DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE GLOBAL STRIKE COMMAND

AFGSCI13-5301V5_AFGSCGM2016-03

20 October 2016

MEMORANDUM FOR AFGSC Wing/Unit/NAF CCs

FROM: AFGSC/A3
245 Davis Ave. East, Suite 200
Barksdale AFB, LA 71110

SUBJECT: Air Force Global Strike Command (AFGSC) Guidance Memorandum (GM) to AFGSCI 13-5301 Volume 5, *Wing Code Controller and Handler Standardization, Evaluation and Training*

1. By Order of the Commander, Air Force Global Strike Command, this AFGSC GM immediately implements changes to AFGSCI 13-5301v5 *Wing Code Controller and Handler Standardization, Evaluation and Training, dated 29 November 2012, Certified Current 12May 2014.* Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Air Force Global Strike Command Publications, the information herein prevails IAW AFI 33-360, *Publications and Forms Management*. 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.

2. In advance of the rewrite of AFGSCI 13-5301v5, the attachment to this memorandum, which is effective immediately, provides guidance on the implementation of approved Force Improvement Program initiatives. This latest GM adds changes to codes certification requirements to address the addition of AETC field training detachments (FTD) at AFGSC bases.

3. The guidance in this memorandum becomes void after one year has elapsed from the date of this memorandum, or upon release of an AFGSC publication incorporating the guidance, whichever is earlier.

FERDINAND B. STOSS III
Brigadier General, USAF
Director of Operations

Attachment

Guidance Changes

Current paragraphs 1.1 through 6.8 and all attachments in AFGSCI 13-5301v5 dated 29 November 2012 are DELETED. The paragraphs listed below replace them and are effective immediately.

1.1. General. This instruction contains information necessary for the standardization, evaluation, and training of coding operations for codes sections at intercontinental ballistic missile (ICBM) units. It provides requirements for certification of code handlers and controllers. Additionally, it captures operational requirements and standardized procedures to support the AFGSC Mission.
1.1.1. AFGSC Mission is defined as the ability to "Develop and provide combat-ready forces for nuclear deterrence and global strike operations ...-- Safe -- Secure -- Effective to support the President of the United States and combatant commanders."

1.1.2. Chapters. Individual chapters within this instruction are organized and titled according to major subject area, activity, or location.

1.2. Administration. HQ AFGSC/A3IA and 20 AF/A3NB must be advised of conflicts between this instruction and those contained in other directives, instructions, or technical orders (reference **paragraph 1.2.1.**).

1.2.1. Users of this instruction must notify HQ AFGSC ICBM Current Operations Branch (HQ AFGSC/A3IA) and 20 AF/A3NB of conflicts between this instruction and other directives, instructions, or technical orders. Users will forward queries, waiver requests, clarification questions, and recommendations to HQ AFGSC/A3IA via 20 AF/A3NB. HQ AFGSC/A3IA will coordinate with 20 AF/A3NB, depending on the nature of the issue United States Strategic Command (USSTRATCOM) Missile Control Branch (USSTRATCOM/J384), Director National Security Agency (NSA), Nuclear Command and Control Operational Support Division (DIRNSA/I2N), HAF AFSEC/SEW, and other agencies will be coordinated with as appropriate. To avoid duplication of effort, 20 AF will coordinate queries, waiver requests, clarification questions, and recommendation through the other ICBM wings. Users will submit inputs in writing (email is acceptable). Following evaluation and coordination, HQ AFGSC/A3IA will ensure response is provided to all users of this instruction as appropriate.

1.2.2. Waiver authority for this instruction is IAW AFI 33-360, *Communications and Information*. Applicable paragraphs are identified with Tier waiver authority.

1.3. Responsibilities. The control of ICBM codes and code components is primarily the responsibility of all certified code handlers and code controllers. This responsibility is not, however, limited to these individuals. Commanders and supervisors of code handlers, code controllers, and all other individuals whose duties involve or affect the control of codes share the responsibility for compliance with the requirements of this instruction.

1.3.1. USSTRATCOM/J384**.** Reference USSTRATCOM EAP-STRAT Volume 16, *ICBM Code Component Control Policy and Procedures*, for applicable responsibilities. In addition, USSTRATCOM/J384 is the controlling authority for development and test keying material that involves government contractors and weapon system modifications that require WCPS coding support.

1.3.2. HQ AFGSC/A3IA. Provides policy guidance in conjunction with USSTRATCOM/J384 and 20 AF/A3NB for ICBM launch control and code system security and safety. HQ AFGSC/A3IA plans, coordinates, directs, and monitors ICBM annual code changes. A3IA serves as the HQ AFGSC representative for staff assistance visits, standardization, evaluation and in matters concerning the design, development, implementation, and maintenance of ICBM launch control and code systems, system software, and code components. HQ AFGSC/A3IA provides guidance on manning, training, and evaluation requirements for ICBM code handlers and controllers. Serves as the headquarters representative to non-Air Force agencies, and other organizations in matters pertaining to ICBM launch control and code system security and safety. Publishes and maintains AFGSCI 13-5301, Volume 5. Provides funding and support for ICBM launch control, code systems, holographic Tamper Detection Indicators (TDIs) and USSTRATCOM/J384 SAC Code Processing System (SCPS) equipment.

1.3.3. 20 AF/A3NB**.** Responsible for providing technical expertise and serves as an operations liaison between headquarters, USSTRATCOM/J384, and units for code related operations policy clarifications, enforcement of standardization and evaluation standards, management of technical orders, and appraises code control group change requests and forwards to HQ AFGSC/A3 and USSTRATCOM/J384 for approval. 20 AF/A3NB will ensure standardization of unit code operation plans and training and evaluation programs are current, accurate, and adequate for unit coding requirements as required by USSTRATCOM EAP-STRAT Volume 16 and this publication. Managerial responsibilities include serving as HQ AFGSC technical experts for design, development, and implementation of ICBM launch control and code systems, system software, and code components. 20 AF/A3NB may be utilized to augment HQ AFGSC staff in regards to inspections and SAVs as requested. Additionally, 20 AF/A3NB coordinates and is the approval authority for lateral coding in conjunction with USSTRATCOM/J38.

1.3.4. 576 FLTS/TEX. The 576 FLTS/TEX is responsible for the proper configuration of ICBM codes, critical components, and miscellaneous devices supporting Force Development Evaluation (FDE). 576 FLTS/TEX provides test and evaluation support to AFGSC, Air Force Materiel Command (AFMC), Air Force Operational Test and Evaluation Center (AFOTEC), USSTRATCOM, and Department of Defense (DoD) contractors for special tests and studies, lateral coding, contractor kit and Technical Order (TO) proofing, and Wing Code Processing System (WCPS) operator training as directed by HQ AFGSC and USSTRATCOM/J384. 576 FLTS/TEX will control operational ICBM codes and critical components according to USSTRATCOM EAP-STRAT Volume 16. Also, 576 FLTS/TEX is responsible for managing the ICBM secure code system for their respective wing mission. This responsibility includes training of unit code controllers. All unit code controllers must be certified per USSTRATCOM EAP-STRAT Volume 16 and this publication. 576 FLTS/TEX will provide staff and technical assistance to the commander on all matters pertaining to ICBM code operations through the

preparation and maintenance of plans tailored for their respective unit's mission. 576 FLTS/TEX is responsible for reporting incidents involving critical components, code components, and other COMSEC account material under their control to USSTRATCOM/J384, HQ AFGSC/A3IA, 20 AF/A3NB, and provide an information copy to DIRNSA/I2N.

1.3.5. Unit Codes Flight (OSB). Each OSB is responsible for managing the ICBM secure code system for their respective wing mission. This responsibility includes oversight and support of wing code handler training program, management of wing codes familiarization program, training of all wing code handlers, and training of all unit code controllers. All unit code handlers and code controllers must be certified per this instruction and the USSTRATCOM EAP-STRAT Volume 16. Each OSB will provide staff and technical assistance to the commander on all matters pertaining to ICBM code operations through the preparation and maintenance of plans tailored for their respective wing's mission. Each OSB is responsible for creating and maintaining a lateral coding relocation and support plan. OSBs are responsible for reporting incidents and possible incidents involving critical components, code components, holographic TDIs, and other COMSEC account material under their control to USSTRATCOM/J384, 20 AF/A3NB, DIRNSA/I2N and provide an information copy to HQ AFGSC/A3IA.

1.3.5.1. Senior Code Controller (SCC). The SCC is the USSTRATCOM representative designated by the unit OG/CC (576 FLTS/CC) for accountability, management, and protection of critical components, code components, and miscellaneous codes related materials for USSTRATCOM/J384 at their specified location.

1.3.6. National Security Agency (NSA). Reference USSTRATCOM EAP-STRAT Volume 16, *ICBM Code Component Control Policy and Procedures*, for applicable responsibilities.

1.3.7. 532d Training Squadron (532d TRS). The 532d TRS will provide initial code handler training during Initial Skills Training (IST). The 532d TRS conducts an initial screening of students for prior code handling experience and access to Unauthorized Launch (UL) studies and ICBM unlock cards.

1.3.8. HQ AFGSC Weapons Safety Division (HQ AFGSC/SEW). Responsible for AFGSC Nuclear Surety Policy directives and operational certification/decertification of critical components within AFGSC. Serves as the AFGSC voting member and point of contact for all Nuclear Weapon System Safety Group (NWSSG) studies and actions on AFGSC weapon systems (e.g., Operational Safety Reviews and Special Safety Studies, Weapon System Safety Rules (WSSRs)). Reviews all DULL SWORD reports for trends and cross-tell analysis.

1.3.9. AFNWC/NIAC. AFNWC/NIAC is the program manager for design and development of the ICBM Code Processing System (ICPS) and all hardware and software Common Certification Operating System (CCOS), WCPS Minuteman (MM) Application Program (WMAP), Strategic Air Command (SAC) Code Processing System (SCPS) Application Program (SAP) and Hardware Certification Verification Equipment (HCVE) (on line and off line diagnostics) and modifications to them. AFNWC/NI is the depot for, and provides the item manager and equipment specialist for, the Code Change Verifier (CCV), Cartridge Tape Unit (CTU), Data

Transfer Unit (DTU), Mechanical Code Unit (MCU), Launch Control Panel (LCP), Launch Enable Panel (LEP), Command Signal Decoder (Missile) (CSD(M)), and the Launch Enable Control Group (LECG). AFNWC/NWI, Safety, Environment and Engineering Data Branch (AFNWC/NWIEV) is the TO Management Authority (TOMA) for TOs 31X8-2-2-1, *Operation Instructions, Console, Wing Code Processing System (WCPS) (P/N 10365-107-71)*, 31X8-2-2-2, *Maintenance Instructions with Illustrated Parts Breakdown, Console, Wing Code Processing System (WCPS) (P/N 10365-107-71)*, 31X8-2-3-1, *Operation and Maintenance Instructions with Illustrated Parts Breakdown, Console, Hardware Certification Verification Equipment (HCVE) (P/N 11800-315-11)*, 21M-LGM30F-12-1, *Minuteman Nuclear Surety Procedures for the WS-133A-M Weapon Systems*.

2.1. Responsibilities:

2.1.1. Assistant Director of Operations (ADO), ICBM Codes Flight. The Assistant Director of Operations, ICBM Codes Flight will be referred to as the Codes Chief for the remainder of this publication. The Codes Chief will be designated IAW USSTRATCOM EAP-STRAT, Volume 16 as the Senior Code Controller (SCC), when possible. The Codes Chief is responsible for the overall wing code training program to ensure each code handler/code controller has the knowledge and proficiency necessary to properly control ICBM code and critical components and code related miscellaneous material. The Codes Chief monitors the program to ensure the quality and level of instruction meets the needs of the least experienced person and all training is accurate and consistent with regulations and unit requirements. They will ensure the Chief, Codes Quality Assurance (QA) performs an evaluation of the training program and materials to ensure they comply with requirements per this regulation and the USSTRATCOM EAP-STRAT, Volume 16. The Codes Chief may appoint the Chief, Codes Training to act as program manager and ensure the accomplishment of training activities, but ultimate responsibility rests with the Codes Chief. (T-2)

2.1.2. Senior Code Controller (SCC). The SCC is responsible for the codes certification program and validates completion of requirements prior to certification. Reference USSTRATCOM EAP-STRAT, Volume 16 for additional SCC requirements and responsibilities. (T-0)

2.1.3. Chief, Codes Training (OSBT or 576 FLTS/TEX). The Codes Chief will appoint a Chief, Codes Training. The Chief, Codes Training will be a certified code controller with 6 months minimum experience as a code controller and will have one year retainability for appointment. When these requirements cannot be met, HQ AFGSC/A3 may grant a waiver in coordination with USSTRATCOM/J384 on a case-by-case basis. The Chief, Codes Training is responsible to the Codes Chief for the management of the unit codes training program for operations and maintenance code handlers and code controllers. This program will be divided into three areas: code handler classroom instruction, code controller classroom instruction and WCPS instruction. The Chief, Codes Training ensures review of all codes related training and evaluation materials prepared by other base agencies to ensure accurate presentation. The Chief, Codes Training or when absent, a designated representative approves all codes training materials, except as noted otherwise in **paragraph 2.3**. The Chief, Codes Training must ensure annual training is accomplished for the subject areas contained in **Attachment 2, Table A2.1.**, ICBM Maintenance

and OSB Code Handling Job Performance Requirement List (JPRL), **Table A2.2.**, ICBM Operator - Ready ICBM Program Tasking Memorandum (RTM), and **Table A2.3.** , ICBM Code Controller Job Performance Requirements List (JPRL). (T-2)

2.1.3.1. Training Requirements. The Chief, Codes Training must complete the 20 AF/ICE instructor training course, or a 20 AF/ICE approved codes specific instructor/evaluator course produced by the unit prior to appointment. At a minimum, each instructor must receive instruction on the following items: applicable equipment configuration, pre- and post-training scenario activities, local requirements, documentation requirements, classroom presentation to include audio visual aids and instructor etiquette, construction and administration of knowledge tests, training materials and lesson plans prior to certification.. Instruction may additionally include Instructional System Development (ISD) process and procedures as defined by AFMAN 36-2234, *Instructional System Development* and Air Force Handbook (AFH) 36-2235v11, *Information for Designers of Instructional System Application to Unit Training*. Instructor training courses completed in another position may be used to fulfill this requirement with the concurrence of HQ AFGSC/A3IA and 20 AF/A3NB, and approval of HQ AFGSC/A3. (T-2)

2.1.4. Supervisors. Supervisors ensure code handlers under their supervision accomplish the training required by this instruction. Notify the Chief, Codes Training when subordinates demonstrate a lack of code handling knowledge or proficiency.

2.1.5. Scheduling. All code handlers will be scheduled for codes training, as required. Scheduling of these individuals will be the responsibility of the member and/or the appropriate scheduling section. It is the member's responsibility to ensure they are scheduled for the appropriate training to meet currency and proficiency requirements. The codes training section will coordinate schedules to ensure training availability for members. (T-3)

2.1.6. Academic Integrity. It is the role of all members to enforce 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 training environment. Personnel are prohibited from engaging in cheating, misrepresentation, or any other act constituting a lack of academic integrity. Personnel engaging in any of the aforementioned prohibited activities may be disciplined under the Uniform Code of Military Justice.

2.2. Codes Instructors:

2.2.1. The Codes Chief will designate in writing, wing personnel to act as codes instructors for code handler classroom instruction. Only code controllers will be designated for code controller classroom instruction and WCPS instruction. Unit OSB/TEX will designate a code controller instructor as the primary for one of the predefined areas of instruction (reference **paragraph 2.1.3.**). Instructors can be designated as qualified in all areas, but only one instructor will be designated as the primary. An individual instructor will only be designated as the primary in one area of expertise. All codes training will be accomplished only by appointed instructors. Individuals selected as instructors must demonstrate a high degree of knowledge and proficiency. (T-2)

2.2.1.1. The Codes Chief and USAF Weapon School graduates assigned to OSB/TEX may be considered instructor qualified, regardless of AFSC prefix. These individuals must meet and maintain the same requirements identified for codes instructors. (T-2)

2.2.1.2. Individuals outside of the OSB may provide limited code handler classroom instruction. These individuals will actively possess a "W", "Q", or "K" prefix IAW AFI 36-2101, *Classifying Military Personnel (Officer And Enlisted)* and review all information (JPRs) relevant to the subject area with a qualified codes instructor prior to instruction. Additionally, spot checks will be performed on 10% of handler classroom instructors annually and documented via an MFR or instructor feedback form by the OSBT representative to ensure accuracy of the presentation of information. The Chief, Codes Training will retain documentation for 12 months. Only instructors assigned to OSB are authorized to conduct initial training, BMT, FAM, special training (in coordination with affected squadron), or controller training. (T-2)

2.2.2. Instructors presenting codes training:

2.2.2.1. Are knowledgeable of training methods and techniques, including lesson plan preparation, examination construction, classroom presentation, and deficiency analysis. All instructors must attend the 20 AF/ICE instructor training course prior to appointment. At a minimum each instructor must receive instruction on the following items: applicable equipment configuration, pre- and post-training scenario activities, local requirements, documentation requirements, classroom presentation to include audio visual aids and instructor etiquette, ISD process and procedures, construction and administration of knowledge tests, training materials and lesson plans. Instructor training courses completed in another position may be used to fulfill this requirement with the concurrence of the HQ AFGSC/A3IA and 20 AF/A3NB, and approval of HQ AFGSC/A3. (T-2)

2.2.2.2. Are fully qualified on the JPR being presented and thoroughly knowledgeable of code handling concepts and procedures. Additionally, codes instructors designated for code controller classroom or WCPS instruction are knowledgeable in OSB/TEX and field coding operations and must demonstrate a high degree of proficiency in WCPS coding and record keeping procedures. (T-3)

2.2.3. Instructor Recurring Training Requirements: Conduct instructor recurring training at least quarterly and ensure all instructor training tasks are covered as described in **paragraph 2.2.2.1,** coverage of all identified JPRs and RTMs in **Attachment 2, Table A2.1.**, and **Table A2.1.**, for presentation during the quarter and JPRs in **Table A2.3**. OSB/TEX instructor quarterly training will consist of coverage of all identified JPRs in **Attachment 2, Tables A2.1**, **A2.2**, and **A2.3** for presentation during the identified quarter, additionally **JPR I27** and subtasks will be accomplished. Instructor quarterly training will be accomplished prior to the first presentation to the students of the identified JPRs. The Codes Chief or Chief, Codes Training will observe each certified code controller instructor conduct a training scenario/session at least annually (once every 365 days). The Codes Chief will observe the Chief, Codes Training at least annually. Document code controller instructor recurring training and observations and retain for a minimum of 12 months within the six part folder (reference **paragraph 2.10.**). (T-3)

2.3. Training Materials:

2.3.1. At a minimum all training material must be coordinated with the appropriate safety office (i.e., Wing, NAF, or MAJCOM). It is encouraged that training material affecting or influenced by areas outside of ICBM Codes (e.g., Emergency War Order Procedures, Security response requirements, etc.) are coordinated with the Subject Matter Expert. (T-1)

2.3.2. AFGSC/A3IA will provide a Master Codes List of Objectives (MCLO). The MCLO will establish the standardize minimum expectation of knowledge. The MCLO will include all applicable task areas and events listed in **Attachment 2, Tables A2.1.** , **A2.2.**, and **A2.3.**. It will list the JPRs and objectives.

2.3.3. 20 AF/A3NB will review and approve locally-developed lesson plans annually to ensure compliance and technical accuracy IAW the MCLO.

2.3.4. Unit OSB/TEXs will develop a master lesson plan (MLP) to meet the objectives outlined in the MCLO. All unit developed MLPs must be submitted to 20 AF/A3NB (HQ AFGSC/A3IA for the 576 FLTS/TEX) for approval. Unit MLPs will not contradict 20 AF/A3NB or HQ AFGSC/A3IA guidance.

2.3.4.1. The Chief, Codes Training approves all codes training materials. When absent, the Codes Chief may designate a certified code controller instructor to approve training products. Changes to the unit MLP, Code Handler Orientation Package (CHOP) and Familiarization (FAM) training, may only be made by the Chief, Codes Training. When the Chief, Codes Training is absent changes to the unit MLP, CHOP, and FAM must be approved by the Codes Chief. (T-3)

2.3.4.1.1.. MLP Content. The MLP will include all applicable task areas and events listed in **Attachment 2, Tables A2.1.** , **A2.2.**, and **A2.3.** The MLP development will use the guidelines outlined in Air Force Handbook (AFH) 36-2235 Volume 9, *Information for Designers of Instructional Systems Application to Technical Training*, AFH 36-2235 Volume 11, *Information for Designers of Instructional System Application to Unit Training*, series and higher headquarters directives, including AFMAN 36-2236, *Guidelines for Air Force Instructors*. Additionally, unit instructors may also reference AFH 36-2235 Volume 1-8, 10, 12-13 as needed to support their training development. Subject areas not included in these tables may be developed as part of the unit MLP. The MLP must identify the subject area, learning objectives, JPR, references, instructional aids, and contain the plan of presentation and lesson development. Those areas applicable to only operations or maintenance code handlers may be specified. OSB/TEX lesson development must be of sufficient detail to enable the instructor to present the material without extensive outside references. The lesson development should document what is to be taught and the presentation method. Its purpose is to provide a useful teaching tool that explains the subject area/task and governing directives associated with the subject area/task. (T-2)

2.3.4.1.2.. Master Lesson Plan (MLP) Maintenance. OSB/TEX is responsible for maintenance, accuracy and currency of the unit-developed MLP (as required). The method used to update the lesson plan must ensure instructors teach correct code handling procedures. Additionally, recommend a MLP Working Group, consisting of HQ AFGSC/A3IA, 20 AF/A3NB, and unit representatives be formed to assist in MLP maintenance and standardization. This group will meet as required in conjunction with a preexisting event when possible (i.e., annual USSTRATCOM Codes Conference). (T-2)

2.3.4.1.3. Unit Developed MLP Approval and Review. 20 AF/A3NB (HQ AFGSC/A3IA for the 576 FLTS/TEX) approves unit-developed MLPs. Additionally, 20 AF/A3NB (HQ AFGSC/A3IA for the 576 FLTS/TEX) and unit Codes Chief or OSBT/TEX will review the MLP at least annually and at each revision of USSTRATCOM EAP-STRAT Volume 16 and/or this instruction. 20 AF/A3NB (HQ AFGSC/A3IA for the 576 FLTS/TEX) and OSBT/TEX will document approval and all reviews and maintain this documentation with the MLP. OSB/TEX must forward electronic copy of their unit-developed MLP and any changes to 20 AF/A3NB (HQ AFGSC/A3IA for the 576 FLTS/TEX) for approval. (T-2)

2.3.4.1.4. Retention. 20 AF/A3NB and OSB/TEX will retain superseded MLPs (including changes) for a minimum of 12 months following supersession. (T-2)

2.3.5. Lesson Guides. A lesson guide is required for each training activity. Lesson guides must be prepared and verified current before each training session. (T-3)

2.3.5.1. Content. Lesson guides identify the title, objective, time required, materials, date prepared, and author. The lesson guide references the applicable portion of the MLP and/or appropriate directives or instructions. It must contain sufficient detail to identify the subjects being taught. (T-3)

2.3.5.2. Retention. Lesson guides used for code handler-training, controller training, familiarization training, Basic Mission Training (BMT) and any specialized training will be retained for a minimum of 12 months. (T-2)

2.3.6. Instructional Aides. Instructional aides are used to increase the effectiveness of the training program. These include pictorial representations, test or training code components, task performance demonstrations and devices in order to provide the student a clear understanding. (T-2)

2.3.6.1. Retention. All instructional aides identified in the lesson guide will be retained for a minimum of 12 months after use. (T-2)

2.3.7. Code Handler Orientation Package (CHOP). Creation of a CHOP is optional for the units and may be used to replace individual self-study packages. The CHOP identifies the self-study requirements for code handlers, code controllers, and Basic Mission Capable (BMC) qualified individuals. The CHOP will include an in-depth explanation of all JPRs. The self-study package may consist of references to required JPRs within the CHOP with augmentation for specific information, as required. The CHOP may include a question portion to verify understanding.

Scenarios are encouraged. If an update is required units can issue an interim change for the affected material to its personnel. Once a unit has completed self-study packets for all four training sessions they may combined them into one self-study and label it as the CHOP.

2.3.7.1. Retention. CHOP will be retained for a minimum of 12 months (if applicable).

2.4. Code Handler Training:

2.4.1. The purpose of code handler training is to provide each code handler with the knowledge and proficiency necessary to properly control ICBM code components. The basis of maintenance and OSB handler training is the ICBM Maintenance and OSB code handling Job Proficiency Requirement List (JPRL) in **Attachment 2, Table 2.1.,** and the ICBM Operator - Ready ICBM Program Tasking Memorandum, **Table 2.1.**. Code handler training consists of four types: initial, recurring, individual, and special.

2.4.2. Documentation. Completion of initial, recurring, individual, and special training (BMT, Familiarization, etc.) will be documented in the current system of record. Retain documentation for a minimum of 12 months. (T-2)

2.4.3. Initial Codes Training. The purpose of initial codes training is to prepare individuals for code handler duties. OSBT will develop and conduct instruction on code control procedures contained in this and other associated publications. Maintenance and OSB code handlers must successfully complete initial code handler training on all Code Handler JPR areas in **Attachment 2, Table 2.1.** before their appointment and certification as code handlers. Operator code handlers must successfully complete initial code handler training on all RTM events in **Attachment 2, Table 2.2.** , before their appointment and certification as code handlers. The Codes Chief will identify successful completion of requirements. OSB will document initial training on the AFGSC Form 165. Code handler candidate will not be certified prior to successful completion of initial codes training in its entirety. (T-2)

2.4.4. Recurring Codes Training. The purpose of the code handler recurring codes training program is to maintain code handler currency and proficiency in code handler concepts and procedures. Initial training counts as recurring training for the quarter in which it is completed. All code handlers receive recurring codes training quarterly. Recurring training consists of a self-study identifying specific JPRs, classroom training (as required) and testing (as directed). Comply with **paragraph 2.8** for testing requirements. Computer Based Training (CBT) methods may be used. Recurring training includes new or changed concepts and procedures applicable to code handling duties, identified deficiencies, reportable code events (discretion of classification level will be the responsibility of the instructor), and other areas deemed necessary by the unit and 20 AF/A3NB. OSB/TEX will ensure self-study requirements have been met prior to receiving recurring training through trainee's attendance roster. Code handlers must receive, as a minimum, annual training on all subject areas in **Attachment 2,** tables as applicable. (T-2)

2.4.4.1. Inactive (N-CMR) Status. Individuals who fail to successfully complete required training during a given quarter are placed on inactive status at 0001L of the first day of the following quarter IAW **paragraph 2.9**. Once corrective training actions are complete and the

individuals is no longer delinquent in meeting the requirements, they may be returned to CMR status. (T-2)

2.4.4.2. Temporary Duty (TDY). When operational unit code handlers are placed on Temporary Duty (TDY) that will extend beyond the quarter, the parent unit OSB will administer quarterly recurring training and testing prior to departure. For extended TDYs to locations with an OSB/TEX, the OSB/TEX at the TDY location can provide recurring training, as needed. This training will be documented and reported to the individual's parent OSB. Upon the individuals return to their unit, OSB will review the individuals record and conduct quarterly recurring training for identified delinquent JPRs, as necessary, to ensure currency. (T-3)

2.4.5. Individual Training. The purpose of individual training is to enhance the individual's codes knowledge and proficiency. Individual training is conducted when serious deficiencies or lack of understanding are identified through observations, evaluations or exam scores, that do not result in a restrictable error or test failure. This recommendation will be made by Sq/ADO, OGV, flight commander, OSOT, maintenance training, OSB, or immediate supervisor to the individual's Sq/CC/DO. The Sq/CC/DO will identify the individual as requiring individual training. Evaluations resulting in a critical error in relation to code handling/control will require individual training. Individual training is conducted under the supervision of an OSB/TEX instructor. OSB will document individual training and retain it for a minimum of 12 months. (T-3)

2.4.5.1. Format. The type and extent of training or testing will be determined by the codes training officer. The name of the individual and date of training will be included in the lesson guide for individual training.

