supervisors to identify technician task requirements in the CFETP. (T-3)
- 3.3.1.6. Use the Instructional System Development process to develop maintenance training programs. (T-3)

3.3.1.7. Ensure sections/work centers develop lesson plans for all technical CFETP tasks that are not incorporated into MAJCOM centrally managed lesson plans (on-equipment task performances governed by a technical data training reference). (T-3)

3.3.1.7.1. Ensure periodic review of master training plans. (T-3)

3.3.1.8. Ensure a RTT program is established and provide overall management of the program. Tailor this program to individual technician and work center needs (N/A Rivet MILE). (T-3)

3.3.1.9. Develop an initial and recurring Missile Maintenance Academic Training program. All missile maintenance personnel (technician, team chief, site supervisors, instructors, and evaluators), are required to complete initial and recurring missile maintenance academic training. (T-2)

3.3.1.9.1. Initial missile maintenance academic training must be completed before the start of any task qualification training. (T-2)

3.3.1.9.2. Recurring missile maintenance academics training will be administered, as a minimum, every 15 months (T-1), and may be included as part of training and recertification for failed personnel proficiency evaluations (T-2).

3.3.1.9.3. Individuals must complete a closed-book test with a minimum score of at least 80 percent. A test score of less than 80 percent requires retraining and retesting with a different test. (T-2)

3.3.1.9.4. Document initial and recurring missile maintenance academic training in IMDS. (T-2)

3.3.1.9.5. Missile Maintenance academics course control documents will be tailored to unit mission/contingency needs and, as a minimum, cover the following items (T-2):

3.3.1.9.5.1. Applicable nuclear weapons/system capabilities, individual responsibilities per this instruction (e.g. team chief, team member, instructor), and reporting requirements.

3.3.1.9.5.2. Weapon system fault isolation, troubleshooting and emergency procedures.

3.3.1.9.5.3. Security requirements per DoD S-5210.41-M AFMAN31-108.

3.3.1.9.5.4. ICBM generation requirements/timelines, if applicable.

3.3.1.9.5.5. NSI and NORI inspection requirements.

3.3.1.9.5.6. Overview of applicable AFIs, weapons system safety rules, weapons system technical orders, and local operating procedures.

3.3.1.9.5.7. Missile/explosive safety, nuclear surety/PRP, NWRM and INRAD training may be combined with weapons academics training.

3.3.1.10. Maintenance Officer Training. Implement, control, monitor and document the maintenance officer training program IAW the CFETP (T-2).

3.3.1.11. Establish a consolidated task coverage file to show the work center responsible for performing each CFETP task. Ensure a training capability for each CFETP technical task performed. (T-2)

3.3.1.12. Certify (interview and approve) all newly assigned TT and non-TT instructors (T-2). Ensure unit instructors meet the following:

3.3.1.12.1. Prior to performing unsupervised instructor duties, personnel selected as instructors must:

3.3.1.12.1.1. Meet minimum instructor requirements of AFI 36-2201V1, *Training Development Delivery and Evaluation*. (T-2)

3.3.1.12.1.2. Complete local instructor orientation requirements and observation by the Training OIC/NCOIC and individual's work center supervisor. (T-2)

3.3.1.12.1.3. Attend the ICBM Maintenance Instructional Techniques Course (MITC) (T-2). The Training OIC/NCOICMXG/CC may authorize an instructor to conduct unsupervised training prior to completing the MITC (T-3). Instructors so approved must attend MITC at the earliest possible date (T-2). Individuals who attended an AETC (Air Education and Training Command) Instructor Course and were certified to instruct IAW AFI36-2201V1 may request a waiver from 20 AF/ICE through 20 AF/A4 (T-2).

3.3.1.12.2. Ensure TT instructors:

3.3.1.12.2.1. Are capable of operating trainers required to conduct training. (T-3)

3.3.1.12.2.1.1. Do not insert faults in operational LFs/MAFs (T-0). Fault insertion is any act that impairs a subsystem or renders serviceable component unserviceable (T-0). **NOTE:** Faults may be inserted in designated off-base trainers provided proper site configuration can be verified at completion of training dispatch (T-3).

3.3.1.12.2.1.2. Perform and/or coordinate the remove, replace and repair actions at facilities specified as training sites. Coordinate configuration changes with MMOC. (T-3)

3.3.1.12.2.1.3. Ensure the WRF reflects current configuration. (T-2)

3.3.1.12.2.1.4. Ensure instructors are JQS Qualified on the task being trained. (T-2)

3.3.1.12.2.2. Assist trainer maintenance personnel with maintenance and configuration control of applicable trainers. (T-3)

3.3.1.13. Missile Maintenance Team (MMT) special RS task training requirements: For RS tasks, train technicians using the training RS (T-0). Only certified technicians may perform tasks on an operational RS (T-0).

3.3.2. Training Management Section. Responsibilities:

3.3.2.1. Manage all unit-training programs. (T-3)

3.3.2.2. Monitor and schedule training. (T-3)

- 3.3.2.2.1. Develop and distribute a schedule of future training classes in sufficient time for all agencies to determine requirements. (T-3)
- 3.3.2.2.2. Serve as the focal point for obtaining and scheduling missile maintenance related training quotas for courses conducted by outside agencies (on/off base) (T-3). Use the AF IMT3933, *MAJCOM Mission Training Request*, to request special training needs. Submit requests to applicable MAJCOM logistics division. (T-2)
- 3.3.2.2.3. In conjunction with work center supervisors, monitor and schedule all non-technical training requirements. (T-3)
- 3.3.2.2.4. Provide each assigned agency the training forecast and awaiting action listing. (T-3)
- 3.3.2.2.5. Monitor overdue training and notify the appropriate level of supervision to correct training deficiencies. (T-3)
- 3.3.2.3. Implement the RTT program. (T-2)
 - 3.3.2.3.1. Assist non-TT trained work center supervisors/instructors with developing an RTT program. (T-3)
 - 3.3.2.3.2. Assist work center supervisors/instructors in determining RTT requirements. (T-3)
 - 3.3.2.3.3. Ensure work centers notify TM of RTT accomplished. (T-3)
- 3.3.2.4. Manage learning center resources and equipment. (T-3)
- 3.3.2.5. Assist work center supervisors with the management of training records ensuring accuracy and currency of records. (T-3)
- 3.3.2.6. Ensure proper administration of training programs. (T-3)
- 3.3.2.7. Ensure all non-TT work centers establish training plans. (T-3)
- 3.3.2.8. Conduct CFETP/AF IMT 797 Review (T-2). A CFETP Review Board chaired by TM, reviews CFETPs and local AF IMT 797s, for proper coverage and currency. Local AF IMT 797s are used to document training on new tasks not in the CFETP. As a minimum, this review will be conducted annually (T-2). Ensure the board consists of all affected work centers (T-2). The review board will:
 - 3.3.2.8.1. Review CFETP changes. (T-3)
 - 3.3.2.8.2. Submit CFETP changes to applicable MAJCOM logistics division. (T-2)
 - 3.3.2.8.3. Assign task responsibility. (T-3)
 - 3.3.2.8.4. Review and validate CFETP/new training requirements in Training Business Area within 30 days of receipt. (T-3)
- 3.3.2.9. Manage the MRM program. (T-3)
 - 3.3.2.9.1. Determine need to supplement basic course content to ensure MRM course meets the needs of the local mission and current cultural awareness. (T-3)

3.3.2.9.2. When practical, ensure optimal mixture of students from within the MXG based on experience, skills and rank to maximize benefits of course discussions. (T-3)

3.3.2.9.3. Encourage participation and attendance by other agencies and units involved in the mission generation and mission enabling processes to expedite resolution of MRM related issues. (T-3)

3.3.2.9.4. Ensure course completion is tracked in IMDS. (T-2)

3.3.3. Team Training Section. Responsibilities:

3.3.3.1. Manage Phased Team Training (PTT) program. Program will consist of:

3.3.3.1.1. Phase I, IMT.

3.3.3.1.1.1. Provide technicians a structured and visible schedule of all requirements needed to progress to Phase II. (T-2)

3.3.3.1.1.2. Provide oversight for each technician enrolled in CDCs. (T-2)

3.3.3.1.2. Phase II, Team Training. Tailor course requirements based on section need and possible back log of technicians. Phase II will provide initial, recurring technical and, if requested, remedial training for:

3.3.3.1.2.1. MMT. (T-2)

3.3.3.1.2.2. Electro-Mechanical Teams (EMT). (T-2)

3.3.3.1.2.3. Periodic/Facility Maintenance Teams (PMT/FMT). (T-2)

3.3.3.1.2.4. Other missile maintenance as requested. (T-2)

3.3.3.2. Conduct the tractor-trailer and special purpose vehicle courses as described in Attachment 3. (T-2)

3.3.3.3. Ensure training requiring support beyond TT resources (such as equipment and vehicles) is published in the maintenance plan, coordinated at the daily planning meeting and included in the daily plan. (T-3)

3.3.3.4. Control, use and maintain assigned maintenance trainers. (T-3)

3.3.3.5. Maintain off-base trainers in the same manner as operational LFs. (T-1)

3.3.3.6. MMT instructors must meet nuclear certification program requirements for all RS certifiable tasks to handle operational reentry systems. Certification is not required to perform and/or instruct tasks utilizing the training RS. (T-1)

3.3.3.7. TT Procedures. Make a structured and visible master training plan for each trainee or team assigned to PTT for initial technical training. Program training for PTT from arrival on station through TT graduation based on trainee qualifications and tasks required. Ensure periodic review of master training plans. (T-2)

3.3.3.7.1. Master training plans must:

3.3.3.7.1.1. Establish a Phase II start date upon entry into Phase I IMT. (T-2)

- 3.3.3.7.1.2. Establish a Phase II graduation date upon entry into Phase II TT. (T-2)
- 3.3.3.7.1.3. Convene a TRB per paragraph 3.3.1.2.1 if projected training dates are exceeded. Flight CC/Supt will establish attendance as required to determine cause(s) for exceeding projected training completion dates. (T-3)
- 3.3.3.8. Keep a daily record of activities for each trainee or team (T-3). Include the following:
 - 3.3.3.8.1. Material covered. (T-3)
 - 3.3.3.8.2. Date accomplished. (T-3)
 - 3.3.3.8.3. Training plan deviations. (T-3)
 - 3.3.3.8.4. Comments concerning trainee's progress. (T-3)
- 3.3.3.9. Ensure training dispatches familiarize trainees with workforce procedures. (T-3)
 - 3.3.3.9.1. Coordinate dispatches to operational facilities and off-base training LFs with Plans and Scheduling. (T-3)
 - 3.3.3.9.2. Training may be conducted at off-base LFs, IAW Table 2.1, and MAFs. (T-3)
 - 3.3.3.9.3. Ensure students process maintenance forms through normal maintenance channels. (T-3)
- 3.3.3.10. Notify QA when personnel are ready for initial MSEP evaluations and when initial training is complete. (T-3)
- 3.3.3.11. Ensure sections/work centers develop lesson plans for all technical CFETP tasks that are not incorporated into MAJCOM centrally managed lesson plans (on-equipment task performances governed by a technical data training reference). (T-3)
 - 3.3.3.11.1. All lesson plans, to include those centrally managed, are reviewed by the appropriate instructor, production work center supervisor, and QA annually for adequacy and technical accuracy (ensure the WSM reviews all lesson plans that affect nuclear surety) (T-2). Annual reviews of lesson plans become overdue on the last day of the month in which they are due (T-2).
- 3.3.3.12. Training OIC/NCOIC. Responsibilities:
 - 3.3.3.12.1. Observe all TT and non-TT instructors at least once a year, not to exceed 12 months between observations (T-2). Report results to the Training Flight CC/Supt and parent work center (T-3).
 - 3.3.3.12.2. Observe all newly assigned TT and non-TT instructors prior to certification. (T-2)
 - 3.3.3.12.3. Act as liaison between unit and 532d Training Squadron (TRS) for training pipeline management. Maintain an annual PTT training forecast based on projected technical school accessions. (T-3)
- 3.3.4. Maintenance Trainer Program. The applicable MAJCOM logistics division is responsible for procurement, configuration control and administration of the ICBM

Maintenance Trainer Program. Submit any modification change proposals to the applicable MAJCOM logistics division IAW MAJCOM guidance.

3.3.4.1. Trainer Concept:

3.3.4.1.1. Use ICBM trainers to provide a realistic environment for initial and recurring training. Use them also to conduct Personnel Proficiency Evaluations (PPE) if desired. (T-2)

3.3.4.1.2. Weapon system technical data and maintenance procedures apply to all training conducted on the trainers. Students will not use trainer operations and maintenance manuals. (T-2)

3.3.4.1.3. Maintain configuration of Class I, II and III (Used in power-on/up configuration) training equipment. (T-2)

3.3.4.2. Terms Explained:

3.3.4.2.1. ICBM Trainer. Electro-mechanical device which simulates or operates in the same manner as a portion of an ICBM system.

3.3.4.2.1.1. Class I Training Equipment. Distinctive end items of training equipment specifically designed, developed, fabricated and assembled to meet specific training objectives. These items are subject to configuration control and require logistic support.

3.3.4.2.1.2. Class II Training Equipment. Weapon system parts, components and end items used for training purposes in their original configuration. Support equipment includes tools and test equipment on the master equipment listing used for training purposes in their original configuration. These items will retain their supply classification identity.

3.3.4.2.1.3. Class III Training Equipment. Items designed to demonstrate/illustrate a concept or to portray the functional characteristics of an end item without the use of the actual working medium as a motivating force. Examples of these items are animated parts, cut-aways, exploded displays and models. Furthermore, deactivated weapon system components developed as Class III Trainers may be used with the actual working medium as a motivating force. If these trainers are to be used in a powered up/power on configuration, they must be maintained IAW applicable weapon system tech data. This will be addressed and documented with all Class III trainer approval letters. Any part cannibalized from a Class III trainer must first be certified/checked out prior to field installation (T-2).

3.3.4.3. Refer to AFI 63-131AFGSCSUP for any modifications to configured trainers.

3.3.4.4. Unit Responsibilities:

3.3.4.4.1. Identify problems that cannot be resolved to applicable MAJCOM logistics division. (T-2)

3.3.4.4.2. For trainers maintained under Contractor Logistics Support (CLS), Training Flight identifies a point of contact (POC) to certify any maintenance performed by the contractor (T-2). The POC will perform as the maintenance liaison

between the maintenance community, CLS contractor and depot project officer. Forward the name of the POC to applicable MAJCOM logistics division. (T-2)

3.3.4.4.3. TT:

3.3.4.4.3.1. Ensures file of trainer TOs are maintained. (T-3)

3.3.4.4.3.2. Documents and maintains suspense files necessary to schedule and control maintenance of trainer equipment as prescribed in 00-20 series TOs. (T-3)

3.3.4.5. Maintenance Procedures:

3.3.4.5.1. Perform periodic and phased inspections for configuration managed training equipment IAW the applicable 43 series and 00-20-series TOs. Maintain weapon system components and end items used with configuration managed training equipment IAW applicable weapon system technical data and associated reference manuals. (T-2)

3.3.4.5.2. TT performs organizational level maintenance on ICBM maintenance trainers. Trainer maintenance technicians are responsible for trainer peculiar aspects of trainers and items that are not weapon system similar. (T-3)

3.3.4.5.3. The appropriate Air Logistics Complex (ALC) is responsible for depot-level maintenance and logistics support for the trainer support equipment. The BCE is responsible for all levels of trainer RPIE maintenance support. The munitions organization is responsible for base-level maintenance on the RS trainer, which is beyond the capability of TT. (T-2)

3.3.4.5.4. Document, schedule and correct maintenance discrepancies in a timely manner. (T-2)

3.3.4.6. Acceptance Procedures. Normally, contractor personnel install new trainers under the control of the AFMC ICBM System Program Office (SPO). Unit personnel will monitor all phases of facility and equipment turnover (T-2). The representative from the appropriate maintenance organization ensures documentation of all discrepancies noted during the acceptance demonstration (T-3).

3.3.4.7. Schedule downtime for the accomplishment of TCTOs consistent with training requirements (T-2). Report those TCTOs that cannot be completed within the specified time to applicable MAJCOM logistics division (T-2). Document TCTO compliance IAW TOs 00-20-2, and 00-5-15. Control and report trainers under the advanced configuration management system IAW TO 00-20-2. After completion of a TCTO, submit written notification of completion to applicable MAJCOM logistics division (T-2). Units must coordinate with applicable MAJCOM logistics division prior to performing installation of TCTOs on maintenance trainers (T-2).

3.3.4.8. Annually forward copies of all discrepancy deferral IMDS runs affecting training devices to applicable MAJCOM logistics division. (T-2)

3.3.4.9. Class III trainers may range from a cutaway of a low cost or XB3 part up to the more complex part task trainers built by the Air Force. Units should check the preface of *Table of Allowances*, 014 and AFI 23-101 and AFMAN 23-122, for unit manufactured

aids. The applicable MAJCOM logistics division must approve all manufactured aids prior to construction or use by the unit (T-2). Units do not need approval for aids made from unserviceable XB3 parts. Units must keep a current list of approved Class III trainers. (T-2)

3.3.4.9.1. Submit requests for approval to applicable MAJCOM logistics division (T-2). Include the following:

3.3.4.9.1.1. A brief description of the proposed trainer. (T-2)

3.3.4.9.1.2. The tasks which will be supported by the trainer. (T-2)

3.3.4.9.1.3. Diagrams, schematics and drawings of the proposed trainer. (T-2)

3.3.4.9.1.4. Parts available to build the trainer. (T-2)

3.3.4.9.1.5. Parts required for construction of the trainer. (T-2)

3.3.4.9.1.6. The proposed plan to provide technical data for support of the trainer. (T-2)

3.3.4.9.1.7. The approximate cost of parts, labor and materiel to construct the trainer. (T-2)

3.3.4.9.1.8. Method of trainer construction; local or other Air Force agencies. (T-2)

3.3.4.9.1.9. Projected spares support required. (T-2)

3.3.4.9.1.10. Narrative detailing added capabilities or student impact resulting from construction of the trainer. (T-2)

3.3.4.9.1.11. Will the trainer be used in a powered up/power on configuration? (T-2)

3.3.4.9.2. Applicable MAJCOM logistics division reviews the request for feasibility, completeness, applicability and appropriateness for use by other units (T-1). Applicable MAJCOM logistics division will assign a control number to track status. (T-1)

3.3.4.9.3. Notify applicable MAJCOM logistics division prior to disposing of approved power on/up Class III trainers. (T-2)

3.3.4.10. Maintenance Data Reporting. Accomplish maintenance data reporting IAW TO 00-20 series and this instruction. (T-2)

3.3.4.11. Trainer Status Documentation:

3.3.4.11.1. Use IMDS products to maintain current status on all Class I, Class II and approved power on/up Class III trainers. (T-2)

3.3.4.11.2. Report trainer status monthly to applicable MAJCOM logistics division IAW AFI 21-103. (T-2)

3.3.4.12. Maintain maintenance records using 00-20 series TOs (T-2). Retain as a minimum:

3.3.4.12.1. Approved modification data packages for those modifications not covered by TCTO. (T-2)

3.3.4.12.2. Significant Historical Data (AFTO Form 95) or automated equivalent on Class I trainers. Information will consist of TCTOs completed or awaiting installation, refurbishment actions and other similar information. (T-2)

3.3.4.12.3. Approved Class III trainer drawings, schematics and approval documentation. (T-2)

3.4. Resources Flight. The mission of Resources Flight is to perform off-equipment maintenance on electrical, environmental, power generation, pneumatic, hydraulic, and communication systems associated with the ICBM weapon system; perform limited on-equipment repair of LF and MAF subsystems; centrally store, issue, inspect and repair ICBM support equipment and special purpose vehicles; track and manage assigned support equipment and vehicle inspections, maintenance, and calibration requirements and ensure accurate tracking of spare MGSs (if applicable). Flight responsibilities:

3.4.1. Maintain the capability to inspect, repair and perform operational checks of support equipment, special purpose vehicles, emergency response equipment and selected weapon system components. (T-2)

3.4.2. Identify a VCO for the entire maintenance complex (T-2). The VCO will:

3.4.2.1. Maintain status of all assigned vehicles. (T-2)

3.4.2.2. Ensure IMDS vehicle databases reflect accurate status. (T-2)

3.4.2.3. Ensure accomplishment of vehicular crane inspections. (T-2)

3.4.3. Electronics Laboratory (ELAB). ELAB personnel inspect, troubleshoot and repair missile electronic and communication components and test equipment. They prepare electronic drawers for dispatch to LFs and MAFs. Responsibilities:

3.4.3.1. Maintain a 24-hours per day, 7-days per week maintenance capability. (T-2)

3.4.3.2. Maintain a master file of LF/LCC unique strapping data documents in ELAB. Update the master file after approved routine or emergency changes from 526 ICBMMW. Retain letters or messages of approval as historical documents. (T-2)

3.4.3.3. Track spare MGSs by serial and part number, if responsible agency. (T-2)

3.4.4. Mechanical and Pneudraulics Section (MAPS). MAPS personnel inspect, troubleshoot and repair hoists, mechanical support equipment, pneumatic and hydraulic components, weapons system components, support equipment and special purpose vehicles. Responsible for on-site troubleshooting and repair of LF hydraulic and pneumatic systems, nuclear certified PT RS handling gear, on-base secondary door, A-Circuit, GMMPS, TE, cranes, PSRE response equipment, hoist/hooks, lifting slings troubleshooting and repair, as well as operation and maintenance of the proof-load test facility. (T-2)

3.4.5. Power, Refrigeration and Electrical (PREL) Section. PREL Section personnel inspect, troubleshoot and repair weapon system environmental control systems, power systems, electrical systems, support equipment, test equipment and special purpose vehicles. (T-2)

3.4.6. Vehicle and Equipment Section (VES). Section personnel manage assigned vehicles and equipment to meet scheduled and unscheduled missile maintenance requirements. Responsibilities:

3.4.6.1. Ensure maximum availability of safe and reliable, general and special purpose vehicles, cranes and equipment to meet mission requirements. (T-3)

3.4.6.2. Submit all vehicle discrepancies and inspection/servicing requirements to the Logistic Readiness Squadron. (T-3)

3.4.6.3. Report vehicle and equipment shortages to MMOC and Resources Flt CC/SUPT. (T-3)

3.4.6.4. Ensure maximum availability of safe, serviceable and reliable equipment. (T-3)

3.4.6.5. Maintain a record of inspections and calibrations of owned equipment in IMDS. Refer to TO 00-20-1 and/or TO 00-20-2. (T-3)

3.4.6.6. Ensure IMDS equipment database reflects accurate equipment availability and discrepancies. (T-2)

3.4.6.7. Use load lists as a load check sheet, maintenance team inventory check sheet, configuration control inventory and/or receipt. Any item with multiple components will have a detailed inventory included with the item. (T-3)

3.4.6.8. Inspect each equipment load for completeness prior to and upon return from dispatch (T-2). Document any abnormalities, evidence of misuse or loss of equipment on the inventory receipt. (T-2)

3.4.6.9. Assist maintenance teams with loading and off-loading of equipment. (T-3)

3.4.6.10. Inspect and perform minor equipment repair and operator maintenance on owned TMDE, include RS handling equipment. Limit repair to the replacement of minor hardware and treatment of minor corrosion. (T-2)

3.4.6.11. Schedule munitions equipment repair through Munitions Control. (T-3)

3.4.6.12. Process equipment through Maintenance Processing. Process TMDE for calibration/repair through the PMEL. (T-3)

3.4.7. Aerospace Ground Equipment (AGE) Section (90 MW and 341 MW only). AGE Section personnel perform necessary inspections and maintenance on wing AGE. Tracks and manages AGE inspection and maintenance requirements. Stores and maintains selected AGE for use by the wing. Section personnel are responsible for compliance with management procedures IAW AFI 21-101, paragraph 5.7. (T-2)

3.5. Training Requirements. See Attachment 3 for training requirements specified in this instruction. Each OPR/Office of Collateral Responsibility (OCR) ensures appropriate lesson plan development. Determine instruction method locally.

