

**BY ORDER OF THE COMMANDER
AIR FORCE GLOBAL STRIKE
COMMAND**



**AIR FORCE GLOBAL STRIKE
COMMAND INSTRUCTION 13-5301,
VOLUME 2**

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***Nuclear, Space, Missile, Command and
Control***

**RAPID EXECUTION AND COMBAT
TARGETING (REACT) CREW
STANDARDIZATION AND
EVALUATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 13-5, *Air Force Nuclear Enterprise*, and Air Force Instruction (AFI) 13-530, *Intercontinental Ballistic Missile (ICBM) Nuclear Operations*. This instruction defines roles, responsibilities, and minimum requirements for REACT mission-ready evaluation programs for employment of the Minuteman III ICBM and applies to 13N personnel assigned to Air Force Global Strike Command (AFGSC), Twentieth Air Force (20 AF) and AFGSC Missile Wings (MW). This instruction references the 532nd Training Squadron (532 TRS) as appropriate. This instruction does not apply to Air Force Reserve and Air National Guard units. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 USC 8013. Privacy Act system notice number F036 AF PC C, Military Personnel Records System, applies. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) in accordance with paragraph 1.4 This instruction may only be supplemented by 20 AF. Supplements will not be less restrictive than the provisions of this publication and will be coordinated for HQ AFGSC/A3T review prior to certification and publishing. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Submit requests for waivers through

the chain of command to the appropriate Tier waiver approval authority in accordance with paragraph **1.5**. A failure by military members to observe the prohibitions and mandatory provisions in paragraphs **6.3.**, **6.3.1.**, and **6.3.2** of this publication by military members is a violation of Article 92 of the Uniform Code of Military Justice (UCMJ). See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF CHANGES

This document has been substantially revised in response to a MAJCOM-level effort to standardize missile operations with Air Force operations. The document must be reviewed in its entirety.

Chapter 1— GENERAL INFORMATION	5
1.1. Evaluation Program.	5
1.2. Responsibilities.	5
1.3. Clarification of Guidance (COG).	7
1.4. Guidance Change Requests.	7
1.5. Waivers.	8
Chapter 2— EVALUATIONS	9
2.1. Evaluation Processes.	9
2.2. Evaluation Categories.	9
2.3. Evaluation Types.	9
2.4. Evaluation Requirements.	10
2.5. Evaluation Currency.	11
Chapter 3— EVALUATOR UPGRADE AND CERTIFICATION	13
3.1. Upgrade and Certification Program.	13
3.2. Evaluator Training Requirements.	13
3.3. Evaluator Certification.	14
3.4. Recurring Evaluator Training Requirements.	14
3.5. Evaluator Status Requirements.	14
3.6. Decertification and Recertification Requirements.	15
3.7. Tailored Evaluator Training Program.	15

Chapter 4— EVALUATION CONDUCT	16
4.1. Evaluation Scenarios.....	16
4.2. Evaluation Scenario Conduct.....	17
4.3. Evaluation Script Management.....	18
4.4. Performance Standards (PS) and Timing Constraints.....	20
4.5. Status Presentation.....	21
4.6. Evaluation and Status Briefings.....	22
4.7. Evaluation Scenario Termination.....	22
4.8. Operational Evaluations.....	22
4.9. Evaluation Debrief.....	23
4.10. Outbrief.....	24
4.11. OPLAN Revision Evaluation Program Requirements.....	24
Chapter 5— EVALUATION DOCUMENTATION	25
5.1. Deviation Determination.....	25
5.2. Deviation Consummation.....	26
5.3. Deviations.....	26
5.4. Evaluation Documentation.....	29
5.5. Performance Events.....	30
5.6. Evaluation Ratings.....	31
5.7. Directed Training.....	31
Chapter 6— ICBM EXAMINATION PROGRAM	32
6.1. Purpose.....	32
6.2. Scope.....	32
6.3. Academic Integrity.....	32
6.4. Administrative Procedures.....	32
6.5. Examination Sources.....	33
6.6. Examination Management.....	33
6.7. Examination Security.....	33
6.8. Grading.....	33

6.9.	Failure to Pass a Requisite Exam.....	34
6.10.	Unit MQF Assessments or Examinations.....	34
Chapter 7— ADDITIONAL PROGRAMS (MCIF AND SII)		35
7.1.	Missile Crew Information File (MCIF).	35
7.2.	Missile Crew Publications.	35
7.3.	Required Volumes.	35
Table 7.1.	Required Volumes.	35
7.4.	Publications Library.....	36
7.5.	Alert Related Special Interest Item (SII).	37
7.6.	Go/No-Go Procedures.....	37
Chapter 8— MISCELLANEOUS		39
8.1.	AFGSC Crew Member Excellence (CME) Award.....	39
8.2.	New or Upgrade System Requirements.....	39
8.3.	Standardization/Evaluation Board (SEB).	40
ATTACHMENT 1— GLOSSARY OF REFERENCES AND SUPPORTIVE INFORMATION		41
Attachment 2— MCCM EVALUATION FOLDERS		46
Attachment 3— EVALUATION OVERVIEW CHART		48
Attachment 4— EVALUATION EVENT LIST		49
Attachment 5— LEVEL A PERFORMANCE STANDARDS (PS)		52
Attachment 6— LEVEL B TASK CONSTRAINTS		64
Attachment 7— LEVEL C TASK CONSTRAINTS		66
Attachment 8— MCIF TEMPLATE		67

Chapter 1

GENERAL INFORMATION

1.1. Evaluation Program. The purpose of the ICBM Stan/Eval program is to provide the Operations Group Commander (OG/CC) a process to standardize and evaluate missile combat crew (MCC) readiness.

1.2. Responsibilities.

1.2.1. HQ AFGSC Directorate of Operations (A3):

1.2.1.1. Sets policy and guides the conduct and execution of the REACT operations standardization and evaluation programs.

1.2.1.2. Establishes a MAJCOM office of primary responsibility (HQ AFGSC/A3T, Training and Standardization/Evaluation Division) to implement the standardization and evaluation programs outlined in this publication.

1.2.1.3. Develops and publishes REACT Master Question File (MQF).

1.2.1.4. Conducts semi-annual reviews of the REACT MQF for changes or additions. Changes in technical orders and governing instructions will require REACT MQF review as soon as possible to incorporate changes or additions. **(T-2)**

1.2.1.5. Develops and publishes Performance Standards (PS) to subordinate units.

1.2.1.6. Conducts semi-annual reviews of the performance standards to verify relevance and applicability with current procedures.

1.2.1.7. Provides guidance on minimum event requirements for each type of evaluation.

1.2.1.8. Conducts Staff Assistance Visits (SAVs) to assess Operations Group (OG) standardization and evaluation office's ability to meet mission requirements. The requesting wing or group commander will determine the programs and scope of review. **(T-2)**

1.2.2. Twentieth Air Force, Director of Operations (20 AF/A3):

1.2.2.1. Recommends policy changes to HQ AFGSC/A3T.

1.2.2.2. Defines specific roles and responsibilities for wings, groups, and squadrons to implement the requirements of this instruction.

1.2.2.3. In coordination with the HQ AFGSC/A3 staff, is responsible for interpreting and ensuring compliance with Headquarters Air Force (HAF) instructions and procedures.

1.2.2.4. Provides guidance on implementation and use of PS.

1.2.2.5. Ensures wings and groups implement a standardized evaluator training program that complies with this instruction.

1.2.2.6. When required, augments HHQ inspection teams.

1.2.2.7. When required, assists HQ AFGSC/A3T to conduct SAVs to assess OG standardization and evaluation office's ability to meet mission requirements. The

requesting wing or group commander will determine the programs and scope of review. **(T-3)**

1.2.2.8. Standardizes operations among wings, when necessary.

1.2.2.9. Monitors wing or group operations standardization and evaluation programs.

1.2.2.10. Maintains a Memorandum of Agreement (MOA) with the 532 TRS for training and evaluation purposes in order to support the 20 AF mission.

1.2.2.11. Conducts Technical Assistance Visits (TAV) to validate 532 TRS classroom/Missile Procedure Trainer (MPT) evaluations to ensure technical compliance with all applicable Air Force, USSTRATCOM, AFGSC and 20 AF instruction and supplements.

1.2.2.12. Provides guidance to subordinate units for deviation determination when the unit is unable to make a determination and will supply HQ AFGSC/A3T a copy of any deviation determinations issued. If unable to make a deviation determination, consult with HQ AFGSC/A3T for guidance and final deviation determination. **(T-2)**

1.2.2.13. Provides assistance on problems affecting compliance with this instruction when resolution is beyond the scope of subordinate unit resources. Requests clarification or waivers from HQ AFGSC/A3T regarding this publication if unable to resolve issue or question.

1.2.2.14. Coordinates with 20 AF/ICE to support the operations evaluator course (OEC) with a sufficient schedule and class loading tailored to unit manning requirements.

1.2.3. Operations Group Commander (OG/CC):

1.2.3.1. Ensures standardization of operations procedures and evaluation programs wherever feasible among subordinate units.

1.2.3.2. Chairs the SEB.

1.2.3.3. Establishes a testing facility for use during crew member requisite examinations. A suitable testing facility is one that provides a quiet, distraction-free environment and allows for easy monitoring of examinees by examination proctors.

1.2.3.4. Certifies unit evaluators.

1.2.4. The Chief, ICBM Standardization and Evaluation (OG/OGV):

1.2.4.1. Establishes and executes the unit missile combat crew member evaluation program.

1.2.4.1.1. Authors and programs scripts for use in MPT evaluations for all required weapon system, codes and emergency action procedures (EAP) events.

1.2.4.1.2. Develops Secure Question Bank (SQB) for use during open book examinations.

1.2.4.1.3. Produces closed book and open book examinations for use during crew member requisite examinations.

1.2.4.2. Ensures standardization of evaluation practices and operations procedures wherever practical among operations group units.

1.2.4.3. Conducts evaluations required by this instruction. Only certified evaluators are authorized to perform Missile Combat Crew (MCC) evaluations.

1.2.4.4. Establishes unit no-notice program, limited to no more than 15% of the total evaluations, including both MPT and LCC evaluations, per fiscal year. Monitor this program to ensure no-notice evaluations are distributed proportionately among units. HHQ evaluations may be considered no notice but will not count against the 15% threshold.

1.2.4.5. Reviews all new or changed publications for impacts on operations procedures, standardization, and evaluation programs and ensures appropriate offices are notified.

1.2.4.6. Coordinates on locally developed publications (operating instructions (OIs), supplements, etc.) and training materials that contain or relate to combat crew weapon system operation.

1.2.4.7. Is the final unit authority for deviation determination on evaluations conducted by OGV.

1.2.4.8. Develops and administers the evaluator upgrade program for evaluator certification and to maintain evaluator currency.

1.2.4.9. Recommends evaluators for certification or decertification to OG/CC or CD.

1.2.4.10. Maintains evaluation folders for each CMR certified individual IAW **Attachment 2**.

1.2.4.11. Conducts SEBs.

1.2.5. Missile Squadron, Chief, Weapons and Tactics and Flight Commander:

1.2.5.1. Assists the evaluatees in conducting post-evaluation debriefs.

1.2.5.2. Provides corrective training as determined by the evaluator or Squadron leadership as required.

1.3. Clarification of Guidance (COG). Process requests for clarification via memorandum or message to HQ AFGSC/A3T. Clarification requests generated from MWs will describe the issue with sufficient detail. The intent of COG is to clarify guidance established in this Volume. It is not meant to address “what if” scenarios. Within 15 working days the MAJCOM will provide a complete answer, or notify the unit that further coordination with other units is required and provide a projected timeline. AFGSC/A3T will provide a copy of the COG to 20AF/A3. **(T-2)**

1.4. Guidance Change Requests. Refer recommended changes for this publication to the OPR, HQ AFGSC/A3T, 245 Davis Avenue East, Barksdale AFB, LA 71110 or AFGSC.A3T.Workflow@us.af.mil using the AF Form 847 and the HQ AFGSC AF Forms 847 and Flight Manuals Sharepoint Site located at <https://org1.eis.af.mil/sites/afgsc/internal/a3-5/A3T/staneval/pages/FCIFs%20and%20SIIs.aspx>. **(T-2)**

1.4.1. Coordinate and route AF Form 847s through the appropriate functional’s chain of command.

1.4.2. Recommended changes submitted for approval must include concurrence or non-concurrence recommendations/comments from all affected OGs prior to transmission. Units

may also submit “No response received from xx OG after x duty days”, if other OGs do not provide change recommendations/comments in a timely fashion.

1.4.2.1. Initiating unit will upload the AF Form 847 to the “NAF 847s” tab. 20 AF will provide coordination with other OGs and move the request to the “MAJCOM COORD” tab.

1.4.2.2. The publication OPR will maintain all approved AF Form 847s and is responsible to ensure all changes are incorporated into the next available interim change or publication rewrite.

1.5. Waivers. HQ AFGSC/A3 is the waiver authority for this instruction unless specifically stated otherwise. Waiver authority may not be delegated. Waivers will be granted on an individual and controlled basis. **(T-2)**

1.5.1. Forward all waivers via e-mail through 20 AF to HQ AFGSC/A3T describing the specific requirement creating the problem and explaining why a waiver is needed. If 20 AF concurs with the requested waiver, they will forward their recommendation to HQ AFGSC/A3T, who will in-turn forward their recommendation to HQ AFGSC/A3 for a final determination.

1.5.2. If approved, waivers remain in effect for 30 days following the approving commander’s change of command unless the new commander renews the waiver or HQ AFGSC/A3 states a specific period of time, cancels the waiver in writing, or issues a change that alters the basis for the waiver. Rationale will be provided within the waiver response.

1.5.3. 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, 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. When a commander approves a waiver, the commander is communicating to superiors and subordinates that the commander accepts the risk by non-compliance.

Chapter 2

EVALUATIONS

2.1. Evaluation Processes. Units, in coordination with 20 AF, will develop processes to conduct evaluations and provide feedback to individuals and squadron leadership. (T-2) Reference [Attachment 3](#), Table A3.1, for an evaluation program overview.

2.2. Evaluation Categories. Evaluations given by units and HHQ inspectors will fall into one of four specific categories: (T-2)

2.2.1. Qualification Evaluation. Qualification evaluations are given following requalification training, upgrade training, or given on a recurring basis for CMR certification. Qualification Evaluations will include MQF and SQB exams, as well as MPT and LCC Phases, as applicable. All three phases are required to be completed within a 3-month window (90-day period) in order to advance the crew members evaluation expiration date. Crew members will be restricted per para [2.5.2](#) if they fail to complete all three phases by the 1st day of the 19th month following the previous successful completion of all phases of a qualification evaluation. The only exception is the initial qualification evaluation conducted by the 532 TRS, which only requires the MPT phase. Successful completion of all evaluation requirements will advance a crew member's evaluation expiration date. (T-2)

2.2.1.1. A qualification evaluation may also be directed or requested by operations officers and above.

2.2.1.2. Individuals supporting another crew member's qualification evaluation in the MPT or LCC, but not meeting all phase requirements, will be given credit for a spot-evaluation. These individuals may choose to meet all the phase requirements, making it a qualification evaluation and extending their evaluation expiration date. All phases must be completed within three calendar months of the first phase to reset eligibility window.

2.2.2. Spot-Evaluation. Spot-evaluations are given to MCCMs to evaluate a specific event or requirement without satisfying the requirements of a qualification evaluation. MCCMs supporting a qualification evaluation who do not wish to advance their evaluation expiration date are given credit for a spot-evaluation.