2.4.6. Special Training. Before each code change, Simulated Electronic Launch Minuteman (SELM), or other special coding activity or equipment modification affecting code handling procedures, code handlers and code controllers will be trained on that activity. OSB/TEX will develop, conduct and document special training. (T-3)

2.5. Basic Mission Training (BMT)-Codes. OSBT will develop and conduct training for those individuals identified in the AFGSCI 13-5301, Volume 1 as BMC. They will not be certified as code handlers. Training frequency and content is in accordance with the AFGSCI 13-5301, Volume 1, *Rapid Execution and Combat Targeting (REACT) Training and Certification*. (T-3)

2.5.1. Documentation. Completion of initial codes BMT will be documented in the system of record. Retain documentation until BMC individual no longer has duties that require BMC status or becomes CMR. (T-2)

2.6. Codes Familiarization Training and Annual Codes Familiarization (FAM) Self-Study Package (not required at 576 FLTS). Initial/annual codes FAM training self-study packages are developed by OSBT to inform unit personnel of code controls and procedures applicable to their areas of responsibility. Testing is not required. Initial and annual codes self-study packages or other media format (slide show or video) should be tailored to the individual's need and will be distributed to the applicable Non-Commission Officer-In-Charge (NCOIC) to

distribute to required personnel in their area of responsibility and to verify completion of the self-study package. (See documentation requirements identified in **paragraph 2.6.3**) (T-3)

2.6.1. Individuals required to receive FAM Training. Code FAM training is required for individuals acting in a duty position or in a supervisory role, who through their role of responsibility can influence or direct the proper handling/control of code components. Additionally, individuals identified who have the potential for regular interaction with code components will received FAM training. The following individuals are required to receive initial/annual codes FAM training self-study packages or other media format (slide show or video): (T-3)

2.6.1.1. Initial and annual self-study packages are required for all base support individuals assigned to Missile Maintenance Operations Center (MMOC), Technical Engineering, Missile Security Control, the Unit Command Post, Shop Chiefs/Flight Chiefs/Trainers and Quality Assurance supervising/instructing or evaluating code handlers who themselves are not qualified code handlers, Electronics Laboratory (E-Lab), and all wing ground safety personnel. (T-3)

2.6.1.2. The following personnel posted in the missile complex are required to receive initial/annual codes FAM training prior to certification: Facility Managers (FMs), Chefs, Flight Security Controllers (FSCs), Security Forces (SF) Flight Commanders, SF Flight Chiefs, SF Assistant Flight Chiefs and LF penetration qualified personnel. (See documentation requirements identified in **paragraph 2.6.3**) (T-3)

2.6.1.3 If the WSA is used for MGS storage, the following personnel will receive initial/annual codes training: RV/RS Branch Chief and NCOIC (in a dual wing, Maintenance and Storage Branch Chief and NCOIC), RV/RS Maintenance OIC and NCOIC of Munitions Control, all personnel assigned to the RV/RS Munitions QC and Evaluations. SF Area Supervisor, SF Flight Commander, SF Flight Chief and SF Alarm Monitors will receive initial/annual codes FAM training. (See documentation requirements identified in **paragraph 2.6.3**) (T-3)

2.6.2. Content. As a minimum, training will include the following:

2.6.2.1. Base personnel (listed in **paragraph 2.6.1.1.**). Initial familiarization training will include an overarching purpose of code components and the DoD agencies involved, identification of code components, reportable situations (with in-depth examples and scenarios), annual code change, field storage locations/procedures/requirements, Launch Facility (LF) security system requirements, visual observation, CAT II teams and their transportation rules, and emphasis on security of code components when an unmanned LF is not in normal configuration. Annual familiarization self-study packages or other media format (slide show or video) will include recap of initial training and will include identified incidents or situations reported during the previous year that are pertinent to their organization and will cover all other listed requirements. (T-3)

2.6.2.2. Missile Field Personnel (listed in **paragraph 2.6.1.2.**). Initial familiarization training will include an overarching purpose of code components and the DoD agencies involved, identification of code components, field storage locations, visual observation, and emphasis on

security of code components. Initial codes familiarization training must be completed prior to certification. Recurring familiarization self-study packages or other media format (slide show or video) will provide a recap of initial training and will include other identified incidents or situations reported during the previous year that are pertinent to their organization and will cover all other listed requirements. (T-3)

2.6.3. Documentation. Codes FAM training and completion of annual self-study packages or other media format (slide show or video) will be annotated in individual's "on the job training" records or locally derived computer database or spreadsheet by the owning unit. For units using Integrated Maintenance Data System (IMDS), training will be documented in accordance with the AFI 21-202, *Missile Maintenance Management*. Retain documentation for at least 12 months. (T-3)

2.7. Code Controller Training. The purpose of code controller training is to provide each code controller with the knowledge and proficiency necessary to properly control ICBM code components. In addition, code controllers are knowledgeable and proficient in the use of the WCPS development of ground, flight, and targeting materials. The basis of all code controller training is the ICBM Maintenance and OSB Code Handling JPRL in **Attachment 2, Table 2.1.**, the ICBM Code Controller JPRL in **Attachment 2, Table 2.3.**, and the Training Business Area (TBA) (enlisted). Tasks or subtasks trained by outside agencies may be certified as complete if all requirements have been satisfied (e.g., TPC training administered by Current Operations Training). Code controller training consists of four types: initial, recurring, individual, and special. (T-2)

2.7.1. For individuals transferring between ICBM bases, credit may be accepted for previously trained JPRs that comply with requirements as identified in **paragraph 2.4**. The losing Codes Chief will provide a Memorandum for Record (MFR) identifying JPR coverage and annual expiration date to the gaining Codes Chief. This letter will include Holographic TDI pattern and identification of inspection level exposure. Additionally, the gaining Codes Chief will accomplish a MFR waiving the initial training requirement to be placed in the individual's training record, if prior JPR coverage is deemed acceptable by the Codes Chief with the recommendation of the OSBT. (T-2)

2.7.2. Shielded Enclosure (SE)/WCPS Training requirements. Control of the WCPS must be maintained at all times. Two officer, A/B split control is required to be maintained during all training requiring access to the SE area. "Hands-on" training is the primary method of instruction for SE/WCPS tasks; therefore, make maximum use of test code components and devices. Observation of operational tasks will not satisfy "hands-on" requirements for a code controller (reference **paragraph 2.7.3.1.**). At no time will the performance of a training task place the control of code components or materials at risk of a reportable possible compromise situation. If the supervising instructor feels that actions would result in a "real-world" situation they will immediately direct the team to cease all actions, provide corrective measures and inform the Codes Chief of the situation once proper control is established. The Codes Chief and SCC will make a determination in regards to the continuation of training activities. (T-0)

2.7.3. Initial Training. Initial code controller training consists of Code Handler and Controller JPR subject areas. Code controller selectees must complete initial code handler classroom training, if JPR exposure is greater than 1 year, before beginning training on Code Controller JPR tasks. Initial code controller training will count as recurring training for the quarter in which the controller was certified. Individuals undergoing initial code controller training are considered Non-Mission Ready (N-MR) until they are certified. (T-2)

2.7.3.1. WCPS Initial Training. The purpose of initial WCPS training is to familiarize and train Code Controller selectees on the operation of the WCPS, exposing these individuals to specified JPRs which require "hand-on" exposure. WCPS Initial training for non-certified code controllers will be conducted under the direct supervision of a WCPS instructor qualified in the task performed. (T-0)

2.7.4. Code Controller Recurring Training. The purpose of the code controller recurring training program is to maintain code controller currency and proficiency in code concepts and procedures as well as proficiency in the operation of the WCPS. All code controllers receive recurring training quarterly. Recurring training consists of a self-study guide, classroom training (as required), and testing (as directed). Comply with **paragraph 2.8** for testing requirements. All training will include new or changed concepts and procedures applicable to code controller duties. Code controllers will receive annual training on all Code Handler/Controller JPRL/TBA subject areas as identified in **Attachment 2, Table 2.1. and 2.3**. The trainer(s) conducting the session may be signed off as receiving the recurring quarterly training. (T-2)

2.7.4.1. WCPS Recurring Training. WCPS recurring training will be conducted quarterly. All code controllers will remain current through the performance of operational WCPS coding in that quarter. Operational coding will be captured in the Code Controller Operations Record and documented in the individuals Controller Training Folder or in the Quarterly Training Folder by the OSBT. Changes to WCPS operations or procedures will be addressed as supplemental lesson plan prior to operation of the WCPS. WCPS recurring training will be "hands-on" as much as possible. JPRL/TBA subject areas must be covered on the WCPS if identified in the OSB Exposure column of **Attachment 2, Table 2.3.**. Operational coding requirements may be used for recurring training as long as it is done with proper supervision by an OSB/TEX instructor. (T-2)

2.7.4.2. Inactive (N-MR) Status. Individuals who fail to successfully complete recurring training during a given quarter are placed in inactive status at 0001L on the first day of the following quarter. (Reference **paragraph 2.9.**) Once corrective training actions are complete and the individuals is no longer delinquent in meeting the requirements, they may be returned to CMR status. (T-2)

2.7.5. Individual Training. The purpose of individual training is to enhance the individual's codes knowledge and proficiency on the WCPS. Individual training is conducted when serious deficiencies or lack of understanding are identified through observations, WCPS evaluations or exam scores that do not result in a restrictable error or test failure. Any qualified codes instructor can recommend code controllers for individual training. Evaluation resulting in a critical error will require individual training. The Sq/CC/DO will identify the individual as requiring

individual training. The Code Chief will validate need for individual training and direct the development of a lesson plan. Individual training is conducted under the supervision of an OSB/TEX instructor. OSBT/TEX will document individual training in the individual's controller training folder. (T-3)

2.7.5.1. Format. The type and extent of training or testing (as directed) will be determined by the codes training officer. The name and date of training will be included in the lesson guide for individual training.

2.7.6. Special Training. When new training requirements are established, each code controller is trained and qualified in the task(s). These new tasks will be trained within 60 days following written notification of the task identification from HQ AFGSC/A3I. Code controllers must be qualified on the WCPS task(s) before performing WCPS task(s) unsupervised. (T-2)

2.7.7. Code Controller Training Documentation. All JPR training will be documented. Documentation identifies specific tasks and date completed. WCPS training will be documented on the WCPS record keeping printout (i.e. dump log file) by entering the statement "WCPS TRAINING FOR" followed by the students' names in the remarks section (C*) of the applicable printout. Initial and individual JPR training can be documented in the individuals training record. Recurring training will be documented in Quarterly Training Folders. Retain WCPS documentation IAW USSTRATCOM EAP-STRAT Volume 16, Chapter 12. (T-0)

2.7.7.1. TBA (enlisted). Enlisted Code Controller Training Documentation is accomplished using TBA, for each enlisted code controller. After all training is certified on the Individual Training Plan (ITP) in TBA and Initial JPRL Tracking Sheet recurring training begins. Recurring training will be documented in the individuals training record. Retain WCPS documentation IAW USSTRATCOM EAP-STRAT Volume 16, Chapter 12. (T-2)

2.7.8. Rapid Execution and Combat Targeting (REACT) Basic Mission Knowledge (BMK) qualification. All 13N AFSC personnel assigned to OSB will retain BMK IAW AFGSCI 13-5301, Volume 1. Individuals will satisfactory complete the required training and qualification requirements as specified in AFGSCI 13-5301, Volume 1. (T-2)

2.8. Examinations. Examinations are designed to measure attainment of learning objectives and evaluate the effectiveness of instruction pertinent to code handler and code controller duties.

2.8.1. Exams Requirements.

2.8.1.1. Code Handler higher headquarters (HHQ) formatted exams will cover JPRS H01 through H34 as defined by **Attachment 2, Table 2.1.**, all RTMs listed on **Table 2.1.**, and USSTRATCOM EAP-STRAT Volume 16 chapters 2-4, 7 (576 FLTS exempt), 13 (576 FLTS exempt), 14, 15 and Attachments 4 and 5. (T-0)

2.8.1.2. Code Controller HHQ formatted exams will cover all requirements defined in **paragraph 2.8.1.1.** in addition to USSTRATCOM EAP-STRAT Volume 16, chapters 1, 5, 6, 8 (576 FLTS only), 11, 12 and all Attachments. (T-0)

2.8.1.3. The passing score on HHQ exams will be IAW USSTRATCOM EAP-STRAT Volume 16 requirements. If WG/CC or IG determines a passing score requirement lower than the USSTRATCOM EAP-STRAT Volume 16 requirement a waiver must be requested from USSTRATCOM/J384 via 20 AF/A3NB. (T-0)

2.8.1.4. Exams will consist of a minimum of 20 multiple-choice questions and will be open book for all code handlers and code controllers. (T-0)

2.8.1.5. The HHQ exams must contain a minimum of one question from corresponding USSTRATCOM EAP-STRAT Volume 16 chapters defined in **paragraph 2.8.1.1.** and/or **2.8.1.2. (T-0)**

2.8.1.6. HQ AFGSC/A3IA, HQ AFGSC/IG and 20 AF/A3NB will collaborate to write and maintain HHQ examinations used during inspections/Staff Assistance Visits (SAVs), as required. HHQ developed questions/exams will be reviewed by USSTRATCOM/J384 for technical accuracy IAW the USSTRATCOM EAP-STRAT Volume 16. (T-0)

2.8.1.7. Unit developed exams directed by local leadership will comply with **paragraph 2.8.1.** for exam requirements. (T-3)

2.8.2. Documentation. Document the date and the results of each individual's examination score in system of record or a locally designed database. Retain scores on certified code handlers/controllers for 12 months. (T-2)

2.8.3. Exam Failure. If an individual fails a codes exam, that individual must receive individual training. Individual training need only include those subject areas missed. Documentation of training completion will be accomplished before performing code handler or code controller duties. Code handlers or code controllers who fail an examination are placed on inactive status (N-MR/N-CMR status) and will not perform tasks requiring code handler/controller certification until they successfully complete individual training. (T-2)

2.8.4. Training Analysis. Analysis of the training program and of individual codes proficiency is documented by the Chief, Codes Training and is used to validate training. This analysis will include high missed questions, areas identified as requiring additional attention/instruction and recurring training/field deviations related to a JPR. These reports will be provided to 20 AF/A3NB quarterly, or as needed, for consideration for identification of focus areas. (T-3)

2.9. Inactive (N-MR/N-CMR) Status. Code handlers and code controllers who fail to remain qualified IAW the requirements of this instruction are placed in inactive status. Persons are placed in inactive status for training, administrative, proficiency, or testing deficiencies. Inactive status is documented in the training system of record. The 576 FLTS may use an appropriate alternative method for tracking inactive status. Individuals placed in inactive status are not allowed to perform alert or code handler/code controller duties until the reason for their inactive status has been corrected. Persons who remain in inactive status for more than two consecutive quarters due to failure to receive training will be decertified. (T-2)

2.9.1. Inactive Status Notification. To ensure inactive code handlers/controllers are not scheduled to perform code handler/controller duties, the OSB/TEX Training Officer provides appropriate agencies with the names of code handler/controllers placed on inactive status for failure to complete codes training. (T-2)

2.10. Code Controller Individual Qualification Folder (IQF). Maintain individual training folders for each code controller until decertification. Folders will be marked utilizing an AF Form 623B. These folders must include: (T-2)

2.10.1. AFGSC Form 165, Code Handler Certification and Training Record (Part III signed).

2.10.2. AFGSC Form 166, Code Controller Certification and Training Record (Part I and II signed).

2.10.3. Evaluation and training documentation.

2.10.4. Approval for code control group reassignment, if applicable.

2.10.5. Documentation of assignment to their current duty.

2.10.6. Appointment letters (e.g., Instructor, QA, Evaluator), Subject Matter Expert (SME) letter SCC inventory letter, etc.

2.10.7. Documentation of attended courses (i.e. Basic Instructor Course, etc.) and other miscellaneous information.

3.1. Responsibilities:

3.1.1. Codes Chief. The Codes Chief establishes and implements the Quality Assurance and code controller standardization and evaluation programs. The overall goal of these programs is to provide commanders with meaningful indicators reflecting the effectiveness of code controller training and the ability to perform the unit mission. The Codes Chief will designate in writing the Chief, ICBM Codes Quality Assurance (QA) officer (i.e. Chief of QA) and an alternate evaluator (if desired). (T-2)

3.1.1.1. The Codes Chief (if designated as SCC) is responsible for the management and maintenance of a codes certifying official's qualification program. This program will be used to ensure qualified individuals are certified in the positions requiring code handler status and code controller duties. All individuals designated under the codes certifying official's qualification program for handler certification will be current on **JPR I27** (with the exception of SQ/CC/DO). Responsibility for management of the codes certifying official's qualification program may be delegated to the Chief of QA. (T-2)

3.1.2. The Chief of QA is the Standardization and Evaluation Officer for OSB/TEX. The Chief of QA will be a certified code controller with 6 months minimum experience as a code controller

and will have one year retainability for appointment. Prior instructor experience is desired, but not required to be appointed to this position. If these requirements cannot be met, HQ AFGSC/A3 may grant a waiver in coordination with USSTRATCOM/J384 on a case-by-case basis. The Chief of QA is responsible for the standardization and evaluation of all training products, operations procedures, operational records, evaluation products and conducting personnel evaluations. The Chief of QA is additionally responsible for conducting Quality Control Observations (QCO) for the Senior Code Controller (SCC). The Chief of QA will coordinate with other ICBM unit OSBs to develop standardized practices, techniques and procedures utilized at their unit. The Chief of QA validates code controller proficiency by conducting initial and recurring controller evaluations and ensures the accuracy of coding processes and documentation. (T-2)

3.1.2.1. Designated alternate evaluator. The designated alternate must meet the same requirements identified for the Chief of QA, but will only be responsible for the performance of evaluations when needed. (T-2)

3.1.2.2. Evaluations. The Chief of QA will perform all controller evaluations. If the Chief of QA and designated alternate evaluator are unavailable for an unforeseen reason (e.g., emergency leave), units will contact 20 AF/A3NB for guidance. (T-2)

3.1.2.3. Controller Status. The Chief of QA must continue to meet requirements mandated by this instruction to maintain active code controller status. 20 AF/A3NB may perform initial certification evaluations of the Chief of QA, if required (with the exception of the 576 FLTS/TEX). (T-2)

3.2. Chief, ICBM Codes Quality Assurance (QA) Training and Certification:

3.2.1. Training. Each OSB/TEX will develop an initial and recurring Chief of QA training program. Initial training will be completed prior to certification as the QA. Recurring training is required annually on appropriate evaluator-related JPR tasks. As a minimum, this program will cover planning and supervising an evaluation program, conducting an evaluation, preparing evaluation scripts, and maintaining evaluation records. These tasks are identified in the ICBM code controller JPRL. 20 AF/A3NB will provide units with additional guidance, as required. Additionally, each Chief of QA and alternate evaluator, with the exception of the 576 FLTS/TEX, will attend the 20 AF/ICE evaluator course , or a 20 AF/ICE approved codes specific instructor/evaluator course produced by the unit prior to appointment. All efforts should be made to accomplish required training prior to appointment. Evaluator training courses completed in another position may be used to fulfill this requirement with the concurrence of HQ AFGSC/A3IA and 20 AF/A3NB,and approval of HQ AFGSC/A3. (T-2)

3.2.2. Certification. The following establishes the certification process for the Chief of QA and designated alternate evaluator.

3.2.2.1. The Codes Chief will appoint the Chief, Codes Quality Assurance and designated alternate evaluator. Maintain written certification/appointment memorandum in the individual's controller folder. (T-3)

3.2.2.1.1. Document certification in the individual's training record and identify the individual on the controller listing memorandum. This certification consists of documenting that the individual has completed required training and is qualified to perform duties as Chief of QA or designated alternate evaluator. (T-2)

3.2.2.2. Prior to certification, the incumbent Chief of QA or designated alternate evaluator will administer a scripted recurring evaluation to the incoming Chief of QA appointee (required if evaluation due date is less than 1 year). The incumbent Chief of QA or designated alternate evaluator will observe the Chief of QA appointee conducting an evaluation. Once the Codes Chief is satisfied that the Chief of QA has completed all training requirements, the Codes Chief will certify the new Chief of QA. (T-3)

3.2.2.3. HQ AFGSC/A3IA or 20 AF/A3NB may perform recurring evaluations utilizing a QCO of the Chief of QA for all 20 AF units (HQ AFGSC/A3IA for 576 FLTS) to ensure the individual is qualified and proficient in their duties, if required. If a QCO was utilized for a recurring evaluation of the Chief of QA it must meet all requirements as defined in **paragraph 3.6.4.1**. HQ AFGSC/IG, HQ AFGSC/A3IA or 20 AF/A3NB may also observe the Chief of QA conducting an evaluation during SAV and/or HHQ inspections. (T-2)

3.2.2.4. The Chief of QA must maintain currency on all WCPS training requirements. The Chief of QA will additionally be certified as a WCPS instructor, if they have previously completed the 20 AF/ICE instructor course, or a 20 AF/ICE approved codes specific instructor/evaluator course produced by the unit. (T-2)

3.2.2.4.1. The 576 FLTS/TEX will document every 18 months within the Chief of QA's record that an evaluation is not required if the Codes Chief determines the appointed Chief of QA still meets all proficiency and training requirements. Retain documentation for a minimum of 18 months. (T-3)

3.2.2.5. All attempts to schedule evaluations prior to departure of the Chief of QA will be made. In the event of a situation in which an unforeseen change to the schedule requires an immediate evaluation, the unit's designated alternate evaluator may be used.

3.3. Evaluations. All code controllers will be evaluated within 18 months of their initial certification evaluation or last recurring evaluation (with the exception of the 576 FLTS/TEX Chief of QA, reference **paragraph 3.2.2.4.1**). (T-2)

3.3.1. Inactive Status. Any code controller who is not evaluated within the 18-month period will be placed on inactive status until a recurring evaluation is conducted. For example, if a code controller's initial evaluation was conducted on 5 May 2013, that code controller must receive a recurring evaluation no later than midnight of 30 Nov 2014. (T-2)

3.3.2. Evaluation Types. There are three types of evaluations: initial, recurring, and special. Job performance task coverage for each evaluation must contain the minimum tasks required to meet the objective of the evaluation (e.g., coding an LCP). These evaluation types fall into two

categories: Test and Operational. All evaluations will meet the requirements identified in **paragraph 3.6.4**. Initial and Special evaluations will only use Test codes (i.e. Test Data Disk). Recurring evaluations may use Test or Operational codes if pre-existing requirements (e.g., scheduled MGS R&R) for status presentation are scheduled. Use of Operational codes for recurring evaluations are at the discretion of the Senior Code Controller (SCC). (T-2)

3.3.2.1. Initial Evaluation. An initial evaluation is given upon completion of N-MR code controller training and required for code controller certification. An initial evaluation should be modified to "isolate" the controller(s) being certified. The controller(s) being certified should direct all actions during the evaluation. Individuals supporting an initial evaluation may be given credit for a recurring evaluation.

3.3.2.2. Recurring Evaluation. A recurring evaluation is a periodic evaluation of a Mission Ready (MR) code controller designed to determine proficiency and capability to support the mission. Recurring evaluations may utilize problem cards to prompt response to emergency procedures when no other operational actions are pending. The problem card presented or verbal question will be documented on the evaluation report. If operational codes are utilized, the components will be secured or issued prior to evaluation injects.

3.3.2.3. Special Training/Evaluation. Special training/evaluations are given as a result of a Qualification Level 3 (Q3) rating or an operational impacting error at the discretion of the Codes Chief. As a minimum, training must address the action resulting in the Q3 rating or operational impacting error and be documented in the member's record. In addition to special training, the Codes Chief may identify the need for a special evaluation. A special evaluation may be a complete evaluation, but at a minimum, it must evaluate those tasks that resulted in the unqualified rating. The controller(s) being re-evaluated must direct all actions during the evaluation. Any remaining controller team member(s) will accomplish all actions as directed and will not receive evaluation credit.

3.4. Error Determination. The Codes Chief is the final error determination (reference **paragraph 3.6.6.1**) authority based on input from the Chief of QA. If there is a disagreement on a critical error, OSB/TEX will query the error(s) to 20 AF/A3NB. The affected controller(s) will not perform unsupervised coding operations until OSB/TEX receives a determination from 20 AF/A3NB. 20 AF/A3NB will provide the pass/fail scenario and determination to all units.

3.5. Evaluation Ratings. Overall evaluation performances are rated by qualification levels.

3.5.1. Qualification Level 1 (Q1) indicates an evaluatee demonstrated the desired level of performance and knowledge of procedures, equipment and directives within prescribed tolerances. Criteria for a Q1 rating consist of no critical or major errors and three or fewer minor errors.

3.5.2. Qualification Level 2 (Q2) indicates an evaluatee demonstrated the ability to perform duties safely, but may need additional training at the discretion of the squadron commander or operations officer. Criteria for a Q2 rating consist of no critical errors, two or fewer major errors or four or more minor errors.

3.5.3. Qualification Level 3 (Q3) indicates an evaluatee is unqualified based on an unacceptable level of safety, performance or knowledge. Criteria for a Q3 rating consist of one or more critical errors, or three or more major errors. A Q3 rating will result in N-MR status until the deficiency is corrected (reference **paragraph 3.7.2.2.** for corrective actions).

3.5.4. Exceptionally Qualified (EQ) indicates an evaluatee demonstrated exceptional knowledge and performance above the standard. The goal of the exceptionally qualified rating is to recognize an evaluation performance considered to be among the top 15% of all annual evaluations.

3.5.4.1. To be eligible for nomination, an evaluatee must complete an evaluation (reference **paragraph 3.3.2.1 or 3.3.2.2**) and receive a Q1 rating with zero errors committed.

3.5.4.2. Evaluatees will be nominated to receive the EQ designation on the evaluation report based on the discretion of the evaluator.

3.5.4.2.1. Evaluators will use AFGSC Form 15, *EQ Nomination Worksheet* for eligible evaluatees to determine whether they should be nominated for the EQ designation.

3.5.4.2.2. The AFGSC Form 15 is only required to be completed following evaluations for which an evaluatee is nominated for the EQ designation.

3.5.4.3. The Codes Chief will review the worksheet for approval or disapproval.

3.5.4.3.1. An EQ rating may be awarded to one or all members of the evaluated team.

3.5.4.3.2. EQ ratings are not allowed for special-check evaluations.

3.5.4.4. HHQ evaluators may award an EQ following a HHQ evaluation. HHQ evaluators must apply **paragraph 3.5.4**.

3.6. Evaluation Conduct:

3.6.1. Evaluation Preparation. Below are the minimum required preparatory actions; their sequence may vary.

3.6.1.1. The evaluator must prepare and review the selected script and associated materials. (T-3)

3.6.1.2. The evaluator must initiate a controller evaluation worksheet or locally generated worksheet for each code controller to be evaluated. (T-3)

3.6.2. Evaluation in-brief. Evaluators conduct an evaluation in-brief to ensure all members of the evaluatee controller team, on-duty shift controllers, and support personnel understand the

rules of engagement. The in-brief sets the environment for the evaluation and must clarify the level of support/non-support to be given. The in-brief will cover the following areas:

3.6.2.1. Evaluator-evaluatee relationship.

3.6.2.2. Methods used to initiate events (e.g., problem cards, telephone calls, real-world activity, and equipment indications). All script inputs must be clearly identified as exercise inputs.

3.6.2.3. Responsibilities during equipment operations.

3.6.2.4. Safety policies.

3.6.2.5. Responsibilities during actual emergencies, malfunctions, or real-world events.

3.6.2.6. Status of evaluators in terms of PRP and code-handling restrictions.

3.6.2.7. Use of test versus operational codes. Test codes should be used as much as possible; however, if an operational requirement exists, operational codes may be used in a recurring evaluation, if it satisfies the JPR(s) coverage in the script. Operational codes will never be used in an initial evaluation or special evaluation. (T-0)

3.6.3. Conducting the Evaluation. The evaluator will present status in accordance with the script, then observe and document the team's response to that status and all actual WCPS status. In an evaluation, an agency would not do more than is required by regulation or applicable technical order. (T-3)

3.6.3.1. Failing to accomplish any required action is always an error or critique item. The evaluator should not hesitate to document errors for these incidents--an evaluator may document an error for lack of proficiency in performing a task. The degree of error is at the discretion of the evaluator's sound professional judgment.

3.6.3.2. Status Presentation. Each OSB/TEX must develop scripts for use during evaluations. OSB/TEX will keep a minimum of 2 initial and 3 recurring scripts on-line. These scripts must be technically accurate. Scripts must be a plan for presentation of problem sequences and events that specify instructions for the evaluator and identify proper code controller team responses. Scripts may contain oral questions. The evaluator should follow the script as written unless a deviation is required to provide accurate status. Problems that do not lend themselves to sequential operation should be avoided, if possible. Units will number and date scripts and individual problem cards, as required, to facilitate control and use, and file them in a manner to preclude disclosure to team members subject to evaluation. (T-2)

3.6.3.3. The evaluator will not permit any evaluatee team errors to evolve into a real-world possible code compromise, a possible compromise of TDI technology, a procedural violation, WSSR, or TPC violation. (T-0)

3.6.3.4. For initial evaluations the evaluator(s) (i.e., Chief of QA) may serve as part of the TPC team. The evaluator will not serve as a member of the two person concept team, nor provide control over components or code materials, during recurring evaluation. In the event of an emergency that requires the evaluator to serve in this capacity when working with operational material, the evaluation will be immediately suspended or terminated. (T-2)

3.6.4. Script Content and Design. Procedural entering requirements specified in technical orders and other directives must be reasonably apparent. They must not be "masked" in order to present a theoretically possible, but improbable, occurrence. "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. This does not mean presentation of simultaneous problems. (T-2)

3.6.4.1. Performance. Scripts can measure performance in non-WCPS duties and WCPS operations. WCPS operations can include peacetime or EWO generation scenarios. All scripts, with the exception of Special Evaluation scripts, must comply with **paragraph 3.6.4.1.1.** thru **paragraph 3.6.4.1.3.** in regards to minimum requirements. (T-2)

3.6.4.1.1. As a minimum script will demonstrate split handling control concept (i.e. proper control of WCPS). (T-0)

3.6.4.1.2. As a minimum one of the following actions must be directed and accomplished by the individual under evaluation; Load LFLC (CL/CC/Pen-D), Load and Verify CCV, KS-60 Load, Computer Memory Security Check (CMSC) backout, Code LCP, Code LEP, Load HDA, Create LCF Diskette, SKL load. (T-2)

3.6.4.1.3. As a minimum scripts will contain a reporting and emergency response capability/procedures (**JPR I25**). Scripts may utilize problem cards to prompt response to emergency procedures when no other operational actions are pending. The problem card presented or verbal question will be documented on the evaluation report. . It is at the discretion of the evaluator to determine if demonstration or verbal response fulfills the requirement. The desired response must be provided to the evaluatee (i.e. “For evaluation purposes, please demonstrate/describe how you would respond to the situation presented”). (T-2)

3.6.4.2. Script Content. The Chief of QA will determine the JPR(s) to be covered in each script. However, with the exception of Special Evaluation scripts, each script must contain the minimum requirements to meet the objective of the task being evaluated (e.g., coding an LCP or LEP, etc.) as defined by **paragraph 3.6.4.1.** (T-2)

3.6.4.2.1. For evaluations with two non-certified members, members should be of the opposite control groups and accomplish an individual tasking directly associated with their control group. In the event the non-certified members performing an initial evaluation are the same control group, each member must perform and direct their team in regards to a specific task action associated with their control group. (T-2)

3.6.4.3. Script Approval. The Codes Chief must coordinate and approve all WCPS scripts used for evaluations. The coordination and approval will be documented. For a script that will be

administered to the Codes Chief, the OSS commander/576 FLTS/CC will provide this function. (T-2)

3.6.4.4. At a minimum all evaluation material must be coordinated with the appropriate safety office (i.e. Wing, NAF, or MAJCOM). It is encouraged that evaluation material affecting or influenced by areas outside of ICBM Codes (e.g. Emergency War Order Procedures, Security response requirements, etc.) are coordinated with the Subject Matter Expert. (T-1)

3.6.5. Termination of Evaluations.

3.6.5.1. Ensure intended task coverage is achieved before terminating an evaluation. The script may call for termination at some point short of task completion if it is not intended to evaluate the remaining requirements (e.g. HDA coding). However, do not terminate an evaluation until the team has had an opportunity to complete all actions required by the script. An evaluation is not terminated prior to completion unless one of the subsequent condition(s) are applicable:

3.6.5.1.1. An evaluatee/evaluator is unable to perform duties due to injury, illness, etc.

3.6.5.1.2. "Real-world" maintenance activity or coding interferes with evaluation.

3.6.5.1.3. HHQ actions preclude completing evaluation.

3.6.5.2. Use the following verbiage for termination: "Are you satisfied all team actions are complete at this time?" When the team answers affirmatively, state, "This terminates the evaluation." (For initial evaluations this question will be directed toward the initial evaluatee(s).)

3.6.6. Post-evaluation.

3.6.6.1. Error Determination. Evaluators identify and document incorrect actions and responses as errors. Deviations from proper procedures fall into one of three error categories: critical, major, or minor.

3.6.6.1.1. Critical error. A critical error is assessed when an evaluatee fails to act correctly and/or in a timely manner, and the error results in, or would result in operational mission failure, endangers human life, or results in death. A critical error includes:

3.6.6.1.1.1. A violation of WSSRs pertaining to control and operations of ICBM code components.

3.6.6.1.1.2. A critical code handling violation resulting in the loss of proper control, loss, or loss of proper security of an ICBM code component, including test code components used for evaluation or inspection purposes.

3.6.6.1.1.3. A violation of TPC control or no-lone zone requirements.

3.6.6.1.1.4. Failing to accomplish a critical portion of a task that directly impacts the alert status of a launch facility or launch control center, or the proper operation or verification of a code component.

3.6.6.1.1.5. Failing to identify and correct a condition involving improper control of a code component.

3.6.6.1.1.6. Failing to identify and correct an incorrectly coded component.

3.6.6.1.2. Major error. A major error is assessed when an evaluatee fails to act or fails to act in a timely manner and the error results in, or would result in, degradation to an operational mission, damage to equipment, or failure to maintain optimum system configuration, or results in personal injury. A major error includes:

3.6.6.1.2.1. The inability to complete a task due to a lack of knowledge or proficiency.

3.6.6.1.2.2. An error that would result in equipment damage to a codes-related component.

3.6.6.1.2.3. An error which results when a critical portion of a task is re-accomplished when not required, including unnecessary dispatch or loss of dispatch or preventing a launch-capable sortie from being placed on alert.

3.6.6.1.2.4. An error that could result in personal injury.

3.6.6.1.3. Minor error. Any error affecting code/code handling or control, which doesn't constitute a major or critical error.

3.6.6.2. If OSB/TEX cannot ascertain how to assess an error for an ongoing evaluation after querying all required on-base agencies (e.g., OGV, Safety, Missile Maintenance Operations Center, etc.), call and initiate a formal request for clarification with 20 AF/A3NB (HQ AFGSC/A3IA for 576 FLTS/TEX). The Chief of QA will pass all information regarding the error and the associated scenario to 20 AF/A3NB (HQ AFGSC/A3IA for 576 FLTS/TEX) who will analyze the information, make a final error determination, and respond back to OSB/TEX as soon as possible. The final determination will be sent to all units.

3.6.7. Additional Evaluation Guidance.

3.6.7.1. HQ AFGSC/IG, HQ AFGSC/A3IA and 20 AF/A3NB may use on-line unit scripts with associated problem cards or QCOs during unit visits.