Chapter 4

MISSILE MAINTENANCE SQUADRON

4.1. Missile Maintenance Squadron: The mission of MMXS is to maintain the readiness of Minuteman III ICBMs and corresponding MAFs and LFs through the replacement of limited life components, munitions, missiles, reentry systems, guidance sets; troubleshooting/repairing security, electrical and communication systems, coding, corrosion control and periodic inspections.

4.1.1. Squadron Commander. Provides maximum ICBM and equipment readiness to the MXG/CC; responsible for squadron management and mission accomplishment; ensures development of and monitor squadron metrics; attends or provides representative for IREP forum meetings.

4.1.2. Maintenance Operations Officer/Superintendent. Manage maintenance production and assigned resources used in achieving maximum ICBM and equipment readiness. See para 3.1.2 of this Instruction and Chapter 2, AFI 21-200 and AFI 21-101 for responsibilities.

Maintenance Flights

4.2. Facilities Flight. Perform actions required to maintain LFs and MAFs in optimal condition and ensure operational readiness, by troubleshooting/repairing power and environmental systems, and performing periodic maintenance inspections, corrosion control and preventative maintenance actions. In addition, all hardness to enable the missile launch crew to survive and operate through nuclear blast, shock, vibration and thermal effects. Maintains and repairs the Hardened Intersite Cable System (HICS) and fulfills Cable Affairs responsibilities. The flight consists of Facilities Maintenance Section (FMS), Corrosion Control Section (CORR), HICS Section, Cable Affairs (CA) Section, Survivable Systems Teams (SST) Section and ICBM Communication Section. The Flight CC/Supt must enforce strict compliance with technical data and safety requirements and approve Periodic Maintenance substitutions.

Flight responsibilities:

4.2.1. FMS. Personnel perform preventive maintenance IAW the scheduled periodic maintenance program and on-site repair of LF/MAF power and environmental systems. PMT consists of six to seven 2M0X3 technicians. FMTs consists of at least two 2M0X3 technicians. Changes in team composition (substitutions, additions or subtractions) will be approved in writing by Flight CC/Supt (T-3). Responsibilities:

4.2.1.1. Operate a bench stock. (T-3)

4.2.1.2. Perform shotgun custodian duties. (T-3)

4.2.1.2.1. Ensure work center personnel receive special training in weapon inventory and handling procedures from the Combat Arms Training Management (CATM) office (T-3). CATM personnel will perform all inspections/maintenance.

4.2.1.2.2. Appoint an individual to serve as custodian. (T-1)

4.2.1.2.3. Ensure completion of inventory. (T-1)

- 4.2.1.2.4. Ensure proper handling and positive control of the weapons. Deliver weapons removed from the LF for inspection/maintenance to the CATM. (T-3)
- 4.2.1.2.5. Ensure removal of weapons and ammunition from the LF before turnover to a non-lead MAJCOM agency. Make local arrangements for temporary off-site storage. (T-2)
- 4.2.1.2.6. Maintain location inventory of weapons and related equipment Custodian Authorization/Custody Receipt Listing and related documents including signed work orders. Signed work orders serve as hand receipts for weapons and equipment installed in the LF. Account for equipment not installed with custodian maintained hand receipts. (T-1)
- 4.2.1.2.7. Coordinate with Training Flight and CATM to schedule training. (T-3)
- 4.2.1.2.8. Provide biennial inventory and inspection certification to Base Supply and Munitions Operations. (T-3)
- 4.2.1.2.9. Conduct required shotgun inspections IAW AFI 36-2226, *Combat Arms Program*. (T-2)
- 4.2.1.3. Perform Ammunition Custodial Responsibilities IAW AFI 21-201, *Conventional Munitions Management*. (T-1)
- 4.2.2. HICS Section. Maintains electromagnetic pulse protected cables connecting MAFs to LFs and to other MAFs. HICS section technicians inspect, troubleshoot and repair buried cable and splice case assemblies, terminal splice cases, cable air dryers, HICS right-of-way (ROW), marker poles, utility crossings, cable locating and erosion issues. HICS section operates heavy equipment required for excavation and backfill procedures for HICS cable sections and splice cases. HICS is also responsible for correcting minor erosion along the HICS ROW. HICS teams consists of at least two 2M0X3 and/or 2E6X2 technicians.
- 4.2.3. Cable Affairs (CA) Section. Supports HICS and Outside Cable Communications Plant functions; provides procedures for Cable Affairs Officer (CAO) to administer the CA function; reorganizes the “Crossing with Government Superior Easement Rights” subject area into the four areas; delegates the responsibility to maintain a 100 foot separation between HICS and new aerial transmission towers/poles to the CAO. Cable Affairs consists of at least two 2M0X3 and/or 2E6X2 (T-3). See Attachment 4, HICS Maintenance and Sustainment, for CA responsibilities.
- 4.2.3.1. Each facilities flight has a CAO as the single point of contact for all actions affecting the HICS and the HICS ROW (T-2). The CA, managed by the CAO, is a function under the facilities flight (T-3). The CAO must be technically and professionally capable of acting as the HICS ROW advisor for the base (T-2). This section requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10U.S.C. 8013. System of records notice F021 AFSPC A, Cable Affairs Personnel/Agency Records, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of IAW the Air Force RDS.
- 4.2.4. CORR Section. Perform corrosion treatment and repair of weapon system components, support equipment, special purpose vehicles and facilities. Corrosion section

personnel perform corrosion maintenance at LFs, MAFs and on-base locations. A corrosion control team is comprised of at least four corrosion technicians.

4.2.5. ICBM Communications Section. Performs preventive and corrective maintenance on UHF transceivers supporting point-to-point, air-to-ground, and ground-to-ground communications between missile combat crews and command and control authorities, Maintain Minuteman Minimum Essential Emergency Communication Network (MEECN) Program (MMP) VLF receivers, to include maintenance of UHF and Survivable Low Frequency Communication System (SLFCS) antennas and hardened components. They are responsible for Strategic Automated Command and Control System (SACCS) and The Missile Control Communication System. An ICBM Communications team is comprised of at least two 2M0X1 technicians.

4.2.6. Survivable Systems Teams (SST) Section. Maintain operational readiness of systems that provide LCC and LF hardness to enable the missile launch crew to survive and operate through nuclear blast, shock, vibration and thermal effects. Responsible for maintaining LCC blast valves, LCC blast doors, LCC/LF shock isolation systems, operator chairs, oxygen regeneration units, NBC filters, Self-Contained Breathing Apparatus and emergency response equipment. A SST is comprised of two to four 2M0X2 technicians, depending on the assigned task.

4.3. Generation Flight. Generate and maintain assigned ICBM forces through the transportation, removal, installation and storage of Minuteman III boosters, reentry systems (not storage) and missile guidance sets; coding the ICBM weapon system; and troubleshooting/repairing assigned ICBM security, electrical and power systems. The flight consists of EMT, Missile Handling Team (MHT) and MMT Sections. The Flight CC/Supt must ensure 100 percent supervision of RS in-field mate/demate and handling tasks, enforce strict compliance with technical data, safety, and nuclear surety requirements, ensure accurate tracking of spare MGSs (if applicable) and approve in writing MMT changes to team composition (substitutions, additions or subtractions). Ensure effective safety and radiation protection practices are established according to Air Force Occupational Safety and Health Standard (AFOSHSTD) 48-series, AFOSHSTD 91-series, and TO 31Z-10-4, Electromagnetic Radiation Hazards, Appendix A.

4.3.1. EMT Section. EMT technicians perform electronic, electromechanical, security and electrical system repair and troubleshooting and coding of the ICBM weapon system. Section personnel maintain the master file of security system historical records, AFTO Form 42, *Security System Data*. An EMT is made up of a minimum of two 2M0X1 technicians.

4.3.2. MHT Section. MHT technicians remove, install, transport, ship and receive the Minuteman missile. Team consists of at least four 2M0X2 technicians. They are also responsible for the on-base storage of missiles. Responsibilities:

4.3.2.1. Maintain missile handling special purpose vehicles and equipment. (T-2)

4.3.2.2. Provide instruction for driver training on missile handling special purpose vehicles. (T-3)

4.3.2.3. Provide the transport erector driver assigned to the scheduled movement to accompany BCE on road checks prior to missile movements. (T-2)

4.3.2.4. New Team Chiefs must be evaluated by QA performing team chief duties before performing such duties unsupervised. (T-2)

4.3.2.5. A task-knowledgeable MHT Section Supervisor must accompany new Team Chiefs (portal-to-portal) on at least the first two missile remove/emplace dispatches. (T-2)

4.3.3. MMT Section. Remove, install and transport Minuteman aerospace vehicle equipment. They also perform maintenance on Minuteman umbilicals, suspension system and launcher closure system. MMTs assist MHT in the removal and installation of Minuteman missiles. Team consists of at least five 2M0X2 technicians. Responsibilities:

4.3.3.1. Technicians will remain proficient on RS mate/handle as applicable to their respective Position. (T-2)

4.3.3.1.1. MMT technicians must meet certification requirements IAW AFI 21-204 for all RS certifiable tasks to maintain certification to mate/demate and handle operational reentry systems. (T-2)

4.3.3.2. Team Chief Requirements:

4.3.3.2.1. New Team Chiefs must be evaluated by QA performing team chief duties before performing such duties unsupervised. (T-2)

4.3.3.2.2. A task-knowledgeable MMT Section Supervisor must accompany new Team Chiefs (portal-to-portal) on at least the first two dispatches which include either an MGS or an RS mate/demate. (T-2)

4.3.3.3. Track spare MGSs by serial and part number, if responsible agency. (T-2)

4.3.3.4. Critical Task Supervisors supervise all RS mate/demate and handling tasks and support the Nuclear Weapons Certification Program by ensuring individuals performing RS tasks use proper technical data, maintenance procedures and techniques IAW AFI 21-204. (T-2)

Rivet Minuteman Integrated Life Extension (MILE) Flight

4.4. Rivet MILE. The Rivet MILE Production Manager/Depot Single Manager fulfills Flight Commander duties for Rivet MILE. Duties are performed IAW Program Management Directive 2313(12), 4 Aug 04, Program Management Plan, Memorandum of Agreement between applicable lead MAJCOM logistics division and HQ AFMC/A4.

Chapter 5

576 FLIGHT TEST SQUADRON

Section 5A—General Guidance.

5.1. ICBM Maintenance Management. Maintenance actions and management efforts focus on executing the Force Development Evaluation (FDE) program. The MOO/MX SUPT are mandated to use all resources in the most effective and efficient way with emphasis on the safety and welfare of the technician. Maintenance activities will ensure complete quality maintenance and absolute compliance with technical data, safety and security standards.

5.1.1. Weapon System:

5.1.1.1. Remove Operational Test Launches (OTL) sorties from alert status, at Vandenberg AFB, IAW MAJCOM guidance. (T-2)

5.1.1.2. Technicians must detect and correct discrepancies on-the-spot if within their capability and available time. Document all other discrepancies. Unit managers must carefully determine what impact a defect might have on the weapon system and then identify those discrepancies requiring repair action. (T-3)

5.1.1.3. Configuration management of facilities and equipment will be emphasized by all levels of management. (T-3)

5.1.2. Safety:

5.1.2.1. Use unit plans/supplements to clearly establish specific roles and responsibilities of maintenance personnel during missile and disaster control situations (MPH, PSRE/PBCS response, etc.). Coordinate plans and supplements through 30 SW/SEW, 576 FLTS/CCS and applicable MAJCOM logistics division. (T-2)

5.1.2.2. When the LCC is manned the MCC is in command of the inter-connected LF at all times regardless of its status. The MCC has full authority to prohibit commencement and direct termination of any task. Whether the LCC is manned or unmanned, the on-site Team Chief/Site Supervisor has full authority to prohibit commencement and direct termination of any task. (T-3)

5.1.2.3. Comply with the maximum duty periods and minimum rest periods for all personnel assigned to a maintenance activity IAW AFI 21-200.

5.1.2.4. Develop convoy procedures for missile boosters, stages and flight Aerospace Vehicle Equipment (AVE) IAW MAJCOM guidance. (T-2)

5.1.2.5. When a critical safety deficiency is discovered and it can be reasonably assumed this condition may exist on other equipment of the same type and model, the reporting activity will submit a deficiency report IAW TO 00-35D-54. As soon as possible, the reporting activity will inspect like equipment for the same deficiency and submit a follow-on deficiency report.

5.1.3. Workload Requirements:

5.1.3.1. Develop schedules that best use maintenance resources. Once schedules are finalized, minimize scheduling changes. Squadron Maintenance Operations Officer/Superintendent along with the MMOC will ensure the best use of maintenance resources (T-3). Any changes to posted schedules from BCE must be coordinated with MMOC (T-3).

5.1.3.2. Long-term hardware condition depends on regular periodic maintenance and a viable program to clear discrepancies.

5.1.3.3. The squadron's periodic maintenance program must ensure the performance of all Dash-6 requirements as well as the full spectrum of facilities maintenance (T-2). Dash-6 requirements will be performed by unit sections (T-3).

5.1.3.4. Enter all missile-related BCE discrepancies into IMDS. (T-2)

5.1.4. The maintenance goal is to perform maintenance during a scheduled 9-hour daylight shift, Monday through Friday.

5.1.5. Management:

5.1.5.1. Limit documentation requirements to those essential for maintenance management effectiveness.

5.1.6. Technical Data. Use of the prescribed technical data to maintain the ICBM weapon system and support equipment is mandatory IAW AFI 63-101/20-101 (T-1). Use is defined as available and in-use, in the immediate work area.

5.1.6.1. Supervisors will strictly enforce adherence to and compliance with TOs and supplements.

5.1.6.2. All personnel will:

5.1.6.2.1. Recommend improvements or corrections for TO deficiencies IAW TO 00-5-1.

5.1.6.2.2. Continually assess the currency, adequacy, availability and condition of their TOs and supplements.

5.2. Testing Procedural Improvements. Use the following procedures for field testing new ideas:

5.2.1. Forward a copy of the test proposal to include all necessary supporting information through 576 FLTS/CC, to applicable MAJCOM logistics and safety divisions for coordination and approval (T-2). Forward a copy of test proposals affecting RP and RPIE to applicable MAJCOM missile engineering division IAW MAJCOM guidance with an informational copy to applicable MAJCOM logistics division and 576 FLTS/CC (T-2). Limit proposals to management or procedural areas governed by this instruction. Include the following information:

5.2.1.1. New procedure or concept. (T-2)

5.2.1.2. Anticipated management improvement. (T-2)

5.2.1.3. Impact outside of this instruction. (T-2)

5.2.1.4. Time required to fully test. (T-2)

5.2.1.5. Unit point of contact and telephone number. (T-2)

5.2.1.6. Specific test objectives. (T-2)

5.2.2. If field testing is approved, applicable MAJCOM logistics division provides appropriate notification and implementing authority. (T-1)

5.2.3. Coordinate any decision to stop, suspend or resume testing through 576 FLTS/CC to applicable MAJCOM logistics, safety or missile engineering division. (T-2)

5.2.4. Forward progress reports and field test results to applicable MAJCOM logistics division for final evaluation. Include informational copies to 576 FLTS/CC. Address each specific objective and assess attainment of that objective in quantifiable terms. (T-2)

5.3. Changes, Requests for Clarification and Waivers. QDRs will not be used to replace waiver authority for Flight Worthiness Assessments (FWA) and Component Replacement Requests (CRR). An Unsatisfactory Report (UR) can be used because the Department of Energy is its own waiver authority.

5.3.1. Submit recommendations to waiver, change or clarify this instruction or other management directives through 576 FLTS/CC to applicable MAJCOM logistics and operations divisions. (T-2)

5.3.2. FDE waiver requests: For any associated changes, requests for clarification and/or waivers comply with MAJCOM guidance. (T-2)

5.3.3. Technical order waivers for TO policy issues will be submitted to AFGSC/A4MX IAW TO 00-5-1 and 00-5-3 (T-2). All technical issues will be resolved using the AFGSC ETAR system (T-2).

Responsible to the Director, AFGSC/A3, for mission accomplishment. Conducts FDE and other command-directed test initiatives. Ensures development of and monitors squadron indicators. Attends or provides designated representative to attend IREP forum meetings. In addition to overall responsibilities in this chapter, SQ/CC has responsibilities outlined in AFI 21-101 and AFI 21-200.

Section 5B—576 Flight Test Squadron Commander

5.4. General. Manages the maintenance complex and:

5.4.1. Acts as the functional area chief. (T-3)

5.4.2. Ensures development of Quality Assurance programs (T-2). Specific guidance can be found in AFI 21-200.

5.4.3. Ensures development of training programs. (T-2)

5.4.4. Ensures production control functions to plan, schedule, direct and control maintenance resources. Approves plans and schedules. (T-3)

5.4.5. Ensures procedures for the entry of Priority 5-9 work orders. (T-3)

5.4.6. Has authority for weapon system maintenance performed at LFs, MAFs and other on- base facilities by individuals assigned to missile maintenance staff and production agencies. (T-3)

- 5.4.7. Ensures development of a PSRE/PBCS emergency response plan. (T-2)
- 5.4.8. Ensures development of an environmental program which complies with all federal, state, local, and Air Force plans. Ensures representation on the Environmental, Safety and Occupational Health Council. (T-2)
- 5.4.9. Ensures the establishment of a driver certification program for PT and TE vehicles. (T-2)
- 5.4.10. Ensures development of a Mission Assurance Certification program. (T-2)
- 5.4.11. Ensures development of a manpower and personnel management program. (T-3)
- 5.4.12. Ensures development of a facility management program. (T-3)
- 5.4.13. Ensures development of a mission support equipment management program. (T-2)
- 5.4.14. Ensures development of a mission support plan and support agreement management program. (T-3)
- 5.4.15. Ensures development of a vehicle issue and control management program. (T-3)
- 5.4.16. Ensures development of an equipment issue and control management program. (T-3)
- 5.4.17. Ensures development of a corrosion control management plan. (T-3)
- 5.4.18. Ensures MRM program effectiveness. Identify and appoint personnel to serve as MRM course instructors. (T-3)
- 5.4.19. Chair unsatisfactory/fail boards. (T-3)
- 5.4.20. Chair convoy meetings. (T-3)
- 5.4.21. Approve all cannibalization requests. 576 FLTS/CC may delegate in writing to the Maintenance Operations Officer. (T-3)
- 5.4.22. Certify ICBM downstage convoy commanders IAW MAJCOM guidance. (T-2)

5.5. Safety and Security. Establish and enforce effective safety and security programs. (T-3)

5.6. Workload Management:

- 5.6.1. Ensure inclusion of maintenance mission support requirements in appropriate plans, programs and support agreements. (T-3)
- 5.6.2. Ensure availability of training, equipment, manpower and facilities to support forecasted workloads. (T-3)
- 5.6.3. Ensure accomplishment of non-destructive inspection (NDI) requirements (T-1). Maintain agreements guaranteeing NDI support by authorized agencies (T-1). Notify applicable MAJCOM logistics division when NDI support is lost (T-2).
- 5.6.4. Provide assistance to the BCE in forecasting proposed alteration and construction affecting ICBM RP and RPIE. (T-3)
- 5.6.5. Ensure the effective use of maintenance automated data systems. (T-3)

5.6.6. Ensure the establishment of methods and procedures to properly brief and debrief all activities. (T-3)

5.6.7. Ensure development and implementation of a corrosion control prevention, detection and treatment program for all assigned equipment and facilities. (T-1)

5.6.8. Ensure proper management of assets IAW TO 00-20-3. (T-1)

5.6.9. Designate VCO(s) for the maintenance complex. (T-3)

5.6.10. Ensure scheduling meetings and convoy (RS and downstage) meetings are held. (T-1)

5.6.11. Ensure all ETAR submitted include informational copies to applicable MAJCOM logistics division. (T-1)

5.7. People and Organization Management:

5.7.1. Organize the maintenance complex IAW HQ USAF approved maintenance organizational structures. (T-1)

5.7.2. Ensure compliance with Office of Personnel Management and Air Force instructions pertaining to assignment, promotion, training and testing of Civil Service employees. (T-1)

5.7.3. Ensure accomplishment of missile maintenance Resource Manager duties. (T-1)

5.7.3.1. Coordinate on weapon system budgets and financial management for the maintenance organizations. (T-3)

5.8. Reliability and Maintainability (R&M):

5.8.1. Appoint a POC to serve as unit R&M focal point and establish an ICBM R&M panel, as necessary. (T-1)

5.8.2. Approve all minutes from R&M panel meetings along with all PIWG inputs and forward them to applicable MAJCOM logistics division. (T-2)

5.9. IREP. Serve as the OPR for the IREP program. (T-3)

5.9.1. Comply with AFI 23-101 and AFMAN 23-122 for formal meetings between maintenance and supply. These meetings will be open forums that allow for both functions to bring up problems and solutions. Recommended topics include MICAP, repair cycle management, system changes, applicable statistics, etc.

5.9.2. Meetings should be conducted at least quarterly.

Section 5C—Common Management and Supervisory Responsibilities

5.10. General. Common responsibilities are listed here; specific responsibilities, which deal with a limited number of functional areas, are found in the appropriate section.