2.2.2.1. Spot-evaluations may also be directed or requested by operations officers and above.

2.2.2.2. If MPT or LCC spot-evaluations satisfy the corresponding phase requirements for a qualification evaluation, individuals may choose to meet remaining requirements in paragraph [2.2.1](#) and extend their evaluation expiration date.

2.2.2.3. For each major weapon system modification, a spot-evaluation may be directed or requested by HQ AFGSC/A3T to verify training and proficiency following supplemental training.

2.3. Evaluation Types. The following types will be used, when applicable, to further describe the evaluations listed in paragraphs [2.2.1](#) through [2.2.2](#) (T-2)

2.3.1. Initial Evaluation. The initial evaluation is a process in which an Initial Skills Training (IST) student completes all AETC course measurements including a comprehensive evaluation.

2.3.1.1. Initial evaluations are administered by the 532 TRS.

2.3.1.2. Initial evaluations cannot be a spot or no-notice evaluation.

2.3.2. Requalification evaluations. An evaluation administered following a failed evaluation or to CMR recertify an individual who was previously CMR certified. Requalification evaluations should be conducted in the environment in which the loss of qualification occurred.

2.3.3. No-notice (N/N) evaluations. The no-notice evaluation program provides commanders a sampling of daily crew performance and an assessment of unit training effectiveness.

2.3.3.1. To maintain the integrity of the no-notice program, it is imperative that crews will not be told of their pending evaluation earlier than 18 hours in advance.

2.3.3.2. Qualification evaluations or spot-evaluations can be no-notice

2.3.3.3. MCCMs will not be given more than one no-notice evaluation by OGV during their evaluation currency period. **(T-2)**

2.3.4. Instructor Evaluations. All instructors must be evaluated giving instruction during their recurring evaluation window. Instructors must demonstrate proficiency by instructing a student or qualified individual acting as a student. The evaluator may require the examinee to present verbal explanations of equipment operations, procedures, and techniques pertinent to crew duties and responsibilities.

2.3.5. Spot Evaluator Objectivity Evaluations (EOE). Chief of OGV or designated representative may administer an EOE to determine the objectivity and skill of the evaluator. The overall rating for this style of spot evaluation will be either qualified (Q) or unqualified (U) for the evaluator. Spot Evaluator Objectivity Evaluations may be requested by Chief of OGV, Ops Officers, and above.

2.4. Evaluation Requirements.

2.4.1. Initial Evaluation.

2.4.1.1. At a minimum, all Course Training Standard (CTS) line items must be complete.

2.4.1.2. A TAV can be conducted to review and verify classroom and MPT evaluations meet the intent outlined in the CTS.

2.4.2. Qualification Evaluation.

2.4.2.1. At a minimum, show one event from each of the following categories in **Attachment 4**, LFX; LCXX; TEXX; EPXX; RSXX; and 2 NCXX (one of which must be NC11-14). These will be evaluated in the MPT phase of the qualification check. **(T-2)**

2.4.2.2. During the LCC phase of a qualification evaluation, evaluate those events directed by technical orders, instructions, etc., and based on actual status as it occurs. If the evaluator desires to have the crew accomplish an event not required by the actual

situation, the evaluator must clearly identify the requirement to the crew. Evaluators will not direct any simulation of events.

2.4.2.3. Qualification evaluations should not be scripted to exceed 2 hours in length.

2.4.2.4. If an MCCM's commander upgrade is cancelled following a Q3 rating during an evaluation, the required requalification evaluations must be taken with a qualified MCCC.

2.4.2.4.1. Upon successful completion of the requalification evaluation, the MCCM will be credited with a qualification evaluation or spot-evaluation as a DMCCC. **(T-2)**

2.4.2.4.2. If an MCCM is not certified as a commander following the successful completion of all phases of an upgrade evaluation, both MCCMs will be credited with completing a qualification evaluation and expiration dates will be advanced. **(T-2)**

2.4.2.5. Chief, ICBM Standardization and Evaluation, or delegated authority, no lower than Stan/Eval section chief, will observe all MPT phases of the qualification evaluations administered to certified evaluators. **(T-2)**

2.4.3. Requalification Evaluation.

2.4.3.1. If being administered following a Q3 rating, events that drove the Q3 rating must be evaluated in the requalification evaluation. Evaluate any other requirements not fulfilled during the MPT phase of the qualification evaluation, or as requested by the operations officers and above.

2.4.3.2. If conducting a requalification evaluation resulting from an evaluation where only one member of the crew received a Q3, only the unqualified crew member requires a requalification evaluation.

2.4.3.3. Administer the evaluation in the same phase where the Q3 event occurred (i.e., MPT or MAF/LCC).

2.5. Evaluation Currency.

2.5.1. Eligibility Period. The eligibility period required for individuals to complete a recurring qualification evaluation begins on the first day of the 16th month, and ends on the first day of the 19th month, following successful completion of previous qualification evaluation. All qualification evaluation requirements and requisite examinations must be completed within the three month eligibility period in no specific order. **(T-2)**

2.5.2. Expiration Date. The expiration date establishes the maximum time until a CMR individual must receive a qualification evaluation. All CMR crew members must receive qualification evaluations as a recurring check on capability. Failure to receive a qualification evaluation before the individual's expiration date causes the individual to be placed in restricted status.

2.5.2.1. OGV will conduct period currency checks on CMR certified individuals per **Chapter 5**, paragraph **5.4.4**

2.5.2.2. Ultimately each individual is responsible to know and keep track of their evaluation currency date.

2.5.3. Expiration Date Calculation. The expiration date is calculated from the date of successful completion of all phases of a qualification evaluation.

2.5.3.1. Expiration dates are established by calculating the first day of the 19th month following successful completion of all required phases of a qualification evaluation.

2.5.3.2. If the MPT or LCC phase is rated Q3, establish the expiration date by calculating the first day of the 19th month following successful completion of the resulting requalification evaluation and any requisite examinations, as required.

2.5.3.3. Spot-evaluations that do not meet qualification evaluation requisites will not advance the expiration date. **(T-2)**

Chapter 3

EVALUATOR UPGRADE AND CERTIFICATION

3.1. Upgrade and Certification Program. The evaluator training and certification program is designed to instruct and evaluate operations group evaluators on the proper manner by which to correctly assess crew capability.

3.1.1. The Chief, ICBM Stan/Eval and HHQ Inspectors are automatically certified as evaluators based on the position.

3.1.2. Units will document certifications using the AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*. However, units may develop certification worksheets to support the AF Form 4324. **(T-2)**

3.2. Evaluator Training Requirements. Evaluator trainees will be observed and supervised by a certified evaluator during all evaluator training activities. **(T-2)**

3.2.1. Prior to certification, evaluator trainees must accomplish the following actions:

3.2.1.1. Observe a minimum of one evaluation in the MPT or LCC environment conducted by a certified evaluator. Observing an evaluation includes participation in pre- and post-evaluation activities and deviation determination requirements.

3.2.1.2. Receive instruction on the following items:

3.2.1.2.1. Evaluator responsibilities.

3.2.1.2.2. Evaluation presentation techniques.

3.2.1.2.3. Examination proctoring procedures.

3.2.1.2.4. Deviation identification, deviation assessment and evaluation rating determination.

3.2.1.2.5. Proper equipment configuration.

3.2.1.2.6. Evaluation material control procedures.

3.2.1.2.7. Pre- and post-evaluation requirements and activities.

3.2.1.2.8. Documentation requirements.

3.2.1.2.9. Evaluation script and scenario construction.

3.2.1.2.10. Any unit policies and requirements (locally developed).

3.2.1.3. Observe simulator operations.

3.2.2. Upon PCA to OGV, evaluators will be enrolled into the next available OEC. **(T-2)**

3.2.3. Units will send waiver requests to AFGSC/A3T through 20 AF containing names of individuals that cannot attend the 20 AF/ICE OEC prior to evaluator certification. The A3T is the waiver authority for OEC courses. **(T-2)** AFGSC/A3T will provide a reply to submitting unit's waiver request within 15 duty days.

3.2.4. Evaluators responsible for writing scripts must attend the 20 AF/ICE Scriptwriter's Course as soon as possible, unless previously attended as an instructor.

3.2.5. Document completion of applicable formal training courses on the individual's AF Form 4324.

3.3. Evaluator Certification. Only certified evaluators (or evaluator trainees under direct supervision of the Chief, ICBM Standardization and Evaluation or delegated authority, no lower than Stan/Eval section chief) may conduct evaluations and document evaluations. Evaluators will be trained, observed, and recommended for certification. **(T-2)**

3.3.1. Only experienced, instructor MCCCs, as identified by AFGSCI 13-5301v1 Table 2.1, will be certified as evaluators.

3.3.2. In order to be certified, an evaluator trainee must administer an MPT evaluation under the observation of the Chief, ICBM Standardization and Evaluation or delegated authority, no lower than Stan/Eval section chief.

3.3.2.1. Certification observation will be conducted in the MPT.

3.3.2.2. If the evaluator trainee is not recommended for certification during their certification evaluation, the Chief of ICBM Standardization and Evaluation (or delegated authority, no lower than Stan/Eval section chief) will become the evaluator of record.

3.3.2.3. There is no limit to the number of certification observations it takes for an evaluator to become certified.

3.3.3. After the evaluator trainee has been trained and observed administering an MPT evaluation, the Chief, ICBM Standardization and Evaluation (or delegated authority, no lower than a Stan/Eval section chief) recommends evaluator certification to the OG commander.

3.3.4. OG/CC, or OG/CD in the commander's absence, will certify evaluators using the AF Form 4324.

3.4. Recurring Evaluator Training Requirements. Evaluators must be trained and maintain currency. Content of recurring training is at the discretion of the Chief, ICBM Standardization and Evaluation. Evaluators must receive recurring evaluator training to maintain evaluator proficiency.

3.4.1. Recurring evaluator training will be conducted at least quarterly. **(T-2)**

3.4.2. The Chief, ICBM Standardization and Evaluation (or delegated authority, no lower than a Stan/Eval section chief), will execute the evaluator training program. **(T-2)**

3.5. Evaluator Status Requirements. An individual may be prohibited from performing evaluator duties without losing evaluator certification. Evaluators will be suspended from administering evaluations for the following reasons: **(T-2)**

3.5.1. The evaluator receives a Q3 rating on any phase of an evaluation. Prior to administering evaluations, the evaluator must successfully complete assigned corrective training and/or an MPT evaluation.

3.5.2. The evaluator becomes non-current or is in regression for any event and the OG/CC determines the loss of currency or proficiency for that event is of sufficient importance to

consider the individual unqualified to perform evaluator duties. If the OG/CC does not elect this option, evaluator status may be retained, but the evaluator will not evaluate in the operational environment until the required currency or proficiency is regained.

3.5.3. The individual does not receive quarterly recurring evaluator training. Prior to administering evaluations, the individual must complete the applicable training that was missed.

3.5.4. At the discretion of the OG/CC, OG/CD or Chief, ICBM Standardization and Evaluation.

3.5.5. Units will document evaluator suspension using a Memorandum for Record which is retained by the OGV scheduler until corrective actions are complete.

3.6. Decertification and Recertification Requirements. The OG/CC or OG/CD will decertify and recertify evaluators when needed. **(T-2)**

3.6.1. Units will document evaluator decertification using the AF Form 4324. Evaluators will be decertified in writing for the following reasons:

3.6.1.1. At the discretion of the OG/CC or OG/CD.

3.6.1.2. Individual is decertified from CMR duties.

3.6.2. An evaluator may be recertified following corrective actions as directed by the certifying official.

3.7. Tailored Evaluator Training Program. Once an individual has been certified as an evaluator within AFGSC, they will not be required to re-accomplish an entire training program at the new assignment. **(T-2)**

3.7.1. Chief, ICBM Standardization and Evaluation must assess the individual's previous evaluator experience to ascertain whether an individual requires further training to meet the unit's needs.

3.7.2. At a minimum, provide training on local procedures and equipment before recommending the individual for certification to the OG/CC or OG/CD.

Chapter 4

EVALUATION CONDUCT

4.1. Evaluation Scenarios. A scenario is a specific event or set of events presented in a coherent manner to simulate operational conditions for the purpose of evaluating crew members.

4.1.1. Performance events are identified in the Evaluation Event List, **Attachment 4**.

4.1.2. Each MPT session must have the following items available:

4.1.2.1. TEAP-TF-214.

4.1.2.2. Training targeting documents [i.e., Handbook for ICBM Targeting (HIT)-TF 214, Training Target and Timing Document (TTATD), Training Reserve Force Target List (TRFTL) and applicable target case prints].

4.1.2.3. Communication and Reporting Directive (CARD)-TF 214.

4.1.2.4. Training Positive Control (PC) documents.

4.1.2.5. Training decode documents (i.e., KTC-D-165, KTC-D-221, KTC-D-2230 and KTC-274).

4.1.2.6. COMSEC, disks and Simple Key Loader (SKL).

4.1.2.7. Launch key.

4.1.2.8. Applicable directives (i.e., AFI 91-114, Safety Rules for the Intercontinental Ballistic Missile System, AFGSCI 13-5304, (S) Emergency War Order (EAP) Generation and Targeting–Intercontinental Ballistic Missile (ICBM) (GATI) (I), Commander USSTRATCOM Emergency Action Procedures (EAP-STRAT) Volume 1, General, EAP-STRAT Volume 3, Positive Control Policy and Procedures, EAP-STRAT Volume 8, ICBM and ALCS Procedures, EAP-STRAT Volume 11, LERTCON System, and EAP-STRAT Volume 16, ICBM Code Component Control Policy and Procedures).

4.1.2.9. Applicable technical orders not issued to crew members.

4.1.2.10. SACCS DTS User Guide for ACP/SCP crews.

4.1.2.11. 20 AF Standard Operating Procedures (SOP).

4.1.2.12. Checklists and simulation materials not listed above that are necessary to present a scripted scenario.

4.1.3. Evaluation scenario results are based on successfully meeting each event performance standard.

4.1.4. Crews will be given starting status prior to evaluations and an opportunity to conduct mission planning to execute the evaluation event. Mission planning is mandatory in the evaluation process. Scripts must contain relevant mission planning event(s) requiring effective mission planning based upon starting status. Mission planning sessions will not be under evaluation, however critiques will be provided to the crew during the outbrief. **(T-2)**

4.1.4.1. Both crew members must be present during mission planning.

4.1.4.2. Missile combat crew mission planning will incorporate applicable aspects outlined in AFGSCI 13-5301v3, *Rapid Execution and Combat Targeting (REACT) Crew Operations*.

4.1.4.3. Evaluatees must be provided facilities to conduct mission planning prior to an MPT evaluation. A copy of operations technical orders, nuclear surety and security directives, and any other reference material helpful to mission planning in accordance with local procedures must be available.

4.1.4.3.1. Once evaluatees have been provided evaluation scenario information for mission planning, the crew must remain in the mission planning area and must not interact with any personnel other than the evaluators.

4.1.4.3.2. Evaluatees may request information from the evaluators concerning starting status during MPT evaluation mission planning.

4.1.4.4. All personnel dispatching for an operational evaluation must accomplish mission planning in accordance with AFGSCI 13-5301v3. Evaluators dispatching to the field for purposes of conducting an evaluation(s) must provide a GO/NO-GO Brief to the Chief, ICBM Standardization and Evaluation or no lower than Stan/Eval section chief.