3.6.7.2. If a task is not intended to be evaluated (or evaluated again after being previously accomplished correctly), brief the task accomplished when the team identifies the requirement to accomplish the task.

3.6.7.3. The evaluator must always provide status that team members would normally detect with their senses (e.g., heat, air, smoke, etc.) when it cannot be provided by the WCPS or SE

support equipment. This may require the use of problem cards or a verbal announcement by the evaluator.

3.6.7.4. Ensure correct WCPS status is presented for briefed tasks.

3.6.7.5. Chief of QA will ensure an evaluatee controller team is not exposed to the same evaluation script more than once in a 18 month period.

3.7. Evaluation Documentation:

3.7.1. Evaluation Type. Use the following paragraphs as a guide to document the evaluation type.

3.7.1.1. Use an "I" to record an initial evaluation for code controller certification purposes.

3.7.1.2. Use a "R" to record a recurring evaluation or QCO (20 AF/A3NB only). A recurring evaluation is a periodic evaluation of a team or team member designed to determine proficiency and capability.

3.7.1.3. Use an "S" to record a special evaluation that is a result of a previously failed evaluation. This type of special evaluation may be a complete evaluation or may only evaluate tasks that resulted in the unqualified rating.

3.7.2. Corrective Action Worksheets (CAW).

3.7.2.1. A CAW will be used for all evaluations and QCOs. They will be maintained in the individual's training/evaluation records until the individual is permanently decertified as a code controller. When retraining is required, the OSB/TEX Training Section will receive and maintain copies of the CAW for training purposes. The CAW coordination process should be accomplished expeditiously to ensure all individual records are kept current. Units will determine individuals involved in the CAW process. Individual records must maintain all restriction-related paperwork to include CAWs, restriction letters (to include a letter for removal from inactive status), and training documentation. Inspection teams are required to create a CAW for errors identified during higher headquarters inspections/visits no addressed in the final report. (T-3)

3.7.2.2. Ratings of "Q3" will require controllers be placed on inactive status until retraining and a special evaluation is accomplished for the errors resulting in the unqualified rating. For enlisted controllers, a new training and certification date will be entered into TBA, *On-the-Job Training - Continuation Sheet*. For officer controllers, training records will be annotated to reflect the individual being restricted and placed back on active status once a recheck has been completed and passed. (T-2)

3.7.3. Deficiency Codes. Deficiency codes are used to best describe why an evaluatee committed an error. Use the following as a guide in assigning deficiency codes.

3.7.3.1. DC01 - Lack of Knowledge. Did not know or unable to discern requirement. May be indicated by failure to accomplish a required task/subtask or accomplishing an incorrect task/subtask.

3.7.3.2. DC02 - Lack of Proficiency. Knew the requirement, but experienced difficulty because of a skill, ability, or expertise deficiency.

3.7.3.3. DC03 - Lack of Association. Did not associate the impact of various status. Could not correlate information.

3.7.3.4. DC04 - Lack of Discipline. Inattention to detail; for example, skipped steps, misread WCPS indications, or did not detect status. May be indicated by poor checklist discipline.

3.7.3.5. DC05 - Other. Any identifiable deficiency not otherwise listed. If this code is used, a complete description of the cause of the deficiency must be included in the remarks.

3.7.3.6. DC06 - Faulty Prioritization. Accomplished tasks/subtasks, but unnecessarily delayed a relatively more urgent task/subtask.

3.7.3.7. DC07 - Inadequate Team Coordination. May be indicated when one team member had incomplete status or when the error was attributable to inadequate use of demand-response techniques.

3.8. Deficiency Reporting. When a team has performed normal coding actions (not under formal evaluation) and procedural deviations/errors are observed or found through a review of WCPS printouts or configuration records and results in recoding or additional dispatches, the Codes Chief and SCC shall be notified in writing immediately after discovery. The Codes Chief and SCC shall determine corrective actions. Do not document as critical, major, or minor errors, but ensure the affected agency (i.e. MMOC, OSK, etc.) understands the severity of the deviations and required corrective actions. These instances will be document as procedural deviations and reported to 20 AF/A3NB, HQ AFGSC/A3IA and USSTRATCOM/J384. This will also apply during HHQ inspections. (T-2)

3.9. Quality Control Observation (QCO).

3.9.1. QCOs. QCOs are observations of code controllers in the performance of their normal duties to provide additional performance feedback to the SCC. Any combination of vault or WCPS operations may be observed and will have an in-brief and out-brief. QCOs are performed at the discretion of the SCC.

3.9.2. QCOs must utilize pre-existing requirements (i.e., scheduled MGS R&R) for status presentation. Simulated status or question(s) (unless to clarify an action) will not be introduce during the operational portion of the QCO. (T-2)

3.9.3. QCOs shall utilize only operational codes unless pre-existing coding requirements (i.e. scheduled HSEP) require the use of test codes. (T-2)

3.9.4. Termination of a QCO is at the discretion of the Chief of QA.

4.1. Code Handler and Controller Certification Program. The Senior Code Controller (SCC) is responsible for the code handler/controller certification program. Manage program IAW **paragraphs 3.1.1.1.** and **4.1.1**. Appoint certifying officials IAW **paragraph 4.3.2**. (T-2)

4.1.1. Code handler certifying official qualification training will include the following:

4.1.1.1. SCC expectation of code certification briefing

4.1.1.2. Knowledge demonstration / familiarity with code handler certification briefing

4.1.1.3. Annual observation from SCC or designated appointee

4.1.2. Certifying officials will be designated in writing by the SCC

4.2. Prerequisites for Certification of Code Controllers and Code Handlers:

4.2.1. Before certification as a code handler or controller, individuals must meet the prerequisites identified in USSTRATCOM EAP-STRAT Volume 16 and the following additional prerequisites:

4.2.1.1. Command Assignment. Only AFGSC/AETC military or certified Department of the Air Force Civilian (DAFC) personnel will serve as ICBM unit code controllers at AFGSC bases. (T-0)

4.2.1.2. Security Clearance. Code handlers must have a final Top Secret clearance based on CJCSI 3231.01, *Safeguarding Nuclear Command and Control Extremely Sensitive Information* requirements. Officer, enlisted, and DAFC code controllers and operations scheduling officer code handlers are authorized access to Top Secret Nuclear Command and Control Extremely Sensitive Information (NC2-ESI) as outlined in CJCSI 3231.01. (T-0)

4.2.1.3. Grade. Officer and enlisted code handlers can be in any grade. Officer code controllers are required to be a commissioned officer, enlisted code controllers in the grade of E-4 or above, and civilian code controllers in the grade of GS-9 or above with a minimum of 1 year of federal service (includes prior military service). Civilian Code Controllers will be considered officer code controllers when certified for the purpose of code control and handling. Code controllers will have 1 year of previous code handler/controller experience prior to assignment to OSB/TEX. Waivers for previous code handler/controller experience will be determined by AFGSC/A3IA with recommendation from 20AF/A3NB on a case-by-case basis, and approved by HQ AFGSC/A3. (T-2)

4.2.1.4. Personnel Reliability Program (PRP). Code handlers and code controllers are required to be certified in a critical PRP position IAW DoD 5210.42-R_AFMAN 10-3902, *Nuclear Weapons Personnel Reliability Program (PRP)*. (T-0)

4.2.1.5. Two-Person Concept (TPC) Team. Code handlers and controllers must meet the team requirements for a TPC team. Unit code controllers and code handlers receive TPC Training and initial and recurring nuclear surety training IAW AFI 91-101, *Air Force Nuclear Weapons Surety Program* and AFI 91-104, *Nuclear Surety Tamper Control and Detection Programs*. (T-1)

4.2.1.5.1. Assignment Limitation. Assignment limitation status will be verified IAW AFI 36-2110 for assignment code limitations of "D" or "M". Additionally, consult AFI 91-104 and AFI 91-106 for additional assignment limitation based on previous access. Before certification of code controllers or handlers, all candidates will be screened for any previous access to ULS information, Threat Mitigation Program (TMP), Launch Action Study (LAS), or Department of Energy clearances. Individuals with prior or current access to ULS, TMP, LAS, or restricted use control information for the ICBM weapon system are expressly prohibited from becoming a code handler or code controller or serving on a TPC team. HQ AFSEC/SEWN tracks who has or had access to the aforementioned information. The 532d TRS must provide HQ AFGSC/A3I, 20 AF/A3NB and gaining unit OSB a UL screening report of each class no later than graduation date for that particular class. (T-0)

4.2.1.5.2. Previous holographic TDI/code material access. For individuals that were previous code controllers, before an individual is allowed to be certified as a code handler or controller, previous access to code material, holographic TDI inspection procedures and control group must be verified. If an individual has had previous access or will change control group units must submit a request to USSTRATCOM/J384 via 20 AF/A3NB with a courtesy copy to HQ AFGSC/A3IA. USSTRATCOM/J384 will be the final authority for approval. (T-0)

4.2.1.6. Training. Individuals must complete an initial training program before certification as a code handler or code controller.

4.2.1.7. Communications Security (COMSEC) Access Documentation. All code handlers and code controllers must be enrolled in the Cryptographic Access Program (CAP). (T-1)

4.2.1.8. Ensure an AF COMSEC Form 9; *Cryptographic Access Certificate (PA) (FOUO)*, is completed prior to certification. (T-1)

4.2.2. Inform the administering official of any situation that would require suspension or revocation of access. If suspension of access is required, the individual must be placed in inactive status until access is reinstated or the individual is decertified for code handling. (T-2)

4.3. Code Handler Certification and Decertification:

4.3.1. Individuals will not perform code handler tasks (to include alert, maintenance, field evaluations, or task performance involving operational code material), until they have been properly certified. Individuals must meet qualification and certification requirements before interaction with operational code material or the launch, enable or encryption portion of the operationally configured weapon systems. Before certifying a former code controller as a code handler, comply with USSTRATCOM EAP-STRAT Volume 16, *ICBM Code Component*

Control Policy and Procedures and **paragraph 4.2.1.5.2**. Before certifying a previous code handler in the opposite control group, comply with USSTRATCOM EAP-STRAT Volume 16. (T-0)

4.3.2. Code Handler Certification. CMR SQ/CC/DOs (as part of the Combat Certification Brief) or an SCC certifies personnel whose duties involve the control of code components as officer or enlisted code handlers. The unit SCC may designate alternate individuals within OSB to perform code handler certification. The appointee will be designated in writing. Appointees should be limited to Chief of QA (if certified as a codes instructor), Chief of Training, or certified codes instructors only. As a minimum, certification includes a briefing covering code handling concepts, components/material, controls and a personal interview with the certifying official to ensure the provisions of USSTRATCOM EAP-STRAT Volume 16 are met. Code handler certification and decertification will be documented on AFGSC Form 165, *Code Handler Certification and Training Record*. Code component issuing agencies will use these forms or a listing prepared from these forms (e.g. TEAMS Database) to identify those individuals authorized to receipt for and handle code components. (T-0)

4.3.3. AFGSC Form 165 Documentation. OSB will maintain an AFGSC Form 165 on each code handler. The form is initiated when the individual begins code training at the unit. Upon completion of initial training, the instructor signs and dates Part I of the Code Handlers Certification and Training Record. When all prerequisites are completed, the individual and certifying official sign and date Part II of the form. Once Part II is signed, the only authorized change to this form following certification will be due to a legal name change of an individual. If an administrative or clerical error is identified following signing of Part II it will be documented utilizing a memorandum for record to be kept with the original document. All AFGSC Form 165 will be maintained at OSB/TEX. (T-2)

4.3.4. Decertification. When a code handler's duties no longer require the control and handling of code components or as specified in **paragraph 4.3.4.1** or **4.3.4.2**, the SCC or designated alternate decertifies the individual by signing Part III of the AFGSC Form 165 and advises the individual that they are no longer a code handler (SQ/CC/DO may advise the individuals once they have confirmed PART III of the AFGSC Form 165 has been signed). The SCC will ensure the base COMSEC manager is notified that cryptographic access is no longer required and AF COMSEC Form 9 is completed. All access to COMSEC, code materials, and code components is terminated as applicable. (T-0)

4.3.4.1. Individuals exposed to operational coding or operational coding record will not be certified as code handlers until the observed codes are superseded. (T-0)

4.3.4.2. CMR certified personnel who are exposed to operational coding or operational coding records will be decertified from code handler duties until the observed codes are superseded. (T-0)

4.4. Code Controller Selection, Certification and Decertification:

4.4.1. Officer and enlisted personnel identified for selection as code controller must meet all requirements identified in this instruction and the USSTRATCOM EAP-STRAT Volume 16. These individuals will be proficient and knowledgeable in code handler concepts and procedures. Individuals should be identified NLT 3 months prior to PCA/PCS for manpower resource management and planned qualification requirements. (T-2)

4.4.1.1. The unit Codes Chief should review each selectee record to identify potential certification limitations and provide their recommendation to the OSS/CC prior to approval of PCA/PCS.

4.4.1.2. The unit Codes Chief should identify the individuals projected control group and position (e.g. B2) to ensure they have the capability to maintain four (4) A1, four (4) A2, four (4) B1 and four (4) B2 assigned personnel for the purpose of proper control, access and Program Verification System (PVS) key change, if needed.

4.4.2. Officer and enlisted code handlers who are selected for code controller duties will be decertified as code handlers upon assignment to OSB. (T-0)

4.4.3. Individuals cannot perform operational code controller tasks until they have been properly trained and certified in those tasks. Certification should not be delayed if tasks cannot be trained due to lack of equipment. Initial training in these tasks is accomplished when the equipment becomes available. (T-2)

4.4.3.1. Individuals will not perform unsupervised code controller tasks until they have been certified. Before certifying a previous code controller, comply with USSTRATCOM EAP-STRAT Volume 16 and this instruction. (T-0)

4.4.4. Codes Chief will provide a controller listing memorandum on the first duty day of the month to USSTRATCOM/J384, HQ AFGSC/A3IA and 20 AF/A3NB. This memorandum will identify current certified controllers, DoD ID number, finalized clearance, control group and position designator (i.e. B2), certification date and last evaluation date; projected controllers, DoD ID number, control group and position designator and estimated certification and evaluation dates; and decertified controllers with control group and decertification date. (T-2)

4.4.5. Code Controller Certification. The Operations Support Squadron (OSS) commander (CC) (576 FLTS/CC for 576 FLTS) or, when unavailable, the Director of Operations (DO), certifies their unit personnel whose duties involve the control of code components as code controllers. AFGSC code controller certification procedures will include initial codes training (as required), an initial WCPS evaluation, a briefing to the SCC covering code controller concepts (unique to OSB/TEX operations), duties and responsibilities, expectation for reaction to reportable situations, in addition to a personal interview with the OSS/CC or 576 FLTS/CC to ensure the provisions of USSTRATCOM EAP-STRAT Volume 16 are met. Code controller certification is documented on the AFGSC Form 166. (T-0)

4.4.5.1. Code controllers certified IAW **paragraph 4.4.5.** will be considered Mission Ready (MR) for WCPS coding operations duties.

4.4.6. AFGSC Form 166 (AFGSC 165 prior to 1 Jan 15) Documentation. OSB and 576 FLTS/TEX will maintain an AFGSC Form 166 on each code controller. The form is initiated when the code controller selectee begins code controller training. Upon completion of initial training, WCPS evaluation and briefing, the SCC signs and dates Part I of the AFGSC Form 166. When all prerequisites are completed, the code controller selectee and OSS commander (576 FLTS/CC for FLTS) sign and date Part II of the form, IAW **paragraph 4.4.5**. (T-2)

4.4.7. Decertification. When code controller duties no longer require the control and handling of code components, the SCC or designated alternate decertifies the individual by signing Part III of the AFGSC Form 166 (AFGSC 165 prior to 1 Jan 15) and advises the individual that they are no longer a code controller. The SCC will ensure the USSTRATCOM CA 613202 COMSEC manager is notified that cryptographic access is no longer required. All access to COMSEC, code materials, and code components is terminated. (T-0)

4.5. Code Controller Individual Qualification Folder. Each code controller will have a six part folder maintained in OSB, documenting certification, position appointments, evaluation reports, and training. As a minimum the six part folders will contain the documents identified in **paragraph 2.10**. (T-2)

5.1. General. Process requests for clarification per **Attachment 7** (electronic preferred) on official unit letterhead to 20 AF/A3NB, 6610 Headquarters Drive, F.E. Warren AFB WY 82005-5215. Unit OSB/TEX will submit COG through OG/CC/DO for operational related matters and OSS/CC/DO for training related COGs. COG title will consist of subject and tracking number in the following format (2-digit year, two digit month, three digit unit) (e.g. 1402341). 20 AF/A3NB will in turn provide the unit's request to HQ AFGSC/A3I if COG is in relation to guidance, instruction or regulations. HQ AFGSC/A3I will coordinate with other agencies (NSA/I2N, USSTRATCOM/J384, AFNWC/NI, Contractor Support, etc.), as applicable, before responding to COG. If multiple questions refer to the same subject matter, then multiple questions may be submitted in one letter. If the questions are not on the same subject matter, then submit those questions on separate letters. For COG related to weapon system operation or USSTRATCOM procedures, 20 AF/A3NB will coordinate with USSTRATCOM/J384 and other agencies, as applicable. All COG will be provided to AFGSC/A3I for final determination in regards to instructions and regulations prior to issue.

5.2. Clarification of Guidance (COG) Management. 20 AF/A3NB is the USSTRATCOM/J384 and AFGSC/A3IA delegated OPR to receive, research, coordinate, and prepare official COG memorandums. Upon receipt of wing requests for COG, 20 AF/A3NB will initiate a COG conference (reference **paragraph 5.3.**) with key agencies to jointly develop initial position for reply memo. Additionally, 20 AF/A3NB is responsible for distribution of formalized COG and providing an annual review to ensure COG has been incorporated into current regulations.

5.3. COG Conference. 20 AF/A3NB will ensure all COG is properly coordinated with NSA/I2N, USSTRATCOM/J384, AFGSC/A3IA, AFGSC/SEW, 20 AF, and AFNWC/NI to address topic of concern, assess sense of urgency, and recommend initial position for the formal reply. For COG requiring immediate response, 20 AF/A3NB will organize and establish a dial-in TELCON with key individuals (as a minimum USSTRATCOM/J384, HQ AFGSC/A3IA and 20 AF/A3NB will be active participants). For COG that does not require immediate response e-mail correspondence is acceptable.

5.4. HHQ Suspense for Reply to Units. In order to provide a timely reply to units on emerging codes issues, 20 AF/A3NB will be the distribution point to provide formal COG replies to units on routine issues within 7 duty days from initial receipt of request. ICBM Codes incident reporting will continue to be handled IAW USSTRATCOM EAP-STRAT Volume 16, Chapter 14.

5.5. COG Distribution. All formal ICBM Codes COG messages/traffic will be distributed to the following agencies (as a minimum): 90 OSS/OSB, 91 OSS/OSB, 341 OSS/OSB, 576 FLTS/TEX, AFGSC/A3IA, USSTRATCOM/J384, NSA/I2N. Distribution to HAF AFSEC/SEWE, AFNWC/NI, AFGSC/SEW, AFGSC/IGIO, NGAS, and Boeing Huntington Beach, as needed.

5.6. Final Authority for ICBM Codes System and Procedures COG. As CONAUTH for ICBM Codes, USSTRATCOM/J384 is the ultimate authority for COG determinations in regards to USSTRATCOM EAP-STRAT Volume 16. COG in regards to procedures and technical orders will be evaluated and responded to by 20 AF/A3NB. 20 AF/A3NB will engage AFGSC/A3IA and USSTRATCOM/J384 as required.

5.7. Final Authority for ICBM Codes Standardization, Evaluation, and Training COG. As OPR for this instruction, A3I is the final authority for all COG in regards to Evaluation, Training and Certification.

5.8. Inspector General. AFGSC/A3IA, as ICBM Codes functional, will coordinate with AFGSC/IGIO regarding questions related to ICBM Codes COG. Also, all IG-identified potential findings that involve ICBM Codes COG will be coordinated with AFGSC/A3IA prior to final error determination. AFGSC/A3IA will engage 20 AF/A3NB and USSTRATCOM/J384 as required.

5.9. Leadership. Each respective agency is responsible for up-channeling ICBM Codes COG to their leadership, commanders, and supervisors per their organizations' requirements. AFGSC/A3I will receive all ICBM Codes COG.

6.1. Radio Checks:

6.1.1. In addition to the requirements for transporting code components contained in USSTRATCOM EAP-STRAT Volume 16, radio checks will be accomplished by any team transporting code components to and from an LF or Launch Control Center (LCC) to the support base prior to departing the LF or Missile Alert Facility per **paragraph 6.1.2**.

6.1.2. Units will require teams couriering/transporting code components off-base (Appropriate category IAW applicable directives) to be radio-equipped and to accomplish radio security checks every 15 minutes with an on-base agency (i.e., TCC, MSC). Relay through a FSC may be utilized if unable to directly contact on-base agency. (T-3)

6.1.2.1. Radio security checks are to enhance the security afforded teams transporting code components to and from a LF or LCC and the support base.

6.1.2.2. Radio checks are not required at the 576 FLTS.

6.2. Vault Guarding Requirements during a Power Loss:

6.2.1. Units will develop a plan to ensure notification of planned and unplanned commercial power losses affecting buildings where a codes vault is located or where code components are being stored. (T-3)

6.2.2. If a building where a codes vault is located or where code components are stored experiences a total power loss to the security system, regardless of Uninterruptible Power Supply (UPS) status, the vault or area containing code components must be guarded by two qualified code controllers until power is restored. When power is restored, a functional check of all alarms must be performed. (T-0)

6.3. WCPS Troubleshooting and Operational Decertification/Certification:

6.3.1. If a unit OSB/TEX encounters a problem with the WCPS and coding capability is lost, notify USSTRATCOM/J384 and 20 AF/A3NB immediately. 20 AF/A3NB will keep HQ AFGSC/A3IA and HQ AFGSC/SEW apprised of the situation.

6.3.2. If E-LAB initial troubleshooting fails to resolve the problem, the unit needs to contact Boeing via the hotline. If the problem is not resolved via the telephone and it becomes apparent Boeing will need to visit the unit to troubleshoot the problem, the following actions will be accomplished:

6.3.2.1. The OSB/TEX will request the unit OG/CC (SQ/CC for 576 FLTS) request Contractor Logistical Support (CLS) on-site support from ICBMSS/GFEA with coordination from AFGSC/A3I and 20 AF/A3NB.

6.3.2.2. 509 ICBMSS/GFEA will consult with Boeing and Northrup Grumman Technical Solutions (NGTS) on what will be necessary to troubleshoot the problem (i.e., will uncertified software be needed, etc.) and whether WCPS decertification will be required. If decertification is required, GFEA will notify NIE to contact HAF AFSEC for approval.

6.3.2.3. AFNWC/NIE will prepare the decertification request letter and send to HAF AFSEC for action.

6.3.2.4. HAF AFSEC will prepare the response and send to AFNWC/NIE as soon as possible.

6.3.2.5. AFNWC/NIE will provide HAF AFSEC approval/disapproval letter to 20AF/A3NB for dissemination.

6.3.2.6. Boeing arrives and WCPS is decertified IAW TO 31X8-2-2-1. Boeing troubleshoots problem. Units must ensure to continue appropriate TPC and code handler controls for all individual certified components. The E-LAB and OSB/TEX personnel will repair and maintain control of WCPS IAW TO 31X8-2-2-1 and applicable directives.

6.3.2.7. Unit will certify the WCPS IAW TO 31X8-2-2-1 and notify USSTRATCOM/J384, HQ AFGSC/A3IA, and 20 AF/A3NB the WCPS is repaired and operational.

6.3.3. This process does not cover situations where operational code data is involved or if procedures not covered within technical orders are involved or may be required. In these instances, AFNWC/NIE will provide a detailed explanation of what will be required to allow HAF AFSEC to ensure appropriate safeguards and protections of operational codes are in place before proceeding. This detailed explanation will require coordination with USSTRATCOM/J384, HAF AFSEC, HQ AFGSC/A3IA, HQ AFGSC/SEW and 20 AF/A3NB at a minimum.

7.1. Manning/Access.

7.1.1. Each OSB must have sufficient qualified personnel (officer, enlisted, or DAFC) assigned to provide security, control, and coding support on a continual 24-hour basis. All code controllers will be certified in a critical PRP position IAW DoD 5210.42-R and AFMAN 10-3902. At least two mission ready (MR) code controller or DAFC code controller (one Group A and one Group B) capable of providing two-officer control, will be available at all times, along with any additional personnel required, to provide coding operations support. Code controllers will be scheduled for duty on a shift basis. OSB may use standby scheduling to satisfy controller requirement during non-duty hours. Controllers on standby status must be available for immediate contact by the unit command post or MMOC and be prepared to reach OSB within a time specified by their squadron commander. (T-3)

7.1.2. TEX must have sufficient qualified personnel assigned to provide security, control, and coding support on a 24-hour basis. Any two code controllers must be available to provide this support. TEX may use standby scheduling to satisfy controller requirements during non-duty hours. Controllers on standby status must be available for immediate contact by MMOC and be prepared to reach TEX within a time specified by the squadron commander. To ensure compliance with TPC requirements, however, controllers must be divided into Group A and Group B for control of vault door and SE door combinations. (T-3)

7.1.3. OSB/TEX must maintain the required A1, A2, B1, and B2 qualified personnel in order to perform PVS key change as directed by USSTRATCOM/J384. (T-0)

7.1.4. Tours of the OSB vault will be limited to individuals who are not currently CMR or projected/scheduled to be CMR and have a "need-to-know". All tours will be approved by the SCC. Visitors will remain under escort at all times and area will be sanitized to the appropriate level. Comply with EAP-STRAT Volume 16 for additional requirements.

7.2. Lessons Learned Development. Lessons Learned (LL) will be developed following major events (i.e. code change, SELM, HSEP, etc.).

7.2.1. LL will be provided to 20 AF/A3NB NLT 15 days following the event. (T-2)

7.2.2. LL will be documented on AF IMT 4329 (NIPR) or AF IMT 4329A (SIPR).

7.2.3. 20 AF/A3NB will distribute LL to required users to aid in future planning and considerations. 20 AF/A3NB will provide a copy of the developed LL to HQ AFGSC/A3IA for consideration for incorporation in future re-writes of this instruction and/or incorporation in Tactics Techniques and Procedures (TTP) series documents.

7.3. 20 AF WCPS Coding Management Guide

7.3.1. Units will provide updates to 20 AF/A3NB, as required, via written correspondence (i.e. memorandum or e-mail).

7.3.2. 20 AF/A3NB and units will provide and annual review of the WCPS Coding Management Guide to ensure currency of the information and references.

7.4. Notification and/or Coordination.

7.4.1. Unit OSB will ensure notification and/or coordination for the following:

7.4.1.1. Head Disk Assembly (HDA). OSB will notify the Emergency Action Procedures Planning section to ensure they are aware of potential targeting requirements. Ensure notification is made prior to dispatch, log time of notification and initials of individual taking notification in daily shift log (i.e. Code Controller Operations Record). (T-2)

7.4.1.2. Bulk Storage/Loader (BS/L) Key. OSB will notify the Emergency Action Procedures Planning section to ensure they are aware of potential targeting image disk requirements. Ensure notification is made prior to dispatch, log time of notification and initials of individual taking notification in daily shift log (i.e. Code Controller Operations Record). (T-2)

7.4.1.3. Complete Load - Launch Facility Load Cartridge (CL-LFLC). OSB will notify the Emergency Action Procedures Planning section to ensure they are aware of potential targeting requirements. Ensure notification is made prior to dispatch, log time of notification and initials of individual taking notification in daily shift log (i.e. Code Controller Operations Record). (T-3)

7.4.1.4. Pen-D LFLC - OSB will notify the Emergency Action Procedures Planning section to ensure they are aware of potential targeting requirements. Ensure notification is made prior to dispatch, log time of notification and initials of individual taking notification in daily shift log (i.e. Code Controller Operations Record). (T-3)

7.4.1.5. Maintenance Schedule. OSB will verify the daily maintenance schedule with MMOC prior to coding operation and component issue. (T-3)

8.1. New or Upgrade System Requirements. For new or upgraded codes portion of the ICBM weapon system, the OSB training section will develop and/or review the training program to meet requirements within this instruction, AFGSCI 13-5301v1, AFGSCI 13-5301v3, AFGSCI 36-283, *Intercontinental Ballistic Missile Training System Management*, and AFGSCI 10-604, *Global Strike Operational Weapon Systems Management*.

8.2. Subject Matter Expert. When a new unit or duty position is established, new equipment or system modifications occur, or new or significantly changed operations procedures requiring training or evaluation occur, the most experienced or qualified personnel in the unit may be designated as the Subject Matter Expert (SME) and MR.

8.2.1. The OG/CC or designated representative will appoint a limited number of SMEs in writing. Document SME appointment in the individual's training folder. Forward the SME designation memorandum to HQ AFGSC/A3IA via 20 AF/A3NB. (T-3)

8.2.2. SME designation only applies to those individuals necessary to develop and conduct the appropriate training and evaluation programs, or individuals necessary to support the operations, test, and evaluation process.

8.2.3. SMEs must accomplish the appropriate training for the duty position, such as contractor-provided Type I training, and meet requirements for MR status at time of appointment. (T-2)

8.2.3.1. Upon completion of SME training, the primary duty of the certified SMEs is to develop technical documentation, training and evaluation materials, and to conduct training and evaluations.

8.2.4. SMEs appointed for new or upgrade systems are not required to accomplish the Mission Qualification Training (MQT) they develop; however, they must accomplish contractor provided Type 1 training if available. To maintain certification in new/upgrade specific tasks the SME must complete a recurring evaluation within 60 calendar days from removal from SME status or 90 calendar days after system is declared Initial Operationally Capable, whichever is sooner. (T-2)

8.2.4.1. The Codes Chief and Chief of QA will determine the scope of the recurring evaluation for each SME. Document the recurring evaluation IAW **paragraph 3.7** of this instruction. (T-3)

8.3. Command Change Process to AETC Course Curriculum. All change requests originating from AFGSC units which are of a major nature (a request which drives changes in

course training standard or resources such as manpower, facilities, cost, etc.) will be routed through the appropriate functional's chain through 20AF to HQ AFGSC/A3IA for coordination.

8.3.1. The AETC training manager is the decision authority for determining if a proposed change is minor or major. No official direct communication concerning major changes is permitted with AETC training units except in gathering information necessary to properly staff the request.

8.3.2. HQ AFGSC/A3IA coordinates approval of change requests through the wings and 20 AF. HQ AFGSC/A3I approves all formal requests to change AETC courses and submits to HQ USAF/A3/5 (Operations Plans and Requirements) for coordination.

8.3.3. Upon approval of a major change request by HQ AFGSC/A3I, HQ AFGSC/A3IA will route the change to HQ USAF/A3/5. HQ USAF/A3/5 will review and, if approved, will route to the Chief, Command, Control, Communications, Computers, Intelligence (C4I) and Space Training (HQ AETC/A3TI).

8.3.4. The 381st Training Group (TRG) will analyze the request to determine impact on manpower and training time and will return their cost estimate to HQ AFGSC/A3IA for proper staffing (manpower costs, training device requirements, etc.). HQ AFGSC/A3IA will notify the originating agency of the results of their request. For further information, refer to AFGSCI 36-283.

8.3.5. Changes to existing Specialty Training Standards and/or Course Training Standards require review and approval by the affected unit commander. Changes will be routed through the appropriate OSS or group to HQ AFGSC/A3IA for final review and approval, prior to 381 TRG/CC approval, signature, and publication.

8.3.6. AFGSC units will obtain a tracking number through their appropriate OSS or group in order to coordinate minor change requests directly with the 381 TRG. Coordination will only be done with the training manager (TM) of the applicable training course.