5.11. Work Center Management:

5.11.1. Limit team substitutions. Complete team integrity may not be possible, but consider it a management goal. (T-3)

- 5.11.2. Ensure Maintenance Programs knows of manpower studies within a supervised function. (T-3)
- 5.11.3. Brief personnel on all TO and CEM publication changes affecting them. Ensure they know the requirements for submitting change requests for TOs and CEMs. (T-3)
- 5.11.4. Determine duty and rest times for personnel assigned to non-maintenance duties. (T-3)
- 5.11.5. Review reports and analyses to identify deficient areas and take corrective action. (T-3)
- 5.11.6. Maintain work center and individual equipment items. (T-3)
- 5.11.7. Properly control, secure, maintain, inspect and service assigned parts, equipment and tools IAW AFI 21-200. (T-1)
- 5.11.8. Provide equipment and personnel availability inputs for planning and scheduling. (T-3)
- 5.11.9. Conduct maintenance and training planning, forecasting and scheduling. (T-3)
- 5.11.10. Notify MMOC of changes to availability of personnel/resources scheduled in the daily plan. (T-3)
- 5.11.11. Ensure proper operator care, use of applicable forms and coordination of vehicle maintenance requirements with the VCO. (T-3)
- 5.11.12. Report suspected product deficiencies to QA. (T-3)
- 5.11.13. Ensure maintenance technicians know and follow correct procedures when technical data is inadequate or unworkable. (T-3)
- 5.11.14. Ensure management of the WRF. Refer to Attachment 2. (T-3)
- 5.11.15. Ensure compliance with briefing/debriefing requirements. (T-3)
 - 5.11.15.1. When performed in the work center, face to face pre-dispatch/pre-task briefings that include:
 - 5.11.15.1.1. A work package review to ensure inclusion of allworkable discrepancies. (T-3)
 - 5.11.15.1.2. Confirmation that technicians have all required parts. (T-3)
 - 5.11.15.1.3. Current status of LF/MAF equipment and assets. (T-3)
 - 5.11.15.1.4. Documentation requirements. (T-3)
 - 5.11.15.1.5. Operational Risk Management information. (T-3)
 - 5.11.15.1.6. Task qualifications, PRP status and security requirements. Ensure each technician is qualified to perform the task and no new circumstances exist that the supervisor is unaware of that would affect PRP status. (T-1)
 - 5.11.15.1.7. Compliance with the Two Person Concept, location of all no-lone zones, location of critical components within the no-lone zone and emergency requirements. (T-1)

5.11.15.1.8. Proper TO usage and pertinent TO changes. (T-3)

5.11.15.1.9. Currency of Nuclear Surety, Explosives Safety and Missile Safety training. (T-1)

5.11.15.2. Debriefings will include:

5.11.15.2.1. An accounting for all schedule/unscheduled work orders. (T-3)

5.11.15.2.2. Documentation of new discrepancies. (T-3)

5.11.15.2.3. Parts requirements/disposition. (T-3)

5.11.15.2.4. Any additional maintenance data collection information turn in. (T-3)

5.12. Production Management:

5.12.1. Ensure two technicians are task certified prior to performing any task on critical components listed at <https://wwwmil.nwd.kirtland.af.mil/mncl/index.cfm>, TO 21M-LGM30F-12-1 (T-1). **NOTE:** Ensure two designated technicians support/supervise contractors performing maintenance tasks on critical components. (T-1)

5.12.2. Properly identify work order residue and serviceable XB3 coded items for storage or turn-in to Supply (Materiel Control). (T-3)

5.12.3. Initiate part requests through Supply (Materiel Control). Nuclear certified parts must be used on Nuclear Certified weapon systems and support equipment. Order only those parts listed in the equipment TO or parts approved by the applicable SPO. (T-2)

5.12.4. Ensure proper disposition of condemned, excess and repairable property through Supply (Materiel Control). (T-3)

5.12.5. Process repair cycle assets through Contract Base Supply IAW repair cycle procedures in this instruction and AFI 23-101 and AFMAN 23-122. (T-2)

5.12.6. Process other reclaimable property, including XB3 coded parts and broken tools, through DLADS. Process items directly to the unit single collection point or directly to DLADS IAW AFI 23-101 and AFMAN 23-122. (T-2)

5.12.7. For LER, LSB, launcher equipment building (LEB) or launcher auxiliary support building penetration, there must be a minimum of two technicians qualified in emergency procedures on site. When maintenance is being performed in the LER or below grade at the MAF, two emergency procedures qualified technicians must be present. During post-launch operations, hazardous operations (i.e. Explosive Ordnance Disposal tasks) may not allow 576 FLTS personnel access to the LER. During these situations, emergency procedure qualified technicians will remain topside. (T-1)

5.12.8. When maintenance teams dispatch to a site, include all lower priority discrepancies within their capability in their work package. (T-3)

5.13. Miscellaneous. Ensure adherence to housekeeping, safety, security and environmental compliance in the work place. (T-3)

Section 5D—Maintenance Production Management.

5.14. MOO/MX SUPT. The overall responsibility for the squadron maintenance effort rests with the MOO/MX SUPT. They provide maintenance and planning support for the OTL mission and higher headquarters directed programs. See para 3.1.2 of this Instruction and Chapter 2, AFI 21-200 and AFI 21-101 for additional responsibilities. The MOO/MX SUPT will:

- 5.14.1. Manage squadron production efforts. (T-3)
- 5.14.2. Establish production control functions to plan, schedule, direct and control maintenance resources. Act as the approval authority for plans and schedules. (T-3)
- 5.14.3. Perform periodic reviews of the squadron's production indicators to include incomplete work orders, late dispatches, size of the WRF and technicians in training status. (T-3)
- 5.14.4. Ensure team integrity by minimizing team member substitutions. (T-3)
- 5.14.5. Certify (interview and approve) all newly assigned ICBM maintenance team chiefs and instructors. Interviews will emphasize team chief supervisory and instructor responsibilities to include compliance and enforcement of technical data, safety, security and nuclear surety requirements. (T-3)
- 5.14.6. Ensure sufficient number of technicians are qualified and designated as production inspectors. (T-3)
- 5.14.7. Review and recommend cannibalization actions to 576 FLTS/CC. (T-3)
- 5.14.8. Ensure flights have all required tools and equipment. (T-3)
- 5.14.9. Coordinate with Maintenance Operations Flight to establish the MEEL. (T-3)
- 5.14.10. Conduct initial approval and certification for all assigned Payload Transporter and Transporter Erector vehicle drivers and convoy commanders who will be entrusted to transport major maintenance/explosive components. (T-3)
- 5.14.11. Chair the DIT and work order reconciliation meetings. (T-3)

5.15. Flight Commander/Superintendent. Responsible for the overall management and supervision of squadron maintenance personnel assigned to the flight. Directs and manages flight maintenance production, expends assigned resources and is responsible to Maintenance Operations Officer/Superintendent for management of personnel and resources used in maintenance production. In addition to responsibilities outlined in AFI 21-101 and AFI 21-200, the Flt CC/Supt will:

- 5.15.1. Manage the overall planning and execution of daily maintenance for the flight. Commit flight resources via the daily maintenance schedule. (T-3)
- 5.15.2. Adjust commitment of flight resources and job assignments by coordinating with MMOC. Notify MMOC and MOO/MX SUPT of any change to availability of resources committed to the daily maintenance schedule. Ensure task qualification of technicians prior to performing maintenance. (T-3)
- 5.15.3. Assist the Maintenance Operations Flt CC/Supt with the management of the WRF. (T-3)

- 5.15.3.1. Review new discrepancy maintenance priorities IAW Attachment 2, Table A2.2 daily and make corrections in conjunction with Maintenance Operations Flt CC/Supt. (T-3)
 - 5.15.4. Recommend cannibalization to MOO/MX SUPT. (T-3)
 - 5.15.5. Monitor flight maintenance production indicators. (T-3)
 - 5.15.6. Ensure sufficient availability of trained and qualified production inspectors. (T-3)
 - 5.15.7. Establish a field/in-shop supervisory visit program that stresses safety, security and technical data usage. (T-3)
 - 5.15.8. Manage assigned personnel and resources to accomplish assigned maintenance production. (T-3)
 - 5.15.9. Emphasize team integrity by minimizing team member substitutions, taking diverse mission requirements into account. (T-3)
 - 5.15.10. Ensure maintenance teams do not exceed established timelines. (T-3)
 - 5.15.11. Emphasize safety, security and TO usage. (T-3)
 - 5.15.12. Establish a tool control program IAW AFI 21-200 that prevents fraud, waste, abuse and loss. (T-1)
 - 5.15.13. Ensure compliance with all applicable Environmental Protection requirements. (T-2)
 - 5.15.14. If debriefing is performed by work centers, establish a program to ensure the accurate/timely debriefing and Maintenance Data Collection (MDC) information entry. (T-3)
 - 5.15.15. Perform initial interview and annual recurring certifications of PT and TE drivers. Ensure certifications include hands on driver proficiency and emergency contingency testing. (T-2)
- 5.16. /NCOIC.** Responsible to the Flt CC/Supt for the effective management, supervision and training of assigned maintenance technicians. In addition to responsibilities outlined in AFI 21-101 and AFI 21-200, the Section OIC/NCIOC will:
- 5.16.1. Ensure 100 percent task coverage. (T-3)
 - 5.16.2. Provide equipment load lists to the Equipment Section for all maintenance dispatches. (T-3)
 - 5.16.3. Notify MMOC and FLT CC/Supt of any change to availability of resources committed to the maintenance schedule. (T-3)
 - 5.16.4. Ensure team chiefs and task supervisors keep MMOC informed of job status. (T-3)
 - 5.16.5. Ensure team chiefs or task supervisors accomplish the following prior to starting in shop work or dispatching:
 - 5.16.5.1. Review sequence of tasks and fault flow, if applicable. (T-3)
 - 5.16.5.2. Ensure the team knows simultaneous task actions and communications requirements and coordinates with supporting work centers. (T-3)

- 5.16.5.3. Obtain and review appropriate technical data, to include changes. (T-3)
- 5.16.5.4. Obtain all necessary parts and tools. (T-3)
- 5.16.5.5. Review task qualifications and PRP status. (T-1)
- 5.16.5.6. Review approved routes of travel. (T-3)
- 5.16.6. Ensure compliance with briefing/debriefing procedures. If performed by the work center, ensure accurate and complete briefing/debriefing. (T-3)
- 5.16.7. Ensure management of PMCs within repair capability of the section. (T-3)
- 5.16.8. Ensure a crosscheck of work packages against technician qualifications and parts availability prior to the maintenance-scheduling meeting. (T-3)
- 5.16.9. Establish Shop and/or Operations Stock program IAW AFI 21-101 and AFI 21-200. (T-1)
- 5.16.10. Ensure accomplishment of owner/user maintenance on TMDE. (T-3)
- 5.16.11. Ensure personnel are current in safety and security requirements, buddy care and if applicable two-person concept, no-lone zone, PRP and MPH procedures. (T-1)
- 5.16.12. Ensure accomplishment of required prior-to-use functional checks, calibrations and inspections. (T-3)
- 5.16.13. Appoint and ensure training of a bench stock monitor, if applicable. (T-3)
- 5.16.14. Initiate all weapon system and support equipment parts requests through Supply (Materiel Control). (T-3)
- 5.16.15. Determine tools required for work center. (T-3)
- 5.16.16. Implement a tool control program IAW AFI 21-200. (T-1)
- 5.16.17. Notify QA monthly of team structure/technician availability. Additionally, notify QA in advance when work center uses individuals not designated on the current team structure/technician availability letter to perform maintenance. (T-3)
- 5.16.18. Maintain a method to quickly identify technician qualifications. (T-3)
- 5.16.19. Forward to Supply (Materiel Control) a list of items requiring functional check, calibration or build-up prior to use and tear down prior to turn in. (T-3)
- 5.16.20. Ensure authorized MSE is either available or on firm due out. (T-3)
- 5.16.21. Screen WRF for tasks applicable to the section. (T-3)
- 5.16.22. Ensure work center training is conducted IAW paragraph 5.20. (T-3)
- 5.16.23. Certify (interview and approve) all newly assigned instructors (T-2). Ensure unit instructors meet the following:
 - 5.16.23.1. Prior to performing unsupervised instructor duties, personnel selected as instructors must:
 - 5.16.23.1.1. Meet minimum instructor requirements of AFI 36-2201V1, *Training Development, Delivery and Evaluation*. (T-2)

5.16.23.1.2. Complete local instructor orientation requirements and observation by the Unit Technical Training Manager (UTTM) and individual's work center supervisor. (T-2)

5.16.23.1.3. Attend the ICBM MITC (T-2). The Maintenance Operations Officer/Superintendent may authorize an instructor to conduct unsupervised training prior to completing the MITC (T-3). Instructors must attend MITC at the earliest possible date (T-2). Individuals who attended an AETC Instructor Course and were certified to instruct IAW AFI36-2201V1 may request a waiver from 20 AF/ICE through 20 AF/A4 (T-2).

5.16.23.1.4. Certified by the Maintenance Operations Officer/Superintendent. (T-3)

5.16.24. Modify team structures as required to match task requirements. (T-3)

5.16.25. Coordinate with TMS to initiate a CFETP/AF IMT 797 review. (T-3)

5.16.26. Conduct an initial evaluation/interview on newly assigned personnel within 60 days after their assignment. Submit initial evaluation/interview date to TMS and QA. (T-3)

5.16.27. Develop a critical task worksheet for each FDE critical task. (T-3)

5.16.28. Develop a mission event worksheet when an issue is discovered which impacts FDE mission activities. (T-3)

5.16.29. Appoint DIT monitors (primary and alternate) in writing. Forward appointment letters to the Data Analysis section. (T-3)

5.16.30. Ensure initial missile maintenance academic training is completed before the start of any task qualification training. (T-3)

5.17. Team Chiefs. Team Chiefs are responsible for work accomplished by technicians they supervise. All team chiefs must possess a five-skill level; however, the MX SUPT may waive this requirement if warranted.

Team chiefs will:

5.17.1. Ensure checkout, inspection, safe operation and care of vehicles. (T-3)

5.17.2. Comply with briefing/debriefing requirements. (T-3)

5.17.2.1. Contact MMOC prior to departing for site or beginning work for in-shop tasks. MMOC will annotate departure/start times in IMDS Team Track. (T-3)

5.17.2.2. Team chiefs are responsible for completing all debriefing actions in IMDS. Section supervision may complete debriefing for team chiefs over their timeline prior to debriefing. (T-3)

5.17.2.3. Debrief in-shop work using IMDS/POMx terminals before completion of each duty shift. Immediately debrief items that are below the unit's MEEL upon task completion. (T-3)

5.17.2.4. Debrief dispatch work using IMDS/POMx terminals before dispatch completion. If timeline does not permit, debrief upon completion of crew rest unless shop supervision has previously accomplished debriefing. (T-3)

5.17.2.5. Debriefing will include:

- 5.17.2.5.1. An accounting for all scheduled/unscheduled work orders. (T-3)
 - 5.17.2.5.2. Documentation of new discrepancies. (T-3)
 - 5.17.2.5.3. Parts requirements/disposition. (T-3)
 - 5.17.2.5.4. Maintenance data form turn in. (T-3)
- 5.17.3. Coordinate actions, update status, delays and problems with MMOC. Additionally, notify MMOC of arrival/departure information. (T-3)
- 5.17.4. Ensure all necessary tools, parts, equipment, technical data and paperwork are available and used to complete tasks. (T-3)
- 5.17.5. Conduct pre-task briefings for all personnel. (T-3)
- 5.17.6. Ensure review of WRF and correction of all discrepancies within capability. (T-3)
- 5.17.7. Comply with EPA requirements. Notify MMOC of environmental compliance discrepancies. (T-2)
- 5.17.8. Comply with applicable ground, missile, explosive and nuclear safety requirements, Air Force Two-Person Concept, no-lone zone requirements, security requirements, PRP and MPH procedures. (T-1)
- 5.17.9. Initiate parts requests for identified discrepancies. (T-3)
- 5.17.10. Document and turn in faulty equipment. (T-3)
- 5.17.11. Coordinate all site and in-shop maintenance activities between teams/specialists. (T-3)
- 5.17.12. Comply with find and fix philosophy as defined in paragraph 5.1.1.2. (T-3)
- 5.17.13. Ensure all vehicles and equipment taken onto MAF/LF are properly searched for unauthorized personnel and material prior to entry. (T-3)
- 5.17.14. Conduct TO and task review prior to beginning maintenance. As a minimum this will include review of task, applicable safety precautions and emergency procedures. (T-3)
- 5.17.15. Notify MMOC as soon as possible upon discovery of red X or red W conditions affecting LFs, MAFs, support equipment or FDE components. (T-3)
- 5.17.16. Ensure last minute checklists are run with MMOC prior to site departure. (T-3)
- 5.17.17. Ensure vehicles for field dispatch have all necessary equipment, to include emergency kits as applicable. (T-3)
- 5.17.18. The maintenance Team Chief is responsible for the safe operation of the missile system. The team chief has full authority to prohibit commencement and direct termination of any task. (T-3)
- 5.17.19. Team chiefs will coordinate site configuration and work order completion status with MMOC, MCC (if present) and codes section (if coding actions were performed) prior to site backout. MMOC will record applicable information on the Site Backout Checklist on the unit's NMC2 web page. (T-3)

5.17.20. Immediately notify MMOC of any P1-P4 discrepancies noted during maintenance. Team Chief will verify MMOC properly documented the discrepancies during debriefing. (T-3)

5.18. Technicians. Responsible to Team Chief/Task Supervisor for designated tasks. Technicians will:

5.18.1. Maintain, control, properly use and care for assigned tools and equipment. (T-3)

5.18.2. Use technical data to accomplish assigned tasks. (T-1)

5.18.3. Comply with applicable ground, missile, explosive and nuclear safety requirements, Air Force Two-Person Concept, no-lone zone requirements, security requirements, PRP and MPH procedures. (T-1)

5.18.4. Comply with find and fix philosophy as defined in paragraph 5.1.1.2.

5.18.4.1. Dispatching technicians inspect the site and fix or properly document discrepancies found. (T-2)

5.18.4.2. Document discrepancies discovered on support equipment. (T-2)

5.18.4.3. In-shop technicians inspect equipment worked on and fix or properly document discrepancies found. (T-2)

5.18.5. Ensure all items required to perform tasks are available. Resolve any deficiencies with Team Chief/Task Supervisor before dispatching or beginning work. (T-3)

5.18.6. Perform checkout, inspection, safe operation and care of vehicles. (T-2)

5.18.7. Notify Team Chief/Task Supervisor of environmental compliance discrepancies. (T-2)

5.19. Work Center Instructors. Provide initial qualification, recurring technical and if requested, remedial training. (T-3)

5.19.1. Prior to performing unsupervised instructor duties, personnel selected as instructors must:

5.19.1.1. Meet minimum instructor requirements of AFI 36-2201, *Training Development Delivery* and Evaluation. (T-1)

5.19.1.2. All instructors must complete local instructor orientation requirements and be observed by the Unit Technical Training Manager (UTTM) and applicable production work center NCOIC/ANCOIC. (T-3)

5.19.1.3. Attend the ICBM MITC (T-2). The Maintenance Operations Flight CC/Supt may authorize an instructor to conduct unsupervised training prior to completing the MITC (T-3). Instructors so approved must attend MITC at the earliest possible date (T-2). Individuals, who attended an AETC Instructor Course and were certified to instruct IAW AFI 36-2201, may request a waiver from 20 AF/ICE through 20 AF/A4 (T-2).

5.19.1.4. All instructors must be certified by the Maintenance Operations Officer/Superintendent. (T-3)

5.19.1.5. Complete required Trainer Proficiency Evaluation (TPE) per AFI 21-200, Table 8.5, with a Satisfactory rating. (T-1)

5.19.2. Faults may be inserted in designated equipment provided proper configuration can be verified at completion of training. Coordinate configuration changes with appropriate agencies. Follow in 5.19.4.1 of this Instruction for LF/MAF fault insertion. (T-3)

5.19.3. Instructors must be JQS qualified on the task being trained. (T-1)

5.19.4. Training may be conducted on site or using serviceable/unserviceable pieces of equipment to meet work center training needs. If required, RS mate/demate and handling training will be conducted IAW with AFI 21-204. (T-2)

5.19.4.1. Do not insert faults in operational LFs/MAFs/Launch Support Centers (LSCs) (T-0). LFs and LSCs are considered operational after Launch Capability Tests have been accomplished. MAFs are considered operational after configuration for a test launch. Faults will not be inserted on MAF 01A without 576 FLTS/CC approval (T-3).

5.19.4.2. Faults may be inserted in equipment items provided proper configuration can be verified at completion of training. Coordinate configuration changes with appropriate agencies (T-3).

5.19.4.3. Fault insertion is any act that impairs a subsystem or renders a serviceable component unserviceable.

5.19.4.4. Ensure site/equipment is in serviceable condition prior to returning it to service. (T-2)

5.19.4.5. Ensure IMDS reflects current site/equipment configuration. (T-2)

5.19.4.6. Perform remove, replace and repair action training at MAFs prior to mission checkout and at non-Launch Capability Test certified LFs. Coordinate configuration changes with MMOC. (T-3)

5.19.5. Ensure training dispatches familiarize trainees with workforce procedures. (T-3)

5.19.5.1. Coordinate dispatches to operational facilities with Scheduling. (T-3)

5.19.5.2. Ensure students process maintenance forms through normal maintenance channels. (T-3)

5.19.6. Develop and maintain lesson plans for all technical tasks (on-equipment task performances governed by a technical order training reference) not incorporated into centrally managed lesson plans. (T-3)

5.19.6.1. Ensure all lesson plans, to include those centrally managed, are reviewed by the appropriate instructor, production work center supervisor and QA annually for adequacy and technical accuracy. (T-3)

5.19.6.2. Any lesson plan dealing with repair, replacement, etc. for any component or support equipment item listed on the MNCL requires review by the unit safety representative for impact on nuclear surety. (T-2)

5.19.6.3. Annual reviews of lesson plans become overdue on the last day of the month in which they are due. (T-2)

5.19.6.4. To ensure continuity between instructors, verify the following items are included in each lesson plan:

- 5.19.6.4.1. A list of specific items the instructor will train to meet the objective/sub-objective. (T-3)
- 5.19.6.4.2. “How and Why” procedures are performed. This includes, but is not limited to, useful information to clarify procedures and provide recommended maintenance practices. (T-3)
- 5.19.7. Develop a structured and visible master training plan for each trainee or team assigned for initial technical training or position qualification training. (T-3)
 - 5.19.7.1. All master training plans must establish a projected training completion date. (T-3)
 - 5.19.7.2. All master training plans will be reviewed/approved by the UTTM prior to use. (T-3)
 - 5.19.7.3. Advise shop leadership on trainee progress. Notify section OIC/NCOIC and Maintenance Operations Flight CC/Supt if training will exceed established completion date. (T-3)
- 5.19.8. Keep a daily record of all training activities for each trainee or team. Include the following:
 - 5.19.8.1. Material covered. (T-3)
 - 5.19.8.2. Date accomplished. (T-3)
 - 5.19.8.3. Master training plan deviations. (T-3)
 - 5.19.8.4. Comments concerning trainee progress. (T-3)
- 5.19.9. Ensure master training plan and records of daily performance are reviewed by work center supervision monthly. (T-3)
- 5.19.10. Conduct special purpose vehicle courses (as required) IAW Attachment 3. (T-3)
- 5.19.11. Trainer Status Documentation.
 - 5.19.11.1. Use ICBM trainers to provide a realistic environment for initial and recurring training.
 - 5.19.11.2. Weapon system technical data and maintenance procedures apply to all training conducted on the trainers. Students will not use trainer operations and maintenance manuals (T-1).
 - 5.19.11.3. Configuration of Class I, II and III trainers used with power applied will be tightly controlled. Trainers will be maintained IAW appropriate technical orders or specifications in trainer approval packages. (T-2)
 - 5.19.11.4. Terms Explained:
 - 5.19.11.4.1. ICBM Trainer. An electro-mechanical device that simulates or operates in the same manner as a portion of an ICBM system.
 - 5.19.11.4.2. Class I Training Equipment. Distinctive end items of training equipment specifically designed, developed, fabricated and assembled to meet specific training

objectives. These items are subject to configuration control and require logistic support.

5.19.11.4.3. Class II Training Equipment. Weapon system parts, components and end items used for training purposes in the original configuration. Support equipment includes tools and test equipment on the master equipment listing used for training purposes in the original configuration. These items will retain their supply classification identity.

5.19.11.4.4. Class III Training Equipment. Class III trainers may range from a cutaway of a low cost or XB3 part up to the more complex part task trainers built by the Air Force. Check the preface of Table of Allowances, 014 and AFI 23-101 and AFMAN 23-122 for unit manufactured aids.

5.19.11.4.4.1. Items designed to demonstrate/illustrate a concept or to portray the functional characteristics of an end item without the use of the actual working medium as a motivating force. Examples of these items are animated parts, cutaways, exploded displays and models. Furthermore, deactivated weapon system components developed as Class III Trainers may be used with the actual working medium as a motivating force.

5.19.11.4.4.2. If Class III trainers are to be used in a powered up/power on configuration, they must be maintained IAW applicable weapon system TOs/CEMs. Any part cannibalized from a Class III trainer must first be certified/checked out prior to field installation.