4.2. Evaluation Scenario Conduct. Evaluators will ensure all scenario stimuli are presented as written in the script to provide a fair and unbiased evaluation of the crew. **(T-3)**

4.2.1. Crew members are permitted to use products developed during the mission planning period prior to the evaluation. Evaluators will review materials used by the crew to ensure they do not supplement technical data or demonstrate script compromise.

4.2.2. For all evaluations, there will be at least a one-to-one ratio of evaluators to evaluatees.

4.2.3. Before conducting an evaluation, evaluators will:

4.2.3.1. Prepare locally generated evaluation worksheets if applicable.

4.2.3.2. Configure MPT IAW prepared script and unit standardized evaluation setup guides.

4.2.3.3. Coordinate with units to ensure evaluatees meet requirements for an evaluation to include required training.

4.2.4. During an evaluation, the evaluators will not challenge, correct, or prompt the evaluatee as to the validity of the actions performed except to provide proper weapon system status.

4.2.4.1. If the crew under evaluation in the MPT passes direction to another LCC or agency, that agency will take the actions directed by the crew regardless if the direction is incorrect.

4.2.4.2. If incorrect direction is passed in the LCC, the evaluators will step in, correct actions and assess the deviation.

4.2.5. Knowledgeable Agencies. The intent of the MPT evaluation is to assess the ability of the MCC under evaluation and not the responses of outside agencies.

4.2.5.1. Outside agencies will not challenge, correct, or prompt any crew actions, but will provide guidance as directed by technical orders and applicable directives.

4.2.5.2. If the crew under evaluation queries an outside agency with a question, yet has the ability to answer the posed question from the resources within their LCC, evaluators will instruct the crew to follow appropriate technical data.

4.2.6. Evaluatees are only permitted to question the evaluators to clarify a stimulus. Evaluators will not give more information than would normally be available or that would prompt a response.

4.2.7. Evaluatees will be given the opportunity to correctly perform an action or to take an incorrect action; however, evaluators must intervene to prevent a safety hazard or damage to any equipment.

4.2.8. Evaluators may ask questions to clarify an evaluatee's response to an event. Evaluators will ensure questions will not interfere with crew actions, interrupt crew actions or prompt the evaluatee.

4.2.9. If both MCCMs are ACP/SCP qualified, then the MPT evaluation should be given as an ACP/SCP.

4.2.10. Evaluators must always provide status that crew members would normally detect with their senses (heat, air, smoke, etc.) when it cannot be simulated by the MPT. Evaluators will ensure proper configuration is programmed whenever possible or briefed to the crew.

4.2.11. Evaluators will ensure evaluatee technical orders are correctly posted prior to evaluations. Exception: Technical order checks are not required for no-notice operational evaluations.

4.3. Evaluation Script Management. Units will design and use scripts to conduct evaluation scenarios. Unit-level evaluations will adhere to technical orders and all higher-headquarters evaluation standards. **(T-2)**

4.3.1. Units will maintain an adequate number of qualification evaluations on-line to ensure script integrity. Individuals should not be exposed to the same script consecutively.

4.3.2. To preserve the integrity of the evaluation program, crews will not be informed in advance of the evaluation script selected, or provided an opportunity to view any portion of an evaluation script outside of starting status provided for mission planning.

4.3.3. All simulation materials will be marked "For Training Use Only" or "For Evaluation Use Only."

4.3.4. Stimuli will be identified by event ID and description, scenario support personnel, initiation and response agencies and notes or expected responses (performance standard notes, evaluator notes, expected evaluatee response, etc.).

4.3.5. Applicable performance standards must be annotated within the script.

4.3.6. Scripts must have a plan for presentation of problem sequences and events that specify instructions for evaluators, MPT operators and scenario support personnel, as required. Scripts will include instructions for simulated inputs, status cards or briefings and will identify proper crew responses.

4.3.7. Problem presentation and equipment response must comply with performance standard constraints. Evaluators should follow the script as written. However, if following the script as it is written causes inaccurate presentation, use evaluator discretion and provide accurate status.

4.3.8. Use status cards or briefings to introduce stimuli that cannot be presented in a more realistic manner. Status cards and briefs must not prompt, but must have enough information for the evaluatee to clearly understand the input. Use status cards to the maximum extent possible without interfering with crew performance and flow of the evaluation.

4.3.9. Do not create actual conditions that could jeopardize personnel safety or cause equipment damage.

4.3.10. Evaluation scripts will be technically accurate in accordance with technical orders and applicable directives.

4.3.11. Scenarios should be designed so that all actions are accomplished as a crew, except where technical orders direct, or allows for, split crew operations.

4.3.12. Simulate realistic operational environments in the MPT requiring the evaluatee to prioritize actions.

4.3.12.1. Multiple inputs may be introduced to determine a crew's capability to establish priorities. Do not inject unrelated events or status (EXAMPLE: two events occurring simultaneously where one event does not logically lead to another) while the crew is accomplishing critical phases of Level A performance standards. This does not preclude the presentation of expected follow-on weapon system indications related to previous inputs, provided those indications do not directly interfere with the crew's ability to execute critical actions.

4.3.12.1.1. If unrelated status occurs during a Level A performance standard as the result of equipment malfunction or due to the evaluator, but the status does not have an impact on the crew's ability to effectively execute critical actions, the evaluator will immediately brief the crew to disregard status and adjust the performance standard accordingly. The scenario event is valid.

4.3.12.1.2. If unrelated status occurs during a Level A performance standard as the result of equipment malfunction or due to the evaluator, and the status has an impact upon the crew's ability to effectively execute its critical actions, the evaluator will immediately brief the crew to disregard status. The scenario event is invalid and deviations as a result of the unrelated status will not be assessed.

4.3.12.2. Scenarios should be designed to evaluate concepts and avoid presentation of excessive weapon system status. No more than three simultaneous problems will be included in any evaluation script.

4.3.13. Procedural entering arguments specified in technical orders and other directives must not be "masked." "Masking" means using one element of status to suppress another element of status to the extent that the second element of status is not easily detectable.

4.3.14. Do not use the current operational or exercise duress words (primary or alternate) in evaluation scenarios.

4.3.15. EAP and weapon system portions of the evaluation may be designed to provide a seamless evaluation.

4.3.16. Qualification or spot-evaluations should not be scripted to exceed 2 hours.

4.3.17. The Chief, ICBM Standardization and Evaluation is the final approval authority for all MPT evaluation scripts. As applicable, coordination with the following agencies must be documented with name and date, at a minimum, and will be done prior to final approval:

4.3.17.1. The ADO, Weapons and Tactics.

4.3.17.2. The ADO, Codes.

4.3.17.3. The ADO, Plans and Scheduling.

4.3.17.4. Wing Safety.

4.3.17.5. Unit COMSEC Responsible Officer (CRO).

4.3.18. MPT scenarios will clearly identify the requirement to accomplish daily inspections if they are desired to be evaluated.

4.3.19. On-line scripts must utilize a system to track changes made throughout the script's effective time. Units will include a List of Effective pages tracking all changes to the script after publication date.

4.3.20. Units must retain evaluation scripts and ancillary items such as dispatches, status cards and script programming, in either paper or electronic copy, for a period of at least 12 months from the off-line date. This does not require a removable storage element for old revision products. Off-line scripts do not require updates.

4.4. Performance Standards (PS) and Timing Constraints. The PS are designed to ensure crew members meet the mission requirements for the operational configuration and performance of the weapon system. PS apply in all venues (i.e., training, evaluations, and field operations). However, due to the dynamic nature of field operations, circumstances may exist that do not allow crew members to meet established PS. For these situations, the crew will prioritize and accomplish required actions in an expeditious manner. **(T-2)**

4.4.1. PS will be used for preparing and presenting evaluation materials.

4.4.1.1. Reference **Attachment 4** for the event list.

4.4.1.2. Reference **Attachment 5** for performance standards and AFGSCI 13-5301v4 for an applicable listing of established EAP performance standards and constraints.

4.4.2. Performance Standards are divided into three levels.

4.4.2.1. Level A - Events have the greatest potential for mission and/or personnel impacts and drive the most stringent training and evaluation program requirements.

4.4.2.1.1. Asterisked Level A performance standards are not subject to judgment and require strict application and adherence. An asterisked Level A is used where a direct correlation exists between exceeding the time and a tangible undesirable outcome, or requires a higher level of proficiency necessary for mission accomplishment.

4.4.2.1.2. Non-asterisked Level A performance standards provide an objective measurement guideline for performances requiring urgent action. Because event

outcome may be influenced by outside factors, there is not always a direct correlation between outcome and successful completion of event-associated actions within the specified time parameter(s). Exceeding one of these times may not indicate a serious deficiency based on judgment and assessment of the specific scenario. Non-asterisked performance standards are guidelines to aid evaluators in determining corrective actions.

4.4.2.1.3. When an event has an associated Level A performance standard, do not present new unrelated status until the Level A performance standard has expired or has been successfully accomplished.

4.4.2.1.4. If the subsequent event has a Level A performance standard, time it normally, without adjustment for the "pending" original time standard.

4.4.2.1.5. When more than one Level A performance standard is running simultaneously, time them concurrently only if specifically written for concurrent timing, otherwise, time separately and sequentially. The only instance concurrent Level A performance standards should occur is when there are multiple Level A performance standards associated with an event.

4.4.2.1.6. During a Level A event, as long as an evaluatee completes the event within the allotted performance standard, the only deviations assessed during this period should be attributed to incorrect actions.

4.4.2.2. Level B - Events deemed integral to the performance of other events and required to sustain acceptable weapon system operation and mission execution. Level B tasks apply where no finite time standard can be identified, but depending on the specific task and scenario, may require expeditious action in order to prevent mission failure, serious injury, or death (e.g., LCC Blast Door Operations).

4.4.2.3. Level C - Non-Level A or B tasks related to weapons system operations that by themselves have little or no impact on mission execution. The standard is to accomplish the event in accordance with technical orders and governing directives.

4.4.3. Level B and C performances within Level A events must be performed correctly in accordance with technical orders, governing instructions or other applicable documents.

4.4.4. Level A, B, and C events must be accomplished without outside assistance except as specified by the governing technical order, HHQ instructions or publications.

4.4.5. Outside agency responses will not be used to satisfy accomplishment of performance standards. If the MCC has the technical data to satisfy the required event(s), the outside agency will not provide the data.

4.5. Status Presentation. Crew members must be presented proper configuration and status to correctly assess capability and for operational realism.

4.5.1. Status presentation requirements and configuration actions for fire/overheat conditions, nuclear detonation (NUDET) and Electromagnetic Pulse (EMP)/High Altitude Burst (HAB) are located in AFGSCI 13-5301v4 for additional presentation or configuration requirements.

4.5.2. When introducing information via status card, clearly state, “I have a status card for the crew,” read the card out loud and place the card face up on the console between the MCCC and DMCCC. If a level A performance standard applies, start the time upon completion of reading the status card.

4.6. Evaluation and Status Briefings. It is the responsibility of the evaluators to conduct appropriate briefings throughout the course of an evaluation.

4.6.1. Evaluators will conduct a pre-brief for evaluatees to set the environment of the evaluation and to ensure the evaluatees clearly understand expectations, responsibilities, limitations and other rules of engagement before being administered the evaluation. **(T-2)**

4.6.2. For evaluation scenarios conducted in the operational environment, evaluators will pre-brief the Flight Security Controller (FSC), Facility Manager (FM) and other support personnel. **(T-2)**

4.6.3. Evaluators may use briefings as necessary for scenario transitions, scenario presentation and to alleviate the crew from performing unnecessary actions.

4.6.4. Units will standardize phrases used during evaluation breaks, between script events and termination. Standardized verbiage eliminates evaluator prompting that could occur when a crew has not completed all required actions before evaluation termination. **(T-2)**

4.6.5. If the crew has correctly accomplished an event, the event re-occurs, and is not intended to be evaluated again, an evaluator may brief the event accomplished when the crew identifies the requirement to re-accomplish the event.

4.6.6. If an event is not intended or not able to be evaluated in that environment, and is not the result of a crew’s incorrect action, evaluators may brief the event accomplished when the crew identifies the requirement to accomplish the event.

4.7. Evaluation Scenario Termination. Once an evaluation is started, all efforts will be made to complete it. **(T-2)**

4.7.1. Situations may arise in which early evaluation suspension would be required. Evaluations suspended may be re-initiated from the point activity was originally stopped, or the evaluation may be completely re-accomplished.

4.7.2. Before deviating from the approved script and terminating a qualification evaluation, the evaluators must determine if the minimum event coverage has been met.

4.7.3. Evaluators will ensure the evaluatee’s technical orders have been properly posted before each MPT evaluation or prior to dispatching for an operational evaluation except as noted in paragraph [4.2.11](#)

4.8. Operational Evaluations. The operational evaluation is conducted in the LCC by evaluating events based on actual status as it occurs and those events directed by technical orders or regulations. When conducting an evaluation on operational equipment, the on-duty crew commander maintains authority during the evaluation.

4.8.1. Prior to an evaluation scenario conducted in the operational environment, the Chief, ICBM Standardization and Evaluation must gauge impact to field operations before dispatching evaluators. Units will use risk management processes to mitigate any adverse operational impact and unnecessary operational risks. **(T-2)**

4.8.2. Evaluators may conduct changeover and assume custody of the alert for the duration of the evaluation if they are on the AFGSC Form 246M, *Missile Alert Duty Order (MADO)*.

4.8.3. Safety and operational actions take priority over simulated actions. Evaluators will intervene to prevent a safety hazard, damage to equipment, mission failure or degradation. **(T-2)**

4.8.4. If during the course of an operational evaluation a change in status occurs and the evaluatee is unable to detect the change, evaluators will apply the following: **(T-2)**

4.8.4.1. In situations requiring immediate crew response to prevent personnel injury, damage to equipment, or mission degradation the evaluators will immediately bring the status to their attention. Enforce appropriate performance standard timing as determined applicable by the evaluator.

4.8.4.2. In situations NOT requiring immediate crew response to prevent personnel injury, damage to equipment, or mission degradation the evaluators will use discretion in determining when to bring the status to their attention. Do not assess a deviation for failure to detect the status change.

4.8.5. If during the course of an operational evaluation a change in status occurs and the evaluatee is able to detect the change, but DOES NOT react, evaluators will apply the following:

4.8.5.1. In situations requiring immediate crew response to prevent personnel injury, damage to equipment, or mission degradation the evaluators will immediately bring the status to their attention.

4.8.5.2. In situations NOT requiring immediate crew response to prevent personnel injury, damage to equipment, or mission degradation the evaluators will use discretion in determining if or when to bring the status to their attention.

4.8.5.3. Assess the appropriate deviation.

4.8.6. If potential exists for the crew member in an operational environment to be rated Q3 or placed in restricted status, the evaluator must ensure the evaluatee is supervised by an evaluator until the evaluatee's qualification status is determined or a CMR crew member certified in the same position relieves the evaluatee.

4.9. Evaluation Debrief. Following the MPT and LCC evaluation phases, it is vital for evaluatees and evaluators to conduct a thorough debrief. The debrief provides an opportunity to conduct critical self-assessment in an effort to continuously improve.

4.9.1. Evaluatees will: **(T-2)**

4.9.1.1. Accomplish a debrief following the MPT and Field Phases of the evaluation. The squadron Chief, Weapons and Tactics, or a flight commander should be available for assistance. Reference AFTTP 3-3.ICBM, Attachment 10, for recommended techniques and procedures.

4.9.1.2. Debrief all actions conducted during the evaluation to demonstrate knowledge of requirements and understanding of events performed during that evaluation phase. This will be conducted under the supervision of the evaluator and can be used to determine if retraining will be required.