8.3.6.1. Minor changes are interpreted to mean those of an administrative nature or those which do not have significant impact on training curricula or resources. In each case, the 381 TRG TM will determine if the request is of a minor nature or needs to be elevated to a major change. If the request is minor, the 381 TRG will implement the change at the earliest opportunity.

8.3.7. Changes originating from the 381 TRG TMs will be forwarded to the affected OSS or group for action, with a courtesy copy provided to HQ AFGSC/A3IA and 20 AF. Once the review is complete and OSS or group concurrence has been given, the change will be routed back through HQ AFGSC/A3IA for approval in accordance with the guidance above.

8.3.8. Deletions of 381 TRG courses are reviewed, approved, and forwarded by HQ AFGSC/A3I to HQ USAF/A3/5 for review and approval prior to routing to HQ AETC/A3TI. Request for course deletions must be forwarded from the appropriate group commander, through 20 AF, to AFGSC/A3T.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFGSCI 13-5301V1, *Rapid Execution and Combat Targeting (REACT) Training and Certification,* 23 Oct 2013
AFH 36-2235V9, *Information for Designers of Instructional Systems Application to Technical Training,* 1 November 2002
AFI 36-2110, *Assignment,* 22 September 2009
AFI 91-101, *Air Force Nuclear Weapons Surety Program,* 13 October 2010
AFI 91-104, *Nuclear Surety Tamper Control and Detection Programs,* 23 April 13, C2 9 Dec 14
AFI 91-105, *Critical Components,* 7 January 2011
AFI 91-106, *Unauthorized Launch, Treat Mitigation, and Launch Action Studies,* 13 August 2010
AFI 91-114, *Safety Rules for the Intercontinental Ballistic Missile System,* 25 October 2011
AFMAN33-363, *Management of Records,* 1 March 2008
AFPD 13-5, *Air Force Nuclear Enterprise,* 6 July 2011
CJCSI 3231.01B, *Safeguarding Nuclear Command and Control Extremely Sensitive Information,* 21 June 2007
DoD 5210.42-R_AFMAN 10-3902, *Nuclear Weapons Personnel Reliability Program (PRP),* 13 November 2006
USSTRATCOM EAP-STRAT Volume 16, *ICBM Code Component Control Policy and Procedures,* 1 April 2013
T.O. 21M-LGM30F-12-1, *Minuteman Nuclear Surety Procedures for the WS-133A-M/B Weapon Systems,* 1 March 2012
T.O. 31X8-2-2-1, *Operation Instructions, Console, Wing Code Processing System (WCPS) (P/N 10365-107-61),* 1 March 2012
T.O. 31X8-2-2-2, *Maintenance Instructions with Illustrated Parts Breakdown, Console, Wing Code Processing System (WCPS) (P/N 10365-107-61),* 1 September 2010
T.O. 31X8-2-3-1, *Operation and Maintenance Instructions with Illustrated Parts Breakdown, Console, Hardware Certification Verification Equipment (HCVE) (P/N 11800-315-11),* 10 May 2010

Prescribed Forms

AFGSC Form 165, *Code Handler Certification and Training Record*
AFGSC Form 166, *Code Controller Certification and Training Record*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*
AF Form 623B, *Individual Training Record*
AF IMT 4329, *Observation, Issue or Lesson Learned (Unclassified)*

AF IMT 4329A, *Observation, Issue or Lesson Learned (Secret)*
AFCOMSEC Form 9, *Cryptographic Access Certificate (PA) (FOUO)*
AFGSC Form 91, *Record of Qualification, Certification and Associated Events*

Abbreviations and Acronyms

509 ICBMSS/GFEA—509 ICBMSS Ground Electronics Branch
AF—Air Force
AFGSC—Air Force Global Strike Command
AFGSC/A3IA—AFGSC/ICBM Current Operations Branch
AFGSC/SEW—AFGSC/Weapons Safety Division
AFMC—Air Force Material Command
AFNWC—Air Force Nuclear Weapons Center
AFNWC/NI—AFNWC ICBM Systems Directorate
AFNWC/NIE—AFNWC Environment Safety and Technical Data Branch
AFOSH—Air Force Occupational Safety and Health
AFOTEC—Air Force Operational Test and Evaluation Center
AFSEC—Air Force Safety Center
BMC—Basic Mission Capable
BMK—Basic Mission Knowledge
BMT—Basic Mission Training
BS/L—Bulk Storage/Loader
CA—COMSEC Account
CAW—Corrective Action Worksheet
CBT—Computer Based Training
CCOS—Common Certification Operating System
CCV—Code Change Verifier
CD—Compact Disc
CD-RW—Compact Disc-ReWritable
CHOP—Code Handler Orientation Package
CLS—Contractor Logistical Support
CMSC—Computer Memory Security Check
COMSEC—Communications Security
CONAUTH—Controlling Authority
CRO—COMSEC Responsible Officer
CRYPTO—Cryptographic
CSD(G)—Command Signals Decoder (Ground)
CSD(M)—Command Signals Decoder (Missile)
CTU—Cartridge Tape Unit
DAFC—Department of Air Force Civilian
DIRNSA/I2N—Director, National Security Agency, Office of Nuclear Command and Control
DoD—Department of Defense
DTU—Data Transfer Unit
EAP—Emergency Action Procedure
E-Lab—Electronics Laboratory

EWO—Emergency War Order
FAM—Familiarization
FDD—Floppy Disk Drive
FDE—Force Development Evaluation
FLTS—Flight Test Squadron
HAF—Headquarters Air Force
HCVE—Hardware Certification Verification Equipment
HDA—Head Disk Assembly
HHQ—Higher Headquarters
HQ—Headquarters
IAW—In Accordance With
ICBM—Intercontinental Ballistic Missile
ICBMSG—ICBM Sustainment Group
ICBMSS—ICBM Sustainment Squadron
ICPS—ICBM Code Processing System
IPB—Illustrated Parts Breakdown
ISD—Instructional System Development
IQF—Individual Qualification Folder
J384—USSTRATCOM Missile Control Branch
JPRL—Job Performance Requirement List
KVP—Keying Variable Plug
LCP—Launch Control Panel
LECG—Launch Enable Control Group
LEP—Launch Enable Panel
LFLC—Launch Facility Load Cartridge
MCLO—Master Codes List of Objectives
MCU—Mechanical Code Unit
MGS—Missile Guidance Set
MLP—Master Lesson Plan
MMOC—Missile Maintenance Operations Center
MMT—Missile Maintenance Team
MR—Mission Ready
MSC—Missile Security Control
MTC—Magnetic Tape Cartridge
MTU—Magnetic Tape Unit
N-MR—Non-Mission Ready
NC2-ESI—Nuclear Command and Control-Extremely Sensitive Information
NCO—Non-commissioned Officer
NCOIC—Non-commissioned Officer-In-Charge
NSA—National Security Agency
NSSCA—Nuclear Safety Cross-Check Analysis
OFP—Operational Flight Program
OGP—Operational Ground Program
OPR—Office of Primary Responsibility
OSB—Wing Codes Flight
OSBT—Codes Training Section

OSS—Operations Support Squadron
PCC—Possible Code Compromise
PCTT—Possible Compromise of TDI Technology
PEN-C—Penetration Close
PEN-D—Penetration Disclose
POC—Point of Contact
P-Plug—Permutation Plug
PRP—Personnel Reliability Program
PV—Procedural Violation
PVS—Program Verification System
QA—Quality Assurance
QCO—Quality Control Observation
REACT—Rapid Execution and Combat Targeting
RTM - Ready ICBM Program Tasking Memorandum
SAC—Strategic Air Command
SAP—SCPS Application Program
SAV—Staff Assistance Visit
SCC—Senior Code Controller
SCPS—SAC Code Processing System
SELM—Simulated Electronic Launch Minuteman
SKL—Simple Key Loader
TBA—Training Business Area
TCC—Transportation Control Center
TDI—Tamper Detection Indicator
TDY—Temporary Duty
TEX— 576 FLTS Missile Systems Flight
TO—Technical Order
TOMA—Technical Order Management Authority
TPC—Two Person Concept
TRS—Training Squadron
UA—Unauthorized Access
UL—Unauthorized Launch
UPS—Uninterruptible Power Supply
USSTRATCOM—United States Strategic Command
VN—Verification Number
WCPS—Wing Code Processing System
WMAP—WCPS Minuteman Application Program
WS—Weapon System
WSSR—Weapon System Safety Rules

Attachment 2

ICBM MAINTENANCE AND OSB CODE HANDLING JOB PERFORMANCE REQUIREMENT LIST (JPRL)

A2.1. Sections Comprising the JPRL.

A2.1.1. The *JPR* column contains the alphanumeric designation for each JPR.

A2.1.1.1. Area – A grouping of tasks that support the accomplishment of a single mission or multiple mission components.

A2.1.1.2. Task – An observable/measurable unit of work that independently forms a significant part of a duty and is selected to reflect mission needs.

A2.1.1.3. Subtasks – A subordinate unit of work derived from a task. Subtasks generally, but not always, focus on capabilities or reporting requirements that are utilized to accomplish a task.

A2.1.2. The *Description* column contains the task nomenclature.

A2.1.3. The *Exposure* heading is supported by two columns indicating different code handlers requirements of JPR exposure.

A2.1.3.1. Initial Tasks. All tasks will be covered in initial training regardless of code handler type.

A2.1.3.2. If the exposure column is blank the task is not required to be trained or tested for that code handler type. OSB Code Handling exposure includes all JPRs.

A2.1.3.3. Classroom Tasks. A "C" indicates this JPR is only required to be trained in classroom. Classroom training is adequate; however, additional training may be accomplished in the WCPS, self-study package or in the operational environment. There is no requirement to plan or track exposure of these JPRs outside the classroom environment.

A2.1.3.4. Self-Study Task. A "S" indicates a JPR that is only required to be trained through a self-study package. Training through a self-study package is adequate; however, additional training may be accomplished in the classroom, WCPS or in the operational environment. There is no requirement to plan or track exposure of these JPRs outside the self-study environment.

A2.1.4. Additional training and evaluation guidance for JPRs.

A2.1.4.1. A new task entered in the JPRL is not required to be evaluated before performing the task. Following completion of initial task training, the task should be emphasized in evaluations. Units will execute the training necessary to achieve proficiency in the new task when operational factors and resource constraints permit. The level of exposure should be great enough to provide a representative assessment of training effectiveness.

Table A2.1. ICBM MAINTENANCE AND OSB CODE HANDLING JPRL. This table includes the JPRL for all tasks in which Maintenance and OSB code handlers must be proficient and includes the level of task performance, task knowledge, and subject knowledge required of a certified code handler and a code controller. For description of proficiency levels see **Attachment 3**.

JPR			DESCRIPTION	EXPOSURE		PROFICIENCY LEVEL	
AREA	TASK	SUBTASK		MNX-A (MMT)	MNX-B (EMT)	MNX	OSB
H			***ICBM CODE SYSTEMS***				
	1		**PURPOSE OF ICBM CODE SYSTEMS**				
		A	State positive control function	S	S	C	D
		B	State nuclear surety function	S	S	C	D
	2		**DESCRIPTION OF ICBM CODE SYSTEMS, CODE TYPES, CODE CATEGORIES, AND CODE COMPONENTS**				
		A	Describe purpose of computer security sum checks and reporting requirements		S	A	B
		B	Describe purpose of verification numbers and reporting requirements	S	S	B	C
	3		**ENABLE CODE**				
		A	Describe the function of the enable code	C/S	C/S	B	C
		B	State the location of LCC enable system equipment		C/S	A	C
		C	State the location of LF enable system equipment	C/S	C/S	B	C
		D	Describe the function of squadron all-call enable				D
		E	Describe the function of selective enable				D
	4		**LAUNCH CODE**				
		A	Describe the function of the launch code	C/S	C/S	B	C

		B	State the location of Launch Control Center (LCC) launch system equipment				C
		C	State the location of Launch Facility (LF) launch system equipment	C/S	C/S	B	C
		D	Explain the launch code sequence				D
	5		**INHIBIT CODE**				
		A	Describe the function of the inhibit code	C/S	C/S	A	C
		B	State location of the inhibit code				B
		C	State the inhibit code sequence				C
	6		**I CODES**				
		A	Describe the function of I Codes	C/S	C/S	A	B
	7		**PENETRATION CODES**				
		A	Describe the function of penetration codes and types	C/S	C/S	B	C
		B	Identify location of penetration codes	C/S	C/S	B	C
		C	Identify the LF components requiring penetration codes	C/S	C/S	A	B
	8		**ENCRYPTION SYSTEM CODES**				
		A	Describe the function of encryption system codes	C/S	C/S	B	C
		B	Identify the LF/LCC components used in the encryption system	C/S	C/S	A	B
	9		**CODE CATEGORIES**				
		A	Define operational codes	C/S	C/S	A	C
		B	Define test codes	C/S	C/S	A	B
	10		**MISCELLANEOUS COMPONENTS**				
		A	Identify miscellaneous components	C/S	C/S	A	B
		B	Describe miscellaneous components function	C/S	C/S	B	C
		C	Identify classification and control requirements of miscellaneous components	C/S	C/S	B	C

			CONTROL CONCEPTS				
	11		**CRITICAL COMPONENTS**				
		A	Define critical components and control requirements	C/S	C/S	A	B
		B	List LCC critical components		C/S	A	B
		C	List LF critical components	C/S	C/S	A	B
	12		**CODE CONTROL CONCEPTS**				
		A	Define code control concepts	C/S	C/S	B	C
		B	Define split-handling and split-knowledge concept	C/S	C/S	B	C
		C	Describe split-handling requirements	C/S	C/S	B	C
		D	Describe split-knowledge requirements	C/S	C/S	B	C
		E	Describe split-handling and split-knowledge restrictions	C/S	C/S	B	C
	13		**CONTROL METHODS**				
		A	Describe visual observation procedures	C/S	C/S	B	C
		B	Identify viewing restrictions	C/S	C/S	B	C
		C	Identify installation requirements for LCC code components	C/S	C/S	A	D
		D	Identify installation requirements for LF code components	C/S	C/S	C	D
	14		**COMPONENT HANDLING REQUIREMENTS**				
		A	Identify control requirements of LCC components		C/S	B	C
		B	Identify control requirements of LF components	C/S	C/S	C	D
	15		**TEAM COMPOSITION**				
		A	Identify requirements of a two US military member/DAFC team	C/S	C/S	B	C

		B	Identify the requirements and purpose of a TPC team	C/S	C/S	B	C
		C	Identify general control group assignments for maintenance/operations personnel	C/S	C/S	A	B
		D	Identify code handling team requirements and types of teams	C/S	C/S	B	C
		E	Types of two-person teams	C/S	C/S	B	C
			FIELD OPERATIONS				
	16		**CODE COMPONENTS**				
		A	Identify non-split handled code components	C/S	C/S	A	B
		B	Identify control requirements of non-split handled code components	C/S	C/S	A	B
		C	List code components in each control group	C/S	C/S	B	C
	17		**SPLIT-HANDLING CONCEPT AND COMPONENTS**				
		A	Identify code handling team controls for LCC code components	C/S	C/S	B	C
		B	Identify code handling team controls for LF code components	C/S	C/S	B	C
		C	Describe the purpose of code control groups A and B	C/S	C/S	B	C
		D	Describe the purpose of two-officer control	C/S	C/S	B	C
	18		**CONCEPT OF COMPLEMENTARY CODE COMPONENTS**				
		A	Define concept of complementary code components	C/S	C/S	B	C
		B	List complementary code components	C/S	C/S	B	C
	19		**DISPATCH AND TRANSPORT REQUIREMENTS**				
		A	Identify transport requirements/restrictions	C/S	C/S	B	C
		B	Identify and describe emergency dissipation requirements	C/S	C/S	B	C

	20		**FIELD STORAGE PROCEDURES**				
		A	Describe purpose and conditions requiring field storage	C/S	C/S	C	D
		B	Identify procedures for performing field storage			C	D
	21		**LF AND LCC ENTRY REQUIREMENTS**				
		A	Identify LF entry requirements with properly installed components	C/S	C/S	C	D
		B	Identify LF entry requirements with components in field storage	C/S	C/S	C	D
		C	Identify LF entry requirements with components not properly installed or stored	C/S	C/S	C	D
	22		**EMERGENCY EVACUATION AND REENTRY**				
		A	Identify LF evacuation and reentry requirements	C/S	C/S	C	D
		B	Identify LCC evacuation and reentry requirements				D
	24		**INSTALLATION CRITERIA FOR CODE COMPONENTS**				
		A	Identify proper installation criteria for LF code/critical components	C/S	C/S	C	D
		B	Identify proper installation of LCC code/critical components		C/S	A	D
	25		**LF MALFUNCTIONS**				
		A	Describe MGS overwrite (local and remote)	C/S	C/S	C	D
		B	Describe requirements and control methods following LF overwrite failure (local and remote)			C	D
		C	Describe requirements and control methods of CSD(M)			C	D

		D	Describe requirements and control methods following a CSD(M) improper installation			C	D
			CODE CHANGE OPERATIONS				
	26		**CODE CHANGE PROCEDURES**				
		A	Describe ICBM annual code change procedures/process	C/S	C/S	C	D
		B	Describe ICBM Worldwide Unlock Code change procedures/process				D
			HOLOGRAPHIC TAMPER DETECTION INDICATORS				
	27		**TDI REQUIREMENTS AND PROCEDURES**				
		A	Describe purpose and control requirements of TDIs		C/S	B	C
		B	Identify TDI installation, removal and destruction requirements				D
		C	Identify TDI storage requirements				D
		D	Identify TDI inspection requirements				D
		E	Identify requirements for TDI damage and breakage		C/S	B	D
		F	Identify TDI documentation requirements				D
		G	Identify TDI requirements for Field Storage				D
			INCIDENT REPORTING				
	28		**ICBM CODES INCIDENT REPORTING**				
	29		**POSSIBLE CODE COMPROMISE**				
		A	Identify possible code compromises	C/S	C/S	C	D
		B	Report possible code compromises/possible compromise of TDI technology	C/S	C/S	C	D
		C	Identify crew rest termination requirements				D
	30		**POSSIBLE COMPROMISES OF TDI TECHNOLOGY**				

		A	Identify possible compromises and reporting requirement of TDI technology		C/S	C	D
	31		**PROCEDURES VIOLATIONS**				
		A	Identify violations of code handling procedures	C/S	C/S	C	D
		B	Report violations of code handling procedures	C/S	C/S	C	D
	32		**CODES RELATED EVENTS**				
		A	Identify possible codes related events	C/S	C/S	C	D
		B	Report possible codes related events	C/S	C/S	C	D
			MULTIMEDIA RECORDING				
	33		Identify media recording requirements	C/S	C/S	B	C
			SPECIAL SUBJECT - OT&E COMPONENTS AND CONTROL				
	34		Identify test code component controls	C/S	C/S	B	C

Notes: ICBM MAINTENANCE AND OSB CODE HANDLER JPRL

1. Initial Classroom training will be performed by a qualified code controller instructor, follow-on training may be accomplished by self-study.

ICBM OPERATOR - READY ICBM PROGRAM TASKING MEMORANDUM

A2.2. Sections Comprising the OPERATOR - RTM.

A2.2.1. The *RTM* column contains event identifiers. The accomplishment of training for any item satisfies the requirement for all items with the same event identifier. (e.g. Accomplishing the event under the RTM CC01 Subheading, *CC01 Describe the purpose of verification numbers and reporting requirements*, satisfies all training requirements for items with the CC01 event identifier).
A2.2.2. The *Description* column contains the task nomenclature.

A2.2.3. The *Exposure* column indicates the requirements for exposure.

A2.2.3.1. Initial Tasks. All tasks indicated will be covered in initial training.

A2.2.3.2. Classroom Tasks. A "C" indicates this JPR is only required to be trained in classroom. Classroom training is adequate; however, additional training may be accomplished in the WCPS, self-study package or in the operational environment. There is no requirement to plan or track exposure of these JPRs outside the classroom environment.

A2.2.3.3. Self-Study Task. A "S" indicates a JPR that is only required to be trained through a self-study package. Training through a self-study package is adequate; however, additional training may be accomplished in the classroom, WCPS or in the operational environment. There is no requirement to plan or track exposure of these JPRs outside the self-study environment.

Table A2.2. ICBM Operator RTM. The Operator RTM includes the tasks in which code handlers must be proficient and includes the level of task performance, task knowledge, and subject knowledge required of a certified code handler. For description of proficiency levels see **Attachment 3**.

RTM	DESCRIPTION	EXPOSURE	PROFICIENCY LEVEL
		MCC (NOTE 1)	MCC
	ICBM CODE SYSTEMS		
	PURPOSE OF ICBM CODE SYSTEMS		
	State positive control function	S	C
	State nuclear surety function	S	C
	ENABLE CODE		
	State the location of LF enable system equipment	C/S	B
	LAUNCH CODE		
	State the location of Launch Facility (LF) launch system equipment	C/S	B
	Explain the launch code sequence (NOTE 2)	C/S	C
	INHIBIT CODE		
	State the inhibit code sequence (NOTE 2)	C/S	B
	PENETRATION CODES		
	Identify location of penetration codes	C/S	B

	CODE CATEGORIES		
	Define operational codes	C/S	A
	Define test codes	C/S	A
	CONTROL CONCEPTS		
	TEAM COMPOSITION		
	Identify requirements of a two US military member/DAFC team	C/S	B
	Identify the requirements and purpose of a TPC team	C/S	B
	Identify code handling team requirements and types of teams	C/S	B
	Types of two-person teams	C/S	B
	FIELD OPERATIONS		
	CONCEPT OF COMPLEMENTARY CODE COMPONENTS		
	Define concept of complementary code components	C/S	B
	LF MALFUNCTIONS		
	Describe requirements and control methods following LF overwrite failure (local and remote)	C/S	C
	Describe requirements and control methods of CSD(M)	C/S	C
	Describe requirements and control methods following a CSD(M) improper installation	C/S	C
RTM CC00/CR00			
	CODE CHANGE OPERATIONS		
	CODE CHANGE PROCEDURES (NOTE 2)		
CC00	Describe ICBM annual code change procedures/process	C/S	C
CC00	Describe ICBM Worldwide Unlock Code change procedures/process	C/S	C
	INCIDENT REPORTING		
	ICBM CODES INCIDENT REPORTING		
	POSSIBLE CODE COMPROMISE		
CR00	Identify possible code compromises	C/S	C
CR00	Report possible code compromises/possible compromise of TDI technology	C/S	C

CR00	Identify crew rest termination requirements	C/S	C
	POSSIBLE COMPROMISES OF TDI TECHNOLOGY (NOTE 2)		
CR00	Identify possible compromises and reporting requirement of TDI technology	C/S	C
	PROCEDURES VIOLATIONS		
CR00	Identify violations of code handling procedures	C/S	C
CR00	Report violations of code handling procedures	C/S	C
	CODES RELATED EVENTS		
CR00	Identify possible codes related events	C/S	C
CR00	Report possible codes related events	C/S	C
	MULTIMEDIA RECORDING		
CC00/CR00/CC03	Identify media recording requirements	C/S	B
	SPECIAL SUBJECT - OT&E COMPONENTS AND CONTROL		
CC00	Identify test code component controls	C/S	B
RTM CC01			
	ICBM CODE SYSTEMS		
	DESCRIPTION OF ICBM CODE SYSTEMS, CODE TYPES, CODE CATEGORIES, AND CODE COMPONENTS		
CC01/LC13	Describe purpose of computer security sum checks and reporting requirements	S	A
CC01	Describe purpose of verification numbers and reporting requirements	S	B
	CONTROL CONCEPTS		
	CONTROL METHODS		
CC01	Identify installation requirements for LCC code components	C/S	C
CC01	Identify installation requirements for LF code components	C/S	C
	FIELD OPERATIONS		
	LF AND LCC ENTRY REQUIREMENTS		

CC01/CC04	Identify LF entry requirements with properly installed components	C/S	C
CC01/CC02/CC04	Identify LF entry requirements with components in field storage	C/S	C
CC01/CC04	Identify LF entry requirements with components not properly installed or stored	C/S	C
	INSTALLATION CRITERIA FOR CODE COMPONENTS		
CC01	Identify proper installation criteria for LF code/critical components	C/S	C
CC01	Identify proper installation of LCC code/critical components	C/S	C
RTM CC02			
	FIELD OPERATIONS		
	DISPATCH AND TRANSPORT REQUIREMENTS		
CC02/CC04	Identify transport requirements/restrictions	C/S	B
CC02/CC04/EP11	Identify and describe emergency dissipation requirements	C/S	B
	FIELD STORAGE PROCEDURES		
CC02	Describe purpose and conditions requiring field storage	C/S	C
CC02	Identify procedures for performing field storage		C
	LF AND LCC ENTRY REQUIREMENTS		
CC01/CC02/CC04	Identify LF entry requirements with components in field storage	C/S	C
RTM CC03			
	HOLOGRAPHIC TAMPER DETECTION INDICATORS		
	TDI REQUIREMENTS AND PROCEDURES (NOTE 2)		
CC03	Describe purpose and control requirements of TDIs	C/S	B
CC03	Identify TDI installation, removal and destruction requirements	C/S	C
CC03	Identify TDI storage requirements	C/S	C
CC03	Identify TDI inspection requirements	C/S	C
CC03	Identify requirements for TDI damage and breakage	C/S	D
CC03	Identify TDI documentation requirements	C/S	C

CC03	Identify TDI requirements for Field Storage	C/S	B
	MULTIMEDIA RECORDING		
CC00/CR00/CC03	Identify media recording requirements	C/S	B
RTM CC04			
	ICBM CODE SYSTEMS		
	ENABLE CODE		
CC04/EP12	Describe the function of the enable code	C/S	B
CC04/EP12	State the location of LCC enable system equipment	C/S	B
CC04/EP12	Describe the function of squadron all-call enable (NOTE 2)	C/S	C
CC04	Describe the function of selective enable (NOTE 2)	C/S	C
	LAUNCH CODE		
CC04	Describe the function of the launch code	C/S	B
CC04	State the location of Launch Control Center (LCC) launch system equipment	C/S	B
	INHIBIT CODE		
CC04	Describe the function of the inhibit code	C/S	B
CC04	State location of the inhibit code	C/S	A
	I CODES		
CC04	Describe the function of I Codes	C/S	A
	PENETRATION CODES		
CC04	Describe the function of penetration codes and types	C/S	B
CC04	Identify the LF components requiring penetration codes	C/S	A
	ENCRYPTION SYSTEM CODES		
CC04	Describe the function of encryption system codes	C/S	B
CC04	Identify the LF/LCC components used in the encryption system	C/S	A
	MISCELLANEOUS COMPONENTS		
CC04	Identify miscellaneous components	C/S	A

CC04	Describe miscellaneous components function	C/S	B
CC04	Identify classification and control requirements of miscellaneous components	C/S	B
	CONTROL CONCEPTS		
	CRITICAL COMPONENTS		
CC04	Define critical components and control requirements	C/S	A
CC04	List LCC critical components	C/S	A
CC04	List LF critical components	C/S	A
	TEAM COMPOSITION		
CC04	Identify general control group assignments for maintenance/operations personnel	C/S	A
	FIELD OPERATIONS		
	CONCEPT OF COMPLEMENTARY CODE COMPONENTS		
CC04	List complementary code components	C/S	B
	LF AND LCC ENTRY REQUIREMENTS		
CC01/CC04	Identify LF entry requirements with properly installed components	C/S	C
CC01/CC02/CC04	Identify LF entry requirements with components in field storage	C/S	C
CC01/CC04	Identify LF entry requirements with components not properly installed or stored	C/S	C
	LF MALFUNCTIONS		
CC04	Describe MGS overwrite (local and remote)	C/S	C
RTM CC05			
	CONTROL CONCEPTS		
	CODE CONTROL CONCEPTS		
CC05	Define code control concepts	C/S	B
CC05	Define split-handling and split-knowledge concept (NOTE 2)	C/S	B
CC05	Describe split-handling requirements	C/S	B

CC05	Describe split-knowledge requirements (NOTE 2)	C/S	B
CC05	Describe split-handling and split-knowledge restrictions (NOTE 2)	C/S	B
	CONTROL METHODS		
CC05	Describe visual observation procedures	C/S	B
CC05	Identify viewing restrictions	C/S	B
	COMPONENT HANDLING REQUIREMENTS		
CC05	Identify control requirements of LCC components	C/S	B
CC05	Identify control requirements of LF components	C/S	C
	FIELD OPERATIONS		
	CODE COMPONENTS		
CC05	Identify non-split handled code components	C/S	A
CC05	Identify control requirements of non-split handled code components	C/S	A
CC05	List code components in each control group	C/S	B
	SPLIT-HANDLING CONCEPT AND COMPONENTS		
CC05	Identify code handling team controls for LCC code components	C/S	B
CC05	Identify code handling team controls for LF code components	C/S	B
CC05	Describe the purpose of code control groups A and B	C/S	B
CC05	Describe the purpose of two-officer control	C/S	B
	EMERGENCY EVACUATION AND REENTRY		
CC05	Identify LF evacuation and reentry requirements	C/S	C
CC05	Identify LCC evacuation and reentry requirements	C/S	C

Notes: ICBM Operator RTM

1. Initial Classroom training will be performed by a qualified code controller instructor, follow-on training may be accomplished in association with the RTM and/or self-study.
2. Recurring training may be in association with REACT Weapon System and/or EAP classroom training.

ICBM CODE CONTROLLER JOB PERFORMANCE REQUIREMENT LIST (JPRL)
A2.3. Sections Comprising the JPRL.

A2.3.1. The *JPR* column contains the alphanumeric designation for each JPR.

A2.3.1.1. Area – A grouping of tasks that support the accomplishment of a single mission or multiple mission components.

A2.3.1.2. Task – An observable/measurable unit of work that independently forms a significant part of a duty and is selected to reflect mission needs.

A2.3.1.3. Subtasks – A subordinate unit of work derived from a task. Subtasks generally, but not always, focus on capabilities or reporting requirements that are utilized to accomplish a task.

A2.3.2. The *Description* column contains the task nomenclature.

A2.3.3. The *OSB Exposure* heading is supported by two columns indicating different methods of JPR exposure.

A2.3.3.1. The *Training (TRNG)* column assigns a task type to a JPR which identifies the environment(s) where that JPR is required to be trained.

A2.3.3.1.1. Initial Tasks. All tasks will be covered in initial training.

A2.3.3.1.2. Operational-Only Task. A "W" indicates a task that must be trained in the SE or on the WCPS.

A2.3.3.2. The *Evaluation (EVAL)* column assigns a task type to a JPR which identifies requirement for JPR inclusion in the evaluation. If the column is blank it is at the discretion of the Quality Assurance (QA) officer as to inclusion in the evaluation. All JPRs included in an evaluation are evaluable.

A2.3.3.2.1. Required Evaluation Task. A "R" indicates a task that is required to be evaluated. Units are required to plan and track exposure of these JPRs.

A2.3.3.2.2. Optional Evaluation Task. A “O” indicates a task that is not required to be evaluated. Optional evaluation tasks may be scripted to facilitate scenario presentation or may occur inherently in order to accomplish another JPR. There is no requirement to plan or track exposure of these JPRs.

A2.3.4. A new task entered in the JPRL is not required to be evaluated before performing the task. Following completion of initial task training, the task should be emphasized in evaluations. Units will execute the training necessary to achieve proficiency in the new task when operational factors and resource constraints permit. The level of exposure should be great enough to provide a representative assessment of training effectiveness.

Table A2.3. ICBM Code Controller JPRL. The Code Controller JPRL includes all tasks in which code controllers must be proficient and includes the level of task performance, task knowledge, and subject knowledge required of a certified code controller. For description of proficiency levels see **Attachment 3**.