5.19.11.4.4.3. All manufactured aids must be approved prior to construction or use by the unit. Send requests to 20 AF/A4 for approval. Specific maintenance requirements for trainers used in a powered up/power on configuration will be addressed in the approval letter. (T-2)

5.19.11.4.4.4. Units do not need approval for aids made from XB3 parts.

5.19.11.4.4.5. Units must keep a current list of approved Class III trainers. (T-2)

5.19.11.5. Submit requests for unit developed trainers to 20 AF/A4 (T-2). Include the following:

5.19.11.5.1. A brief description of the proposed trainer. (T-2)

5.19.11.5.2. The tasks which will be supported by the trainer. (T-2)

5.19.11.5.3. Diagrams, schematics and drawings of the proposed trainer. (T-2)

5.19.11.5.4. Parts available to build the trainer. (T-2)

5.19.11.5.5. Parts required for construction of the trainer. (T-2)

5.19.11.5.6. The proposed plan to provide technical data for support of the trainer. (T-2)

5.19.11.5.7. The approximate cost of parts, labor and materiel to construct the trainer. (T-2)

5.19.11.5.8. Method of trainer construction; local or other Air Force agencies. (T-2)

- 5.19.11.5.9. Projected spares support required. (T-2)
- 5.19.11.5.10. Narrative detailing added capabilities or student impact resulting from construction of the trainer. (T-2)
- 5.19.11.5.11. Will the trainer be used in a powered up/power on configuration? (T-2)
- 5.19.11.5.12. 20 AF/A4 reviews the request for feasibility, completeness, applicability and appropriateness for use by other units (T-2). 20AF/A4 assigns a control number and forwards request and comments to AFGSC/A4MX. (T-2)
- 5.19.11.5.13. Notify 576 FLTS/CC and 20AF/A4 prior to disposing of approved power on/up Class III trainers. 20AF/A4 will forward request and comments to AFGSC/A4MX. (T-2)
- 5.19.11.6. Maintenance Procedures:
 - 5.19.11.6.1. Refer to AFI 63-131 AFGSCSUP for any modifications to configured trainers.
 - 5.19.11.6.2. Identify problems that cannot be readily resolved through 20AF/A4 to AFGSC/ A4MI. Refer trainer supply problems through 20AF/A4 to AFGSC/A4MI. (T-2)
 - 5.19.11.6.3. The appropriate ALC is responsible for depot-level maintenance and logistics support for the trainer support equipment. The BCE is responsible for all levels of trainer RPIE maintenance support. The munitions organization is responsible for base level maintenance on the RS trainer, which is beyond the capability of the work center.
 - 5.19.11.6.4. Perform isochronal inspections for configuration managed training equipment IAW the applicable 43 series and 00-20-series TOs. Maintain weapon system components and end items used with configuration managed training equipment IAW applicable weapon system technical data and associated reference manuals. (T-1)
 - 5.19.11.6.5. Unit personnel perform organizational level maintenance on ICBM maintenance trainers. Instructors are responsible for trainer peculiar aspects of trainers and items that are not weapon system similar.
 - 5.19.11.6.6. For trainers maintained under CLS, Maintenance Operations Flight identifies a POC to certify any maintenance performed by the contractor (T-2). The POC will perform as the maintenance liaison between the maintenance community, CLS contractor and depot project officer. Forward POC's name to applicable MAJCOM A4. (T-2)
 - 5.19.11.6.7. Document, schedule and correct maintenance discrepancies in a timely manner. (T-3)
- 5.19.11.7. Acceptance Procedures. Normally, contractor personnel install new trainers under the control of the AFMC SPO. Unit personnel will monitor all phases of facility and equipment turnover (T-2). The representative from the appropriate maintenance

organization ensures documentation of all discrepancies noted during the acceptance demonstration. (T-3)

5.19.11.8. Schedule downtime for the accomplishment of TCTOs consistent with training requirements. (T-2)

5.19.11.8.1. Report those TCTOs that cannot be completed within the specified time to through 20 AF/A4 to AFGSC/A4MI. (T-2)

5.19.11.8.2. Document TCTO compliance IAW TOs 00-20-2, and 00-5-15. Control and report trainers under the advanced configuration management system IAW TO 00-20-2. (T-2)

5.19.11.8.3. After completion of a TCTO, submit written notification of completion through 20 AF/A4 to AFGSC/A4MI. (T-2)

5.19.11.8.4. Units must coordinate with 20 AF/A4 and AFGSC/A4MI prior to performing installation of TCTOs on maintenance trainers. (T-2)

5.19.11.9. Trainer Status Documentation.

5.19.11.9.1. Verify IMDS products are used to maintain current status on all Class I, II and approved power on/up Class III trainers. (T-2)

5.19.11.9.2. Report trainer status through 20AF/A4 to AFGSC/A4MI by the 5th duty day of each month. (T-2)

5.19.11.9.3. Forward copies of all discrepancy deferral IMDS runs affecting training devices through 20AF/A4 to AFGSC/A4MX annually. (T-2)

5.19.11.9.4. Maintain significant historical data or equivalent on Class I trainers (T-2). Retain the following:

5.19.11.9.4.1. Approved modification data packages for those modifications not covered by TCTO. (T-2)

5.19.11.9.4.2. Significant Historical Data or automated equivalent on Class I trainers. Information will consist of TCTOs completed or awaiting installation, refurbishment actions and other similar information. (T-2)

5.20. Production Inspectors. Perform supervisory inspections/tests of materiel and workmanship to ensure compliance with technical data requirements. Production Inspectors will:

5.20.1. Inspect maintenance actions IAW TO 00-20-1. (T-1)

5.20.2. Advise MMOC when red X or red W conditions are cleared. (T-2)

5.20.3. Certify NRTS actions and complete condition tags, as applicable. (T-3)

On-Site Maintenance

5.21. General. Table 5.1 establishes time-related maintenance restrictions.

Table 5.1. ICBM On-Site, Time Related Maintenance Restrictions.

Rule	Time Period	Types Of Maintenance Permitted
1	Weekday (non-holiday, daylight hours)	All (See <i>NOTE 3</i>)
2	Holiday and weekend daylight hours	All maintenance priorities (major maintenance with waiver from 576 FLTS/CC) (See <i>NOTE 1 and 2</i>)
3	Hours of darkness	All priorities (operational/training AVE asset installation/removal is not permitted) (See <i>NOTE 1</i>)
NOTES:		
1. See paragraph 5.22.1. for authorized exceptions.		
2. Approve weekend major maintenance on a case-by-case basis.		
3. Daylight is the period of time 30 minutes before local area official sunrise or 0700, whichever is earlier, until 30 minutes after local area official sunset or 1900, whichever is later.		

5.21.1. Exceptions. For exceptions to the scheduled, single daylight shift, Monday-Friday concept and major maintenance, see below:

5.21.1.1. Higher headquarters may direct additional exceptions.

5.21.1.2. Launch contingency support. (T-3)

5.21.1.3. To complete major maintenance in progress that runs over into hours of darkness. (T-3)

5.21.1.4. Refurbishment activities to support an accelerated launch schedule. (T-3)

5.21.1.5. Unit may perform weekend major maintenance (daytime only) to support IG/Numbered Air Force (NAF) requirements. (T-3)

5.22. Major Maintenance Procedures. Major maintenance is any activity that requires operational/training AVE asset installation or removal and crane operations on a LF.

5.22.1. Do not perform major maintenance at night or during holiday/weekend daylight hours (except as noted in paragraph 5.22.1 and Table 5.1) because of a reduced number of on-duty, first-line supervisors in the unit and a similar reduction of immediately available MAJCOM, NAF, depot, and contractor support personnel (T-2). Supervision of necessary weekend and holiday major maintenance should be strongly considered. (T-3)

5.22.2. MMOC, in coordination with MOO/MX SUPT, may extend major maintenance activities in order to complete an in-progress task. (T-3)

5.23. Standby Procedures. Ensure availability of standby teams to respond to mission requirements. (T-2)

Contracted Maintenance Functions

5.24. Technical Order Distribution Office. The TODO function is administered through a MAJCOM managed contract.

5.24.1. The contractor will operate within the confines of the approved contract and IAW TO 00-5-1. Accounts and sub accounts will be established and maintained by the providing contractor at the request of supervision.

5.25. Maintenance Data. The Maintenance Data function is administered through a MAJCOM managed contract. The information following will serve as guidelines and be used in conjunction with approved contracts and performance work statements.

5.25.1. Develop procedures IAW approved contracts and performance work statements for managing, operating and maintaining all MISs used within the maintenance complex IAW AFI 33-112. (T-2)

5.25.2. Develop procedures IAW approved contracts and performance work statements to automate routine documentation tasks. (T-2)

5.25.3. Establish procedures IAW approved contracts and performance work statements, to ensure required data products are available to users. (T-2)

5.25.4. Coordinate with applicable agencies as required for Air Force standard data systems. (T-3)

5.25.5. Ensure users are trained and qualified on use of automated data systems. (T-3)

5.25.6. Ensure that correct IMDS documentation procedures are followed. (T-3)

5.25.7. Ensure accuracy of information and correction of errors in IMDS/Configuration, Failure and Repair (CFAR) database IAW approved contracts and performance work statements. (T-2)

5.25.8. Establish serial controlled item location/inventory in IMDS for asterisked items in the work unit code manuals. (T-3)

5.25.9. Interpret, analyze and study weapon system performance and logistics indicators to support maintenance production IAW approved contracts and performance work statements. (T-2)

5.25.10. Analyze maintenance dispatch data and coordinate findings IAW approved contracts and performance work statements. (T-2)

5.25.11. Ensure data automation equipment is properly placed, configured and maintained. (T-3)

5.25.12. Ensure IMDS operations receive the highest priority support to resolve identified problems. (T-3)

5.25.13. Verify compliance with security procedures. (T-3)

5.25.14. Manage the unit software change request process. (T-3)

5.25.15. Establish a program to assign and control master identification numbers. (T-3)

5.26. Maintenance Programs Management Services. Responsibilities:

- 5.26.1. Function as a central point of contact for manpower management for squadron and associated unit personnel. (T-3)
- 5.26.2. Function as the central manager for all maintenance facilities. (T-3)
- 5.26.3. Function as a central manager for all MSE issues. (T-3)
- 5.26.4. Function as the maintenance single point of contact for overall guidance on mission support plans and support agreements. (T-3)

5.27. Training Management Services (TMS). Manage squadron and associate unit training program. Provide training services IAW established Performance Work Statement (PWS).

5.27.1. Responsibilities:

- 5.27.1.1. Manage assigned missile maintenance/ancillary training programs. (T-3)
- 5.27.1.2. Promptly identify and initiate corrective actions for training deficiencies. (T-3)
- 5.27.1.3. Provide non-technical information (i.e., safety, security and management) applicable to duty performance. See Attachment 3 for course requirements levied by this instruction. (T-3) **NOTE:** Use of locally developed CBI is highly encouraged.
- 5.27.1.4. Manage the upgrade training program and monitor it in coordination with the trainee's supervisor. (T-3)
- 5.27.1.5. Coordinate with supervisors to identify technician task requirements in the CFETP. (T-3)
- 5.27.1.6. Establish a consolidated task coverage file to show the work center responsible for performing each CFETP task. Verify a training capability for each CFETP technical task performed. (T-3)
- 5.27.1.7. Verify instructor qualifications/certifications IAW paragraph 5.20. (T-2)
- 5.27.1.8. Manage the MRM program. (T-3)
 - 5.27.1.9.1. Determine need to supplement basic course content to ensure MRM course meets the needs of the local mission and current cultural awareness. (T-3)
 - 5.27.1.9.2. When practical, ensure optimal mixture of students from within the MXG based on experience, skills and rank to maximize benefits of course discussions. (T-3)
 - 5.27.1.9.3. Encourage participation and attendance by other agencies and units involved in the mission generation and mission enabling processes to expedite resolution of MRM related issues. (T-3)
 - 5.27.1.9.4. Ensure course completion is tracked. (T-2)

5.27.2. Training Manager Responsibilities:

- 5.27.2.1. In conjunction with work center supervisors, monitor and schedule all non-technical training requirements. (T-3)

- 5.27.2.1.1. Develop and distribute a schedule of future training classes in sufficient time for all agencies to determine requirements. (T-3)
- 5.27.2.1.2. Serve as the focal point for obtaining and scheduling missile maintenance related training quotas for courses conducted by outside agencies (on/off base). Use the AF IMT 3933, *MAJCOM Mission Training Request*, to request special training needs. Submit requests to applicable MAJCOM logistics division with courtesy copies to 576 FLTS/CC. (T-2)
- 5.27.2.1.3. Provide IMDS training products to work centers. (T-3)
- 5.27.2.1.4. Monitor overdue training and notify the appropriate level of supervision to correct training deficiencies. (T-3)
- 5.27.2.2. Verify an RTT program is established and provide overall management guidance. (T-2)
 - 5.27.2.2.1. Assist work center supervisors/instructors with developing an RTT program. (T-3)
 - 5.27.2.2.2. Assist work center supervisors/instructors in determining RTT requirements. (T-3)
 - 5.27.2.2.3. Ensure work centers notify TMS of RTT accomplishment. (T-3)
- 5.27.2.3. Manage learning center resources and equipment. (T-3)
- 5.27.2.4. Assist work center supervisors with the management of training records ensuring accuracy and currency of records. (T-3)
- 5.27.2.5. Verify proper administration of training programs. (T-3)
 - 5.27.2.5.1. Verify an initial evaluation/interview on newly assigned personnel within 60 days after their assignment. Submit initial evaluations/interview date to TMS and QA. (T-3)
- 5.27.2.6. Ensure all work centers establish training plans. (T-3)
- 5.27.2.7. Conduct CFETP/AF IMT 797 Review. A CFETP Review Board chaired by TMS, reviews CFETPs and local AF IMT 797s for proper coverage and currency. Local AF IMT 797s are used to document training on new tasks not in the CFETP. As a minimum this review will be conducted annually (T-2). Ensure the board consists of all affected work centers and QA (T-2). The review board will:
 - 5.27.2.7.1. Review CFETP changes and local CFETP continuation sheet. (T-3)
 - 5.27.2.7.2. Submit CFETP changes to applicable MAJCOM logistics division. (T-3)
 - 5.27.2.7.3. Coordinate and track task responsibilities with work center. (T-3)
 - 5.27.2.7.4. Review and validate new documents within 30 days of receipt and make local additions as necessary. (T-3)
 - 5.27.2.7.5. Verify local CFETP continuation sheets do not duplicate CFETP tasks (T-3). Forward copies of local CFETP continuation sheets to applicable MAJCOM logistics division and 576 FLTS/CC (T-2).

5.27.3. Ensure maintenance trainers are managed IAW paragraph 5.20. (T-2)

5.27.4. Training Requirements. See Attachment 3 for training requirements specified in this instruction. Each OPR/OCR ensures appropriate lesson plan development. Determine instruction method locally.

5.28. Vehicle Issue and Control Services. Provide vehicle issue and control services IAW established PWS. Responsibilities:

5.28.1. Function as the central manager for squadron vehicle issues. (T-3)

5.28.1.1. Act as liaison between squadron, General Services Administration (GSA) and base Logistics Readiness Squadron on vehicle matters. (T-3)

5.28.2. Perform VCO duties for the entire maintenance complex (T-2). The VCO will:

5.28.2.1. Maintain status of all assigned vehicles. (T-2)

5.28.2.2. Validate accuracy of IMDS vehicle databases. (T-2)

5.28.2.3. Coordinate accomplishment of squadron vehicle inspections with 30 Logistics Readiness Squadron (LRS) and GSA. (T-2)

5.28.3. Ensure maximum availability of safe, reliable, GSA, general and special purpose vehicles and cranes to meet mission minimum essential levels. (T-2)

5.28.4. Submit all vehicle discrepancies and inspection/servicing requirements to 30 LRS and GSA. (T-3)

5.28.5. Report vehicle shortages to MMOC. (T-3)

5.28.6. Special Purpose Vehicle Operations

5.28.6.1. Conduct special purpose vehicle courses (as required) as described in Attachment 3. (T-2)

5.28.6.2. SPVO instructor will perform annual review on all vehicle lesson plans. (T-3)

5.28.6.3. SPVO LPs will be annually routed to 30 LRS and unit VCO. (T-3)

5.28.6.4. SPVO Instructor will manage the unit's Maintenance Driver Familiarization Program. (T-3)

5.28.6.5. Explosive laden vehicle LPs will be additionally routed to the unit safety monitor. (T-3)

5.29. Equipment Issue and Control Services. Provide custodial accountability, issue and recover assigned support equipment. Provide equipment issue and control services IAW established PWS. Responsibilities:

5.29.1. Ensure maximum availability of safe, serviceable and reliable equipment. (T-3)

5.29.2. Maintain a record of inspections and calibrations of equipment in IMDS (T-3). Refer to TO 00-20-1 and/or TO 00-20-2.

5.29.3. Ensure IMDS equipment database reflects accurate equipment availability and discrepancies. (T-2)

5.29.4. Use load lists provided by work centers to configure loads. Use printed IMDS equipment inventory/receipt listings to assign equipment loads. Any item with multiple components will have a detailed inventory included with the item. (T-3)

5.29.5. Equipment Issue and Control Services personnel and a maintenance team member must inspect each equipment load for completeness prior to and upon return from dispatch (T-2). Document any abnormalities, evidence of misuse or loss of equipment on the IMDS inventory/receipt listings and update IMDS database, as required. (T-2)

5.29.6. Assist maintenance teams with equipment processing. (T-3)

5.29.7. Inspect and perform minor equipment repair and operator maintenance on owned TMDE. Limit repair to the replacement of minor hardware and treatment of minor corrosion. (T-2)

5.29.8. Process equipment for inspection/repair through Maintenance Processing. Process TMDE for calibration/repair through the PMEL. (T-3)

5.29.9. Report equipment shortages to the MMOC. (T-3)

5.30. Launch Facility Refurbishment Services. Contractor shall perform all base level LF refurbishment and refurbishment support of MM launch facilities to support FDE and Space and Missile Competition exercises. All LF refurbishment shall be performed IAW applicable technical data. Provide refurbishment services IAW established PWS. (T-2)

5.31. Corrosion Control Services. Provide corrosion control inspection, preventive maintenance, documentation and treatment to launch facilities, missile alert facilities, support equipment, real property-installed equipment IAW applicable directives. As a corrosion preventive measure, topside launch facility areas affected by launch blast damage and blast residue shall be corrosion treated and painted within 30-days post launch. Provide corrosion control services IAW established PWS. (T-2)

5.32. Environmental Management Services. Single POC for squadron personnel and the 30 CES/CEV, Environmental Flight for identifying/resolving environmental compliance issues. Provide environmental services in accordance with established PWS. They will:

5.32.1. Establish inspection criteria to ensure environmental compliance with existing and pending legislation. (T-2)

5.32.2. Act as representative to base environmental committee action working groups and liaison to 30 CES/CEV during all levels of environmental compliance inspections. (T-3)

5.32.3. Inspect squadron work centers to ensure unit meets all environmental laws and requirements. (T-3)

5.32.4. Monitor hazardous waste and air emissions reduction program and immediately notify management of non-compliance. (T-2)

5.32.5. Operate squadron hazardous waste collection accumulation point(s). (T-3)

5.32.6. Manage squadron hazardous waste and hazardous material programs. (T-3)

5.32.7. Manage squadron hazardous communication programs. (T-3)

5.33. Precision Measurement Equipment Laboratory. The PMEL function is administered through a Wing-level managed contract. PMEL provides maintenance, calibration and certification of specified test equipment IAW local contracts/performance work statements.

5.34. Materiel Control. The Materiel Control function is administered through a MAJCOM managed contract. The information following will serve as guidelines and be used in conjunction with approved contracts and performance work statements.

5.34.1. Provide Monday through Friday normal duty coverage and respond to unit needs IAW approved contracts and performance work statements.

5.34.2. Requisition weapon system parts and supplies, except TMDE, munitions and established bench stocks. (T-2)

5.34.3. Monitor expenses IAW approved contracts and performance work statements for weapon system parts and supplies. (T-2)

5.34.3.1. Notify Squadron Resource Advisor when funds shortages are projected or detected. (T-3)

5.34.3.2. Ensure squadron cost centers do not requisition or expend weapon system parts and supplies (except as noted in paragraph 5.34.2.). (T-3)

5.34.3.3. Notify Scheduling and MMOC upon receipt of items requiring functional check, calibration, certification, strapping or bench check. (T-3)

5.34.4. Perform MSL functions IAW approved contracts and performance work statements. (T-2)

5.34.4.1. Requisition weapon system parts and supplies from Base Supply function and COCESS/GOCESS. (T-2)

5.34.4.2. Process issue requests. (T-3)

5.34.4.3. Load supply document information against work orders in IMDS. (T-3)

5.34.4.4. Support the TCTO program and time change items. (T-3)

5.34.4.5. Monitor back-order requirements and work with contract/base supply function to remedy unsatisfactory supply conditions. (T-2)

5.34.4.6. Ensure use of proper UJCs. (T-3)

5.34.4.7. Manage stock levels. (T-3)

5.34.4.8. Provide MICAP support IAW AFI 23-101 and AFMAN 23-122.

5.34.5. Assist technicians with identifying parts, preparing requisitions and researching replacement/substitute parts and supplies. (T-3)

5.34.6. Perform supply point functions IAW approved contracts and performance work statements. (T-3)

5.34.6.1. Serve as the primary delivery destination, storage location and due-out release point for all items ordered in support of weapon system and support equipment. (T-3)

5.34.6.2. Show availability of bench stock, supply point and shop residue assets. (T-3)

- 5.34.6.3. Update work orders to reflect supply status, item availability, part number and serial number (if applicable). (T-3)
- 5.34.6.4. Operate a central supply point and consolidated bench stock. (T-3)
- 5.34.6.5. Develop procedures to accept, store and turn in residual expendable supply items. (T-3)
- 5.34.7. Perform maintenance processing functions IAW approved contracts and performance work statements. (T-3)
 - 5.34.7.1. Serve as the central point for processing all repairable property within the ICBM maintenance complex. (T-3)
 - 5.34.7.2. Receive and process NRTS assets. (T-3)
 - 5.34.7.3. Manage DIFM assets. (T-3)
 - 5.34.7.4. Manage maintenance TRN assets. (T-3)
 - 5.34.7.5. Ensure accuracy of IMDS database for all serviceable/awaiting maintenance/awaiting parts items under maintenance processing control. (T-3)
 - 5.34.7.6. Provide DIFM status and repair cycle data as required to the host supply repairable processing center. (T-3)
 - 5.34.7.7. Attend IREP forum meetings. (T-3)
 - 5.34.7.8. Identify ORP list to base supply. (T-3)
 - 5.34.7.9. Identify SPF list to applicable MAJCOM logistics division through base supply. The SPR list shall be reviewed annually for current and accurate information. (T-2)

Section 5E—Maintenance Operations.

5.35. Maintenance Operations Flight. Maintains the status of all LFs and MAFs. Provides the MOO/MX SUPT with key information to assist in determining maintenance requirements and priorities. Coordinates missile maintenance requirements with outside agencies and assists MOO/MX SUPT in obtaining required support. Functions as resource advisor for appropriate responsibility center manager. Consists of the Missile Maintenance Operations Center, Scheduling Section and Quality Assurance Personnel.