4.9.2. Evaluators will: (T-2)

4.9.2.1. Not add or remove deviations based on the debrief (e.g., if a crew self-identifies a deviation that the evaluator did not observe prior to the debrief, the evaluator cannot assess the deviation).

4.9.2.2. At the conclusion of the debrief:

4.9.2.2.1. Present noted deviations to the evaluatees and determine if directed training is required. If directed training is not required, ensure instruction is provided during the debrief IAW paragraph 5.6.1.2. If directed training is required, the highest possible rating for the MCC is a Q2.

4.9.2.2.2. Provide critiques, recommended focus areas for future training, and additional information as required.

4.9.2.2.3. The commander or designated representative may determine additional training is required for the evaluatees. This will not alter the AF Form 8.

4.10. Outbrief. Provides an opportunity for evaluators to brief the overall evaluation rating upon completion of all evaluation phases.

4.11. OPLAN Revision Evaluation Program Requirements. HQ AFGSC/A3T and 20 AF/A3 will coordinate evaluation program requirements for each major EAP change/revision. Requirements will be provided to the units no later than 60 days prior to the EAP change/revision. (T-2)

Chapter 5

EVALUATION DOCUMENTATION

5.1. Deviation Determination. Upon completion of each evaluation phase, evaluators will identify, assess and document deviations. (T-2)

5.1.1. Deviation determination must be based upon the actions or inactions of the evaluatee regardless of scripted events.

5.1.2. During a scenario, if a crew takes multiple incorrect actions that lead to an action warranting a more severe deviation, assess only the highest degree deviation, and fully describe the other incorrect actions in the deviation description (commonly referred to as snowballing).

5.1.3. Assess deviations to only one crewmember when, at the evaluator's discretion, the other crewmember was not in a position to detect and had no requirement to detect the incorrect action.

5.1.4. Evaluators will use definitions and/or examples of deviations in paragraph 5.3 and the list of deviations in AFGSCI 13-5301v4 for deviation determinations.

5.1.5. If OGV cannot ascertain how to assess a deviation for an evaluation after querying all required on-base agencies (Plans, Codes, Safety, Missile Maintenance Operations Center (MMOC), etc.), call and initiate a formal request for deviation determination with 20 AF/A3NV.

5.1.5.1. 20 AF/A3NV will analyze the information passed, make a final determination, and respond back to the unit OGV as soon as possible. A copy of the determination must be provided to HQ AFGSC/A3T.

5.1.5.2. If 20 AF/A3NV is unable to make a final determination, a formal request for deviation determination must be forwarded to HQ AFGSC/A3T. The information will be analyzed and formally coordinated with appropriate MAJCOM subject matter experts (SMEs). Final deviation assessment, deviation severity and operational impact will be determined by the MAJCOM SME. HQ AFGSC/A3T will provide the determination to 20 AF for distribution.

5.1.5.3. If the outcome of the deviation determination could result in a Q3 evaluation rating, affected crewmembers must not perform unsupervised alert duties until the evaluation results are finalized.

5.1.6. Following an HHQ administered evaluation, if 20 AF or AFGSC/IG is unable to make a final determination, a formal request for deviation determination must be forwarded to HQ AFGSC/A3T.

5.1.6.1. The information will be jointly analyzed and formally coordinated with appropriate MAJCOM SMEs. Final deviation assessment, deviation severity and operational impact will be determined by the MAJCOM SME. HQ AFGSC/A3T will provide the determination to initiating agency.

5.1.6.2. If the outcome of the deviation determination could result in a Q3 evaluation rating, affected crew members must not perform unsupervised alert duties until the evaluation results are finalized.

5.2. Deviation Consummation. Evaluation deviations will be assessed based on the actions or inactions of the crew. (T-2)

5.2.1. Deviations are based on decision points and may be consummated at the expiration of Level A performance standard, clock advances or evaluation termination. Deviations will be assessed on incorrect actions at the point of consummation regardless of the scripted outcome.

5.2.2. If a crew fails to accomplish a required Level B event action prior to the clock advance, but is able to complete the event after the clock advance, the deviation may be partially or fully recovered depending on the circumstances.

5.2.2.1. If a clock advance removes the crew's ability to accomplish the required action (reconfigures equipment, removes sortie status, etc.), award the appropriate deviation for failure to accomplish the event.

5.2.2.2. If a clock advance would result in deviation consummation, the evaluator will use evaluator discretion prior to advancing the clock.

5.2.3. If a script is written to brief a crew out of actions but the crew has performed an incorrect action that could impact future events, allow the crew to continue their actions through consummation of the deviation.

5.2.4. If a crew takes an incorrect action, document the appropriate deviation. If recovery to a less severe deviation is possible, document the deviation and allow the crew the opportunity to correct their action.

5.2.4.1. An incorrect action directed by the MCC or an incorrect report to an outside entity is consummated upon termination of a phone call or report. This deviation can be corrected to no deviation if the crew takes corrective actions in the following circumstances:

5.2.4.1.1. If the crew takes corrective actions prior to expiration of any timing standard, full recovery is possible at the discretion of the evaluator.

5.2.4.1.2. If the crew takes corrective actions and the event has no timing standard, full recovery is possible at the discretion of the evaluator.

5.2.4.2. If the MCC takes an action that causes degradation to the weapon system and is not immediately corrected the deviation is consummated.

5.2.4.3. Momentary mistakes due to status monitoring, inadvertent actions, or miscalculations that are immediately corrected, and do not result in system degradation, or degradation to a redundant system, may be recoverable to a less severe deviation or no deviation at all. This determination is at the discretion of the evaluator.

5.3. Deviations. Assess a deviation when an evaluatee performs an incorrect action. There are two types of deviations, critical and non-critical.

5.3.1. Critical Deviation. A critical deviation is an incorrect action which, in the judgment of the evaluator, would reasonably be expected to result, in operational mission failure, endangerment of human life, serious injury, or death. A critical deviation results in the crew member being restricted and unqualified for all positions. The crew member may not perform unsupervised operations duty until successful completion of a requalification evaluation. Some examples of critical deviations are as follows (this is not an all-inclusive list):

5.3.1.1. Failure to comply with warnings or technical order safety precautions that could reasonably be expected to result in endangerment of human life, serious injury, or death.

5.3.1.2. Taking a sortie off-alert when not required or allowing a sortie to be taken off-line when not required.

5.3.1.3. Failure to initiate, direct, or coordinate corrective actions to restore a non-operational LCC or ICBM sortie to mission capable status. This includes failure to note or report indications of an LCC or ICBM sortie becoming non-operational.

5.3.1.4. Unnecessary shutdown of an LCC.

5.3.1.5. Violation of two person concept or no-lone zone requirements. This includes failure to report violations of two person concept or no-lone zone requirements.

5.3.1.6. Removal of a sortie from Pendulous Integrating Gyroscopic Accelerometer (PIGA) leveling when not authorized by command directives.

5.3.1.7. Failure to ensure sortie is capable of correctly responding to a Preparatory Launch Command (PLC)-A. Sortie must be assigned a PLC-A per command directives.

5.3.1.8. Actions by the MCC that result in transfer of timeslot when not required, unnecessary shutdown of an operational console, removal of ability to command PLC, enable command (ENC), or execute launch command (ELC), removal of ability to generate target constants, execution plans, or perform Remote Data Change (RDC). These critical deviations are not recoverable once a crew action is taken that removes these capabilities. This includes not exiting the anti-jam mode by status update or evaluation termination, unless in anti-jam mode for jamming.

5.3.1.8.1. If, by staying in the anti-jam mode, a crew is unable to accomplish RDC, a critical deviation is warranted.

5.3.1.8.2. If a crew delays RDC and subsequently exits anti-jam, or remains in anti-jam, and misses status, or becomes unable to process subsequent scripted events, a non-critical deviation is warranted.

5.3.1.9. Transferring a case(s) from the Force Direction Message (FDM) Buffer to the Case Library prior to the effective time.

5.3.1.10. Failure to enter the correct Translate Code value or failure to verify Translate Codes when required. Assign deviation to the crewmember entering or verifying the incorrect value. Deviation severity may be reduced if corrected before first all-call enable or evaluation termination.

5.3.1.11. Allowing a launch capable sortie to be safed, or remain safed, when not required.

5.3.1.12. Requesting a launch capable sortie to be safed when not required. This deviation is recoverable if crew takes corrective actions within a reasonable amount of time at the discretion of the evaluator.

5.3.1.13. Violation of the following nuclear weapon system safety rules:

5.3.1.13.1. Any action or inaction by a crew that allows a sortie to unnecessarily enter RAMO, failure to initiate an Airborne Launch Control Center (ALCC) Holdoff command (AHC) before a sortie enters radio mode, failure to initiate an AHC before unsafing a LF reporting RAMO, or failure to initiate an AHC to a sortie that unexpectedly enters RAMO.

5.3.1.13.2. Failure to enter anti-jam mode and initiate first inhibit within 2 minutes from the requirement to accomplish inhibit commands.

5.3.1.13.3. Failure to command eight inhibits within 8 minutes from requirement to accomplish inhibit commands.

5.3.1.13.4. Failure to request a sortie to be manually safed when required, in accordance with AFI 91-114.

5.3.1.13.5. Failure to ensure a site is guarded when required.

5.3.1.13.6. Failure to declare a security situation or failing to relay correct site or location. The MCC is not required to brief location when declaring a security situation for unexplained MIIDS alarm when declaring to their primary FSC over SCC line or MAF intercom.

5.3.1.13.7. Allowing a team to depart prior to proper site security system reset (no other team on site) when not authorized by applicable security directives.

5.3.2. Non-critical Deviations. Assess a non-critical deviation when incorrect evaluatee actions are not significant enough to meet critical deviation criteria. A non-critical deviation is an incorrect action which, in the judgment of the evaluator, would reasonably be expected to result in operational mission degradation or personnel injury. Some examples of non-critical deviations are listed below (this is not an all-inclusive list):

5.3.2.1. Exceeding a Level A time standard, unless deviation is listed as an example under paragraph **5.3.1**

5.3.2.2. Failure to comply with cautions or technical order (T.O.) safety precautions not covered by paragraph **5.3.1**

5.3.2.3. Failure to verify equipment configuration and/or operability upon return from maintenance or testing. This also includes failure to accomplish daily inspections or verifications.

5.3.2.4. Failure to report a change in system status or correct change in system status, systems capability, or operations capability that has degraded the operational mission.

5.3.2.5. Failure to ensure security measures are accomplished. This includes Physical Security (failure to report indications of an improper Sensitive Command Network Test (SCNT)), Communications Security (COMSEC), Information Security (INFOSEC), and Operations Security (OPSEC).

- 5.3.2.6. Failure to accomplish an operational report within established time limits or submitting an incorrect operations report.
- 5.3.2.7. Incorrectly configuring any EAP communication equipment to include monitoring or directing another LCC to monitor an incorrect satellite, frequency, channel/priority or antenna steering.
- 5.3.2.8. Improperly configuring or failing to configure a sortie, and the result does not warrant a critical deviation.
- 5.3.2.9. Declaration of incorrect security situation number, letter or indications. If the crew corrects the declaration prior to Level A PS expiration, deviation severity may be reduced.
- 5.3.2.10. Failure to obtain authentications or a Visitor Control Number (VCN) when required.
- 5.3.2.11. Requesting inadequate guarding in accordance with security directives. Error severity may be reduced if corrected.
- 5.3.2.12. Failure to inspect or verify the integrity of a TDI.
- 5.3.2.13. Failure to detect and report indications of a PCC or PCTT to the codes division or Wing Command Post (WCP) in accordance with EAP-STRAT VOL 16.
- 5.3.2.14. Entering a sortie into PIGA leveling when not required.
- 5.3.2.15. Failure to direct MMOC to accomplish an immediate inspection of the launch tube wall when required.
- 5.3.2.16. Any action that results in damage to equipment which does not meet the criteria of a critical deviation.

5.3.3. Reference AFGSCI 13-5301v4 for examples of classified deviations.

5.4. Evaluation Documentation. Administration of the MCCM qualification evaluation program requires accurate documentation. This provides a means to document CMR readiness, identify deviation(s), and direct training as applicable.

5.4.1. AF Form 8, *Certificate of Aircrew Qualification*, will be used for each evaluated individual to document details of administered evaluations. Units choosing to use electronic evaluation folders will use PEX. Units using PEX will allow access to HHQ evaluators and inspectors that request access to any modules within PEX. Units will use electronic signatures for any required signatures on Stan/Eval forms within PEX to the maximum extent possible. The AF Form 8 will be filed in section 2 of the individual's evaluation folder. In addition to evaluator and evaluatee information, the following information must be included on the evaluation report: **(T-2)**

- 5.4.1.1. Evaluation details. Evaluation date, location, no-notice applicability must be annotated.
- 5.4.1.2. Document all deviations on the AF Form 8 and annotate the deviations driving a Q2 or Q3 rating which require directed training in Section IV of the AF Form 8.

5.4.1.3. Expiration date information will be listed on the evaluation report even if there is no change (e.g., spot evals).

5.4.1.4. An evaluation type must be listed for each individual under the LCC/MPT Phase column.

5.4.2. Following HHQ administered evaluations, HHQ evaluators or inspectors will provide evaluation paperwork in writing to the unit identifying the rating, type of evaluation, deviations and events in which deviations were assessed. OGV will create and coordinate an evaluation report to be maintained for documentation purposes.

5.4.3. Evaluation reports will be maintained for each evaluatee.

5.4.3.1. When retraining is required, the appropriate training office must receive copies of the evaluation report for training purposes. Once training is completed, the appropriate agencies will document the accomplishment of training on the evaluation report and return to OGV.

5.4.3.2. The evaluation report will be coordinated through all appropriate agencies to ensure all evaluatee records are kept current.

5.4.4. Quarterly Evaluation Folder Review

5.4.4.1. OGV will compare crew qualification evaluation dates, accomplished and expiration, in active evaluation folders with the Aviation Resource Management System (ARMS) database to ensure the correct dates were inputted into ARMS. Reviews of evaluation folders for personnel in inactive status is not required.

5.4.4.2. OGV will coordinate with the SARM to gain ARMS datasheets for comparison.

5.4.4.3. The reviews must be accomplished within each quarter.

5.5. Performance Events.

5.5.1. Events will have a two-tier (Q/U) or three-tier (Q/Q-/U) grading system. Discrepancies will be documented against the established events.

5.5.1.1. Q – Crew accomplished all actions correctly and appropriately. Event ID was accomplished successfully with no significant proficiency or knowledge gaps. Task was performed to its completion and the crew can be considered proficient in this area.

5.5.1.2. Q- – Crew accomplished all actions but deficiencies were noted. Crew deviated from established procedures and demonstrated a lack of proficiency which does not meet the minimum acceptable levels of speed, accuracy, and safety in accordance with defined Performance Standards. This rating may or may not result in a non-critical deviation but at a minimum will be outbriefed and debriefed to the crew. Retraining will be directed at the judgment and discretion of the evaluator.

5.5.1.3. U – Crew deviated from established procedures and demonstrated a lack of proficiency which does not meet the minimum acceptable levels of speed, accuracy, and safety in accordance with defined Performance Standards. This will result in the standards outlined in a critical deviation. Retraining for any Event IDs resulting in a U rating requires retraining and a re-check.