JPR			DESCRIPTION	OSB EXPOSURE		PROFICIENCY LEVEL	
AREA	TASK	SUBTASK		TRNG	EVAL	OSB	RECURRING Trng
I			**ICBM Code Controller Code System Management**				
	1		**FACILITY REQUIREMENTS (NOTE 1)**				
		A	Lock/Alarm class A vault door		O	3c	
		B	Maintain security of division containers/locks/combinations		R	3c	
		C	Maintain visitor control		R	C	
		D	Maintain code controller operations records		O	C	
	2		**COMPLY WITH SYSTEM CONTROL REQUIREMENTS (NOTE 1)**				
		A	WCPS			D	
		B	20-year spares			D	

		C	HCVE			D	
		D	Master tapes/cartridges/diskettes/CDs			D	
		E	LCP/keys			D	
		F	LEP			D	
		G	CCV/CSD(M)			D	
		H	P-Plug			D	
		I	LFLC			D	
		J	Pen D LFLC			D	
		K	Encryption system components			D	
		L	Program tapes/cartridges/diskettes/CDs			D	
		M	Target materials and execution plans			D	
		N	TDIs (NOTE 5)			D	
		O	CSD(G)			D	
		P	MGS Parameters data			D	
		Q	CTU C631A			D	
		R	MCU			D	
		S	MGS computer			D	
		T	WCPS computer			D	
		U	Sumcheck controls			D	
		V	Off base training LF (NOTE 5)			D	
		W	Test components/SELM/HSEP (Note 5)			D	AR
		X	Code change procedures (NOTE 5)			D	AR
		Y	Failed WCPS components			D	
		Z	WSP			D	
		AA	Worldwide Unlock Code (WUC) change (NOTE 5)			D	
	3		**PUBLICATIONS (NOTE 1)**				
		A	Use standard publications		R	3c	

		B	Use Technical Orders		R	3c	
		C	Initiate TO improvement report			C	
		D	Use supply publications/illustrated parts breakdown (IPB)		O	3c	
	4		**AF OCCUPATIONAL SAFETY AND HEALTH (AFOSH) PROGRAM (NOTE 1)**				
		A	Use safety practices when working with weapon system equipment		R	C	
		B	Report hazards			C	
		C	Inspect safety equipment for serviceability		R	C	
		D	Comply with hazardous material safety requirements			C	
	5		**CODE COMPONENTS, PROGRAMS, AND MISC. MATERIAL**				
		A	Receipt for materials (NOTE 1)			3c	
		B	Store materials (NOTE 1)			3c	
		C	Inventory materials (NOTE 1)	W		3c	X
		D	Dispose of materials (NOTE 1)			3c	X
		E	Transfer materials (NOTE 1)			3c	X
		F	Identify, classify, and mark materials	W		3c	
		G	Verify Master Nuclear Certification List (MNCL)	W	R	3c	X
	6		**FIELD CONFIGURATION REQUIREMENTS**				
		A	Operational/test code configuration	W		3c	AR
		B	Monitor code requirements/status	W	R	3c	
		C	Coordinate job requirements	W	O	3c	
		D	Maintain work status boards	W	O	3c	
		E	Prepare materials/equipment for issue	W	O	3c	
		F	Team dispatch/recovery (NOTE 1)			3c	X

		G	Identify and brief team (NOTE 1)			3c	
		H	Apply issue restrictions (NOTE 1)			3c	X
		I	Recover materials (NOTE 1)			3c	
		J	Status of Field Teams			3c	
		K	Monitor transport of material (NOTE 1)			3c	
		L	Monitor transfer of material (NOTE 1)			3c	
		M	Monitor field storage of material (NOTE 1)			3c	
		N	Monitor installation of materials (NOTE 1)			3c	
		O	Inspect Secondary Level TDIs (UPON CERTIFICATION) (NOTE 5)	W		3c	X
	7		**SHIELDED ENCLOSURE**				
		A	Perform SE visual inspection	W	R	3c	
		B	Perform SE fire alarm test	W	R	3c	
		C	Perform SE environmental test	W	R	3c	
		D	Perform SE air pressure and door seal test	W	R	3c	
		E	Perform SE communications test	W	R	3c	
		F	Perform UPS Remote Panel Inspection	W	R	3c	
	8		**EQUIPMENT CONFIGURATION**				
		A	Load/unload MTC/CD	W		3c	
		B	Install/remove LEP	W		3c	
		C	Activate reset tamper mechanism and install/remove MCU from panel	W		3c	
		D	Install/remove MCU IN MCU encoder DRAWER	W		3c	
		E	Degauss/Destroy media	W		3c	
		F	Install/remove CSD(G) test adapter	W		3c	
		G	Install/remove CSD(G)	W		3c	
		H	Load/place on-line/unload 9-track magnetic tape	W		3c	

		I	Install/remove LCP test adapter	W		3c	
		J	Install/remove P-Plug test adapter	W		3c	
		K	Install/remove removable disc/CD	W		3c	
		L	Load crypto device	W		3c	X
		M	Load/adjust/unload printer paper	W		3c	
		N	Load/remove printer ribbon cartridge	W		3c	
		O	Install/remove KVP test adapter	W		3c	
	9		**EQUIPMENT CHECKOUT**				
		A	Comply with NSP	W	R	3c	
		B	Condition Media	W	O	3c	
		C	Inspect/clean CDU and 9-track read head	W	O	3c	
		D	Comply with electrostatic discharge requirements (NOTE 1)	W	R	3c	
		E	Perform CCV self-test	W	O	3c	
	10		**WCPS POWER**				
		A	Boot-up WCPS - normal start procedure	W	O	3c	
		B	PVS key change/reload (NOTE 3)	W	O	3c	X
	11		**CCOS EXECUTIVE FUNCTIONS**				
		A	Computer subsystem test	W		3c	
		B	Cathode Ray Tube/keyboard terminal test	W		3c	
		C	Power supplies/ADC test	W		3c	
		D	Disc drive assembly test	W		3c	
		E	Line printer test	W		3c	
		F	Cartridge drive unit test	W		3c	
		G	9-track MTU test	W		3c	
		H	Isolation circuit test	W		3c	
		I	Digital clock test	W		3c	
		J	KG84A/modem/crypto device comm link test	W		3c	

		K	P-Plug adapter test	W		3c	
		L	MCU encoder test / MCU Certification test	W		3c	
		M	LCP interface test	W		3c	
		N	LECG interface test	W		3c	
		O	CSD(G) interface test	W		3c	
		P	System KS-60 interface test	W		3c	
		Q	CCV interface test	W		3c	
		R	BS/L interface test	W		3c	
		S	FDD interface test	W		3c	
		T	CD-RW interface test	W		3c	
		U	External KS-60 interface test	W		3c	
		V	SKL interface test	W		3c	
		W	Execute All (NOTE 1)			3c	
		X	End item load (NOTE 1)			3c	
		Y	Display equipment status	W		3c	
		Z	Display/reset log file	W		3c	
		AA	Pack data disc			3c	
		AB	Prepare new data disc	C		3c	AR
		AC	Receive data via link (NOTE 3)	W		3c	X
		AD	Edit link control files (NOTE 3)	W		3c	X
		AE	Perform manual record keeping (NOTE 3)	W	R	3c	X
		AF	Relog (change operator)	W		3c	
		AG	Verify CD copies (NOTE 1 & 7)			3c	
		AH	Select command overwrite (NOTE 1)			3c	
		AI	Perform media-to-media conversion (NOTE 3)	W		3c	X
		AJ	Log-off (exit) systems	W		3c	
		AK	Perform console shutdown	W		3c	

		AL	Backup system disk (NOTE 3)	W		3c	X
		AM	Format disk in data drive	W		3c	
		AN	Load WCPS key CD	W		3c	X
	12		**ACCOMPLISH MASTER DATA CONTROL WMAP**				
		A	Load A and B Code CDs (NOTE 3)	W		3c	X
		B	Load pen data	W		3c	X
		C	Assign pen data to LF	W		3c	X
		D	Display master data	W		3c	X
		E	Load/delete P-Plug Data	W		3c	X
		F	Load/replenish REACT I code data	W		3c	X
		G	Load LF I code data	W		3c	X
		H	Prepare end-item tapes (Media) (NOTE 1)			3c	X
	13		**ESTABLISH SUPPORT DATA (NOTE 2)**				
		A	Load execution plan	W		3c	X
		B	Load OGP/OFP data	W		3c	X
		C	Load MGS parameter data	W		3c	X
		D	Load REACT support data	W		3c	X
		E	Load LF master data	W		3c	X
		F	Load Flight PROGRAM constants data	W		3c	X
	14		**GENERATE AND VERIFY DATA WMAP**				
		A	Complete load LFLC	W	R	3c	X
		B	Code change LFLC	W		3c	AR
		C	Pen-D LFLC	W		3c	AR
		D	Backup of Wing code DATA disk	W		3c	
	15		**ENCODE AND VERIFY DEVICES WMAP**				
		A	Encode and verify LEP	W	R	3c	X

		B	Encode and verify LCP	W	R	3c	X
		C	Encode and verify CCV	W	R	3c	X
		D	Perform CCV trace data functions	W		3c	X
		E	Verify CSD(G)	W		3c	AR
	16		**DATA VERIFICATION**				
		A	Perform launch verification	W		3c	X
		B	Verify LEP	W		3c	AR
	17		**VERIFY ONLY DATA FUNCTIONS (NOTE 2)**				
		A	Verify complete load LFLC	W		3c	
		B	Verify code change LFLC	W		3c	
		C	Verify Pen-D LFLC	W		3c	
	18		**DISPLAY MEDIA ID DATA**				
		A	Display A and B code CDS ID data	W		3c	X
		B	Display master code CD ID data	W		3c	X
		C	Display LCF BS/L HDA ID data	W		3c	
		D	Display LCF diskette ID data (NOTE 5)	W		3c	
		E	Display LFLC ID data	W		3c	
		F	Display key CD ID data	W		3c	
	19		**LOAD AND VERIFY DEVICES**				
		A	Initialize LCF BS/L HDA	W		3c	
		B	Load/verify LCF BS/L HDA	W	R	3c	X
		C	Load/verify LCF diskettes (NOTE 5)	W		3c	AR
	20		**RESPOND TO INVALID SUMCHECK**				
		A	Validate CMSC/Perform CMSC back-out procedures	W	R	3c	X
		B	Validate VN/Respond to unsuccessful VNs	W		3c	X
	21		**PERFORM KS-60 KEY MANAGEMENT FUNCTIONS**				

		A	Manage wing pool data	W		3c	X
		B	Assign HICS KS-60 key to squadron	W		3c	X
		C	Load external KS-60	W	R	3c	X
		D	Load black KS-60 keys in SKL	W		3c	X
		E	Unload KS-60 trace data from SKL	W	R	3c	X
		F	Perform SKL audit data operations	W		3c	X
	22		**EQUIPMENT MALFUNCTIONS (NOTE 1)**				
		A	Perform corrective actions			3c	
		B	Restart 9-track after power failure			3c	
		C	Perform WCPS emergency shutdown			4d	X
		D	Perform encryption emergency operations			4d	
	23		**RECORD KEEPING AND DOCUMENTATION (NOTE 1)**				
		A	Establish and maintain files		O	3c	
		B	File and locate records		O	3c	
		C	Classify and control records		R	3c	
		D	Maintain component control records		O	3c	
		E	Maintain WCPS operation records		R	3c	
		F	Maintain receipt/disposition records		O	3c	
	24		**ADMINISTRATIVE COMMUNICATIONS MANAGEMENT (NOTE 1)**				
		A	Process official incoming/outgoing communications			C	
		B	Process, protect, and destroy classified information			C	
		C	Apply classification markings		R	C	
		D	Handle/store/account for classified materials		R	C	

		E	Document/package/process for courier/classified shipments			C	X
	25		**REPORTING AND EMERGENCY RESPONSE CAPABILITY/PROCEDURES (NOTE 1 & 6)**				
		A	Possible Code Compromise (PCC)		R	4d	X
		B	TPC violations		R	4d	X
		C	Single flight/Emergency Combat Capability (ECC)		R	4d	X
		D	Lateral coding (NOTE 7)		R	4d	X
		E	Emergency evacuation/destruction		R	4d	X
		F	Violations of code handling procedures		R	4d	X
		G	Possible compromise to TDI technology (NOTE 5)		R	4d	X
		H	Codes related events		R	4d	X
	26		**SHOP PRACTICES**				
		A	Use common hand tools	W	O	D	
		B	Use special tools	W	O	D	
		C	Use aerospace hardware	W	O	D	
		D	Perform printed circuit board handling and storage procedures			D	
		E	Perform visual inspection of received equipment and materials	W		D	
	27		**INSTRUCTOR QUALIFICATION TRAINING (NOTE 4)**				
		A	Plan and supervise training/evaluation programs			D	AR
		B	Conduct qualification training/evaluations			D	AR
		C	Prepare lesson plans/evaluation scripts			D	AR
		D	Maintain training/evaluation records			D	

ICBM Code Controller JPRL NOTES:

1. Classroom or Self Study training meets JPR exposure requirement, WCPS exposure is optional.
2. Performance of any subtask in this area qualifies for performance of all subtasks.
3. Do not delay certification for completion of this task. Train when equipment is available.
4. Task only performed by Trainers/Evaluators.
5. Task not performed at the 576 FLTS.
6. Demonstration of proficiency of any subtask in this area qualifies for evaluation criteria.
7. Special Training Task. Chief of QA, Chief of Training and a qualified instructor or Chief of Operations must be Current on task. Others will be trained as need.

Attachment 3

AIR FORCE PROFICIENCY CODES

Figure A3.1. Air Force Proficiency Codes.

PROFICIENCY CODE KEY		
	SCALE VALUE	**DEFINITION** The individual:
TASK PERFORMANCE LEVELS	**1**	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)
	2	Can do most parts of the task. Needs help only on hardest part. (PARTIALLY PROFICIENT)
	3	Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT)
	4	Can do the complete task quickly and accurately. Can tell or show how to do the task. (HIGHLY PROFICIENT)
*** TASK KNOWLEDGE LEVELS**	**a**	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can determine step-by-step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)
	d	Can predict, isolate, and resolve problems about the task. (COMPLETE THEORY)
**** SUBJECT KNOWLEDGE LEVELS**	**A**	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)
EXPLANATIONS * A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Examples: b and 1b) ** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.		

Note: Chart consistent with AFMAN 36-2236.

Attachment 4

DEFICIENCY CODES

Table A4.1. Deficiency Codes.

CODE	TITLE	EXPLANATION
DC01	Lack of Knowledge	Did not know or unable to discern requirement. May be indicated by failure to accomplish a required task/subtask or accomplishing an incorrect task/subtask.
DC02	Lack of Proficiency	Knew the requirement, but experienced difficulty because of a skill, ability, or expertise deficiency. May be indicated by failure to meet stated time standards.
DC03	Lack of Association	Did not associate the impact of various statuses. Could not correlate information.
DC04	Lack of Discipline	Inattention to detail, for example, skipped steps, misread clock, or did not detect status. May be indicated by poor checklist discipline.
DC05	Other	Any identifiable deficiency not otherwise listed. If this code is used, a complete description of the cause of the deficiency must be included in the remarks.
DC06	Faulty Prioritization	Accomplished task/subtask, but unnecessarily delayed a relatively more urgent task/subtask.
DC07	Inadequate Crew Coordination	May be indicated when one team member had incomplete status or when the error was attributed to inadequate use of demand-response techniques.

Attachment 5

AFGSC FORM 165/166 REVIEW CHECKLIST

Note: When correcting any mistakes on form 165/166, draw a single non-obliterating line through the entry and initial.

Note: Signatures will be in **Black** or **Blue** ink only.

Note: Use System of Record to verify 165/166 hard copy. All information will match.

A5.1. Are the forms in proper alphabetical order in the book?

A5.2. Are Name, Grade and Unit all correct at time of certification?

A5.3. Form will have a Privacy Act statement.

A5.4. (AFGSC Form 165) Codes duty title indicates "HANDLER" and verify code group is correct (i.e. EMT/B, MMT/A, MCC/A).

A5.5. (AFGSC Form 166) Codes duty title indicates "CONTROLLER" and verify code group is correct (i.e. OFF/A, OFF/B, ENL/A, ENL/B, CIV A, CIV B).

A5.6. **Block I**

A5.6.1. Signed by a "Initial Codes Training" certified Trainer.

A5.6.2. Dated when the student attended ICT, not the date the Instructor signed.

A5.6.1. **Security Clearance Date:** will be the earliest date. (Must be marked as **INTERIM** or **FINAL.**)

A5.6.2 **TPC/Nuc Surety Dates:** Must be less than one year prior to certification date.
Note: If date is Initial then must be prior to PRP, if date is Recurring then date may be before or after PRP. (Must be marked as **INITIAL** or **RECURRING.**)

A5.6.3. **PRP Certified Date:** Must follow after Security Date and prior to Certification Date. (Must be marked as **INTERIM** or **FINAL.**)

A5.7. **Block II**

A5.7.1. **Certification Date:** Both dates must match and will be the latest date on the form following all the others. This block must be signed by the individual and certifying official.

A5.8. **Block III**
A5.8.1. Decertification Date: Must be signed by a decertifying official.

Attachment 6

CODE CONTROLLER INDIVIDUAL QUALIFICATION FOLDER REVIEW

A6.1. Code Controller Individual Qualification Folder Review. Units are encouraged to use Table A6.1. to review Code Controller IQFs. The table is designed as a guide to assist units in conducting a thorough review of Code Controller QFs similar to how SAV team members or HHQ inspectors would review them.

A6.1.1. This table does not provide a means to conduct a thorough review of supporting documentation (initials certifying all Code Controller qualification training requirements were completed, code group reassignment, positional appointment, etc.). Units must develop processes to ensure all prerequisites are accomplished and documented prior to applicable certifications.

A6.1.2. Units are authorized to use "Stop Sign" sheets in the Code Controller IQFs. Following an IG inspection of the IQFs, units may place a "Stop Sign" sheet on top of each section. Inspectors should not review Code Controller IQFs past the "Stop Sign" sheets, unless required to validate change to the individual's record. Reference Figure A6.1. for sample format.

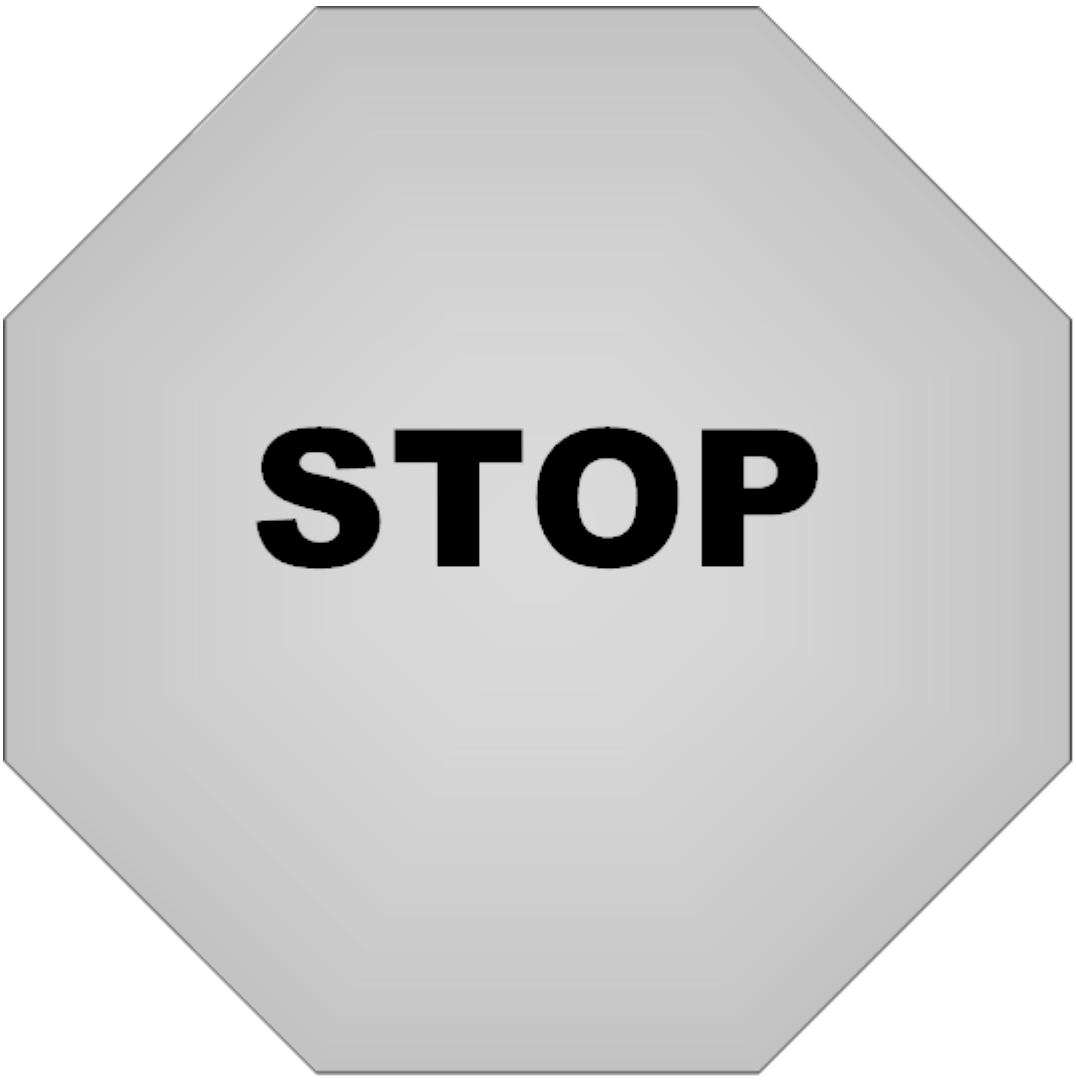
A6.1.2.1. Units may place "Stop Sign" sheets in section one with a new AFGSC Form placed on top, or units may make an entry on the existing AFGSC Form 91 indicating the completion date of the IG inspection.

Table A6.1. Code Controller Individual Qualification Folder Review.

DESCRIPTION	YES	NO	N/A
Section 1 Review			
Are all documents posted in order of occurrence (newest on top)?			
Is AFGSC Form 165 Code Handler Certification posted?			
Is AFGSC Form 165 Part III signed and dated upon assignment to OSB/TEX?			
Is AFGSC Form 166 Code Controller Certification posted?			
Is AFGSC Form 166 Part I signed by SCC and dated?			
Is AFGSC 166 Part I dated same or after initial evaluation date?			
Is AFGSC Form 166 Part II signed by Sq/CC or Sq/DO?			
Section 2 Review			
Are all documents posted in order of occurrence (newest on top)?			
Is initial evaluation CAW posted?			
Does initial evaluation CAW identify evaluatee(s)?			
Does initial evaluation CAW identify evaluator and date of evaluation?			
Is HQ AFGSC/A3IA memorandum posted if alternate evaluator was used?			
Does initial evaluation CAW identify task performed and JPRs evaluated?			
Are corrected training actions documented and completed (if required)?			
Did OSBT provide documentation of individual training (if required)?			
Are recurring evaluation CAW posted?			
Does recurring evaluation CAW identify evaluator and date of evaluation?			
Is HQ AFGSC/A3IA memorandum posted if alternate evaluator was used?			
Is recurring evaluation CAW within 18 months of previous evaluation?			

Does recurring evaluation CAW identify task performed and JPRs evaluated?			
Are corrected training actions documented and completed (if required)?			
Did OSBT provide documentation of individual training (if required)?			
Is initial handler classroom training documented and dated (if required)?			
Is initial controller classroom training documented and dated?			
Is intial controller WCPS training documented and dated?			
Is individual training or specialty training documented (if required)?			
Section 3 Review			
Are all documents posted in order or occurrence (newest on top)			
Is an approved memorandum for assignment group change posted (if required)?			
Is the date of the approved memorandum prior to initial controller WCPS training date (if required)?			
Section 4 Review			
Are all documents posted in order or occurrence (newest on top)			
Is a copy of SURF posted?			
Does SURF indict assignment to OSB/TEX?			
“M” code restriction not present on SURF?			
Section 5 Review			
Are all documents posted in order or occurrence (newest on top)			
Is a memorandum signed and dated by SCC specifying appointment present (if applicable)			
Is a waiver from the applicable level posted with appointment letter (if applicable)?			
Were duties officially performed in the position prior to appointment letter and/or waiver?			
Section 6 Review			
Are all documents posted in order or occurrence (newest on top)			
Are applicable course attendance certificates or memorandum identifying course completion posted (if required)?			
General IQF Management			
Do all dates on the AFGSC Form 91 match to the corresponding qualification, certification, decertification, training, evaluation and appointment?			

Figure A6.1. Sample “Stop Sign” Sheet.



RECORDS BEYOND THIS POINT HAVE BEEN SUBJECTED TO A HIGHER HEADQUARTERS INSPECTION

Attachment 7

EXAMPLE CLARIFICATION OF GUIDANCE

DD MMM YY

IN-TURN MEMORANDUM FOR 20 AF/A3NB

HQ AFGSC/A3IA

FROM: XX OSS/OSB or 576 FLTS/TEX

Address

Address

SUBJECT: Clarification of Guidance 1402341 –Subject/Topic

1. The following question(s) is (are) for consideration and has (have) been coordinated with XX OSS/OSB, XX OSS/OSB, and other agencies (576 FLTS/TEX, Safety, Maintenance etc.) as appropriate.

2. Background – Explain how this question arose (i.e. operational, evaluation, classroom training, Missile Procedural Trainer, etc.).

a. Scenario:

b. Question:

c. Unit's View:

2. Direct any questions to (POC) at DSN ###-####, email: XXXX@XXXXX.XXX

NAME, Rank, USAF
Asst Director of Ops, ICBM Codes Flight

BY ORDER OF THE COMMANDER AIR FORCE GLOBAL STRIKE COMMAND

Air Force Global Strike Command Instruction 13-5301, Volume 5

29 NOVEMBER 2012

Incorporating Change 1, 11 June2013
Certified Current 12 May 2014
Nuclear, Space, Missile, Command and Control

WING CODE CONTROLLER AND HANDLER STANDARDIZATION, EVALUATION AND TRAINING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFGSC/A3IA

Certified by: HQ AFGSC/A3I (Col Michael F. Nahorniak)

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Pages: 53

This instruction implements Air Force Policy Directive (AFPD) 13-5, *Air Force Nuclear Enterprise*, AFI 13-530, *Intercontinental Ballistic Missile (ICBM) Nuclear Operations*, AFI 91-104, *Nuclear Surety Tamper Control and Detection Programs*; AFI 91-105, *Critical Components*; AFI 91-114, *Safety Rules for the Intercontinental Ballistic Missile Weapon System*; and the Control and Management of National Security Agency Produced Information Security Materials for the ICBM Force. It establishes policies on day-to-day conduct of missile control/code section (OSB) activities and training/certification of code handlers/code controllers and evaluation of code controllers. This instruction applies to Headquarters (HQ) Air Force Global Strike Command (AFGSC), Twentieth Air Force (20 AF), 20 AF missile wings, the 532d Training Squadron (TRS), as applicable, and the 576th Flight Test Squadron (FLTS)/TEX. This instruction applies to the Air National Guard or Air Force Reserve Command personnel assigned to AFGSC units in support of the nuclear mission. This instruction will not be supplemented without HQ AFGSC/A3IA approval. Suggestions for improving this instruction are encouraged. See Attachment 1 for Glossary of References and Supporting Information. Ensure that all records created as a result of the processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This instruction requires collecting and maintaining information protected by the Freedom of Information Act and the Privacy Act of 1974 authorized by Title 10, U.S.C., Section 8013. System of Records notice F033 AF PC N, Unit Assigned Personnel

Information applies. See Attachment 1 for a glossary of references and supporting information. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication;* route AF Form 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This publication incorporates clarification traffic, changes to JPR listings, removes references to the 392nd TRS and corrects publication error. A margin bar (|) indicates newly revised material.

Chapter 1

RESPONSIBILITIES

1.1. General. This instruction contains information necessary for the day-to-day operations of unit codes sections and the training and certification of code handlers and code controllers. It provides a descriptive summary of code components for use in unit training programs.

1.1.1. Chapters. Individual chapters within this instruction are organized and titled according to major subject area, activity, or location.

1.1.2. Users of this instruction must notify AFGSC/A3IA and 20 AF/A3NB of conflicts between this instruction and other directives, instructions, or technical orders. Users will forward queries, waiver requests, clarification questions, and recommendations to 20 AF/A3NB with a courtesy copy to HQ AFGSC ICBM Current Operations Branch (HQ AFGSC/A3IA). Depending on the nature of the issue, 20 AF/A3NB will coordinate with HQ AFGSC/A3IA, United States Strategic Command (USSTRATCOM) Missile Control Branch (USSTRATCOM/J384), Director National Security Agency (NSA), Nuclear Command and Control Operational Support Division (DIRNSA/I831), HAF AFSEC/SEW, and other agencies as appropriate. To avoid duplication of effort, ICBM wings will coordinate their inputs through the other ICBM wings prior to submission to 20 AF/A3NB. Users will submit inputs in writing (email is acceptable). Following evaluation and coordination, 20 AF/A3NB will respond to all users of this instruction as appropriate.

1.2. Responsibilities. The control of ICBM codes and code components is primarily the responsibility of all certified code handlers and code controllers. This responsibility is not, however, limited to these individuals. Commanders and supervisors of code handlers, code controllers, and all other individuals whose duties involve or affect the control of codes share the responsibility for compliance with the requirements of this instruction.

1.2.1. USSTRATCOM/J384**.** Responsibilities are two-fold: managerial and operational. Managerial responsibilities include serving as USSTRATCOM's technical managers concerning design, development, and implementation of ICBM launch control and code systems, system software, and code components. J384 is USSTRATCOM's technical representative to the NSA, Nuclear Weapons System Safety Group (NWSSG) (J384 is a non-voting member), headquarters agencies, and other organizations in matters pertaining to ICBM launch control and code system security and safety. J384 is the command office of primary responsibility (OPR) for the Nuclear Safety Cross Check Analysis (NSCCA) of ICBM code related programs. J384 is USSTRATCOM's manager and provides technical expertise, policy, and control procedures for ICBM launch and control systems. J384 is the OPR for *Emergency Action Procedure-Strategic (EAP-STRAT), Volume 16*. J384 is the approval authority for lateral coding in conjunction with 20 AF/A3NB. J384 is also the Controlling Authority (CONAUTH) for all ICBM COMSEC material and equipment that directly interfaces with the ICBM weapon system and the Airborne Launch Control System (ALCS). Operationally, J384 processes and verifies launch critical code materials to support ALCS and ICBM Emergency War Order (EWO) and test launch requirements. J384 orders, inventories, and distributes all Communications Security (COMSEC) Account (CA) 613202 materials in accordance with (IAW) EAP- STRAT, Volume 16, Attachment 1. J384 couriers

all Two-Person Concept (TPC) code and code-related materials between NSA, contractors and AFGSC units.

1.2.1.1. USSTRATCOM JFCC-GS/J317 is responsible for managing secure codes for the Airborne Launch Control System (ALCS) mission. JFCC-GS/J317 appoints two members of the 625 STOS/OSO as the primary and alternate managers of the JFCC-GS/J317 codes program. These two individuals are responsible for the training and certification of all JFCC-GS/J317 and 625 STOS code controllers. All training and certification is accomplished per EAP-STRAT Volume 16. The primary and alternate managers of the JFCC-GS/J317 codes program are also responsible for providing codes related technical assistance to 625 STOS and JFCC-GS/J317 personnel related to all aspects of the ALCS mission. JFCC-GS/J317 codes program managers are responsible for reporting incidents and possible incidents involving critical components and code components to USSTRATCOM/J384, 625 STOS, and the host base Wing Command Post.

1.2.2. HQ AFGSC/A3IA. Provides policy guidance in conjunction with J384 and 20 AF/A3NB for ICBM launch control and code system security and safety. A3IA plans, coordinates, directs, and monitors ICBM annual code changes. A3IA will serve as the AFGSC representative in matters concerning the design, development, implementation, and maintenance of ICBM launch control and code systems, system software, and code components. A3IA provides guidance on manning, training, and evaluation requirements for ICBM code handlers and controllers. Serves as the headquarters representative to non-Air Force agencies, and other organizations in matters pertaining to ICBM launch control and code system security and safety. Publishes and maintains this instruction. Provides funding and support for ICBM launch control, code systems and holographic Tamper Detection Indicators (TDIs).