- 5.35.1. Maintenance Operations Flight Commander/Superintendent Responsibilities:
 - 5.35.1.1. Determine, in coordination with Base Supply, selected supply points within maintenance. (T-3)
 - 5.35.1.2. Develop procedures to account for supply point assets, special purpose vehicles, PSRE, MGSs and other unit designated items. (T-3)
 - 5.35.1.3. Manage the WRF in conjunction with applicable Flt CC/Supt with special emphasis on NMC and PMC discrepancies. (T-3)

- 5.35.1.4. Ensure check of an approved missile stage movement route prior to missile movement. The route survey will be conducted together as one team and consist of the following personnel: Convoy Commander, Civil Engineering and the transport driver assigned to the scheduled movement. (T-3)
- 5.35.1.5. Establish frequencies for maintenance forecasts and schedules. (T-3)
- 5.35.1.6. MEEL (T-3)
- 5.35.1.6.1. In conjunction with applicable Flt CC/Supt, develop critical levels (minimum essential) of mission critical vehicles and equipment for day-to-day activities. Forward copy to appropriate MAJCOM logistics division. (T-2)
- 5.35.1.6.2. Ensure in conjunction with applicable Flt CC/Supt and supply functions that SPF spare levels established on the applicable MAJCOM logistics division SPF listing are maintained. Items to include on the SPF list are any item that would prevent mission accomplishment. Forward desired changes to the SPF listing through 576 FLTS/CC to applicable MAJCOM logistics division, with a detailed description of proposed change(s) and justification(s) for each change requested. (T-2)
- 5.35.1.6.3. Ensure in conjunction with applicable Flt CC/Supt and supply functions that ORP list spare levels on the applicable MAJCOM logistics division ORP listing are maintained. Items to include on the ORP list are parts unit managers consider mission essential and part failure would impede mission effectiveness but would not prevent mission accomplishment. Changes will be submitted IAW MAJCOM supplement to AFI 23-101 and AFMAN 23-1122. (T-2)
- 5.35.1.7. Authorize deferral of weapon system discrepancies. (T-3)
- 5.35.1.8. Ensure maintenance data is entered and updated in IMDS. (T-2)
- 5.35.1.8.1. MMOC enters all Priority 1-4 discrepancies including BCE Priority 1-4 discrepancies. (T-3)
- 5.35.1.9. Scheduling enters periodic inspections, TCTOs, MCLs, time changes and modifications. (T-3)
- 5.35.1.10. Materiel Control data is entered, updated and deleted by Materiel Control. (T-3)
- 5.35.1.11. Do not delete discrepancies in IMDS. If entered in error, sign them off and indicate discrepancy was entered in error. (T-2)
- 5.35.1.12. Ensure PMC documentation of environmental compliance discrepancies that impact the LF/MAF. (T-3)
- 5.35.1.13. Ensure BCE Missile Support Function reports all Priority 1-4 discrepancies to MMOC and enters all other discrepancies into IMDS IAW priorities listed in Attachment 2, Table A2.2. (T-3)
- 5.35.1.14. Develop a process for the cannibalization of parts and ensure proper documentation of cannibalization actions IAW TO 00-20-2 and AFI 21-200. (T-3)
- 5.35.1.15. Consolidate squadron inputs and chair the Civil Engineering and Communications Squadron Crosstalks. (T-3)

5.35.1.16. Manage the Mission Assurance Certification program. (T-3)

5.35.1.17. Act as liaison with 581 MMXS located at VAFB and 30 SW CE Mission Engineering. (T-3)

5.35.1.18. Maintenance Officer Training. Implement, control, monitor and document the maintenance officer training program IAW the CFETP. (T-2)

5.35.1.19. Coordinates with Rivet MILE program management at applicable MAJCOM logistics division to ensure operational missile wing support for depot level support at assigned LF's/MAFs. (T-2)

5.35.1.20. Develop local procedures for debriefing outside agencies. (T-3)

5.35.2. Scheduling Section. Responsibilities:

5.35.2.1. Serve as the focal point for planning and scheduling of the expenditure of resources for known maintenance requirements. (T-3)

5.35.2.2. Maintain PDM and other depot level program schedules. (T-3)

5.35.2.3. Review all PMC conditions. (T-3)

5.35.2.4. Assist with development of contingency plans. (T-3)

5.35.2.5. Adjust commitment of resources and job assignments with coordination of applicable Flt CCs/Supts and MMOC. (T-3)

5.35.2.6. Monitor availability of MGSs by serial number and part number. (T-2)

5.35.2.7. Develop, coordinate and publish maintenance forecasts. (T-3)

5.35.2.7.1. Hold daily scheduling meetings and coordination meetings prior to any RS or missile downstage convoys IAW MAJCOM guidance. (T-2)

5.35.2.7.1.1. The meetings must be attended by each agency involved in the process (T-2). The meetings should cover, as a minimum, site, times and teams involved. (T-3)

5.35.2.8. Perform AVDO responsibilities. (T-2)

5.35.2.9. Develop and manage the unit TCTO, MCL, modification and time change programs IAW TO 00-5-15. (T-2)

5.35.2.9.1. Forward all TCTOs, MCLs and modifications to QA for review. (T-3)

5.35.2.9.2. Forward all MCLs to BCE Mission Engineering for review. (T-3)

5.35.2.9.3. Forecast time change requirements IAW TO 00-20-1. (T-1)

5.35.2.10. Provide monthly TCTO/MCL status reports to applicable MAJCOM logistics and missile engineering divisions, ICBM program office engineering division and BCE Missile Engineer, unit Operations Standardization and Evaluation, and 576 FLTS/TE. (T-2)

5.35.2.11. Ensure periodic maintenance schedules include all Dash-6 requirements. Refer to TO 00-20-1 and/or TO 00-20-2. (T-2)

5.35.2.11.1. Once the due month for an LF/MAF inspection requirement is established, it should not change. (T-3)

5.35.2.11.1.1. Units shall not deviate from a scheduled due date by more than 60 days. (T-2)

5.35.2.12. Develop, coordinate and publish maintenance schedules. (T-2)

5.35.2.13. Interface with BCE Mission Engineering for RPIE depot assistance. (T-3)

5.35.2.14. Coordinate the commitment of squadron resources via the daily maintenance plan. The plan is directive in nature. Team report times are mandatory unless adjusted by MMOC. (T-3)

5.35.2.15. Schedule maintenance on trainers when requirements exceed the capability of work center instructors. (T-3)

5.35.3. Missile Maintenance Operations Center. Responsible for directing, controlling and implementing the daily maintenance effort. Utilize maintenance personnel and resources to ensure maximum readiness and assist work centers in resolving conflicts. Primary interface with launch directors, Task Force personnel, and is the maintenance lead for FDE missions, weapon system testing and associated operations.

5.35.3.1. Direct all maintenance efforts performed by missile maintenance personnel to execute the daily maintenance schedule. (T-2)

5.35.3.2. Assist Maintenance Ops Flt CC/Supt with the management of the WRF with special emphasis on NMC and PMC requirements. (T-3)

5.35.3.3. Review newly entered maintenance discrepancies for compliance with this instruction and make corrections in conjunction with Maintenance Ops Flt CC/Supt. (T-3)

5.35.3.4. Coordinate unscheduled maintenance on assigned missile facilities/equipment. (T-3)

5.35.3.5. Keep key personnel advised of all mission issues. (T-3)

5.35.3.6. Serve as the focal point for discrepancy reporting. (T-3)

5.35.3.7. Establish procedures for assigning Job Numbers. (T-3)

5.35.3.8. Coordinate with appropriate agencies to ensure mission accomplishment. (T-3)

5.35.3.9. Assign maintenance priorities IAW Attachment 2, Table A2.2. (T-2)

5.35.3.10. Ensure accuracy of all Priority 1-4 work orders entered into IMDS. (T-3)

5.35.3.11. Delete red X and red W from IMDS based upon reports from production inspectors. (T-2)

5.35.3.12. Operate 24-hours per day, 7-days per week to support FDE activities (T-2). May use standby for after-hours coverage, as directed. (T-3)

5.35.3.13. Monitor status of each LF/MAF, spare missile(s), designated MSE and vehicles. (T-2)

5.35.3.14. Monitor all PMC conditions. (T-3)

- 5.35.3.15. Coordinate all maintenance efforts performed by missile maintenance personnel. (T-3)
- 5.35.3.16. Advise the Flt CC/Supt prior to diverting technicians and verify team is task qualified. Brief the team on the new task and safety/security requirements. (T-3)
- 5.35.3.17. Implement the daily maintenance plan and coordinate requirements for unscheduled maintenance actions. (T-3)
- 5.35.3.18. Monitor and keep Flt CCs/Supts informed of technician timelines to ensure timelines are not exceeded. (T-3)
- 5.35.3.19. Respond to disaster situations IAW local procedures and support agreements. (T-2)
- 5.35.3.20. Develop and maintain quick reference checklists for related actions, mishaps, severe weather warnings, disasters and evacuations (T-2). Coordinate checklists with the Missile Systems Flight and CP, when applicable (T-3). Additionally, coordinate all explosive/mishap checklists with the weapons safety office (SEW), if applicable (T-2).
- 5.35.3.21. Report MICAP conditions to Materiel Control. (T-3)
- 5.35.3.21.1. Notify Materiel Control to initiate MICAP/NMC/PMC parts requests. (T-3)
- 5.35.3.21.2. Assist Materiel Control in verification of MICAP conditions and UJCs. (T-3)
- 5.35.3.22. Track team depart and arrive times and monitor in-shop maintenance. (T-3)
- 5.35.3.23. Coordinate approval of cannibalization actions with the MOO/MX SUPT (T-3). Document maintenance and cannibalization actions IAW TO 00-20-2 (T-2).
- 5.35.3.24. MMOC will maintain logs of significant events related to on-site/back shop maintenance. (T-2)
- 5.35.3.24.1. NMC2 Senior Controller Logs will be used to collect MMOC specific information. (T-2)
- 5.35.3.24.2. NMC2 Site Logs will be used to capture maintenance related actions, technical engineering inputs and any other relevant actions MMOC personnel coordinate during the course of daily maintenance. (T-2)
- 5.35.3.24.3. NMC2 Site Back Out Checklists will be used to document site configuration prior to back out and site departure any time a team enters the LSB, LER, LCSB or LCC. MMOC will conference call with the on-site team chief, MCC (if present), and codes section (if coding actions were performed) and record the applicable information on the Site Back Out Checklist on the unit's NMC2 web page. (T-2)
- 5.35.3.24.4. Senior Controller Logs, Site Logs and Site Back Out Checklists will be reviewed as part of shift change to ensure all controllers are aware of pertinent maintenance actions and requirements. (T-2)

5.35.4. Quality Assurance Personnel (QAP) Section. Maintain a QAP for contracted maintenance functions. (T-2)

5.35.4.1. Establish minimum inspection intervals as prescribed in the applicable contract. (T-3)

5.35.4.2. Perform additional surveillance inspections in response to customer complaints or others as deemed necessary. (T-3)

5.35.5. UTTM. SNCO assigned to the Maintenance Operations Flight with overall responsibility for all technical training requirements. (T-2)

5.35.5.1. Ensure configuration control, proper use and maintenance of assigned maintenance trainers IAW paragraph 5.20. (T-2)

5.35.5.2. Ensure periodic review of master training plans. (T-3)

5.35.5.3. Ensure instructors conduct training IAW paragraph 5.20. (T-2)

5.35.5.4. Observe all instructors prior to certification. (T-2)

5.35.5.5. Observe all instructors at least once a year, not to exceed 12 months between observations (T-2). Report results to the Maintenance Operations Flight CC/Chief, parent work center and parent work center's Flight CC/Chief. (T-3)

5.35.5.6. Review and approve all master training plans for adequacy. (T-3)

5.35.5.7. Develop an initial and recurring Missile Maintenance Academic Training program. All missile maintenance personnel (technician, team chief, site supervisors, instructors, and evaluators), are required to complete initial and recurring missile maintenance academic training. (T-2)

5.35.5.7.1. Recurring missile maintenance academics training will be administered, as a minimum, every 15 months (T-1), and may be included as part of training and recertification for failed personnel proficiency evaluations. (T-2)

5.35.5.7.2. Individuals must complete a closed-book test with a minimum score of at least 80 percent. A test score of less than 80 percent requires retraining and retesting with a different test. (T-2)

5.35.5.7.3. Missile Maintenance academics course control documents will be tailored to unit mission/contingency needs and, as a minimum, cover the following items (T-2):

5.35.5.7.3.1. Applicable nuclear weapons/system capabilities, individual responsibilities per this instruction (e.g. team chief, team member, instructor), and reporting requirements.

5.35.5.7.3.2. Weapon system fault isolation, troubleshooting, and emergency procedures.

5.35.5.7.3.3. Security requirements per DoD S-5210.41-M AFMAN31-108, *General Nuclear Weapon Security Manual*.

5.35.5.7.3.4. HHQ inspection requirements.

5.35.5.7.3.5. Overview of applicable AFIs, weapons system safety rules, weapons system technical orders, and local operating procedures.

5.35.5.7.3.6. Missile/explosive safety, nuclear surety/PRP, NWRM and INRAD training may be combined with weapons academics training.

5.35.5.8. Ensure lesson plans are routed through the applicable instructor, production work center supervisor and QA annually. (T-2)

5.35.5.8.1. Develop a method to track lesson plan due dates and coordination actions. (T-3)

5.35.5.8.2. Ensure lesson plans overdue for annual inspection are removed from service until a review is completed by all required agencies. (T-3)

5.35.6. Data Analysis Section. The Data Analysis section provides central oversight of all IMDS related functions within the maintenance group. The section consists of a combination of military personnel and contracted maintenance data functions. Responsibilities include:

5.35.6.1. The Data Analysis Section NCOIC will coordinate with COR to ensure compliance with all contracted maintenance data functions IAW paragraph 5.27. (T-3)

5.35.6.2. Establish and lead the DIT (T-3). The DIT is established to evaluate, isolate and eliminate documentation errors in IMDS.

5.35.6.2.1. DIT Purpose. The DIT is critical for maintaining accurate weapon system data. Purposes of the DIT include:

5.35.6.2.1.1. Ensuring the unit has complete and accurate data in the MIS and maintenance forms (to include all inputs made by staff agencies, i.e. MMOC).

5.35.6.2.1.2. Identifying and quantifying problems within the unit preventing complete and accurate documentation.

5.35.6.2.1.3. Identifying and correcting the root causes for poor data integrity.

5.35.6.2.1.4. Educating the unit on the critical need for data integrity and the maintenance data documentation process as stated in TO 00-20-2.

5.35.6.2.2. DIT Membership. The DIT will include at least one representative from each work center that repairs ICBMs and related support equipment. It will also include participation from Scheduling, MMOC, Data Analysis and QA. (T-3)

5.35.6.2.2.1. Work center NCOICs will appoint primary and alternate DIT monitors in writing. (T-3)

5.35.6.2.2.2. Appointment letters will be submitted to Data Analysis and will be updated annually and when work center DIT monitors change. (T-3)

5.35.6.2.2.3. DIT monitors will be at least a 5-skill level familiar with the work center's specific roles and responsibilities. (T-3)

5.35.6.2.3. DIT Meeting. A DIT meeting will be held at least once a month to identify trends, provide training to correct common errors, and identify root causes for data collection issues. (T-3)

5.35.6.2.3.1. The MOO/MX SUPT will chair the DIT meeting. (T-3)

5.35.6.2.3.2. Data Analysis will develop the meeting agenda in coordination with the MOO/MX SUPT. (T-3)

5.35.6.2.3.3. Data Analysis will develop the DIT Brief using the template provided on NMC2 (T-3). Data will be tracked and briefed for each individual work center (completed work orders only) and for the 576 FLTS as a whole (T-3). Minimum briefing items (T-3):

5.35.6.2.3.3.1. Initial error rates for new and completed work orders.

5.35.6.2.3.3.2. Corrected error rates for new and completed work orders.

5.35.6.2.3.3.3. 12 month error rates for new and completed work orders.

5.35.6.2.3.3.4. Breakdown of error categories for new and completed work orders.

5.35.6.2.3.3.5. Common errors for the 576 FLTS.

5.35.6.2.3.3.6. Corrective actions taken to resolve any common errors.

5.35.6.2.4. Data Analysis will publish meeting minutes and distribute to work center and flight supervision within 10 duty days of the meeting to capture issues identified and training conducted. As a minimum, meeting minutes will include: open action items, closed action items, attendees, work centers not represented, trends identified and any training conducted. (T-3)

5.35.6.2.5. Data Analysis will brief error rates and causes to the 576 FLTS/CC monthly. (T-3)

5.35.6.3. Review all new work orders for accuracy daily. Forward work orders with errors to work center DIT monitors for corrections. (T-3)

5.35.6.3.1. Track errors using the New Work Order Error function on NMC2 (T-3). Only one error will be charged per new work order; however, all errors will be recorded and broken down by category for trend analysis (T-3). Work order data recorded will include (T-3):

5.35.6.3.1.1. Number of new work orders checked.

5.35.6.3.1.2. Number of new work orders with errors.

5.35.6.3.1.3. Number of new work orders corrected.

5.35.6.3.1.4. Number of errors by category (i.e. PWC assigned, discrepancy narrative, work unit code, etc.)

5.35.6.3.2. Work center DIT monitors will review the new work order report to validate errors. Each work order will be reviewed to identify any errors not flagged by Data Analysis. (T-3)

5.35.6.3.3. Work center DIT monitors will forward validated errors to the appropriate team chief for correction. Any errors the DIT monitor considers invalid will be resolved with Data Analysis. (T-3)

5.35.6.3.4. Work center DIT monitors will ensure corrections have been made in IMDS and forward corrective actions to Data Analysis within 3 duty days. (T-3)

5.35.6.4. Provide work center DIT monitors a report on completed work orders daily. Flag suspected errors for work center correction. Reports will be broken down by DDR and will include all work orders debriefed the prior day. (Reports will include multiple days following weekends and holidays.) (T-3)

5.35.6.4.1. Data Analysis will track errors using the DIT Error function on NMC2 (T-3). Count the documentation errors by DDR and enter number of errors by DDR in the DIT Error tracker. Only one error will be charged for each DDR; however, all DDR errors will be recorded and broken down by category for trend analysis. DIT DDR data recorded will include (T-3):

5.35.6.4.1.1. Number of DDRs checked

5.35.6.4.1.2. Number of DDRs with errors

5.35.6.4.1.3. Number of DDRs corrected

5.35.6.4.1.4. Number of errors by category (i.e. discrepancy narrative, action taken code, when discovered code, etc.)

5.35.6.4.2. Work center DIT monitors will review the work order report to validate errors that require correction. Each DDR will be reviewed to identify any errors not flagged by Data Analysis. Any errors the DIT monitor considers invalid will be resolved with Data Analysis. (T-3)

5.35.6.4.3. Work center DIT monitors will forward validated errors to the appropriate team chief for correction. (T-3)

5.35.6.4.4. Work center DIT monitors will ensure corrections have been made in IMDS and forward corrective actions to Data Analysis within 3 duty days. (T-3)

5.35.6.5. Manage the WRF reconciliation process. Unit workload requirements documented in IMDS require 100% reconciliation at least once a quarter to ensure IMDS records are accurate and support effective planning and scheduling efforts. (T-3)

5.35.6.5.1. The MOO/MX SUPT will chair a WRF reconciliation meeting to ensure all IMDS work orders have been reviewed for accuracy. Units may break the reconciliation process into portions following a locally developed scheme (e.g. review by flight, squadron, work center, etc.) as long as all workload requirements are reconciled quarterly. (T-2)

5.35.6.5.1.1. The MOO/MX SUPT will determine appropriate participation for each reconciliation meeting based on the WRF under review. (T-3)

5.35.6.5.1.2. Meeting participants must be at least a 5-level, qualified in the work center they are representing. If circumstances prohibit a work center from meeting these requirements, the MOO/MX SUPT may authorize a less qualified individual. Authorization of less qualified individuals must be in writing. (T-2)

5.35.6.5.2. All IMDS discrepancies will be reviewed for accuracy (T-3). The WRF process will review the following items at a minimum (T-3):

5.35.6.5.2.1. Ensure consistent priorities for like discrepancies.

5.35.6.5.2.2. Ensure no duplicate entries.

5.35.6.5.2.3. Ensure identification, ordering and binning of parts.

5.35.6.5.2.3.1. Supply personnel will validate all binned parts have a valid work order in IMDS. Any parts without a valid work order will be discussed during the reconciliation meeting. (T-3)

5.35.6.5.2.3.2. Parts availability will be updated in IMDS by Supply personnel as parts are received and binned. Supply personnel will change IMDS "WCE STATUS" from AWP to AWM when parts are binned. (T-3)

5.35.6.5.2.3.3. The primary work center will physically verify all parts prior to the reconciliation meeting. (T-3)

5.35.6.5.2.3.4. Parts for work orders with a primary work center "ANY" will be verified as directed by the MOO/MX SUPT. (T-3)

5.35.6.5.2.4. Ensure currency of shelf-life items. Binned shelf-life items will have the shelf-life expiration date clearly marked on the associated paperwork (e.g. AF Form 2005). (T-3)

5.35.6.5.3. Meeting participants from production work centers will review the WRF for their own work center and all discrepancies with a primary work center of "ANY" prior to the meeting. This review will focus on the accuracy of the work order narrative, proper priority/symbol for each work order, and the proper identification of required parts (e.g. document numbers loaded for parts ordered through the supply system or clear identification of parts available through work order residue or bench stock). (T-3)

5.35.6.5.4. Data Analysis personnel will keep a master record of all changes identified during the meeting. (T-3)

5.35.6.5.5. Work centers will make changes to the WRF within 3 duty days and report completion to Data Analysis. (T-3)

5.35.6.5.6. Data Analysis will verify changes have been made and notify MOO/MX SUPT of completion status with 5 duty days. (T-3)

5.35.6.6. Maintain a site file for each Launch Facility and Missile Alert Facility which as a minimum includes:

5.35.6.6.1. AFTO 95 Significant Historical Data. Maintain all AFTO 95 forms IAW 00-20-1 for equipment installed on site (T-2). As a minimum, maintain an AFTO 95 for each item listed in Table *5.2. AFTO 95 Minimum Item Listing (T-2). Retain all AFTO 95's with aerospace equipment or component until installed on a LF/MAF (T-2). Following installation, collect AFTO 95 and file in applicable site file. Upon aerospace equipment or component removal from a LF/MAF the AFTO 95 must be reattached to the equipment item (T-2).

5.35.6.6.2. Physical inventory sheet. (T-2)

5.35.6.6.3. Battery forms. (T-2)

5.35.6.7. Provide a central collection point for maintenance data forms (T-3). Forward documents as directed by MAJCOM. (T-2)

Table 5.2. AFTO 95 Minimum Item Listing.

Part Number	National Stock Number	Nomenclature
TD102666-01	N/A	Booster Assembly, Missile, LGM30G
85000-102-643	1420-00-003-7274AH	Propulsion System, Guided Missile (Propulsion System Rocket Engine)
20100-101-X	1420-01-454-4922AH	Guidance Set
NOTE: X denotes any extension of part number.		

5.36. Resources Flight. Flight personnel perform off-equipment maintenance on pneumatic and hydraulic systems associated with the ICBM weapon system. Additionally, they are responsible for limited on-equipment repair of LF and MAF subsystems. Flight personnel install, checkout and repair unique instrumentation packages required for all FDE launches. The Flight consists of the ELAB; MAPS; and Instrumentation Section. Flight responsibilities:

5.36.1. Maintain the capability to inspect, repair and perform operational checks of instrumentation hardware, emergency response equipment and selected weapon system components. (T-2)

5.36.2. ELAB. ELAB personnel inspect, troubleshoot and repair missile electronic components and test equipment. They prepare electronic drawers for dispatch to LFs and MAFs. Responsibilities:

5.36.2.1. Maintains maintenance capability to meet mission requirements. (T-3)

5.36.2.2. Maintain a master file of LF/LCC unique strapping data documents in ELAB. Update the master file after approved routine or emergency changes from 526 ICBMMW. Retain letters or messages of approval as historical documents. (T-3)

5.36.3. MAPS Section. Personnel perform inspections and maintenance of hoists, mechanical support equipment, weapon system components and special purpose vehicles. They also operate and maintain the proof load test facility. Personnel inspect, troubleshoot and repair missile pneumatic and hydraulic components and support equipment. Responsible for on-site troubleshooting and repair of LF and MAF hydraulic and pneumatic systems.