5.6. Evaluation Ratings. Overall evaluation ratings will be based on the discretion of the evaluators of record. **(T-2)**

5.6.1. Qualification Level 1 (Q1) indicates an evaluatee demonstrated the desired level of performance and knowledge of procedures, equipment and directives within prescribed tolerances. This will be awarded when no deviations are noted, but may also be awarded when deviations are noted if:

5.6.1.1. No critical deviations were noted.

5.6.1.2. In the judgment of the evaluator, any non-critical deviations noted do not warrant directed training nor preclude awarding of a Q1. At the conclusion of the debrief, the evaluator provides instruction concerning the deviation and determines that the examinee has gained the necessary knowledge or proficiency.

5.6.2. Qualification Level 2 (Q2) indicates an evaluatee demonstrated the ability to perform duties safely with no critical deviations, but:

5.6.2.1. Exceeded an asterisked Level A timing standard not listed in paragraph [5.3.1](#)

5.6.2.2. There were one or more non-critical deviations where, in the judgment of the evaluator, directed training was assigned IAW paragraph [5.7](#)

5.6.2.3. In the judgment of the evaluator, a crewmember's performance of an action, although correct, requires directed training.

5.6.3. Qualification Level 3 (Q3) indicates an evaluatee is unqualified based on an unacceptable level of safety, performance or knowledge.

5.6.3.1. Any critical deviation noted requires an overall Q3.

5.6.3.1.1. A requalification evaluation including all events with a critical deviation is required.

5.6.3.1.2. Dual position crew members will always be rated unqualified (Q3) for both positions if rated Q3 in either position.

5.6.3.2. In the judgment of the evaluator, a Q3 may be given if there is justification based on several non-critical deviations noted.

5.7. Directed Training. All ratings of Q2 or Q3 require directed training. Any training directed by the evaluator to remedy deviations or crew performance identified during the evaluation.

5.7.1. Directed training may include self-study, classroom instruction, or use of the MPT, or MEP.

5.7.2. Directed training associated with a Q3 rating will be completed prior to accomplishing alert duties. **(T-2)**

5.7.3. Document directed training on the AF Form 8.

Chapter 6

ICBM EXAMINATION PROGRAM

6.1. Purpose. The ICBM examination program measures crew member knowledge of normal/emergency procedures, threats, and other information essential for the safe and effective operation of the Minuteman weapon system through the administration of written examinations.

6.2. Scope. This chapter applies to Combat Mission Ready (CMR) personnel.

6.2.1. The examination program in this chapter includes requisite examinations for recurring evaluations and AFGSC-directed quarterly assessments. The examination program does not pertain to the 532 TRS.

6.2.2. Requisite Examinations. Requisite examinations include open book, closed book, and Boldface examinations, as described in paragraph **6.5**

6.3. Academic Integrity. Academic Integrity is defined as an uncompromising adherence to a code with its foundation rooted in the Air Force core values. All AFGSC personnel must adhere to the highest standards of academic integrity while participating in any evaluation environment. Personnel are prohibited from engaging in cheating, misrepresentation, or any other act constituting a lack of academic integrity. MCCMs will not cheat or misrepresent. Failure by military members to obey this paragraph is a violation of Article 92 of the UCMJ.

6.3.1. Cheating. The act of giving or receiving improper assistance such as, but not limited to, gaining unauthorized access to evaluation materials that have not been released for crew member use; copying answers from another's examination; using texts, notes, issue materials, or other references not authorized for examinations; knowingly permitting another crew member to copy one's answers from an examination paper; and collaborating with other persons on individual assignments except as specifically authorized by the instructor/evaluator. Failure by military members to obey this paragraph is a violation of Article 92 of the UCMJ.

6.3.2. Misrepresentation. The act of making an assertion or omission to intentionally deceive or mislead. Misrepresentation may be an oral or written statement that is misleading or deceiving and meant to be so. A military member may also commit misrepresentation by omission, such as deliberately withholding material information. Failure by military members to obey this paragraph is a violation of Article 92 of the UCMJ.

6.4. Administrative Procedures.

6.4.1. Program Documentation. Units will document the unit-level crew examination program. **(T-2)**

6.4.2. Retention of Examination Records. Retain graded evaluation examination answer sheets until final AF Form 8 documenting the qualification evaluation is completed.

6.4.3. Proctoring of Examinations. OGV will administer and proctor all requisite examinations in a designated examination area/room. **(T-2)**

6.4.4. All exams (except for Boldface) will consist of 20% of the total questions in each of the databases (MQF and SQB). **(T-2)**

6.5. Examination Sources.

6.5.1. Open Book Examinations. Open book questions will come from Secure Question Bank (SQB) that cover publications containing information pertinent to the operation of the Minuteman weapon system and performance of the assigned mission. There will be classified and unclassified portions of the open book examination. **(T-2)**

6.5.1.1. The open book subject areas and the publications used to generate the exam will be made available to crew members during testing. Electronic publications may be used as references for open book examinations.

6.5.1.2. OGV will develop classified and unclassified versions of the SQB. OGV will safeguard them in the same manner as any other required Stan/Eval product.

6.5.1.3. OGV will produce classified and unclassified open book examinations from the SQBs for use during qualification evaluations.

6.5.1.4. SQBs will consist of 100 questions (classified and unclassified).

6.5.2. Closed Book Examinations. Questions will come from AFGSC-published unclassified and classified Master Question Files (MQFs). **(T-2)**

6.5.2.1. OGV will generate the MQF assessment through Patriot Excalibur (PEX) and will proctor the exam. These assessments will contain both classified and unclassified questions from the MQFs.

6.5.2.2. Units will forward requested changes to the MQF to HQ AFGSC/A3T. HQ AFGSC/A3T, in coordination with 20 AF/A3NV, will review and distribute changes as necessary.

6.5.3. Examinations. Questions come from AFGSC published Boldface examination. **(T-2)** Boldface testing will be accomplished each calendar month, and the currency will expire at the end of the following month. Failure to accomplish by the end of the following month will result in a NO/GO condition until subsequently completed.

6.5.4. Exam Question Review. The HQ AFGSC/A3T will host a review of the MQF annually or after any changes in source documents, if deemed applicable.

6.6. Examination Management. With the exception of written Boldface exams, OGV will maintain prepared closed book and open book exams.

6.6.1. Prepared exams: OGV is required to produce an appropriate amount of examinations to ensure MCCMs receive separate versions in order to maintain test integrity.

6.6.1.1. Each closed book and open book examination must consist of a classified and unclassified portion.

6.6.1.2. OGV will prepare alternate examinations as required for reexaminations. **(T-2)**

6.6.2. When published guidance changes, the associated prepared exam or exam database (depending on method used) will be updated as soon as possible upon receipt.

6.7. Examination Security. OGV personnel will maintain positive control of all requisite exams, applicable answer sheets, and associated computer-based media. **(T-2)**

6.8. Grading.

6.8.1. Boldface. Grade Boldface examinations on the two-tier grading system (i.e., Q/U). Satisfactory performance requires writing the proper actions in the correct sequence, not necessarily a verbatim response. The minimum passing grade is 100 percent.

6.8.2. Open and Closed book Examinations. Grade written examinations as a percentage of correct answers. The minimum passing grade is 85 percent. All questions missed will be reviewed immediately following the exam. **(T-2)**

6.8.3. OGV will grade all requisite exams prior to the crew member's next alert. **(T-2)**
Exception: Boldface exams may be graded by any certified instructor.

6.9. Failure to Pass a Requisite Exam.

6.9.1. Reexamination Policy. A crew member failing a requisite examination must be afforded an adequate study period prior to reexamination. For other than Boldface, the crew member will be reevaluated using an alternate exam. **(T-2)**

6.9.2. Reexamination Period. Crew members who fail a requisite examination must complete a successful reexamination by the end of the third month following the date of the first failure, or the end of their eligibility period, whichever occurs first. The OG/CC may extend the time allowed to successfully complete the reexamination with a waiver. Document the waiver in the individual's evaluation folder.

6.9.3. Reexamination Restriction. Crew members failing a Boldface, closed book or open book examination will not perform alert duty until a successful reexamination is accomplished. **(T-2)**

6.10. Unit MQF Assessments or Examinations.

6.10.1. AFGSC-directed Quarterly Assessments.

6.10.2. Units will ensure each CMR certified crew member accomplishes a quarterly MQF assessment. **(T-2)**

6.10.2.1. Quarterly assessments will consist of 20% of the total question bank. These questions should be spread across the subject areas (weapon system, codes and EAP).

6.10.2.2. Quarterly assessments will be generated through Patriot Excalibur (PEX) and reviewed/graded by an instructor.

6.10.2.3. Crew members are required to complete a quarterly MQF assessment at any time during respective quarters.

6.10.2.4. Grading Assessments. Quarterly assessments are correctable to 100% and do not affect CMR status. All questions missed will be reviewed and retrained immediately following the assessment with an instructor.

Chapter 7

ADDITIONAL PROGRAMS (MCIF AND SII)

7.1. Missile Crew Information File (MCIF). Units will establish and maintain a library consisting of a current read file and publications. This library will consist of the items listed in **Table 7.1** in either hardcopy or electronic format. If a unit establishes a paper library, it will be organized into volumes as shown in the **Table 7.1**. MCIFs may be issued to crewmembers for TOs or AFIs that affect alert operations, but actual publication changes must be accomplished IAW established procedural guidance, to include AFI 33-360 (as applicable) and TO 00-5-1. **(T-3)**

7.2. Missile Crew Publications. Unit commanders are responsible for ensuring missile crew members are aware of all information published in current technical orders and flight-related publications before alert. Unit commanders will notify missile crew members through Part B of Volume I of the unit MCIF and Go/No Go procedures to ensure they review new changes and supplements prior to their next alert. **(T-3)** MCIF items that contain weapon system data will be controlled IAW the applicable distribution statement in the governing Technical Order (TO).

7.3. Required Volumes. The MCIF serves as the master copy for missile crew publications and must be accurately posted. If required publications are on order, place a memo for record in the appropriate locations in the library binders. At the OG/CC's discretion, the MCIF library may be electronic, provided measures are in place to ensure currency of publications and unrestricted access by crewmembers. **(T-3)**

7.3.1. Volume I is a table of contents for all volumes and current read file items, Volumes II through V are made up of publications and alert procedures, and Volume V (optional) is reserved for applicable miscellaneous information. If units choose hardcopy format and the contents of any volume exceed the capacity of its binder, use an additional binder and identify the first and subsequent binders by a letter of sequence (e.g., IIIA, IIIB).

7.3.2. Wing/Group agencies who wish to disseminate information through an MCIF will submit the information to OGV for coordination and distribution. Items entered into Volume I will be limited to those items that contain information temporary in nature. To prevent overwhelming the missile crew members with unnecessary details, salient points may be extracted from lengthy documents or highlighted if inclusion in Volume I is necessary. Above the Wing/Group level, the NAF or MAJCOM Stan/ Eval function is the focal point for MCIF information. **(T-3)**

Table 7.1. Required Volumes.

Volume	Title
Volume I	Table of Contents/Current Read File
Volume II	Publications—Air Force Directives/MAJCOM Supplements
Volume III	Publications—COCOM/MAJCOM/NAF/Local Directives
Volume IV	Checklists/Crew Aids/Technical Orders
Volume V (Optional)	Miscellaneous Information

7.3.3. Current Read File. Volume I consists of a minimum of two parts to include an Index (Part A) and Current Read Files (Parts B and C (Note: Part C is optional)). MAJCOMs may add additional components to Volume I as appropriate.

7.3.3.1. Part A is a table of contents listing all material contained in MCIF Volumes I through V.

7.3.3.2. Part B is the Current Read File of MCIF messages. Messages contain information temporary in nature, directly pertinent to safe and secure alert operations. Crew members must read new postings to Part B prior to departing for the first alert following the MCIF posting or while on alert if the posting is available to them.

7.3.3.3. Part B entries will not remain in MCIF Index longer than 1 year from date of issue. Post information no later than the posting date. OGV will reissue MCIFs upon expiration as applicable, unless specifically directed to remove the MCIF by HHQ. OGV may also rescind MCIFs through appropriate coordination with the posting authority. **(T-3)** File Part B items in reverse numerical sequence with the latest item on top. Cross-reference classified entries to the appropriate location. If unit PEX database is contained on an unclassified net and a classified Part B MCIF is issued, the MCIF will cross reference the specific location where crewmembers can review classified message.

7.3.3.4. Part C is the Current Read File that contains information temporary in nature but not related to safe and secure alert operations and is not required to be read prior to departing for alert and will not impact Go/No-go status. These items should be reviewed at the earliest possibility. **(T-3)**

7.3.3.5. MCIF Part C may be rescinded at any time at the discretion of the posting authority. File Part C items in reverse numerical sequence with the latest item on top. If unit PEX database is contained on an unclassified net and a classified Part C MCIF is issued, the MCIF will cross reference the specific location where crew members can review classified the message. **(T-3)**

7.3.3.6. Refer to [Attachment 8](#) for a sample MCIF format.

7.4. Publications Library. Volumes II through V will consist of an MCIF Functional Publications Library according to MAJCOM directives. **(T-3)** HQ AFGSC/A3T designates the minimum list of publications that require printed copies in the MCIF library. NAF Stan/Eval will publish an MCIF Index of Publications on the NAF CoP and provide periodic updates as required. The NAF-published MCIF Index of Publications will list the current publishing date, any changes, and applicable MCIFs. Ensure changes to the published Index of Publications are easily identifiable (for example, highlighted). The unit's basic index will reflect, at a minimum, those instructions and technical orders that are listed in the MCIF Index of Publications. Units may add other publications at the discretion of unit Stan/Eval, but must maintain these publications with the most current versions available. Units will place the index in Part A of Volume I (Current Read File). Notification of publications or index of publications changes may be accomplished by HHQ release of a new MCIF Index of Publications. Units have five working days from notification to post the affected publication. Units will notify NAF Stan/Eval if a newer version of a publication is available and not listed on the MCIF Index of Publications.

7.4.1. All publications in the library will be current and complete.

7.4.2. Units will establish and maintain a table of contents for the publications library containing, at a minimum, a listing of basic publications numbers and short titles. Publication dates, supplements and changes are not required.

7.4.3. At a minimum, units will maintain the required index and location of electronic files in a hard-copy binder in the MCIF library.

7.4.4. Documents in the MCIF library will be made available for missile crew members on alert via either electronic or hardcopy means.

7.5. Alert Related Special Interest Item (SII).

7.5.1. Alert Related SIIs are items of emphasis relating to existing procedure(s) designed to mitigate or eliminate specific risks or trends.

7.5.1.1. SIIs do not add to or amend established procedures.

7.5.1.2. SIIs will be based on identification of risks and trends from a variety of sources to include operational, safety or security related incidences, trend analysis, and potential problems with equipment/procedures. **(T-3)**

7.5.2. SII(s) will be issued through the same process used to release MCIFs with the following elements: **(T-3)**

7.5.2.1. References (T.O., instruction, SEB, etc)

7.5.2.2. Risk factors and trend details

7.5.2.3. Specific emphasis actions to reduce/eliminate the risk or trend that generated the SII.

7.5.2.4. Effective date of rescission

7.5.2.5. SME/POC for further information

7.5.3. SII(s) will be of limited duration (generally not to exceed 90 days). **(T-3)**

7.5.4. SII(s) may be issued/rescinded from AFGSC, 20 AF/TF 214 or operations group Stan/Eval level.

7.5.5. Units will place all applicable SIIs into the MCIF, Current Read File, Part B, for dissemination to crewmembers. **(T-3)**

7.5.6. All current CRM/ORM or safety related SII(s) will be briefed during mission planning briefings for the duration of the SII(s). Mission-specific SII(s) need only be briefed on those missions for which the SII is relevant.