1.2.3. 20 AF/A3NB**.** Responsible for providing technical expertise and serves as a liaison between headquarters, J384, and units for code related policy clarifications, staff assistance visits, standardization and evaluation, management of technical orders, and appraises code control group change requests and forwards to USSTRATCOM/J384. A3NB will ensure unit code operation plans and training and evaluation programs are current, accurate, and adequate for unit coding requirements as required by EAP-STRAT Volume 16 and this publication. Managerial responsibilities include serving as the headquarters technical managers concerning design, development, and implementation of ICBM launch control and code systems, system software, and code components. Additionally, 20 AF/A3NB coordinates and is the approval authority for lateral coding in conjunction with USSTRATCOM/J38.

1.2.4. 576 FLTS/TEX. The 576 FLTS/TEX is responsible for the proper configuration of ICBM codes, critical components, and miscellaneous devices supporting Force Development Evaluation (FDE). 576 FLTS/TEX provides test and evaluation support to AFGSC, Air Force Materiel Command (AFMC), Air Force Operational Test and Evaluation Center (AFOTEC), USSTRATCOM, and Department of Defense (DoD) contractors for special tests and studies, lateral coding, contractor kit and Technical Order (TO) proofing, and Wing Code Processing System (WCPS) operator training as directed by HQ AFGSC and J384. 576 FLTS/TEX will control operational ICBM codes and critical components according to USSTRATCOM EAP-STRAT Volume 16. Also, 576 FLTS/TEX is responsible for

managing the ICBM secure code system for their respective wing mission. This responsibility includes training of unit code controllers. All unit code controllers must be certified per EAP-STRAT Volume 16 and this publication. 576 FLTS/TEX will provide staff and technical assistance to the commander on all matters pertaining to ICBM code operations through the preparation and maintenance of plans tailored for their respective unit's mission. 576 FLTS/TEX is responsible for reporting incidents involving critical components, code components, and other COMSEC account material under their control to J384, HQ AFGSC/A3IA, 20 AF/A3NB, and providing an information copy to DIRNSA/I831.

1.2.5. Unit Codes Flight (OSB). Each OSB is responsible for managing the ICBM secure code system for their respective wing mission. This responsibility includes training of unit code handlers and controllers. All unit code handlers and code controllers must be certified per EAP-STRAT Volume 16 and this publication. Each OSB will provide staff and technical assistance to the commander on all matters pertaining to ICBM code operations through the preparation and maintenance of plans tailored for their respective wing's mission. Each OSB is responsible for creating and maintaining a lateral coding relocation and support plan. Codes flights are responsible for reporting incidents and possible incidents involving critical components, code components, holographic TDIs, and other COMSEC account material under their control to J384, HQ AFGSC/A3IA, 20 AF/A3NB, and providing an information copy to DIRNSA/I831.

1.2.6. National Security Agency (NSA)**.** NSA serves as the overall program manager for ICBM nuclear COMSEC material. Additionally, NSA is responsible for the production of codes, cryptographic (CRYPTO) material, holographic TDIs, etc., used by the ICBM force. NSA is a voting member on the NWSSG. NSA serves as a technical advisor to headquarters agencies and other organizations in matters pertaining to ICBM launch control and code system security and safety. This includes providing information systems security engineering advice and guidance on fielded ICBM systems. DIRNSA/I831 provides policy guidance to J384, HQ AFGSC and 20 AF. DIRNSA/I831 also provides guidance on proper control and handling procedures for the NSA-produced materials and reviews Possible Compromise of TDI Technology (PCTT), Possible Code Compromises (PCC), Code Compromises, and COMSEC incident reports. DIRNSA/I831 is the point of contact (POC) when dealing with NSA.

1.2.7. DELETED

1.2.8. 532d Training Squadron (532d TRS). The 532d TRS will provide initial code handler training during Initial Qualification Training. The 532d TRS conducts an initial screening of students for prior code handling experience and access to UL studies. The 532d TRS must provide HQ AFGSC/A3IA, HQ AFGSC/A3T and gaining unit OSB a UL screening report of each class no later than graduation date for that particular class.

1.2.9. HQ AFGSC Weapons Safety Division (HQ AFGSC/SEW). Responsible for AFGSC Nuclear Surety Policy directives and operational certification/decertification of critical components within AFGSC. Serves as the AFGSC voting member and point of contact for all NWSSG studies and actions on AFGSC weapon systems (e.g., Operational Safety Reviews and Special Safety Studies, Weapon System Safety Rules (WSSRs)). Reviews all DULL SWORD reports for trends and cross-tell analysis.

1.2.10. AFNWC/NWIAC. NWIAC is the program manager for design and development of the ICBM Code Processing System (ICPS) and all hardware and software Common Certification Operating System (CCOS), WCPS Minuteman (MM) Application Program (WMAP), Strategic Air Command (SAC) Code Processing System (SCPS) Application Program (SAP) and Hardware Certification Verification Equipment (HCVE) (on line and off line diagnostics) and modifications to them. In addition, NWIAC is the controlling authority for development and test keying material that involves government contractors and weapon system modifications that require WCPS coding support. AFNWC/NWI is the depot for, and provides the item manager and equipment specialist for, the Code Change Verifier (CCV), Cartridge Tape Unit (CTU), Mechanical Code Unit (MCU), Launch Control Panel (LCP), Launch Enable Panel (LEP), Command Signal Decoder (Missile) (CSD(M)), and the Launch Enable Control Group Signal Panel (LECGSP). AFNWC/NWI, Safety, Environment and Engineering Data Branch (AFNWC/NWIEV) is the TO Management Authority (TOMA) for TOs 31X8-2-2-1, *Operation Instructions, Console, Wing Code Processing System (WCPS) (P/N 10365-107-71)*, 31X8-2-2-2, *Maintenance Instructions with Illustrated Parts Breakdown, Console, Wing Code Processing System (WCPS) (P/N 10365-107-71)*, 31X8-2-3-1, *Operation and Maintenance Instructions with Illustrated Parts Breakdown, Console, Hardware Certification Verification Equipment (HCVE) (P/N 11800-315-11)*, 21M-LGM30F-12-1, *Minuteman Nuclear Surety Procedures for the WS-133A-M Weapon Systems.*

1.3. Administration. HQ AFGSC/A3IA and 20 AF/A3NB must be advised of conflicts between this instruction and those contained in other directives, instructions, or technical orders (see paragraph 1.1.2.).

Chapter 2

CERTIFICATION AND DECERTIFICATION

2.1. Prerequisites for Certification of Code Controllers and Code Handlers:

2.1.1. Before certification as a code controller or handler, individuals must meet the following prerequisites:

2.1.1.1. Command Assignment. Only AFGSC military or Department of the Air Force Civilian (DAFC) personnel will serve as ICBM unit code controllers at AFGSC units. Only AFGSC military personnel will serve as ICBM unit code handlers at AFGSC units.

2.1.1.2. Security Clearance. Code handlers must have a final Top Secret clearance based on CJCSI 3231.01B, *Safeguarding Nuclear Command and Control Extremely Sensitive Information* requirements. Officer, enlisted, and DAFC code controllers and operations scheduling officer code handlers are authorized access to Top Secret Nuclear Command and Control Extremely Sensitive Information (NC2-ESI) as outlined in CJCSI 3231.01B.

2.1.1.3. Grade. Officer code controllers are required to be in the grade of O-1 or above, enlisted code controllers in the grade of E-4 or above, and civilian code controllers in the grade of GS-9 or above with a minimum of 1 year of federal service (includes prior military service). Code controllers will have 1 year of previous code handler/controller experience prior to assignment to OSB/TEX. Waivers for previous code handler/controller experience will be determined by 20AF/A3NB on a case-by-case basis. Officer and enlisted code handlers can be in any grade.

2.1.1.4. Personnel Reliability Program (PRP). Code handlers and code controllers are required to be certified in a critical PRP position IAW DoD 5210.42-R_AFMAN 10-3902, *Nuclear Weapons Personnel Reliability Program (PRP)*.

2.1.1.5. Two-Person Concept (TPC) Team. Code controllers and handlers must meet the team requirements for a TPC team. Unit code controllers and code handlers receive TPC Training and initial and recurring nuclear surety training IAW AFI 91-101, *Air Force Nuclear Weapons Surety Program,* and AFI 91-104, *Nuclear Surety Tamper Control and Detection Programs*.

2.1.1.6. Training. Individuals must complete an initial training program before certification as a code controller or code handler.

2.1.1.7. CA 613202 Access Documentation. All code controllers and code handlers must be enrolled in the Cryptographic Access Program (CAP). The Senior Code Controller is designated the COMSEC responsible officer (CRO) and will coordinate with the USSTRATCOM CA 613202 COMSEC manager to establish a process for CAP program management.

2.1.1.8. Ensure an AFCOMSEC Form 9, *Cryptographic Access Certificate (PA) (FOUO)*, is completed prior to certification.

2.1.2. Inform the administering official of any situation that would require suspension or revocation of access. If suspension of access is required, the individual must be placed in inactive status until access is reinstated or the individual is decertified for code handling.

2.2. Code Handler Certification and Decertification:

2.2.1. Individuals will not perform alert (to include field phases and training alerts) or code handler tasks until they have been properly certified in code handler tasks. Before certifying a former code controller as a code handler within the same control group at the same unit, comply with EAP-STRAT Volume 16. Before certifying a previous code handler in the opposite control group, comply with EAP-STRAT Volume 16.

2.2.2. Code Handler Certification. The Senior Code Controller (SCC) certifies unit personnel whose duties involve the control of code components as officer or enlisted code handlers. The SCC or designated alternate may perform certification. The designated alternate will be appointed in writing. As a minimum, certification includes a briefing covering code handling concepts and a personal interview with the certifying official to ensure the provisions of EAP-STRAT Volume 16, are met. Code handler certification and decertification will be documented on AFGSC Form 165, *Code Handler Certification and Training Record*. Code component issuing agencies will use these forms or a listing prepared from these forms (TEAMS Database) to identify those individuals authorized to receipt for and handle code components.

2.2.3. AFGSC Form 165 Documentation. OSB will maintain an AFGSC Form 165 on each code handler assigned to the wing. The form is initiated when the individual begins code training at the unit of assignment. Upon completion of initial training, the instructor signs and dates Part I of the Code Handlers Certification and Training Record. When all prerequisites are completed, the individual and certifying official sign and date Part II of the form.

2.2.4. Decertification. When a code handler's duties no longer require the control and handling of code components, the SCC or designated alternate decertifies the individual by signing Part III of the AFGSC Form 165 and advises the individual that he or she is no longer a code handler. The SCC will ensure the USSTRATCOM CA 613202 COMSEC manager is notified that cryptographic access is no longer required. All access to COMSEC, code materials, and code components is terminated.

2.3. Code Controller Certification and Decertification:

2.3.1. Individuals will not perform code controller tasks until they have been properly certified. Before certifying a previous code controller in the opposite control group, comply with EAP-STRAT Volume 16.

2.3.2. Code Controller Certification. The Operations Support Squadron (OSS) commander (CC) (576 FLTS/CC for 576 FLTS) or, during absences, the Director of Operations (DO), certifies their unit personnel whose duties involve the control of code components as code controllers. AFGSC code controller certification procedures will include initial codes training, an initial WCPS evaluation, a briefing to the SCC covering code controller concepts, and a personal interview with the OSS/CC or 576 FLTS/CC to ensure the provisions of EAP-STRAT Volume 16 are met. Code controller certification is documented on the AFGSC Form 165.

2.3.3. AFGSC Form 165 Documentation. OSB and 576 FLTS/TEX will maintain an AFGSC Form 165 on each code controller assigned to the unit. The form is initiated when the code controller selectee begins code controller training. Upon completion of initial

training, WCPS evaluation and briefing, the SCC signs and dates Part I of the AFGSC Form 165. When all prerequisites are completed, the code controller selectee and OSS commander (576 FLTS/CC for FLTS) sign and date Part II of the form.

2.3.4. Decertification. When code controller duties no longer require the control and handling of code components, the SCC or designated alternate decertifies the individual by signing Part III of the AFGSC Form 165 and advises the individual that he or she is no longer a code controller. The SCC will ensure the USSTRATCOM CA 613202 COMSEC manager is notified that cryptographic access is no longer required. All access to COMSEC, code materials, and code components is terminated.

Chapter 3

TRAINING REQUIREMENTS

3.1. Responsibilities:

3.1.1. Senior Code Controller. The SCC is responsible for the overall wing code training program to ensure each code handler/code controller has the knowledge and proficiency necessary to properly control ICBM code and critical components and code related miscellaneous material. The SCC monitors the program to ensure the quality and level of instruction meets the needs of the least experienced person and all training is accurate and consistent with regulations and unit requirements. The SCC may delegate authority to the Chief, Codes Training for accomplishing training activities.

3.1.2. Chief, Codes Training Section (OSBT or 576 FLTS/TEX). The SCC will appoint a Chief of Codes Training. The Chief, Codes Training will be a certified code controller with 6 months minimum experience as a code controller and will have one year retainability for appointment. When these requirements cannot be met, HQ AFGSC/A3IA via 20 AF/A3NB may grant a waiver on a case-by-case basis. The Chief, Codes Training is responsible to the SCC for the management of the unit codes training program for operations and maintenance code handlers and code controllers. The Chief, Codes Training reviews and approves all codes related training and evaluation materials prepared by other base agencies. The Chief, Codes Training must ensure annual training is accomplished for the subject areas contained in **Table 3.1**, Code Handler JPRL and **Table 3.2**, Code Controller JPRL.

3.1.2.1. Training Requirements. The Chief, Codes Training must attend an instructor training course (internally or externally) prior to certification. At a minimum, each instructor must receive instruction on the following items: applicable equipment configuration, pre- and post-training scenario activities, local requirements, documentation requirements, classroom presentation to include audio visual aids and instructor etiquette, Instructional System Development (ISD) process and procedures, construction and administration of knowledge tests, training materials and lesson plans prior to certification. Instructor training courses completed in another position may be used to fulfill this requirement with the concurrence of 20 AF/A3NB.

3.1.3. Immediate Supervisors (e.g., SQ/CCs, Chief OSOT, Chief OGV, Section Chiefs). Immediate supervisors ensure code handlers under their supervision accomplish the training required by this instruction. Notify the Chief, Codes Training when subordinates demonstrate a lack of code handling knowledge or proficiency.

3.1.4. Unit Schedulers. All code handlers will be scheduled for codes training by the appropriate scheduling section. Schedules for codes training will be coordinated with the codes training branch.

3.2. Codes Instructors:

3.2.1. The SCC will select, and appoint in writing, code controllers to serve as codes instructors. All codes training will be accomplished only by appointed codes instructors. Individuals selected as instructors must demonstrate a high degree of knowledge and proficiency.

3.2.2. Instructors presenting codes training:

3.2.2.1. Are thoroughly knowledgeable of code handling concepts and procedures. Additionally, codes instructors are knowledgeable in OSB/TEX and field coding operations and must demonstrate a high degree of proficiency in WCPS coding and record keeping procedures.

3.2.2.2. Are knowledgeable of training methods and techniques, including lesson plan preparation, examination construction, classroom presentation, and deficiency analysis. All instructors must attend an instructor training course (internally or externally) prior to certification. At a minimum each instructor must receive instruction on the following items: applicable equipment configuration, pre- and post-training scenario activities, local requirements, documentation requirements, classroom presentation to include audio visual aids and instructor etiquette, ISD process and procedures, construction and administration of knowledge tests, training materials and lesson plans. Instructor training courses completed in another position may be used to fulfill this requirement with the concurrence of the HQ AFGSC/A3IA and 20 AF/A3NB.

3.2.3. Instructor Recurring Training Requirements: Conduct instructor recurring training at least quarterly and ensure all instructor training tasks are covered as described in paragraph **3.2.2.2** and **Table 3.2** The Chief, Codes Training will observe each certified instructor conduct a training scenario/session at least annually (once every 365 days). The SCC will observe the Chief of Training at least annually. Document instructor recurring training and observations and retain for a minimum of 12 months.

3.3. Training Materials:

3.3.1. The Chief, Codes Training or when absent, a designated representative approves all codes training materials, except as noted otherwise in this paragraph. All locally developed master lesson plans must be coordinated with wing safety at a minimum annually or when the lesson plan has been modified. The 576 FLTS/TEX will coordinate locally-developed master lesson plans with 20 AF/A3NB and AFGSC/SEW at a minimum annually or when the lesson plan has been modified.

3.3.2. 20 AF Codes Master Lesson Plans (MLPs). A code handler and a code controller MLP will be developed by 20 AF/A3NB. Additionally, units will be required to develop a MLP. The unit MLP content will be IAW paragraph **3.3.2.1** of this instruction. Unit MLPs must be sent to 20 AF/A3NB for approval.

3.3.2.1. MLP Content. The 20 AF-developed MLP will include all applicable task areas listed in **Table 3.1** and **Table 3.2** Additionally, unit OSBT/TEX will be required to develop a MLP using the guidelines outlined in AFH 36-2235 Volume 9, *Information for Designers of Instructional Systems Application to Technical Training*, to include lesson plan format. Subject areas not included in these tables may be developed as part of the MLP. The unit MLP must identify the subject area, learning objectives, Job Performance Requirement List (JPRL), references, instructional aids, and contain the plan of presentation and lesson development. Those areas applicable to only operations or maintenance code handlers may be specified. OSBT/TEX lesson development must be of sufficient detail to enable the instructor to present the material without extensive outside references. The lesson development should document what is to be taught and

how it is presented. Its purpose is to provide a useful teaching tool that explains the subject area/task and governing directives associated with the subject area/task.

3.3.2.2. MLP Maintenance. 20 AF/A3NB will maintain the 20 AF-developed MLP for accuracy and currency of the MLP. OSBT/TEX is responsible for maintenance, accuracy and currency of the unit-developed MLP. If the 20 AF-developed MLP conflicts with current code handling guidance, units should contact 20 AF/A3N and 20 AF/A3NB must correct the lesson plan as soon as practical. If an OSBT/TEX-developed MLP conflicts with current code handling guidance, the unit must correct the lesson plan as soon as practical. When a code handling guidance message addresses a subject not covered in the lesson plan, 20 AF/A3NB will determine whether or not the material needs to be included. The method used to update the lesson plan must ensure instructors teach correct code handling procedures. Additionally, recommend a MLP Working Group be formed to assist in MLP maintenance and standardization. This group will meet at a minimum once a year (i.e., in conjunction with annual USSTRATCOM Codes Conference).

3.3.2.3. MLP Approval and Review. 20 AF/A3NB approves OSBT/TEX-developed MLPs. Additionally, 20 AF/A3NB and unit SCCs will review the MLP at least annually and at each revision of EAP-STRAT Volume 16 and/or this instruction. 20 AF/A3NB and OSB/TEX will document approval and all reviews and maintain this documentation with the MLP. An electronic copy of the 20 AF-developed MLP will be forwarded to each unit OSB as soon as practical after the effective date. OSB/TEX must forward electronic copy of their unit-developed MLP and any changes to 20 AF/A3NB for approval.

3.3.2.4. Retention. 20 AF/A3NB and OSB/TEX will retain superseded MLPs (including changes) for a minimum of 12 months following supersession.

3.3.3. Lesson Guides. A lesson guide is required for each training activity. Lesson guides are prepared before each training session.

3.3.3.1. Content. Lesson guides identify the title, objective, time required, materials, date prepared, and author. The lesson guide references the applicable portion of the MLP and/or appropriate directives or instructions. It must contain sufficient detail to identify the subjects being taught.

3.3.3.2. Retention. Lesson guides used for code handler training, controller training, familiarization training, Basic Mission Capable (BMC) training and any specialized training will be retained for a minimum of 12 months.

3.3.4. Instructional Aids. Instructional aids are used to increase the effectiveness of the training program. Test or training code components and devices are used as much as possible.

3.3.4.1. Retention. All instructional aids will be retained for a minimum of 12 months after use.

3.3.5. Codes Self-Study Package. The codes self-study package identifies the study requirements for code handlers, code controllers, and BMC training. The self-study package will include the MLP subject areas in the next supervised recurring codes training class. The

self-study package will include a practice exam. Scenarios are encouraged. OSB/TEX will ensure self-study packages are accomplished prior to receiving recurring training. The codes self-study package will not replace classroom training.

3.3.5.1. Retention. Codes self-study packages will be retained for a minimum of 12 months.

3.4. Code Handler Training:

3.4.1. The purpose of code handler training is to provide each code handler with the knowledge and proficiency necessary to properly control ICBM code components. The basis of all code handler training is the Code Handler JPRL in **Table 3.1** Code handler training consists of four types: initial, recurring, individual, and special.

3.4.2. Initial Codes Training. The purpose of initial codes training is to prepare individuals for code handler duties. This training is developed and conducted to provide instruction on code control procedures contained in this and other associated publications. Individuals must successfully complete initial code handler training on all Code Handler JPRL areas in **Table 3.1**, before their appointment and certification as code handlers. The SCC will identify successful completion of requirements. OSB will document initial training on the AFGSC Form 165. Initial training counts as recurring training for the month in which it is completed.

3.4.3. Recurring Codes Training. The purpose of the code handler recurring codes training program is to maintain code handler proficiency and knowledge in code handler concepts and procedures. All code handlers receive recurring codes training monthly. Recurring training consists of a self-study package, classroom training and testing. The codes self-study package will not replace classroom training. Computer Based Training (CBT) methods may only be used to replace the self-study package. Recurring training includes new or changed concepts and procedures applicable to code handling duties, identified deficiencies, possible code compromises, and other areas deemed necessary by the unit and 20 AF/A3NB. Code handlers must receive, as a minimum, annual training on all subject areas in **Table 3.1**

3.4.3.1. Inactive Status. Individuals who fail to receive training during a given month are placed on inactive status at 0001L of the first day of the following month. **See paragraph 3.9**

3.4.3.2. Glory Trips. When operational unit code handlers are Temporary Duty (TDY) to Vandenberg AFB for test launch activities, the parent unit administers monthly recurring training and testing prior to team departure. Upon return to the unit, OSB conducts monthly recurring training, as necessary, to ensure currency.

3.4.4. Individual Training. The purpose of individual training is to enhance the individual's codes knowledge and proficiency. Individual training is conducted when serious deficiencies are identified through observations, evaluations or exam scores. Additionally, the squadron commander, OGV, flight commander, OSOT, maintenance training, OSB/TEX, or immediate supervisor can recommend individuals for individual training. Individual training is conducted under the supervision of an OSB/TEX instructor. OSB/TEX will document individual training and retain it for a minimum of 12 months.

3.4.4.1. Format. The type and extent of training or testing will be determined by the codes training officer. The name of the individual and date of training will be included in the lesson guide for individual training.

3.4.5. Special Training. Before each code change, Simulated Electronic Launch Minuteman (SELM), or other special coding activity or equipment modification affecting code handling procedures, code handlers and code controllers will be trained on that activity. OSB/TEX will document special training.

3.4.6. Documentation. Completion of initial, recurring, individual, and special training (BMC, Familiarization, etc.) will be documented. Retain documentation for a minimum of 12 months.

3.5. Basic Mission Capable (BMC) and Basic Mission Knowledge (BMK) Codes Training. Conduct training for those individuals identified in the AFGSCI 13-5301, Volume 1, *Rapid Execution and Combat Targeting (REACT) Crew Training,* as BMC and BMK. They will not be certified as code handlers. Training frequency and content is in accordance with the AFGSCI 13-5301, Volume 1.

3.5.1. Initial Training. Initial training consists of a general familiarization of all ICBM code handler JPRLs in **Table 3.1**

3.5.2. Documentation. Completion of initial BMC training will be documented. Retain documentation until BMC individual PCS.

3.6. Codes Familiarization Training and Annual Codes Familiarization (FAM) Self-Study Package (not required at 576 FLTS). Codes familiarization training and annual codes familiarization self-study packages are developed by OSB to inform unit personnel of code controls and procedures applicable to their areas of responsibility. Testing is not required.

3.6.1. Individuals required to receive FAM Training. The following individuals are required to receive initial codes familiarization training and annual codes familiarization self-study packages or other media format (slide show or video):

3.6.1.1. Initial classroom and self-study packages are required for all individuals assigned to Missile Maintenance Operations Center (MMOC), Technical Engineering, Maintenance Scheduling Control, Operations (MCCM) Scheduling, Wing Security Control, the Unit Command Post, Shop Chiefs/Flight Chiefs/Trainers who are not code handlers of the Missile Mechanical Team Section, Missile Electrical Branch, Electronics Laboratory (E-Lab), Quality Assurance (QA) Shop Chiefs who are not code handlers, Civil Engineering personnel who dispatch to LFs or LCCs, Logistics Readiness personnel who dispatch to LFs or LCCs, and all wing TEC nuclear surety safety officers and Non-commissioned Officers (NCOs). The initial codes familiarization training requirement must be classroom instruction conducted by a certified code controller instructor. Thereafter, codes familiarization will be conducted annually using self-study packages or other media format (slide show or video).

3.6.1.2. The following Security Forces (SF) members are required to receive initial classroom codes familiarization training and will accomplish annual self-study packages or other media format (slide show or video):

3.6.1.2.1. Wing OSBs will provide initial codes familiarization training for Flight Security Controllers (FSCs), Missile Field Flight Commanders, Missile Field Flight Chiefs and Missile Field Assistant Flight Chiefs prior to certification. The initial codes familiarization training requirement must be classroom instruction conducted by a certified code controller instructor. Thereafter, codes familiarization will be conducted annually using self-study packages or other media format (slide show or video). All other SF members who dispatch to the missile field will review the Nuclear Surety CBT on an annual basis.

3.6.1.3. If the WSA is used for MGS storage, the RV/RS Branch Chief and Non-commissioned Officer-In- Charge (NCOIC) (in a dual wing, Maintenance and Storage Branch Chief and NCOIC), RV/RS Maintenance OIC and NCOIC of Munitions Control, and all personnel assigned to the RV/RS Munitions QC and Evaluations will receive initial codes familiarization training and will accomplish annual self-study packages or other media format (slide show or video). The initial codes familiarization training requirement must be classroom instruction conducted by a certified code controller instructor.

3.6.2. Content. As a minimum, training will include the following:

3.6.2.1. Non-SF personnel. Initial familiarization training will include an overarching purpose of code components and the DoD agencies involved, PCCs (with in-depth examples and scenarios), annual code change, field storage procedures, LF entry/exit to include security system reset procedures, visual observation, CAT II teams and their transportation rules, and emphasis on security of code components when an unmanned LF is not in normal configuration. Annual familiarization self-study packages or other media format (slide show or video) will include PCCs and other identified incidents or situations reported during the previous year that are pertinent to their organization and will cover all other listed requirements.

3.6.2.2. Security Forces personnel (listed in **3.6.1.2.1**). Initial familiarization training will include an overarching purpose of code components and the DoD agencies involved, PCCs (with in-depth examples and scenarios), annual code change, field storage procedures, LF entry/exit procedures, visual observation, CAT II teams and their transportation rules, and emphasis on security of code components when an unmanned LF is not in normal configuration. Initial codes familiarization training must be completed prior to certification. Recurring codes familiarization self-study packages or other media format (slide show or video) may be tailored to previous years' PCCs/incidents and will cover all other listed requirements.

3.6.3. Documentation. All personnel, supervisors, and flight chiefs/assistant flight chiefs will annotate codes familiarization training and completion of annual self-study packages or other media format (slide show or video) in "on the job training" records or locally derived computer database or spreadsheet. Retain documentation for at least 12 months.

3.7. Code Controller Training. The purpose of code controller training is to provide each code controller with the knowledge and proficiency necessary to properly control ICBM code components. In addition, code controllers are proficient in the use of the WCPS development of ground, flight, and targeting materials. The basis of all code controller training is the Code Handler JPRL in **Table 3.1**, the Code Controller JPRL in **Table 3.2**, and the TBA (enlisted). Tasks or subtasks trained by outside agencies may be certified as complete if all requirements

have been satisfied (e.g., TPC training administered by Current Operations Training). Code controller training consists of four types: initial, recurring, individual, and special.

3.7.1. Initial Training. Officer and enlisted code handlers who are selected for code controller duties must be decertified as code handlers before entry into code controller training. Initial code controller training consists of Code Handler and Controller JPRL subject areas. Code controller selectees must complete initial code handler training before beginning training on Code Controller JPRL tasks. Initial code controller training will count as recurring training for the month in which the controller was certified.

3.7.1.1. WCPS Training. Control of the WCPS must be maintained at all times. Initial WCPS training for non-certified codes controllers will be conducted under the direct supervision of at least two certified officer (576 FLTS two certified) code controllers (one being an instructor) each of whom is qualified in the task performed. Recurring WCPS training may be provided by 1 instructor regardless of rank. Two officer, A/B split control is required to be maintained during all training requiring access to the SE area. "Hands-on" training is the primary method of instruction for WCPS tasks; therefore, make maximum use of test code components and devices. Observation of operational tasks will not satisfy "hands-on" requirements for a code controller (see paragraph 3.7.2.1).

3.7.1.2. Certification. Individuals cannot perform operational code controller tasks until they have been properly trained and certified in those tasks. Certification should not be delayed if tasks cannot be trained due to lack of equipment. Initial training in these tasks is accomplished when the equipment becomes available.

3.7.1.3. For individuals transferring between ICBM bases, credit may be accepted for previously trained JPRs that comply with requirements as identified in Paragraph **3.4** The losing SCC will provide a Memorandum for Record (MFR) identifying JPR coverage and annual expiration date to the gaining SCC. Additionally, the gaining SCC will accomplish a MFR waiving the initial training requirement to be placed in the individual's training record.

3.7.2. Code Controller Recurring Training. The purpose of the code controller recurring training program is to maintain code controller proficiency and knowledge in code concepts and procedures as well as proficiency in the operation of the WCPS. All code controllers receive recurring training monthly. Recurring training consists of a self-study guide, classroom training, testing, and WCPS training. It includes new or changed concepts and procedures applicable to code controller duties. Code controllers receive annual training on all Code Handler/Controller JPRL/TBA subject areas. JPRL/TBA subject areas must be covered on the WCPS with the exception of those identified with a NOTE 1, NOTE 5 or NOTE 6. The codes self-study package will not replace classroom/WCPS training. The trainer(s) conducting the session may be signed off as receiving the recurring monthly training.

3.7.2.1. WCPS Recurring Training. WCPS recurring training will be "hands-on" as much as possible. Operational coding requirements may be used for recurring training as long as it is done with proper supervision by an OSB/TEX instructor.

3.7.2.2. Inactive Status. Individuals who fail to complete recurring training during a given month are placed in inactive status at 0001L on the first day of the following month. See paragraph **3.9**

3.7.3. Individual Training. The purpose of individual training is to enhance the individual's codes knowledge and proficiency on the WCPS. Individual training is conducted when serious deficiencies are identified through observations, WCPS evaluations or exam scores. The senior code controller, Chief, ICBM Codes Operations or Chief, Codes Training can recommend code controllers for individual training. Individual training is conducted under the supervision of an OSB/TEX instructor. OSB/TEX will document individual training.

3.7.3.1. Format. The type and extent of training or testing will be determined by the codes training officer. The name and date of training will be included in the lesson guide for individual training.

3.7.4. Subject Matter Experts (SMEs). The unit commander or operations officer will appoint a limited number of SMEs in writing to develop technical documentation, training and evaluation materials, and to conduct training and evaluations. OSS/CC or Operations Officers forward the memorandum designating individual SMEs to HQ AFGSC/A3IA and 20 AF/A3NB.

3.7.4.1. SMEs appointed for new or upgrade systems are not required to accomplish the Mission Qualification Training (MQT) they develop; however, they must accomplish contractor provided Type 1 training if available.