5.36.4. Instrumentation Shop. Instrumentation Shop personnel operate, checkout, troubleshoot and repair instrumentation flight packages and associated Launch Support System (LSS) ground support equipment for the MM weapon systems. AFSC 2E1X1, Instrumentation and Telemetry Specialists, man the work center. Responsibilities:

5.36.4.1. Coordinate and perform range safety flight certification of instrumentation flight packages. (T-3)

5.36.4.2. Analyze test data to detect deficiencies and provide test products to systems contractors, engineers, launch officials and range safety authorities. (T-3)

5.36.4.3. Integrate the instrumentation flight package to the MGS and RS. (T-2)

5.36.4.4. Provide instrumentation technicians to serve as Monitor and Control Operator (MCO) and Assistant MCO (AMCO) on the FDE Launch Countdown Crew. As

required, the work center may appoint an MCO advisor to assist the MCO and AMCO. (T-3)

5.36.4.5. Utilize locally developed training products and materials prepared by HQ USAF/A4MM CE Career Field Manager and provided by 333 TRS (CFETP and AFJQS/AFQTP) to accomplish work center training (Ref: AFIs 21-116, Maintenance Management of Communications-Electronics, 36-2201V1, Developing, Managing, and Conducting Training and 36-2233, Air Force On-the-Job Training Products for Communications-Electronics Enlisted Specialty Training). Weapon system unique technical task training shall be conducted by use of lesson plans IAW paragraph 5.28.1.6. (T-2)

Generation

5.37. Generation Flight. Flight personnel maintain assigned facilities, equipment and vehicles to meet FDE and additional mission requirements. Flight personnel ensure test flight assets are functionally checked and properly configured. The flight consists of EMT, MMT, MHT and Facilities Maintenance Section. The Flt CC/Supt enforces strict compliance with technical data and safety requirements.

5.37.1. EMT Section. EMT technicians perform electronic troubleshooting and repair, electro- mechanical and electrical system checkout, launch capability testing and coding of the ICBM weapon system. An EMT consists of a minimum two 2MOX1 technicians.

5.37.2. FMS. FMS personnel inspect, troubleshoot and repair LF/MAF weapon system environmental control systems, power systems, electrical systems, support equipment, test equipment, special purpose vehicles and perform preventive maintenance actions as part of the squadron's periodic maintenance program. A Facilities Maintenance team consists of two 2MOX3 technicians.

5.37.3. MMT Section. MMT personnel remove, install and transport Minuteman (MM) aerospace vehicle equipment. They also perform maintenance on MM umbilical, suspension system and launcher closure system. MMTs assist MHT in the removal and installation of MM missiles. MMTs checkout and install command destruct packages. An MMT consists of at least five 2MOX2 technicians.

5.37.4. MHT Section. MHT personnel remove, install, transport, ship and receive the Minuteman missile. They are also responsible for the on-base storage of missiles. Additionally, MHT's checkout, and install command destruct packages. An MHT consists of at least four 2MOX2 technicians. Responsibilities:

5.37.4.1. Maintain missile handling special purpose vehicles and equipment. (T-2)

5.37.4.2. Provide instruction for driver training on missile handling special purpose vehicles. (T-3)

5.37.4.3. Provide the transport erector driver assigned to the scheduled movement to accompany BCE on road checks prior to missile movements. (T-2)

5.37.5. Team Chief Requirements for MMT and MHT teams:

5.37.5.1. Newly assigned MMT Team Chiefs must have a minimum of 12-months experience in their section prior to becoming a Team Chief. The MOO/MX SUPT may waive this requirement if warranted. (T-3)

5.37.5.2. Team Chiefs will not perform AVE or downstage maintenance tasks unsupervised unless inspected by QA in one of the following areas:

5.37.5.2.1. PSRE processing Team Chiefs will be evaluated on such duties. Site Team Chiefs will be evaluated performing Team Chief field duties related to Vandenberg specific tasks for PBCS mate/demate. (T-2)

5.37.5.2.2. MMT. AVE Maintenance (T-2)

5.37.5.2.3. MHT. Booster Processing Team Chiefs will be evaluated on such duties. Other MHT team chief duties will be evaluated performing a downstage emplacement, removal or roll transfer. (T-2)

5.37.5.3. New Team Chiefs must be accompanied by a task-knowledgeable section supervisor on their first two major maintenance dispatches. (T-2)

Trainer Maintenance/Concept

5.38. ICBM Trainer. Electro-mechanical device which simulates or operates in the same manner as a portion of an ICBM system.

5.38.1. Class I Training Equipment. Distinctive end items of training equipment specifically designed, developed, fabricated and assembled to meet specific training objectives. These items are subject to configuration control and require logistic support.

5.38.2. Class II Training Equipment. Weapon system parts, components and end items used for training purposes in the original configuration. Support equipment includes tools and test equipment on the master equipment listing used for training purposes in the original configuration. These items will retain their supply classification identity.

5.38.3. Class III Training Equipment. Items designed to demonstrate/illustrate a concept or to portray the functional characteristics of an end item without the use of the actual working medium as a motivating force. Examples of these items are animated parts, cutaways, exploded displays and models. Furthermore, deactivated weapon system components developed as Class III Trainers may be used with the actual working medium as a motivating force. If these trainers are to be used in a powered up/power on configuration they must be maintained IAW applicable weapon system tech data. This will be addressed and documented with all Class III trainer approved letters. Any part cannibalized from a Class III trainer must first be certified/checked out prior to field installation. (T-2)

5.38.4. Perform periodic and phased inspections for configuration managed training equipment IAW the applicable 43 series and 00-20-series TOs. Maintain weapon system components and end items used with configuration managed training equipment IAW applicable weapon system technical data and associated reference manuals. (T-2)

5.38.5. Work centers perform organizational level and trainer peculiar maintenance on ICBM maintenance trainers.

5.38.6. Document, schedule and correct maintenance discrepancies in a timely manner. (T-3)

5.38.7. Acceptance Procedures. Normally, contractor personnel install new trainers under the control of AFMC Silo-Based ICBM SPO. Unit personnel will monitor all phases of facility and equipment turnover (T-2). The representative from the appropriate maintenance organization ensures documentation of all discrepancies noted during the acceptance demonstration (T-3).

5.38.8. Schedule downtime for the accomplishment of TCTOs consistent with training requirements (T-2). Report those TCTOs that cannot be completed within the specified time to 526 GSSG/GT with information copies to 576 FLTS/CC, applicable MAJCOM logistics division (T-2). Document TCTO compliance IAW TOs 00-20-2, and 00-5-15. Control and report trainers under the advanced configuration management system IAW TO 00-20-2. After completion of a TCTO, submit written notification of completion to 576 FLTS/CC, applicable MAJCOM logistics division, and 526 GSSG/GT (T-2). Coordinate with applicable MAJCOM logistics division prior to performing installation of TCTOs on maintenance trainers (T-2).

5.38.9.1. Approved modification data packages for those modifications not yet covered by TCTO. (T-2)

5.38.9.2. Significant Historical Data or automated equivalent on Class I trainers. Information will consist of TCTOs completed or awaiting installation, refurbishment actions and other similar information (T-2).

5.38.9.3. Approved class III trainer drawings, schematics and approved documentation. (T-2)

Chapter 6

526 ICBM SYSTEMS GROUP

6.1. 526 ICBM Systems Group Engineering Division Operating Locations.

6.1.1. Technical Engineering Section. Responsibilities:

6.1.1.1. Provide the technical expertise to resolve abnormal weapon system faults. Advise AFNWC and applicable MAJCOM logistics division of abnormal faults which have a weapon system impact. (T-1)

6.1.1.2. Review data, conduct studies and develop changes required to improve the weapon system. Coordinate findings with AFNWC and applicable MAJCOM logistics division. Coordinate RP/RPIE configuration changes requests through BCE and applicable MAJCOM logistics and missile engineering divisions for approval or disapproval. (T-1)

6.1.1.3. Direct all unit-level technical matters relating to the MGS. Coordinate actions with 526 ICBMSG/EN and the Boeing Guidance Repair Center, as necessary. (T-2)

6.1.1.4. Maintain capability to perform maintenance per memorandum of agreement with host unit. (T-3)

6.1.1.5. Act as central point of contact for all maintenance activities involving System Engineering Level Evaluation & Correction Team (SELECT). Accompany and assist SELECT during all on-site activities. (T-3)

6.1.1.6. Function as focal point for the PIWG and Rivet Fix initiatives. Submit Rivet Fix initiatives to 526 ICBMSG/EN and applicable MAJCOM logistics division for wider implementation, as necessary. (T-2)

6.1.1.7. Participate with host unit as a member of the R&M Panel, as necessary. (T-3)

6.1.1.8. Maintain production inspector capability. (T-3)

6.1.1.9. Publish a quarterly activity summary and forward copies to AFNWC, applicable MAJCOM logistics, operations or missile engineering division, the ICBM program office engineering function, and other missile unit Technical Engineering functions. Summary will include current status of all projects, synopsis of all significant or unusual problems encountered and a brief recap of Technical Engineer dispatch activity during the period. (T-2)

6.1.1.10. All Technical Engineers will complete an AETC specialized Technical Engineering Course. (T-2)

6.1.1.11. All technical engineers will maintain qualification on LF support building entry/exit and emergency operations; ground, missile and nuclear safety requirements; security requirements; MPH procedures; EWO support requirements; critical component control; and other appropriate tasks. (T-2)

6.1.1.12. Technical Engineering may use the following:

6.1.1.12.1. All weapon system TOs including depot level TOs.

- 6.1.1.12.2. Special contractor data placed in the TO system with identifying TO numbers.
 - 6.1.1.12.3. Depot instructions authorized for use by the appropriate ALC.
 - 6.1.1.12.4. CEMs and as built drawings.
 - 6.1.1.12.5. Engineering data prepared or acquired by the Air Force in support of logistics and system support operation.
 - 6.1.1.12.6. LF Activity Data and Inertial Performance Data.
- 6.1.1.13. Technical Engineers will not direct maintenance teams to use procedures that are not contained in TOs or CEMs (T-1). Technical Engineering can direct task-qualified maintenance teams to obtain measurements from approved test points using approved test equipment while being referenced from TOs, CEMs, schematics or diagrams.
- 6.1.1.14. Function as unit focal point for gaining approval for Alternate/Substitute Equipment and new Exempt Power Devices (T-3). Submit all requests through applicable MAJCOM logistics division IAW TO 21M-LGM30F-12, *Safety and Electromagnetic Interference Provisions* (T-1).

JUDITH R. FEDDER, Lieutenant General, USAF
DCS/Logistics, Installations & Mission Support

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- TO 00-5-1, AF Technical Order System, 15 Oct 06
- TO 00-5-15, Air Force Time Compliance Technical Order Process, 14 May 14
- TO 00-20-1, Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures, 1 Sep10
- TO 00-20-2, Maintenance Data Documentation, 15 Apr 07
- TO 00-20-3, Maintenance Processing of Repairable Property and the Repair Cycle Asset Control System, 01 Jan 09
- TO 00-25-107, Maintenance Assistance, 15 Aug 11
- TO 00-35D-54, USAF Deficiency Reporting, Investigation and Resolution, 01 Oct 09
- <https://wwwmil.nwc.kirtland.af.mil/MNCL/index.cfm>, USAF Nuclear Certified Equipment and Software
- TO 21M-LGM30F-12, Safety and Electromagnetic Interference Provisions, 11 Apr 14
- TO 21M-LGM30F-12-1, Minuteman Nuclear Surety Procedures for the WS133AM/B Weapon System, 20 May 14
- DOD 7000.14-R, Volume 8, Civilian Pay Policy and Procedures, May 13
- AFI 10-2501, Air Force Emergency Management (EM) Program Planning and Operations, 24 Jan 07
- AFI 21-101, Aircraft and Equipment Maintenance Management, 26 Jul 10
- AFI 21-103, Equipment Inventory, Status, and Utilization Reporting, 26 Jan 12
- AFI 21-200, Munitions and Missile Maintenance Management, 2 Jan 14
- AFI 21-201, Conventional Munitions Management, 9 Apr 14
- AFI 21-204, Nuclear Weapons Maintenance Procedures, 30 Nov 09
- AFI 32-7061, The Environmental Impact Analysis Process, 12 Mar 03
- AFI 32-9003, Granting Temporary Use of Air Force Real Property, 25 Aug 10
- AFI 33-112, Information Technology Hardware Asset Management, 7 Jan 11
- AFI 33-360, Publications and Forms Management, 18 May 06
- AFI 36-2201V1, Air Force Training Program, 15 Sep 10
- AFI 36-2226, Combat Arms Program, 24 Feb 09
- AFI 63-101/20-101, Integrated Life Cycle Management, 7 Mar 13
- AFI 65-501, Economic Analysis, 29 Aug 11
- AFI 65-601, Volume 1, Budget Guidance and Procedures, 16 Aug 12

AFI 91-101, Air Force Nuclear Weapons Surety Program, 13 Oct 10

AFI 91-202, The US Air Force Mishap Prevention Program, 5 Aug 11

AFMAN 23-122, Materiel Management Procedures, 8 Aug 13

AFMAN 32-1007, Readiness and Emergency Management (R&EM) Flight Operations, 30 May 13

AFMAN 33-363, Management of Records, 1 Mar 08

Adopted Forms

AF Form 847, Recommendation for Change of Publication

AFTO Form 42, Security System Data

DD Form 1574, Serviceable Tag – Material

DD Form 1574-1, Serviceable Label – Material

AF IMT 2435, Load Training and Certification Document

AF Form 3951, Intercontinental Ballistic Missile Hardened Intersite Cable Right-of-Way Landowner/Tenant Questionnaire

AF IMT 3933, MAJCOM Mission Training Request

AF IMT 797, Job Qualification Standard Continuation/Command

AF IMT 9, Request for Purchase

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

AFOSH—Air Force Occupational Safety and Health Standards

AFTO—Air Force Technical Order

AGE—Aerospace Ground Equipment

ALC—Air Logistics Complex

ALCC—Airborne Launch Control Center

AVDO—Aerospace Vehicle Distribution Office

AVE—Aerospace Vehicle Equipment

BCE—Base Civil Engineer

CA—Cable Affairs

CAO—Cable Affairs Officer

CAT—Category

CATM—Combat Arms Training Management

CBI—Computer Based Instruction
CC—Commander
CE—Civil Engineering
CEM—Civil Engineering Manual
CFAR—Configuration, Failure and Repair
CFETP—Career Field Education and Training Plan
CLS—Contractor Logistics Support
COCESS—Contractor Operated Civil Engineering Supply Stores
COMM or CS—Communication Squadron
CORR—Corrosion Control Shop
CP—Command Post
DAO—Defense Accounting Office
DIFM—Due-In-From-Maintenance
DIT—Data Integrity Team
DLADS—DLA Disposition Services
DR—Deficiency Report
EEIC—Element of Expense Investment Code
ELAB—Electronics Laboratory
EMT—Electro-Mechanical Team
EPA—Environmental Protection Agency
ETAR—Engineering Technical Assistance Request
EWO—Emergency War Order
FDE—Force Development Evaluation
FLTS—Flight Test Squadron
FMT—Facility Maintenance Team
GMR—Ground Maintenance Reply
GOCESS—Government Operated Civil Engineering Supply Stores
GPC—Government Purchase Card
HA—Higher Authority
HICS—Hardened Intersite Cabling System
ICBM—Intercontinental Ballistic Missile
IG—Inspector General

IMDS—Integrated Maintenance Data System
IMT—Individual Maintenance Training
IMT—Information Management Tool (replaces AF Forms)
IREP—Intermediate Repair Enhancement Program
JQS—Job Qualification Standard
LCC—Launch Control Center
LEB—Launcher Equipment Building
LER—Launcher Equipment Room
LF—Launch Facility
LSB—Launcher Support Building
LSC—Launch Support Center
LRS—Logistics Readiness Squadron
MAF—Missile Alert Facility
MAPS—Mechanical And Pneudralic Section
MCC—Missile Combat Crew
MCL—Master Change Log
MCO—Monitor & Control Operators
MDC—Maintenance Data Collection
MEECN—Minimum Essential Emergency Communications Network
MILSTAR—Military Strategic, Tactical Relay
MF—Maintenance Facility
MGS—Missile Guidance Set
MHT—Missile Handling Team
MICAP—Mission Capable
MITC—Maintenance Instructional Techniques Course
MM—Minuteman
MMOC—Missile Maintenance Operations Center
MMP—Minuteman MEECN Program
MMT—Missile Maintenance Team
MMXS—Missile Maintenance Squadron
MOO—Maintenance Operations Officer
MOS—Maintenance Operations Squadron

MOSR—Missile Operational Status Reply
MPH—Missile Potential Hazard
MRM—Maintenance Resources Management
MSE—Mission Support Equipment
MSEP—Maintenance Standardization and Evaluation Program
MSL—Maintenance Supply Liaison
MXG—Maintenance Group
MX SUPT—Maintenance Superintendent
NAF—Numbered Air Force
NDI—Non-Destructive Inspection
NMC—Non-Mission Capable
NRTS—Not Repairable This Station
NWRM—Nuclear Weapons-Related Materiel
O&M—Operations & Maintenance
OCR—Office of Collateral Responsibility
OPR—Office of Primary Responsibility
ORP—Operational Readiness Parts
OSB—Codes Section
PAS—Personnel Alarm System
PBCS—Post Boost Control System
PDM—Programmed Depot Maintenance
PIWG—Product Improvement Working Group
PMC—Partially-Mission Capable
PMEL—Precision Measurement Equipment Laboratory
PMT—Periodic Maintenance Team
POC—Point of Contact
PPE—Personnel Proficiency Evaluation
PREL—Power, Refrigeration and Electric Shop
PRP—Personnel Reliability Program
PSRE—Propulsion System Rocket Engine
PTT—Phased Team Training
PWS—Performance Work Statement

QA—Quality Assurance
QAP—Quality Assurance Personnel
R&M—Reliability and Maintainability
RIVET MILE—Rivet Minuteman Integrated Life Extension
RM—Rivet MILE
RON—Remain Overnight
ROW—Right-Of-Way
RP—Real Property
RPIE—Real Property Installed Equipment
RS—Reentry System
RTT—Recurring Technical Training
SACCS—Strategic Automated Command and Control System
SATCOM—Satellite Communications
SE—Safety
SE—Support Equipment
SELECT—System Engineering Level Evaluation & Correction Team
SJA—Staff Judge Advocate
SLFCS—Survivable Low Frequency Communications System
SPF—Single Point Failure
SPO—Systems Program Office
TCTO—Time Compliance TO
TFG—Thermal Fog Generator
TM—Training Management
TMDE—Test Measurement Diagnostic Equipment
TO—Technical Order
TUDO—Technical Order Distribution Office
TRB—Training Review Board
TRN—Maintenance Turn-Around
TT—Team Training
UJC—Urgency Justification Code

VCO—Vehicle Control Officer

VES—Vehicle and Equipment Section

WRF—Workload Requirements File

Attachment 2

MISSILE MAINTENANCE PRIORITY DESIGNATORS

TABLE A2.1. Priority Designators.

MAINTENANCE PRIORITY	APPLICATION
	<p>This table is to be used when scheduling missile maintenance with the intention of directing maintenance to provide maximum ICBM and equipment readiness while promoting efficient use of personnel and resources</p>
1	<p>Repair of critical equipment needed for safe operation of the weapon system and/or a Base Command Post SACCS outage</p> <p>Maintenance actions needed to prevent damage or further damage to the weapon system, avoid injury to personnel or render the weapon system safe</p> <p>Immediate Action TCTOs</p>
2	<p>Priority 2 maintenance is listed by order of relative priority</p> <p>Actual EWO generation of “A CAT”, “F CAT” and “L CAT” sorties</p> <p>Return of an LCC to operational status when two or less are operational in the same squadron</p> <p>When directed by USSTRATCOM through 20 AF Task Force 214, maintenance required to retain/return sorties to EWO alert status</p> <p>Maintenance actions/TCTOs required for LFs and LCCs committed to modification/command approved or directed test programs (e.g. SERV, Fast Rising B-Plug, or other designated life extension programs)</p> <p>Maintenance required to retain/return “A Category (CAT)” sorties to EWO alert status</p> <p>Time change requirements for re-entry systems when the due date is within 30 days</p> <p>When a known environmental compliance discrepancy exists which could result in a violation of federal, state or local regulations or Air Force/base instructions</p> <p>Repair of SACCS outages</p>

	<p>Repair of severed, damaged or seriously degraded HICS</p> <p>Multiple outages of command and control systems (Military Strategic, Tactical Relay - MILSTAR, Air Force Satellite Communications (AFSATCOM), Minuteman MEECN Program (MMP), SLFCS components associated with MMP, and UHF Radio System) which will seriously jeopardize alert notification to two or more LCCs in a squadron</p> <p>Restoration of squadron Performance Automated Data System (PADS) collection capability to the Missile Support Base</p> <p>Overdue Periodic Maintenance Inspections (LF/MAF)</p>
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3	<p>Discrepancies expected to affect alert posture or degrade impact accuracy</p> <p>Discrepancies which are time sensitive as directed by technical data or which, because of the nature of the discrepancy, require periodic monitoring</p> <p>Urgent Action TCTOs</p> <p>Maintenance to clear discrepancies which require camper alert teams</p> <p>Maintenance required to return an LCC to operational status when three or four are operational in the same squadron</p> <p>All PMC conditions not specifically identified as Priority 4</p> <p>Return of a single command and control communications system at an LCC involving MILSTAR, AFSATCOM, MMP, SLFCS components associated with MMP, EWO-2, Hardened Voice Channel or UHF Radio System</p> <p>Missile Guidance Sets overdue time change (Greater than 80K operating hours)</p> <p>A hardness/survivability PMC discrepancy within the launch tube or which affects the missile, to include RFI gasket discrepancies (Sites with multiple hardness/survivability discrepancies require engineering authority review to determine the cumulative effect on the weapon system)</p> <p>LF/MAF emergency storage batteries overdue time change</p> <p>Periodic Maintenance Inspections (LF/MAF): Support of Dash 6 periodic maintenance schedules (See Note 7)</p> <p>Support equipment requiring emergency repair or calibration, the lack of which will delay or prevent mission accomplishment</p>
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	<p>Critical end items and repairable spares designated "Priority Repair"</p> <p>Actions to accomplish immediate MCLs</p> <p>Maintenance required to bring serviceable quantities to established critical levels</p> <p>Time change requirements for RS when due date is within six months</p> <p>Discrepancies expected to affect systems or subsystems which will not directly impact alert posture but may result in a guarded site or a PMC condition or a safety deficiency if not corrected in optimum time</p>
4	<p>Hardness/Survivability discrepancies in the LERs, but not in the launch tube, to include RFI gasket discrepancies (Sites with multiple hardness/survivability discrepancies require engineering authority review to determine the cumulative effect on the weapon system)</p> <p>Hardness/survivability discrepancies in the LCC, to include RFI gasket discrepancies (Sites with multiple hardness/survivability discrepancies require engineering authority review to determine the cumulative effect on the weapon system)</p> <p>Outages on non-command and control communications systems</p> <p>Impairments to any command and control communications systems</p> <p>MGSs due time change (Between 75K and 80K operating hours)</p> <p>LF/MAF emergency storage batteries overdue periodic inspection</p> <p>Periodic inspections (other than LF/MAF).</p> <p>Scheduled training dispatches/tasks</p> <p>Training devices requiring repair which prevent or delay training</p>

5	<p>Urgent MCLs</p> <p>Overdue time change items</p> <p>Site or support equipment discrepancies not expected to result in a PMC condition, but if corrected will enhance safety, weapon system operation or reliability</p> <p>Impairments to non-command and control communication systems</p> <p>Periodic inspections (other than emergency storage batteries) overdue one cycle</p>
6	<p>MCLs and time change items</p> <p>Routine action TCTOs</p> <p>Routine maintenance of training devices</p> <p>Scheduled calibrations</p>
7	<p>Minor repair of missiles and support equipment not listed under a higher priority</p> <p>Fabrication and repair of weapon system items not carrying a higher priority of non-weapon system items</p> <p>Communication discrepancies which don't affect equipment status</p>
8	<p>Informational entries</p>
9	<p>Deferred discrepancies</p>

<p>NOTES:</p> <p>1. The Maintenance Group Commander has the authority to work lower priorities over higher priorities to meet mission requirements consistent with safety and security. (T-3)</p> <p>2. Shop maintenance required to repair items needed to clear site discrepancies will carry the priority of the site discrepancy if repair is not adequately covered elsewhere in this attachment. (T-2)</p> <p>3. For minor hardware hardness discrepancies not expected to be a degraded condition, classify as a Priority 5. (T-2)</p> <p>4. Be consistent when prioritizing like discrepancies. (T-3)</p> <p>5. The following are guidelines to assist MMOC and Materiel Control determine UJCs:</p> <p>5.1. For initial requests of items from base supply, use UJC AA.(T-2)</p> <p>5.2. For backordered items, use the following UJCs:</p> <p>5.3. Supplies required to correct a red X condition, use UJC 1A. The lack of the item(s) prevents mission accomplishment because the end item is not operationally ready, out of commission or inoperative. These are MICAP conditions. (T-2)</p> <p>5.4. Supplies required to correct red W conditions, use UJC JA Lack of the requested item(s) impairs primary mission accomplishment because the end item is not fully equipped or is operating in a limited or restricted capacity. These are MICAP conditions. (T-2)</p>	
<p>5.5. Supplies required to correct red diagonal conditions, use UJC BQ. The item required is one that impairs assigned combat/support mission or tasks of the force/activity involved. Also use when the training for such missions and tasks can be accomplished but with decreased effectiveness and efficiency. These are delayed discrepancies. (T-2)</p> <p>6. The maintenance priority designator for an outage affecting the command and control communications at multiple sites should be elevated to reflect the higher maintenance priority of the communications outage. Contact MMOC for determination.</p> <p>7. Additional maintenance in conjunction with periodic maintenance will be treated as a P3 for resource allocation (e.g. SF support, vehicles, support equipment, etc.) even though the individual work orders may be a lower priority.</p>	

Table A2.2. Vandenberg AFB Priority Designators.