7.6. Go/No-Go Procedures. Units will establish a positive control system that ensures crew members have completed all ground training and Stan/Eval items required for alert. Units will provide guidance on this system in the unit supplement. **(T-3)**

7.6.1. As a minimum, the Go/No Go system will monitor:

7.6.1.1. AF Form 8 qualification or appropriate ARMS products.

7.6.1.2. Alert and MPT currency items required for alert IAW AFGSCI13-5301v1.

7.6.1.3. Examination items required for alert IAW AFGSCI13-5301v2.

7.6.1.4. Any Duty Not to Include Alert (DNIA) status.

7.6.1.5. Currency on all MCIF (Volume 1, Part B) items.

7.6.1.6. Individuals will accomplish an initial review and certification of all volumes prior to their first alert.

7.6.2. Units will designate person(s) to verify Go/No-Go status prior to releasing crew members for alert.

Chapter 8

MISCELLANEOUS

8.1. AFGSC Crew Member Excellence (CME) Award. This award recognizes MCCMs who have sustained an excellent record of performance while serving as a crew member within AFGSC.

8.1.1. To be eligible for the CME Award, an individual must:

8.1.1.1. Be an experienced MCCC, as identified in AFGSCI 13-5301v1.

8.1.1.2. Achieve a minimum of four Q1 qualification evaluation ratings out of a series of five qualification evaluations.

8.1.1.3. Any Q3 evaluation rating will automatically reset the CME eligibility count. **(T-2)**

8.1.2. The OG commander is the final approval authority for the CME Award. The OG commander will review the nomination letter forwarded by the respective squadron commander and will consider the individual's overall performance as a crew member when approving selected individuals for the CME Award. **(T-2)**

8.1.3. Approved individuals will receive an AFGSC Crew Member Excellence certificate (AFGSC Form 56) recognizing their evaluation performances.

8.2. New or Upgrade System Requirements. For new or upgraded missile systems, the unit standardization and evaluation office will develop the evaluation program to meet requirements within this instruction, AFGSCI 13-5301v3, AFGSCI 36-283, *Intercontinental Ballistic Missile Training System Management*, and AFGSCI 10-604, *Global Strike Operational Weapon Systems Management*. **(T-3)**

8.2.1. The unit standardization and evaluation office will develop specific requirements for planning a new evaluation program to include a validation plan and program approval strategy.

8.2.2. The unit commander will appoint a limited number of SMEs in writing. The primary duty of the SME is to develop technical documentation, evaluation materials, and to conduct CMR evaluations. Document SME appointment. Forward the memorandum to 20 AF/A3 andHQ AFGSC/A3T.

8.2.3. SMEs who conduct CMR evaluations or initial [post-Initial Operational Capacity (IOC)] system operations must be CMR certified. To maintain CMR status, they must be evaluated on all applicable events or complete a qualification evaluation within 60 calendar days of removal from SME status or within 90 calendar days from system IOC (whichever is sooner).

8.2.4. Once evaluations are complete and individual is certified, document certification on the AF Form 4324.

8.2.5. MCCMs trained by the SMEs will be evaluated within 90 calendar days from system IOC.

8.3. Standardization/Evaluation Board (SEB). The purpose of the SEB is to, at a minimum, identify evaluation trends, review any Technical Order or regulation discrepancies, discuss any limiting factors inhibiting evaluations, and any other topics desired by the OG/CC. Report any concerns requiring MAJCOM assistance to AFGSC/A3T with a courtesy copy to 20AF/A3N.

FERDINAND B. STOSS
Brigadier General, USAF
Director of Operations

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTIVE INFORMATION

References

AFGSCI 10-604, *Global Strike Operational Weapon Systems Management*, 1 December 2009

AFGSCI 13-5301v1, *Rapid Execution and Combat Targeting (REACT) Crew Training*, 23 October 2013

AFGSCI 13-5301v3, *Rapid Execution and Combat Targeting (REACT) Crew Operations*, 16 May 2011

AFGSCI 13-5301v4, *(U)ictectRapid Execution and Combat Targeting (REACT) Emergency War Order (EAP) Training and Evaluation Procedures*, 1 October 2015

AFGSCI 13-5304, *(U) Emergency War Order (EAP) Generation and Targeting – Intercontinental Ballistic Missile (ICBM) (GATI)*, 1 October 2012

AFGSCI 36-283, *Intercontinental Ballistic Missile Training System Management (MAJCOM/NAF/Wing)*, 1 December 2009

AFI 13-530, *Intercontinental Ballistic Missile (ICBM) Nuclear Operations*, 8 September 2015

AFI 91-114, *Safety Rules for the Intercontinental Ballistic Missile Systems*, 30 June 2015

AFMAN 33-363, *Management of Records*, 1 March 2008

AFMAN 36-2234, *Instructional System Development (ISD)*, 1 November 1993

AFPD 13-5, *Air Force Nuclear Enterprise*, 6 July 2011

EAP-STRAT Volume 1, *Commander USSTRATCOM Emergency Action Procedures, General*, 1 October 2015

EAP-STRAT Volume 3, *Commander USSTRATCOM Emergency Action Procedures, Positive Control Policy and Procedures*, 1 October 2015

EAP-STRAT Volume 8, *Commander USSTRATCOM Emergency Action Procedures, ICBM and ALCS Procedures*, 1 October 2015

EAP-STRAT Volume 11, *Commander USSTRATCOM Emergency Action Procedures, LERTCON System*, 1 October 2015

EAP-STRAT Volume 16, *Commander USSTRATCOM Emergency Action Procedures, ICBM Code Component Control Policy and Procedures*, 1 December 2015

T.O. 21M-LGM30G-1-24, *Minuteman Weapon System Wings – I, III, and V (REACT)*, 1 August 2011

T.O. 21M-LGM30F-1-23, *Communication and Ancillary Equipment (REACT)*, 1 June 2015

Prescribed Forms

AFGSC Form 56, *AFGSC Crew Member Excellence Award Certificate*

AFGSC Form 91, *Record of Evaluation*

Adopted Forms

AF Form 8, *Certificate of Aircrew Qualification*
AF Form 847, *Recommendation for Change of Publication*
AF Form 942, *Record of Evaluation*
AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*
AFGSC Form 246M, *Missile Alert Duty Order (MADO)*

Abbreviations

ACP—Alternate Command Post
AETC—Air Education and Training Command
AFB—Air Force Base
AFGSC—Air Force Global Strike Command
AFGSCI—Air Force Global Strike Instruction
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRIMS—Air Force Records Information Management System
AHC—ALCC Holdoff Command
ALCC—Airborne Launch Control Center
BAQ—Basic Alert Qualification
CARD—Communication and Reporting Directive
CEP—Continuous Evaluation Program
CME—Crew Member Excellence
CMR—Combat Mission Ready
COG—Clarification of Guidance
COMSEC—Communication Security
CTS—Course Training Standard
DMCCC—Deputy Missile Combat Crew Commander
EAP—Emergency Action Procedures
ELC—Execute Launch Command
EMP—Electromagnetic Pulse
ENC—Enable Command
FDM—Force Direction Message

FM—Facility Manager
FSC—Flight Security Controller
HAB—High Altitude Burst
HAF—Headquarters Air Force
HHQ—Higher Headquarters
HIT—Handbook for ICBM Targeting
HQ—Headquarters
ICBM—Intercontinental Ballistic Missile
ICE—ICBM Center of Excellence
IG—Inspector General
INFOSEC—Information Security
IOC—Initial Operational Capacity
ISD—Instructional System Development
IST—Initial Skills Training
JPR—Job Performance Requirements
JPRL—Job Performance Requirements Listing
LCC—Launch Control Center
LF—Launch Facility
MADO—Missile Alert Duty Order
MAF—Missile Alert Facility
MAJCOM—Major Command
MCC—Missile Combat Crew
MCCC—Missile Combat Crew Commander
MCCM—Missile Combat Crew Member
MCIF—Missile Crew Information File
MFR—Memorandum for Record
MIIDS—Missile Interior Intrusion Detection System
MMOC—Missile Maintenance Operations Center
MOA—Memorandum of Agreement
MPT—Missile Procedures Trainer
MQF—Master Question File
MW—Missile Wing

NDA—National Defense Area
NUDET—Nuclear Detonation
OEC—Operations Evaluator Course
OG—Operations Group
OGV—Office of Standardization and Evaluation
OI—Operating Instruction
OPR—Office of Primary Responsibility
OPSEC—Operations Security
OSS—Operations Support Squadron
PC—Positive Control
PCA—Permanent Change of Assignment
PCC—Possible Codes Compromise
PCS—Permanent Change of Station
PCTT—Possible Compromise of TDI Technology
PIGA—Pendulous Integrating Gyroscopic Accelerometer
PLC—Preparatory Launch Command
PRP—Personnel Reliability Program
PS—Performance Standards
PV—Procedural Violation
Q1—Qualification Level 1
Q2—Qualification Level 2
Q3—Qualification Level 3
RAMO—Radio Mode
RDC—Remote Data Change
RDS—Records Disposition Schedule
RTM—Ready ICBM Program Tasking Memorandum
RQT—Requalification Training
SAV—Staff Assistance Visit
SEB—Stan/Eval Board
SCNT—Sensitive Command Network Test
SCP—Squadron Command Post
SII—Special Interest Item

SKL—Simple Key Loader

SME—Subject Matter Expert

SQ—Squadron

SQB—Secure Question Bank

TAV—Technical Assistance Visit

TDI—Tamper Detection Indicator

T.O—Technical Order

TRFTL—Training Reserve Force Target List

TRG—Training Group

TRS—Training Squadron

TTATD—Training Target and Timing Document

TTP—Techniques, Tactics and Procedures

UCMJ—Uniform Code of Military Justice

UHF—Ultra High Frequency

VCN—Visitor Control Number

WCP—Wing Command Post

WSSR—Weapon System Safety Rule

Attachment 2

MCCM EVALUATION FOLDERS

A2.1. Missile Evaluation Folders. OGV will maintain individual evaluation documentation in a missile evaluation folder for all CMR personnel. Each individual will have a separate folder. Electronic formatted evaluation folders are authorized and recommended, provided a separate electronic folder is maintained for each individual, proper security measures, backup capability, and sustainment plans are in place.

A2.1.1. Electronically maintained missile evaluation folders will have two folders. Folder title and contents will be in accordance with the following guidance.

A2.1.1.1. Folder 1 – Record of Evaluations. The chronological history of evaluations for a crew member will be recorded on the AF Form 942 filed in this folder. During the transition to the AF Form 942, units may use the AFGSC Form 91 as the historical record while recording any new evaluations on the AF Form 942.

A2.1.1.2. Folder 2 – Evaluation Reports. Include each permanent AF Form 8 in this folder. Applicable waivers and/or associated MFRs to support actions taken that affects an individual's qualification/certification will be maintained in the appropriate folder. Create subfolders as needed to organize documents for ease of reference.

A2.1.2. If the OGV maintains hardcopy records, the evaluation folder will have two sections and will be maintained according to the following guidance.

A2.1.2.1. Section 1 – Record of Evaluations. The chronological history of evaluations for a crew member will be recorded on the AF Form 942 filed in this folder. During the transition to the AF Form 942, units may use the AFGSC Form 91 as the historical record while recording any new evaluations on the AF Form 942.

A2.1.2.2. Section 2 – Evaluation Reports. Include each permanent AF Form 8 in this folder. Applicable waivers and/or associated MFRs to support actions taken that affects an individual's qualification/certification will be maintained in the appropriate folder.

A2.1.2.3. File most recent AF Form 8 on top.

A2.1.3. Units will develop a plan to ensure adequate security procedures are in place to prevent tampering by unauthorized personnel and to document timely back-up and recovery procedures. Regardless of format (hardcopy or electronic), the unit is ultimately responsible for the information contained on these forms.

A2.1.4. Units will add required documents to the evaluation folder within one week following completion of any event requiring documentation.

A2.1.5. Units will provide the evaluation folder to the individual upon their PCS for transfer to gaining unit.

A2.2. Temporary Evaluation Documentation.

A2.2.1. File temporary evaluation documentation in the crew member's evaluation folder after all evaluation requirements are complete (i.e., all required phases of the evaluation).

A2.2.2. The temporary evaluation documentation will include evaluatee, evaluator, type of evaluation, qualification level, requisite results, and date completed. The evaluator will list any deviations, restrictions, or additional training and additional training due dates.

A2.2.3. The evaluator completing the evaluation will sign and date the temporary evaluation documentation.

A2.2.4. Remove temporary evaluation documentation when the permanent AF Form 8 is filed in the evaluation folder. File the permanent AF Form 8 no later than the end of the third month following the date completed annotated on the AF Form 8.

Attachment 3

EVALUATION OVERVIEW CHART

Table A3.1. Evaluation Overview Chart

Evaluation Category	Evaluation Type	Evaluated By	Evaluation Required	Advances Expiration Date	New Expiration Date
Qualification	Initial	532 TRS	At completion of IST	With a Q1 or Q2 rating	1st day of 19th month
	No-notice	OGV or HHQ	At discretion of OGV or HHQ.	With a Q1 or Q2 rating on both MPT/LCC and 85% on requisite exams (exception: 100% on BOLDFACE)	1st day of 19th month
	Requalification	OGV or HHQ	Following any eval rated Q3 or at completion of RQT	With a Q1 or Q2 rating on both MPT/LCC and 85% on requisite exams (exception: 100% on BOLDFACE)	1st day of 19th month
	Recurring	OGV or HHQ	During eligibility period of 16-18 months after last successful qualification or requalification eval.	With a Q1 or Q2 rating on both MPT/LCC and 85% on requisite exams (exception: 100% on BOLDFACE)	1st day of 19th month
Spot	No-notice	OGV or HHQ	At the discretion of OGV, Unit leadership or HHQ	N/A	N/A
	N/A	OGV or HHQ	At the discretion of OGV, Unit leadership, HHQ, or following any eval rated Q3 where MCCM wishes not to realign	N/A	N/A

Attachment 4

EVALUATION EVENT LIST

Table A4.1. Evaluation Event List

	Event	Event ID	Performance Standard	Venue (Note 1)
BAQ	LF Activities	LF00	B	M
	LF Activities Contingency	LF12	A/B	M
LCC Faults	Miscellaneous LCC Faults	LC01	C	M/F
	SDU Faults	LC02	C	M/F
	Checksum/CMVC Incorrect	LC03	B/C	M/F
	LF HICS Line Comm Faults	LC04	B	M
	LCC HICS Line Comm Faults	LC05	B	M
	Comm Fail Faults	LC06	B	M
	AFI update	LC07	B	M
	SAHC Received	LC08	B	M
	WSP Restart/Restart Fails	LC09	B	M
	LCC Shock Isolator System Leaks	LC15	C	M
LCC Mx & Support	Timeslot/AFI Takeover/Deletion	LC10	B/C	M
	Sequence Count	LC11	B	M
	CB Reset	LC12	B/C	M
	Console Shutdown/Startup	LC13	C	M/F
	Perform Upload/Download	LC14	C	M/F
LF Fault	Misc LF Faults	LF01	C	M
	LFDN	LF02	B/C	M
	PGLV	LF03	C	M
	RAMO	LF04	B/C	M
	LFNA/OS	LF05	B	M
LF Mnx & Support	LF B-Combination Change	LF06	C	M
	Maj Mnx Event (pre)	LF08	C	M/F
	Maj Mnx Event (post)	LF09	C	M/F
	LF Commands	LF10	A/B	M
	ALCS/UHF Test/Failures	LF11	C	M/F
Targeting	Routine Retargeting	TE01	B	M
	Combat Targeting	TE02	A	M
	See Classified Attachment	TE03	B	M
	PLC-B Lib Procedures	TE04	B/C	M
	CDAP	TE05	B	M
	Malfunctions (Invalid FDMs, RDC faults, RS/RV Fuze error, Misc)	TE06	C	M
res (include s Codes)	LCC Fire or Overheat	EP01	A/B	M
	LCEB Fire or Overheat [Wing 3/5]	EP02	A/B	M
	EHF Antenna Shelter Fire/Overheat	EP03	A/B	M