To maintain certification in new/upgrade specific tasks the SME must complete a recurring evaluation within 60 calendar days from removal from SME status or 90 calendar days after system is declared Initial Operationally Capable, whichever is sooner.

3.7.4.2. The SCC and Chief, Quality Assurance will determine the scope of the recurring evaluation or Quality Control Observations (QCO) for each SME. Document the recurring evaluation or QCO IAW paragraph **4.6** of this instruction.

3.7.5. Special Training. When new training requirements are established, each code controller is trained and qualified in the task(s). These new tasks are trained within 60 days following written notification of the task identification. Code controllers must be WCPS certified before performing WCPS tasks unsupervised.

3.7.6. Code Controller Training Documentation. All JPRL training is documented. Documentation identifies specific tasks and date completed. WCPS training is further documented by entering a statement such as "WCPS TRAINING" followed by the students' names in the remarks section of the applicable WCPS record keeping printout. Initial, recurring and individual JPRL training can be documented using AFGSC Form 165 or a locally derived computer database or spreadsheet. Retain this documentation for at least 12 months.

3.7.7. Training Business Area (TBA). Enlisted Code Controller Training Documentation is accomplished using TBA, for each enlisted code controller. After all training is certified on the Individual Training Plan (ITP) in TBA and Initial Job Proficiency Requirement List (JPRL) Tracking Sheet recurring training begins. Recurring training can be documented

using AFGSC Form 165 or a locally derived computer database or spreadsheet. Retain this documentation for at least 12 months.

3.8. Examinations. Examinations are designed to measure attainment of learning objectives and evaluate the effectiveness of instruction pertinent to code handler and code controller duties.

3.8.1. Higher Headquarters (HHQ) Exams. HHQ exams will cover the following references in EAP-STRAT Volume 16: Handler exams will cover chapters 2-4, 7(576 FLTS exempt), 13(576 FLTS exempt), 14, 15, and Attachments 4 and 5, while controller exams will cover chapters 1-7, 11-15 and all Attachments (576 FLTS exempt chapters 7 and 13, include chapter 8). The passing score on higher headquarters exams is 90 percent. Exams will consist of 20 multiple-choice questions and will be open book for all code handlers and code controllers. The HHQ exams must contain a minimum of one question from each of the required chapters and attachments listed above. HQ AFGSC/IG and 20 AF/A3NB will collaborate to write and maintain HHQ examinations used during IG inspections and 20 AF Staff Assistance Visits (SAVs), as required.

3.8.2. Unit Exams. The SCC will determine format and content. The passing score for unit examinations is 90 percent. All codes specific examinations prepared for use in local exercises and one monthly recurring examination each quarter will comply with the requirements of higher headquarters exams. An OSB instructor monitors students during testing sessions.

3.8.3. Documentation. Document the date and the results of each individual's exercise and/or recurring examination score on the AFGSC Form 165 or a locally designed database. Retain scores on certified code handlers/controllers for 12 months.

3.8.4. Exam Failure. If an individual fails a recurring or higher headquarters codes exam, that individual must receive individual training and pass a retest. Individual training and the retest need only include those subject areas missed. For unit recurring exam failures and for all higher headquarters exam failures, training and retesting are accomplished before performing alert, code handler or code controller duties. Code handlers or code controllers who cannot be given individual training and retesting immediately after the failure are placed on inactive status.

3.8.5. Exam Credit. Code handlers and controllers who are administered and pass local exercise code handler or code controller exams in the format specified by paragraph **3.8.1** or a code handler or controller exam during HHQ inspections, may, at the discretion of the SCC, be credited with completing testing requirements for the month. Recurring self-study guide completion and classroom training are still required for all code handlers and code controllers.

3.8.6. Training Analysis. Analysis of the training program and of individual codes proficiency is documented by the Chief, Codes Training and is used to validate training.

3.9. Inactive Status. Code handlers and code controllers who fail to remain qualified IAW the requirements of this instruction are placed in inactive status. Persons are placed in inactive status for training, administrative, proficiency, or testing deficiencies (e.g., PRP suspension or temporary decertification, failure to receive required nuclear surety training, security clearance withdrawal or demonstrated lack of proficiency in code handler or code controller procedures). Inactive status is documented in the 20 AF Training and Evaluation Management System

(TEAMS). The 576 FLTS does not use TEAMS and may use an appropriate alternative method for tracking inactive status. Individuals placed in inactive status are not allowed to perform alert or code handler/code controller duties until the reason for their inactive status has been corrected. Persons who remain in inactive status for more than six consecutive months are decertified.

3.9.1. Inactive Status Notification. To ensure inactive code handlers/controllers are not scheduled to perform alert or code handler/controller duties, the OSB/TEX Training Officer provides appropriate agencies with the names of code handler/controllers placed on inactive status for failure to complete codes training.

3.10. Training Folders. Maintain individual training folders for each code controller until decertification. These folders must include:

3.10.1. AFGSC Form 165, Code Handler Certification and Training Record.

3.10.2. Evaluation and training documentation.

3.10.3. Approval for code control group reassignment, if applicable.

3.10.4. Documentation of assignment to their current duty.

3.10.5. Appointment letters (e.g., Instructor, Evaluator) and senior code controller inventory letter.

Table 3.1. ICBM Code Handler JPRL.

The Code Handler JPRL lists all the tasks in which code handlers must be proficient and includes the level of task performance, task knowledge, and subject knowledge required of a certified code handler. For description of proficiency levels see **Table 3.3.**

PERFORMANCE CATEGORY	DESCRIPTION	PROFICIENCY LEVEL	
		MNX	OPS
A	**ICBM CODE SYSTEM**		
A01	PURPOSE OF CODE SYSTEMS		
A01A	State positive control function	C	C
A01B	State nuclear surety function	C	C
A02	DESCRIPTION AND OPERATION OF ICBM CODE SYSTEM		
A02A	Identify the types of codes and their function	B	B
A02B	Describe the launch system	B	B
A02B(1)	State the function and location of Launch Control Center (LCC) launch system equipment		B
A02B(2)	State the function and location of Launch Facility (LF) launch system equipment	B	B
A02B(3)	Explain the launch code sequence		C
A02C	Describe the enable system	B	B
A02C(1)	State the function and location of LCC enable system equipment		B
A02C(2)	State the function and location of LF enable	B	B

	system equipment		
A02C(3)	Describe the squadron all-call enable function		C
A02C(4)	Describe the selective enable process		C
A02D	Describe the inhibit system	A	B
A02D(1)	State the function and location of the inhibit code		A
A02D(2)	State the inhibit code sequence		B
A02E	Describe the function and location of penetration codes	B	B
A02E(1)	Identify the LF components requiring penetration codes	A	A
A02E(2)	Specify the two types of penetration codes and their functions	B	B
A02E(3)	Identify the penetration functions of the LFLC/PEN D LFLC	B	B
A02F	Describe the functions of the encryption system	B	B
A02F(1)	Identify the LCC components used in the encryption system	A	A
A02F(2)	Identify the LF components used in the encryption system	A	A
A02G	Describe computer security sum checks and verification numbers	A	A
A02G(1)	Describe the purpose of the CMSC at the LF	B	B
A02G(2)	Describe the purpose of the VN	B	B
A02H	Identify the two code categories	A	A
A02I	Identify critical components	A	A
A02I(1)	List LCC critical components	A	A
A02I(2)	List LF critical components	A	A
A02J	Identify miscellaneous components	A	A
A03	CODE CHANGE PROCEDURES (NOTE 6)		
A03A	Describe ICBM code change procedures/process	C	C
B	**ICBM CODE CONTROL CONCEPTS**		
B01	SPLIT-HANDLING CONCEPT		
B01A	Define split-handling concept	B	B
B01B	Identify purpose of code control groups A and B	B	B
B01B(1)	List code components in each group	B	B
B01B(2)	List general control group assignments for maintenance/operations personnel	A	A
B02	CONCEPT OF COMPLEMENTARY CODE COMPONENTS		
B02A	Define concept of complementary code	B	B

	components		
B02B	List complementary code components	B	B
B03	TYPES OF TWO-PERSON TEAMS		
B03A	Identify requirements of a two US military member team	B	B
B03B	Identify the requirements and purpose of a TPC team	B	B
B03C	Identify code handling team requirements and types of teams	B	B
B04	CODE HANDLER VIEWING RESTRICTIONS		
B04A	Identify viewing restrictions	B	B
C	**CODE COMPONENT CONTROL AND HANDLING**		
C01	CODE COMPONENT CONTROL METHODS		
C01A	Describe visual observation procedures	B	B
C01B	Define purpose of field storage procedures	B	B
C01C	Define purpose of TDI sealing (NOTE 6)	A	B
C01D	Identify media recording requirements	B	B
C02	DISPATCH AND TRANSPORT REQUIREMENTS		
C02A	Identify dispatch briefing requirements	A	A
C02B	Identify transport requirements/restrictions	B	B
C02C	Identify/describe emergency dissipation requirements	B	B
C03	COMPONENT HANDLING REQUIREMENTS		
C03A	Identify special handling controls for non-critical components	B	B
C03B	Identify codes related critical component controls	B	B
C03C	Identify code handling team controls for LCC code components	B	B
C03D	Identify code handling team controls for LF code components	B	B
C03E	Identify test code component controls	B	B
C04	INSTALLATION CRITERIA FOR CODE COMPONENTS		
C04A	Identify proper installation criteria for LF code components	C	C
C04B	Identify proper installation of LCC code/critical components		C
C05	FIELD STORAGE AND TRANSFER PROCEDURES		

C05A	Describe conditions requiring field storage	C	C
C05B	Identify authorized field storage locations	C	C
C05C	Identify procedures for performing field storage	C	C
C05D	Describe conditions requiring field transfer	C	C
C06	LF AND LCC ENTRY REQUIREMENTS		
C06A	Identify LF entry requirements with components in field storage	C	C
C06B	Identify LF entry requirements with components improperly installed	C	C
C06C	Identify entry restrictions for an evacuated LCC		C
C07	TDI REQUIREMENTS AND PROCEDURES (NOTE 6)		
C07A	Identify TDI control	B	B
C07B	Install and remove TDIs		C
C07C	Identify when TDI inspection is required		C
C07D	Identify TDI replacement authority		C
D	**VIOLATIONS OF CODE HANDLING PROCEDURES**		
D01	POSSIBLE CODE COMPROMISE		
D01A	Identify possible code compromises	C	C
D01B	Report possible code compromises	C	C
D02	VIOLATIONS OF CODE HANDLING PROCEDURES		
D02A	Identify violations of code handling procedures	C	C
D02B	Report violations of code handling procedures	C	C
D03	POSSIBLE COMPROMISES OF TDI TECHNOLOGY (NOTE 6)		
D03A	Identify possible compromises of TDI technology	C	C
D03B	Report possible compromises of TDI technology	C	C
D04	CODES RELATED EVENTS		
D04A	Identify possible codes related events	C	C
D04B	Report possible codes related events	C	C
E	**MALFUNCTION PROCEDURES**		
E01	LCC MALFUNCTIONS		
E01A	LCC drawer overwrites		C
E01A(1)	List possible overwrite failures for LCC equipment		C
E01A(2)	Describe required actions for overwrite		C

	failure		
E02	LF MALFUNCTIONS		
E02A	CMSCs	B	B
E02A(1)	Identify invalid CMSCs	B	B
E02A(2)	Describe actions required for an invalid CMSC	C	C
E02B	MGS overwrite failures	C	C
E02B(1)	Identify MGS status after overwrite failure (local and remote overwrite)	C	C
E02B(2)	Describe actions following LF overwrite failure (local and remote overwrite)	C	C
E02C	CSD(M) malfunctions	C	C
E02C(1)	Identify CSD(M) status following a malfunction	C	C
E02C(2)	Describe actions following a CSD(M) coding failure	C	C

Table 3.2. ICBM Code Controller JPRL.

The Code Controller JPRL lists all the tasks in which code controllers must be proficient and includes the level of task performance, task knowledge, and subject knowledge required of a certified code controller. For description of proficiency levels see **Table 3.3.**

PERFORMANCE CATEGORY	DESCRIPTION	PROFICIENCY LEVEL
F	**FACILITY REQUIREMENTS**	
F01A	Lock/Alarm class A vault door (NOTE 5)	3c
F01B	Maintain security of division containers/locks/combinations (NOTE 1)	3c
F01C	Maintain visitor control (NOTE 1)	C
F01D	Maintain code controller operations records (NOTE 1)	C
G	**COMPLY WITH SYSTEM CONTROL/REQUIREMENTS FOR (NOTE 1)**	
G01	WCPS	D
G02	20-YEAR SPARES	D
G03	HCVE	D
G04	MASTER TAPES/CARTRIDGES/DISCS/CDS	D
G05	LCP/KEYS	D
G06	LEP	D
G07	CCV/CSD(M)	D

G08	P-PLUG	D
G09	LFLC	D
G10	PEN D LFLC	D
G11	ENCRYPTION SYSTEM COMPONENTS	D
G12	PROGRAM TAPES/CARTRIDGES/DISCS/CDS	D
G13	TARGET MATERIALS AND EXECUTION PLANS	D
G14	TDIs (NOTE 6)	D
G15	CSD(G)	D
G16	MGS PARAMETERS DATA	D
G17	CTU C631A	D
G18	MCU	D
G19	MGS COMPUTER	D
G20	WCPS COMPUTER	D
G21	SUMCHECK CONTROLS	D
G22	OFF BASE TRAINING LF (NOTE 6)	D
G23	TEST COMPONENTS	D
G24	CODE CHANGE PROCEDURES (NOTE 6)	D
G25	SELM (NOTE 6)	D
G26	DELETE	D
G27	FAILED WCPS COMPONENTS	D
G28	WSP	D
G29	OPLAN 8010 UNLOCK CODE CHANGE (NOTE 6)	D
H	**DOCUMENTATION (NOTE 1)**	
H01	ESTABLISH AND MAINTAIN FILES	3c
H02	FILE AND LOCATE RECORDS	3c
H03	CLASSIFY AND CONTROL RECORDS	3c
H04	MAINTAIN COMPONENT CONTROL RECORDS	3c
H05	MAINTAIN WCPS OPERATION RECORDS	3c
H06	MAINTAIN RECEIPT/DISPOSITION RECORDS	3c
I	**FOLLOW EMERGENCY PROCEDURES FOR (NOTE 1)**	
I01	POSSIBLE CODE COMPROMISE (PCC)	4d
I02	TPC VIOLATIONS	4d
I03	SINGLE FLIGHT/ECC	4d
I04	LATERAL CODING	4d
I05	EMERGENCY EVACUATION/DESTRUCTION	4d
I06	VIOLATIONS OF CODE HANDLING PROCEDURES	4d
I07	POSSIBLE COMPROMISE TO TDI TECHNOLOGY	4d

	(NOTE 6)	
I08	CODES RELATED EVENTS	4d
J	**CODE COMPONENTS, PROGRAMS, AND MISC. MATERIALS**	
J01	RECEIPT FOR MATERIALS (NOTE 1)	3c
J02	STORE MATERIALS (NOTE 1)	3c
J03	INVENTORY MATERIALS (NOTE 5)	3c
J04	DISPOSE OF MATERIALS (NOTE 1)	3c
J05	TRANSFER MATERIALS (NOTE 1)	3c
J06	SELECT AND ASSIGN MATERIALS FOR (NOTE 1)	
J06A	WCPS use only	3c
J06B	Squadron use	3c
J06C	LCC use	3c
J06D	LF use	3c
J07	MONITOR AVAILABILITY OF MATERIALS (NOTE 1)	3c
J08	IDENTIFY, CLASSIFY, AND MARK MATERIALS	3c
J09	VERIFY MASTER NUCLEAR CERTIFICATION LIST (MNCL) (NOTE 5)	3c
K	**FIELD REQUIREMENTS**	
K01	OPERATIONAL/TEST CODE CONFIGURATION (NOTE 5)	
K01A	Monitor code requirements/status	3c
K01B	Coordinate job requirements	3c
K01C	Maintain work status boards	3c
K02	TEAM DISPATCH/RECOVERY (NOTE 1)	
K02A	Prepare materials/equipment for issue	3c
K02B	Identify and brief team	3c
K02C	Apply issue restrictions	3c
K02D	Recover materials	3c
K03	STATUS OF FIELD TEAMS	
K03A	Monitor transport of material (NOTE 1)	3c
K03B	Monitor transfer of material (NOTE 1)	3c
K03C	Monitor field storage of material (NOTE 1)	3c
K03D	Monitor installation of materials (NOTE 1)	3c
K03E	Install/inspect/remove TDIs (UPON CERTIFICATION) (NOTE 6)	3c

L	**EQUIPMENT CONFIGURATION**	
L01	LOAD/UNLOAD MTC/CD	3c
L02	INSTALL/REMOVE LEP	3c
L03	ACTIVATE RESET TAMPER MECHANISM AND INSTALL/REMOVE MCU FROM PANEL	3c
L04	INSTALL/REMOVE MCU IN MCU ENCODER DRAWER	3c
L05	DEGAUSS/DESTROY MEDIA	3c
L06	INSTALL/REMOVE CSD(G) TEST ADAPTER	3c
L07	INSTALL/REMOVE CSD(G)	3c
L08	APPLY 9-TRACK MAGNETIC TAPE BOT/EOT MARKERS (NOTE 1)	3c
L09	LOAD/PLACE ON-LINE/UNLOAD 9-TRACK MAGNETIC TAPE	3c
L10	INSTALL/REMOVE LCP TEST ADAPTER	3c
L11	INSTALL/REMOVE P-PLUG TEST ADAPTER	3c
L12	INSTALL/REMOVE REMOVABLE DISC/CD	3c
L13	LOAD CRYPTO DEVICE	3c
L14	LOAD/ADJUST/UNLOAD PRINTER PAPER	3c
L15	LOAD/REMOVE PRINTER RIBBON CARTRIDGE	3c
L16	INSTALL/REMOVE KVP TEST ADAPTER	3c
M	**EQUIPMENT CHECKOUT**	
M01	INSPECT MEDIA	3c
M02	CONDITION MTC	3c
M03	INSPECT/CLEAN CDU AND 9-TRACK READ HEAD	3c
M04	COMPLY WITH ELECTROSTATIC DISCHARGE REQUIREMENTS (NOTE 1)	3c
M05	PERFORM CCV SELF-TEST	3c
M06	PERFORM MCU FUNCTIONAL CERTIFICATION TEST	3c
N	**SHIELDED ENCLOSURE**	
N01	PERFORM SE VISUAL INSPECTION	3c
N02	PERFORM SE FIRE ALARM TEST	3c
N03	PERFORM SE ENVIRONMENTAL TEST	3c
N04	PERFORM SE AIR PRESSURE AND DOOR SEAL TEST	3c
N05	PERFORM SE COMMUNICATIONS TEST	3c
N06	PERFORM UPS REMOTE PANEL INSPECTION	3c

O	**WCPS POWER**	
O01	START-UP WCPS - NORMAL START PROCEDURE	3c
O02	START-UP WCPS - COLD START PROCEDURE	3c
O03	PVS KEY CHANGE/RELOAD (NOTE 3)	3c
P	**CCOS EXECUTIVE FUNCTIONS**	
P01	PERFORM TEST (NOTE 5)	
P01A	Computer subsystem test	3c
P01B	Cathode Ray Tube/keyboard terminal test	3c
P01C	Power supplies/ADC test	3c
P01D	Disc drive assembly test	3c
P01E	Line printer test	3c
P01F	Cartridge drive unit test	3c
P01G	9-track MTU test	3c
P01H	Isolation circuit test	3c
P01I	Digital clock test	3c
P01J	KG84A/modem/crypto device comm link test	3c
P01K	P-Plug adapter test	3c
P01L	MCU encoder test	3c
P01M	LCP interface test	3c
P01N	LECG interface test	3c
P01O	CSD(G) interface test	3c
P01P	System KS-60 interface test	3c
P01Q	CCV interface test	3c
P01R	BS/L interface test	3c
P01S	FDD interface test	3c
P01T	CD-RW interface test	3c
P01U	External KS-60 interface test	3c
P01V	SKL interface test	3c
P01W	Execute All (NOTE 1)	3c
P01X	End item load (NOTE 1)	3c
P02	DISPLAY EQUIPMENT STATUS	3c
P03	DISPLAY/RESET LOG FILE	3c
P04	PACK DATA DISC (NOTE 1)	3c
P05	PREPARE NEW DATA DISC (NOTE 1)	3c
P06	DISPLAY DATA DISC ID (NOTE 5)	3c
P07	TRANSMIT DATA VIA LINK (NOTE 1)	3c
P08	RECEIVE DATA VIA LINK (NOTE 3)	3c
P09	EDIT LINK CONTROL FILES (NOTE 3)	3c

P10	PERFORM MANUAL RECORD KEEPING (NOTE 3)	3c
P11	RELOG (CHANGE OPERATOR) (NOTE 5)	3c
P12	PREPARE PVS BACKUP TAPE (NOTE 1)	3c
P13	VERIFY CD PROGRAM COPIES (NOTE 1)	3c
P14	VERIFY 9-TRACK PROGRAM COPIES (NOTE 1)	3c
P15	SELECT COMMAND OVERWRITE (NOTE 1)	3c
P16	PERFORM MEDIA-TO-MEDIA CONVERSION (NOTE 3)	3c
P17	LOG-OFF (EXIT) SYSTEMS (NOTE 5)	3c
P18	ENABLE/INHIBIT OPERATOR INPUT PRINT (NOTE 1)	3c
P19	PERFORM CONSOLE SHUTDOWN (NOTE 5)	3c
P20	VERIFY REEL-TO-REEL TAPE COPIES (NOTE 1)	3c
P21	ENABLE TELEPHONE (NOTE 3)	3c
P22	BACKUP SYSTEM DISK (NOTE 5)	3c
P23	FORMAT DISK IN DATA DRIVE (NOTE 5)	3c
P24	VERIFY CD COPIES (NOTE 1)	3c
P25	LOAD WCPS KEY CD	3c
Q	**DISPLAY MAIN MENU WMAP**	3c
R	**ACCOMPLISH MASTER DATA CONTROL WMAP**	
R01	LOAD A AND B CODE CDS (NOTE 3)	3c
R02	LOAD PEN DATA	3c
R03	ASSIGN PEN DATA TO LF	3c
R04	DISPLAY MASTER DATA (NOTE 5)	3c
R05	LOAD/DELETE P-PLUG DATA	3c
R06	LOAD/REPLENISH REACT I CODE DATA	3c
R07	LOAD LF I CODE DATA	3c
R08	PREPARE END-ITEM TAPES (NOTE 1)	3c
S	**ESTABLISH SUPPORT DATA (NOTE 2)**	
S01	LOAD EXECUTION PLAN	3c
S02	LOAD OGP/OFP DATA	3c
S03	LOAD MGS PARAMETER DATA	3c
S04	LOAD REACT SUPPORT DATA	3c
S05	LOAD LF MASTER DATA	3c
S06	LOAD FLIGHT PROGRAM CONSTANTS DATA	3c

T	**GENERATE AND VERIFY DATA WMAP**	
T01	COMPLETE LOAD LFLC (NOTE 5)	3c
T02	CODE CHANGE LFLC (NOTE 5)	3c
T03	PEN-D LFLC	3c
T04	BACKUP OF WING CODE DATA DISK	3c
U	**PERFORM THE SUM CHECKS WMAP**	
U01	CMSC (NOTE 5)	3c
V	**ENCODE AND VERIFY DEVICES WMAP**	
V01	ENCODE AND VERIFY LEP	3c
V02	ENCODE AND VERIFY LCP	3c
V03	ENCODE AND VERIFY CCV	3c
V04	PERFORM CCV TRACE DATA FUNCTIONS	3c
V05	VERIFY CSD(G)	3c
W	**DATA VERIFICATION**	
W01	PERFORM LAUNCH VERIFICATION	3c
W02	VERIFY LEP	3c
X	**VERIFY ONLY DATA FUNCTIONS (NOTE 2)**	
X01	VERIFY COMPLETE LOAD LFLC (NOTE 5)	3c
X02	VERIFY CODE CHANGE LFLC (NOTE 5)	3c
X03	VERIFY PEN-D LFLC	3c
Y	**DISPLAY MEDIA ID DATA (NOTE 5)**	
Y01	DISPLAY A AND B CODE CDS ID DATA	3c
Y02	DISPLAY MASTER CODE CD ID DATA	3c
Y03	DISPLAY LCF BS/L HDA ID DATA	3c
Y04	DISPLAY LCF DISKETTE ID DATA (NOTE 6)	3c
Y05	DISPLAY LFLC ID DATA	3c
Y06	DISPLAY KEY CD ID DATA	3c
Z	**LOAD AND VERIFY DEVICES**	
Z01	INITIALIZE LCF BS/L HDA	3c
Z02	LOAD/VERIFY LCF BS/L HDA	3c
Z03	PERFORM LCF BS/L HDA BACKOUT CMSC (NOTE 1)	3c
Z04	LOAD/VERIFY LCF DISKETTES (NOTE 2 & 6)	3c
Z04A	Code change diskette	3c

Z04B	EPP/MA database diskette	3c
Z04C	FDM format database diskette	3c
Z04D	TCI/EPCI diskette	3c
AA01	**RESPOND TO UNSUCCESSFUL SUMCHECKS**	
AA01A	Validate CMSC/Perform CMSC back-out procedures (NOTE 5)	3c
AA01B	Validate VN/Respond to unsuccessful VNs (NOTE 5)	3c
AB	**PERFORM KS-60 KEY MANAGEMENT FUNCTIONS**	
AB01	MANAGE WING POOL DATA	3c
AB02	ASSIGN HICS KS-60 KEY TO SQUADRON	3c
AB03	LOAD EXTERNAL KS-60	3c
AB04	LOAD BLACK KS-60 KEYS IN SKL	3c
AB05	UNLOAD KS-60 TRACE DATA FROM SKL	3c
AB06	PERFORM SKL AUDIT DATA OPERATIONS	3c
BB01	**EQUIPMENT MALFUNCTIONS (NOTE 1)**	
BB01A	Perform corrective actions	3c
BB01B	Restart 9-track after power failure	3c
BB01C	Perform WCPS emergency shutdown	4d
BB01D	Perform encryption emergency operations	4d
CC01	**ADMINISTRATIVE COMMUNICATIONS MANAGEMENT (NOTE 1)**	
CC01A	Process official incoming/outgoing communications	C
CC01B	Process, protect, and destroy classified information	C
CC01C	Apply classification markings	C
CC01D	Handle/store/account for classified materials	C
CC01E	Document/package/process for courier/classified shipments	C
DD01	**PUBLICATIONS**	
DD01A	Use standard publications	3c
DD01B	Use Technical Orders	3c
DD01C	Initiate TO improvement report (NOTE 1)	C
DD01D	Use supply publications/illustrated parts breakdown (IPB)	3c

EE01	**AF OCCUPATIONAL SAFETY AND HEALTH (AFOSH) PROGRAM (NOTE 1)**	
EE01A	Use safety practices when working with weapon system equipment	C
EE01B	Report hazards	C
EE01C	Inspect safety equipment for serviceability	C
EE01D	Comply with hazardous material safety requirements	C
FF01	**SHOP PRACTICES (NOTE 5)**	
FF01A	Use common hand tools	D
FF01B	Use special tools	D
FF01C	Use aerospace hardware	D
FF01D	Repair equipment panels and cases (NOTE 1)	D
FF01E	Perform printed circuit board handling and storage procedures (NOTE 1)	D
FF01F	Perform visual inspection	D
GG01	**SUPERVISION AND TRAINING (NOTE 4)**	
GG01A	Plan and supervise training/evaluation programs	D
GG01B	Conduct qualification training/evaluations	D
GG01C	Prepare lesson plans/evaluation scripts	D
GG01D	Maintain training/evaluation records	D
GG01E	Certify trainee qualifications	D

NOTES:

1. Classroom training only.
2. Performance of any subtask in this area qualifies for performance of all subtasks.
3. Do not delay certification for completion of this task. Train when equipment is available.
4. Task only performed by Trainers/Evaluators/Certifying Officials.
5. Task performed on WCPS for initial training and classroom for recurring training.
6. Task not performed at the 576 FLTS.

Table 3.3. Proficiency Levels.

TASK PERFORMANCE LEVELS
1. Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)
2. Can do most parts of the task. Needs help on hardest parts. (PARTIALLY PROFICIENT)
3. Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT)
4. Can do the complete task quickly and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)
TASK KNOWLEDGE LEVELS
a. Can name parts, tools, and simple facts about the task. (NOMENCLATURE)

b. Can determine step by step procedures for doing the task. (PROCEDURES)
c. Can identify why and when the task must be done and why each step is needed. (OPERATING PROCEDURES)
d. Can predict, isolate, and resolve problems about the task. (ADVANCED THEORY)

SUBJECT KNOWLEDGE LEVELS

A. Can identify basic facts and terms about the subject. (FACTS)
B. Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)
C. Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
D. Can evaluate conditions and make proper decisions about the subject. (EVALUATION)

Chapter 4

CODE CONTROLLER EVALUATIONS

4.1. Responsibilities:

4.1.1. The Senior Code Controller. The senior code controller establishes and implements the code controller standardization and evaluation program. The overall goal of the evaluation program is to provide commanders with meaningful indicators reflecting the effectiveness of code controller training and the ability to perform the unit mission. The SCC is the final error determination authority based on input from the Chief of Quality Assurance. If there is a disagreement on a critical error, OSB/TEX will query the error(s) to 20 AF/A3NB. The affected controller(s) will not perform unsupervised coding operations until OSB/TEX receives a determination from 20 AF/A3NB. 20 AF/A3NB will provide the pass/fail scenario and determination to all units.

4.1.2. Chief of Quality Assurance. The SCC will appoint a Chief of Quality Assurance. The Chief of Quality Assurance will be a certified code controller with 6 months minimum experience as a code controller and will have one year retainability for appointment. When these requirements cannot be met, AFGSC/A3IA via 20 AF/A3NB may grant a waiver on a case-by-case basis. The Chief of Quality Assurance validates code controller proficiency by conducting initial and recurring controller evaluations and ensures the accuracy of coding processes and documentation.

4.1.2.1. Evaluations. The Chief of Quality Assurance will perform all controller evaluations. If the Chief of Quality Assurance is unavailable for an unforeseen reason (e.g., emergency leave), units will contact 20 AF/A3NB for guidance.

4.1.2.2. Controller Status. The Chief of Quality Assurance must continue to meet requirements mandated by this instruction to maintain active code controller status. Only 20 AF/A3NB will perform recurring evaluations of the Chief of Quality Assurance (with the exception of the 576 FLTS/TEX).

4.2. Chief, Quality Assurance Evaluator Training and Certification:

4.2.1. Training. Each OSB/TEX will develop an initial and recurring Chief of Quality Assurance Evaluator Training program. Initial training will be completed prior to certification. Recurring training is required annually on appropriate evaluator-related JPRL areas. As a minimum, this program will cover planning and supervising an evaluation program, conducting an evaluation, preparing evaluation scripts, and maintaining evaluation records. These tasks are identified in the code controller JPRL. 20 AF/A3NB will provide units with additional guidance, as required. Additionally, each Chief of Quality Assurance will attend an evaluator course NLT six months after appointment. Evaluator training courses completed in another position may be used to fulfill this requirement with the concurrence of 20 AF/A3NB.

4.2.2. Certification. The following establishes the certification process for the Chief, Codes Quality Assurance.

4.2.2.1. The SCC will certify the Chief, Codes Quality Assurance. Maintain written certification/appointment memorandum in the individual's controller folder.

4.2.2.2. Prior to certification, the current Chief of Quality Assurance will administer a recurring evaluation to the incoming Chief of Quality Assurance. Once the SCC is satisfied that the Chief of Quality Assurance has completed all training requirements, the SCC will certify the new Chief of Quality Assurance.