MAINTENANCE PRIORITY	APPLICATION
	This table is to be used when scheduling missile maintenance with the intention of directing maintenance to provide maximum ICBM and equipment readiness while promoting efficient use of personnel and resources
1	<p>Repair of critical equipment needed for safe operation of the weapon system</p> <p>Maintenance actions needed to prevent damage or further damage to weapon system, avoid injury to personnel or render the weapon system safe</p> <p>Immediate Action TCTOs</p>

2	<p>Return of an OPLAN 8044 Revision Testing tasked LCC to operational status</p> <p>LF pre-launch, post-launch, safing and refurbishment maintenance actions</p> <p>Bench check of LF and LCC electronic drawers after FDE launch</p> <p>Maintenance required to posture/repair LF, MAF, LCC or LSCs to operational status for FDE missions</p> <p>When known environmental compliance discrepancies exist which could result in a violation of federal, state, local or Air Force/base regulations</p> <p>Maintenance actions/TCTOs required to support command-directed modifications/test programs</p> <p>Maintenance actions required to support Global Strike Challenge, Guardian Sword and Guardian Workout etc. initiatives</p> <p>Restoration of PADS collection capability for FDE missions</p>
3	<p>Support equipment requiring emergency repair or calibration, the lack of which will prevent mission accomplishment</p> <p>Actions to accomplish immediate MCLs</p> <p>Urgent Action TCTOs</p> <p>Maintenance required to bring serviceable quantities to established critical levels</p> <p>LF/MAF emergency storage batteries overdue time change</p> <p>Discrepancies expected to affect systems or subsystems which will not directly impact alert status but may result in a PMC condition or a safety deficiency if not corrected in optimum time</p>
4	<p>Scheduled training dispatches/tasks</p> <p>LF/MAF emergency storage batteries overdue periodic inspection</p> <p>Periodic inspections (other than emergency storage batteries) overdue two cycles.</p> <p>Training devices requiring repair which prevent or delay training</p>

5	<p>Routine maintenance actions on LFs, MAFs, LCCs and LSCs which are not being readied for impending FDE missions</p> <p>Urgent MCLs</p> <p>Overdue time change items</p> <p>Periodic inspections (other than emergency storage batteries) overdue one cycle.</p> <p>Site and support equipment discrepancies not expected to result in a PMC condition, but if corrected will enhance safety, weapon system operation or reliability</p>
6	<p>MCLs and time change items</p> <p>Routine action TCTOs</p> <p>Routine maintenance of training devices</p> <p>Periodic inspections and scheduled calibrations</p>
7	<p>Minor repair of missiles and support equipment not listed under a higher priority</p> <p>Fabrication and repair of weapon system items not carrying a higher priority of non-weapon system items</p> <p>Communications discrepancies that don't affect equipment status</p>
8	Informational entries
9	Deferred discrepancies

NOTES:

1. The 576 FLTS/CC has the authority to work lower priorities over higher priorities to meet mission requirements consistent with safety and security. (T-3)
2. Shop maintenance required to repair items needed to clear site discrepancies will carry the priority of the site discrepancy if repair is not adequately covered elsewhere in this attachment. (T-2)
3. For minor hardware hardness discrepancies not expected to be a degraded condition, classify as a Priority 5. (T-2)
4. Be consistent when prioritizing like discrepancies. (T-3)
5. The following are guidelines to help MMOC and Materiel Control determine UJCs:
 - 5.1. For initial requests of items from base supply, use UJC AA. (T-2)
 - 5.2. For backordered items, use the following UJCs:
 - 5.3. Supplies required to correct a red X condition, use UJC 1A. The lack of the item(s) prevents mission accomplishment because the end item is not operationally ready, out of commission or inoperative. These are MICAP conditions. (T-2)
 - 5.4. Supplies required correcting red W conditions, using UJC JA. Lack of the requested item(s) impairs primary mission accomplishment because the end item is not fully equipped or is operating in a limited or restricted capacity. These are MICAP conditions. (T-2)
 - 5.5. Supplies required to correct red diagonal conditions, use UJC BQ. The item required is one that impairs assigned combat/support mission or tasks of the force/activity involved. Also use when the training for such missions and tasks can be accomplished but with decreased effectiveness and efficiency. These are delayed discrepancies. (T-2)
6. Dispatches scheduled for periodic maintenance will be treated as a P3 for resource allocation (e.g. vehicles, support equipment, etc.) even though the individual work orders are a lower priority. (T-2)

Attachment 3

TRAINING REQUIREMENTS

A3.1. Cold Weather Indoctrination (N/A 576 FLTS): Applies to: All personnel that travel to the LF/MAF.

Frequency: One time. OPR: Determined locally.

Remarks: Content determined locally.

A3.2. ICBM Maintenance Instructional Techniques Course: Applies to: All ICBM Maintenance Instructors.

Frequency: One time. OPR: 20 AF/ICE.

A3.3. LF Emergency Operations: Applies to: All personnel who penetrate LERs/LEBs/LSBs to perform maintenance.

Frequency: One time. OPR: TT or UTTM

Remarks: Demonstrate task proficiency. This training is not required for those individuals who only enter in support of temporary emergency or unusual unit activities (for example: flood control and snow control).

A3.4. Maintenance Management Training: Applies to: All 2M0XX, 21XX, 62XX, 2EXXX and appropriate civilian personnel.

Frequency: One time. OPR: TM.

Remarks: Ensure personnel understand AFGSC instructions, AFI 21- 200 and 21-202v1 which apply to the maintenance organization.

A3.5. MSEP Orientation Course: Applies to: All personnel and supervisors of personnel subject to PPEs.

Frequency: One time, must be accomplished prior to technicians performing any maintenance. OPR: QA.

Remarks: Determine content locally.

A3.6. Deficiency Reporting (DR): Applies to: All maintenance technicians and production work center supervisors/managers.

Frequency: One time. OPR: TM.

OCR: QA.

Remarks: Include the purpose, scope and specific responsibilities within the DR system. Emphasize the need for proper use of the DR system, general reporting requirements, exhibit processing procedures, report processing, contact and action point responsibilities, and follow-up actions.

A3.7. Missile Maintenance Evaluator Course. Applies to: All ICBM maintenance evaluators that conduct PPEs. EXCEPTION: (Temporary augmentees are not required to attend). Frequency: One time.

OPR: 20 AF/ICE.

A3.8. Cardiopulmonary Resuscitation (CPR). Applies to: Work Center OIC/NCOICs and below who perform or directly supervise Maintenance.

Frequency: As specified by CPR training program. OPR: TM.

A3.9. Self-Aid Buddy Care. Applies to: All active duty service members and civilian technicians

Frequency: Biennial OPR: TM.

A3.10. Team Chief Training. Applies to: All Team Chiefs. Frequency: One time.

OPR: Training Flight or UTTM.

Remarks: Emphasize the managerial and leadership requirements of the team chief position.

A3.11. Technical Data. Applies to: All 2M0XX, 21XX, 62XX, 2EXXX and appropriate civilian personnel.

Frequency: One time. OPR: TM.

Remarks: Cover the TO distribution system, TO/CEM usage and procedures for changing TOs/CEMs.

A3.12. Unit Maintenance Officer Training. Applies to: All newly assigned maintenance officers.

Frequency: One time.

OPR: Training Flight (Maintenance Operations Flight CC at 576 FLTS).

Remarks: Train each newly assigned maintenance officer on CFETP course training standards.

Technical task familiarization must be conducted by certified instructors and may be conducted in conjunction with other training.

A3.13. NBC Mask (N/A 576 FLTS). Applies to: All personnel who penetrate LERs to perform maintenance.

Frequency: Annual. OPR: TM

Remarks: This training will properly fit the NBC mask and provide the necessary training for an individual to properly use the mask.

A3.14. Shotgun Training Program (N/A 576 FLTS). Applies to: All personnel who penetrate LERs to perform maintenance.

Frequency: Annual. OPR: CATM. OCR: TM.

A3.15. Production Inspector Training. Applies to: All production inspectors.

Frequency: One time.

OPR: Training Flight or UTTM.

Remarks: Training includes the purpose, scope and specific responsibilities, IAW TO 00-20-5.

A3.16. Special Purpose Vehicle and Tractor-Trailer Course. Applies to: Operators of special purpose vehicles and tractor-trailers.

Frequency: One time.

OPR: Training Flight or UTTM (30 LRS provides the 80 hour tractor-trailer course for 576 FLTS).

Remarks: Training consists of classroom, operational training and both a written and road examination.

(1) Emphasize pre- and post-operating requirements, local driving conditions and actual behind-the-wheel operation. (2) Include a comprehensive review of normal operator responsibilities, emergency actions and mishap reporting procedures in the final written examination. Tailor the road exam for specific vehicles. Retrain and retest trainees who fail the road examination.

A3.17. Electromagnetic Pulse (EMP) Hardness Awareness Training (N/A576 FLTS). Applies to: All 2M0XX, 21XX, 62XX, 2EXXX and appropriate civilian personnel.

Frequency: One time. OPR: TM.

Remarks: View videotape titled Electromagnetic Pulse Hardness Awareness Training (SAV PIN 607702).

A3.18. EWO Familiarization Training (N/A 576 FLTS). Applies to: All MMOC /Plans and Scheduling/Technical Engineering personnel/Flight.

Commanders/Superintendents/Production work center OICs/Supts/NCOICs/Rivet MILE Production Managers/QA Evaluators.

Frequency: Annual (MMOC, P&S and QA Evaluators)/One-Time (all others). OPR: Maintenance Operations.

OCR: OSB.

Remarks: Conduct training within 60 days of job assignment. Maintenance Operations and Operations Plans will determine course content.

A3.19. Corrosion Control. Applies to: All 2M0XX, 21XX, 62XX, 2EXXX and appropriate civilian personnel.

Frequency: Annual for dispatching personnel, one time for others who do not dispatch or perform corrosion work. Personnel assigned to the Corrosion Control Shop are exempt from this requirement.

OPR: TM.

Remarks: Ensure an understanding of the requirements of the ICBM Corrosion Control Program.

A3.20. LF/MAF Hardness Training. Applies to: All personnel who supervise/perform LF/MAF maintenance.

Frequency: Annual.

OPR: TM and Technical Engineering.

Remarks: Ensure all affected personnel are knowledgeable of LF/MAF hardness criteria. Include work center specific items.

A3.21. Weapon Safety Training (Explosive Safety and Missile Safety). Applies to: All personnel, supervisory and non-supervisory positions who operate, handle, transport, maintain, load or dispose of missiles, explosives or nuclear weapon systems.

Frequency: Initial training required prior to performing any of these tasks and no later than the last day of the month one year later (annually). OPR: Base Weapons Safety Office. Remarks: Ensure compliance with requirements set forth in AFI 91-101, *Air Force Nuclear Weapons Surety Program* and AFI 91-202, *The US Air Force Mishap Prevention Program*.

A3.22. Air Force Emergency Response Operations (AERO) Introduction. Applies to: All 2M0X2 personnel (Team Chiefs, Team Members, Instructors and Evaluators) requiring entry into a contaminated atmosphere (actual or suspected) containing MM III components.

Frequency: Completion of the AERO Intro (IAW AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*) CBT will satisfy initial training. Annual recurring training will be conducted by MMT instructors. Recurring training will, at a minimum, include PSRE specific response actions and equipment.

OPR: TM

Remarks: Ensure compliance with directives prescribed in OSHA 29 CFR 1910.120, LJG20AF- 01-001, LJG20AF-01-002.

A3.23. SURVIVAIR Equipment Repair Training. Applies to: Resources Flight personnel required to perform periodic maintenance of SURVIVAIR life support equipment.

Frequency: Initial training by a certified SURVIVAIR training instructor. OPR: TM

Remarks: Training schedules are available through 20 AF/A4M.

A3.24. Hazardous Waste Training. Applies to: All personnel who work with Hazardous Waste and their supervisors.

Frequency: Annual OPR: TM

Remarks: Ensure compliance with requirements set forth in AFI 32-7042, *Waste Management*.

A3.25. Maintenance Resource Management Training. Applies to: All personnel who supervise, instruct, evaluate or perform maintenance.

Frequency: One-Time OPR: HQ AF/A4L

A3.26. IMDS Familiarization. Applies to: Team Chiefs, designated data collection monitors, maintenance production work supervisors and all personnel who use IMDS terminals.

Frequency: One time per Permanent Change of Station. OPR: Lead MAJCOM.

Remarks: Include use of IMDS terminals and printers, use of IMDS screen displays and menus, and local procedures.

A3.27. NWRM Awareness Training. Applies to: Commanders and supervisors at all levels must ensure personnel handling NWRM, to include organic, contractor, and distribution personnel, receive initial training and 12-month refresher training before they handle, inventory, account, or distribute NWRM assets. Individuals must complete a closed-book test with a minimum score of at least 80 percent.

Document initial and refresher NWRM.

Frequency: At a minimum, these individuals must receive initial NWRM training prior to performing duties and 12-month refresher training thereafter, no later than the end of the 12th month following initial NWRM training and every 12-months thereafter. One time per Permanent Change of Station.

OPR: HAF/A4L.

Remarks: A test score of less than 80 percent requires retraining and retesting, with a different test, before that person may perform NWRM duties.

A3.28. RTT. Applies to: All missile maintenance production work center team chiefs/technicians.

Frequency: Quarterly OPR: HQ AF/A4L

A3.29. Nuclear Surety Training. Applies to: All personnel, supervisory and non-supervisory positions who operate, handle, transport, maintain, load or dispose of nuclear weapons, nuclear weapon systems, missiles, certified critical components, perform nuclear-related duties or control entry into no-lone zones.

Frequency: Initial training required prior to performing any of these tasks and no later than the last day of the 15th month following initial training (Every 15 months).

OPR: Base Weapons Safety Office. Remarks: Ensure compliance with requirements set forth in AFI91-101, Air Force Nuclear Weapons Surety Program.

Attachment 4

HICS MAINTENANCE AND SUSTAINMENT

A4.1. Responsibilities.

A4.1.1. Appropriate MAJCOM logistics division will:

A4.1.1.1. Develop policy and procedures in support of CA functions throughout the ICBM fleet.

A4.1.1.2. Validate CA funding and support requests (i.e., funding support, engineering package reviews, depot level maintenance support, etc.) and coordinate with appropriate agencies.

A4.1.2. Host unit BCE will:

A4.1.2.1. Maintain HICS ROWs, including erosion repair. (T-3)

A4.1.2.2. Repair and replace ROW fences and gates. (T-3)

A4.1.2.3. Provide equipment and operators to support cable repair, modification or relocation when these efforts are beyond the communication unit's capabilities. (T-3)

A4.1.2.4. Assist communication units during final inspection and acceptance of contract work. (T-3)

A4.1.2.5. Accomplish ROW vegetation control and clearance when necessary to facilitate cable repairs and ensure cable hardness. (T-3)

A4.1.3. MMXS/MMXF will:

A4.1.3.1. Maintain HICS cables. (T-3)

A4.1.3.2. Appoint the CAO to:

A4.1.3.2.1. Monitor all activities affecting the HICS ROW and hardness criteria (see [paragraph A4.1.3.3](#)). (T-3)

A4.1.3.2.2. Control all ROW maintenance (see paragraph A4.1.3.4). (T-3)

A4.1.3.2.3. Maintain and manage HICS Circuit Identification and Recording System and Communication System Identification Record according to TO21M-LGM30F-2-20-1 (Sec III), *Hardened Intersite Cable System*, and AFI 21-404, *Developing and Maintaining Communications and Information Systems Installation Records*. (T-3)

A4.1.3.3. Monitor HICS ROW Activity. (T-3)

A4.1.3.3.1. CAOs will track all activities affecting the HICS ROW (such as highway or utility crossings, construction, earth moving, etc.) to ensure HICS hardness integrity is maintained (T-3). CAOs will also:

A4.1.3.3.1.1. Notify the Flight CC/Supt of ROW deficiencies affecting HICS hardness integrity that cannot be resolved in a timely manner. (T-3)

A4.1.3.3.1.2. Coordinate/conduct the HICS ROW surveillance program. This program is an important tool to gather information on the condition of the HICS ROW. The primary goal of the surveillance program is to identify and document

erosion problems, HICS ROW gate and marker pole discrepancies, and encroachment problems. (T-3)

A4.1.3.3.1.2.1. ROW surveillance can be completed by either the drive-over or fly-over method. Coordinate with local helicopter unit for fly-over support.

A4.1.3.3.1.2.2. Examine each flight area ROW at least every 2 years (T-3). For example, if F-flight was completed June 2007, it would be due again NLT June 2009.

A4.1.3.3.1.2.3. Document and track surveillance program results. When possible, document any marker post discrepancies discovered during the examinations as well. (T-3)

A4.1.3.3.1.3. Maintain close contact with non-USAF personnel/agencies who cross or could cross, inundate or otherwise affect the HICS ROW above or below the surface. **NOTE:** System of records notice F021 AFSPC A, Cable Affairs Personnel/Agency Records applies (T-3). As a minimum, these contacts include:

A4.1.3.3.1.3.1. Landowners and tenants.

A4.1.3.3.1.3.1.1. Highway/road departments (federal, state and county).

A4.1.3.3.1.3.1.2. Public and private utilities (power, telephone, pipeline, water, etc.).

A4.1.3.3.1.3.1.3. Contractors.

A4.1.3.3.1.3.1.4. Federal, state, and local farm agencies (Farm and Home Administration, Farm Bureau, county agents, soil conservation agencies, etc.).

A4.1.3.3.1.3.1.5. Municipal offices.

A4.1.3.3.1.3.1.6. Railroads.

A4.1.3.3.1.3.1.7. State "One Call" agency

A4.1.3.3.1.4. Maintain a mailing list of personnel/agencies indicated above according to AFMAN 37-123 (will become AFMAN 33-363). Contact all personnel/agencies on the list by mail, at least every 2 years, to relay the following (T-3):

A4.1.3.3.1.4.1. Comments emphasizing the adverse effect cable cuts have on the defense effort.

A4.1.3.3.1.4.2. Requirements and procedures for requesting consent-to-cross over or under the HICS ROW.

A4.1.3.3.1.4.3. The necessity of keeping CA advised of any planned construction or earth-moving activities along the HICS ROW.

A4.1.3.3.1.4.4. A request for update information, such as additional names of tenants, changes in ownership, erosion problems and known construction requirements. Use AF Form 3951, *Intercontinental Ballistic Missile Hardened Intersite Cable Right-of-Way Landowner/Tenant Questionnaire*, to

gather public information. See AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*, for more guidance on requesting information from the public.

A4.1.3.3.1.5. Notify landowners or tenants in advance with details of any planned cable work on their property. In all cases where digging takes place, make every effort to contact the landowner. (T-3)

A4.1.3.3.1.6. Ensure all non-routine maintenance of the ROW (i.e., erosion repair work, earth moving, cable lowering or relocation, etc.) is monitored and inspected. (T-3)

A4.1.3.4. ROW Maintenance.

A4.1.3.4.1. Deficiencies. The HICS ROW is USAF Real Property. Correction of deficiencies is a BCE responsibility. However, the CAO is the single point of contact for all ROW deficiencies and ensures corrective actions are implemented (T-3). The CAO will:

A4.1.3.4.1.1. Inspect all ROW problems (erosion, access/gate discrepancies, etc.) and determine corrective actions according to TO 21M-LGM30F-2-20-1 and/or applicable drawings (T-3).

A4.1.3.4.1.2. Coordinate with cable maintenance to either perform repairs or monitor BCE/contractor efforts as required. (T-3)

A4.1.3.4.1.3. Request BCE assistance, as required (T-3). If BCE cannot support the ROW repair with in-house resources, the CAO processes a BCE funded AF IMT 9, *Request for Purchase*, for contract support (T-3).

NOTE: At bases where the missile wing is a tenant, BCE funding/reimbursement for missile support actions is according to local support agreement. The CAO must submit annual requirements to BCE well in advance for funding and programming. When out-of-cycle funding is necessary, the request and justification must be submitted to BCE for joint resolution.

A4.1.3.5. ROW Projects.

A4.1.3.5.1. The CAO provides annual funding requirements for ROW projects, excluding ROW (HICS) gate projects, requiring contract support to the communications unit budget officer. These fund requirements are included in the yearly financial plans, Program Element Code (PEC) 11323F, under Electronic Equipment and Inter/Intra Site Cable Maintenance Element of Expense Identification Code (EEIC) funds. Based on these estimates, HQ AFGSC/A4A6XB allocates funds for specific projects as they occur. The expenses generated by reimbursable projects are paid from funds predeposited by the crossing agency in Deposit Fund Account 57F3875 (see reimbursements in paragraph A6.1.3.6.4.2).

A4.1.3.5.2. The CAO coordinates unprogrammed project requirements with unit and base budget offices to immediately notify HQ AFGSC/A4N and HQ AFGSC/A4A6XB. HQ AFGSC/A4A6XB will fund validated projects on a case-by-case basis. (T-1)

A4.1.3.5.3. The CAO requests depot level support in accordance with TO 00-25-107, *Maintenance Assistance*, when repair/project requirements are beyond base level capabilities. (T-3)

A4.1.3.6. HICS ROW Crossings.

A4.1.3.6.1. The CAO ensures the HICS is not endangered by ROW crossing or construction activity (T-3). Crossings divide into three distinct categories:

A4.1.3.6.1.1. Crossings where the government has lesser easement rights (secondary or later).

A4.1.3.6.1.2. Crossings where the government has superior easement rights (first or prior).

A4.1.3.6.1.3. Crossings within the confines of a public ROW where the government was issued a license or permit for the cable installation.