	Event	Event ID	Performance Standard	Venue (Note 1)
Emergency Action Procedures	Emergency LCC Shutdown	EP04	A	M
	Inhibit	EP05	A/C	M
	Anti-Jam	EP06	B	M
	RDH	EP07	A/B	M
	LCC Manual Hardening	EP08	A/B	M/F
	LCC Blast Valve Opening	EP09	B	F
	EPAP	EP10	A/B	M/F
	LCC Overwrite/Code Dissipation	EP11	B	M
	Translate Code	EP12	B	M
	MCC Contingency/Severe Weather	EP13	A/B/C	M/F
	Respond to Security System Alarms	RS01	A/B	M
	Respond to Personnel Security Indications	RS02	A/B	M
	Coordinate LF Guarding	RS03	B	M
	Respond to PCC, PCTT, PV, CRE, Malfunction	CR00	B	M
Emergency Action Procedures	Continue Commit	NC02	A/B	M
	Sole Survivor	NC03	B	M
	Message Piecing	NC04	B	M
	Message Query	NC05	B	M
	Non-IAD Message Processing	NC06	A/B	M
	NUDET/EMP Processing	NC08	B	M
	Opening & Use of PCM	NC09	B	M
	Launch Reporting	NC10	B	M
	Classified Event 1	NC11	B	M
	Classified Event 2	NC12	B	M
	Classified Event 3	NC13A	B	M
	Classified Event 4	NC13B	B	M
	Classified Event 5	NC14A	B	M
	Classified Event 6	NC14B	B	M
	Classified Event 7	NC15	A/B	M
	Classified Event 8	NC16	A/B	M
	Classified Event 9	NC17A	A/B	M
	Classified Event 10	NC18A	A/B	M
Classified Event 11	NC18B	A/B	M	
Classified Event 12	NC19	A/B	M	
Classified Event 13	NC20A	A/B	M	
Classified Event 14	NC20B	A/B	M	
Classified Event 15	NC21A	B	C	
Classified Event 16	NC21B	B	C	
Classified Event 17	NC25	B	M	
Classified Event 18	NC26	B	M	
Com muni catio ns	Comm Equipment Startup	CM01	B	M/F
	Comm Equipment Shutdown	CM02	C	M/F

	Event	Event ID	Performance Standard	Venue (Note 1)
	Comm System Faults/Troubleshooting	CM03	B	M/F
	HAC/RMPS Faults/Troubleshooting	CM04	B	M/F
	Comm System Outage/Realignment	CM05	B	M/F
	Key Loading Procedure	CM06	C	M/F
	SACCS IPL	CM08	B	M/F
	CEP Testing	CM09	B	F

NOTES:

1. "M" indicates tasks that are intended to be evaluated in MPT. This does not preclude evaluators from evaluating the task in the field if it occurs.

2. "F" indicates tasks that are intended to be evaluated only in the field as they occur.

3. "M/F" indicates evaluators can use discretion which environment to evaluate the task.

4. "C" indicates classroom only

Attachment 5

LEVEL A PERFORMANCE STANDARDS (PS)

Table A5.1. LF12 – PERFORM LF ACTIVITIES CONTINGENCY PROCEDURE

CONSTRAINTS	
1. If performing this task and EP05, evaluate to Level B.	
2. If performing this task post execution, evaluate to Level B.	
PERFORMANCE	STANDARD
1. Attempt contact by all available means and request first authentication.	*1.1. Within 3 minutes from weapon system indications if affected LF is penetrated. *1.2. Within 5 minutes from weapon system indications if affected LF is manned.

Table A5.2. LF10 - PERFORM ALCC HOLDOFF

CONSTRAINTS	
1. If performing this procedure for post LF maintenance or WSP fault flow actions, evaluate to Level C.	
PERFORMANCE	STANDARD
1. Accomplish ALCC Holdoff command.	* 1.1. Before receipt of AHC 0 MIN WG. * 1.2. Before any LF reports RAMO. * 1.3. Before unsafing an LF reporting RAMO.
2. Accomplish ALCC Holdoff command upon receipt of an unexpected RAMO APQ Entry.	2.1. Within 5 minutes from receipt of RAMO APQ entry.
3. Direct/notify the first LCC to initiate ALCC Holdoff command for accomplishment of sequential commands.	*3.1. Within 3 minutes from receipt of AHC APQ entry complete and LF(s) report(s) as exception(s).
4. Request LF that failed to respond to the sequential ALCC Holdoff command be manually safed.	4.1. Evaluate to Level B.

Table A5.3. EP13 – PERFORM MCC CONTINGENCY/SEVERE WEATHER PROCEDURES

CONSTRAINTS
1. Hazardous situations must be clearly recognizable (bomb threat, fuel spillage, damage to nuclear weapons, disaster that involves nuclear weapons, toxic chemicals, missile

<p>propellants, entry to the scene cannot be controlled, uncontrollable fire, personnel safety is jeopardized, medical assistance required, etc.).</p> <p>2. If performing in conjunction with security situation(s), evaluate to Level B.</p> <p>3. If performing for any non-hazardous situation, evaluate to Level C.</p> <p>4. Limit severe/hazardous weather to Tornado Watch, followed by tornado at/near MAF if performances 2.2-2.3 are evaluated.</p>	
PERFORMANCE	STANDARD
<p>1. Coordinate with on-site personnel; evacuate personnel from the scene; and notify wing command post of the hazardous situation, required assistance, and the location of the incident; each as applicable.</p>	<p>1.1. Within 10 minutes from notification of the situation.</p>
<p>2. Coordinate with personnel onsite or in flight area.</p> <p>2.1. If personnel safety is not in jeopardy at MAF, direct FSC/FM to shelter non-essential personnel in LCEB/Elevator Shaft Way/ Base of Tunnel Junction (as applicable).</p> <p>2.2. If personnel safety is in jeopardy at MAF, direct FSC/Spotter to evacuate and unlock service lift room door and grant personnel entry.</p> <p>2.3. Transfer flight security responsibilities and brief command post of tornado.</p>	<p>2.1.1. Within 10 minutes of Tornado Warning notification.</p> <p>*2.2.1. Within 3 minutes from notification when FSC/Spotter is ready to evacuate for a tornado.</p> <p>2.3.1. Within 10 minutes of FSC/Spotter evacuation or shelter direction.</p>

Table A5.4. EP01 – PERFORM LCC ELECTRICAL FIRE/OVERHEAT PROCEDURE

CONSTRAINTS	
<p>1. Don't present a scripted LCC power/air change until all fire isolation actions are complete.</p> <p>2. FM or qualified personnel will be immediately available to perform circuit isolation.</p> <p>3. Personnel will identify location of fire using equipment name in the appropriate circuit protection chart when contact is established with the FM or qualified personnel.</p> <p>4. For console fire/overheat, fire will not continue after entire console is properly isolated.</p> <p>5. The requirement to accomplish performance 7 will be clearly identified.</p> <p>6. For Distribution Box, MG (on emergency power), or [1] NECS fire<, evaluate to Level B.</p> <p>7. For MG fire, do not evaluate the release of hazardous fumes.</p> <p>8. Post LCC evacuation actions for fire isolation, evaluate to Level B.</p>	
PERFORMANCE	STANDARD

1. Determine location of fire.	1. Evaluate to Level B
2. Electrically isolate affected equipment with fire/overheat condition in accordance with the LCC Circuit Protection Chart.	2.1. Within 2 minutes after crew determines location of fire. 2.2. Within 3 minutes from previous isolation if for subsequent isolation actions.
3. [3/5] Notify FSC and request FM or qualified team to respond to fire/overheat indications, if the FM or qualified team is not present in LCEB.	3.1. Within 2 minutes from receiving fire indications or last isolation action.
4. [3/5] Electrically isolate Facility Alarm Protection Assembly. 4.1. [3/5] Direct qualified team to accomplish isolation actions.	4.1.1. Within 30 seconds from establishing LCEB contact if qualified team was topside when fire began. 4.1.2. Within 2 minutes of initial fire indications if previous fire isolation actions are N/A.
5. Direct FM/qualified team to accomplish appropriate isolation actions in accordance with the LCC Circuit Protection Chart.	5.1. [1] Within 2 minutes after crew determines location of fire. 5.2. [3/5] Within 2 minutes after crew determines location of fire if FM/qualified team is already present in LCEB. 5.3. [3/5] Within 30 seconds from establishing LCEB contact if FM/qualified team is topside when fire began.
6. Close, or simulate closing, cooling air dampers.	6.1. Within 4 minutes from last isolation.
7. Apply, or simulate application of fire extinguisher.	7.1. Within 2 minutes from last isolation attempt.
8. Perform, or simulate performing, remaining power removal steps, consistent with personal safety, before LCC evacuation.	8.1. Within 1 minute from requirement to evacuate.

Table A5.5. EP02 [WINGS 3/5] – PERFORM LCEB FIRE/OVERHEAT PROCEDURE

CONSTRAINTS	
<p>1. Manual dampers will function normally.</p> <p>2. Personnel in LCEB will identify location of fire using equipment name in the LCEB Circuit Protection Chart.</p> <p>3. For battery bank or if an uncontrollable fire occurs and personnel safety is in jeopardy, evaluate to Level B.</p>	
PERFORMANCE	STANDARD

1. Notify FSC and request FM or qualified team to respond to fire/overheat indications, if the FM or qualified team is not presently in LCEB.	1.1. Within 2 minutes from cooling air obtained from manual hardening. 1.2. Within 2 minutes from presentation of initial fire/overheat indications if manual hardening was not required.
2. Start to brief warnings at a rate conducive to comprehension when proper fire-fighting team is in the LCEB.	2.1. Within 30 seconds from establishing LCEB contact.
3.1. Direct fire/overheat isolation actions. 3.2. Direct personnel to configure equipment for a diesel engine fire or diesel fuel on fire.	3.1.1. Within 2 minutes after firefighting team in LCEB is aware of warnings. 3.1.2. Within 2 minutes from establishing LCEB contact if firefighting team was topside. 3.1.3. Within 2 minutes from previous isolation action for subsequent isolation direction. 3.2.1. Within 2 minutes after firefighting team in LCEB is aware of warnings. 3.2.2. Within 2 minutes from establishing LCEB contact if firefighting team was topside.
4. Direct use of fire extinguisher.	4.1. Within 2 minutes from last isolation action.

Table A5.6. EP03 – PERFORM EHF ANTENNA SHELTER FIRE/OVERHEAT PROCEDURE

CONSTRAINTS	
1. FM or qualified personnel will be immediately available upon request. 2. FM or qualified personnel may or may not have technical data to fight the fire.	
PERFORMANCE	STANDARD
1. Isolate through the EHF System CB.	1.1. Within 2 minutes from notification or indications of fire/overheat in EHF Antenna Shelter.
2. Contact FSC, report fire, and request firefighting team/safety equipment.	2.1. Within 1 minute from isolating the EHF System CB.
3. Start to brief warnings and notes at a rate conducive to comprehension.	3.1. Within 30 seconds from establishing VHF contact.
4. Coordinate with firefighting team to determine status of fire.	4.1. Within 1 minute from completion of warnings and notes brief.

	4.2. Within 1 minute following contact over VHF if team was aware of warnings.
5. Direct FM to fight the fire in accordance with their technical data if the FM has technical data.	5.1. Within 1 minute from FM determining status of fire and fire is not out.
6. Direct FM to apply fire extinguisher if the FM does not have technical data.	6.1. Within 1 minute from FM determining status of fire and fire is not out.

Table A5.7. EP04 – PERFORM LCC EQUIPMENT SHUTDOWN

CONSTRAINTS	
1. If performing procedure for other than inability to obtain cooling air, Motor Generator fire, or Distribution Box fire, evaluate to Level B.	
PERFORMANCE	STANDARD
1. Electrically isolate all power supply group circuit breakers if for inability to obtain air.	*1.1. Within 2 minutes from last valid attempt to obtain air. *1.2. Within 3 minutes from last fire isolation action resulting in an inability to obtain air.
2. Complete LCC equipment shutdown through removal of DC power to the Motor Generator when: 2.1. MG on emergency power when fire started. 2.2. MG on primary power when fire started.	*2.1.1. Within 4 minutes from indications of fire. *2.2.1. Within 8 minutes from positioning [3/5] [BPPR] CB 14-16-18 [APPR] CB 43-45-47/ [1] [BPPR] CB 20-22-24 [APPR] CB 43-45-47 to OFF.
3. Complete LCC shutdown through opening [3/5]CB 14-16-18/ [1]CB 20-22-24 for Distribution Box fire.	*3.1. Within 4 minutes from identification of fire location.

Table A5.8. EP05 – PERFORM INHIBIT PROCEDURE

CONSTRAINTS	
1. Only one squadron LF can fail to respond to inhibits.	
2. For scenarios with multiple critical status, limit a single enable at a sortie followed by ELC to that same sortie. ELC may be presented at any time following nEN.	
3. For performance 4, if an LF is safed, or is being penetrated by a maintenance team that authenticated correctly, evaluate to Level C.	
4. For scenarios with EP06, do not present jamming until expiration of all EP05 performances.	
PERFORMANCE	STANDARD

1. Enter anti-jam mode and initiate first inhibit.	* 1.1. Within 2 minutes from indications or directions received.
2. Initiate first inhibit if already in anti-jam mode.	* 2.1. Within 30 seconds from indications or directions received.
3. Accomplish 8 inhibits.	* 3.1. Within 8 minutes from requirement to accomplish inhibits.
4. Request LF be manually safed.	4.1. Evaluate to Level B.

Table A5.9. EP07 – PERFORM RDC HALT COMMAND

CONSTRAINTS	
1. If performing task for other than unauthorized RDC sole survivor indications, evaluate to Level B.	
PERFORMANCE	STANDARD
1. Initiate RDC Halt Command.	* 1.1. Before RDC sole survivor has completed for any target or EP case.

Table A5.10. EP08 [1] – PERFORM LCC MANUAL HARDENING

CONSTRAINTS	
1. Do not present EACU malfunctions until LCC is fully hardened.	
2. If requirement to perform this task is due to RS02 indications, PS begins for EP08 upon completion or expiration of PS for RS02.	
3. Evaluate to Level B if being performed for other than RS02 or NECS fire.	
4. FM/qualified personnel will be available to perform fire isolation.	
PERFORMANCE	STANDARD
1. Configure, monitor, and operate equipment to close blast valves and ESOVs.	1.1. Within 5 minutes from time indications are received.
2. Engage blast door latch.	2.1. Within 3 minutes from ESOVs closing. 2.2. Within 3 minutes from blast valves closing if ESOVs were previously closed. 2.3. Within 3 minutes from declaration of security situation or PS expiration, if blast valves and ESOVs were previously closed.
3. Close blast valves (when accomplishing for NECS fire).	3.1. Within 5 minutes from initial fire indications.