4.2.2.3. 20 AF/A3NB will perform recurring evaluations of the Chief of Quality Assurance for all units except 576 FLTS to ensure the individual remains qualified for his or her duties. 20 AF/A3NB may also observe the Chief of Quality Assurance conducting an evaluation during higher headquarters inspection.

4.2.2.4. The Chief of Quality Assurance must be certified prior to conducting WCPS evaluations.

4.2.2.5. Document certification in the individual's training record and forward a copy to 20 AF/A3NB. This certification consists of documenting that the individual has completed required training and is qualified to perform duties as Chief of Quality Assurance. The 576 FLTS/TEX SCC will document every 12 months within the Chief of Quality Assurance's record that an evaluation is not required if the SCC determines the appointed Chief of Quality Assurance still meets all proficiency and training requirements. Retain documentation for a minimum of 12 months.

4.3. Evaluations. All code controllers will be evaluated within 12 months of their initial certification evaluation or last recurring evaluation (with the exception of the 576 FLTS/TEX Chief of Quality Assurance, reference paragraph **4.2.2.5**).

4.3.1. Inactive Status. Any code controller who is not evaluated within the 12-month period will be placed on inactive status until a recurring evaluation is conducted. For example, if a code controller's initial evaluation was conducted on 5 May 2012, that code controller must receive a recurring evaluation no later than midnight of 4 May 2013.

4.3.2. Evaluation Types. There are three types of evaluations: initial, recurring, and special. Job performance task coverage for each evaluation must contain the minimum tasks required to meet the objective of the evaluation (i.e., coding an LCP).

4.3.2.1. Initial Evaluation. An initial evaluation is given upon completion of code controller training and required for code controller certification. An initial certification evaluation must be modified to "isolate" the controller(s) being certified. The controller(s) being certified must direct all actions during the evaluation. The remaining controller team member(s) will accomplish all actions as directed and will not receive evaluation credit. QCOs (reference paragraph **4.3.2.4**) shall not be used for initial evaluations.

4.3.2.2. Recurring Evaluation. A recurring evaluation is a periodic evaluation of a code controller designed to determine proficiency and capability to support the mission. Recurring evaluations may consist of either an evaluation script or a QCO. It must be administered within 12 months of the code controller's initial or last recurring evaluation. Recurring evaluations will be conducted on an entire team.

4.3.2.3. Special Evaluation. Special evaluations are given as a result of a Qualification Level 3 (Q3) rating. A special evaluation may be a complete evaluation, but at a minimum, it must evaluate those tasks that resulted in the unqualified rating. The controller(s) being re-evaluated must direct all actions during the evaluation. Any remaining controller team member(s) will accomplish all actions as directed and will not receive evaluation credit. QCOs shall not be used for special evaluations.

4.3.2.4. Quality Control Observations (QCOs). QCOs are observations of code controllers in the performance of their normal duties to provide additional performance feedback to the SCC or satisfy recurring evaluation requirements. For non-recurring QCOs, any combination of vault or WCPS operations may be observed and will have an in-brief and out-brief. QCOs used to satisfy recurring evaluations must involve a coding operation and meet all evaluation requirements, except those specifically referring to scripts, listed in paragraphs **4.4** through **4.6** Paragraphs **4.5.1.1.**, **4.5.2.2.**, **4.5.3.**, **4.5.4.** through **4.5.4.3.**, **4.5.5.1.** through **4.5.5.2**, and **4.5.7.2** through **4.5.7.5** do not apply to QCOs. The use of QCOs is at the discretion of the senior code controller.

4.3.2.4.1. QCOs must utilize pre-existing requirements (i.e., scheduled MGS R&R) for status presentation. The evaluator must not introduce any simulated status during QCOs.

4.3.2.4.2. QCOs shall utilize only operational codes unless pre-existing coding requirements (i.e. scheduled HSEP) require the use of test codes.

4.3.2.4.3. Termination of a QCO is at the discretion of the evaluator. At a minimum, the requirement in paragraph **4.3.2** must be met.

4.4. Evaluation Ratings. Overall evaluation performances are rated by qualification levels.

4.4.1. Qualification Level 1 (Q1) indicates an evaluatee demonstrated the desired level of performance and knowledge of procedures, equipment and directives within prescribed tolerances. Criteria for a Q1 rating consist of no critical or major errors and three or fewer minor errors.

4.4.2. Qualification Level 2 (Q2) indicates an evaluatee demonstrated the ability to perform duties safely, but may need additional training at the discretion of the squadron commander or operations officer. Criteria for a Q2 rating consist of no critical errors, two or fewer major errors or four or more minor errors.

4.4.3. Qualification Level 3 (Q3) indicates an evaluatee is unqualified based on an unacceptable level of safety, performance or knowledge. Criteria for a Q3 rating consist of one or more critical errors, or three or more major errors.

4.4.4. Exceptionally Qualified (EQ) indicates an evaluatee demonstrated exceptional knowledge and performance above the standard. The goal of the exceptionally qualified rating is to recognize an evaluation performance considered to be among the top 15% of all evaluations.

4.4.4.1. To be eligible for nomination, an evaluatee must complete all phases of a full-check evaluation (including a coding event) and receive a Q1 rating with zero errors committed.

4.4.4.2. Evaluatees will be nominated to receive the EQ designation on the evaluation report based on the discretion of the evaluator.

4.4.4.2.1. Evaluators will use AFGSC Form 15, *REACT EQ Nomination Worksheet,* for eligible evaluatees to determine whether they should be nominated for the EQ designation.

4.4.4.2.2. The AFGSC Form 15 is only required to be completed following evaluations for which an evaluatee is nominated for the EQ designation.

4.4.4.3. The SCC will review the worksheet for final approval or disapproval.

4.4.4.3.1. An EQ rating may be awarded to one or all members of the evaluated crew.

4.4.4.3.2. EQ ratings are not allowed for special-check evaluations.

4.4.4.4. HHQ evaluators may award an EQ following a full HHQ evaluation.

4.5. Evaluation Conduct:

4.5.1. Evaluation Preparation. Below are the minimum required preparatory actions; their sequence may vary.

4.5.1.1. The evaluator must prepare and review the selected script and associated materials.

4.5.1.2. The evaluator must initiate a controller evaluation worksheet or locally generated worksheet for each code controller to be evaluated.

4.5.2. Evaluation in-brief. Evaluators conduct an evaluation in-brief to ensure all members of the evaluatee controller team, on-duty shift controllers, and support personnel understand the rules of engagement. The in-brief sets the environment for the evaluation and must clarify the level of support/non-support to be given. The in-brief will cover the following areas:

4.5.2.1. Evaluator-evaluatee relationship.

4.5.2.2. Methods used to initiate events (e.g., problem cards, telephone calls, real-world activity, and equipment indications). All script inputs must be clearly identified as exercise inputs.

4.5.2.3. Responsibilities during equipment operations.

4.5.2.4. Safety policies.

4.5.2.5. Responsibilities during actual emergencies, malfunctions, or real-world events.

4.5.2.6. Status of evaluators in terms of PRP and code-handling restrictions.

4.5.2.7. Use of test versus operational codes. Test codes should be used as much as possible; however, if an operational requirement exists, operational codes may be used in a recurring evaluation, if it satisfies the JPR(s) coverage in the script. Operational codes will never be used in an initial evaluation. QCOs are conducted in accordance with paragraph **4.3.2.4.2**

4.5.3. Conducting the Evaluation. The evaluator will present status in accordance with the script, then observe and document the team's response to that status and all actual WCPS

status. In an evaluation, an agency would not do more than is required by regulation or applicable technical order.

4.5.3.1. Failing to accomplish any required action is always an error or critique item. The evaluator should not hesitate to document errors for these incidents--an evaluator may document an error for lack of proficiency in performing a task. The degree of error is at the discretion of the evaluator's sound professional judgment.

4.5.3.2. Status Presentation. Each OSB/TEX must develop scripts for use during evaluations. OSB/TEX will keep a minimum of 2 initial and 3 recurring scripts on-line. These scripts must be technically accurate. Scripts must be a plan for presentation of problem sequences and events that specify instructions for the evaluator and identify proper code controller team responses. Scripts may contain oral questions. The evaluator should follow the script as written unless a deviation is required to provide accurate status. Problems that do not lend themselves to sequential operation should be avoided, if possible. Units will number and date scripts and individual problem cards, as required, to facilitate control and use, and file them in a manner to preclude disclosure to team members subject to evaluation. Specific format and level of detail in scripts is at unit discretion. Reference paragraph **4.3.2.4.1** for QCO status presentation.

4.5.3.3. The evaluator will not permit any evaluatee crew errors to evolve into a real-world possible code compromise, a possible compromise of TDI technology, a procedural violation, WSSR, or TPC violation.

4.5.3.4. The evaluator will not serve as a member of the two person concept team, nor provide control over components or code materials. In the event of an emergency that requires the evaluator to serve in this capacity, the evaluation will be immediately suspended or terminated.

4.5.4. Script Content and Design. Procedural entering requirements specified in technical orders and other directives must be reasonably apparent. They must not be "masked" in order to present a theoretically possible, but improbable, occurrence. "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. This does not mean presentation of simultaneous problems.

4.5.4.1. Performance. Scripts can measure performance in non-WCPS duties and WCPS operations. WCPS operations can include peacetime or EWO generation scenarios. All scripts must involve a WCPS coding action as defined by EAP-STRAT Vol.16.

4.5.4.2. Script Content. The Chief of Quality Assurance will determine the JPR(s) to be covered in each script. However, each script must contain the minimum requirements to meet the objective of the task being evaluated (i.e., coding an LCP or LEP, etc.).

4.5.4.2.1. An initial evaluation must be modified to ‘isolate’ the controller being certified. The controller being certified must direct all actions during the evaluation.

4.5.4.2.2. For evaluations with two non-certified members, members should be of opposite control groups and accomplish an individual tasking directly associated with their control group. In the event the two non-certified members of the same control

group are performing an initial evaluation, each member must perform and direct their team in regards to a specific task action associated with their control group.

4.5.4.3. Script Approval. The SCC must coordinate and approve all WCPS scripts used for evaluations. The coordination and approval will be documented. If a script will be administered to the SCC, the OSS commander/576 FLTS/CC will approve the script.

4.5.5. Termination of Evaluations.

4.5.5.1. Ensure intended task coverage is achieved before terminating an evaluation. The script may call for termination at some point short of scenario completion if it is not intended to evaluate the remaining requirements. However, do not terminate an evaluation until the team has had an opportunity to complete all actions required by the script. An evaluation is not normally terminated unless:

4.5.5.1.1. An evaluatee/evaluator is unable to perform duties due to injury, illness, etc.

4.5.5.1.2. "Real-world" maintenance activity or coding unduly interferes with evaluation.

4.5.5.1.3. HHQ actions preclude completing evaluation.

4.5.5.2. Use the following verbiage for termination: "Are you satisfied all team actions are complete at this time?" When the team answers affirmatively, state, "This terminates the evaluation."

4.5.5.3. Termination of a QCO is at the discretion of the evaluator. At a minimum, the requirement in paragraph **4.3.2** must be met.

4.5.6. Post-evaluation.

4.5.6.1. Error Determination. Evaluators identify and document incorrect actions and responses as errors. Deviations from proper procedures fall into one of three error categories: critical, major, or minor.

4.5.6.1.1. Critical error. A critical error is assessed when an evaluatee fails to act correctly and/or in a timely manner, and the error results in, or would result in operational mission failure, endangers human life, or results in death. A critical error includes:

4.5.6.1.1.1. A violation of WSSRs pertaining to control and operations of ICBM code components.

4.5.6.1.1.2. A critical code handling violation resulting in the loss of proper control, loss, or loss of proper security of an ICBM code component, including test code components used for evaluation or inspection purposes.

4.5.6.1.1.3. A violation of TPC control or no-lone zone requirements.

4.5.6.1.1.4. Failing to accomplish a critical portion of a task that directly impacts the alert status of a launch facility or launch control center, or the proper operation or verification of a code component.

4.5.6.1.1.5. Failing to identify and correct a condition involving improper control

of a code component.

4.5.6.1.1.6. Failing to identify and correct an incorrectly coded component.

4.5.6.1.2. Major error. A major error is assessed when an evaluatee fails to act or fails to act in a timely manner and the error results in, or would result in, degradation to an operational mission, damage to equipment, or failure to maintain optimum system configuration, or results in personal injury. A major error includes:

4.5.6.1.2.1. The inability to complete a task due to a lack of knowledge or proficiency.

4.5.6.1.2.2. An error that would result in equipment damage to a codes-related component.

4.5.6.1.2.3. An error which results when a critical portion of a task is re-accomplished when not required, including unnecessary dispatch or loss of dispatch or preventing a launch-capable sortie from being placed on alert.

4.5.6.1.2.4. An error that could result in personal injury.

4.5.6.1.3. Minor error. Any error affecting code/code handling or control, which doesn't constitute a major or critical error.

4.5.6.2. If OSB/TEX cannot ascertain how to assess an error for an ongoing evaluation after querying all required on-base agencies (e.g., OGV, Safety, Missile Maintenance Operations Center, etc.), call and initiate a formal request for clarification with 20 AF/A3NB. The Chief of Quality Assurance will pass all information regarding the error and the associated scenario to 20 AF/A3NB who will analyze the information, make a final error determination, and respond back to OSB/TEX as soon as possible. The final determination will be sent to all units.

4.5.7. Additional Evaluation Guidance.

4.5.7.1. 20 AF/A3NB may use on-line unit scripts with associated problem cards or QCOs during unit visits.

4.5.7.2. If a task is not intended to be evaluated (or evaluated again after being previously accomplished correctly), brief the task accomplished when the team identifies the requirement to accomplish the task.

4.5.7.3. The evaluator must always provide status that team members would normally detect with their senses (e.g., heat, air, smoke, etc.) when it cannot be provided by the WCPS or SE support equipment. This may require the use of problem cards or a verbal announcement by the evaluator.

4.5.7.4. Ensure correct WCPS status is presented for briefed tasks.

4.5.7.5. Unit OSB/TEX will ensure evaluation scripts (on-line and off-line) are rotated semi-annually to ensure script content is not compromised. Individual units will determine this timeframe. Additionally, the Chief of Quality Assurance will ensure an evaluatee controller team is not exposed to the same evaluation script more than once.

4.6. Evaluation Documentation:

4.6.1. Evaluation Type. Use the following paragraphs as a guide to document the evaluation type.

4.6.1.1. Use an "I" to record an initial evaluation for code controller certification purposes.

4.6.1.2. Use a "R" to record a recurring evaluation or QCO. A recurring evaluation is a periodic evaluation of a team or team member designed to determine proficiency and capability.

4.6.1.3. Use an "S" to record a special evaluation that is a result of a previously failed evaluation. This type of special evaluation may be a complete evaluation or may only evaluate tasks that resulted in the unqualified rating.

4.6.2. Corrective Action Worksheets (CAW).

4.6.2.1. A CAW will be used for all evaluations and QCOs. They will be maintained in the individual's training/evaluation records until the individual is permanently decertified as a code controller. When retraining is required, the OSB/TEX Training Section will receive and maintain copies of the CAW for training purposes. The CAW coordination process should be accomplished expeditiously to ensure all individual records are kept current. Units will determine individuals involved in the CAW process. Individual records must maintain all restriction-related paperwork to include CAWs, restriction letters (to include a letter for removal from inactive status), and training documentation. Units are required to create a CAW for errors identified during higher headquarters inspections/visits.

4.6.2.2. Ratings of "Q3" will require controllers be placed on inactive status until retraining and a special evaluation is accomplished for the errors resulting in the unqualified rating. For enlisted controllers, a new training and certification date will be entered into TBA (TBA), **On-the-Job Training - Continuation Sheet**. For officer controllers, training records will be annotated to reflect the individual being restricted and placed back on active status once a recheck has been completed and passed.

4.6.3. Deficiency Codes. Deficiency codes are used to best describe why an evaluatee committed an error. Use the following as a guide in assigning deficiency codes.

4.6.3.1. DC01 - Lack of Knowledge. Did not know or unable to discern requirement. May be indicated by failure to accomplish a required task/subtask or accomplishing an incorrect task/subtask.

4.6.3.2. DC02 - Lack of Proficiency. Knew the requirement, but experienced difficulty because of a skill, ability, or expertise deficiency.

4.6.3.3. DC03 - Lack of Association. Did not associate the impact of various status. Could not correlate information.

4.6.3.4. DC04 - Lack of Discipline. Inattention to detail; for example, skipped steps, misread WCPS indications, or did not detect status. May be indicated by poor checklist discipline.

4.6.3.5. DC05 - Other. Any identifiable deficiency not otherwise listed. If this code is used, a complete description of the cause of the deficiency must be included in the remarks.

4.6.3.6. DC06 - Faulty Prioritization. Accomplished tasks/subtasks, but unnecessarily delayed a relatively more urgent task/subtask.

4.6.3.7. DC07 - Inadequate Team Coordination. May be indicated when one team member had incomplete status or when the error was attributable to inadequate use of demand-response techniques.

4.7. Deficiency Reporting. When a team has performed normal coding actions (not under formal evaluation) and procedural deviations/errors are observed or found through a review of WCPS printouts or configuration records and results in recoding or additional dispatches, the SCC shall be notified in writing immediately after discovery. The SCC shall determine corrective actions. Do not document as critical, major, or minor errors, but ensure the notified agency understands the severity of the deviations and document them as procedural deviations. This will also apply during HHQ inspections.

Chapter 5

SUPPLEMENTAL GUIDANCE/PROCEDURES

5.1. Radio Checks:

5.1.1. In addition to the requirements for transporting code components contained in EAP-STRAT Volume 16, radio checks will be accomplished by any team transporting code components to and from an LF or LCC to the support base.

5.1.2. Units will require teams couriering/transporting code components off-base (Category II) to be radio-equipped and to accomplish radio security checks every 15 minutes with an on-base agency (i.e., TCC, MSC).

5.1.3. Radio security checks are to enhance the security afforded teams transporting code components to and from a LF or LCC to the support base.

5.1.4. Radio checks are not required at the 576 FLTS.

5.2. Vault Guarding Requirements during a Power Loss:

5.2.1. Units will develop a plan to ensure notification of planned and unplanned commercial power losses affecting buildings where a codes vault is located or where code components are being stored.

5.2.2. If a building where a codes vault is located or where code components are stored experiences a total power loss the security system, regardless of Uninterruptible Power Supply (UPS) status, the vault or area containing code components must be guarded by two code controllers until power is restored. When power is restored, a functional check of all alarms must be performed.

5.3. WCPS Troubleshooting and Operational Decertification/Certification:

5.3.1. If a unit OSB/TEX encounters a problem with the WCPS and coding capability is lost notify 20 AF/A3NB and USSTRATCOM/J384 immediately. 20 AF/A3NB will keep HQ AFGSC/A3IA and HQ AFGSC/SEW apprised of the situation.

5.3.2. If E-LAB initial troubleshooting fails to resolve the problem, the unit needs to contact Boeing via the hotline. If the problem is not resolved via the telephone and it becomes apparent Boeing will need to visit the unit to troubleshoot the problem, the following actions will be accomplished:

5.3.2.1. The OSB/TEX will request the unit OG/CC (SQ/CC for 576 FLTS) request Contractor Logistical Support (CLS) on-site support from ICBMSS/GFEA with coordination from AFGSC/A3I and 20 AF/A3NB.

5.3.2.2. 509 ICBMSS/GFEA will consult with Boeing and NGMS on what will be necessary to troubleshoot the problem (i.e., will uncertified software be needed, etc.) and whether WCPS decertification will be required. If decertification is required, GFEA will notify ENV to contact HAF AFSEC for approval.

5.3.2.3. 526 ICBMSG/ENV will prepare the decertification request letter and send to HAF AFSEC for action.

5.3.2.4. HAF AFSEC will prepare the response and send to 526 ICBMSG/ENV as soon as possible.

5.3.2.5. 526 ICBMSG/ENV will provide HAF AFSEC approval/disapproval letter to 20AF/A3NB for dissemination.

5.3.2.6. Boeing arrives and WCPS is decertified IAW TO 31X8-2-2-1. Boeing troubleshoots problem. Units must ensure to continue appropriate TPC and code handler controls for all individual certified components. The ELAB and OSB/TEX personnel will repair and maintain control of WCPS IAW TO 31X8-2-2-1 and applicable directives.

5.3.2.7. Unit will certify the WCPS IAW TO 31X8-2-2-1 and notify HQ AFGSC/A3IA, 20 AF/A3NB and USSTRATCOM/J384 the WCPS is repaired and operational.

5.3.3. This process does not cover situations where operational code data is involved or if procedures not covered within technical orders are involved or may be required. In these instances, 526 ICBMSG/ENV will provide a detailed explanation of what will be required to allow HAF AFSEC to ensure appropriate safeguards and protections of operational codes are in place before proceeding. This detailed explanation will require coordination with HAF AFSEC, 20 AF/A3NB, HQ AFGSC/A3IA, HQ AFGSC/SEW and USSTRATCOM/J384 at a minimum.

Chapter 6

GUIDANCE AND CLARIFICATION (G&C) PROCEDURES

6.1. General. Process requests for clarification per Attachment 2 (electronic preferred) on official unit letterhead to 20 AF/A3NB, 6610 Headquarters Drive, F.E. Warren AFB WY 82005-5215. 20 AF/A3NB will coordinate with HQ AFGSC/A3IA and other agencies (USSTRATCOM/J384, NSA/I831, 526 ICBMSG, Contractor Support, etc.) before sending out G&C answers. If multiple questions refer to the same subject matter, then multiple questions may be submitted in one letter. If the questions are not on the same subject matter, then submit those questions on separate letters.

6.2. G&C Management. 20 AF/A3NB is the USSTRATCOM/J384 and AFGSC/A3IA delegated OPR to receive, research, coordinate, and prepare official G&C policy and guidance memorandums. Upon receipt of wing requests for G&C, 20 AF/A3NB will initiate a G&C teleconference (**see paragraph 6.3**) with key agencies to jointly develop initial position for reply memo.

6.3. G&C TELCON. 20 AF/A3NB will ensure all G&C is properly coordinated with USSTRATCOM/J384, NSA/I831, AFGSC/A3IA, AFGSC/SEW, 20 AF, and 526 ICBMSG/CC to address topic of concern, assess sense of urgency, and recommend initial position for the formal reply. In order to accomplish coordination, 20 AF/A3NB will establish a dial-in TELCON. More research may be required following the G&C TELCON.

6.4. HHQ Suspense for Reply to Units. In order to provide a timely reply to units on emerging codes issues, 20 AF/A3NB will provide formal G&C replies to units on routine issues within 10 duty days after receipt of requests. Possible Code Compromises and Possible Compromises of TDI Technology will continue to be handled IAW EAP-STRAT Vol 16, Chapter 14. In the event a topic requires a more immediate sense of urgency, and is not covered through PCC and PCTT reporting, 20 AF/A3NB will coordinate with leadership to determine required suspense.

6.5. G&C Distribution. All formal ICBM Codes G&C messages/traffic will be distributed to the following agencies (as a minimum): 90 OSS/OSB, 91 OSS/OSB, 341 OSS/OSB, 576 FLTS/TEX, AFGSC/A3IA, AFGSC/SEW, AFGSC/IGIO, USSTRATCOM/J384, NGAS, 526ICBMSG/CC, NSA/I831, HAF AFSEC/SEWE, and Boeing Huntington Beach.

6.6. Final Authority for ICBM Codes G&C. As CONAUTH for ICBM Codes, USSTRATCOM/J384 is ultimate authority for G&C determinations per EAP-STRAT Volume 16.

6.7. Inspector General. AFGSC/A3IA, as ICBM Codes functional, will coordinate with AFGSC/IGIO regarding questions related to ICBM Codes G&C. Also, all IG-identified potential findings that involve ICBM Codes G&C will be coordinated with AFGSC/A3IA prior to final error determination. AFGSC/A3IA will engage 20 AF/A3NB and USSTRATCOM/J384 if required.

6.8. Leadership. Each respective agency is responsible for up-channeling ICBM Codes G&C to their leadership, commanders, and supervisors per their organizations' requirements. AFGSC/A3I will receive all ICBM Codes G&C.

JAMES S. BROWNE
Brigadier General, USAF
Director of Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFGSCI 13-5301V1, *Rapid Execution and Combat Targeting (REACT) Crew Training,* 16 May 2011

AFI 91-101, *Air Force Nuclear Weapons Surety Program,* 13 October 2010

AFI 91-104, *Nuclear Surety Tamper Control and Detection Programs,* 10 September 2010

AFI 91-105, *Critical Components,* 7 January 2011

AFI 91-114, *Safety Rules for the Intercontinental Ballistic Missile System,* 25 October 2011

AFH 36-2235V9, *Information for Designers of Instructional Systems Application to Technical Training,* 1 November 2002

AFMAN33-363, *Management of Records,* 1 March 2008

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

CJCSI 3231.01B, *Safeguarding Nuclear Command and Control Extremely Sensitive Information*, 21 June 2007

DoD 5210.42-R_AFMAN 10-3902, *Nuclear Weapons Personnel Reliability Program (PRP)*, 13 November 2006

EAP-STRAT V16, *ICBM Code Component Control Policy and Procedures,* 28 February 2010

T.O. 21M-LGM30F-12-1, *Minuteman Nuclear Surety Procedures for the WS-133A-M/B Weapon Systems,* 1 March 2012

T.O. 31X8-2-2-1, *Operation Instructions, Console, Wing Code Processing System (WCPS) (P/N 10365-107-61),* 1 March 2012

T.O. 31X8-2-2-2, *Maintenance Instructions with Illustrated Parts Breakdown, Console, Wing Code Processing System (WCPS) (P/N 10365-107-61),* 1 September 2010

T.O. 31X8-2-3-1, *Operation and Maintenance Instructions with Illustrated Parts Breakdown, Console, Hardware Certification Verification Equipment (HCVE) (P/N 11800-315-11),* 10 May 2010

Prescribed Forms

AFGSC Form 165, *Code Handler Certification and Training Record*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AFCOMSEC Form 9, *Cryptographic Access Certificate (PA) (FOUO)*

AFGSC Form 15, *REACT EQ Nomination Worksheet*

Abbreviations and Acronyms

AF—Air Force

AFGSC—Air Force Global Strike Command

AFGSC/A3IA—HQ AFGSC/ICBM Current Operations Branch

AFGSC/SEW—HQ AFGSC/Weapons Safety Division

AFMC—Air Force Material Command

AFOSH—Air Force Occupational Safety and Health

AFOTEC—Air Force Operational Test and Evaluation Center

HAF AFSEC—Air Force Safety Center

ALCS—Airborne Launch Control System

BGRC—Boeing Guidance Repair Center

BMC—Basic Mission Capable

BMK—Basic Mission Knowledge

BOT—Beginning of Tape

BS/L—Bulk Storage/Loader

CA—COMSEC Account

CAW—Corrective Action Worksheet

CBT—Computer Based Training

CCOS—Common Certification Operating System

CCV—Code Change Verifier

CD—Compact Disc

CD—RW-Compact Disc-ReWritable

CHDB—Code Handler Database

CLS—Contractor Logistical Support

CMSC—Computer Memory Security Check

COMSEC—Communications Security

CONAUTH—Controlling Authority

CRO—COMSEC Responsible Officer

CRT—Cathode Ray Tube

CRYPTO—Cryptographic

CSD(G)—Command Signals Decoder (Ground)

CSD(M)—Command Signals Decoder (Missile)

CTU—Cartridge Tape Unit

DAFC—Department of The Air Force Civilian

DIRNSA/ I831—Director, National Security Agency, Office of Nuclear Command and Control

DoD—Department of Defense

EAP—Emergency Action Procedure

E-Lab—Electronics Laboratory

EOT—End of Tape

EWO—Emergency War Order

FAM—Familiarization

FCA—Formal Cryptographic Access

FDD—Floppy Disk Drive

FDE—Force Development Evaluation

FLTS—Flight Test Squadron

GRP—Guidance Replacement Program

HAD—Head Disk Assembly

HCVE—Hardware Certification Verification Equipment

HHQ—Higher Headquarters

HQ—Headquarters

HQ—Highly Qualified

IAW—In Accordance With

ICBM—Intercontinental Ballistic Missile

ICBMSG—ICBM Sustainment Group

ICBMSS—ICBM Sustainment Squadron

ICPS—ICBM Code Processing System

IPB—Illustrated Parts Breakdown

ISD—Instructional System Development

J384—USSTRATCOM Missile Control Branch

JPRL—Job Performance Requirement List

KVP—Keying Variable Programmable Read Only Memory

LCP—Launch Control Panel

LECG—Launch Enable Control Group

LECGSP—Launch Enable Control Group Signal Panel

LEP—Launch Enable Panel

LFDN—Launch Facility Down

LFLC—Launch Facility Load Cartridge

MCCM—Missile Combat Crew Member

MCG—Memory Controller Group

MCU—Mechanical Code Unit

MGS—Missile Guidance Set

MLP—Master Lesson Plan

MM—Minuteman

MMIII—Minuteman III (G Model)

MMOC—Missile Maintenance Operations Center

MMT—Missile Maintenance Team

MSC—Missile Security Control

MTC—Magnetic Tape Cartridge

MTU—Magnetic Tape Unit

NC2—ESI-Nuclear Command and Control-Extremely Sensitive Information

NCO—Non-commissioned Officer

NCOIC—Non-commissioned Officer-In-Charge

NSA—National Security Agency

NSCCA—Nuclear Safety Cross-Check Analysis

NWSSG—Nuclear Weapon System Safety Group

OFP—Operational Flight Program

OGP—Operational Ground Program

OJT—On the Job Training

OPR—Office of Primary Responsibility

OSB—Wing Codes Flight

OSBT—Codes Training Section

OSS—Operations Support Squadron

PCC—Possible Code Compromise

PCTT—Possible Compromise of TDI Technology

PEN—D-Penetration Disclose

POC—Point of Contact

P-Plug—Permutation Plug

PROM—Programmable Read Only Memory

PRP—Personnel Reliability Program

PV—Procedural Violation

Q—Qualified

QA—Quality Assurance

QCO—Quality Control Observation

REACT—Rapid Execution and Combat Targeting

SAC—Strategic Air Command

SAP—SCPS Application Program

SCC—Senior Code Controller

SCPS—SAC Code Processing System

SELM—Simulated Electronic Launch Minuteman

SKL—Simple Key Loader

TBA—Training Business Area

TCC—Transportation Control Center

TDI—Tamper Detection Indicator

TDY—Temporary Duty

TMCO—Targeting Management Control Officer

TO—Technical Order

TOMA—Technical Order Management Authority

TPC—Two Person Concept

TRS—Training Squadron

UCP—Unit Command Post

UL—Unauthorized Launch

UPS—Uninterruptible Power Supply

UQ—Unqualified

USSTRATCOM—United States Strategic Command

VN—Verification Number

WCPS—Wing Code Processing System

WMAP—WCPS Minuteman Application Program

WS—Weapon System

WSSR—Weapon System Safety Rules

509 ICBMSS/GFEA—509 ICBMSS Ground Electronics Branch

526 ICBMSG/ENS—526 ICBMSG Safety, Environment and Engineering Data Branch

Attachment 2

EXAMPLE GUIDANCE AND CLARIFICATION

DD MMM YY

MEMORANDUM FOR 20 AF/A3NB

FROM: XX OSS/OSB or 576 FLTS/TEX

Address

Address

SUBJ: Question(s) for Clarification

1. The following question(s) is (are) for consideration and has been coordinated with XX OSS/OSB, XX OSS/OSB, and other agencies (576 FLTS/TEX, Safety, Maintenance etc.) as appropriate. Ensure separate topics are on separate letters.

a. Scenario:

b. Question:

2. Direct any questions to (POC) at DSN ###-####, email: XXXX@XXXXX.XXX

NAME, Rank, USAF
Asst Ops Officer, ICBM Codes Flight