A4.1.3.6.2. Future Crossings: When notified of a future crossing, the CAO and base Staff Judge Advocate (SJA) must initially determine who has the superior easement. In all cases, the USAF must comply with the terms of the easement. When the question of superior easement determination cannot be resolved, the CAO forwards all supporting case documents to applicable MAJCOM logistics division for resolution (T-1). At the same time, the CAO must obtain sufficient details from the crossing agency to determine what actions, if any, are necessary to protect the HICS (T-3).

NOTE: When the CAO knows of other crossing agency plans to cross the ROW but has not been properly contacted, the CAO must take the initiative to contact that party. If the crossing agency refuses to submit the required request, the CAO must immediately advise appropriate MAJCOM logistics division and the base SJA of the potential legal problem.

A4.1.3.6.3. Crossings without Government Superior Easement Rights (Lesser). Required actions depend on whether HIC lowering or relocation is required due to the crossing activity.

A4.1.3.6.3.1. If no cable lowering or relocating is required, the CAO:

A4.1.3.6.3.1.1. Advises the crossing agency that:

A4.1.3.6.3.1.1.1. The CAO must be notified 72 hours before work begins.

A4.1.3.6.3.1.1.2. Crossing work must be restricted to coordinated locations.

A4.1.3.6.3.1.1.3. Intentionally severing the HICS is a criminal offense and could result in legal actions according to United States Code.

A4.1.3.6.3.1.1.4. Repair costs for negligent severing or damage to the HICS will be billed to the crossing agency.

A4.1.3.6.3.1.2. Schedules cable teams to locate and stake the cable in the crossing area and monitor the crossing work. Always attempt to place the cable team on-site to satisfy the time and date requirements of the crossing agency. (T-3)

A4.1.3.6.3.2. Cable lowering or relocating must be accomplished by USAF resources (in-house or contracted agent) at government expense (T-1). Under no circumstances will the crossing agency lower or relocate the cable (T-1). The CAO coordinates and oversees the effort (T-3). If MMXS lacks resources to perform the work, the CAO seeks assistance in the following order:

A4.1.3.6.3.2.1. To the maximum extent possible, BCE resources will be used for ROW work (T-3). The CAO must coordinate with BCE for specific equipment, operator and time requirements (T-3).

A4.1.3.6.3.2.2. Contract support with EEIC Funds. The CAO arranges for the lease or rental of equipment and operators as required.

NOTE: Contact cable maintenance for assistance as required.

A4.1.3.6.4. Crossings with Government Superior Easement Rights. Before the USAF permits any agency to cross the HICS, that agency must ask for consent-to-cross (T-1). The agency must agree to the reimbursement procedures, when applicable, before the crossing can begin. CAOs can grant conditional crossing consents if no problems are encountered and crossing restrictions are observed (T-2).

NOTE: Following conditional consent refer to paragraph A4.1.3.6.4.3. for permanent consent procedures. Consent-to-cross notification, reimbursement, issuance and follow-on procedures are outlined below:

A4.1.3.6.4.1. Notification. The CAO must advise the crossing agency, by letter, of the following:

A4.1.3.6.4.1.1. They cannot cross the ROW where the USAF has the superior easement except in a manner not involving physical or electronic interference with the HIC (T-1).

A4.1.3.6.4.1.2. They must provide details of their planned activity so the CAO can determine whether HIC lowering or relocation is required (T-1).

A4.1.3.6.4.1.3. Any requirement to relocate the cable to preclude interference from crossing agency's crossings will be done by the USAF at the crossing agency's expense. Include reimbursement procedures in the letter. (T-1)

A4.1.3.6.4.2. Reimbursement. Where the USAF has superior easement rights and must lower or relocate the HICS cable due to the crossing agency's activity, the crossing agency must reimburse the USAF (T-1). In these cases, the reimbursement procedures in AFI 65-601, Volume 1, *Budget Guidance and Procedures*, apply (T-1). The CAO:

A4.1.3.6.4.2.1. Provides reimbursement details to the crossing agency explaining they must pre-deposit sufficient funds to cover the cost, payable to the local Defense Accounting Office (DAO), deposit fund account 57F3875 (T-1). Also, advises the party that they must pay any claims filed as a result of activity associated with the crossing (T-1).

A4.1.3.6.4.2.2. Provides a cost estimate to the crossing agency (T-1), with at

least the following cost breakouts:

A4.1.3.6.4.2.2.1. Military man-hours (by grade).

A4.1.3.6.4.2.2.2. Civilian man-hours (by grade).

A4.1.3.6.4.2.2.3. Material required (standard cost).

A4.1.3.6.4.2.2.4. Commercial equipment required (number of hours, type).

A4.1.3.6.4.2.2.5. Travel.

A4.1.3.6.4.2.2.6. Engineering.

A4.1.3.6.4.2.2.7. Other (with description).

A4.1.3.6.4.2.2.8. Ensures the cost estimate letter clearly states that the crossing agency must provide additional pre-deposits if actual expenditures exceed the estimate. Pre-deposit must be made before work commences.

A4.1.3.6.4.3. Issuance. When the crossing agency has requested consent-to-cross and has agreed to the reimbursement procedures, the CAO notifies the BCE real estate office by letter (T-3). The letter must identify the specific easements involved and request the BCE real estate office issue a consent-to-cross to the crossing agency with at least the following provisions stated:

A4.1.3.6.4.3.1. Crossing criteria (T-1).

A4.1.3.6.4.3.2. Reimbursement details, as provided by CAO (when applicable). (T-1)

A4.1.3.6.4.3.3. A statement that any USAF work (lowering or relocation) must be complete before the crossing agency crosses the easement. (T-1)

A4.1.3.6.4.3.4. The requirement for the crossing agency to notify the CAO at least 48 hours in advance of their crossing. (T-1)

A4.1.3.6.4.3.5. Liability for damages. (T-1)

A4.1.3.6.4.3.6. If the USAF relocates the cable, the crossing agency must purchase, in the name of the USAF, any additional ROW needed (T-1). At no time will the USAF relinquish its superior easement rights to facilitate highway or utility construction (T-1). Purchase of additional ROW in the name of the USAF must include the necessary environmental analyses required by AFI 32-7061, *The Environmental Impact Analysis Process*, and environmental baseline studies required by AFI 32-9003, *Granting Temporary Use of Air Force Real Property* (T-1).

A4.1.3.6.4.4. Follow-on Actions. Record day-to-day expenditures associated with the project (T-3). Coordinate with base DAO to ensure funds are available for project completion (T-3). In no case may expenditures continue prior to availability of funds to cover the expenses (T-1).

A4.1.3.6.4.4.1. Forward requests for additional predeposits, as necessary, to the crossing agency with an information copy to the base DAO. (T-2)

A4.1.3.6.4.4.2. Compute the total project cost after completion. The final

cost accounting must substantiate the transfer of funds from deposit fund account 57F3875 to reimburse the following appropriations:

A4.1.3.6.4.4.2.1. General Accounting and Finance in accordance with DOD7000.14-R, Volume 1, General Financial Management Information, Systems and Requirements, April 2001.

A4.1.3.6.4.4.2.2. Civilian Pay in accordance with DOD 7000.14-R, Volume 8, Civilian Pay Policy and Procedures, February 2002.

A4.1.3.6.4.4.2.3. Material consumed - standard cost.

A4.1.3.6.4.4.2.4. Commercial equipment used charged as billed.

A4.1.3.6.4.4.2.5. Travel costs.

A4.1.3.6.4.4.3. Forward a copy of the final computation to the base DAO for final resolution of the predeposit fund. Also send a copy to the crossing agency. (T-1)

A4.1.3.6.4.4.4. Retain a copy of the final reimbursement computation and all supporting documentation. Obtain copies of collection and disbursement documentation from the base DAO. (T-1)

NOTE: Process reimbursements in a similar manner if the crossing agency is another Government agency other than USAF. In this case, reimbursable expenses are limited to civilian pay, material, travel and contractual services.

A4.1.3.7. ROW Procurement.

A4.1.3.7.1. The CAO submits requests to the BCE Real Estate Office to acquire additional ROW. (T-3)

A4.1.3.7.2. These requests contain legal descriptions, maps, and information on the real estate required and the date the CAO must receive notification of the new ROW acquisition.

NOTE: Purchase of additional ROW must include the necessary environmental analyses required by AFI 32-7061 and environmental baseline studies required by AFI 32-9003.

A4.1.3.8. Claims.

A4.1.3.8.1. When a damage claim is anticipated, the CAO provides the SJA details of possible damage to private property caused by USAF personnel and/or contractors performing USAF related duties on or off the HICS ROW. (T-1)

A4.1.3.8.2. Take color photographs of evidence and provide them to the base SJA when possible. The CAO advises/assists the SJA as required. (T-3)

A4.1.3.9. Project/Case Files.

A4.1.3.9.1. The CAO establishes project/case files to maintain any actions, documents and photographs pertaining to all HICS crossings, projects or ROW problems. (T-3)

A4.1.3.9.2. Maintain copies of all reimbursement billing documents for future reference should auditing or legal actions occur (T-1). Refer to AFMAN 33-363 and the Air Force Records Disposition Schedule (RDS).

A4.1.3.10. HICS Construction and Siting Criteria.

A4.1.3.10.1. HICS construction and siting requirements are found in TO21M-LGM30F-2-20-1. General construction and siting information for projects affecting the HICS follows. In all cases, the most practical and economic solution will be sought consistent with HICS hardness criteria.

A4.1.3.10.2. Construction Guidelines.

A4.1.3.10.2.1. For all construction projects, the location of the HICS must be positively identified before work commences.

A4.1.3.10.2.2. Decisions to reroute, relocate or splice in additional HICS should be made only as a last resort.

A4.1.3.10.2.3. When HICS relocating or lowering is unavoidable to maintain separation criteria, 4 inches of select backfill must surround the HIC. Refer to TO21M-LGM30F-2-20-1 for further protection requirements.

A4.1.3.10.2.4. Blasting activities are permissible provided that the HICS is not at risk of sustaining physical damage. Consult TO 21M-LGM30F-2-20-1 for specific criteria.

A4.1.3.10.3. Siting Criteria.

A4.1.3.10.3.1. New utilities should be installed at a 90-degree crossing angle when possible.

A4.1.3.10.3.2. Construction permits should not be issued for crossings within 50 feet of HICS splice locations.

A4.1.3.10.3.3. Communications cables must have a minimum separation of 12 inches from the HICS. The minimum crossing angle is 30 degrees.

A4.1.3.10.3.4. Pipelines must have a minimum separation of 12 inches from the HICS. Although the crossing angle is not critical, a minimum angle of 30 degrees is desirable to lessen the possibility of damaging the HICS during the crossing.

A4.1.3.10.3.5. Power cables must have a minimum separation of 18 inches from the HICS. The minimum crossing angle is 30 degrees. Underground power cables with a potential difference of 2400 volts to ground must have a metallic sheath.

A4.1.3.10.3.6. Highway and railroad crossing criteria are stated in applicable drawings. When more practical to leave the HICS in place, waivers of this criteria must be granted by HQ AFGSC/A4N.

A4.1.3.10.3.7. Installation of aerial transmission line towers or poles shall not be within 100 feet of the HICS, if possible. The separation, required to avoid HICS damage during tower/pole installation, may be waived at the discretion of the CAO. The electrical effect of 60 hertz power transmission lines crossing parallel or nearly parallel to the HICS is negligible.

A4.1.3.10.3.8. Dam and pond construction over the HICS will be avoided whenever possible. When unavoidable, the CAO must ensure no HICS splices remain in inundated areas.

Attachment 5

CENTRALIZED REPAIR ACTIVITY (CRA)

A5.1. Introduction. This attachment contains the guidance, responsibilities and procedures to establish and manage a CRA. It authorizes the centralized repair for direct maintenance of C-E equipment; it also authorizes indirect off-equipment maintenance for designated equipment components. It applies to all Air Force organizations using a centralized repair concept to repair C-E equipment.

A5.2. Basic Concept of Centralized Repair.

A5.2.1. Centralized repair consolidates maintenance and supply resources at designated locations to support dispersed equipment. It integrates maintenance, supply and other logistics elements providing a cohesive support program that enhances logistics responsiveness and operational effectiveness while reducing costs (see AFI 23-101 and AFMAN 23-122).

A5.2.2. CRAs consolidate tools, test equipment, spare and repair parts, and skilled personnel to provide a combination of logistic services for:

A5.2.2.1. Direct maintenance, on a dispatch basis, for unattended equipment.

A5.2.2.2. Direct, usually off-equipment, maintenance assistance for tasks beyond the capability of using organizations.

A5.2.2.3. Indirect off-equipment maintenance and direct maintenance of designated reparable equipment.

A5.2.2.4. Control and distribution of reparable assets received for shop processing.

A5.2.2.5. Accomplishing using command maintenance at a central location.

A5.2.2.5.1. Establish CRAs for one system or type of equipment and to perform command maintenance functions on the base or site of the CRA.

A5.2.2.5.2. CRAs which accomplish direct or indirect off-equipment maintenance may include a designated supply function, a dedicated satellite account or a special support function within the supporting LRS complex. This function controls and processes reparable items and distributes serviceable items.

A5.2.2.6. Source of Repair (SOR). SORs are not CRAs as defined in this attachment; however, when jointly agreed to by a MAJCOM and HQ AFMC, CRAs may perform SOR maintenance for AFMC. Such workload is defined in a project directive and implemented via project order.

A5.3. C-E Centralized Repair Guidance.

A5.3.1. CRAs must provide clear economic advantages and an ability to sustain or increase maintenance and operational effectiveness. CRAs will not duplicate AFMC technology repair center (depot) capabilities unless agreed to by HQ AFMC.

A5.3.2. Specific C-E centralized repair procedures are as follows:

A5.3.2.1. Note that the centralized repair concept may be authorized when economic benefits are realized while effectively supporting operational readiness. Base decisions on logistics support considerations and not on maintenance factors alone. Assess tradeoffs between each type of maintenance support.

A5.3.2.2. Periodically evaluate maintenance programs and plans for all systems and equipment to determine if changes (either consolidation or non-consolidation) are appropriate. For existing systems, equipment and components supported by a non-consolidated maintenance concept at least one of the following benefits must be demonstrated or projected against the cost of converting to and sustaining consolidation.

A5.3.2.2.1. Improved maintenance effectiveness through better utilization of personnel and equipment by developing a greater technical capability.

A5.3.2.2.2. Reduced manpower, equipment and material.

A5.3.2.2.3. Reduced order, shipping times and transportation costs.

A5.3.2.2.4. Consider the impacts on:

A5.3.2.2.4.1. Inventory control point and depot source of repair.

A5.3.2.2.4.2. Automated management systems.

A5.3.2.2.4.3. Procedural changes, waivers or alternatives.

A5.3.2.2.4.4. Financial and inventory accounting policies and procedures.

A5.3.2.2.4.5. Organizational structures and work center manning.

A5.3.2.2.4.6. One-time implementation costs.

A5.3.2.2.4.7. Engineering and technical services.

A5.3.2.2.4.8. Interservice support agreements, where applicable.

A5.3.2.2.4.9. Programmed equipment life.

A5.3.2.2.4.10. Investment spares cost at all levels.

A5.3.2.2.4.11. Contractor maintenance.

A5.3.2.2.4.12. Geographical dispersal and relocation of equipment.

A5.3.2.2.4.13. Acquisition and life cycle support cost for common and peculiar equipment and tools.

A5.3.2.2.4.14. Obtaining required technical data.

A5.3.2.3. Implement the centralized repair concept only with the concurrence of all involved MAJCOMs/agencies (e.g., maintaining, host, AFMC and Air Intelligence Agency - AIA) unless HQ USAF directs otherwise.

A5.3.2.4. Evaluate the centralized repair concept during the programming process for facilities, systems and equipment and as a part of the maintenance planning cycle for new or improved systems.

A5.4. Centralized Repair Concept Responsibilities:

A5.4.1. HQ USAF/A4L establishes the overall guidance; reviews and approves plans, projects, programs and management systems; and resolves proposed consolidation actions that do not have the concurrence of all involved MAJCOMs.

A5.4.2. MAJCOMs establish a focal point for CRA management:

A5.4.2.1. Continually monitor the support posture for assigned systems and equipment and periodically evaluate pertinent maintenance programs and plans to determine if changes are appropriate. Publish Maintenance Action Directive (MAD) authorizing and directing establishment of a CRA. MADs also identify equipment or systems supported by the CRA and any special funding arrangements, responsibilities, or procedures.

A5.4.2.2. Initiate action with other involved commands to establish CRAs and revise maintenance plans where appropriate.

A5.4.2.3. Coordinate changes to support posture with supported MAJCOMs.

A5.4.3. Note that supported MAJCOMs participate with maintaining commands to assess consolidation cost effectiveness and to develop CRA management procedures and other support functions, as necessary.

A5.4.4. HQ AFMC:

A5.4.4.1. Ensures maintenance plans and programs represent an integration of all support levels and logistics support plans identify specific procedures applicable to centralized repair.

A5.4.4.2. Ensures consolidation efforts are compatible with the functions of the inventory control point or national inventory control point.

A5.4.4.3. Ensures both wholesale and retail level logistics management functions support the centralized repair concept and its specific application.

A5.4.4.4. Participates with and supports MAJCOMs consolidation cost effectiveness assessments.

A5.4.4.5. Revises maintenance program plans and documentation to reflect centralized repair when applied.

A5.4.4.6. Monitors system and equipment support postures and recommends centralized repair to MAJCOMs when cost analysis indicates it is, or may be, appropriate.

A5.4.4.7. Ensures maintenance plans and programs include CRA requirements for new equipment and are outlined in the appropriate documents such as Program Management Directive (PMD), Program Active Directives (PAD) and Integrated Logistic Support Plan (ILSP).

A5.4.5. Assess application of the centralized repair concept as part of the maintenance planning cycle for systems and equipment being developed.

A5.4.6. AIA participates with involved MAJCOMs in all aspect of consolidation that affects cryptologic equipment.

A5.5. Authority to Establish CRA.

A5.5.1. CRAs may be authorized in one of three ways:

A5.5.1.1. HQ USAF direction.

A5.5.1.2. Maintenance Concepts. Maintenance concepts are normally developed during the acquisition programs concept, development and validation phases. If maintenance support responsibility within the command can best be accomplished by a CRA, include this concept in the ILSP. Manpower, tools, test equipment, facilities and other resources are programmed at this time.

A5.5.1.3. Maintenance policy reviews. Reviews of maintenance policies, procedures and concepts for certain existing equipment may justify a centralized repair concept. A CRA may be established if the economic analysis is favorable and HQ AFMC and affected MAJCOMs concur.

A5.6. CRA Alignment. CRAs are functionally responsible to the MAJCOM headquarters but organizationally assigned to a communications unit as outlined in appropriate MADs and UMDs. Operate CRAs as work centers within the unit's maintenance activity.

A5.7. Parent Unit Chief of Maintenance (COM) Responsibilities.

A5.7.1. Operate the CRA according to applicable MADs, this attachment and command directives. (T-1)

A5.7.2. Appoint production evaluators. (T-3)

A5.7.3. Respond to Operations and Maintenance (O&M) assistance requests. (T-3)

A5.7.4. Coordinate with base supply to ensure effective CRA supply procedures. (T-3)

A5.7.5. Provide MAJCOMs with updated lists of supported assets to ensure AFI 23-101 and AFMAN 23-122, Volume 2, remains current. The list includes the NSN, part number and noun for each asset supported by the CRA. Submit recommended additions or deletions to the list of supported assets. (T-1)

A5.7.6. Budget for the day-to-day operation and support of the CRA. (T-3)

A5.8. CRA Responsibilities:

A5.8.1. Perform off-equipment maintenance that is beyond the capability of an O&M activity. Although a CRA does not normally duplicate depot capabilities, the CRA may be tasked to accomplish all maintenance for command supported equipment.

A5.8.2. CRAs may also be tasked to provide:

A5.8.2.1. On-site or telephonic assistance.

A5.8.2.2. Repair support to O&M activities under all MAJCOMs within a geographical area, or on a worldwide basis.

A5.8.2.3. Equipment modification beyond the capability of the O&M activity.

A5.8.2.4. On-equipment maintenance support when the CRA is collocated with operational equipment for which it is responsible.

A5.8.2.5. Training (in-house or on-site) on designated equipment.

A5.8.2.6. Special supply support and transportation of parts or subassemblies.

A5.8.2.7. Temporary O&M augmentation.

A5.9. Quality Assurance. Production inspectors appointed by the COM may be assigned part time (additional duty) or full time, depending on workload. Production inspectors inspect all items repaired by a CRA. Tag serviceable items with DD Form 1574, *Serviceable Tag - Materiel*, or DD Form 1574-1, *Serviceable Label - Materiel*, affix an inspection stamp according to TO 00-20-3. Production inspectors perform NRTS verification of items beyond the CRA's ability to economically repair.

A5.10. Requests to Establish a CRA.

A5.10.1. Requests to establish a CRA in support of specific equipment, groups of equipment or systems may be initiated at any organizational level. Submit requests through command channels. (T-1)

A5.10.2. Requests should clearly demonstrate, through economic analysis, that the CRA provides overall savings while sustaining or enhancing operational requirements. Requests contain:

A5.10.2.1. Type of equipment (i.e., ATC radar, SATCOM, etc.), system (i.e., 486L, Scope Signal III, etc.), nomenclature, noun and NSN of item to be supported by the CRA.

A5.10.2.2. Location of equipment operation and operating organization, base, MAJCOM and federal agency.

A5.10.2.3. Unit currently providing maintenance support.

A5.10.2.4. How maintenance is currently being performed.

A5.10.2.5. Problems associated with current support concept.

A5.10.2.6. Suggested CRA support concept.

A5.10.2.7. Proposed CRA location (i.e., parent unit, base, etc.).

A5.10.2.8. Additional maintenance facilities required to house the CRA.

A5.10.2.9. Describe any manpower actions required according to command regulations.

A5.10.2.10. Expected monetary savings. Use the format for economic analysis in AFI 65-501, *Economic Analysis*.

A5.10.2.11. Additional documents supporting CRA establishment.

A5.10.2.12. Concurrence of other supported MAJCOMs.

A5.11. Manning. Staff CRAs to ensure efficient operation and effective workload flow. Identify manpower positions specifically authorized to support a particular CRA in the UMD under a functional account code peculiar to CRAs.

A5.12. Special Supply Procedures. All CRAs will comply with supply procedures outlined in AFI 23-101 and AFMAN 23-122.

A5.13. Requests for CRA Assistance. Request CRA assistance according to MAJCOM requirements.

A5.14. Funding:

A5.14.1. Responsible MAJCOMs fund TDY and civilian pay.

A5.14.2. Trainee's parent units fund TDYs to train personnel at a CRA.

A5.14.3. Requesting MAJCOMs fund for CRA personnel sent TDY to provide technical assistance.

A5.14.4. Parts, material, packing, crating and other base support costs are normally the responsibility of the MAJCOM when these support responsibilities are identified in the ILSP requiring the CRA maintenance concept.

A5.14.5. HQ AFMC reimburses material costs associated with workload performed under an approved project order using AF IMT 185, *Project Order*. Performing work centers include these requirements in their reimbursable operating budgets.

A5.15. CRA and Source of Repair (SOR) Workload Reporting.

A5.15.1. Report normal CRA workload according to TO 00-20-2.

A5.15.2. Do not report SOR workload, accomplished under an approved project order, in the MDC System. If required, MAJCOMs specify SOR workload reporting.

A5.15.3. Also note that if required, MAJCOMs specify reports required to support project order reimbursement billing.

A5.15.4. Remember, MAJCOMs specify historical workload data retention requirements.

A5.15.5. Send newly issued project orders (e.g., AF IMT 185), host-tenant support agreements or other documented agreements where support is provided to MAJCOMs for review and further distribution or coordination.