Table A5.11. EP08 [3/5] – PERFORM LCC MANUAL HARDENING

CONSTRAINTS	
<p>1. Do not present EACU malfunctions until LCC is fully hardened.</p> <p>2. If requirement to perform this task is due to RS02 indications, PS begins for EP08 upon completion or expiration of PS for RS02.</p> <p>3. If procedure is being performed for other than RS02 or NECS fire, evaluate to Level B.</p>	
PERFORMANCE	STANDARD
1. Close ESOVs.	<p>1.1. Within 2 minutes from status presentation if blast valves were previously closed.</p> <p>NOTE: If blast valves are open, include this performance in the Level A timing standard of performance 2.</p>
2. Close blast valves.	<p>2.1. Within 4 minutes if blast valves will close with CLOSE VALVE pushbutton.</p> <p>2.2. Within 5 minutes if blast valves will close with DCV hydraulic control valve.</p> <p>2.3. Within 6 minutes if required to manually close blast valves.</p>
3. Engage blast door latch.	<p>3.1. Within 3 minutes from ESOVs closing if blast valves previously closed.</p> <p>3.2. Within 3 minutes from blast valves closing.</p> <p>3.3. Within 3 minutes from declaration of security situation or PS expiration, if blast valves and ESOVs were previously closed.</p>

Table A5.12. EP10 – PERFORM EMERGENCY POWER/AIR PROCEDURE

CONSTRAINTS	
<p>1. Complete loss of power to the MG will not be presented while MG is operating on emergency power.</p> <p>2. For performance 3, blast valves must be open prior to presenting the scenario.</p> <p>3. Do not present performance 3 with EACU electrically isolated.</p> <p>4. If performing procedure for other than the listed performances, evaluate to Level B.</p>	
PERFORMANCE	STANDARD

<p>1. Position [3/5] [BPPR] CB 14-16-18 [APPR] CB 43-45-47/ [1] [BPPR] CB 20-22-24 [APPR] CB 43-45-47 to OFF. 1.1. For a complete loss of primary and emergency power to the MG, and MG was previously on commercial power. 1.2. For a complete loss of primary and emergency power to the MG, and MG was previously on standby power. 1.3. For MG brush surging or chattering.</p>	<p>* 1.1.1. Within 5 minutes from status presentation. * 1.2.1. Within 45 seconds from status presentation. * 1.3.1. Within 1 minute from status indications.</p>
<p>2. Attempt to start EACU by turning Emergency Operation switch SW-108 to Hand or pressing Emergency Fan Overload Relay pushbutton.</p>	<p>*2.1. Within 2 minutes from loss of cooling air or last valid attempt at regaining cooling air.</p>
<p>3. [3/5] Attempt NECS restart by turning Emergency Operation switch SW- 108 to Auto and pressing ECS Restart switch SW -106.</p>	<p>*3.1. Within 2 minutes from notification that NECS operation has been restored and EACU is not operating.</p>
<p>NOTE: Valid attempt is defined as an attempt to start or restart the EACU where the action could reasonably be expected to start the EACU (based on weapon system knowledge and expected indications). Any configuration change of the EACU (i.e., SW-108 from “Auto” to “Hand” or pressing the EFOR) is considered a valid attempt. Exception: The EFOR will be the first valid attempt if the EACU shuts off while the SW-108 is in the “hand” position.</p>	

Table A5.13. RS01/RS02 – DECLARE SECURITY SITUATION

<p>CONSTRAINTS APPLICABLE TO ALL RSXX</p>	
<p>1. If a security situation exists at the same LF/MAF, team or convoy, changes in security status or additional security indications of lower priority must be relayed to the FSC/MSC, as applicable, and evaluated to Level B. If indications of a security situation of higher priority are received, evaluate to Level A. 2. Dispatch information will be immediately available upon request if not already present.</p>	

Table A5.14. RS01 – RESPOND TO SECURITY SYSTEM ALARMS (UNEXPLAINED MIIDS ALARM)

<p>CONSTRAINTS</p>	
<p>None</p>	
<p>PERFORMANCE</p>	<p>STANDARD</p>

1. Declare Security Situation 3F at MAF to FSC or MSC and engage blast door latch.	* 1.1. Within 5 minutes from initial indications of MIIDS Alarm.
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Table A5.15. RS01 – RESPOND TO SECURITY SYSTEM ALARMS (LFDN SECURITY INDICATIONS)

CONSTRAINTS	
1. If LF12 is also being evaluated to Level A, time sequentially.	
2. If scenario requires this task and LF02 to be evaluated to Level A standards, time concurrently.	
3. If scenario requires this task to be accomplished in conjunction with a NCXX event, evaluate to Level B.	
PERFORMANCE	STANDARD
1. Declare Security Situation 4B, and brief location to FSC or MSC.	* 1.1. Within 5 minutes from good authentications if affected LF is manned by a CAT V without SET, or a CAT VI team.
2. Declare Security Situation 4C, and brief location to FSC or MSC.	* 2.1. Within 5 minutes from LFDN indications if affected LF is unmanned.
3. Declare Security Situation 4C, and brief MSLA indications and location to FSC or MSC.	* 3.1. Within 5 minutes from LFDN and MSLA indications if affected LF is unmanned.

Table A5.16. RS01 – RESPOND TO SECURITY SYSTEM ALARMS (INDICATIONS OF IMPROPER OZ/IZ ILLUMINATION DURING A SCNT OR WEEKLY LF CHECK)

CONSTRAINTS	
1. If scenario requires this task and LF12 to be accomplished, evaluate to Level A, time concurrently.	
PERFORMANCE	STANDARD
1. Declare Security Situation 5B or 5H and brief location to FSC or MSC.	* 1.1. Within 5 minutes of SCNT APQ completion.
2. For security situation 5C, attempt contact by all available means and direct or request first authentication.	*2.1. Within 5 minutes of notification of completion of LF check.

Table A5.17. RS01 – RESPOND TO SECURITY SYSTEM ALARMS (OZ, IZ OR OZ/IZ INDICATIONS)

CONSTRAINTS
1. If scenario requires this task and LF12 to be evaluated to Level A, time concurrently.
NOTE: The following constraints only apply for situations in which indications are received

<p>for LCC/LFs for which LCC has secondary responsibility.</p> <p>2. Dial Lines will be operational.</p> <p>3. If security procedures are required, indications of no LCC contact will be relayed by FSC upon initial request. Additionally, no contact with the LCC will be available, by any means.</p> <p>4. Manned LFs will only be occupied by CAT V without SETs, CAT VI, or CAT VII teams.</p> <p>5. Contact will be available with the FSC and MSC for the flight affected by the pending security situation.</p> <p>6. For performances 3 and 4, trip dispatch information will be immediately available upon request if not already present.</p> <p>7. Timeslots, AFI, and flight responsibilities will be normal at the time of status presentation.</p> <p>8. If scenarios require this task and LF12 to be accomplished, evaluate LF 12 to Level B.</p> <p>9. If scenarios require this task and RS02 or RS01 (Improper OZ/IZ Illumination during a SCNT or weekly LF check), Level B PS apply to RS02 and RS01 (Improper OZ/IZ Illumination during a SCNT or weekly LF check).</p> <p>10. Limit multiple security situations to the following performances 4 - 7.</p>	
PERFORMANCE	STANDARD
1. Declare Security Situation 1C or 1D and brief location to FSC or MSC.	* 1.1. Within 3 minutes from receipt of weapon system indications.
2. Declare Security Situation 5A and brief location to FSC or MSC.	* 2.1. Within 10 minutes from uncoordinated IZ indications.
3. Declare Security Situation 5E – 5G and brief location to FSC or MSC.	* 3.1. Within 5 minutes from receipt of weapon system indications.
4. Declare Security Situations 2E and 2C and brief location to FSC or MSC.	* 4.1. Within 5 minutes from IZ and duress indications at primary LCC and no contact with team at affected LF.
5. Declare Security Situations 2E and 1C, 1D, 5E or 5F and brief location to FSC or MSC.	* 5.1. Within 5 minutes from IZ and duress indications at primary LCC and affected LF is unmanned.
6. Declare Security Situations 2E and 3C and brief location to FSC or MSC.	* 6.1. Within 10 minutes from IZ and duress indications at primary LCC and two misauthentications received from team at affected LF.
7. Declare Security Situations 2E and 5A and brief location to FSC or MSC.	* 7.1. Within 10 minutes from IZ and duress indications at primary LCC and IZ fails to reset within normal system reaction time after good authentication from team at affected LF.

Table A5.18. RS02 – RESPOND TO PERSONNEL SECURITY INDICATIONS (ATTACK INDICATIONS)

CONSTRAINTS	
<p>1. Attack indications will be limited to: armed individuals attempting to gain access, explosives found on site, chemical attack, or individuals firing at personnel or resources even if they have not gained access.</p> <p>2. If LF12 is also being accomplished, evaluate to Level A, time sequentially.</p> <p>3. If scenario requires this task and LF02 to be accomplished, evaluate to Level A standards, time concurrently.</p>	
PERFORMANCE	STANDARD
1. Declare Security Situation 1A, 1B, 1E, 1F, or 1G and brief location to FSC or MSC.	* 1.1. Within 3 minutes from notification of attack or receipt of weapon system indications.

Table A5.19. RS02 – RESPOND TO PERSONNEL SECURITY INDICATIONS (DURESS INDICATIONS)

CONSTRAINTS	
<p>1. Duress indications will be limited to the actual passing and receipt of the primary duress code, no contact/loss of contact over all available means or non-compliance. Non-compliance will be limited to the following: failure to report as prescribed, using bogus or reversed call signs, or a team entering the wrong LF.</p> <p>2. Dispatch information will be immediately available upon request if not already present.</p> <p>3. If presenting no contact by all available means, provide no further contact with the team following the first attempt at contact.</p> <p>4. If LF12 is also being accomplished, evaluate to Level A, time sequentially.</p> <p>5. If scenario requires this task and LF02 to be accomplished, evaluate to Level A, time concurrently.</p>	
PERFORMANCE	STANDARD
1. Declare Security Situation 2A-2B and brief location to FSC or MSC.	* 1.1. Within 3 minutes of duress indications.
2. Declare Security Situation 2C-2F and brief location to FSC or MSC.	* 2.1. Within 5 minutes of duress indications.

Table A5.20. RS02 – RESPOND TO PERSONNEL SECURITY INDICATIONS (UNAUTHORIZED/UNIDENTIFIED PERSONNEL ON OR ATTEMPTING ENTRY INTO LF/MAF)

CONSTRAINTS

<p>1. Unauthorized/Unidentified indications will be limited to: unauthorized/unidentified personnel attempting entry to an LF/MAF, misauthentications, incorrect trip data (limited to information required to be verified by MCC or FSC).</p> <p>2. If LF12 is also being accomplished, evaluate to Level A, time sequentially.</p> <p>3. If scenario requires this task and LF02 to be accomplished, evaluate to Level A, time concurrently.</p>	
PERFORMANCE	STANDARD
<p>1. Declare Security Situation 3A at LF / MAF / NDA and brief location to FSC or MSC.</p>	<p>* 1.1. Within 5 minutes from notification of unauthorized or unidentified personnel on or attempting entry, or second misauthentication.</p>
<p>2. Declare Security Situation 3B-3E, 3G and brief location to FSC or MSC.</p>	<p>* 2.1. Within 5 minutes from notification of unauthorized or unidentified personnel on or attempting entry, or second misauthentication.</p>

Attachment 6

LEVEL B TASK CONSTRAINTS

A6.1. LC10 – PERFORM TIMESLOT /AFI TAKEOVER/DELETION. Evaluate to Level B when performing in conjunction with Level A or B event.

A6.2. LC12 – PERFORM CIRCUIT BREAKER/CIRCUIT PROTECTION DEVICE RESET.

A6.2.1. Evaluate to Level B for all CBs effecting command, control, communication, power, and air.

A6.2.2. Presentation of circuit breakers tripping, other than in the LCC, will include confirmation by evaluators if asked by crew.

A6.3. LF02 – LFDN

A6.3.1. Evaluate to Level B for sortie that is reporting LFDN and requires manual safing.

A6.3.2. If performing task for LFDN that clears, prior to 1 minute (normal mode) or prior to 2 minutes (anti-jam mode), evaluate to Level C.

A6.4. LF04 – RESPOND TO RAMO

A6.4.1. Evaluate to Level B for an LF reporting RAMO and requires manual safing.

A6.4.2. Evaluate to Level C for an LF that is safed, previously reporting LFNG, or is being penetrated by a maintenance team that authenticated correctly.

A6.5. LF10 – LF COMMANDS. PERFORM SCNT. Evaluate to Level B for Security Forces release in multiple alarm situations.

A6.6. LF10 – LF COMMANDS. PERFORM INHIBIT TEST

A6.6.1. Evaluate to Level B for an LF that fails to respond to the inhibit test and requires manual safing.

A6.6.2. No unrelated status or indications may be introduced during the Inhibit Test.

A6.6.3. No more than one LF will report an abnormal response.

A6.7. PERFORM PLC-A. If procedure is being accomplished in accordance with command directives, responses from LFs will be normal and consistent with sortie status at the time the sortie processes the PLC-A.

A6.8. EP06 – PERFORM ANTI-JAM PROCEDURE.

A6.8.1. Do not present jamming scenario while crew is accomplishing RDC.

A6.8.2. Do not present RDC scenario while crew is in Anti-Jam mode.

A6.9. CR00 – RESPOND TO PCC, PCTT, PV, or CRE.

A6.9.1. Present only in the primary flight area.

A6.9.2. MCC will have a valid dispatch for CAT II Code Handling Teams traveling in affected flight area if team is directly involved with the situation.

A6.9.3. Secure communications will be available or briefed.

Attachment 7**LEVEL C TASK CONSTRAINTS**

A7.1. LC10 – PERFORM TIMESLOT/AFI TAKEOVER/DELETION. Evaluate to Level C when not accomplishing as part of a Level A or B task.

A7.2. LC12 – PERFORM CIRCUIT BREAKER/CIRCUIT PROTECTION DEVICE RESET. Presentation of circuit breakers tripping, other than in the LCC, will include confirmation by on-site personnel if asked by crew.

A7.3. LC01 – RESPOND TO MISCELLANEOUS LCC FAULTS. For AAP faults, do not present any simultaneous/unrelated faults. Only related power changeover indications/faults will be given on the AAP.

Attachment 8**MCIF TEMPLATE**

Note: The information below is an example of a template organizations may use when drafting an MCIF.

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: (UNIT'S COMPLETE ADDRESS)

SUBJECT: The Subject Line contains the MCIF number and title of the MCIF (if applicable)

1. Applicability paragraph. This paragraph lists the units the MCIF item is applicable to.
2. Directive paragraph. Use this paragraph to give direction to crews regarding procedures or guidance. This information should be placed immediately following the applicability paragraph in order to ensure a consistent place for new procedures or guidance.
3. Amplification paragraph. This paragraph should focus on background information for the crews or any other amplifying data deemed necessary by the MCIF item author. The MCIF item should be limited to one or two pages in length. Additional supporting background documentation should be included as attachments or references.
 - a. Amplifying data may be organized into subparagraphs or follow-on paragraphs.
 - b. If follow-on paragraphs are used, ensure paragraphs are numbered correctly.
4. Administrative paragraph. Use this paragraph to show where the MCIF item is to be placed (Part B or C) and for how long the MCIF item is to remain in effect. Other items of an administrative nature may also be placed in this paragraph.
5. Receipt/POC paragraph. This paragraph directs units to acknowledge receipt of the MCIF item within a desired period of time, MCIF item POC(s), and the POC phone number and email address.